



Student Handbook

2026-2027

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Introduction

Approval Status of Nursing Program

UPMC Jameson School of Nursing, UPMC Mercy School of Nursing, UPMC St. Margaret School of Nursing, UPMC Shadyside School of Nursing, and UPMC Washington School of Nursing are approved by the Commonwealth of Pennsylvania State Board of Nursing.

For more information, please contact:

State Board of Nursing
P.O. Box 2649
Harrisburg, PA 17105-2649
(717) 783-7142
ST-NURSE@pa.gov

Accreditation of Nursing Program

The UPMC Schools of Nursing are accredited by the Accreditation Commission for Education on in Nursing, Inc. (ACEN)

UPMC Jameson School of Nursing:	Accredited
UPMC Mercy School of Nursing:	Accredited
UPMC St. Margaret School of Nursing:	Accredited
UPMC Shadyside School of Nursing:	Accredited
UPMC Washington School of Nursing:	Accredited

For more information, please contact:

Accreditation Commission for Education in Nursing, Inc. (ACEN)
3390 Peachtree Road NE
Suite 1400
Atlanta, GA 30326





UPMC SCHOOLS OF NURSING POLICY AND PROCEDURE

SUBJECT: Non-Discrimination Statement INDEX TITLE: Administrative
DATE: August 31, 2026

I. STATEMENT

It is the policy and purpose of UPMC Schools of Nursing to provide equal educational opportunity according to academic qualifications without discrimination on the basis of race, color, religion, ancestry, national origin, age, sex, genetics, sexual orientation, gender expression, gender identity, or marital status, familial or disability status, or status as a protected Veteran, or any other legally protected group status. Further, UPMC Schools of Nursing will continue to support and promote equal educational opportunity and human dignity. UPMC Schools of Nursing are committed to taking positive steps to eliminate barriers that may exist in educational practices. Areas of focus include, but are not limited to: recruiting, admission, transfer, progression, graduation, financial aid, termination, and education.

This commitment is made by UPMC Schools of Nursing in accordance with federal, state, and/or local laws and regulations.

All applicants must be able to complete the essential functions of a student nurse with or without reasonable accommodation. Act 33 PA Child Abuse History Certification, Act 34 PA Criminal Record Check and Act 73 Fingerprints are required clearances.

Reviewed/Revised: 03/31/2026
Effective Date: 08/31/2026

Civility Statement

Civility encompasses the “essential skills that allow us to live well among others” (Forni). Civility means caring about the well-being and happiness of others and being genuinely interested in how they are doing. Behaviors that demonstrate civility include a cooperative spirit, respect, listening, understanding and honoring the individual differences of others.

Vision

Create a learning environment that is safe and productive for all in which a quality teaching and learning experience can be provided and professional practice is developed (Billings and Halstead). Interactions are clear-headed, temperate, considerate, and compassionate; restraint, respect and consideration are the norm (Forni).

Characteristics of a Civil Educational Environment and Behaviors Include:

- **Inclusiveness:** all are made to feel welcome, respected and part of the team.
- **Warmth and friendliness:** a sense of being valued and appreciated exists.
- **Supportiveness:** all are encouraged to do well and be helpful to each other.

- **Egalitarian treatment:** individuals are accorded the same level of respect regardless of their rank or status.
- **Compassion and kindness:** individuals recognize and strive to ease the suffering of others.
- **Psychological safety:** a high level of trust exists, and all are encouraged to voice their opinions and concerns without fear of retribution.
- **Engagement:** there is excitement about the work and sincere commitment to the ongoing success and mission of the School.

Expected Behaviors:

- Students are accountable and arrive at class on time, are prepared for class, abide by the rules, do not interfere with another student’s learning, and communicate with respect.

References:

Billings, D. M. & Halstead, J. A. (2012) *Teaching in Nursing: A Guide for Faculty* (4th ed.). St. Louis: Elsevier Saunders.
Forni, P.M. *Choosing Civility: The 25 Rules of Considerate Conduct*. New York: St. Martin's Press, 2003.
Adapted from: www.lifesolutionsforyou.com

UPMC SCHOOLS OF NURSING

2026-2027 CALENDAR

August 31, 2026 – December 18, 2026 FALL TERM
December 19, 2026 – January 3, 2027 - **BREAK**

January 4, 2027 – April 23, 2027 SPRING TERM
April 24, 2027 – May 2, 2027 - **BREAK**

May 3, 2027 – August 20, 2027 SUMMER TERM
August 21, 2027 – August 29, 2027 - **BREAK**

August 30, 2027 – December 17, 2027 FALL TERM
December 18, 2027 – January 2, 2028 - **BREAK**

HOLIDAYS

September 7, 2006	Labor Day
November 26, 2026	Thanksgiving Day
November 27, 2026	Thanksgiving Break
December 25, 2026	Christmas Day
January 1, 2027	New Year's Day
January 18, 2027	Martin Luther King Day
March 26, 2027	Spring Break
May 31, 2027	Memorial Day
July 4, 2027	July 4 th Day
July 5, 2027	July 4 th Day – Day Off
September 6, 2027	Labor Day
November 25, 2027	Thanksgiving Day
November 26, 2027	Thanksgiving Break
December 24, 2027	Christmas Day – Day Off
December 25, 2027	Christmas Day



Administrative Policies



UPMC SCHOOLS OF NURSING POLICY AND PROCEDURE

SUBJECT: Academic Integrity Policy
DATE: August 31, 2026

INDEX TITLE: Administration

I. POLICY:

UPMC Schools of Nursing Academic Integrity policy governs the actions of enrolled students. The Academic Integrity Policy is intended to support a culture of integrity based upon the mission, vision, and values of UPMC.

II. PURPOSE:

The purpose of this policy is to define the ethical behaviors fostered in the practice of professional nursing. Additionally, this policy serves to guide the roles and responsibilities of each UPMC school's Academic Integrity/ Standing Committee who have oversight of matters related to academic integrity in that school.

III. SCOPE:

All members of the UPMC SON community, including faculty, students, administration, and staff, are responsible for upholding academic integrity and maintaining a just culture in which academic integrity can flourish and thrive.

IV. GUIDELINES:

In accordance with the UPMC value of responsibility and integrity, we perform our work to achieve the highest level of professional standards. At UPMC Schools of Nursing our individual and collective search for an honest and just culture is connected to the core principle of academic integrity. Expected behaviors include the promotion of honesty and integrity in all academic endeavors and settings.

UPMC Schools of Nursing will not tolerate intimidating, disruptive, unprofessional, inappropriate, or unethical behavior from students, who represent the School or provide services on behalf of UPMC Schools of Nursing. Examples of unacceptable behaviors include, but are not limited to:

1. Violating the laws, regulations, standards, and/or policies that govern and guide UPMC Schools of Nursing protocol, procedures, operations, and activities.
2. Demonstrating or exhibiting aggravated, belittling, coercing, demeaning, disrupting, injurious, intimidating, malicious, offensive, threatening behavior toward a School of Nursing director, faculty member, support staff member or student within the educational environment.
3. Creating or contributing to an unsafe and/or unhealthy learning environment; demonstrating behaviors that interfere with the learning of other students and the conduct of class.

4. Using the computer (personal electronic devices or wearable technology) for purposes other than note taking and classroom activities. Violations may result in academic disciplinary action.
5. Accepting personal phone calls/text messages at any time while in clinical areas or in the classroom. If the student must respond to an emergency text or phone call during class, the student is asked to leave the classroom as necessary to take the emergency text/call.
6. Failure to examine and modify one's own behavior when it interferes with others or the learning environment; all students are responsible for their own actions and should communicate in a courteous, assertive, non-aggressive, non-defensive manner with instructors, peers, faculty, staff, and health care team members, and integrate feedback into his or her own performance.
7. Using profanity or any offensive language.
8. Making inappropriate advances toward and/or physical contact with others; physical abuse, including sexual assault.
9. Harassment (including physical contact, verbalizations, gestures, electronic or non-electronic media, and illustrations/graphics).
10. Breaching confidentiality of patient, research, or school information. Printed material containing any patient identifiers and/or information must not be removed from any clinical setting. Any computer generated or photocopied materials that contain any Protected Health Information must be placed in the shred box prior to the student leaving the clinical unit (See Attachment - Confidentiality Agreement).
11. Accessing one's own medical record or a family member's medical record without having completed a UPMC Authorization for Release of Protected Health Information. The request for access must be submitted to the UPMC entity where services were provided.
12. Behaviors and/or actions that could or do compromise patient safety; including those that are malicious, careless, or risky.
13. Falsifying records including medical records or school related documentation; examples include, but are not limited to, falsifying class attendance records for self or someone else, falsifying reasons for not attending class, clinical, or scheduled exams, falsifying material related to course registration or grades.
14. Cheating, including giving or obtaining information about an examination, use of notes or study aids, transmitting examination materials via electronic means, taking a test for another student (See Attachment A).
15. Plagiarism: submitting the work that is not the original creation of the student. Examples include but are not limited to copying work from a book, journal, or electronic source without acknowledging the source; utilizing artificial intelligence to complete an assignment and submit as one's own work; copying a source word for word without quotations and without supplying the source; paraphrasing a passage without giving credit to the original source; and or passing off the work of another student as your own. (See Attachment B)
16. Destroying property or not safeguarding property against loss, theft, misuse, or damage; stealing or receiving property belonging to others.
17. Misusing wearable technology and electronic media, including electronic mail, text messaging, instant message, Internet/Web technology, etc.

18. Engaging in activities that could constitute fraud or forgery. Examples include, but are not limited to, students misrepresenting themselves to patients.
19. Advancing personal interests which involve a conflict of interest over UPMC interests.
20. Passing, possessing, or using weapons, incendiaries, explosive or other prohibited devices or materials or conspiring to do so on school or UPMC properties.
21. Possessing or consuming intoxicants, unprescribed drugs or other legally controlled substances on the premises or off campus. (see Drug Free Environment Policy).
22. Submitting class or clinical assignments more than one time. Student shall not re-submit work for a class which has been done for another class without the prior approval of faculty. Examples include, but are not limited to, using previously submitted assignments such as reflective journals, term papers, projects, to fulfill current course requirements.
23. Failure to cooperate with Administrative Investigations when administration deems it necessary to investigate a student's performance or conduct or other event at the School of Nursing and/or any Clinical site, written statements may be requested from any student who may have knowledge of the event or matters being investigated. Failure to provide a written request statement, or to meet with Administration when requested within a reasonable amount of time, will be considered a failure to cooperate with an Administrative Investigation. Depending on circumstances, the time allotted to provide requested information may vary, it is generally expected that any written statement will be provided by the end of the business day on which it is requested. Where practicable, the School will endeavor to allow the student up to three business days to meet with administration, however, a student may be required to meet on the day such as request is made.

V. PROCEDURE:

1. UPMC Schools of Nursing encourages its students to report all violations of this Academic Integrity Policy. Students are encouraged to make an initial written report to the Director, Assistant Director, or designee. The Director, Assistant Director, or designee will then involve the appropriate UPMC authorities as needed.
2. Regardless of the reporting method, any violation of the Academic Integrity must be addressed once it becomes known. The Director, Assistant Director, or designee will:
 - a) Raise the complaint, concern, and/or issue with the alleged non-compliant individual (student).
 - b) Seek a written response from the non-compliant individual (student) and, if necessary, investigate the issue to confirm existing details and/or to obtain additional information.
 - c) Immediately notify human resources, legal counsel and other hospital or corporate leadership as appropriate for matters that potentially violate state or federal laws.
 - d) Address the issue by implementing an appropriate response such as education, counseling, and/or disciplinary action ranging from verbal counseling, course failure or termination from the program (as directed by applicable Schools of Nursing and UPMC policies and procedures).
 - e) Document the issue and response.

- f) Follow up with any aggrieved or complaining party to effectively respond to the original and any subsequent concerns or issues.
 - g) Notify Life Solutions as appropriate and make a student referral.
3. Students have a right to initiate the UPMC Schools of Nursing Student Complaint and Grievance Policy.
 4. UPMC Schools of Nursing prohibits retaliation against anyone for raising, in good faith, a concern or question about inappropriate or illegal behavior under this Academic Integrity Policy.
 5. Enrolled students who are terminated from employment with a UPMC owned or operated facility must notify their respective School Director within five (5) business days of the date of the termination. The School will then confer with appropriate human resource representatives of the employing entity to determine whether the circumstances of the student's termination, the status of any grievance and the student's eligibility for rehire violate the School's expected standards of behavior or prevent the student from participating in clinical education at UPMC owned or operated facilities that the Schools utilize. The student may be terminated from the School and be ineligible for transfer into any UPMC School of Nursing.

REFERENCED AND RELATED POLICIES:

HS-EC1700 Conflict of Interest – General Obligations

HS-EC1802 Reporting and Non-Retaliation

HS-EC1803 Theft and/or Breach of Personal Information that is maintained by UPMC

HS-EC1804 Identity Theft

HS-HR0704 Corrective Action and Discharge

HS-HR0705 Harassment-Free Workplace

HS-HR0745 Workplace Violence

HS-HR0744 Clean Air/Smoke and Tobacco-Free Campus

UPMC Schools of Nursing Student Complaint and Grievance Policy

HS-HR0703 Drug Free Workplace Policy

UPMC Schools of Nursing Drug Free Environment Policy

UPMC Schools of Nursing Guidance and Counseling Policy

HS-EC1900 Code of Conduct (UPMC)

UPMC Schools of Nursing Civility Statement

References

McClung, E.L. & Schneider, J.K. (2015). A concept synthesis of academically dishonest behaviors. *Journal of Academic Ethics*, 13, 1-11. DOI 10.1007/s10805-014-9222-2

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Effective Date: 08/31/2026

Attachment A

Taxonomy	Definition	Examples
Anti-Whistle Blower	Failure to report known episodes of academically dishonest behavior	Witnessing students cheating on an exam and not reporting it
Cheating	Initiating behaviors during an exam or quiz to obtain information so as to answer questions correctly	Using cheat sheets, outside resources Looking off another's test Receiving answers via text messaging, other communication, etc.
Accessory to Cheating	Helping another student to cheat	Providing answers to other students by allowing them to view your exam Texting answers to other students during the exam
Clarification	To <i>give or receive</i> information, examples, or support to improve clarity and understanding about an <i>assignment or procedure</i> from someone other than the instructor. The objective is not to get out doing work, but to do it better or correctly	Asking a classmate to explain an assignment Telling a friend where to locate laboratory experiment guidelines
Collaboration	When an individual assignment is completed by a group. The objective is to lessen the amount of work or effort necessary to complete the assignment	One student pulls the articles, another summarizes them, and another answers the homework questions.
Editorial Assistance	To <i>give or receive</i> assistance concerning the mechanics of writing	Having your writing edited for writing style and organization Correcting the grammatical errors on a friend's paper
Noncompliance	Failing to follow set guidelines, rules, or stated expectations for assignments, exams, or peer grading	Submitting a paper with larger margins or font size
Perjury	To create or provide false or inaccurate information, to make up or lie.	Falsifying lab results Telling a professor you are ill so you can take the exam at a later time
Plagiarism	To pass off another's work as one's own; without crediting a source.	Failure to correctly reference a source Turning in an someone else's assignment as if it were your own

Taxonomy	Definition	Examples
		Having someone else take your exam
Accessory to Plagiarism	Helping another student commit plagiarism	Selling to another student your written work, lab data, or homework Writing a paper or taking an exam for another student
Recycling	Reusing all or part of one's own previous work	Submitting a paper in one course that you wrote in a different course
Sabotage	The intentional destruction of another's property or work	Destroying library or lab materials
Short Cutting	Actions taken to reduce the amount of time spent reading	Reading SparkNotes or watching the film version in place of reading
Slacker	Receiving credit with little or no contribution to group work. Forcing other group members to do more than their fair share	Not participating in a group assignment
Supplemental Learning	To receive or obtain information from someone other than the instructor so as to better understand the topic.	Sharing notes with a friend to make sure you both have a thorough understanding of the content
Supplemental Test Prep	Augmenting study preparation	Receiving a previous copy of the test to use as a guide for studying
Accessory to Supplemental Test Prep	Helping other students to augment their studying	Maintaining a test file Providing old copies of an exam to another student
The Hail Mary	A final or last-ditch effort made to positively influence a grade even when the likelihood of success is low. When all other options are gone	Marking two answers in hopes of getting half credit Trying to bias a professor by being overly friendly and kind

(McClung & Schneider, 2015)

Attachment B
UPMC Schools of Nursing
Student Guidelines for Using Artificial Intelligence

These guidelines cover any use of text-generating software, website, or generative Artificial Intelligence (AI). Such software includes but is not limited to tools such as ChatGPT, Azure Open AI, Microsoft Copilot, Jasper, Shortwave, etc. It should not be used to replace critical thinking and development of clinical judgment. When students are permitted to use AI for an assignment, it must be acknowledged truthfully and completely.

NOTE UPMC has restricted the use of AI software to Microsoft Copilot on UPMC devices.

Acceptable and Unacceptable Use of AI Tools

Unless an assignment or course syllabus states otherwise, students are permitted to use AI tools to complete their work within the acceptable uses below. Students are expected to use AI tools responsibly and to properly cite/acknowledge its use. Faculty reserve the right to limit or restrict the use of AI on any assignment; this will be noted in the assignment description on Canvas.

Acceptable uses include:

- Classroom activities
 - Generating / brainstorming ideas
- Study assistance including:
 - Drafting an outline
 - Study guides from personal notes
 - Flash card creation
 - Quizzes from provided information
- Writing support including
 - Checking grammar, punctuation, spelling
 - Appropriate style for assignments
- Course assignments that require citation as an acceptable source per academic integrity guidelines including:
 - Evidence based practice projects
 - ATI Remediation

Unacceptable uses include:

- **Student Self-Reflection / Evaluation** – not to be used for any purpose with self-reflections
- **Clinical Experiences** – strictly prohibited throughout the various clinical arenas
- Submitting output from an AI tool as the student's own original work including
 - Student Self-Reflection / Evaluation
 - Emotional Intelligence Part I/II

- Any use of generative AI without proper acknowledgement/citation
- Using AI in any amount when its use has been restricted for an assignment or course by individual faculty

How to use

1. Start with a good prompt.
AI will only generate information based on the information it is given. The best results will always come from a good prompt. The prompt should be specific – as specific as possible. Be sure to include roles i.e. nurse or nursing student in your initial prompt.
2. Use “do” or “don’t” to limit the type of result given.
Are there specific instances or terms you want to use? Are there specific actions or populations, etc., that you do not want to include? Add that information into your AI conversation to further limit the result.
3. Build on previous prompts until desired output is achieved.
4. Use the output as a conversation. AI will use previous information, provided the transcript has not been cleared.
5. Citations for information within the AI conversation must be obtained to ensure credibility. Sources may include *.gov, *.edu, or other reliable entities. Then CHECK them – not all citations provided by AI are accurate and/or reliable.
6. Save the entire transcript of your conversation with AI to submit with your paper / project / etc.
 - a. If available, use download link.
 - b. If unavailable, copy and paste entire dialogue into a blank document.

Reference to assist in getting the best output:

[Getting started with prompts for text-based Generative AI tools | Harvard University Information Technology](#)

How to cite

- **Transparency: acknowledging the use of AI in assignments**
 - Which generative AI technology was used
 - The prompt(s) entered
 - How (and why?) the generated information was used in your assignment
 - Separate document showing entire transcript. Students should be able to provide evidence of AI use upon request of instructor (including bullet points above).
 - Citations (with working link) for the information within the conversation must be included in transcript.
- **APA Style:**
 - Cite using the following pieces: author, date, title, and source.
 - Author: OpenAI
 - Date: YEAR of the version of the AI used

- Title: Name of the model i.e. ChatGPT. Following the title is the version number/edition in parentheses and then a “description” i.e. large language model in brackets
- Source: URL of the chat, preferably a specific URL to that specific chat if available in the version used.
- Also, be sure to attach a transcript of the conversation as an addendum to your project

Examples:

OpenAI. (2023). ChatGPT (Mar 14 version) [Large language model].

<https://chat.openai.com/chat>

OpenAI. (2023). Copilot for Microsoft 365 (February 2025 version) [Large language model].

<https://copilot.cloud.microsoft/?FORM=undexpand>

Example of AI transcript (Attachment A):

Consequences of misuse

- Use of AI outside these guidelines and/or without proper acknowledgement is considered a violation of the Academic Integrity policy and will be treated as such. Material generated by AI may be incorrect or inaccurate. You are accountable for the work you submit. It is each student’s responsibility to assess the validity and accuracy of any AI output that is submitted.

AI Transcript

Question: What is the nursing code of ethics?

Copilot: The Nursing Code of Ethics is a set of guiding principles that all nurses are expected to follow to ensure they provide the highest quality of care while upholding ethical standards. According to the American Nurses Association (ANA), the code serves as a guide for carrying out nursing responsibilities in a manner consistent with quality in nursing care and the ethical obligations of the profession¹.

The code is built on four main ethical principles:

Autonomy: Respecting the patient's right to make their own healthcare decisions.

Beneficence: Acting in the best interest of the patient.

Justice: Treating all patients fairly and equitably.

Non-maleficence: Doing no harm to patients.

Additionally, the ANA's Code of Ethics for Nurses includes nine provisions that outline the ethical obligations and duties of every nurse². These provisions emphasize the importance of compassion, respect for human dignity, commitment to the patient, and accountability in nursing practice.

Question: What website did you get this information from?

Copilot: You can find more information about the Nursing Code of Ethics on the American Nurses Association's official website: nursingworld.org.

UPMC Student/Visitor Confidentiality Agreement

UPMC considers that all staff information, business information, financial information and patient identifiable health information is confidential (and referred to in this agreement as “Confidential Information”). Both federal and state law also requires UPMC to keep patient identifiable health information confidential (including mental health, HIV, and drug and alcohol related treatment information).

By my signature below I agree that:

1. I will safeguard Confidential Information from access, disclosure, loss, tampering, or use by unauthorized person.
2. If I have been granted access to computer systems, I will use those computer systems only to access information related to the educational program(s) in which I am enrolled. For clinical computer systems, this includes only accessing information for patients who I have been assigned or for approved educational purposes. I understand that UPMC maintains an audit trail of my access to all patient identifiable health information and this audit trail may be reviewed at any time.
3. I agree that I will not access patient records (either in paper or electronic form) except when specifically permitted to do so by my preceptor. I understand that under the Health Insurance Portability and Accountability Act of 1996 (HIPAA), my preceptor can only provide me with access to information which is necessary for the purposes of my student experience. No original or copies of any documents containing confidential information may be obtained or kept by me.
4. Any communications (including both oral and written communications) should be limited to purposes related to my educational activities. Any discussion must be in a manner that minimizes the chance that others can hear such conversation. Additionally, I will avoid discussions involving Confidential Information in elevators, hallways, buses, lunchrooms and other areas where unauthorized individuals may overhear me.
5. I will only discard Confidential Information as directed and in a manner approved by the facility where I am performing educational activities.
6. The use of the information for research purposes must be approved in advance by the Institutional Review Board (IRB) sanctioned by the UPMC entity where the research is to be performed.
7. Confidential Information should only be conveyed to individuals who have a need to know such information. Additionally, I will not convey Confidential Information outside the organization, such as to family or associates, or even to other UPMC staff members.
8. It is my responsibility to be familiar with and abide by all applicable UPMC Policies and Procedures.

[SIGNATURE PAGE TO FOLLOW]

I understand the violation of this agreement will result in corrective action up to and including removal from participation in the educational program in which I am enrolled, and I may be permanently removed from UPMC premises and subject to criminal and civil liability.

Print Name

Signature

Date



UPMC SCHOOLS OF NURSING POLICY AND PROCEDURE

**SUBJECT: Advanced Track Program
Admissions Policy**

INDEX TITLE: Administrative

DATE: August 31, 2026

I. POLICY:

The UPMC Schools of Nursing are committed to taking positive steps to eliminate barriers that may exist in educational practices. Areas of focus include, but are not limited to recruiting, admission, transfer, progression, graduation, financial aid, termination, and education. This commitment is made by UPMC Schools of Nursing in accordance with federal, state, and/or local laws and regulations. All applicants must be able to complete the essential functions of a student nurse with or without reasonable accommodation. Criminal clearance, child abuse clearance, and fingerprinting are required. Drug screening is also required.

II. PURPOSE:

It is the purpose of UPMC Schools of Nursing to provide equal educational opportunity (EEO) according to academic qualifications without discrimination on the basis of race, color, religion, ancestry, national origin, age, sex, genetics, sexual orientation, gender expression, gender identity, marital, familial, or disability status, or status as a protected Veteran, or any other legally protected group status. Further, UPMC Schools of Nursing will continue to support and promote equal educational opportunity and human dignity.

III. SCOPE:

This Policy applies to each school within the UPMC Schools of Nursing that offers an Advanced Track Program.

UPMC Jameson at UPMC Hamot: LPN, Military Medic, Paramedic

UPMC Jameson: LPN

UPMC St. Margaret: LPN

IV. PROCEDURE:**A. CRITERIA FOR ADMISSION**

1. Applicants must meet all the criteria for admission outlined in UPMC Schools of Nursing RN Admissions Policy.
2. Candidates must complete the application for admission online via the student portal using their legal first and last names.
3. Military Medics submit:
 - a. Submit Joint Services Transcript.
 - b. Submit a DD214 "Report of separation" listing military job specialty occupation codes eligible for admission:
 - i. United States Army:
 1. 68C Practical Nursing Specialist
 2. 68W Combat Medic Specialist
 - ii. United States Air Force:
 1. 4N051B Aerospace Medical Service Specialist
 2. 4N051C Independent Duty Medical Technician
 3. 4N0X1F Flight and Operational Medical Technician
 - iii. United States Navy
 1. HM Hospital Corpsman
 - c. Honorable Military Discharge within 5 years
4. Paramedics submit:
 - a. Completion certificate from an accredited EMT-paramedic education program.
 - b. Current National Registry Paramedic Certification.
 - c. Copy of current state Paramedic license through the Department of Health.
5. LPNs submit
 - a. Official transcript from practical nursing program.
 - b. A copy of an unencumbered LPN license.
 - c. Should the LPN license become restricted at any time during the program, the student must immediately notify the Director and/or Assistant Director and will automatically be withdrawn from the program until such time the license is restored to full, unrestricted status.
6. Procedure for Admission Testing:
 - a. To achieve advanced standing and be given the opportunity to be exempt from taking the first semester nursing course (N110), the applicant must:
 - b. Reach a benchmark score of Level 2 or better on the Advanced Technologies Institutional (ATI) Content Mastery Series (CMS) Fundamentals Proctored Assessment and Reach scores of 80% or higher on the ATI Fundamentals and Medical Surgical Dosage Calculation proctored assessments.
 - c. The CMS Fundamentals Proctored Assessment and ATI Fundamentals and Medical Surgical Dosage Calculation proctored assessment scores are good for a period of three (3) years.

- d. Applicants must log on the ATI website at www.atitesting.com and will be required to create an account with ATI in order to register and submit payment for the bundled product. A pdf product code will be issued by the school offering the program.
- e. Once payment is received the applicant is given access to:
 - i. The ATI CMS Fundamental bundle which includes access to two (2) practice assessments and two (2) attempts at the proctored assessment exam, and
 - ii. The ATI Fundamentals and Medical Surgical Dosage Calculation bundle which includes access to two (2) practice assessments and two (2) attempts at each proctored assessment.
- f. When the applicant has determined that they are prepared, they will be required to schedule and take the proctored exam either in person or virtually.
- g. Applicants will receive immediate test results following the completion of the ATI assessments (CMS Fundamental, Fundamentals Dosage Calculation, and Medical Surgical Dosage Calculation).
- h. Each assessment attempt will need to be scheduled as necessary by the applicant at the school offering the program.
- i. If the applicant is unsuccessful, they can choose to enter the Traditional RN Program or wait until the next offering of the LPN/Military Medic/Paramedic Advanced Track Transition Program.

B. APPLICATION DEADLINES

1. Applicants are accepted on a rolling admissions cycle. If an incoming class is filled prior to the application deadline, applicants will be placed on a waiting list even if they have completed the application process prior to the application deadline.
2. Applications are accepted until the application deadline date for a given enrollment period. Applicants will only be considered for admission to the next available program once all admission requirements have been completed and all application materials have been submitted. It is the applicant's responsibility to complete all required steps in the application process.

C. ADMISSION PROCESS

1. Acceptance
 - a. If accepted for admission, the candidate will receive a written offer of acceptance.
 - b. To reserve a space in the incoming class, the candidate must confirm acceptance in writing per the letter offering admission to the school.
2. Post-acceptance information session/new student orientation

- a. Attendance at all new student orientation sessions is mandatory.
 - b. Should an individual not attend a session, he/she will not be permitted to start the program.
 - c. Topics covered at these sessions include Academic schedules, financial aid, photo ID badges, and compliance requirements.
3. Deferment
- a. Any applicant who has accepted admission and chooses to defer his/her admission will be permitted to do so for one (1) consecutive start date.
 - b. Any student deferring for the second time will be required to reapply for admission.

D. POST ADMISSION REQUIREMENTS

1. Once admitted to the program, candidates must complete each of the following post admission requirements prior to enrollment. Forms and directions for completing the compliance requirements are provided to applicants prior to mandatory onboarding sessions. Failure to submit the necessary compliance documents by the submission deadline may result in revocation of the admission offer.
2. Health Screening Process
 - a. Prior to enrollment, students must complete the Health Screening Process through one of the designated UPMC Employee Health locations for all new students. Each student must receive a “pass” related to his/her ability to perform the essential functions of a student nurse as well as the medical evaluation clearance.
 - b. The Health Screening Process includes:
 - i. titer/vaccination history as well as a pre-admission questionnaire (physical activity, infectious diseases, vaccinations, latex history, and medical history).
 - ii. a drug testing process and a particulate respiratory medical evaluation. All requests for vaccine exemptions are reviewed and either approved or denied by UPMC Employee Health.
 - c. A positive drug screen will nullify admission to the program. The candidate will not be eligible for admission to any of the UPMC Schools of Nursing for one year.
3. Requirements for Criminal History/Child Abuse Clearance/Fingerprint History
 - a. All students must provide recent Pennsylvania Child Abuse History Certification (Act 33), Pennsylvania Criminal Record Check (Act 34), and fingerprint history (Act 73) prior to the start of classes as noted in the letter offering admission to the school. Recent is defined as within two years of the date of enrollment.
 - b. The student must disclose if he/she has current, pending criminal charges, ever pleaded guilty, been convicted of, accepted ARD, or pleaded nolo contendere (no contest) to any violation other than a summary offense. Applicants must provide a written explanation of all aforementioned items.

- c. Conviction includes judgment, found guilty by a judge or jury, pleaded guilty or nolo contendere, received probation without verdict, disposition in lieu of trial or Accelerated Rehabilitative Disposition (ARD).
 - d. Should a student have any type of pending criminal charges or prior criminal convictions, the respective clearances and applicant's explanation of the events leading to the current charges or prior convictions will be reviewed by Directors of the UPMC Schools of Nursing and/or a representative of UPMC's Corporate Legal Department to determine if the student can attend clinical at all UPMC facilities particularly those serving vulnerable populations. An offer of admission will be rescinded if an applicant fails to disclose pending criminal charges or prior convictions or falsifies or alters criminal background information.
 - e. If the student has pending criminal charges, admission may be deferred until those charges are expunged or resolved.
 - f. The Pennsylvania State Board of Nursing requires any applicant for licensure to disclose if he/she has ever been convicted of a misdemeanor, felony, felonious act, an illegal act associated with alcohol, or an illegal act associated with substance abuse. The State Board of Nursing reserves the right to deny licensure based on the applicant's criminal history, even if an individual has completed a nursing program.
4. CPR Certification
- a. All students must have evidence of current American Heart Association Healthcare Provider Basic Life Support (BLS) CPR certification including adult, child and infant CPR and AED training or current American Red Cross CPR/AED for Professional Rescuers. No other form of CPR certification will be accepted.
 - b. CPR must be kept current throughout the program.

E. ENROLLMENT

1. The applicant will be enrolled into the LPN/Military Medic/Paramedic Advanced Track Transition Program seminar. The seminar is a one-credit pass/fail course.
2. In addition to the seminar, semester one (1) students is required to complete Anatomy and Physiology I and one additional three (3) credit college course. These courses will vary per student based upon a review of their individual transcripts and the availability of the course from the school affiliated university.
3. With successful completion of the Advanced Track Transition Program Seminar the LPN/Military Medic/Paramedic student will then transition to the Traditional RN nursing program joining the already established cohort in the second semester and completing the RN program with that cohort.

REFERENCED AND RELATED DOCUMENTS:

UPMC Schools of Nursing Health Screening Process
UPMC Schools of Nursing Health Screening Authorization Form
UPMC Credit Transfer Policy
UPMC Compliance Policy
UPMC Schools of Nursing RN Admissions Policy

Reviewed/Revised Date: 05/20/2026
Effective Date: 08/31/2026



UPMC SCHOOLS OF NURSING POLICY AND PROCEDURE

SUBJECT: Bereavement Policy
DATE: August 31, 2026

INDEX TITLE: Administration

I. POLICY:

It is the policy to excuse attendance from the UPMC Schools of Nursing for those students who have suffered the loss of an immediate family member.

II. PURPOSE:

The purpose is to provide consistent treatment for any student suffering a loss of a family member.

III. SCOPE:

This policy applies to all students in the UPMC Schools of Nursing.

IV. PROCEDURES:

- A. In the event of a death, the student must notify the Director and/or Assistant Director who will make the necessary notifications via e-mail as soon as possible.
- B. A student experiencing the loss of an immediate family member (spouse, parent, sibling, child, prenatal loss, legal guardian, grandparent, grandchild, in-laws and step relatives of immediate family, domestic partners), shall be permitted up to three scheduled school days for bereavement to attend services, viewing, and/or memorial services. These days must be prescheduled with the Director and/or Assistant Director.
- C. The last day of bereavement should be no later than the day after the funeral or memorial service.
- D. The Director and/or Assistant Director may make exceptions based on the definition of immediate family member. In the event of a death of other close relatives, the student is permitted one scheduled school day for bereavement.
- E. The student must indicate the name and relationship of the deceased and arrangements as they become available. Documentation (obituary/death notice) must be submitted to the Director and/or Assistant Director and filed in the student's academic file.
- F. Students experiencing bereavement will be allowed to make-up examinations at the discretion and time available by the faculty without penalty.

V. REFERENCED AND RELATED POLICIES:

UPMC Policy HSHR0729 Funeral Leave
UPMC Schools of Nursing Examination Policy
UPMC Schools of Nursing Clinical Attendance Policy

Reviewed/Revised: 04/21/2026
Effective Date: 08/31/2026



**UPMC SCHOOLS OF NURSING
POLICY AND PROCEDURE**

**SUBJECT: Class and Clinical Rotation
Request Policy
DATE: August 31, 2026**

INDEX TITLE: Administration

I. POLICY:

It is the policy of UPMC Schools of Nursing class and/or clinical rotations are made on a random basis. Requests for changes must be made to the Director and/or Assistant Director four (4) weeks prior to the start of the semester. Changes will be granted based on availability of seats and/or clinical sites.

II. PURPOSE:

The purpose of this policy is to ensure equitable resources for all students.

II. SCOPE:

This Policy applies to each school within the UPMC Schools of Nursing.

Reviewed/ Revised: 02/16/2026

Originated Date:

Effective Date: 08/31/2026



**UPMC SCHOOLS OF NURSING
POLICY AND PROCEDURE**

SUBJECT: Class Attendance Policy
DATE: August 31, 2026

INDEX TITLE: Administration

I. POLICY:

It is the policy of the UPMC Schools of Nursing that attendance is expected at all classes and related experiences as assigned by faculty. Attendance at scheduled classes, examinations, conferences, assigned experiences, and NCLEX review is essential in meeting course and program objectives.

II. PURPOSE:

The purpose is to establish attendance guidelines and define faculty/director/assistant director and student responsibilities with respect to those guidelines.

III. SCOPE:

This policy applies to all students enrolled in the UPMC Schools of Nursing.

IV. PROCEDURE:

A. Faculty will record absences from class as they occur.

1. To be given credit for having attended a class, students must sign the attendance sheet once, prior to the end of class.
2. For students to be considered enrolled in a class, they must attend a minimum of one of the first three classes.
3. Under no circumstances will any non-nursing students (including but not limited to family members, friends, and children) be permitted to attend classroom lectures, labs, clinical experiences, and/or exam reviews.

B. Faculty teaching for affiliating colleges or universities will keep attendance records for all our students.

C. Faculty members are not permitted to grant delays to the start of class for any reason, including severe weather.

D. Per the Progression Policy students having Zero academic activity /class attendance for 21 days, will be involuntarily withdrawn from the course.

V. REFERENCED AND RELATED POLICIES:

HS-HR0744 Clean Air/Smoke and Tobacco-Free Campus
UPMC Schools of Nursing Emergency Policy
UPMC Schools of Nursing Dress Code Policy
UPMC Schools of Nursing Progression Policy

Reviewed/Revised: 07/02/226
Effective Date: 08/31/2026



UPMC SCHOOLS OF NURSING POLICY AND PROCEDURE

SUBJECT: Classroom Attendance Policy

INDEX TITLE: Administration

**UPMC Jameson School of Nursing at
UPMC Hamot and UPMC Washington
School of Nursing**

DATE: August 31, 2026

I. POLICY:

UPMC Schools of Nursing expects students to take full responsibility for their academic work and progress. Success depends largely on regular class attendance. Absence from class has been shown to be a contributing factor to failure or low academic achievement.

II. PURPOSE:

The UPMC Schools of Nursing (SON) require attendance for all theoretical classes. Absence from class has been shown to be a contributing factor to failure or low academic achievement.

III. SCOPE:

This policy applies to all enrolled students.

IV. DEFINITIONS

- A. Absence: failure to attend any theoretical classes in its entirety.
- B. Excused Absence: does not count toward accumulated absences.
- C. Tardiness: arriving later than five (5 minutes) after the designated start time for class.

V. PROCEDURE:

- A. Students shall attend all theoretical classes for the duration of their scheduled time. To receive credit for attendance, students must be present for the entirety of the scheduled class period.
- B. Attendance and tardiness will be recorded in all courses.
- C. If a student is experiencing personal difficulties that are contributing to poor attendance or punctuality, they should seek support from their respective Academic Advisor, Course Chair, Manager of Student Success & Engagement, or Director.
- D. Reasons for absence must be provided to the course chair immediately on return to the School of Nursing.
 - 1. Examples of excused absences would include:
 - a. Bereavement
 - b. Court subpoena or jury duty
 - c. Military duty

2. All excused absences mentioned above must require proper documentation. All other absences which are not listed are considered **UNEXCUSED**.
 3. The Director reserves the right to request additional documentation.
- E. Students may have up to three (3) occurrences of tardiness. The fourth tardy occurrence will result in an unexcused absence.
1. If a student is late for class per the designated start time, they will be recorded as a 'late' on the attendance sheet. Once the student accumulates three (3) late attendances, they are recorded as one unexcused absence.
 2. Students arriving more than 5 minutes after the scheduled start time will be admitted into the classroom during a break time to minimize classroom disruption.
- F. Students may have no more than three (3) absences in a course. A fourth absence will result in a course failure.
- G. Per the Progression Policy, students having Zero academic activity /class attendance for 21-days will be involuntarily withdrawn from the course
- H. It is the student's responsibility to obtain the course materials presented during their absence. All class and independent assignments must be completed.

V. REFERENCED AND RELATED POLICIES:

HS-HR0744 Clean Air/Smoke and Tobacco-Free Campus
UPMC Schools of Nursing Bereavement Policy
UPMC Schools of Nursing Clinical Attendance Policy
UPMC Schools of Nursing Dress Code Policy
UPMC Schools of Nursing Emergency Policy
UPMC Schools of Nursing Military Leave Policy
UPMC Schools of Nursing Progression Policy

Reviewed: 07/02/2026
Originated: 07/31/2023
Effective Date: 08/31/2026

**UPMC SCHOOLS OF NURSING
POLICY AND PROCEDURE**

SUBJECT: Clinical Attendance Policy
DATE: August 31, 2026

INDEX TITLE: Administration

I. POLICY:

Punctual attendance is required at all scheduled clinical experiences as defined in the course syllabi and schedule. Failure to be prompt, or leaving early from scheduled assigned clinical experiences, may result in failure and dismissal from the program.

II. PURPOSE:

The UPMC Schools of Nursing (SON) require attendance at all clinical experiences. The total clinical experience supports the achievement of the end of program student learning outcomes.

III. SCOPE:

This policy applies to all students enrolled in the UPMC Schools of Nursing.

IV. DEFINITIONS

- A. Clinical Absences: failure to attend any clinical experience in its entirety.
 - 1. Excused absences include jury duty, military duty, court subpoena or order, and bereavement.
 - 2. Unexcused absences account for all other situations in which the clinical experience is missed.
- B. Clinical Tardiness: arriving later than five (5) minutes after the designated start time for any clinical experience.

V. PROCEDURE:

- A. Students may have up to three (3) occurrences of tardiness. The fourth tardy occurrence will result in a failure of the clinical aspect of the course. Students arriving fifteen (15) minutes after the designated start time (per individual course syllabus) for any clinical experience will be sent home and a clinical absence will occur.
- B. Students arriving to a lab session fifteen (15) minutes after the designated start time (per individual course syllabus) will receive an unexcused clinical absence. Students will, however, be given the option to remain in lab to benefit from the experience.
- C. Students in the full-time program may have no more than three (3) unexcused clinical absences in a clinical course. A fourth unexcused clinical absence will be considered a clinical failure, resulting in a course failure.
- D. Students enrolled in the part-time program may have no more than two (2) unexcused clinical absences in a clinical course. A third unexcused clinical absence will be considered a clinical failure, resulting in a course failure.

- E. N320 Full Time and all Part Time: Students may have no more than two (2) unexcused clinical absences in a clinical course. A third unexcused clinical absence will be considered a clinical failure, resulting in a course failure.
- F. A student in the *full-time program* with greater than five (5) total absences (excused and unexcused) each semester will be required to complete a withdrawal as the ability to achieve the clinical objectives cannot effectively be met and evaluated. Exceptions to this will be made at the discretion of the Director/Assistant Director.
- G. A student in the N320 course and/or *part-time program* with greater than four (4) total absences (excused and unexcused) each semester will be required to complete a withdrawal as the ability to achieve the clinical objectives cannot effectively be met and evaluated. Exceptions to this will be made at the discretion of the Director/Assistant Director.
- H. All tardiness and clinical absences will be documented on the clinical evaluation.
- I. Students must be present for the entire clinical experience to receive credit for the day.
- J. For preceptorship experience in N340, please refer to preceptor guidelines related to attendance.
- K. Following a health alteration, injury, hospitalization, or diagnosis with an infectious disease that would prevent students from performing their duties as outlined in the position description, students must submit documentation to the Director/Assistant Director, signed by a health care provider, allowing the students to return to the clinical setting without accommodation (See Student Health Program Policy).
- L. Students missing clinical or anticipating tardiness for whatever reason are expected to notify the faculty member prior to the clinical start time as instructed. Students missing clinical may also be required to contact clinical sites based on the course syllabus.
- M. Students not calling off and not coming to any clinical experience by the end of the scheduled clinical experience will be a “No Call, No Show.” Students having two (2) “No Call, No Show” events within a clinical course will receive an immediate failing grade (F) for that course.
- N. In accordance with the UPMC policy, students may not use tobacco products or additional products as defined under the Clean Air/Smoke and Tobacco Free Campus Policy on any UPMC property.
- O. In the event an instructor must dismiss a student from a clinical experience for any reason and at any time during that experience, the occurrence will be counted as a clinical absence for the day.

- P. If summoned for jury duty, it is the responsibility of the students to contact the Director/Assistant Director. Due to the accelerated nature of the program, the time missed may be detrimental to the students' progress. Students may request that the School of Nursing send a letter to the jury foreman requesting the student be excused from jury duty. A copy of the Jury Summons must be received prior to jury duty. This will be kept in the student's file. This will not be counted as an absence.
- Q. If students receive a subpoena, it is the responsibility of the student to contact the Director. A copy of the subpoena must be received prior to the court date. This will be kept in the students' file. This will not be counted as an absence.
- R. Any absences due to a declared state of emergency or natural disaster will be handled by the Director/Assistant Director of SON, Chief Nursing Officer (CNO) Vice President of Academic Affairs at UPMC or his/her designee on a case-by-case basis.
- S. The UPMC Schools of Nursing are in compliance with Federal, State and Veteran's Statutes related to military leave. A military leave will not be counted as an absence.

VI. REFERENCED AND RELATED POLICIES:

HS-HR0744 Clean Air/Smoke and Tobacco-Free Campus
UPMC Schools of Nursing Emergency Policy
UPMC Schools of Nursing Student Health Program Policy
UPMC Schools of Nursing Dress Code Policy
UPMC Schools of Nursing Satisfactory Academic Progress (SAP) Policy
UPMC Schools of Nursing Bereavement Policy
UPMC Schools of Nursing Fitness for Duty Policy
UPMC Schools of Nursing Drug Free Educational Environment Policy
UPMC Schools of Nursing Drug and Alcohol Prevention Policy
UPMC Schools of Nursing Academic Integrity Policy.

Reviewed/Revised: 07/02/2026
Effective Date: 08/31/2026



UPMC SCHOOLS OF NURSING POLICY AND PROCEDURE

SUBJECT: Compliance Policy
DATE: August 31, 2026

INDEX TITLE: Administration

I. POLICY:

It is the policy of the UPMC Schools of Nursing to ascertain that every student enrolled remains in compliance as the student progresses through the program and completes his/her studies. Compliance is defined as having all the necessary updated, completed, and signed documents required upon admission and throughout the program.

Admission to the program is contingent upon receipt of all required compliance documentation by the specified deadline. Failure to submit all required documents will result in an automatic revocation of admission.

Prior to the first day of class and/or a new semester, current students not meeting compliance will not be permitted to begin a nursing course and will need to wait until the appropriate nursing course is offered again.

II. PURPOSE:

The purpose of this policy is to ensure that students are meeting health program standards as outlined by the Pennsylvania State Board of Nursing, Section 21.111, and submitting clearances (child, criminal, and fingerprints) per UPMC requirements.

A second purpose of this policy is to ascertain that every student is in compliance while attending clinical sites as outlined in the various affiliation agreements and/or clinical education.

III. SCOPE:

This policy applies to all students enrolled in the UPMC Schools of Nursing.

IV. PROCEDURES:

The following items are required for the student to be in compliance upon admission and/or throughout the course of the program:

A. Pre-Admission

1. Completion of the Health Screening Process through one of the designated UPMC Employee Health locations for all new students. Each student must receive a “pass” related to his/her ability to perform the essential functions of a student nurse as well as the medical evaluation clearance. This information will be forwarded to the Director and/or Assistant Director, or designee from UPMC Employee Health once the evaluation process has been successfully completed.

The Health Screening Process includes titer/vaccination as well as a pre-admission questionnaire (physical activity, infectious diseases, vaccinations, latex history, and medical history). It also includes a drug testing process as well as a particulate respirator medical evaluation.

2. In the event a student experiences a lapse of enrollment of greater than 16 weeks, the student must participate in the drug screening process through one of the designated UPMC Employee Health locations. The drug screening must be completed within 30 days of restarting the program.
3. Students are responsible for supplying proof of vaccination for Measles, Mumps, Rubella, and Varicella at the time of their Health Screening Assessment through Employee Health. If they do not provide proof of vaccination, a titer will be drawn. Students are responsible for attesting to having received the Hepatitis B vaccine series, if they do not attest or provide proof of vaccination, a Hepatitis B titer will be drawn during their Health Screening Assessment through Employee Health.
4. Evidence of current American Heart Association Healthcare Provider Basic Life Support (BLS) CPR certification including adult, child and infant CPR and AED training or current American Red Cross Health Care Provider (CPR/AED for Professional Rescuers). No other form of CPR certification will be accepted. CPR must be kept current throughout the program.
 - a) Schools may offer CPR courses for the students based on availability. This information will be provided during the admission process.
5. Evidence of Act 33 Child Abuse Clearance and Act 34 Criminal Clearance must be submitted in original format prior to the start of classes as noted in the letter offering admission to the school for newly admitted students and for all current students. The child abuse and criminal clearances must be renewed every five (5) years. Clearances must not be greater than two (2) years old prior to the semester in which the student is admitted.
6. In accordance with Act 73 of 2007 which amended the Pennsylvania Child Protective Services Law (CPSL), all students attending any facility that provides care for children must be fingerprinted by the FBI before starting the program. Evidence of fingerprinting must be submitted in original format prior to the start of classes as noted in the letter offering admission to the school for newly admitted students and for all current students. Fingerprints must be renewed every five (5) years. Fingerprints must not be greater than two (2) years old prior to the semester in which the student is admitted.
7. Should a student have any type of criminal conviction* or pending charges, upon admission, the student will be required to provide a written explanation of the conviction or pending charges to the School. The criminal conviction or pending charges will then be reviewed by a representative of UPMC's Corporate Legal Department to determine if the student can attend clinical at all UPMC facilities,

particularly those serving vulnerable populations. We reserve the right to rescind an offer of admission or terminate from the program, students who failed to disclose pending charges or convictions.

*Conviction includes judgment, found guilty by a judge or jury, pleaded guilty or nolo contendere, received probation without verdict, disposition in lieu of trial or Accelerated Rehabilitative Disposition (ARD).

B. Current and Enrolled Students

1. Should an enrolled student be convicted of any crime, felony, or misdemeanor while a student at the School of Nursing, the following will need to occur:
 - a. The student must immediately report the conviction to the Director and/or Assistant Director; the student will also need to submit the original criminal clearance and/or child abuse clearance and/or fingerprint document.
 - b. A mandatory referral will be made to *LifeSolutions* by the Director and/or Assistant Director.
 - c. Failure to report a conviction within five (5) business days and/or to comply with the above may result in termination from the program.
2. A representative of UPMC's Corporate Legal Department will review the charge/conviction within five (5) business days to determine if the student can continue in the program. A letter will be sent by the Director and/or Assistant Director indicating the decision of the legal department representative. A copy of the letter will also be placed in the student's file.
3. Should a student be admitted to the program with a criminal record or receive a criminal record while a student, the Pennsylvania State Board of Nursing will need to review the records when the student completes the application process to take NCLEX. Each case is reviewed by the Pennsylvania State Board of Nursing on an individual basis. UPMC Schools of Nursing are not responsible for the outcomes/decisions of the Pennsylvania State Board of Nursing.
4. The following websites are to be used for obtaining updated clearances:
 - a. Child Abuse Clearance (Act 33): <https://www.compass.state.pa.us/cwis>
 - b. Criminal Clearance (Act 34): <https://epatch.state.pa.us>
 - c. Fingerprinting (Act 73): <https://uenroll.identogo.com>
5. If a student's CPR expires while enrolled, the student will not be permitted to attend clinical and all associated missed clinical days will be considered unexcused absences.

C. Student Handbook

1. All students must acknowledge receipt of the Student Handbook in writing or through email/Learning Management System by the posted deadline date upon admission and in each Fall semester. Failure to do so will result in the student being removed from the current clinical rotation until the acknowledgement has been received.
2. All updated and/or new policies falling outside of the above will be communicated to students via email and the Learning Management System. The communication of these policies will serve as student notification and acknowledgement.

All student's compliance files are maintained in the administrative offices.

V. REFERENCED AND RELATED POLICIES:

UPMC Schools of Nursing RN Admission Policy
UPMC Schools of Nursing LPN to RN Admission Policy
UPMC Schools of Nursing Readmission and Internal Transfer Policy
UPMC Schools of Nursing Progression Policy

Reviewed/Revised: 04/21/2026
Effective Date: 08/31/2026

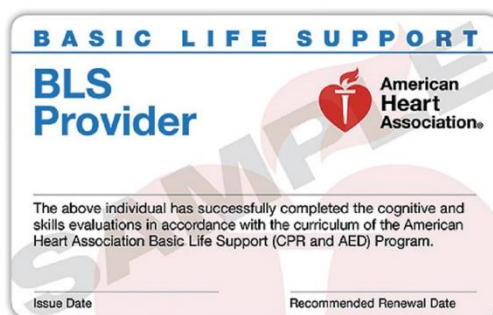
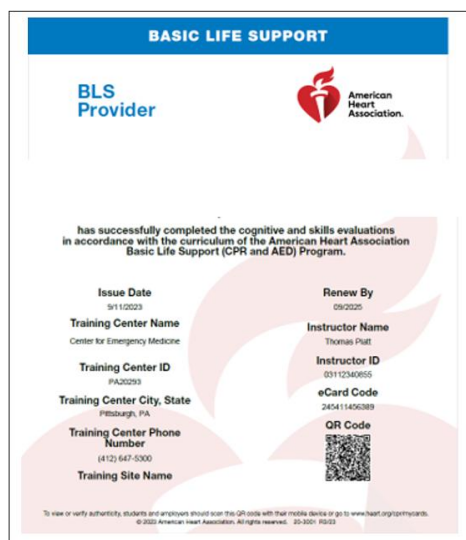
Acceptable CPR/BLS Certifications

Acceptable CPR/BLS cards should specify that the course is for healthcare workers, professional rescuers, or is a BLS course, regardless of healthcare association affiliation. Most common programs are affiliated with the American Heart Association (AHA) and American Red Cross. We do not accept cards that say Community, First Aid, AED nor Heartsaver

American Red Cross Health Care Provider



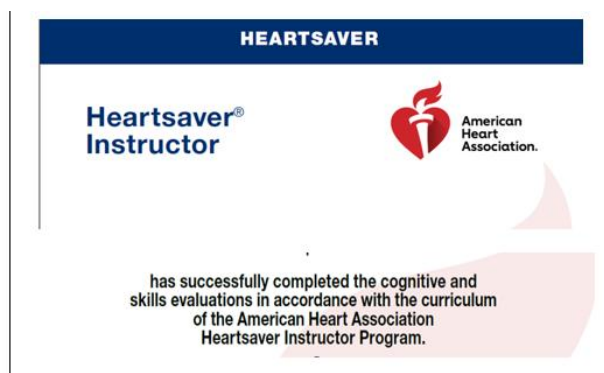
American Heart Association BLS Provider



The card must state “completed the cognitive and skills evaluations in accordance with the curriculum of the American Heart Association Basic Life Support (CPR and AED) Program.”

Unacceptable Cards Include:

Please note: We **do not** accept any CPR/BLS from a .com website. We require the certification to include the hands-on piece. We also **do not** accept any cards that say First Aid/AED training nor American Heart Association Heart Saver.





UPMC SCHOOLS OF NURSING POLICY AND PROCEDURE

SUBJECT: Credit Transfer Policy
DATE: August 31, 2026

INDEX TITLE: Administrative

I. POLICY:

It is the policy of the UPMC Schools of Nursing to accept transfer credits for newly admitted students. Credits must be transferred in at the time of entry into the program. Once actively enrolled in a nursing course at the UPMC Schools of Nursing, students cannot take non-nursing support courses at other colleges and universities. A maximum of twenty-one (21) non-nursing credits can be transferred in at the time of entry into the program. An **official** transcript must be received prior to the start of the program.

II. PURPOSE:

The purpose of this policy is to allow students the ability to transfer non-nursing credits at the time of admission.

III. SCOPE:

This policy applies to all students in the UPMC Schools of Nursing.

IV. PROCEDURE:

To be eligible for transfer, a course must be substantially equivalent to a comparable affiliating college/university course in terms of content (include equivalent contact hours for the same number of credit hours). Course descriptions and syllabi are used to determine whether courses are acceptable for transfer and must meet the following criteria:

- A. Grade of "C" or better attained in each course.
- B. Anatomy and Physiology I and II (both must be 4 credit classes with a lab), and Microbiology (must be a 4-credit class with a lab or a 3-credit class and a 1-credit lab) must have been completed within the last 5 years of the start of the student beginning the program.
- C. College Writing (3 credits), Biomedical Ethics (3 credits) and Human Growth and Development (3 credits) must have been completed prior to the student beginning the program.
- D. Acceptable substitutes for required courses are determined by the affiliating college/university.
- E. Students admitted to the program who have previously completed a bachelor's or master's degree in a specific subject such as journalism, science, or psychology and these courses fall out of the established acceptance time may petition for exemptions to specific non-nursing classes by completing the "Petition For Exemption Form" attached to this policy.

- F. Advanced placement credits earned in high schools and/or CLEP scores will not be accepted.
- G. Students admitted to, and actively enrolled in courses at UPMC Schools of Nursing cannot take non-nursing support courses at other colleges and universities.
- H. Nursing courses from other schools of nursing other than the UPMC Schools of Nursing are not accepted for transfer.
- I. Credits must be from an accredited college or university.

Students will be notified of acceptance of credits prior to the start of the program. The transfer of credit will not apply to the student's overall grade point average (GPA).

V. REFERENCED AND RELATED POLICIES:

UPMC Schools of Nursing RN Admissions Policy

UPMC Schools of Nursing LPN to RN Admissions Policy

UPMC Schools of Nursing Readmission, Reentry, and Internal Transfer Policy

UPMC Schools of Nursing Satisfactory Academic Progress (SAP) Student Graduation Requirements Policy

PETITION FOR EXEMPTION FORM
NON-NURSING COURSES

Name: _____

Nursing School: _____

Degree and date received: _____

School: _____

Major: _____

Name of course(s) being petitioned: _____

Explanation of why the applicant believes that the course should be accepted for
credit purposes: (Please use an additional page as required)



UPMC SCHOOLS OF NURSING POLICY AND PROCEDURE

SUBJECT: Critical Incident Management
DATE: August 31, 2026

INDEX TITLE: Administrative

I. POLICY:

It is the policy of the UPMC Schools of Nursing to maintain and implement policies and procedures that address critical security/safety incidents within each School and to ensure all staff are familiar with the plans. This policy and definitions herein will align with UPMC Policy HS-FM0230 Security Response to Critical Incidents.

II. PURPOSE:

The purpose of this policy is to ensure that UPMC School of Nursing staff are adequately equipped to plan, prepare, and respond to all threats and hazards that may affect students, faculty, staff, and visitors.

III. SCOPE:

This Policy applies to each school within the UPMC Schools of Nursing.

IV. DEFINITIONS:

- A. **Critical Security Incident:** Any intentional act in which a person behaves in such a way as to create the potential for causing serious injury or death to others or themselves.
- B. **Staging Area:** An area where UPMC and law enforcement personnel gather to receive information and equipment necessary to respond to a critical security incident.
- C. **Site Command:** The area, typically in or very close to the staging area, in which UPMC Public Safety response to a critical incident is coordinated.
- D. **Security Appointee Team:** The UPMC School of Nursing staff members are tasked with filling the role of incident command during a critical security incident when a UPMC Public Safety team is not available on site. Security appointees should include a minimum of two (2) individuals who will be available for the entirety of the operation of the critical incident response. The security appointees will include Director, Assistant Director (if applicable), Advanced Educator, and/or staff member designated by the School of Nursing leadership team.
- E. **Emergency Notification System (ENS):** The widely used notification system internally to UPMC to ensure key stakeholders, employees, and non-employees are notified of incidents. One must be signed up to receive communication.

V. PROCEDURE:

A. Incident Discovery

Upon discovery of an incident, the following information should be obtained:

1. Location, date, time of the incident
2. Description of incident
3. Description of individuals responsible for and/or aware of the incident.
4. Name of assailant/individuals involved in incident
5. Identification of weapons, if any, being used
6. Areas that are/may be affected
7. Direction of flight of assailant/individuals involved
8. Physical boundaries of the incident (room, floor)
9. Individuals that may be affected.

B. Immediate Notifications

Upon discovery of the incident, the following parties should be notified in this order:

1. School specific Public Safety Department and external law enforcement (9-1-1) should be called.
2. Any department that would have an immediate and urgent need to be made aware of the incident (facilities, engineering, etc.)
3. If in a non-UPMC owned building, the property owner.
4. UPMC Chief Nursing Officer & Vice President Academic Affairs
5. All staff, whether on or off site, should be notified via text message or ENS of the imminent threat beginning with the message SECURITY ALERT and activate Emergency Operation Plan.
 - a. This should include information as to whether to implement Armed Subject/Active Shooter.
 - i. Run-Hide-Fight
 - ii. School of Nursing Evacuation Plan
 - Students/visitors will be directed by faculty/staff on evacuation plan.
 - Students and visitors should be directed to one location where all can be accounted for and debrief.
 - iii. There may be a need to “shelter in place” should there be a danger inside or outside of the building.

C. Security Response

Upon learning of critical security incident and Emergency Operation Plan has been activated, the following should be coordinated as needed:

1. Establishment of staging area and site command
2. Security appointee team will coordinate plan with UPMC Public Safety supervisor or designee. When UPMC Public Safety team on site, they will serve as the response team leader.
 - a. This individual will maintain a chronological log of the event and any necessary information. This individual may delegate this task accordingly.

3. The Security appointee team will implement the procedure outlined in UPMC Policy HS-F0230 Security Response to Critical Incidents.
4. Any media calls will be referred to the appropriate Public Information Officer.

D. Critical Security Incident Post-Mortem

Following the conclusion of a critical security incident:

1. The UPMC School of Nursing Director and/or Assistant Director, security appointee team, and UPMC Chief Nursing Officer & Vice President Academic Affairs will meet to debrief the situation and prepare an action plan.
2. A communication plan will be established and implemented for staff and students.
3. School of Nursing Human Resources team may be notified of event and requested to be onsite/available virtually to support staff and students.
4. Life Solutions may be notified of event and requested to be onsite/available virtually to support staff and students.
5. UPMC Pastoral services may be notified of event and requested to be onsite/available virtually to support staff and students.

E. Training/Awareness

1. All students are provided with training during the mandatory orientation program.
2. Staff and faculty are provided with training during their orientation as employees.
3. All staff and students will be highly encouraged to enroll into the UPMC Emergency Notification System via their cell phone, landline phone, or email to receive important emergency information from UPMC.
4. Activating the Emergency Response System and Emergency Notification System
 - a. Specific activation and response are school campus specific.
 - b. Details for the school campus response, location and procedure may differ per campus and these are addressed in the school's specific student handbook.

VI. REFERENCED AND RELATED POLICIES

UPMC Policy HS-FM0230 Security Response to Critical Incidents

Reviewed/Revised: 03/23/2026
Originated Date: 05/21/2025
Effective Date: 08/31/2026



UPMC SCHOOLS OF NURSING POLICY AND PROCEDURE

SUBJECT: Disability Educational Accommodation Policy INDEX TITLE: Administration
DATE: August 31, 2026

I. POLICY:

It is the policy of the UPMC Schools of Nursing to provide reasonable accommodations and appropriate academic adjustments to students and applicants with disabilities in order to enable them to fully participate in the Schools' programs, activities, and services. No student or applicant shall be harassed, discriminated against, or retaliated against on the basis of a disability or because he or she requested an accommodation or filed a grievance under this policy. Any student or applicant who believes that he or she has been discriminated against or harassed in violation of this policy should report that matter to the Director and/or Assistant Director of the School of Nursing for investigative action. Any student or applicant who is concerned about the School's manner of handling a request for accommodation, the denial of a requested accommodation, disability discrimination or harassment may file a grievance.

A student or applicant may also file a complaint with the U.S. Department of Education, Office of Civil Rights, at any time before, during or after the School's grievance process.

II. PURPOSE:

To provide written guidelines regarding the process for individuals to request accommodations.

III. SCOPE:

This policy applies to all individuals applying to the UPMC Schools of Nursing and to all students already enrolled in the UPMC Schools of Nursing.

IV. PROCEDURE:

A student nurse or applicant for admission who has a disability, as that term is defined in the Americans with Disabilities Act, Section 504 of the Rehabilitation Act, the Pennsylvania Human Relations Act or other laws applicable to the Schools of Nursing, may request an accommodation as follows:

A. Applicant Requesting an Accommodation When Applying to the Nursing Program.

1. An applicant who is requesting accommodations for TEAS testing and/or for accommodations to be in place once enrolled in the School of Nursing must:
 - a. Complete the attached UPMC Employee Health UPMC School of Nursing Accommodation Request Form (see attached) and submit it to the designated UPMC School of Nursing prior to beginning the TEAS testing process. Processing of an individual's accommodation request will require a minimum of thirty (30) days.
 - b. If the applicant's education prior to attending the Schools of Nursing, was under the terms of an Individualized Education Program (IEP),

the applicant must also complete the attached UPMC School of Nursing Accommodation Request Form with written documentation from an appropriate licensed healthcare provider to be provided to EHUPMCSO@upmc.edu.

- c. The documentation must include the diagnosis AND specific accommodation(s) recommended. This documentation will remain housed in the UPMC Employee Health location. The School of Nursing will ONLY be aware of the accommodation(s) being requested.

B. Enrolled Student Requesting an Accommodation for the Nursing Program.

1. A current student who determines he/she/they need testing accommodations must complete the attached UPMC Employee Health UPMC School of Nursing Accommodation Request Form with written documentation from an appropriate licensed healthcare provider to the designated Occupational Health Nurse for the Schools of Nursing at EHUPMCSO@upmc.edu.
 2. The health care provider documentation must be no older than three (3) years from the date of admission. This documentation will remain in effect for the duration of the admission.
- C. The applicant/student will be notified, in writing, of the decision by the designated Occupational Health Nurse for the Schools of Nursing at UPMC Employee Health for accommodations related to testing. The individual at each school is responsible for testing will also be notified and shall be responsible for implementing any accommodations. Accommodations will be implemented after written approval is received.
 - D. The student and the Director/Assistant Director will be notified, in writing, of the decision by the designated Occupational Health Nurse for the Schools of Nursing.
 - E. The Director and/or Assistant Director will be responsible for notifying each course chairperson and Academic Support Team regarding the accommodations to be granted to any individual student.
 - F. An accommodation request from the affiliating college/university will be automatically applied to all nursing courses as long as the accommodation can be met by the nursing school. All related documentation must be submitted to the designated Occupational Health Nurse for the Schools of Nursing.
 - G. Should a student transfer to another UPMC School of Nursing, the granted accommodation will become part of the academic record.
 - H. Students requesting accommodations regarding English Language Learner shall write a letter to the Director/Assistant Director outlining specific requests for accommodation.
 - I. Students who are enrolled in the non-nursing/college courses must follow the specific college requirements for requesting accommodations.
 - J. In the event a student feels their approved accommodations are not being adequately upheld, they are to notify the Director/Assistant Director immediately.

V. REFERENCED AND RELATED POLICIES:

UPMC Schools of Nursing Student Complaint and Grievance Policy

VI. RESOURCES:

Disabilities Resource Center – drc@upmc.edu, 412-605-1483

Reviewed/ Revised: 01/23/2026
Effective Date: 08/31/2026

UPMC Employee Health

UPMC Shadyside Outpatient Testing Center, 5200 Center Avenue, Pittsburgh, PA 15232

Phone Number 412-623-1920

Fax Number 412-623-1087

UPMC School of Nursing Accommodation Request Form

Please allow 5-7 business days/or the approval process once submitted.

This page is to be completed by the student

Student Name _____

Date _____

SON Location _____

1. Please describe the physical, mental, or cognitive impairments that may limit you as a student:

2. Please describe the accommodation(s) that you are requesting and how this accommodation(s) will assist you during school. Be as specific as possible:

3. Will this accommodation request be temporary or permanent?

Temporary ☐

Permanent ☐

Student Signature _____ Date _____

UPMC Employee Health

UPMC Shadyside Outpatient Testing Center, 5200 Center Avenue, Pittsburgh, PA 15232
Phone Number 412-623-1920 Fax Number 412-623-1087

UPMC School of Nursing Accommodation Request Form

This page is to be completed by a Licensed Healthcare Professional or Mental Health Counselor

Student's Name: _____ Date of Birth: _____

1. The above student is applying for academic accommodations through UPMC School of Nursing due to a medical condition. Please state the student's medical diagnosis and treatment plan:

2. Please state the academic or physical accommodation(s) you feel would best support this student throughout the school of nursing program based off their diagnosis:

Signature of Medical Professional _____

Medical License Number _____ Date _____

Once pages 1 & 2 are complete, please email the request forms to EHUPMCSO@upmc.edu

UPMC Employee Health

UPMC Shadyside Outpatient Testing Center. 5200 Center Avenue, Pittsburgh, PA 15232
Phone Number 412-623-1920 Fax Number 412-623-1087

UPMC School of Nursing Accommodation Request Form

This page is to be completed by the Employee Health Nurse

Date: _____

UPMC School of Nursing

Attn: Accommodation(s) Request

RE: Nursing Student Accommodation(s)

Student Name _____

The above student is seeking accommodations with UPMC School of Nursing as described below:

Temporary ☐

Permanent ☐

Can this accommodation request be approved? YES ☐ NO ☐

Signature of the Employee Health Nurse _____

Date _____

**UPMC SCHOOLS OF NURSING
POLICY AND PROCEDURE**

SUBJECT: Dress Code Policy – Students
DATE: August 31, 2026

INDEX TITLE: Administration

I. POLICY:

It is the policy of the UPMC Schools of Nursing that personal appearance reflects overall cleanliness, good grooming and hygiene, and professional identity. These guidelines were developed in careful consideration of student and patient safety, infection control and public image. Exceptions to this policy may be made based on verified medical and religious needs.

II. PURPOSE:

To provide all students in the UPMC Schools of Nursing with a dress code that meets the expectations that students are to present a professional, business-like image at all times.

III. SCOPE:

This policy applies to all students enrolled in the UPMC Schools of Nursing.

IV. GUIDELINES:

Any student who does not meet the standards of this policy is subject to disciplinary action, which may include being required to leave the premises. If a student is required to leave the premises due to non-compliance with the Dress Code Policy, the student will incur a clinical absence.

UPMC Schools of Nursing Administration reserve the right to make a decision about whether or not a student's dress and appearance is appropriate.

General Guidelines for Class and Clinical

A professional appearance must be maintained at all times. Clothing must be clean, neat, and odor free, and appropriate undergarments are to be worn.

1. UPMC Issued Photo Identification Badges

The UPMC issued photo identification badge must be worn at all times. The badge must be worn above the waist with name and photo visible. Students who present themselves at a clinical site without a UPMC issued photo ID badge may be issued a temporary badge or be sent home depending on the policies of the clinical site.

2. Tattoos and Piercings

UPMC Schools of Nursing Administration reserve the right to make a decision about whether or not a student's visible tattoo or facial/oral jewelry is appropriate.

3. Clean Air/Smoke and Tobacco-Free Campus

Use of tobacco is prohibited in UPMC owned or leased facilities, buildings, passageways, and parking garages/lots. This includes chewable tobacco products, snuff and smoking by inhaling, exhaling, burning, or carrying any lighted cigarette, cigar, pipe, or other such device which contains tobacco or other smoke or vapor producing products such as e-cigarettes. Should it be determined that a student has engaged in the use of any tobacco product or smells of smoke during any school related activity, the student will be sent home, and this will be considered an absence.

Classroom Attire:

Appropriate street clothes are to be worn for all classroom experiences:

- All bottoms (i.e., pants, jeans, shorts, skirts, etc.) must be appropriate length for professional environment.
- Pajamas are not permitted.
- Modest attire is to be worn; bare midriffs, low necklines, strapless tops, and miniskirts are not permitted.

Clinical Attire:

Uniform

- Only the School approved uniform is to be worn. Students may only wear approved uniforms purchased through the school appointed vendor. Students must wear a white top with galaxy blue pants with a white or galaxy blue warm up jacket.
- All uniforms, lab coats (optional) and warm-up jackets must include the school emblem permanently affixed to the upper left sleeve.
- The uniform should be clean and wrinkle-free.
- Pants must be at a length in which they do not touch the floor.
- Watch with a second hand (required). Smart watches are not recommended.
- A plain white tee may be worn under the uniform top.

Shoes/hosiery

- Clean white or black leather or vinyl shoes are required.
- Shoes must be closed heel and closed toe, with no openings in the tops of the shoes.
- Socks must be worn under the uniform

Hair

- Neat, clean, and pulled back with small, simple hair accessories, so that hair does not come in contact with the client.
- Hair of an unnatural tone is not permitted.
- Beards and mustaches are to be short, clean, and well groomed.

Jewelry

- Wearing rings and other jewelry during patient contact is strongly discouraged.
- Wearing excessive jewelry, cologne, fresheners, pins, buttons, and other adornments is not permitted.
- Bracelets are not permitted.
- Only stud piercings are permitted.
- Gauges must be flesh colored.

Nails

- Nails are to be neat, clean, manicured, and short (not extending more than 1/4 inch past the tip of the finger).
- Nail polish must be in good repair without embellishments.
- Artificial nails are prohibited in the patient care environment. Artificial nails include, but is not limited to, acrylic nails, all overlay tips, bonding, extensions, tapes, inlays, wraps, and gel.

Areas with exceptions

- Some areas and/or clinical agencies may have specific dress codes that exist for infection control and environmental safety reasons. Examples include behavioral health and procedural areas (OR, L&D, etc.). The students are to follow the specific dress code of these areas when assigned there for clinical experiences.

REFERENCED AND RELATED POLICIES:

HS-HR0714 Dress Code

HS-HR0744 Clean Air/Smoke and Tobacco-Free Campus

UPMC Schools of Nursing Academic Integrity

UPMC Schools of Nursing Clinical Attendance Policy

UPMC Schools of Nursing Class Attendance Policy

Review/Revised: 02/16/2026

Originated Date: 06/18/2015

Effective Date: 08/31/2026



**UPMC SCHOOLS OF NURSING
POLICY AND PROCEDURE**

**SUBJECT: Drug and Alcohol Abuse
Prevention Program Policy**

INDEX TITLE: Administration

DATE: August 31, 2026

I. POLICY:

It is the policy of the UPMC Schools of Nursing to provide students with drug and alcohol prevention resources.

II. PURPOSE:

The UPMC Schools of Nursing recognize the use and abuse of controlled substances is a serious problem with legal, physical, and social implications for students.

III. SCOPE:

This policy applies to all students enrolled in the UPMC Schools of Nursing

IV. PROCEDURE:

- A. Students who have completed the Electronic Notification Acknowledgement on file will be notified of Drug and Alcohol Abuse Prevention Program Disclosure Information annually via email. The Drug and Alcohol Abuse Prevention program materials are also posted publicly on the UPMC Schools of Nursing (SON) website.
- B. Additional resources for students concerning drug and alcohol abuse prevention are available through *LifeSolutions*. To obtain further information call *LifeSolutions* at 1-800-647-3327 or visit the website: www.lifesolutions@upmc.com.
- C. The UPMC Schools of Nursing will review its program once every two years to determine its effectiveness and to ensure that its sanctions are being enforced. As a part of this biennial review, the school will determine the number of drug and alcohol related violations and fatalities that occur on a school's campus or as part of any of the school's activities. The number and type of sanctions that are imposed by the school as a result of drug and alcohol-related violations and fatalities on the school's campus will be maintained for quality review purposes. The school will make available upon request the results of the review as well as the data and methods supporting its conclusions.

V. REFERENCES AND RELATED POLICIES:

Drug-Free Schools and Communities Act Amendment of 1989
Higher Education Act of 1965
US Department of Education Student Financial Aid Handbook
Code of Federal Regulations
UPMC Schools of Nursing Drug Free Educational Environment Policy
UPMC Schools of Nursing Fitness for Duty Policy
Student Handbook Acknowledgement Form
HS-HRO721: Fitness for Duty
HS-HRO703: Drug Free Workplace
UPMC Schools of Nursing Academic Integrity Policy

Reviewed/ Revised: 08/18/2026
Effective Date: 08/31/2026

Drug and Alcohol Prevention Program

The drug and alcohol prevention program will discuss specific substance use disorders, the effects on the brain and overall health, risk factors, warning signs, and recovery resources.

What is a substance use disorder?

A substance use disorder (SUD) is a treatable, chronic disease characterized by a cluster of cognitive, behavioral, and physiological symptoms indicating that the individual continues using the substance despite significant substance-related problems. In 2022, more than one in six Americans aged 12 or older reported experiencing a SUD.

Addiction is a disease, not a character flaw. People experiencing SUDs have trouble controlling their drug use even though they know drugs are harmful. Like many other chronic conditions, treatment is available for substance use disorders. While no single treatment method is right for everyone, recovery is possible, and help is available for patients with SUDs. *(1)*

Drug Use and Effects on the Brain

When people take drugs, the brain is flooded with chemicals that take over the brain's reward system and cause them to repeat behaviors that feel good but aren't healthy.

The brain adapts to continued drug use by developing a tolerance, which means it takes more of a drug to feel the same result.

Not only does this lessen the brain's ability to resist intense urges to take drugs, but it can also affect the amount of pleasure a person receives from healthy activities like enjoying food or the company of others.

SUDs can range in severity from mild to severe and can affect people of any race, sex, income level, or social class. A SUD can be applied to the following types of drugs:

- Alcohol
- Cannabis
- Hallucinogens
- Inhalants
- Opioids (Prescription and Illegal)
- Sedatives, hypnotics, or anxiolytics
- Stimulants and Psychostimulants. *(2)*

Alcohol

About 178,000 people die from excessive alcohol use each year in the United States.

- Excessive alcohol use can have immediate and long-term effects.
- Excessive drinking includes binge drinking, heavy drinking, and any drinking during pregnancy or by people younger than 21.

Drinking excessively can lead to these harmful health effects:

- Injuries—motor vehicle crashes, falls, drownings, and burns.
- Violence—homicide, suicide, sexual violence, and intimate partner violence.
- Alcohol poisoning—high blood alcohol levels that affect body functions like breathing and heart rate.
- Overdose—from alcohol use with other drugs, like opioids.
- Sexually transmitted infections or unplanned pregnancy—alcohol use can lead to sex without protection,
which can cause these conditions.
- Miscarriage, stillbirth, or fetal alcohol spectrum disorder (FASD)—from alcohol use during pregnancy.

Excessive alcohol use can lead to chronic diseases including:

- High blood pressure.
- Heart disease.
- Liver disease.
- Stroke.
- Alcohol use disorder—this affects both physical and mental health.
- Digestive problems.
- Weaker immune system—increasing your chances of getting sick.

Excessive alcohol use can lead to social and wellness issues including:

- Mental health conditions, including depression and anxiety.
- Learning problems, and issues at school or work.
- Memory problems, including dementia.
- Relationship problems with family and friends. (3)

Opioids

One of the most misused classes of drug today is opioids. Examples include fentanyl; heroin; and prescription medications like oxycodone. Fentanyl is a deadly synthetic opioid that is being pressed into fake pills or cut into heroin, cocaine, and other drugs. It is 50 times more potent than heroin and about 100 times more potent than morphine, making it highly addictive. Some effects of fentanyl may include relaxation, euphoria, pain relief, sedation, confusion, drowsiness, dizziness, nausea, vomiting, urinary retention, pupillary constriction, and respiratory depression. Overdose effects of fentanyl may include stupor, changes in pupillary size, cold and clammy skin, cyanosis (blue skin or body parts from lack of oxygen), coma, and respiratory failure leading to death. According to CDC, synthetic opioids (like fentanyl) are the primary driver of overdose deaths in the United States.

Naloxone

Naloxone is a life-saving medicine that can reverse an overdose from opioids—including heroin, fentanyl, and prescription opioid medications—when it is administered right away. As of 2023, naloxone is now available as a pre-filled, over-the-counter nasal spray, as well as an injectable

solution that is injected into a muscle or under the skin. Anyone can use naloxone without medical training or authorization. Naloxone reverses an overdose by blocking the effects of opioids. It can restore normal breathing within 2–3 minutes in someone whose breathing has slowed or even stopped because of opioid overdose. Naloxone is available in all 50 states, and in most states, you can get naloxone at your local pharmacy without a prescription. (4)

A major warning sign of addiction is if a person keeps using the substance even though taking it has caused problems before—like trouble keeping a job, relationship turmoil, or run-ins with law enforcement. Other signs can include:

- Trying to stop or cut down on drug use but not being able to.
- Using drugs because of being angry or upset with other people.
- Taking one drug to get over the effects of another.
- Making mistakes at school or on the job because of using the substance.
- Substance use hurting relationships with family and friends.
- Being scared at the thought of running out of drugs or alcohol.
- Being arrested or hospitalized for substance use.

Marijuana

Marijuana is usually a dry, shredded, green/brown mix of flowers, stems, seeds, and leaves that come from the cannabis sativa plant. Cannabis is four times as potent today as it was just three decades ago. People who use marijuana roll it into a cigarette (joint) and smoke it, or they smoke it in a pipe or bong. Some people brew it as tea or mix it with food (called marijuana edibles). The addictive ingredient in marijuana is called THC (delta-9-tetrahydrocannabinol), which is the ingredient that produces the “high” feeling.

Short-term physical effects from marijuana use may include sedation, bloodshot eyes, increased heart rate, coughing from lung irritation, increased appetite, and increased blood pressure (although prolonged use may cause a decrease in blood pressure). Marijuana smokers also experience serious health problems such as bronchitis, emphysema, and bronchial asthma. Extended use may cause suppression of the immune system. Withdrawal from chronic use of high doses of marijuana can cause headache, shakiness, sweating, stomach pains, nausea, restlessness, irritability, sleep difficulties, and decreased appetite. (5)

Prescription Medications

Prescription medicine can be dangerous if not taken as prescribed or in the wrong way. This can lead to a substance use disorder, other health issues, and death. Lock up all prescription medications and keep track of how much you take so you will know if any is missing. Dispose of medications you no longer need.

Visit the Food and Drug Administration’s website for guidance on how to dispose of unused medicines at www.fda.gov/consumers/consumer-updates/where-and-how-dispose-unused-medicines. (6)

Everyone can play a role and take action to help end the opioid overdose epidemic in the United States.

- Reach out, if you think you or someone you know has a problem. Talk to family members, friends, or a health care professional.
- Be supportive (not judgmental) if a loved one has a problem. Recognize that a substance use disorder is a medical condition, not a moral failing.
- Show support towards people in recovery. Acknowledge and celebrate their achievements. Encourage them to maintain their recovery program and support.

Recovery and Treatment Options

There are safe and effective ways to recover from SUDs. Finding the right treatment option can be the key to a successful recovery journey. Recovery may involve medication to help with cravings and withdrawal as well as different forms of therapy. It may require checking into a rehabilitation facility. Recovery can be challenging, but it is possible.

Cognitive-behavioral therapy seeks to help patients recognize, avoid, and cope with the situations in which they're most likely to use drugs.

Contingency management uses positive reinforcement such as providing rewards or privileges for remaining drugfree, for attending and participating in counseling sessions, or for taking treatment medications as prescribed.

Motivational enhancement therapy uses strategies to make the most of people's readiness to change their behavior and enter treatment.

Twelve-step facilitation therapy is an individual active engagement strategy designed to encourage people to accept drug addiction as a chronic, progressive disease and prepare them to begin a 12-step mutual support program.

Outpatient counseling can help people understand addiction, their triggers, and their reasons for using drugs. This form of treatment can be done at a doctor's office or via telehealth appointment.

Inpatient rehabilitation at a full-time facility provides a supportive environment to help people recover without distractions or temptations. (7)

Specific locations are available through local health department websites, through the Substance Abuse and Mental Health Services Administration, and through the resources listed below:

- If you or someone you know is struggling or in crisis, call or text 988 or chat 988lifeline.org to reach the 988 Suicide & Crisis Lifeline. 988 connects you with a trained crisis counselor who can help.
- For referrals to substance use and mental health treatment programs, call the Substance Abuse and Mental Health Services Administration National Helpline 1-800-662-HELP (4357) or visit www.FindTreatment.gov.

Sources:

- (1) <https://www.samhsa.gov/data/sites/default/files/reports/rpt42731/2022-nsduh-nnr.pdf>
- (2) Understanding Addiction to Support Recovery | Stop Overdose | CDC
- (3) Alcohol Use and Your Health | Alcohol Use | CDC
- (4) Life-Saving Naloxone from Pharmacies | VitalSigns | CDC
- (5) Cannabis (Marijuana) | National Institute on Drug Abuse (NIDA)
- (6) Prescription Opioids DrugFacts | National Institute on Drug Abuse (NIDA)
- (7) Understanding Addiction to Support Recovery | Stop Overdose | CDC



UPMC SCHOOLS OF NURSING POLICY AND PROCEDURE

SUBJECT: Drug-Free Educational
Environment Policy
DATE: August 31, 2026

INDEX TITLE: Administration

I. POLICY:

It is the policy of UPMC Schools of Nursing to provide a drug free educational environment in accordance with the Drug Free Workplace Act of 1988. The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance on UPMC premises or while representing the UPMC Schools of Nursing is absolutely prohibited. The requirements of this policy are in addition to the Student Fitness for Duty Policy.

II. PURPOSE:

To summarize the UPMC Schools of Nursing response to unlawful manufacture, distribution, possession, or unlawful use of a controlled substance or alcohol abuse while a student.

III. SCOPE:

This policy applies to all potential students during the admission process and students enrolled in the UPMC Schools of Nursing.

IV. PROCEDURE:

1. Students are informed during orientation that they are required, as a condition of remaining a student, to report any arrests, indictments, or convictions under any criminal drug statute violation in the school or outside of the school no later than five (5) days after the event.
2. All students sign a Student Handbook Acknowledgement Form that is maintained in their student files documenting knowledge and understanding of this policy.
3. Disciplinary action, up to and including termination from the program, will be imposed if the Director and/or Assistant Director learns of an arrest, indictment, or conviction under any criminal drug statute if the student has failed to notify the Director and/or Assistant Director of the arrest, indictment, or conviction within five (5) days of the event.
4. UPMC Schools of Nursing have established a program to inform students about the dangers of drug abuse in school, the availability of drug counseling and rehabilitation programs and the discipline that may be imposed upon students for the use of illicit drugs in school. The Schools of Nursing team will contact *LifeSolutions* (800-647-3327) for an immediate referral.

5. Upon offers of admission, all final applicants are subject to a pre-admission drug screening as a requirement for admission.

REFERENCED AND RELATED POLICIES:

HS-HR0721: Fitness for Duty

HS-HR0703: Drug Free Workplace

Student Handbook Acknowledgement Form

UPMC Schools of Nursing Student Fitness for Duty Policy

UPMC Schools of Nursing Academic Integrity Policy

UPMC Schools of Nursing Drug and Alcohol Abuse Prevention Policy

Reviewed/ Revised: 08/18/2026

Effective Date: 08/31/2026

LifeSolutions

Your Student Assistance Program



Sometimes life becomes too much to handle by yourself. UPMC understands that. We want to introduce you to LifeSolutions®, a no-cost, confidential student assistance program.

LifeSolutions can help you succeed at school and home. We offer confidential support for a wide range of issues, including:

- Transitioning to life in nursing.
- Improving your communication.
- Understanding cultural diversity.
- Managing your time and responsibilities.
- Addressing relationship problems.
- Making healthy lifestyle decisions.
- Raising your self-esteem and self-confidence.
- Addressing drug or alcohol use concerns.
- Dealing with family expectations.

You will also get access to other important services, such as:

- Referrals for community resources, such as child care or support groups.
- A free 30-minute consultation with a financial professional to discuss issues like budgeting or credit concerns.
- A free 30-minute legal consultation and up to a 25 percent reduction in attorney fees after the consultation.
- RxWell, a free mobile app that's designed to help you manage depression, anxiety, or stress on your schedule.

LifeSolutions services are private and confidential. They are available to you and members of your household at no cost.

Don't wait to give yourself more peace of mind. Contact LifeSolutions today.

**LifeSolutions@upmc.edu
1-800-647-3327 (TTY: 711)**

To access our website, visit lifesolutionsforyou.com, click Login, and enter the company code: UPMCSON.



UPMC SCHOOLS OF NURSING POLICY AND PROCEDURE

SUBJECT: Emergency Policy
DATE: August 31, 2026

INDEX TITLE: Administration

I. POLICY:

It is the policy of the UPMC Schools of Nursing to outline what students, faculty, and staff should do in the event of an emergency.

II. PURPOSE:

The purpose is to assure the safety of students, faculty, and staff in times of emergencies.

III. SCOPE:

This policy applies to all students, faculty, and staff within the UPMC Schools of Nursing.

IV. PROCEDURES:

In the event of an emergency, the Chief Nursing Officer/VP of Academic Affairs, Director and/or Assistant Director of School, or designee of school operations will notify staff, students, and faculty via email, learning management system, and or text (Emergency Notification System).



UPMC SCHOOLS OF NURSING POLICY AND PROCEDURE

SUBJECT: Family Educational Rights and Privacy Act (FERPA) Policy **INDEX TITLE: Administration**
DATE: August 31, 2026

I. POLICY:

It is the policy of the UPMC Schools of Nursing to comply with the Family Educational Rights and Privacy Act (also referred to as FERPA or the Buckley Amendment).

II. PURPOSE:

The purpose of this policy is to delineate students' rights under FERPA and to describe the process for release of student educational records.

III. SCOPE:

This policy applies to all individuals in the process of seeking admission, currently enrolled students, former students, and graduates in all UPMC Schools of Nursing.

IV. DEFINITIONS:

Educational records are defined as:

Admission Information: date of application, enrollment date, testing information and admissions documents.

Financial Information: student account balances, tuition statement, debt collection information, Title IV eligibility and financial aid documents.

Academic Information: academic performance, enrollment status, grades, attendance records and contact information.

V. GUIDELINES:

- A.** FERPA is designed to protect the confidentiality of the records that educational institutions maintain on their students and permits students access to their records to assure accuracy of the contents. FERPA allows students certain rights with respect to their educational records. Students at the UPMC Schools of Nursing have these basic rights under FERPA:
1. Inspect and review their educational records (admissions information, financial information, and academic information).
 2. Limit disclosure of "personally identifiable information"
 3. Request to amend their educational record.
 4. File a complaint with the Department of Education concerning an alleged failure of the UPMC Schools of Nursing to comply with the Family Policy Compliance Office, US Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.

- B.** No one outside the UPMC Schools of Nursing may have access to student records nor will the School of Nursing disclose any information to agencies outside of the UPMC Schools of Nursing without obtaining written consent from the student. Exceptions include the following:
1. School officials: Chief Nursing Officer/VP of Nursing Academic Affairs, Directors, Assistant Directors, Financial Aid staff, Project Manager for Academic Affairs, and Registrars.
 2. Auditors of financial aid and/or accounting processes.
 3. Persons or organizations related to student financial aid.
 4. Reviewers representing accrediting and approval agencies.
 5. Faculty engaging in quality improvement or research projects at the discretion of the Director and/or Assistant Director.
 6. Persons carrying out judicial orders or subpoenas.
 7. Persons in an emergency to protect the health and safety of students and/or other persons.
- C.** Under the Act, the school is permitted to disclose, at its discretion for any purpose, “directory information” as listed below:
1. Name
 2. Address
 3. Telephone number
 4. Dates of attendance
 5. Class (graduating class)
 6. Date and place of birth
 7. Major field of study
 8. Previous institutions awards
 9. Honors
 10. Diplomas conferred
 11. Photographs
 12. Past and present participating in committees and student organizations
- D.** Students may choose to not disclose directory information by completing the “Request to Withhold Directory Information.”

IV. PROCEDURE:

- A.** Students are offered an opportunity to complete a “FERPA Policy Acknowledgement” and a “Request to Withhold Directory Information” at the beginning of the program.
- B.** Should a student wish to review any portion of their educational record, they must make a written request to the Director and/or Assistant Director. Access to their educational record will take place within five (5) business days of the request. If a student believes any portion of their educational record contains inaccurate, incomplete, or misleading information, they can discuss this matter with the Director and/or Assistant Director.

- C. In the event the student desires to bring legal counsel to the meeting, the Director and/or Assistant Director must be notified five (5) business days in advance of the meeting so that UPMC legal counsel can be present.
- D. If it is believed that a student, employee or other individual has purposefully misrepresented information, the UPMC Schools of Nursing encourages suspicions to be immediately reported to the Officer of Inspector General via phone at (215) 656-6900 or (800) 647-8733 or online at <http://www.ed.gov/about/offices/list/oig/hotline.html>.
- E. Failure of faculty, staff, and administration to comply with the policy as outlined above may result in disciplinary and/or criminal action.
- F. Students enrolled at the following schools are requested to sign the Nursing Program Educational Record Request Form (attached):
 - 1. UPMC Shadyside School of Nursing/Chatham University
 - 2. UPMC Jameson School of Nursing/Westminster College
 - 3. UPMC Washington School of Nursing/Washington and Jefferson College

V. **REFERENCED POLICY:**
UPMC Schools of Nursing Academic Integrity

NURSING PROGRAM EDUCATIONAL RECORD REQUEST FORM

UPMC SHADYSIDE SCHOOL OF NURSING

UPMC JAMESON SCHOOL OF NURSING

UPMC WASHINGTON SCHOOL OF NURSING

Current name: _____

Current mailing address: _____

Phone number: _____

UPMC email address: _____

By signing this document, I hereby give UPMC Shadyside School of Nursing and Chatham University, or UPMC Jameson School of Nursing and Westminster College, OR UPMC Washington School of Nursing and Washington and Jefferson College to share my academic transcript, academic integrity information, and any enrollment information for periodic reviews of academic progress throughout the time I am an enrolled student or an accepted student in the UPMC Shadyside School of Nursing, or UPMC Jameson School of Nursing, or UPMC Washington School of Nursing.

Student signature: _____

Printed name: _____

Date: _____

Return this form to the Director/Assistant Director of your nursing school.



UPMC SCHOOLS OF NURSING POLICY AND PROCEDURE

SUBJECT: Grade Appeal
DATE: August 31, 2026

INDEX TITLE: Administration

I. POLICY:

The purpose of this policy is to provide a clear process for students who wish to appeal a grade they have received for a nursing course. It aims to ensure fairness, transparency, and consistency in handling grade appeals.

II. PURPOSE:

To ensure fairness, transparency, and consistency in handling grade appeals.

III. SCOPE:

This Policy applies to nursing courses for all students within the UPMC Schools of Nursing. For non-nursing grade appeals please refer to the procedures of the respective University.

IV. DEFINITION:

- A. Grades: Grades refer to any grade received for the theory or clinical portion of the course.
- B. Affiliate Colleges and Universities: students must follow the grievance and complaint process for all matters related to non-nursing courses as the specific school.
 - 1. Carlow University: www.carlow.edu
 - 2. Chatham University: www.chatham.edu
 - 3. Gannon University: www.gannon.edu
 - 4. Harrisburg University: www.harrisburgu.edu
 - 5. Geneva College/Portage: www.portagelearning.edu
 - 6. St. Francis University: www.francis.edu
 - 7. Westminster college: www.westmintster.edu
 - 8. Washington and Jefferson College: www.washjeff.edu

V. PROCEDURE:

A. Informal Resolution:

- 1. **Step 1:** The student should first discuss the grade with the instructor who gave the grade. This step allows for clarification and informal resolution.
- 2. **Step 2:** If the issue remains unresolved, the student may approach the Director/Assistant Director to seek further clarification or mediation.

B. Formal Appeal Process:

- 1. **Step 3:** If the student is dissatisfied with the outcome of the informal resolution, they must submit a written appeal using the attached form to the Director/Assistant Director within three (3) business days of receiving the grade.
 - a. If your appeal does not meet one of the categories on the form, please use the Student Complaint and Grievance Policy.

2. **Step 4:** The written appeal should include:
 - a. A clear statement of the grounds for the appeal.
 - b. Relevant evidence (e.g., graded assignments, course syllabus, communication with the instructor).
3. **Step 5:** Upon receipt, the written grievance will be reviewed by the UPMC Schools of Nursing Executive Committee within three (3) business days of receiving the appeal.
 - a. The Executive Committee consists of The CNO, Vice President of Academic Affairs and, all Directors/Assistant Directors. If the Director and/or Assistant Director is not available to hear the grievance, an Advanced Educator or Faculty member from the same school will be appointed to represent the Director and/or Assistant Director.
4. **Step 6:** The student will be notified in writing via UPMC email of the decision within two (2) business days of the UPMC Schools of Nursing Executive Committee meeting. All decisions by the Executive Committee are final.
5. If no resolution is reached in a timely fashion, students may contact the Chief Nursing Officer & Vice president of Academic Affairs (hershbergerbl@upmc.edu) and the UPMC Chief Nurse Executive (mclamx@upmc.edu).

VI. REFERENCED AND RELATED POLICIES

UPMC Schools of Nursing Student Complaint and Grievance Policy

Reviewed/Revised: 03/30/2026

Effective Date: 08/31/2026

Grade Appeal Form – UPMC Schools of Nursing <i>This form is used for nursing courses only</i>	
Name:	Nursing Course:
Select what type of Grade you are appealing: ____ Theory Grade: ____ Exam or ____ ATI Exam/ Points ____ Clinical Grade: ____ Evaluation or ____ Assignment <i>**If your appeal does not meet one of the criteria above please use the Student Compliant and Grievance policy.</i>	
Date the Grade was Earned (i.e. date of exam/ clinical experience): _____	
Did you complete the steps of the Informal Resolution outlined in the Policy? ____ Yes __ No <i>*If no, please complete those steps before proceeding</i>	
Explain the nature of your appeal in 200 words or less.	
Expected Resolution by the Student:	
Signature:	Date:



UPMC SCHOOLS OF NURSING POLICY AND PROCEDURE

SUBJECT: Honor Society Policy
DATE: August 31, 2026

INDEX TITLE: Administration

I. POLICY:

It is the policy of the UPMC Schools of Nursing to recognize the value of scholarship and excellence in practice, encourage students to reach higher levels of achievement and career development, introduce student nurses to professional organization membership and promote leadership within its membership.

II. PURPOSE:

It is the purpose to recognize the academic achievements of students promoting the value of scholarship and excellence in academic and professional practice. Membership in the UPMC Schools of Nursing Honor Society will foster the students' leadership abilities through membership in a professional organization.

III. SCOPE:

This policy applies to all students in the UPMC Schools of Nursing

IV. PROCEDURE:

- A. An invitation to apply for membership to the UPMC Schools of Nursing Honor Society will be sent to eligible students. Students wishing to obtain membership must meet the following criteria:
 1. Completion of third semester full time and/or N320; end of sixth or seventh semester part time, and/or at completion of program.
 2. Achieve a minimum GPA of 3.2
 3. Meet the expectation of academic integrity, as defined in the Academic Integrity Policy
 4. Demonstrate a successful level of performance in the clinical setting.
 5. Submit the UPMC Schools of Nursing Honor Society Application.
 6. Submit two faculty recommendations for membership utilizing the Student Referral Form. One recommendation must be from a recent clinical instructor.
- B. Students must return all required documents by the requested date.
- C. All submitted applications will be reviewed.
- D. Students will be notified, by e-mail and/or mail, of the decision of acceptance into the Honor Society.
- E. Induction ceremonies may occur twice a year.
- F. Membership will be recognized at graduation.

V. REFERENCED AND RELATED POLICIES:

UPMC Schools of Nursing Academic Integrity Policy

UPMC Schools of Nursing Satisfactory Academic Progress (SAP) Student Graduation Requirements Policy

VI. ATTACHMENTS:

A. Attachment A: Honor Society Application

B. Attachment B: Student Reference Form

Reviewed/ Revised: 03/30/2026
Effective Date: 08/31/2026



UPMC SCHOOLS OF NURSING HONOR SOCIETY APPLICATION

Please Print all information

Full name:

Last

First

M.I.

Address:

Street address

Apt/Unit #

City

State

Zip Code

Telephone:

()

()

Home/Cell

Work

UPMC Email:

My signature hereby acknowledges my interest in application to the UPMC Schools of Nursing Honor Society and permits the Committee to review my clinical and academic records/transcript.

Candidate
Signature:

Date:

Requirements:

Candidates invited to apply to the Honor Society have demonstrated an exceptional QPA of 3.2 or greater as well as successful clinical performance.

Candidates are required to submit two recommendations from UPMC Schools of Nursing faculty members using the enclosed Student Referral Form. At least one faculty member must be a clinical instructor.



UPMC SCHOOLS OF NURSING STUDENT REFERENCE FORM

Candidate Name:

Last

First

Current Course Level:

Courses in which I had experience with the candidate:

	Excellent	Good	Fair	N/O*
Quality of work (Accurate, Thorough)				
Quality of work (Organization, Efficiency)				
Application of the Nursing Process/Critical Thinking				
Patient Education Skills				
Verbal/Non-Verbal Communication				
Written Communication				
Dependability (Independent, Accountable)				
Leadership Potential				
Professional Behavior (Courtesy, Appearance)				
Cooperation/Attitude				
Punctuality and Attendance				

*N/O = Not Observed

Participation in Professional activities:

I recommend the candidate for membership in the UPMC Schools of Nursing Honor Society

☐

I DO NOT recommend the candidate for membership in the UPMC Schools of Nursing Honor Society

☐

Comments: _____

Signature: _____ Date: _____

Title: _____

To be completed by Candidate:

Authorization and Release: I hereby authorize and request faculty and/or administration of UPMC Schools of Nursing to provide the information requested on this form. I release the faculty and/or administration from any and all liabilities, which may arise in connection with the completion of this reference form.

I waive my right to read this reference.

Signature _____ Date _____

I **do not** waive my right to read this reference.

Signature _____ Date _____



UPMC SCHOOLS OF NURSING POLICY AND PROCEDURE

SUBJECT: Military Leave Policy
DATE: August 31, 2026

INDEX TITLE: Administrative

I. POLICY:

It is the policy of the UPMC Schools of Nursing to be in accordance with the Higher Education Opportunity Act of 2008 as it relates to military leave for students.

II. PURPOSE:

The purpose of this policy is to provide guidelines for prospective students and current students who serve in the United States Armed Forces and receive military orders for deployment or training.

III. SCOPE:

This policy applies to all prospective students and current students in the UPMC Schools of Nursing.

IV. PROCEDURE:

- A. Students who have been accepted to the School of Nursing and receive military orders for deployment must provide the Director and/or Assistant Director with their military orders immediately upon receipt of those orders. Students will have their applications held and be admitted to the first available admission class upon completion of deployment.
- B. Current students who have received military orders for training must immediately meet with the Director and/or Assistant Director to determine how missed class and clinical will be made up, if possible. Students are advised to collaborate with their Commanding Officer to schedule training during school breaks when feasible.
- C. Current students who have received military orders for deployment must meet with the Director and/or Assistant Director to discuss exit from and re-entrance to the school. Students are permitted to withdraw and receive a full refund of tuition. A grade of WML (Withdraw Military Leave) will be recorded on the transcript. Upon readmission, students are required to meet with the Director and/or Assistant Director to determine an individualized plan for returning to the program. It may be necessary for the student to re-take courses depending on the length of time away from the program.

V. REFERENCED AND RELATED POLICIES:

Higher Education Opportunity Act of 2008

Reviewed/Revised: 03/30/2026
Effective Date: 08/31/2026



UPMC SCHOOLS OF NURSING POLICY AND PROCEDURE

SUBJECT: NCLEX-RN, Temporary Practice Permit and Licensure Eligibility Policy **INDEX TITLE:** Administrative

DATE: August 31, 2026

I. POLICY:

It is the policy of the UPMC Schools of Nursing that only students who have completed all program requirements and met all financial responsibilities will be approved by the Director and/or Assistant Director of the School of Nursing as eligible for NCLEX-RN Temporary Practice Permit and Licensure.

II. PURPOSE:

To make all students in the UPMC Schools of Nursing aware of NCLEX-RN, Temporary Practice Permit and Licensure requirements.

III. SCOPE:

This policy applies to all students enrolled in the UPMC Schools of Nursing.

IV. GUIDELINES:

The UPMC Schools of Nursing are in full compliance with Licensure and Exam Requirements set forth from the Pennsylvania State Board of Nursing.

For full laws and regulations please refer to the following:

- A. PA RN Law: Section 4.1 Temporary Practice Permit; Section 5 Examinations and Certificates; Section 6 Fees, Qualifications for Licensure.
- B. PA Regulations: Section 21.7 Temporary Practice permits; 21.21 Application for examination; 21.23 Qualifications of applicant for examination; 21.24 Passage of the licensure for examination; 21.25 Re-examination
- C. PA Laws and Regulations can be found on Pennsylvania State Board of Nursing website:
<https://www.dos.pa.gov/ProfessionalLicensing/BoardsCommissions/Nursing/Pages/Board-Laws-and-Regulations.aspx>

The Pennsylvania State Board of Nursing provides guidelines and instructions regarding correctly submitting the application for a Temporary Practice Permit and Licensure. This information can be found on the PA State Board of Nursing website:

<https://www.dos.pa.gov/ProfessionalLicensing/BoardsCommissions/Nursing/Pages/Apply-Online.aspx>

V. PROCEDURE:

- A. While students may apply for a Temporary Practice Permit, Licensure and NCLEX-RN 90 days prior to graduation, the Director and/or Assistant Director of the school cannot verify education until the student has met all program requirements.
- B. The Director and/or Assistant Director of the School of Nursing determines that students have met all program requirements when the following occurred:
 - 1. Confirmation from the Financial Aid Department indicating that the student has met all financial responsibilities, including Financial Aid exit counseling.
 - 2. Confirmation from the Registrar/Coordinator of Student Records indicating that the student has met all academic requirements.
- C. Upon completion of program requirements, the Director and/or Assistant Director of the School of Nursing electronically submits the Nursing Education Verification (NEV) to the Pennsylvania State Board of Nursing certifying the eligibility of the graduate to take the NCLEX-RN and receive licensure. This cannot occur prior to the official graduation date.
- D. Students who are seeking initial licensure in a state other than Pennsylvania must contact that individual State Board for application requirements. The student shall submit required paperwork to the Director and/or Assistant Director of the School of Nursing for verification.

VI. REFERENCED AND RELATED POLICIES:

PA RN Code Title 49 Professional and Vocational Standards, Department of the State, State Board of Nursing
PA State Board Website: www.dos.state.pa.us/nurse
PA State Board of Nursing, Professional and Practical Nursing Laws.
National Council of State Boards of Nursing website: www.ncsbn.org
UPMC Schools of Nursing Satisfactory Academic Progress (SAP)
Student Graduation Requirements Policy
UPMC Schools of Nursing Collections on Student Account Balance



**UPMC SCHOOLS OF NURSING
POLICY AND PROCEDURE**

**SUBJECT: Non-Academic Guidance
and Counseling Policy
DATE: August 31, 2026**

INDEX TITLE: Administration

I. POLICY:

It is the policy of the UPMC Schools of Nursing to provide a comprehensive guidance and counseling program for students to assist in adjusting to the demands of the nursing program.

II. PURPOSE:

It is the purpose of this policy to provide counseling to students through *LifeSolutions* (1-800-647-3327) or lifesolutions@upmc.edu

The Student Assistance Program is a full-service program that provides professional, confidential assistance for non-academic issues which may be impacting the student's academic performance; offered at no cost to the student.

III. SCOPE:

This policy applies to all students enrolled in the UPMC Schools of Nursing.

IV. GUIDELINES:

- A. Faculty is encouraged to offer the Student Assistance Program to students as a resource to help prevent or resolve the impact of any personal difficulty which may affect academic success.
- B. Faculty should not attempt to determine the nature of any personal problem that may be involved in a performance or conduct issue.
- C. All students, their children (must be between the ages 14-26 to qualify for individual counseling), and household members have access to the Student Assistance Program for six (6) telephone, virtual, or in person sessions per issue/concern at no cost.
- D. Students are subject to the usual disciplinary actions, even if they are utilizing the Student Assistance Program.
- E. Utilizing the Student Assistance Program does not jeopardize a student's status or graduation.
- F. Benefits accessible through Student Assistance Program include the following but are not limited to:
 - 1. 24-hour telephone access
 - 2. Assessment, brief counseling/coaching and/or referral
 - 3. Education and wellness workshops
 - 4. Disruptive Event Management
 - 5. Online work/life resources
 - 6. Personalized work/life services
 - 7. Free 30 minute legal and financial consultation

V. **PROCEDURE:**

- A. Students are encouraged to seek assistance before personal issues begin to affect their performance. Early resolution of identified stressors is in the best interest of the student and the nursing program.
- B. Students who utilize the Student Assistance Program are guaranteed full confidentiality within the limits of the law. Records created in the Student Assistance Program will not be divulged outside the Student Assistance Program without the written permission of the student, unless required by law. Student Assistance Program records are separate from the student's academic and compliance files. Only the Student Assistance Program staff are permitted access.
- C. Students may obtain assistance through the Student Assistance Program in one of the following ways:
 - 1. **Self-Referral** - Students may seek assistance on their own behalf by contacting the Student Assistance Program directly.
 - 2. **Faculty Recommendation** - Students are strongly encouraged by faculty to self-refer and make an appointment to assist with identified issues/concerns.
 - 3. **Formal Voluntary Referral** - Faculty, Director, Assistant Director, or designee can formally refer students based on circumstances. Student follow up is requested and verification of attendance will be provided if student gives consent.
 - 4. **Mandatory Referral** - Under very specific circumstances, a Director or Assistant Director may require the student to contact the Student Assistance Program for an assessment.

These circumstances include but are not limited to: Any and all threatening behavior to self and/or others; inappropriate behavior; student admission of a substance abuse problem, even if there is no evidence of use diversion, or theft of controlled substances. Refusal to attend the mandatory Student Assistance Program referral may result in termination from the nursing program.

For mandatory referrals, the student will be notified that the counselor will call the Director and/or Assistant Director and provide the following information:

- a. Whether the student has kept the Student Assistance Program appointment
- b. Whether the student is permitted to remain in the program.

VI. **REFERENCED AND RELATED POLICIES:**

HS-HR0732 Employee Assistance Program EAP/Life Solutions
UPMC Schools of Nursing Academic Integrity Policy
UPMC Schools of Nursing Student Fitness for Duty Policy
UPMC Schools of Nursing Drug and Alcohol Abuse Prevention Policy



UPMC SCHOOLS OF NURSING POLICY AND PROCEDURE

SUBJECT: Position Description: Student Nurse Policy INDEX TITLE: Administration
DATE: August 31, 2026

I. POLICY:

It is the policy of UPMC Schools of Nursing to prepare a graduate nurse capable of practicing nursing, at a beginning level, with individuals, families, and groups in a variety of settings.

II. PURPOSE:

The purpose of this policy is to outline the essential functions of the student nurse.

II. SCOPE:

This Policy applies to students enrolled within the UPMC Schools of Nursing.

A. Purpose of the Position: Essential Functions of the Position (in the clinical area):

Hours per week spent at the function: 8-40. Requirements include all days of the week and a variety of shifts.

1. Provides client care which encompasses, but is not limited to, the following:
 - a. Head to toe assessments: include listening to heart, lung and bowel sounds with a stethoscope, checking incisions and making other relevant observations.
 - b. Receives and gives verbal reports on each client at the start/end of each clinical experience.
 - c. Prepares clients for transport to other hospital departments; prepares clients for discharge.
 - d. Prepares and administers medications prescribed by physicians/advanced practice providers.
 - e. Documents in the medical record, i.e., either handwritten or via data entered into an electronic medical record.
 - f. Participates in activities of daily living.
 - g. Provides client education and discharge planning for clients and families.
 - h. Provides emotional support to clients and families.
 - i. Collaborates with physicians and other health care providers.
 - j. Demonstrates knowledge and skills necessary to provide care appropriate to the age of clients served in the assigned clinical area; applies principles of growth and development over the life span when providing care. Assesses and interprets age-related client data and identifies age specific nursing care requirements for assigned clients.
 - k. Recognizes and responds appropriately to audible and visual alarms.
 - l. Delivers culturally competent nursing care respectful of client's individual beliefs.

- B. Administers CPR according to American Heart Association or American Red Cross Standards (Basic Life Support for the Health Care Provider) to clients in cardiopulmonary arrest, on an emergency basis. Must be available for this function, which takes precedence over all others. Unrestricted movement of both upper and lower extremities, neck, shoulders, back and hips required to perform this function.
- C. Essential Functions of the Position (in the classroom):
Hours per week spent at the function: 10-20.
1. Preserves pertinent verbal lecture material for future reference.
 2. Participates in small and large group discussions, problem-based learning, and simulation.
 3. Answers questions when called upon; presents brief oral reports and formal presentations.
 4. Reviews supplemental learning materials (handouts, audiovisuals, PowerPoints, etc.)
 5. Completes written and competency examinations within time limitations defined by faculty.
 6. Prepares handwritten and typewritten reports.
 7. Utilizes a variety of software including Learning Management System and other web-based programs as required by faculty.
- D. Working Conditions:
The student nurse is assigned to clinical areas within UPMC hospitals, as well as affiliation agencies, including community based clinical sites.
- E. Physical Activities Required to Complete Essential Functions of the Position (Medium Work):
1. Standing/Walking: Standing and walking are required for the majority of time spent in the clinical area (4-12 hours). Standing in one position is required while performing certain aspects of client care. Walking occurs on vinyl, tile, linoleum, or carpeted floors. Ability to operate foot controls is required when using hospital equipment.
 2. Sitting: Sits occasionally while entering data into the electronic medical record. May also sit in the classroom from 2-4 hours.
 3. Lifting: Occasionally lifts up to 50 pounds; frequently lifts up to 20 pounds. Required to assist in lifting, transferring, ambulating, and repositioning clients.
 4. Carrying: Occasionally carries up to 50 pounds; frequently carries up to 20 pounds.
 5. Pushing/Pulling: Occasionally pushes and pulls up to 50 pounds; frequently pushes and pulls up to 20 pounds. Full manual dexterity of both upper extremities required to perform these functions.
 6. Climbing: Occasionally climbing is required; may be required to climb a step stool or use inclined ramps for transporting clients.
 7. Bending/Bending at Waist: Occasionally bending and bending at waist required. Must be able to bend to touch the floor to remove environmental hazards.
 8. Squatting/Kneeling/Crouching: Occasionally required when performing aspects of client care.
 9. Twisting at Waist: Frequently required when performing aspects of client care.

10. Crawling: Never
 11. Reaching: Occasionally reaching above the shoulder and head; frequently reaching at or below the shoulder level.
 12. Fine manipulation: Frequently required for grasping and manipulation including preparation and administration of medication using syringes and intravenous therapy equipment. Must have fine motor skills of all fingers to grasp and control objects and perform precise procedures.
 13. Handling: Use of both hands required for multiple aspects of client care. The function of proper hand washing is considered to be a constant requirement of the position.
- F. Sensory Abilities Required to Complete the Essential Function of the Position:
1. Speaking: Must be able to clearly speak English to communicate, assess and educate clients. Must be able to communicate verbally with physicians and other professionals involved in client care.
 2. Hearing: Must have the ability to hear (with or without accommodation) in order to perform physical assessments including listening with a stethoscope to obtain blood pressures and auscultating bowel, heart, and lung sounds. Must also be able to hear to detect subtle, yet critical, sounds including alarms. Must be able to hear to communicate with physicians and other health care professionals face to face and via telephone.
 3. Visual Acuity: Near acuity (20 inches or less) and far acuity (20 plus feet) required, with or without accommodation. Depth perception, with or without accommodation, required for completion of fine tasks such as injections, catheter insertions, etc. Ocular accommodation, with or without accommodation, required. Must have normal color vision to detect subtle changes in client condition. Must have normal fields of vision.
 4. Tactile Sensation: Must be able to assess clients through palpation using fingers and hands; must be able to distinguish sensations of warm and cold and feel vibrations.
 5. Smell: Must have normal sense of smell to detect odors indicating unsafe conditions or changing client status.
- G. Environmental Conditions Required:
1. Exposure to Hazardous Materials/Conditions: Occasional exposure to hazardous materials can include (but not limited to) radiation, toxic chemicals, blood borne and other communicable pathogens, chemotherapeutic agents, and latex. Occasional exposure to hazardous conditions includes (but not limited to) isolation precautions, biohazards, noise, and electrical hazards associated with client care.
 2. Driving: not required. Students are accountable for finding transportation to and from class and clinical agencies.
 3. Weather related conditions: Occasional exposure to the outdoors (heat, cold, humidity and other atmospheric conditions) in community based clinical agencies.
- H. Temperament Required to Complete the Essential Functions of the Position:
1. Professional Demeanor/Attitude: Students must constantly demonstrate a professional demeanor and remain visibly calm in a variety of clinical settings. Students must be able to respond appropriately to emergencies.

2. Clinical Reasoning/Judgement: Students must constantly exercise appropriately clinical reasoning/judgment skills and have the ability to set priorities.
3. Emotional Intelligence: Students must demonstrate the ability to self-regulate, professionally accept constructive feedback, and remain emotionally stable when performing under stress. Students must be able to cope with a variety of unpredictable situations and demonstrate flexibility.
4. Other: The student must not pose a direct threat or significant risk to the health and safety of others in the class and clinical situation.

I. Classification:

This position falls within the Medium-Duty category, as defined by the U.S. Department of Labor, exerting 20-50 pounds of force occasionally or 10-20 pounds of force frequently to push, pull, lift, carry or move objects.

J. Definitions:

Occasionally: 0 - 2.5 hours/day; Frequently: 2.5 - 5.5 hours per day; Constantly; 5.5+ hours per day.

REFERENCED AND RELATED POLICIES:

UPMC Policy HS-NA0423 Student and Faculty Professional and Practical Nursing

Reviewed/ Revised: 05/20/2026
Effective Date: 08/31/2026



**UPMC SCHOOLS OF NURSING
POLICY AND PROCEDURE**

**SUBJECT: Professional Boundaries of
the Student Nurse Policy
DATE: August 31, 2026**

INDEX TITLE: Administration

I. POLICY:

Students enrolled in the nursing program must learn and understand the importance of establishing and maintaining professional boundaries. In the student's role, professional boundaries exist between the student and the client, including the client's family/friends and between the student and the faculty/staff member.

II. PURPOSE:

To maintain acceptable professional boundaries in the educational setting.

III. SCOPE:

This policy applies to all students enrolled in the UPMC Schools of Nursing.

IV. PROCEDURE:

A. Student and Client

1. Students will maintain a professional, therapeutic nurse-client relationship at all times.
2. Students are responsible for initiating, maintaining, and terminating a relationship with a client in a manner that ensures the client's needs are first and foremost.
3. Students must not enter into friendship, romantic, sexual, or similar personal relationships, with clients.
4. Gift giving and receiving between the student and the client is not acceptable.
5. Students shall not participate in any type of social networking/social communicating with any client.

B. Student and Faculty/Staff Member

1. Students and faculty/staff members will maintain a professional and respectful relationship at all times. Students must address all faculty and staff members by proper salutations: Dr., Professor, Mr., Ms., Miss, or Mrs. At no time are the use of first names permitted.
2. Students should refrain from sharing personal and/or health related information with the faculty/staff members. Any information of this nature should be communicated to a Director and/or Assistant Director with appropriate documentation. Students should seek assistance from *LifeSolutions* at LifeSolutions@upmc.edu or call 1-800-647-3327.
3. Social events, including faculty/staff members with students, should be avoided outside of school activities.

4. Students must not enter into friendship, romantic, sexual, or similar social relationships, with faculty/staff members.
5. Gift giving and receiving between the student and the faculty/staff member is not acceptable.
6. Students may give cards or notes of thanks.
7. Students shall not participate in any type of social networking/social communicating with any faculty/staff member in the School of Nursing.

Violation of this policy will result in disciplinary action up to and including termination from the nursing program.

V. REFERENCED AND RELATED POLICIES

UPMC Schools of Nursing Academic Integrity Policy

UPMC Schools of Nursing Boundaries of the Nurse Faculty Role Policy

Reviewed/Revised: 12/22/2025

Originated: 10/25/13

Effective Date: 01/04/2026



UPMC SCHOOLS OF NURSING POLICY AND PROCEDURE

SUBJECT: Progression Policy

INDEX TITLE: Administrative

DATE: August 31, 2026

I. POLICY:

Nursing courses are sequential and required to be taken in the order listed each semester. All courses must be successfully completed in order to progress to the next semester. Students are accountable to monitor their progression and ensure that all progression requirements are met. Students who are not successfully meeting progression requirements are required to meet with the Director.

II. PURPOSE:

Progression at the UPMC Schools of Nursing is based upon the successful completion of course and level objectives. Nursing courses in each semester are designed for achievement of increasingly complex learning outcomes with emphasis on quality and safety in the delivery of care.

III. SCOPE:

This policy applies to all students in the UPMC Schools of Nursing.

IV. DEFINITIONS:

1. Progression

The student successfully meets requirements of each semester and may continue into the next semester based on the following criteria:

- a. Achievement of a 76% or better in the nursing course
- b. Achievement of a "C" or better in an affiliate college/university non-nursing course
- c. A rating of "Pass" in the clinical portion of a nursing course

2. Break in Enrollment

Any situation in which the student is not enrolled for a semester related to a withdrawal for any reason or failure prohibiting the student's ability to progress in the nursing program.

3. Voluntary Withdrawal

Students who choose to withdraw from a course or courses are considered a voluntary withdrawal and shall result in an automatic withdrawal from the program.

4. Involuntary Withdrawal - Policy Violation:

Students are considered as having been involuntarily withdrawn when any of the following conditions exist:

- a) Violation of the Academic Integrity Policy
- b) Violation of the Drug-Free Environment Policy
- c) Violation of any other relevant UPMC Policies or UPMC Schools of Nursing Policy
- d) Zero academic activity within a 21-day period

5. Medical Withdrawal

Students who are unable to attend class or clinical and are not able to meet course objectives without compromising their health may request a medical leave of absence. Students may have only one medical withdrawal per admission.

6. Financial Withdrawal

Students who are unable to meet their financial obligations will be withdrawn from the program.

7. Student Statuses

The student will be placed in the following academic status based on the following Criteria

- a) Active - Students who remain enrolled at the same school after experiencing one failure to take either the failed course or continue in non-nursing courses.
- b) Dismissed - Students who have one (1) failure during the current admission in first enrollment and are no longer enrolled in any courses.
- c) Suspended - Students who have two (2) or more failures/withdrawals during the current admission are eligible for re-admission after the period of one (1) year OR have had a break in enrollment exceeding one (1) year. Students in a suspended status cannot remain enrolled in non-nursing courses.
- d) Provisional - Students who have one (1) failure during the current admission in the second enrollment and are no longer enrolled in any courses.
- e) Terminated - Students who have had two failures/withdrawals during the second admission. Never eligible for readmission.

8. Reentry

Student acceptance into a UPMC School of Nursing after being in a dismissed or provisional status. Factors for consideration of reentry will be made by the Director/Assistant Director based on:

- a) GPA
- b) Satisfaction of financial obligations
- c) Available seats

9. Readmission

Student acceptance into a UPMC School of Nursing after being in a suspended status.

- a) Students are eligible for readmission only once to a UPMC School of Nursing.
- b) All financial obligations must be satisfied prior to readmission.
- c) Readmission is considered on a space-available basis at the discretion of the Director.
- d) Requires the student to begin the program from the beginning.
- e) Students with a GPA less than 1.0 cannot be readmitted to the originating school.
- f) Students will be required to complete the admission process in its entirety.

V. PROCEDURES:

1) Voluntary Withdrawal

- a) Students choosing to voluntarily withdraw must complete a Withdrawal Request Form and submit it to the Director.
- b) Students voluntarily withdrawing from a course(s) are subject to financial obligations to the school.
- c) Grades are calculated on the date of the withdrawal and a grade of WP (Withdraw Pass) or WF (Withdraw Failure) is assigned by the course chairperson.
- d) Course chairperson completes a Student Withdrawal Grade Report and submits it to the Registrar.
- e) Students who receive a grade of WF are eligible to return the next semester in which that course is offered.
- f) Students who receive a grade of WF or F in a nursing or non-nursing course are required to meet with a member of the Academic Support Team prior to returning to the program.
- g) Voluntary Withdrawal requires reapplication by completing a Request for Readmission Form. The form must be submitted within 30 days to the Director.
- h) Readmission will be contingent upon available space basis at the discretion of the Director.
- i) Students are eligible for readmission only one time to any UPMC School of Nursing.
- j) Students enrolled in a non-nursing course must follow the withdrawal process for that affiliating College/University.

2) Medical Withdrawal

- a) Students must submit documentation to the Director from a physician including estimated length of medical leave and expected date of return.
- b) A Withdraw Medical (WM) will be noted in the transcript for each course, regardless of the grade earned at the time the leave began.
- c) Prior to seeking readmission, students must submit documentation to the Director from a physician indicating they are medically cleared and can return to class and clinical without restrictions. Students will also be required to complete a screening exam including drug screening at the designated Employee Health location for final medical approval to return.
- d) Students are re-admitted when the course is offered next and must repeat the course in its entirety (class and clinical) on re-entry.
- e) Medical withdraw requests after Week 12 of the semester will result in a WF or WP based on the grade in the course at the time of request.

3) Financial Withdrawal

- a) The Financial Aid Coordinator must notify the Director of students' impending financial withdrawal.
- b) Students must satisfy financial obligation prior to seeking readmission to any UPMC School of Nursing.

4) Involuntary Withdrawal

- a) Registrars will receive an email from the Student Information System when a student does not have a positive attendance for fourteen days.
- b) Student will receive an email from the Student Information System that they do not have a positive attendance for the previous fourteen days, and they need to have an academic activity and thus a positive attendance within the next seven days or they will be involuntary withdrawn from the school.
- c) Registrar will monitor the student academic activities for the next seven days for a positive attendance.
- d) Registrar will withdraw the student if positive attendance is not received.
- e) Grades are calculated on the date of the withdrawal and a grade of WP (Withdraw Pass) or WF (Withdraw Failure) is assigned by the course chairperson.
- f) Course chairperson completes a Student Withdrawal Grade Report and submits it to the Registrar.
- g) Students who receive a grade of WF are eligible to return the next semester in which that course is offered.
- h) Students who receive a grade of WF or F in a nursing or non-nursing course are required to meet with a member of the Academic Support Team prior to returning to the program.
- i) Voluntary Withdrawal requires reapplication by completing a Request for Readmission Form. The form must be submitted within 30 days to the Director.
- j) Readmission will be contingent upon available space basis at the discretion of the Director.
- k) Students are eligible for readmission only one time to any UPMC School of Nursing.
- l) Students enrolled in a non-nursing course must follow the withdrawal process for that affiliating College/University.

V. CANCELLATION OF ENROLLMENT IN NURSING PROGRAM:

Students enrolled in the first semester nursing courses and non-nursing college courses have the opportunity to disenroll without academic penalty within the designated cancellation period. Students who elect Cancellation of Enrollment in the Nursing Program will not be awarded any credit for the course work completed while enrolled in the nursing program.

- a) The cancellation period is defined as the first two weeks from the start date of the semester within the first term of the program only.
- b) Students will need to complete and submit a Cancellation Request Form to the Director and schedule a meeting with the Director within the cancellation period.
- c) The Director will notify the Course Chairperson, Registrar and Financial Aid Coordinator of the students' Cancellation of Enrollment.

The UPMC Schools of Nursing are in compliance with Federal, State, and Veterans' Statutes related to military leave.

REFERENCED AND RELATED POLICIES:

UPMC Schools of Nursing Financial Aid Institutional Refund Policy

UPMC Schools of Nursing Academic Integrity Policy

UPMC Schools of Nursing Readmission Policy

UPMC Schools of Nursing Satisfactory Academic Progress (SAP) Student Graduation Requirements Policy

Originated: 02/18/2026
Reviewed/Revised: 04/16/2024
Effective Date: 08/31/2026



UPMC SCHOOLS OF NURSING POLICY AND PROCEDURE

**SUBJECT: Readmission, Reentry, &
Internal Transfer Policy**

INDEX TITLE: Administration

DATE: August 31, 2026

I. POLICY:

It is the policy of the UPMC Schools of Nursing to provide an opportunity for students to apply for readmission, reentry, and/or internal transfer. Former students who have violated the Academic Integrity Policy, Drug-Free Environment Policy, and or relevant UPMC Policies or UPMC School of Nursing Policies may not be eligible for readmission, reentry or internal transfer. It is the prerogative of the Director and/or Assistant Director of the School of Nursing in collaboration with the Chief Nursing Officer & Vice President of Academic Affairs of the UPMC Schools of Nursing to deny readmission to any former student who has violated either of the above referenced policies.

II. PURPOSE:

It is the purpose of the UPMC Schools of Nursing to provide the process/ procedures students are expected to follow for a readmission, reentry, and/or internal transfer to the program.

III. SCOPE:

This policy applies to all students enrolled in the UPMC Schools of Nursing.

IV. PROCEDURE:

Readmission Procedure (applies to students in a suspended status)

To be considered for readmission, the following criteria must be met:

1. Satisfaction of all financial obligations from previous enrollments, with a balance of \$0.00 at the time of readmission.
2. Completion of the readmission application which is located in the student portal.
3. Participation in a mandatory conference with the Director, Assistant Director and/or designee prior to readmission to ascertain that all compliance information is up to date and all readmission documentation has been successfully completed. The decision for reentry and specific orientation parameters rests with the Director and/or Assistant Director for each school and availability of a seat.
4. Mandatory completion of the health screen including the drug screening if experiencing a lapse of enrollment of greater than 16 weeks. This will be completed through UPMC Employee Health. The drug screening must be completed within 30 days of restarting the program.
5. Any student who is not successful in any course must meet with a member of the Academic Support Team prior to readmission to the program.

6. Any course grades below a C (76%) will remain on the transcript when returning to the same School in which the failure occurred. These failing course grades will be calculated into the cumulative GPA.
7. The student is eligible for readmission after at least one year from the start of the last semester enrolled. The student will start from the beginning of the program.

Reentry Procedure (applies to students in a dismissed or provisional status)

To be considered for reentry, the following criteria must be met:

1. Satisfaction of all financial obligations from previous enrollments, with a balance below \$3,000.00 at the time of reentry.
 - a) If the student chooses to return to a different UPMC School of Nursing, the balance must be \$0.00.
2. Completion of the reentry/internal transfer form within 30 calendar days of leaving the program to be considered for a seat in the next time the course is offered.
3. Participation in a mandatory conference with the Director, Assistant Director and/or designee prior to readmission to ascertain that all compliance information is up to date and all readmission documentation has been successfully completed. The decision for reentry and specific orientation parameters rests with the Director and/or Assistant Director for each school and availability of a seat.
4. Mandatory completion of the health screen including the drug screening if experiencing a lapse of enrollment of greater than 16 weeks. This will be completed through UPMC Employee Health. The drug screening must be completed within 30 days of restarting the program.
5. Any student who is not successful in any course must meet with a member of the Academic Support Team prior to readmission to the program.
6. If a student does not return to the program within one year of the last date of enrollment, that student will not be eligible for reentry and will be required to start the program in its entirety.
7. Any course grades below a C (76%) will remain on the transcript when returning to the same School in which the failure occurred. These failing course grades will be calculated into the cumulative GPA.

Internal Transfer from School to School Procedure

To be considered for an internal transfer, the following criteria must be met:

1. Satisfaction of all financial obligations from previous enrollments, with a balance of \$0.00 prior to the date of transfer.
2. Completion of the reentry/internal transfer form must be completed 30 days prior to the end of the semester (last day of class) in which they are enrolled.
3. Participation in a mandatory conference with the Director, Assistant Director and/or designee prior to readmission to ascertain that all compliance information is up to date and all documentation has been successfully completed. The decision for reentry and specific orientation parameters rests with the Director and/or Assistant Director for each school and availability of a seat.

4. Mandatory completion of the health screen including the drug screening if experiencing a lapse of enrollment of greater than 16 weeks. This will be completed through UPMC Employee Health. The drug screening must be completed within 30 days of restarting the program.
5. Any student who is not successful in any course must meet with a member of the Academic Support Team prior to readmission to the program.
6. If a student does not return to the program within one year of the last date of enrollment, that student will not be eligible for transfer and will be required to start the program in its entirety.

Upon approval of transfer:

1. Anatomy & Physiology courses may be transferred between schools.
2. Earned credits are transferrable and will be noted on the transcript.
3. A course grade below a C (76%) will not be transferred and will not appear on the transcript.

Repeat Courses

Repeating a course is defined as full participation in all class and clinical and lab activities as outlined in the class/clinical attendance policies. All course specific evaluative methods will be required to be repeated. The failed and repeat courses grades remain on the official transcript and are calculated in the overall GPA, unless the student transfers to another UPMC School of Nursing. A repeat course grade is the prevailing grade for the progression decisions.

1. Payment of full tuition and related fees is required for all repeated nursing courses.
2. Federal regulations regarding repeating courses may impact financial aid.
3. Students who will be re-entering the program after not taking a nursing course for a period of 16-weeks or longer will be required to successfully meet the remediation plan.

REFERENCED AND RELATED POLICIES:

UPMC Schools of Nursing Satisfactory Academic Progress (SAP) Student Graduation Requirements

UPMC Schools of Nursing Progression Policy

UPMC Schools of Nursing Collections on Student Account Balances Policy

UPMC Schools of Nursing Break in Enrollment Policy

UPMC Schools of Nursing Compliance Policy

Reviewed/Revised: 04/21/2026

Effective Date: 08/31/2026



UPMC SCHOOLS OF NURSING POLICY AND PROCEDURE

**SUBJECT: Reporting Partner Violence and
Non-Retaliation Policy**

INDEX TITLE: Administration

DATE: August 31, 2026

I. POLICY:

It is the policy of the UPMC Schools of Nursing to have a system in place to allow its students, in good faith, to report instances of Partner Violence without fear of retaliation. The UPMC Schools of Nursing maintain the anonymity and confidentiality of the crime victim.

II. PURPOSE:

The purpose of this policy is to provide a safe environment for students to voluntarily and confidentially report Partner Violence crimes to an employee of the school or a member of *LifeSolutions*.

III. SCOPE:

This policy applies to all UPMC Schools of Nursing.

IV. BACKGROUND:

The UPMC Schools of Nursing provide a safe environment free from retaliation for victims and witnesses to voluntarily and confidentially report Partner Violence crimes. Partner Violence includes but is not limited to sexual assault, domestic violence, dating violence and stalking and can occur in families of all races, religions, sexual orientation, economic and social backgrounds. This policy is strictly enforced to eliminate retaliation, intimidation, coercion, or discrimination against any individual for exercising his or her rights or responsibilities as a victim of partner violence.

Although the UPMC Schools of Nursing strongly encourage victims to quickly report acts of partner violence, it is the victim's choice to make such a report and the victim has a right to decline police involvement. A victim also has the right to choose to speak confidentially to a member of *LifeSolutions* or an outside support entity. *LifeSolutions* can be contacted via phone at 1-800-647-3327 or via email at LifeSolutions@upmc.edu.

The UPMC Schools of Nursing will make every effort to protect the confidentiality of a victim of partner violence. No personal information shall be released to anyone and access to external visitors will be restricted in classrooms and office areas. Additionally, personal identifiable information about the victim will be treated as confidential and only shared with persons under the *Family Educational Rights and Privacy Act of 1974*.

Students reporting partner will be provided a written explanation of their rights and the UPMC Schools of Nursing's responsibilities via the *Rights and Responsibilities in Cases of Partner Violence*, regardless of whether the offense occurred on or off campus.

In an effort to provide a safe campus community, the UPMC Schools of Nursing urges its students who experience relationship problems to immediately seek assistance through counseling. Counseling is provided for students through *LifeSolutions*. This program provides coaching/counseling in-person and by telephone and is available 24 hours a day/7 days a week. *LifeSolutions* can be contacted via phone at 1-800-647-3327 or via email at LifeSolutions@upmc.edu.

V. PROCEDURE:

1. Students who voluntarily report partner violence will receive a full copy of the UPMC Schools of Nursing's *Rights and Responsibilities in Cases of Partner Violence*.
2. The individual will immediately be brought to the attention of the Director and/or Assistant Director and appropriate resources provided, including but not limited to *LifeSolutions* and Hospital Security, as needed.
3. The procedures implemented by the school serve to be sensitive and blame free to those who report partner violence.
4. Immediately upon receiving information pertaining to an alleged act of partner violence, the UPMC Schools of Nursing shall review with the individual the availability of medical, counseling and support services

REFERENCED AND RELATED POLICIES

US Department of Education 34 CFR Part 668

Federal Student Aid Handbook

UPMC Schools of Nursing Non-Academic Guidance and Counseling Policy

UPMC Schools of Nursing Academic Integrity Policy

Reporting and Non-Retaliation HS-EC1802

Workplace Violence HS-HR0745

Reviewed/ Revised: 08/24/2026

Effective Date: 08/31/2026

Rights and Responsibilities in Cases of Partner Violence

Partner Violence includes: sexual assault, domestic violence, dating violence and stalking and can occur in families of all races, religions, sexual orientation, economic and social backgrounds. Both men and women can be victims of partner violence. You are considered a victim if your partner abuses you physically, sexually, or emotionally and/or attempts to control your behavior, your decisions, and choice of friends.

It is important to remember, that no victim is ever to blame for any act of violence, abuse, or assault.

Victims' Rights

The UPMC Schools of Nursing exercises a zero-tolerance policy for acts of partner violence including: sexual assault, domestic violence, dating violence and stalking; whether the act occurs on or off campus.

Throughout this guide, the UPMC Schools of Nursing will inform you of policies and procedures that address partner violence including: sexual assault, domestic violence, dating violence and stalking. The policies and procedures in place apply equally to all students at the UPMC Schools of Nursing. The UPMC Schools of Nursing exercises a *Reporting Partner Violence and Non-Retaliation Policy* to eliminate retaliation, intimidation, coercion, or discrimination against any individual for exercising his or her rights or responsibilities as a victim of partner violence.

Necessary Steps in Protection for Victims

1. The first priority of a victim of partner violence is to immediately seek safety
2. Then obtain necessary medical attention as soon as possible
3. Medical attention is imperative to treat injuries and also preserve any evidence that may assist with an investigation

An assault should be reported directly to the Director of your school campus who will assist in immediately contacting a member of Hospital Security, *LifeSolutions* and Human Resources as needed. If the Director of the campus is unavailable, Advanced Educators or Professional Nurse Educators are also available to assist with contacting these departments. Although the UPMC Schools of Nursing strongly encourage victims to quickly report acts of partner violence, it is the victim's choice to make such a report and the victim has a right to decline police involvement. A victim also has the right to choose to speak confidentially to a member of with in *LifeSolutions* or an outside support entity. *LifeSolutions* can be contacted via phone at 1-800-647-3327 or via email LifeSolutions@upmc.edu.

Confidentiality of Victims

The UPMC Schools of Nursing will make every effort to protect the confidentiality of a victim of partner violence. No personal information shall be released to anyone and access to external visitors will be restricted in classrooms and office areas. Additionally, personal identifiable

information about the victim will be treated as confidential and only shared with persons under the *Family Educational Rights and Privacy Act of 1974*. The UPMC Schools of Nursing will never publish the name of a crime victim.

Procedures for Institutional Action

The UPMC Schools of Nursing in collaboration with Hospital Security and Human Resources provides a prompt, fair, and impartial disciplinary proceeding in cases of alleged dating violence, domestic violence, sexual assault, or stalking in which:

1. Officials are appropriately trained and do not have a conflict of interest or bias for or against the accuser or the accused.
2. The accuser and the accused have equal opportunities to have others present, including an advisor of their choice.
3. The accuser and the accused receive simultaneous notification in writing, of the result of the proceeding and any available appeal procedures.
4. The proceeding is completed within ten business days of the reported act of partner violence.
5. The accuser and the accused are given timely notice of meetings at which one or the other or both may be present.
6. The accuser, the accused, and appropriate officials are given timely and equal access to information that will be used during informal and formal disciplinary meeting and hearings.

Compliance with the above procedure/s does not constitute a violation of the *Family Educational Rights and Privacy Act of 1974*.

Possible Sanctions

Students who report potential partner violence including sexual offense, domestic violence, dating violence, and stalking cases to the UPMC Schools of Nursing may result in the perpetrator being suspended or terminated from the program. All disciplinary sanctions for students are documented in the student's permanent compliance file.

The UPMC Schools of Nursing's Responsibilities

Each Pittsburgh-based campus security department holds police jurisdiction with the University of Pittsburgh Police as well as the City of Pittsburgh Police Departments and shall fully enforce any violation of an Order of Protection or Full Order of Protection (PFAs).

UPMC Jameson School of Nursing in combination with Hospital Security will work with the Neshannock Police Department to fully enforce any violation of an Order of Protection or Full Order of Protection (PFAs).

UPMC St. Margaret School of Nursing in combination with Hospital Security will work with the O'Hara Township Police Department to fully enforce any violation of an Order of Protection or Full Order of Protection (PFAs).

UPMC Jameson at Hamot School of Nursing in combination with Hospital Security will work with City of Erie Police Department to fully enforce any violation of an Order of Protection or Full Order of Protection (PFAs).

UPMC Shadyside School of Nursing in combination with Hospital Security will work with The City of Pittsburgh Police to fully enforce any violation of an Order of Protection or Full Order of Protection (PFAs).

UPMC Shadyside at Harrisburg School of Nursing in combination with Hospital Security will work with Harrisburg Bureau of Police to fully enforce any violation of an Order of Protection or Full Order of Protection (PFAs).

Washington School of Nursing in combination with Hospital Security will work with the City of Washington Police Department to fully enforce any violation of an Order of Protection or Full Order of Protection (PFAs). Any person who obtains a PFA should provide a copy of the PFA as well as a copy of a photo to Hospital Security.

The UPMC Schools of Nursing will make every effort to reasonably prevent any unnecessary or unwanted contact with the perpetrator; regardless of whether the crime is reported on or off campus. Levels of security can include but not is not limited to immediate relocation of the victim to a safe and secure location, transfer of classes if requested by the victim, security escorts to and from your car and other safety measures if reasonably available.

Counseling Services

The UPMC Schools of Nursing urges all students who experience struggles in relationships to immediately seek assistance through counseling. Counseling can be provided for students through *LifeSolutions*. This program provides coaching/counseling in-person and by telephone and is available 24 hours a day/7 days a week. *LifeSolutions* can be contacted via phone at 1-800-647-3327 or via email at LifeSolutions@upmc.edu.

Other Resources in our area are outlined below:

Allegheny County Resources	Phone	Website
Western Psych RE:SOLVE	888-796-8226	https://www.upmc.com/services/behavioral-health/programs/emergency-crisis/resolve-crisis-services
Pittsburgh Action Against Rape	1-866-END-RAPE	http://paar.net/
Women's Center & Shelter of Greater Pittsburgh	412-687-8005	http://www.wcspittsburgh.org
Allegheny County: Crisis Center North	412-364-5556	http://www.crisiscenternorth.org/
Mon-Yough Area: Center for Victims	866-202-5573	www.centerforvictims.org
Tarentum Area: Alle-Kiski HOPE	888-299-HOPE	www.akhopecenter.org
Allegheny County Night Court	412-350-3240	https://sheriffalleghenycounty.com/courts/
Family Division: PFA Office	412-350-4441	https://sheriffalleghenycounty.com/courts/
Domestic Relations	412-350-4086	https://sheriffalleghenycounty.com/courts/
Hotline for help with human Services	2-1-1	http://www.211.org/
Lawrence County Resources	Phone	Website
PFA Coordinator and Legal References	(724) 656-1921	https://lawrencecountypa.gov/courts/pfa-and-law-referral
Domestic Relations Family Court	(724) 656-2179	https://lawrencecountypa.gov/courts/domestic-relations
PFA Coordinator and Legal References	PFA Coordinator and Legal References	PFA Coordinator and Legal References
Crisis Shelter of Lawrence County	724-652-9036	https://ariselc.org/
People In Need	724-657-3303	www.lawrence.pa.networkofcare.org
Community Alternatives	724-856-7012	https://www.communityalt.org/
Human Services Center	724-658-3578 Crisis hotline: 724-652-9000	www.humanservicescenter.net
Neighborhood Legal Services	1-866-761-6572	www.nlsa.us

Erie County Resources	Phone	Website
Crime Victim Center of Erie Co.	(814) 455-9414	https://cvcerie.org/
Safe Harbor	814-459-9300 Crisis Services 814-456-2014 or 1(800) 300-9558.	https://www.upmc.com/locations/hospitals/hamot/services/behavioral-health-services/services
SafeNet	814-455-1774 Hotline (814) 454-8161	https://www.safeneterie.org/
Erie County Home Team & Housing Coalition	Hotline: 814-SHELTER (814-743-5837)	www.endhomelessnesseriecountypa.org Men & Women - https://www.cocerie.org Men & Women - https://communityshelter.org Men - https://stpatrickshaven.org Men - https://www.eriecitymission.org/our-programs/mens-ministries-3 Families - https://euma-erie.org/programs/the-refuge.html Women - https://www.mcwerie.org/
Erie Courts PFA	814-451-6324	https://eriecountypa.gov/courts/family-court/protection-from-abuse/
Domestic Relations	(814) 451-6151	https://eriecountypa.gov/courts/family-court/domestic-relations/
Hotline for help with human Services	2-1-1	http://www.211.org/
South-Central PA Resources (UPMC Shadyside @ HBG SON)	Phone	Website
Dauphin County Victim Witness Program – PFA Filing Assistance	(717) 780-7075 After Hours Emergency #: (717) 780-7077	https://www.dauphincounty.gov/government/publicly-elected-officials/district-attorney/what-is-child-abuse/how-can-i-obtain-a-pfa
Domestic Relations – Dauphin County	717-255-2796	https://www.dauphincounty.gov/government/court-departments/domestic-relations
Dauphin County Crisis Services	1-888-596-4447	https://www.dauphincounty.gov/government/human-services/mental-health-autism-developmental-programs/crisis-intervention-services
Connections Harrisburg Crisis Center	(717) 408-1353	https://connectionshs.com/harrisburg
YWCA of Greater Harrisburg	800-654-1211	http://www.ywcahbg.org/
Domestic Violence Services of Cumberland & Perry Counties	800-852-2102	http://www.dvscp.org/
Cumberland & Perry Counties Crisis Centers	Camp Hill: 717-763-2222 Carlisle: 717-243-6005	https://www.cumberlandcountypa.gov/4666/Crisis-Intervention
YWCA York/ACCESS	800-262-8444	http://www.ywcayork.org/

York & Adams Counties Crisis Center	717-851-5320	https://www.wellspan.org/conditions-and-treatments/behavioral-and-mental-health-care
Domestic Violence Services of Lancaster County	717-299-1249	https://caplanc.org/our-programs/safety-empowerment/
Lancaster County Crisis Intervention & Warm Line	717-394-2631	https://www.lancastercountybhds.org/148/Crisis-Intervention
Washington County	Phone	Website
PFA Information	(724)-223-8349	https://www.washingtoncourts.us/276/Protection-From-Abuse---Homepage
PFA Resources	Coordinator: 724-223-2836	https://www.washingtoncourts.us/281/PFA-Links
Crisis Center – Washington County Behavioral Health	Crisis Hotline: 1-877-255-3267 Central Intake: 724-288-1234	https://washingtoncountyhumanservices.com/agencies/behavioral-health-developmental-services
Southwestern Pennsylvania Human Services, Inc. -	Hotline: 1-877-225-3567 General Number: 724-225-3584	https://www.sphs.org/the-care-center.html
Domestic Violence Services of Southwestern PA	Hotline: 1-800-791-4000 Advocacy Office: <u>724-223-8349</u>	https://www.peacefromdv.org/
PA Coalition Against Rape/ PA Coalition to Advance Respect	Hotline <u>1-888-772-7227</u> General Info <u>1-800-692-7445</u>	https://pcar.org/contact-us
Sexual Trauma Treatment and Recovery Services (STTARS)	Hotline: 1-800-656-4673 Main Office: 724-229-500724-229-500	https://sttars.sphs.org/
Altoona Resources	Phone	Website
National Alliance on Mental Illness (NAMI) Blair County	Crisis Hotline 814-889-2141	https://www.namiblaircountypa.org/crisis
CONTACT Altoona	Helpline 814-946-9050	https://contactaltoona.com/services
Family Services, Inc./Victim Services Program	Helpline 814-943583	https://familyservicesinc.net



UPMC SCHOOLS OF NURSING POLICY AND PROCEDURE

SUBJECT: RN Program Admissions Policy
DATE: August 31, 2026

INDEX TITLE: Administrative

I. POLICY:

The UPMC Schools of Nursing are committed to taking positive steps to eliminate barriers that may exist in educational practices. Areas of focus include, but are not limited to recruiting, admission, transfer, progression, graduation, financial aid, termination, and education. This commitment is made by UPMC Schools of Nursing in accordance with federal, state, and/or local laws and regulations. All applicants must be able to complete the essential functions of a student nurse with or without reasonable accommodation. Criminal clearance, child abuse clearance, and fingerprinting are required. Drug screening is also required.

II. PURPOSE:

It is the purpose of the UPMC Schools of Nursing to provide equal educational opportunity (EEO) according to academic qualifications without discrimination on the basis of race, color, religion, ancestry, national origin, age, sex, genetics, sexual orientation, gender expression, gender identity, or marital, familial, or disability status or status as a protected Veteran, or any other legally protected group status. Further, UPMC Schools of Nursing will continue to support and promote equal educational opportunity and human dignity.

III. SCOPE:

This Policy applies to each school within the UPMC Schools of Nursing.

IV. PROCEDURE:

A. STANDARDIZED TEST CRITERIA FOR ADMISSION

1. Applicants not employed by UPMC **OR** have no earned bachelor's degree:
 - a) Must complete the Assessment Technologies Institute (ATI) TEAS (Test of Essential Academic Skills). This is a nationally standardized test that provides assessment data regarding a student's overall academic preparedness for nursing school. There are four sections to the test including reading, math, science, and English. The test takes approximately 3-1/2 hours to complete.

- b) Must achieve an overall score of 58.7% or better to be considered for admission. Applicants must visit the ATI website www.atitesting.com to create an account with ATI in order to register for the test.
 - c) Applicants may choose to be tested at a UPMC School of Nursing, remotely or at another non-UPMC location.
 - d) Applicants can access their scores by logging into the ATI website-
 - e) The TEAS can be taken up to four (4) times in a calendar year.
 - f) All TEAS scores will be valid for three (3) years from the date of the actual test.
2. Applicants who are employed by UPMC, have a bachelor's degree, or have a current unencumbered Licensed Practice Nurse (LPN) license are exempted from taking the TEAS exam.
- a) UPMC Human Resources will verify employment status for all applicants who are UPMC employees.
 - b) Employees must have been employed for a period of six (6) months to be eligible for this exemption.
 - c) Applicants with bachelor's degrees must provide official transcripts from all universities and colleges attended; transcripts must include the date of degree conferment.
 - d) LPN's must provide a copy of the current, unrestricted state license and official transcripts from the school from which the practical nurse diploma was obtained. Should the LPN license become restricted at any time during the program, the student must immediately notify the Director/Assistant Director and will automatically be withdrawn from the program until such time the license is restored to full, unrestricted status.

B. THE APPLICATION PROCEDURE

1. Application for Admission

- a) Candidates must complete the Application for Admission online via the student portal.
- b) Candidates must use legal first name and legal last name on application.
- c) If required for admission, individuals who have taken the TEAS test at a location other than a UPMC School of Nursing must contact Assessment Technologies

Institute (ATI) through their ATI account to have their scores sent directly to the nursing school they are interested in attending. Only an official transcript from ATI will be accepted.

2. Proof of Eligibility to Study at the Post-Secondary Level:

- a) Has a high school diploma (this can be from a foreign school if it is equivalent to a U.S. high school diploma); high school graduate candidates must have official copies of the high school transcripts sent to the school and must include the month, date, and year of graduation.
- b) In the event an applicant has graduated from a foreign high school, it must be deemed equivalent to a US high school diploma. The applicant must provide official documentation of transcript evaluation through either World Education Service (WES) www.wes.org or Education Credential Evaluators (ECE) www.ece.org for equivalencies **prior** to being offered admission to any UPMC School of Nursing.
- c) In accordance with the Commonwealth of Pennsylvania Professional and Vocational Standards – State Board of Nursing the following high school (or equivalent) courses are required for admission to all Registered Nurse (RN) pre-licensure programs in the state:
 - i. Four (4) units of English
 - ii. Three (3) units of Social Studies
 - iii. Two (2) units of Mathematics
 - 1. One (1) must be Algebra with a grade of C or better
 - iv. Two (2) units of Science with laboratory or equivalent with a grade of C or better
 - 1. One (1) must be Biology
- d) Should an applicant not have all high school courses as required by the Pennsylvania State Board of Nursing, he/she must complete all equivalent courses before being considered for admission.
- e) If an applicant has the recognized equivalent of a high school diploma, such as a general educational development or GED certificate, an original copy of the official transcript of the GED including test scores must be submitted.
- f) Applicants who have completed secondary education in a home school setting are directed to the Pennsylvania State Department of Education at www.education.pa.gov for specifics about obtaining documentation of high school completion with courses required by the Pennsylvania State Board of nursing.

3. Candidates with Post-Secondary Education (college, university, technical, vocational, or other post-high school education)

- a) Official transcripts must be submitted for all previous post-secondary education completed within the last ten (10) years of the start date of the nursing program including any college, university, nursing, technical/vocational or other schools. If a transcript from a closed institution cannot be obtained, a Transcript Waiver Form may be submitted. Only one (1) Transcript Waiver Form is accepted per application.
- b) Policies related to transfer credits/courses are outlined in the Credit Transfer Policy.
- c) All transcripts become the property of UPMC Schools of Nursing and will not be returned to the applicant. This information will not be shared with any third party. All partial application materials will be maintained for two years after receipt and will then be destroyed.
- d) Upon application to any UPMC School of Nursing, an employment check will be conducted by UPMC Human Resources. Should an applicant have been terminated from UPMC and designated as ineligible for rehire, the Schools will review the circumstances of the termination, the status of the grievance or appeal if one has been filed and the potential for placing the individual in a UPMC owned or operated facility for clinical educational experiences. The School will then make a determination of whether or not to reject the candidate's application for admission or rescind the offer of admission if it has already been made. The candidate will be notified by the respective School Director and/or Associate Director of the rejection.

C. THE ADMISSION PROCESS

1. Application Deadlines

- a) The completed application consists of the application, official high school transcripts, and official transcripts for all previous post-secondary education (colleges, universities, or other schools) completed within the last ten (10) years. Applicants who have taken the TEAS test at another location must contact ATI through their ATI account to have their scores sent directly to the nursing school they are interested in attending. Only an official transcript from ATI will be accepted.
- b) Applicants are accepted on a rolling admissions cycle. If an incoming class is filled prior to the application deadline, applicants will be placed on a waiting list even if they have completed the application process prior to the application deadline.

- c) Applications are accepted until the application deadline date for a given enrollment period. Applicants will only be considered for admission to the next available program once all admission requirements have been completed and all application materials have been submitted. It is the applicant's responsibility to complete all required steps in the application process.

2. Offer of Admission

- a) If accepted for admission, the candidate will receive a written offer of acceptance. To reserve a space in the incoming class, the candidate must acknowledge acceptance in writing per the letter offering admission to the school.

3. Post-Acceptance Information Session/New Student Orientation

- a) Attendance at all new student orientation sessions is mandatory once the offer of admission has been accepted. Should an individual not attend a session, he/she will not be permitted to start the program. Topics covered at these sessions include Academic schedules, financial aid, photo ID badges, and compliance requirements.

4. Deferment

- a) Any applicant who has accepted admission and chooses to defer his/her admission will be permitted to do so for one (1) consecutive start date.
- b) Any applicant deferring for a second time will be required to reapply for admission to the program.

D. POST ADMISSION REQUIREMENTS

1. Once admitted to the program, candidates must complete each of the following post admission requirements prior to enrollment. Forms and directions for completing the compliance requirements are provided to applicants prior to mandatory onboarding sessions.
2. Failure to submit the necessary compliance documents by the submission deadline may result in revocation of the admission offer.

a) Health Screening Process

- i. Prior to enrollment, students must complete the Health Screening Process through one of the designated UPMC Employee Health locations for all new students. Each student must receive a "pass" related to his/her ability to perform the essential functions of a student nurse as well as the medical evaluation clearance. The Health Screening Process includes titer/vaccination history as well as a pre-admission questionnaire (physical activity, infectious diseases, vaccinations, latex history, and medical history).

It also includes a drug testing process and a particulate respiratory medical evaluation. All requests for vaccine exemptions are reviewed and either approved or denied by UPMC Employee Health.

- ii. A positive drug screen will nullify admission to the program. The candidate will not be eligible for admission to any of the UPMC Schools of Nursing for one year.

b) Requirements for Criminal History/Child Abuse Clearance/Fingerprint History

- i. All students must provide recent Pennsylvania Child Abuse History Certification (Act 33), Pennsylvania Criminal Record Check (Act 34), and fingerprint history (Act 73) prior to the start of classes as noted in the letter offering admission to the school. Recent is defined as within two years of the date of enrollment.
- ii. The applicant must disclose if he/she has current, pending criminal charges, ever pleaded guilty, been convicted of, accepted ARD, or pleaded nolo contendere (no contest) to any violation other than a summary offense. Applicants must provide a written explanation of all aforementioned items.

****Conviction includes judgment, found guilty by a judge or jury, pleaded guilty or nolo contendere, received probation without verdict, disposition in lieu of trial or Accelerated Rehabilitative Disposition (ARD).***

- iii. Should a student have any type of pending criminal charges or prior criminal convictions, the respective clearances and applicant's explanation of the events leading to the current charges or prior convictions will be reviewed by the Directors/Associate Directors of the UPMC Schools of Nursing and/or a representative of UPMC's Corporate Legal Department to determine if the student can attend clinical at all UPMC facilities particularly those serving vulnerable populations. An offer of admission will be rescinded if an applicant fails to disclose pending criminal charges or prior convictions or falsifies or alters criminal background information.
- iv. If the student has pending criminal charges, admission may be deferred until those charges are expunged or resolved.
- v. The Pennsylvania State Board of Nursing requires any applicant for licensure to disclose if he/she has ever been convicted of a misdemeanor, felony, felonious act, an illegal act associated with alcohol, or an illegal act associated with substance abuse. The State Board of Nursing reserves

the right to deny licensure based on the applicant's criminal history, even if an individual has completed a nursing program.

c) CPR Certification

- i. All students must have evidence of current American Heart Association Healthcare Provider Basic Life Support (BLS) CPR certification including adult, child and infant CPR and AED training or current American Red Cross CPR/AED for Professional Rescuers. No other form of CPR certification will be accepted. CPR must be kept current throughout the program.

REFERENCE AND RELATED DOCUMENTS:

UPMC Schools of Nursing Health Screening Process

UPMC Schools of Nursing Health Screening Authorization Form

UPMC Credit Transfer Policy

UPMC Compliance Policy

UPMC Schools of Nursing LPN to RN Transition Program Policy

Reviewed/Revised: 05/20/2026

Effective Date: 08/31/2026



UPMC SCHOOLS OF NURSING POLICY AND PROCEDURE

SUBJECT: SAP Appeal Policy
DATE: August 31, 2026

INDEX TITLE: Administrative

I. POLICY:

This policy outlines the process for students to appeal a decision regarding their Satisfactory Academic Progress (SAP) standing and regain eligibility for financial aid. While maintaining consistent academic progress is expected of all students, the UPMC recognizes that unforeseen circumstances may temporarily hinder some students' success. This policy provides an avenue for students to present mitigating factors and demonstrate their commitment to future academic progress.

II. PURPOSE:

The purpose of this policy is to provide a structured process for students who have lost their financial aid eligibility due to academic standing issues.

III. SCOPE:

This policy applies to each school within the UPMC Schools of Nursing.

IV. PROCEDURE:

A. Eligibility:

1. This policy applies to all students at the UPMC Schools of Nursing.
2. Students who fail to meet any of the following SAP requirements are eligible to appeal:
 - a. Minimum cumulative QPA
 - b. Minimum completion rate (percentage of earned credit hours)
 - c. Maximum time to degree completion

B. Grounds for Appeal:

Appeals will only be considered for documented extenuating circumstances that significantly impacted the student's academic performance. Examples of such circumstances may include:

1. Serious illness or injury of the student or an immediate family member
2. Death of a close family member or caregiver
3. Accidents or natural disasters
4. Mental or physical health issues with documented evidence
5. Personal or family emergencies, including domestic violence or financial hardship.
6. Documented learning disabilities or disabilities requiring academic accommodations.
7. Changes in the student's academic program or workload that were not adequately foreseen.

C. Appeal Process:

1. Submit a written appeal:
 - a. Within 10 business days from the date of notification of non-SAP status.
 - b. The appeal should include:
 - i. A clear and concise explanation of the extenuating circumstances affecting academic performance.
 - ii. Documented evidence supporting the circumstances (e.g., medical records, police reports, letters from healthcare professionals).
 - iii. A detailed plan for academic recovery outlining steps to improve academic performance and achieve SAP standards within a specific timeframe.
2. Review by Appeals Committee:
 - a. A committee composed of the Director and/or Assistant Director and Financial Aid staff will review the appeal and supporting documentation.
 - b. The committee may request additional information or documentation if necessary.
3. Appeal Decision:
 - a. The Appeals Committee will issue a written decision within 10 days of receiving all necessary information.
 - b. The decision will be based on the severity of the circumstances, the evidence provided, and the student's demonstrated commitment to future academic success.
4. Possible Outcomes:
 - a. Appeal Granted: The student's SAP status will be reinstated as SAP probation, and they will be eligible for Federal financial aid for the next academic term. The student's school status for that term will change from Active to Probation. SAP Probation will be granted for one term.
 - b. Appeal Denied: The student's SAP status remains unchanged, and they will be ineligible for Federal financial aid until they meet SAP standards.

Additional Information:

- Filing a successful appeal does not guarantee future financial aid eligibility. Students must consistently meet SAP standards to maintain aid eligibility.
- Students who have previously received an appeal approval may face stricter criteria for subsequent appeals.
- Academic support resources are available to assist students in overcoming academic challenges and achieving their educational goals.

Reviewed/ Revised: 04/10/2026
Effective Date: 08/31/2026

Satisfactory Academic Progress (SAP) Appeal Form**Section A – Student Information**

Student Full Legal Name

Term

UPMC SON Campus**Section B – Reason for SAP Failure**

Please explain what circumstances affected your academic performance. Your statement should describe a significant and documented situation that impacted your ability to successfully complete your coursework. Examples include serious illness, loss of a family member, or another major personal emergency. Appeals should demonstrate that the circumstance was outside of your control. Appeals based only on poor time management, a heavy workload, work schedules, or general academic difficulty are typically not approved without additional extenuating circumstances.

Please be as thorough as possible in your responses. The more details you provide, the better we can understand your situation and fully evaluate your appeal.

Need more space? If you require additional room to fully explain your circumstances, you may attach a separate typed statement or Word document to your appeal. Please include your name and student ID number on any additional pages submitted.

Originated: 08/17/26**Reviewed/Revised:** 08/19/26**Effective Date:** 08/31/26

Section C – Documentation

Submit documentation that helps explain the circumstances described in your appeal. The documentation should be relevant to the issue being reported and reasonably align with the timeframe in which your academic difficulties occurred. Providing complete and timely documentation will assist the review committee in evaluating your appeal.

Section D - Student Accountability

Use this section to help the committee understand what challenges you faced and how those challenges affected your academic performance. Explain what happened and how it impacted your coursework. Being truthful, thoughtful, and specific will help the committee evaluate your appeal and support your path toward future academic success.

Be open and honest when explaining your experience. A clear explanation of what occurred and what you learned from the situation helps provide important context.

Originated: 08/17/26
Reviewed/Revised: 08/19/26
Effective Date: 08/31/26

Section E – Resolution of the Issue

Tell us what has changed since the circumstances that affected your academic performance occurred. Explain how the situation has been resolved or is being managed. This may include personal strategies, support systems, treatment plans, schedule changes, tutoring, academic resources, or other actions.

Describe the steps you have taken to address the circumstances that impacted your academic progress. Specific examples are encouraged.

Originated: 08/17/26
Reviewed/Revised: 08/19/26
Effective Date: 08/31/26

Section F – Plan for Improvement

Tell us about your plan for success. Describe the specific steps, resources, and strategies you will use to improve your academic performance and meet the expectations of the nursing program moving forward.

Provide a detailed plan for how you will achieve academic success moving forward. The more specific your plan, the more helpful it will be in evaluating your appeal.

Section G – Acknowledgement

By signing below, I certify that the information provided in this appeal and any supporting documentation is true and complete to the best of my knowledge. I understand that submission of an appeal does not guarantee financial aid eligibility.

Student Signature: _____ **Date:** _____

Originated: 08/17/26
Reviewed/Revised: 08/19/26
Effective Date: 08/31/26



UPMC SCHOOLS OF NURSING POLICY AND PROCEDURE

SUBJECT: Satisfactory Academic Progress (SAP) INDEX TITLE: Administration
Student Graduation Requirements Policy
DATE: August 31, 2026

I. POLICY:

It is the policy of the UPMC Schools of Nursing to monitor Satisfactory Academic Progress (SAP) of students at the end of each semester in accordance with Federal Guidelines and to notify students in the event that they are not meeting Satisfactory Academic Progress (SAP) requirements necessary for graduation from the program of study.

II. PURPOSE:

The purpose of this policy is to ensure that students are meeting the UPMC Schools of Nursing Satisfactory Academic Progress (SAP) policy in order to continue to successfully complete the program, graduate and sit for the NCLEX-RN licensure examination. In addition, students making satisfactory academic progress will remain eligible to receive all federal student aid that may be available.

III. SCOPE:

This policy applies to each school within the UPMC Schools of Nursing.

IV. DEFINITIONS:

The UPMC Schools of Nursing defines the Satisfactory Academic Progress (SAP) policy as a routine review of the qualitative and quantitative aspects of a student's academic standings.

Credit Hours

All courses within the program of study are measured in credit hours. 45 hours of clinical instruction or laboratory time equals one credit hour. 15 hours of didactic instruction equals one credit hour. Per the Commonwealth of Pennsylvania Department of Education, a credit hour is a unit of measure, not necessarily a measure of transferability of credit.

V. PROCEDURE:

A. Qualitative Aspects of Student's Academic Standing

1. The UPMC Schools of Nursing defines the acceptable qualitative standard of Satisfactory Academic Progress (SAP) as a cumulative quality point average (QPA) rounded to the nearest hundredth place and equaling a 2.0 or (C or better)

and a satisfactory clinical evaluation. All passing grades will be considered credits attempted and earned toward the overall QPA. All failing grades will be considered credits attempted toward the overall QPA.

If a clinical failure occurs within the semester, the student has the option of completing the remaining course(s); the student will not be permitted to remain in the failed course. The UPMC School of Nursing will assume that the student will continue in the remaining course(s) unless the student conveys to the Director and/or Assistant Director his/her intent to withdraw within 24 hours of learning of the failure. Upon re-entry, the student is counseled on an academic plan and is placed on Satisfactory Academic Progress (SAP) Warning for one semester if the returning QPA is under 2.0. The student has the opportunity to bring their QPA to greater than or equal to 2.0. If the student is unsuccessful in bringing their QPA to 2.0 or higher, the student will be placed on Satisfactory Academic Progress (SAP) Not Met.

2. Students who are unsuccessful in a nursing course may be eligible to re-enroll in that course when it is offered again. Students may continue to participate in non-nursing courses per availability. To support one's academic success, students are highly encouraged to complete some form of remediation related to their individual academic and personal needs prior to returning to nursing courses. Any student who is not successful in any course must meet with a member of the Academic Support Team prior to continuing in any course.
3. Credits transferred from another institution will appear on the transcript but will not be calculated in the QPA.
4. Official grades are available in the Student Information System at the end of each semester. Students failing to meet Satisfactory Academic Progress (SAP) will be notified in writing of their academic warning. Financial aid and academic counseling will be planned.
5. All students on academic probation are encouraged to arrange counseling through LifeSolutions (1-800-647-3327).

B. Grading Policy, Quality Point Averages

1. All students need to achieve at least a "C" rating to successfully pass a nursing or college course and achieve a PASS rating in any clinical laboratory or clinical practicum associated with the course. Students with a final grade of less than a "C", and/or a FAIL rating in clinical laboratory or practicum will receive a failure for the course.

2. A student receiving a failure in theory may still earn quality points for the failing grade that was earned according to the Quality Point Index that follows. It is **always in the student's best interest to work as hard as possible until the end of the course to achieve the highest quality points possible.** The quality points earned, even in the event of a failing grade for the theory section of the course, will still be considered in the final determination of QPA for graduation (please see the graduation requirements that follow).
3. Grading systems used for courses taught by affiliating colleges or universities will follow the grading policy of that school.
4. In all nursing courses, a minimum grade of "C" is required which is equal to 76% of the total course points. The final percentage earned is not rounded.

Quality Point Index

Grade	Quality Points/Unit or Credit Hour	UPMC Schools of Nursing Percentage Range (Grades are based on whole numbers only)
A	4.0	93-100%
A-	3.7	90-92%
B+	3.5	87-89%
B	3.0	84-86%
B-	2.7	81-83%
C+	2.5	78-80%
C	2.0	76-77%
C-	1.7	74-75%
D	1.0	72-73%
F	0	Below 72%
CT	0	Credits earned toward fulfillment of graduation requirements
WF (Withdrew Failing) Nursing Courses Only	0	Quality Points Attempted but None Earned – affects QPA
F Clinical Failure Nursing Courses Only	0	Quality Points Attempted but None Earned. All clinical failures will earn a grade of F for the entire course – affects QPA
WP (Withdrew Passing) Nursing Courses Only	0	No Quality Points Earned and No Quality Points Attempted - does not affect QPA
WM (Withdrew Medical)	0	No Quality Points Earned and No Quality Points Attempted - does not affect QPA
WML (Withdrew Military Leave)	0	No effect on QPA
W (Withdrew)	0	No effect on QPA. A W is granted when a student withdraws at the point that no graded coursework (exams, homework, assignment) has been awarded

Definitions:

CT: Credits transferred from other accredited schools.

EX (Exempt): Successful completion of workshops or seminars offered to students enrolled in the LPN to RN Track.

PASS: Meets all objectives and course requirements as defined by the course syllabus.

FAIL: Does not meet all objectives and course requirements as defined by the course syllabus.

PACE: The pace of completion is calculated by dividing the total number of hours the student has successfully completed by the total number he/she has attempted.

C. Quantitative Aspects of Student Academic Progress

1. The UPMC Schools of Nursing defines the acceptable quantitative (pace) standard of Satisfactory Academic Progress (SAP) as the assurance that a student is progressing through their program within the maximum allotted timeframe. The required pace is 100%.
2. Any student not completing all credits attempted in a semester is not achieving Satisfactory Academic Progress (SAP). The student is counseled on an academic plan and is placed on Satisfactory Academic Progress (SAP) Warning for one semester. The student Satisfactory Academic Progress (SAP) will be evaluated at the end of the semester. If the student does not complete all credits attempted in this current semester, they will be on placed Satisfactory Academic Progress (SAP) Not Met.
3. If a student does not earn quality points in two courses in a semester, they are unable to achieve Satisfactory Academic Progress (SAP).
4. All repeat courses will be included in the student's overall QPA and considered during Satisfactory Academic Progress (SAP) review. Any transfer of credit granted to a student will be considered attempted and earned during the student's progress review.

D. Satisfactory Academic Progress (SAP) Warning

The UPMC Schools of Nursing will use this status without any other action required by the student. Warning will last for one semester only during which the student may continue to receive eligible Title IV funds. Students who fail to make satisfactory progress will lose Title IV Aid Eligibility and will be placed on Satisfactory Academic Progress (SAP) Not Met.

E. Satisfactory Academic Progress (SAP) Not Met

The UPMC Schools of Nursing will use this status if satisfactory academic progress has not been met by the student while on Satisfactory Academic Progress (SAP) Warning. The student will lose all eligibility for Title IV funds. Students will remain on this status until satisfactory academic progress has been met at which time eligibility for Title IV funds will be reinstated.

F. Maximum Time Frame

All students must complete all requirements for graduation within 150% of the published program length measured in credit hour.

G. Diploma in Nursing Graduation Requirements

A diploma in nursing may be earned by fulfilling EACH of the following requirements:

1. Satisfactory completion of all nursing courses.
2. Satisfactory completion of all college courses.
3. Satisfactory completion of all financial aid requirements, including the completion of an exit interview for financial aid.
4. Successfully meeting all financial responsibilities
5. A cumulative quality point average (QPA) rounded to the nearest hundredth place and equaling a 2.0 or higher in all course work.

A student must meet each of the above individual criteria; failing to meet even one of these criteria will result in a student's ineligibility to graduate from the program.

H. Graduation Requirements

Prior to each graduation ceremony, each UPMC School of Nursing will provide students with specific information related to:

- Ceremony Details
- Dress Code
- Graduation
- Photographs
- School Pin
- Invitations/Announcements
- Student Speakers

I. Requests for Reference Letters

Should a current student or a former student request a reference letter to be sent to another nursing school from a Director/Assistant Director, it is the practice of the UPMC Schools of Nursing to verify dates of attendance only.

VI. REFERENCED AND RELATED POLICIES:

UPMC Schools of Nursing Student Complaint and Grievance Policy
UPMC Schools of Nursing Class Attendance Policy
UPMC Schools of Nursing Clinical Attendance Policy
UPMC Schools of Nursing Progression Policy
UPMC Schools of Nursing SAP Appeal Policy

Reviewed/Revised: 05/20/2026
Effective Date: 08/31/2026



UPMC SCHOOLS OF NURSING POLICY AND PROCEDURE

SUBJECT: Social Media Policy
DATE: August 31, 2026

INDEX TITLE: Administration

I. POLICY:

This policy will serve to outline the acceptable practices, procedures and responsibilities in using social media while enrolled at any of the UPMC Schools of Nursing.

II. PURPOSE:

The following policy serves to provide guidance to students in regard to the use of social media and their responsibility to UPMC.

III. SCOPE:

This policy applies to all students in the UPMC Schools of Nursing.

IV. PROCEDURE:

The UPMC Schools of Nursing supports the use of social media. Consistent with the UPMC Confidentiality Statement, it is the students' responsibility to refrain from the following:

1. Using UPMC in naming any social media site
2. Disclosing confidential information about the school, its employees, or its students.
3. Using information and conducting activities that may violate the UPMC Schools of Nursing academic policies, or may violate local, state, or federal laws, and regulations.
4. Dissemination of any photographic, live streaming or audio content from the UPMC Schools of Nursing or UPMC, to include both clinical and classroom activities.
5. If recording, verbal permission must be granted by the faculty.
6. At no time shall clients, consumers or clinical environment be videotaped, audio taped, live streaming or photographed.

V. ADDITIONAL INFORMATION:

1. When posting a point of view, students should neither claim nor imply that they are speaking on behalf of or representing UPMC or the UPMC Schools of Nursing.
2. HIPAA guidelines must be followed at all times. Identifiable information concerning clients/clinical/consumer rotations must not be posted in any online forum.
3. Casual postings about peers, faculty, the UPMC Schools of Nursing or employees of UPMC can be interpreted as incivility, is considered unprofessional behavior, and can be grounds for termination from the program.
4. Students have sole responsibility for what is posted.
5. The UPMC Schools of Nursing do not tolerate posts from students that are defamatory, harassing, threatening, libelous or inhospitable to a reasonable academic/work environment.

The UPMC Schools of Nursing reserves the right to review social media to investigate student behavior.

VI. REFERENCED AND RELATED POLICIES:

HS-HR0748 Social Networking

HS-PR1104 Public Internet Communications

UPMC Schools of Nursing Academic Integrity Policy

HS-HR0736 Confidential Information

Reviewed/ Revised: 05/20/2026
Effective Date: 08/31/2026

AUTHORIZATION

Authorization For Video, Audio, Recording, and Photographic Participation and Interviews

Subject's Name: _____

Address: _____

Telephone: (____) _____ E-mail: _____

☒ This authorization pertains to a specific project, request, event and/or use (specify):

☐ This authorization does not pertain to a specific request, project, event and/or use.

I authorize UPMC to photograph (still photo, film, videotape, or digital imagery/video), record (audiotape or digital) and/or interview me, using either a UPMC staff photographer/videographer and/or reporter, or a photographer/videographer and/or reporter approved by UPMC. I understand that UPMC, and in some cases the organization with which it has partnered, has / shall have all legal rights to the photography / recording(s) / interview(s) and that I give up any and all rights to these organizations and will not receive any payment or compensation for the same now or in the future. I understand the photography/recording(s) / interview(s) may be used for publicity, education, public information, or paid advertising by UPMC and that the photography / recording(s) could appear on UPMC's website and/or elsewhere on the Internet. I hereby release and discharge UPMC, its subsidiaries, and its and their employees, agents, and representatives from any claims, liability, or results caused by the use of such photography/recording(s) and/or interview of me as provided herein.

By agreeing to be interviewed about health care services received from UPMC, I also authorize UPMC, at its discretion, to interview my UPMC doctor(s), nurse(s), and/or other caregivers to confirm, supplement, and/or clarify the information provided in my interview. I understand that such staff interview(s) may result in a limited disclosure of my protected health information (PHI), in the form of facts necessary to ensure the accuracy of any account based on my interview, but that no medical records will be released.

I understand that whether I choose to sign this authorization will in no way influence the health care services provided to me by UPMC. Additionally, I understand that I will not receive any special services or compensation in exchange for my agreeing to sign this authorization. I understand that I may revoke this authorization at any time by providing written notice to UPMC addressed to: UPMC Marketing Communications, 600 Grant St. Floor 22, Pittsburgh, PA 15219. However, such revocation shall not affect UPMC's right to use information, photography / recording(s), and / or interviews made or obtained prior to my revocation of this authorization.

Subject's Signature: _____ Date: _____

Witness's Signature: _____ Date: _____

The subject is unable to consent on his/her own behalf because _____

I am the authorized representative of the subject, on the following relationship or basis _____
_____ and hereby provide such authorization on behalf of the subject.

Signature of Subject's
Authorized Representative: _____ Date: _____

UPMC



UPMC SCHOOLS OF NURSING POLICY AND PROCEDURE

SUBJECT: Student Complaint and Grievance Policy **INDEX TITLE:** Administration

DATE: August 31, 2026

I. POLICY:

It is the policy of UPMC Schools of Nursing to provide due process regarding a dispute or disagreement through a designated process without fear of retaliation. The Executive Committee Meeting is an internal process and is not open to external representation or third-party involvement.

II. PURPOSE:

The purpose of this policy is to provide a timely resolution to a student concern, issue or violation of student rights and responsibilities while following the proper chain of command.

III. SCOPE:

This policy applies to all students in the UPMC Schools of Nursing. Personnel matters are not subject to resolution by this process.

IV. DEFINITIONS:

- A. **Due Process** – A disciplined, analytical decision-making procedure in which relevant standards are applied by a properly constituted and authorized body using a method that is based on published rules of procedure and is free of improper influence.
- B. **Complaints and Grievances** – A formal allegation against a nursing program, typically expressed as a written, signed statement. A grievance is a wrong or hardship suffered that is the grounds for a complaint; the formal expression of a grievance is a complaint. A nursing education unit's record of student complaints must include all complaints filed since initial accreditation or reaccreditation, whichever was the last accreditation site visit.
- C. **Business Days** – Monday through Friday when school is in full operation, excludes break weeks and holidays.

V. PROCEDURE:

Students with complaints and/or issues are directed to follow the chain of command (as illustrated below) to seek resolution:

- A. Financial Aid/Billing:
 - 1. Students will first contact the Financial Aid professional.
 - 2. If no resolution is reached, students will contact the Financial Aid Supervisor and Associate Executive Director of Business Process.
 - 3. If no resolution is reached, students will contact the Director and/or Assistant Director. Grievances will be taken by the Director and/or Assistant Director to the Executive Committee.
 - 4. If no resolution is reached in a timely fashion, students may contact the Chief Nursing Officer & Vice president of Academic Affairs (hershbergerbl@upmc.edu) and the UPMC Chief Nurse Executive (mclamx@upmc.edu).

B. Academic/Course Specific Issues:

1. Students will first contact the Instructor and/or Course Chair.
2. If no resolution is reached, students will contact the Director and/or Assistant Director. Grievances will be taken by the Director and/or Assistant Director to the Executive Committee.
3. If no resolution is reached in a timely fashion, students may contact the Chief Nursing Officer & Vice president of Academic Affairs (hershbergerbl@upmc.edu) and the UPMC Chief Nurse Executive (mclamx@upmc.edu).

C. Affiliate Colleges and Universities: students must follow the grievance and complaint process for all matters related to non-nursing courses as the specific school.

1. Carlow University: www.carlow.edu
2. Chatham University: www.chatham.edu
3. Gannon University: www.gannon.edu
4. Harrisburg University: www.harrisburgu.edu
5. Westminster college: www.westminster.edu
6. Washington and Jefferson College: www.washjeff.edu
7. Portage Learning/Geneva College: www.PortageLearning.edu
8. St. Francis University: www.francis.edu

D. After following the chain of command, any student who feels he/she has not received fair and/or just treatment may submit a formal, written, signed and dated **STATEMENT OF VIOLATION OF STUDENT RIGHTS** (see attachment) within three (3) business days of the occurrence to the Director and/or Assistant Director of the respective school, even when school is not in session.

E. Upon receipt, the written grievance will be taken to the UPMC Schools of Nursing Executive Committee. The Executive Committee consists of The CNO and Vice President of Academic Affairs and all Directors/Assistant Directors. If the Director and/or Assistant Director is not available to hear the grievance, an Advanced Educator or Faculty member from the same school will be appointed to represent the Director and/or Assistant Director. The committee will convene, review grievance, and make a decision by majority vote within five (5) business days of receiving the grievance. The Director and/or Assistant Director of the grievant's respective school will be recused from voting. The Grievant will be notified by writing via personal and UPMC email of the decision within two (2) business days of the UPMC Schools of Nursing Executive Committee meeting. All decisions by the Executive Committee are final.

VI. REFERENCED AND RELATED POLICIES

For Students: UPMC Schools of Nursing Academic Integrity Policy
UPMC Schools of Nursing Student Confidentiality Agreement
UPMC Schools of Nursing Clinical Attendance Policy
UPMC Schools of Nursing National Student Nurses' Association Bill of
Rights and Responsibilities for Students of Nursing Policy
Accreditation Commission for Education in Nursing, ACEN Glossary, 2023

For Faculty: HS-HR0736 Confidential Information
HS-HR0704 Corrective Action and Discharge

STATEMENT OF VIOLATION OF STUDENT RIGHTS

After reviewing your student rights and responsibilities which of your student rights do you feel were violated? (Please refer to the National Student Nurses' Association Bill of Rights and Responsibilities for Students of Nursing) Note: there is a 500-word limit to this statement.

Statement of Complaint:

Date(s) of occurrence: _____

Description of occurrence:

Supporting Evidence:

Outcome expected by student:

Date complaint received: _____

Student Signature: _____

Printed Name: _____



UPMC SCHOOLS OF NURSING POLICY AND PROCEDURE

SUBJECT: Student Educational Record Retention, INDEX TITLE: Administration
Management and Retirement Policy

DATE: August 31, 2026

I. POLICY:

It is the policy of the UPMC Schools of Nursing to maintain student education records in compliance with UPMC Policy HS-LE-009, the Pennsylvania State Board of Nursing Regulations and the Family Educational Rights and Privacy Act (FERPA) Policy. All student records are maintained electronically. All electronic records are maintained *ad infinitum*.

II. PURPOSE:

To assure security and maintenance of student, graduate, and withdrawn/dismissed student records.

III. SCOPE:

This Policy applies to all applicant records, enrolled student academic records, enrolled student compliance records, graduate records, withdrawn/dismissed/terminated records, and financial aid records of each school within the UPMC Schools of Nursing.

IV. PROCEDURE:

A. MAINTENANCE AND ACCESSIBILITY

Records will be maintained in locked file cabinets and/or password protected electronic system in accordance with the Pennsylvania State Board of Nursing code and the Family Educational Rights and Privacy Act (FERPA) policies.

B. COMPILATION OF RECORDS

Student records will be compiled according to the following listing.

C. APPLICANT RECORD

All applicant records will be kept electronically and considered active for two years and will consist of the following:

1. On-line Application
2. Official transcript(s) – High School/GED Documentation/Post-Secondary (if applicable)
3. Applicant correspondence
4. Pre-admission standardized test results (if applicable)
5. Acceptance letter

The above documents are property of the UPMC School of Nursing and cannot be returned to the applicant. Applicants may request to have their applicant record transferred to another UPMC School of Nursing.

D. ENROLLED STUDENT RECORD

Students are moved to an enrolled status once the following compliance documents are received from the school:

1. Medical Clearance Certificate to begin the program
2. Criminal Clearances/conclusion of Criminal Clearance Committee (if applicable)
3. CPR Card (Healthcare Provider/Basic Life Support)
4. Signed Student Handbook Agreement Form

Enrolled student records are maintained until the student either (1) successfully graduates From the program; (2) is dismissed or terminated; (3) withdraws.

E. GRADUATE RECORDS

Enrolled student files are converted to graduate files upon successful graduation. The following are maintained:

1. Final transcript signed by the Registrar.
2. Copy of Nursing School Diploma

F. WITHDRAWN RECORD (INCLUDES DISMISSAL, SUSPENSION, PROVISIONAL AND TERMINATION STATUSES)

1. The enrolled student's Enrolled Record are converted to a Withdrawn Record upon any break in enrollment from the program.
2. If a student re-enters the program following any break in enrollment, the file is converted to an Enrolled Student record upon re-entry.
3. Any paper documents are maintained for a period of seven (7) years.

G. FINANCIAL AID RECORDS

1. All Financial Aid forms require a date and signature upon completion and when changes are made.
2. All Financial Aid documents will be completed in blue or black ink.
3. No cursive handwriting will be permitted; handwriting must be legible and clear.
4. Financial aid files for students, graduates, and withdrawn students will be maintained in the Financial Aid Office.
5. All materials in the financial aid file become the property of the UPMC Schools of Nursing and will not be returned or transferred.
6. The financial aid file will be retained for at least five (5) years after graduation or withdrawal.
7. The UPMC Schools of Nursing Associate Executive Director of Business Process, Directors and/or Assistant Directors, Supervisor, and all Financial Aid Professionals, along with External Auditors, Federal or State Examiners, have access to the student financial aid files as prescribed by law.
8. With the assistance of the Financial Aid Department, students and graduates have access to their own financial aid records as permitted by law. No records may be removed from the UPMC Schools of Nursing.
9. The financial aid file may contain the following:
 - a. Electronic Communication Notice
 - b. High School Transcript/GED
 - c. Previous College Transcripts, if applicable

- d. Entrance Counseling Form
- e. Master Promissory Note
- f. Financial Intake Form
- g. ISIR Review/Verification Checklist (internal)
- h. Student Aid Report (ISIR) (SAR)
- i. Verification Worksheet (Federal) and/or Proof of Identity, if applicable
- j. Tax Returns/Transcripts, if applicable
- k. Copies of documentation of professional judgment decisions, if applicable
- l. Direct Loan Cost of Attendance Worksheet
- m. UPMCSO Budget
- n. Academic Calendar
- o. UPMC SON Official Transcript
- p. Federal Pell Grant Worksheet
- q. NSLDS Grant History
- r. Direct Loan Worksheet
- s. Student Ledger(s)
- t. NSLDS Loans History
- u. Financial Aid Offer Letters
- v. Financial Aid Disbursement Notifications

10. If applicable, the financial aid file may also include the following:

- a. PHEAA State Grant/Special Grants/OCOG Worksheet and supporting documents
- b. UPMC NTLF/Tuition Advancement supporting documentation
- c. Change in Eligibility packets
- d. Return to Title IV packet/PWD Communication
- e. Exit Counseling Notification
- f. Proof of any calculated refunds or overpayments due to or on behalf of the student (part of student ledger)
- g. Proof of any refunds or overpayments made to the SFA Program fund, a lender, or the Department of Education (part of student ledger).
- h. UPMC SON Official Transcript
- i. Withdrawal Balance Notification
- j. Student Hold Credit Balances/Return/Cancel Authorizations

H. ADDITIONAL RECORDS

Medical Records

Student medical records are maintained in the UPMC Employee Health location.

V. REFERENCED AND RELATED POLICIES:

UPMC Schools of Nursing Family Educational Rights and Privacy Act (FERPA) Policy
HS-LE-009 Record Retention, Management and Retirement Policy

Reviewed/Revised: 05/20/2026

Effective Date: 08/31/2026



**UPMC SCHOOLS OF NURSING
POLICY AND PROCEDURE**

SUBJECT: Student Employment and Participation in Non-UPMC Sponsored Health Fairs **INDEX TITLE: Administration**
DATE: August 31, 2026

I. POLICY:

Students engaged in any non-UPMC sponsored health-related facility may not participate as registered or practical nurses unless they are currently so licensed. The UPMC Schools of Nursing assumes no legal responsibility for those employed or independently participating in health screenings and fairs.

II. PURPOSE:

To safeguard the public, students and the UPMC Schools of Nursing.

III. SCOPE:

This policy applies to all students enrolled in the UPMC Schools of Nursing.

IV. PROCEDURE:

- A. If students are employed in health agencies, they may not be employed as registered or practical nurses unless they are currently licensed.
- B. Student employment shall be on a voluntary basis and not a requirement of the institution.
- C. Students may not independently participate in health screening and fairs representing themselves as a student from the respective UPMC School of Nursing.
- D. Students cannot independently wear their UPMC Schools of Nursing uniform or identification badge in an employment situation, or volunteer at a non-UPMC sponsored health related event (screening or fair).
- E. Students cannot independently distribute any printed materials from UPMC at health screenings or fairs.

V. REFERENCED AND RELATED POLICIES:

PA State Board of Nursing Rules and Regulations Section 21.112



**UPMC SCHOOLS OF NURSING
POLICY AND PROCEDURE**

SUBJECT: Student Fitness for Duty Policy
DATE: August 31, 2026

INDEX TITLE: Administration

I. POLICY:

It is the policy of the UPMC Schools of Nursing to expect students to exhibit fitness for duty in all classroom and clinical settings.

II. PURPOSE:

The purpose of this policy is to define conduct indicating a student's lack of fitness for duty and subsequent actions to be taken.

III. SCOPE:

This policy applies to all UPMC Schools of Nursing students during all class and clinical experiences.

IV. DEFINITIONS:

When a student demonstrates during class or clinical behaviors or other actions that appear to be inappropriate or self-discloses current drug or alcohol use, the provisions of this policy shall apply. Students can become unfit for duty for reasons of emotional or mental impairment, because of chemical use/abuse/dependency.

- A. Emotional or mental impairment is defined as conduct or behavior substantially limiting a student's ability to perform and or participate in his/her class or clinical assignment.
- B. Chemical impairment is defined as conduct or behavior in where consumption of alcohol or use of a chemical substance impairs the student's judgment or causes a deterioration of a student's class or clinical performance.
- C. Chemical dependency is defined as the continued consumption of alcohol or use of a chemical substance that may impair judgment and lead to a deterioration of a student's class and clinical attendance, performance or behavior, physical health, and/or social and family well-being.

V. PROCEDURE:

Fitness for duty may be questioned through observation of a student's behaviors or physical symptoms or through self-disclosure. The student may be subject to appropriate medical examination and testing, which shall include, but not limited to, drug and alcohol screening.

Observations may include but are not limited to the following:

A. Behavior generally associated with impairment:

1. appearance of confusion
2. uncontrollable outbursts
3. threatening gestures or speech
4. boisterous speech
5. drowsiness, staggering, dilated pupils, etc. and can include an odor of alcohol or marijuana. (Note: these may be symptoms of a non-intoxicated condition and should be evaluated with caution.)

B. Behavior associated with diversion: such behavior and performance that may provide a basis for fitness for duty testing; however, they are not to be considered as all-inclusive:

1. Documentation errors or missing documentation related to controlled substances.
2. Failure to comply with and document drug wasting policies and procedures.
3. Involvement in the use or delivery of drugs without authorization.
4. Involvement in the unauthorized use, sale, possession, diversion or delivery of a drug while on duty or on UPMC property.
5. Arrest or criminal charges of possession, sale, use or delivery of a drug, or of consumption of alcohol.
6. Direct observation of drug or alcohol use, or the possession of a drug as defined in this policy.
7. Evidence that a student has tampered with a pervious drug test.
8. Evidence of misuse of physician DEA numbers.
9. Theft of prescription pads.
10. Other information that upon review and investigation creates reasonable suspicion.

C. Next Steps

1. If a faculty member/staff reasonably suspects a student is unfit for duty, that faculty member/staff must consult with the Director/Assistant Director or person assigned to act as the school's leadership designee. If a UPMC employee/preceptor reasonably suspects a student is unfit for duty then, the preceptor should contact their designate faculty who is overseeing the student's preceptorship and if they are unavailable the preceptor should then reach out to the school's Director/Assistant Director or the person assigned to act as the school's leadership designee. At any time, each school leader or designee can reach out to the Chief Nursing Officer (CNO), Vice President of Academic Affairs for assistance.
2. When a faculty member/staff or preceptor reasonably suspects a student is unfit for duty, that faculty/staff or preceptor must consult with the Director/Assistant Director/designee of the school.
3. Once the Director/Assistant Director/designee has determined that a student's fitness for duty is in question, the student should be:
 - a. Taken to a private area.
 - b. Informed of the concern.
 - c. Escorted to a UPMC Employee Health location during normal business hours M-F before 3:30pm
 - d. Outside of normal business hours of UPMC Employee Health (after 3:30pm, Monday through Friday including weekends), the Director, Assistant Director or designee will call the Urgent Response Team at 1-833-280-8511 for further guidance and location in which they will conduct testing.
 - UPMC Jameson Hospital Police will provide transportation to testing location
 - UPMC Jameson at UPMC Hamot: will either contact the employee shuttle for transportation OR contact the Erie Police Department for transportation.
 - UPMC Mercy SON will walk the student to testing location.
 - UPMC Mercy at UPMC Altoona will walk the student to testing location
 - UPMC Shadyside will contact UPMC Shadyside public safety to arrange transportation to testing location.

- UPMC Shadyside at UPMC Harrisburg SON will walk the student to testing location.
 - UPMC St. Margaret SON will utilize Uber or taxi services for transportation to testing location
 - UPMC Washington SON will walk the student to testing location
- e. At no time is the student permitted to be alone. UPMC SON faculty/staff/leader needs to stay with the student until all matters of the fitness for duty is resolved.
- f. Post fitness for duty testing the student will not be able to drive home due to their safety. Alternative options need to be provided to the student in order to get them home safely.
2. When diversion is suspected, follow the UPMC Policy HS-RI1309.
4. At the appropriate time, the student may be asked to write a statement explaining the incident.

D. Self-Disclosure

When a student voluntarily discloses, the Director/Assistant Director:

1. Observes whether or not the student appears to be currently unfit for duty.
2. If student appears to be unfit, proceed with the standard Fitness for Duty procedure outlined in this policy.
3. If student does not appear to be unfit or cannot be observed (because he/she is not in class or clinical), the student must be referred to LifeSolutions for assessment and referral for treatment and is not permitted to return to school until released by a treating provider.
4. Provide the student with the telephone number of LifeSolutions and instruct the student that he/she must contact LifeSolutions as soon as possible, but not later than the next business day, to schedule an appointment.
5. Call LifeSolutions to notify LifeSolutions that a Mandatory Referral has been made, to give identifying student information, and provide background information to assist in the assessment process.

E. Drug/Alcohol Screening

1. Upon arrival at the testing site determined by UPMC, the student must sign a consent form authorizing the release of the test results to UPMC Employee Health, LifeSolutions, and the Director/Assistant Director/designee. The student must abide by all UPMC Employee

Health policies. Failure to give consent shall be considered an admission of guilt and will subject the student to termination. The Director/Assistant Director is to remain with the student to the conclusion of testing and make sure travel arrangements are made.

2. At the conclusion of the examination and testing, Director/Assistant Director or designee will do the following:
 - a. Provide the student with the telephone number for LifeSolutions and instruct the staff member that he/she must contact LifeSolutions as soon as possible but not later than the next business day, to schedule an appointment. LifeSolutions business hours are Monday through Friday 8:00a.m. to 5:00p.m.
 - b. The Director, Assistant Director, or designee will advise the student that he/she will not be permitted to attend class or clinical pending the results of the drug/alcohol screening, LifeSolutions assessment and pending investigation.
 - c. Transportation home must be arranged for the student by the faculty member or Director, Assistant Director or designee. Should the student refuse this recommendation, the Director, Assistant Director, or designee should document the conversation and notify the local police authorities immediately.
 - d. The Director, Assistant Director, or designee responsible to call LifeSolutions to notify them that a mandatory referral had been made, to give identifying student information, and provide background information to assist in the assessment process.
 - e. All documentation should be collected by the Director, Assistant Director, or designee. Documentation includes but is not limited to a Drug and Alcohol Referral Form, witness statements and/or student statements.

F. *LifeSolutions* Procedure

1. The LifeSolutions counselor will see the student within three working days from the date of the student's call for an initial assessment and will develop a treatment plan, which may include referral to the appropriate level of chemical dependency treatment and/or other appropriate treatment. A student given a mandatory referral to LifeSolutions (1-800-647-3327) who does not call for an appointment and/or, show up for an appointment and/or who does not follow LifeSolutions recommendations will be considered terminated from the program.

G. Test Results

1. All test results will be sent directly to UPMC Employee Health. The Medical Review Officer (MRO) should review positive tests. Test results are to be kept confidential except for their release to the Director/Assistant

Director/CNO Vice President of Academic Affairs and LifeSolutions by UPMC Employee Health-unless the student waives the right to confidentiality by filing an action against UPMC.

2. Depending on the results of the drug/alcohol screening and LifeSolutions evaluation, the student will be referred to the appropriate resources for chemical dependency treatment. Refusal to comply with the recommended treatment will result in termination from the program.
3. A final decision regarding continuation in the program should not be made until the test results have been received from the MRO and LifeSolutions recommendations have been reviewed. A decision is made in collaboration with the UPMC Schools of Nursing Executive Leadership Committee. During the investigation, the student will be suspended and the UPMC School of Nursing identification (ID) badge will be taken by designated school representative.
4. If the student's fitness for duty is no longer in question after the results of drug and alcohol testing have been reviewed, he or she shall be permitted to return to class and clinical.

VI. REFERENCES AND RELATED POLICIES:

UPMC Schools of Nursing Academic Integrity Policy
UPMC Schools of Nursing Non-Academic Guidance and Counseling Policy
UPMC Schools of Nursing Drug and Alcohol Abuse Prevention Policy
UPMC Schools of Nursing Drug Free Environment Policy
UPMC Fitness for Duty HS-HR0721



UPMC SCHOOLS OF NURSING POLICY AND PROCEDURE

SUBJECT: Student Health Program Policy
DATE: August 31, 2026

INDEX TITLE: Administration

I. POLICY:

The Student Health Program provides the opportunity to promote and maintain student health. The goals of the program are to promote the continued physical and emotional health of students and support the concept of the student accepting responsibility for maintenance of their own health.

II. PURPOSE:

Promote the maintenance of the student's physical and mental health to meet the demands of the nursing program.

III. SCOPE:

This policy applies to all students enrolled in the UPMC Schools of Nursing.

IV. GUIDELINES:

A. Health Insurance

All students are encouraged to carry health insurance.

B. Process

1. Any student needing immediate medical attention for illness should be seen by their primary healthcare provider, emergency room, or an urgent care facility.
 - The student is responsible for all charges incurred.
2. If a student, faculty, or staff member participating in a clinical or non-clinical experience within UPMC owned and operated domestic locations is exposed to potential infectious materials OR is injured during the clinical or non-clinical experience, they should immediately notify the instructor/faculty/leader that oversees their current clinical or non-clinical rotation.
 - a. The student, faculty, or staff member can gain consultation and direction by calling 1-833-280-8511.
 - b. The student, faculty, or staff member may be referred to seek immediate attention in the emergency room, urgent care, or other appropriate health care provider, if needed. UPMC will assist the student with initial evaluation and/or treatment.

- c. The costs of such initial treatment shall be paid by the School or UPMC. Any follow-up care, and associated cost, is the responsibility of the student or School.

C. Counseling

Students who are experiencing a personal problem such as depression, family issues, emotional difficulties, stress, grief, etc., may utilize *Life Solutions* at LifeSolutions@upmc.edu or 1-800-647-3327. Please refer to the Non-Academic Guidance and Counseling Program Policy.

D. Clinical Absences

Absences related to health issues are not excused. Students experiencing a severe or long term illness should make an appointment with the Director and/or Assistant Director.

V. PROCEDURE:

Students are to adhere to the following procedures. The School does not assume responsibility for the health and safety of students who fail to adhere to the procedures outlined below.

A. Health Alterations (Illness and Hospitalization)

1. Students are required to immediately report all health alterations that would prevent them from being able to perform the duties outlined in the position description to the Director and/or Assistant Director of the School of Nursing.
2. A student who had surgery for any reason, was hospitalized or experienced childbirth must submit a signed release from a licensed independent medical provider regardless of the time missed before returning to class and/or clinical.
3. The release form must specifically state that the student may participate in clinical experiences without restrictions.
4. Release forms are to be submitted upon return to school to the Director and/or Assistant Director.
5. Students who require an apparatus must speak the director before attending any clinical experience. The following apparatus are not permitted on clinical: cervical collar, splint, sling, any type of cast, or any type of apparatus that imposes an infection control risk. Students are not permitted to use any assistive device (crutches, cane, walker, etc.) while attending clinical.
6. EMS will be contacted for any students who are experiencing a significant health crisis while attending class or lab at the school of nursing. Students will be responsible for all costs incurred.

B. Communicable / Infectious Disease

1. Students are required to immediately report all diagnosed communicable or infectious diseases that would prevent them from being able to perform the duties outlined in the position description to the Director and/or Assistant Director of the School of Nursing.
2. Students will comply with UPMC policies related to communicable and infectious disease.

*On the campus of an affiliate clinical agency:

1. Students attending clinical at an affiliating agency and needing immediate medical attention due to illness or injury should follow the same procedure as an employee of that affiliating agency.
 - a. If no established procedure, please call 1-833-280-8511

VI. **REFERENCED AND RELATED POLICIES:**

UPMC Schools of Nursing Position Description - Student Nurse Policy

UPMC Schools of Nursing Non-Academic Guidance and Counseling Policy

UPMC Schools of Nursing Clinical Attendance Policy



UPMC SCHOOLS OF NURSING POLICY AND PROCEDURE

SUBJECT: Student Information Security
DATE: August 31, 2026

INDEX TITLE: Administrative

I. POLICY:

It is the policy of the UPMC Schools of Nursing (SON) to implement and maintain a comprehensive Information Security program that contains administrative, technical, and physical safeguards that are appropriate to the size and complexity of our institution.

II. PURPOSE:

The purpose of this policy is to address UPMC SON campus wide strategies and responsibilities for protecting the security, confidentiality and integrity of student information.

III. SCOPE:

This policy applies to each school within the UPMC SON.

IV. REFERENCES AND GUIDELINES:

The Safeguards Rule (16 CFR Part 314) requires financial institutions under the Federal Trade Commission jurisdiction to have measures in place to keep student financial information secure. In addition to developing safeguards, UPMC Schools of Nursing (UPMC SON) is responsible for taking steps to ensure that affiliates and service providers safeguard customer information in their care. The Gramm-Leach-Bliley Act (GLBA), requires the UPMC Schools of Nursing to develop, implement and maintain reasonable administrative, technical, and physical safeguards to protect the security, confidentiality, and integrity of student financial information. The UPMC Schools of Nursing maintain a Student Information System to house demographic, admission, financial, and educational student documentation.

The UPMC SON has developed, implemented, and maintains a comprehensive information security program consisting of eight fundamentals that address administrative, technical, and physical safeguards that are appropriate to the size and complexity of our school by:

- A. Appointing a qualified designee to facilitate, enforce and oversee the UPMC SON Student Information Security Program
- B. Assessing and identifying internal and external risks to the security, confidentiality and integrity of student financial information
- C. Designing and implementing safeguards to control risk
- D. Monitoring, testing and assessing the vulnerability of information systems
- E. Training and educating users on Student Information Security

- F. Overseeing service providers
- G. Establishing an incident response plan
- H. Reporting the Information Security Program outcomes to leadership

The UPMC SON appoints the Manager of Compliance and Reporting as the coordinator of the information security program. The Manager of Compliance and Reporting in conjunction with the UPMC SON Educational Technology Specialist will implement and maintain the security program for all UPMC SON campuses and complete an annual review to ensure effectiveness.

The UPMC SON Manager of Compliance and Reporting will oversee the Student Information System (SIS) Steering Committee which consists of key members from cross-functional departments to provide a diverse range of experience in the areas of auditing, compliance, controls, IT management, IT security and risk assessment. The SIS Steering Committee is responsible for identifying reasonably foreseeable internal and external risks to the security, confidentiality, and integrity of student financial information that could result in the unauthorized disclosure, misuse, alteration, destruction, or other compromise of such information.

The SIS Steering Committee will review the information security program on a quarterly basis to evaluate and, if necessary, adjust the UPMC SON Information Security program considering the results of the testing and monitoring outlined in final assessment, review and/or audit reports.

Reviewed/Revised: 07/02/2026
Effective Date: 08/31/2026



UPMC SCHOOLS OF NURSING POLICY AND PROCEDURE

SUBJECT: Student Pregnancy Policy

INDEX TITLE: Administrative

DATE: August 31, 2026

I. POLICY:

It is the policy of the UPMC Schools of Nursing be in accordance with the Title IX of the Education Amendments of 1972 as related to student pregnancy.

II. PURPOSE:

To provide the process/procedures as related to students who are pregnant or become pregnant.

III. SCOPE:

This policy applies to all students in the UPMC Schools of Nursing.

IV. PROCEDURE:

In accordance with Title IX of the Education Amendments of 1972, absences due to pregnancy or related conditions, including recovery from childbirth, shall be excused for as long as the absences are determined to be medically necessary.

Upon return, students will be reinstated to the status they held prior to when the leave began. The school may also offer the student alternatives to making up missed work, such as but not limited to, retaking a semester, making up missed assignments, or allowing the student additional time in a program to continue at the same pace and finish.

A. Pregnancy and Childbirth

The choice of whether or not to declare a pregnancy is completely voluntary. No student is required to declare her pregnancy. A student who is pregnant or becomes pregnant while enrolled in a nursing program is strongly encouraged to notify her program Director and/or Assistant Director of the pregnancy or suspected pregnancy.

We strongly encourage any pregnant student to meet with her physician, as well, to discuss the program expectations and potential risks to her and her unborn child.

Unless the student discloses the pregnancy, it is assumed the student is aware of the potential risks to her and her fetus while pursuing a Nursing degree. Areas of special concern include, but are not limited to, the effects of strenuous activity, exposure to infectious/communicable diseases, noxious fumes such as nitrous oxide, radiation and other toxic substances, blood borne pathogens, antineoplastic agents, and other risks unique to the student's specific program.

A student who declares her pregnancy will be advised of her options for continuation in the program by the program Director and/or Assistant Director. These options include:

1. Continue with all courses until the pregnancy ends.
2. Continue with all courses and take a medical leave at the end of the pregnancy.
3. Take a medical leave from the program immediately with the intention to re-enter/reenroll after the pregnancy ends.
4. Withdraw from nursing courses (where applicable), while completing non-nursing courses for the semester (if possible).

If a student chooses to continue in the program, the student is expected to fully participate in class and clinical; and abide by all the school of nursing policies.

B. Returning after Pregnancy

1. Prior to re-enrolling in any nursing course, the student must have medical clearance from a health care provider stating that the student is cleared to participate in clinical experiences with no restrictions.
2. If a student had taken a medical leave, they will follow the Readmission, Reentry, and Internal Transfer policy.

V. REFERENCED AND RELATED POLICIES:

Title IX of the Education Amendments of 1972

UPMC Schools of Nursing Student Health Program Policy

UPMC Schools of Nursing Readmission, Reentry, and Internal Transfer Policy

UPMC Schools of Nursing Disability Educational Accommodations Policy

Reviewed/Revised: 05/20/2026

Effective Date: 08/31/2026



**UPMC SCHOOLS OF NURSING
POLICY AND PROCEDURE**

SUBJECT: Transcript Policy
DATE: August 31, 2026

INDEX TITLE: Administration

I. POLICY:

To release transcripts upon electronic request after the student/graduate/former student has made a request.

II. PURPOSE:

To provide instruction on transcript requests.

III. PROCEDURE:

The following will apply to transcript requests and releases:

- A. The request for issuance of a transcript must be submitted electronically by the student. Individuals must visit the Parchment website at <http://www.parchment.com/> and follow the prompts on the website.
- B. UPMC Schools of Nursing do not issue, return or copy transcripts of other institutions on file in the student's records.

Reviewed/Revised: 05/20/2026
Effective Date: 08/31/2026



UPMC SCHOOLS OF NURSING POLICY AND PROCEDURE

SUBJECT: Vaccination Policy
DATE: August 31, 2026

INDEX TITLE: Administration

I. POLICY:

It is the policy of the UPMC Schools of Nursing that all students and prospective students be aware of the current vaccination requirements.

II. PURPOSE:

In order to maintain public health and safety, it is important that students and prospective students are aware of vaccination requirements.

III. SCOPE:

This policy applies to all schools within the UPMC Schools of Nursing.

IV. PROCEDURE:

This policy is available to prospective students on the UPMC web site. Students receive a copy of this policy when they have paid for the health screening process. A copy of this policy is also included in the Student Handbook.

V. DOCUMENTATION OF IMMUNE STATUS:

Through the pre-entrance health assessment conducted by UPMC Employee Health, students are responsible for supplying proof of vaccination for Measles, Mumps, Rubella, and Varicella at the time of their Health Screening Assessment through Employee Health. If they do not provide proof of vaccination, a titer will be drawn. Students are responsible for attesting to having received the Hepatitis B vaccine series, if they do not attest or provide proof of vaccination, a Hepatitis B titer will be drawn during their Health Screening Assessment through Employee Health.

In the absence of a vaccination history, the T-dap vaccine must be up-to-date or have an exemption. The Hepatitis B series is encouraged prior to starting the program. It is strongly advised to complete the vaccination process per UPMC Employee Health instructions.

All vaccination documentation is maintained by UPMC Employee Health. The Director and/or Assistant Director is notified by UPMC Employee Health when the applicant has been medically cleared to begin school. Failure to successfully complete all health assessment requirements will result in an automatic revocation of admission. Exemption of vaccination due to medical or religious reasons are maintained through UPMC Employee Health.

All enrolled students must comply with the vaccination standards in place at UPMC. Additional documentation regarding the Influenza vaccine will be requested on an as needed basis.

VI. REFERENCE:

UPMC Schools of Nursing RN Admissions Policy

UPMC Schools of Nursing Advanced Track Admissions Policy

Reviewed/Revised: 05/20/2026

Effective Date: 08/31/2026

Curriculum



UPMC SCHOOLS OF NURSING POLICY AND PROCEDURE

SUBJECT: ATI Testing and Remediation
DATE: August 31, 2026

INDEX TITLE: Curriculum

I. POLICY:

It is the policy and purpose of UPMC Schools of Nursing to provide a comprehensive assessment driven review program designed to enhance student NCLEX-RN success.

II. SCOPE:

This policy applies to all students within the UPMC Schools of Nursing.

III. ATI REVIEW PROGRAM DETAILS:

What is ATI?

- A. Assessment Technologies Institute® (ATI) offers an assessment driven review program designed to enhance student NCLEX-RN success.
- B. The comprehensive program offers multiple assessment and remediation activities. These include assessment indicator for academic success, critical thinking, and learning styles, on-line 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 to prepare more efficiently, as well as increase confidence and familiarity with nursing content.
- C. Data from student testing and remediation can be used for program's quality improvement and outcome evaluation.
- D. ATI information and orientation resources can be accessed from your student home page. It is highly recommended that you spend time navigating through these orientation materials.

Modular Study:

ATI provides online review modules that include written and video materials in all content areas. Students are encouraged to use these modules to supplement course work and instructors may assign these during the course and/or as part of active learning/remediation following assessments.

Tutorials:

ATI offers unique tutorials that teach nursing students how to think like a nurse; how to perform a nursing assessment, prepare for NCLEX and how to make sound clinical decisions.

- A. **Nurse Logic** is an excellent way to learn the basics of how nurses think and make decisions.
- B. **Nurse Achieve** is a comprehensive NCLEX program designed to help nursing students prepare for their licensing exams. The program provides a range of resources, including practice questions, rationales, and a question bank.

- C. Learning System** offers practice tests in specific nursing content areas that allow students to apply valuable learning tools from Nurse Logic. Features are embedded in the Tutorials that help students gain an understanding of the content, such as a Hint Button, a Talking Glossary, and a Critical Thinking Guide.

Assessments:

Standardized Assessments will help the student to identify what they know as well as areas requiring active learning/remediation. There are practice assessments available to the student and standardized proctored assessments that may be scheduled during courses.

Remediation:

Remediation is a process of reviewing content in an area that was not learned or not fully understood as demonstrated on an assessment. It is intended to help the student review important information to be successful in courses and on the NCLEX. The student's individual performance profile will contain a listing of the topics to review. The student can remediate, using the Focused Review which contains links to ATI books and media clips. Students are strongly encouraged to utilize all resources available to them when completing remediation.

IV. PROCEDURE:

Grading Proctored Assessments

An example scoring rubric is listed in **Attachment B**

Practice Assessments

Practice assessments are highly recommended in each nursing course for preparation for the ATI Proctored Concept Based Assessments. Students are strongly encouraged to utilize the ATI Resources, Pearson textbook or other credible references when taking the Practice Assessments to answer areas of unknown content.

Proctored Assessments

When proctored assessments are utilized in a nursing course a total of ten (10) points can be obtained as part of the overall course grade. A schedule of assessments is listed in Attachment A.

The following procedure will be utilized for grading:

- A. The student will take the Standardized Proctored Assessments as scheduled in the course as part of the clinical hours. The student will earn points from the proctored assessment based on the level the student achieves on the exam:
 1. Level 3 - 10 points
 2. Level 2 - 10 points
 3. Level 1 - 3 Points
 4. Below Level 1 – 0 points
- B. All Students who receive a level 3 or level 2 will not be required to complete remediation.
- C. All students who achieve Level 1 or below Level 1 are required to complete the individualized remediation plan for the proctored assessment by the date specified per

course syllabus. Students can obtain four (4) points ONLY if remediation is completed in its entirety per remediation process. No partial credit will be awarded.

- D. For N360 NCLEX Preparation, please refer to course syllabus and ATI specific scoring rubric for point distribution.
- E. Students absent for the proctored assessment must contact the course chairperson to reschedule within 24 hours. The assessment must be completed within one week of the originally scheduled date.
- F. Completion of the proctored assessment(s) is a mandatory requirement. Failure to complete the proctored assessments will result in a course failure.

Remediation Process

- A. After student completion of each proctored assessment, a focused review will be created at www.atitesting.com.
- B. Focused review includes a review of all missed topics with ATI references only.
- C. Students review each missed item from the “Assessment Report Topics to Review” by following the links provided to the ATI Review Modules and books with online videos, animations, graphics, and tutorials. Students may use additional references such as course textbooks, course documents, and class notes.
- D. Students will utilize the Individualized Performance in Major Concept Areas section to build remediation as follows:
 - 1. For any concept area with a score less than or equal to 65%, the students will complete 3 key points for all items missed.
 - a. 3 key points must directly address the item(s) missed.
 - b. The 3 key points document is to be in order of the individualized assessment report and submitted into CANVAS per course instruction.
 - c. The student_individualized assessment report must be submitted with the remediation assignment.
 - d. Students must cite the references utilized for the item(s) missed and/or each key point. If utilizing a website, a working link must be provided.
 - e. Remediation can only be submitted as Word Document or PDF
 - 2. Per Academic Integrity Policy, if references are not provided, all remediation points are forfeited.

Additional ATI Resources

Faculty reserve the right to assign additional assignments from the ATI materials throughout the program that students are expected to complete.

V. REFERENCED AND RELATED POLICIES:

Examination Policy

Reviewed/Revised: 02/04/2026

Originated: 03/29/2016

Effective Date: 08/31/2026

Attachment A
Schedule of Assessments

Course	Proctored Assessment
Nursing 110	RN Concept-Based Proctored Assessment Level 1 Dosage Calculation: Fundamentals and Medical Surgical —
Nursing 201	RN Concept-Based Proctored Assessment Level 2 Dosage Calculation: Critical Care
Nursing 301	RN Concept-Based Proctored Assessment Level 3 Dosage Calculation: Pediatric and Maternal/Newborn
Nursing 320	
Nursing 340	RN Concept-Based Proctored Assessment Level 4
Nursing 360	RN Comprehensive Predictor

Attachment B

Example Course Schedule / Scoring Rubric for ATI (to be posted for the students)

Student Name: _____

Course: _____

Assessment	Due Date	Possible Points & Criteria	Points Earned
Complete Proctored Assessment	(By date to be determined)	Level 3 = 10 points Level 2 = 10 points Level 1 = 3 points Below Level 1 = 0 points	
Complete Remediation from Proctored Assessment <i>(NOTE: No Remediation is necessary for students achieving Level 2 or Level 3)</i>	(By date specified in syllabus)	Remediation for Level 1 and Below Level 1 4 points Remediation is to be completed for any concept area with a score less than or equal to 65%, the students will complete a 3 Key Points Word Document for all questions missed. (Including required reference citations)	
		Total Possible points = 10	Student Grade



UPMC SCHOOLS OF NURSING POLICY AND PROCEDURE

SUBJECT: Clinical Evaluation Policy
DATE: August 31, 2026

INDEX TITLE: Curriculum

I. POLICY:

It is the policy of the UPMC Schools of Nursing that formative, and summative evaluations are utilized throughout the program to assess students' clinical performance.

The student must successfully complete the clinical component of the course in order to successfully pass the course. Not meeting all the clinical requirements will result in failure of the nursing course.

II. PURPOSE:

The purpose of this policy is to keep students apprised of performance progress and assist students to set ongoing goals for improvement and successful completion of the clinical objectives.

III. SCOPE:

This policy applies to all students in the UPMC Schools of Nursing.

IV. PROCEDURES:

In order to successfully pass the clinical component of the nursing course the student must:

- Achieve a rating of Accomplished in all clinical objectives at the end of the course.
- Successfully pass the Dosage Calculation Examination.
- Successfully complete the Self-Evaluation/ Reflection assignments.
- Meet the clinical attendance requirements as outlined by the Clinical Attendance Policy.
- Complete any additional clinical assignments/requirements as outlined in the syllabi for the nursing course.

A. Clinical objectives and Accomplished Behaviors

1. Clinical Objectives are goals that the student must achieve by the end of the course. Each course has defined "Accomplished" clinical behaviors that demonstrate a student has successfully met the clinical objective.
2. Student must receive a rating of "Accomplished" in each clinical behavior on the Summative Evaluation in order to successfully pass the course.

B. Clinical Ratings

1. The following clinical ratings are utilized:
 - a) **Exemplary** - Exceeds the clinical objective expected level of achievement independently with no faculty guidance.
 - b) **Accomplished** - Consistently meets the clinical objective expected level of achievement with minimal guidance of clinical faculty.
 - c) **Developing** - Inconsistent in meeting the clinical objective expected level of achievement unless moderate guidance from the clinical faculty is provided.
 - d) **Beginning** - Does not meet the expected level of achievement despite maximum guidance or meets the clinical objective expected level of achievement with maximum guidance from the clinical faculty.

C. Feedback and Evaluation Methods

1. Students are kept informed of their clinical progress through the following:
 - a) **Weekly Clinical Feedback Tool**
 - i. Students receive feedback as to their overall progression in meeting the course objectives on a weekly basis. This tool is used on non-Formative Evaluation weeks.
 - ii. If a student has a safety or professional issue a remediation plan is developed.
 - iii. Students receive and are required to sign the weekly clinical feedback tool electronically within 48 hours of receiving. Signature is acknowledgement of the evaluation.
 - b) **Formative Evaluations**
 - i. Students receive a formative evaluation on Weeks 4, 8, and 12 for N110, 201 and 301; on Week 4 for N320 and N340.
 - ii. On the formative evaluation students receive a rating of Exemplary, Accomplished, Developing, or Beginning for each clinical objective. The rating is based on the student's achievement of the defined accomplished behaviors for the nursing course.
 - iii. Faculty provide feedback as to the students' progress with each clinical objective.
 - iv. If a student receives a rating of Developing or Beginning detailed feedback and a plan for improvement is created within the clinical evaluation.
 - v. A meeting is required to review the student's progress on all formative evaluation weeks.
 - vi. Students receive and are required to sign the Formative Evaluation electronically within 48 hours of receiving. Signature is acknowledgement of the evaluation, and not necessarily agreement with the overall ratings.

c) Summative Evaluation

- i. Summative evaluation occurs at the end of the nursing course after all clinical experiences have been completed.
- ii. On the Summative Evaluation the student receives a rating of Exemplary, Accomplished, Developing, or Beginning for each clinical objective. The rating is based on the student's achievement of the defined accomplished behaviors for the nursing course.
- iii. The rating on the Summative Evaluation is the FINAL rating for the nursing course. A FINAL rating of "Accomplished" in each clinical objective is required to pass the course.
- iv. If a student receives a FINAL rating of "Developing" or "Beginning" in an individual objective, they will fail the clinical portion of the course and thereby receive a final grade of "F" in the nursing course.
- v. A meeting is required to review the student's final clinical performance in each course.
- vi. Students receive and are required to sign the Summative Evaluation electronically immediately upon receiving. Signature is acknowledgement of the evaluation, and not necessarily agreement with the overall ratings.

D. Self-Evaluations/ Reflection

1. Students will be expected to complete a self-evaluation/reflection at the time of the Mid-term Formative and Summative Clinical Evaluation meetings.
2. These will be reviewed for thorough completion of all questions by clinical faculty.
3. Students not completing all aspects of the self-evaluation/reflection in its entirety by the scheduled due date and time will receive a rating of "Beginning" on their Formative Evaluation under Professionalism.

E. Dosage Calculation

1. Students in Nursing 110, 201 and 301 will be required to achieve a score of 80% or greater on the assigned Proctored ATI Dosage Calculation Assessments. Students not achieving the required score will fail the clinical portion of the course. Students will have two attempts to pass the proctored assessments.
2. Students who are unsuccessful on the first attempt are strongly encouraged to complete remediation prior to taking the second exam.
3. If a student fails, does not show for, or misses the second attempt of the dosage calculation exam, they will fail the clinical portion of the course and thereby receive a final grade of "F" in the nursing course.

F. Clinical Attendance

1. Students are required to meet the standards set forth by the clinical attendance policy.
2. If a student fails to meet the attendance requirements, they will fail the clinical portion of the course and thereby receive a final grade of “F” in the nursing course.

G. Additional Clinical Requirements

1. Nursing Courses may have additional assignments that the students must complete to successfully pass clinical. The directions and requirements for these assignments will be communicated by the respective course faculty or chairperson.

V. REFERENCED AND RELATED POLICIES:

UPMC Schools of Nursing Student Education Record Retention, Management and Retirement Policy
UPMC Schools of Nursing Satisfactory Academic Progress (SAP)
Student Graduation Requirements Policy
UPMC Schools of Nursing Code of Conduct Policy
UPMC Schools of Nursing Clinical Attendance Policy
UPMC Schools of Nursing ATI Testing and Remediation Policy

Reviewed/Revised: 02/04/2026
Effective Date: 08/31/2026



**UPMC SCHOOLS OF NURSING
POLICY AND PROCEDURE**

SUBJECT: Examination Policy
DATE: August 31, 2026

INDEX TITLE: Curriculum

I. POLICY:

It is the policy of the UPMC Schools of Nursing to define the examination process administered in each course.

II. PURPOSE:

The purpose of this policy is to inform students of expectations related to examinations administered in each course and the required technology (see attachments).

III. SCOPE:

This policy applies to all students in the UPMC Schools of Nursing.

IV. PROCEDURES:

- A. Students will be required to show their school issued photo ID badge or a government issued form of ID before they may sit for an exam. Lack of proper identification will preclude the student from sitting for the examination. The student will need to reschedule the examination at the discretion of the instructor and take a 7% reduction from the total point value of the examination.
- B. In the event a student misses an examination (unit or midterm), the student must notify the course chairperson within 24 hours of the originally scheduled start time of the examination to arrange the make-up examination. If a student fails to notify the course chairperson within that 24 hours, the student forfeits the ability to complete a make-up examination and will receive a grade of "0" for that examination.
- C. Students who cannot take the final examination due to extenuating circumstances must notify the course chair prior to the scheduled examination or receive a grade of "0" for the examination.
- D. All students must be prepared to take the examination upon the day of return to the school at a time determined by the course chairperson or the recorded examination grade will be a "0". Students will take the make-up examination no later than 3 business days (full time) or 7 days (part time) from the originally scheduled date of the examination.
- E. Faculty reserve the right to administer an alternative examination.

- F. There will be a 7% reduction from the total point value of the examination for absence of scheduled examinations. Should a student be absent for the scheduled make-up examination, the student will receive a “0” for that examination.
- G. Students are not permitted to take examinations prior to the scheduled test date.
- H. Students are expected to complete the test within the allotted timeframe. Should a student begin an examination and not be able to complete the examination, due to illness, the student will need to arrange for a make-up examination and will also receive a 7% reduction from the total point value of the examination. An alternative examination will be given.
- I. Students are expected to arrive on time and have the exam downloaded prior to the scheduled start time.
 - 1. Students who are on-time but do not have the exam downloaded once the exam begins, may be assigned to the alternative testing room.
 - 2. A student arriving late for a scheduled examination may be assigned to an alternative room. Late is defined as up to 15 minutes after the scheduled start time of the examination.
 - a. If the student arrives late the student will be permitted to take the examination in the remaining scheduled testing time with no penalty.
- J. If the student arrives later than 15 minutes after the scheduled start of the examination, the student will be required to take a make-up exam with a 7% reduction from the total point value of the examination.
- K. In the event a student has received a subpoena to appear in court, has an approved bereavement day, is selected for jury duty, or has required military service, the student will need to meet with the Director to discuss the individual situation. The student must be able to provide a copy of the subpoena, court documents or military orders. There will be no reduction in the make-up examination grade.
- L. Test review will occur after all students have taken the examination. If the student requires further remediation, they should make an appointment to meet with the course faculty or an academic support team member before the next scheduled course examination.
- M. In courses that have a cumulative final, a one-time final test preparation review must be offered. The course chairperson will determine the methodology, date and time of the review.

- N. Testing via an electronic platform: Answers uploaded to the electronic answer file will be considered the selected/final answer (See Attachment A: Exam Soft Student Exam Day Guidelines.)
- O. Students must conform to the technology required for exams administered via electronic platform. Students are responsible to download all upgrades to Exam Soft. (See Attachment B: Technology Requirements). Students must have a functional computer the day of the exam. Students must notify the course chairperson prior to the exam if there are technology issues.
- P. Paper exams can only be given if there are technology issues during the exam. The student can only be provided a paper exam once per course.
- Q. Course faculty reserve the right to ask students to remove any personal items that may compromise the integrity of the examination.
- R. Students are to adhere to the Student Code of Conduct for Exams (Attachment C: Exam Code of Conduct Honor Code) for all proctored exams and exam reviews.

V. **REFERENCED AND RELATED POLICIES:**

UPMC Schools of Nursing Bereavement Policy

UPMC Schools of Nursing Information Technology Resources: Acceptable Use Policy

UPMC Schools of Nursing Academic Integrity Policy

Reviewed/Revised: 03/04/2026
Originated Date: 01/05/2015
Effective Date: 08/31/2026

Attachment A: Examination Policy – Exam Soft/Student Exam Day Guidelines **UPMC Schools of Nursing**

Prior to the exam

1. The exam will be available for you 24-hours prior to the scheduled exam date and time.
2. You **MUST** download the exam within this 24-hour window.
3. It is **HIGHLY RECOMMENDED** that you download the Exam the day before in case there are technological issues with your computer.
4. Make-sure you know how to disable your antivirus software. If you are unsure how to do this, please refer to your antivirus manufacturer or call Exam Soft Support.
5. Exam Soft Support #: Toll-Free 866.429.8889

Exam Day

1. **Power your computer up upon arrival. It is recommended that you arrive 15 minutes prior to the start of the exam.**
2. Students will be expected to provide an electronic device which is adequately charged for the duration of the exam. Students may plug in their devices if necessary for the duration of the exam, but the school cannot guarantee sufficient access to outlets in the testing room. The school of nursing is not responsible for loss of power to an individual computer during an exam.
3. Students are also responsible for disabling any antivirus software that may impact on the functionality of Examplify during an exam.
4. Make sure your date and time are correct on your computer.
5. Launch Examplify and Open the exam. Wait for further directions.
6. **It is expected that Steps 1-5 be completed prior to the scheduled start of the exam. No additional time for testing will be provided for students who have not completed this process.**
7. **You are expected to have the exam downloaded prior to the testing time. No additional time for testing will be provided for students who have not completed this process.**
8. If you arrive later than 15 minutes after the scheduled test times all downloads will be removed, and you will need to complete a make-up exam.

Taking the Exam

1. When directed, enter the exam code and click Start Exam.
2. Stop at the yellow screen. **DO NOT** proceed until the proctor says so.
3. After you have finished your exam, you will receive a Green Screen stating your exam has been uploaded. Raise your hand for a proctor to acknowledge verification of your upload. **DO NOT** close Examplify until a proctor has verified your upload.
4. Any exam uploaded once the student has left the testing room will be subject to review and will be considered a violation of the Academic Integrity Policy.
5. If you are experiencing technical difficulties at any time, raise your hand and a proctor will come to you.
6. Sharing of any part of the electronic exam including but not limited to questions, passwords, images; will be considered a violation of the Academic Integrity Policy.

Attachment B: Technology Requirements UPMC Schools of Nursing

The UPMC Schools of Nursing conduct all testing in an electronic format. Therefore, all students are required to have a functional computer throughout the program. An iPad or Microsoft Surface may also be utilized. No other tablet can be utilized as it is not compatible with the requirements below.

The computer must meet the following requirements:

Examplify can be used on virtually any modern computer (i.e. purchased within the last 3-4 years). At this time, we only support Mac, Windows, Microsoft Surface and iPad operating systems. Examplify will not run on Chrome, Android, or Linux operating systems.

Examplify: Minimum Systems Requirements

<https://examsoft.com/resources/examplify-minimum-system-requirements#:~:text=For%20Windows%3A%201%20Examplify%20version%202.4%20or%20greater.,mics%29%206%20Internet%3A%202.5%20Mbps%20upload%20speed.%2020>

**Attachment C: Exam Code of Conduct Honor Code
UPMC Schools of Nursing**

For this exam, I make the following truthful statements:

- I have not received, I have not given, nor will I give or receive, any assistance to another student taking this exam, including discussing the exam with students in another section of the course. I will not replicate the exam in any way.
- I will not use any communication devices (i.e., phones, smart watches) to assist me on an exam.
- I will not remove the exam or any exam material from this room, either on test day or the day it is reviewed in class. I acknowledge that this exam belongs to the UPMC School of Nursing.
- I understand that acts of academic dishonesty may be penalized to the full extent allowed by the UPMC SON Academic Integrity Policy, including receiving a failing grade for the course. I recognize that I am responsible for understanding the provisions of the UPMC SON Academic Integrity Policy.

Testing Rules

- Your belongings are to be placed in the designated area prior to sitting for the exam.
- Nothing is to be at your seat except your ID, scratch paper and writing utensil. This includes drinks.
- You are not to have any hats/hoods, scarves, or coats/ jackets on while taking the exam.
- You must exit the testing room quietly after you have completed your exam.
- You can gather your belongings quietly; students are to remain quiet outside the testing area.
- You are not permitted to re-enter the room until all students have completed the exam, and the proctor opens the doors.
- No communication devices – phones, watches, etc.

Violation of any of the above will result in forfeiture of the exam and a grade of 0 (zero).

UPMC Jameson at UPMC Hamot, UPMC Mercy, UPMC Mercy at UPMC Altoona, UPMC Shadyside, UPMC Shadyside at UPMC Harrisburg, UPMC St. Margaret, and UPMC Washington

Sample Curriculum – Full Time (16 Months)

Semester I - 16 Weeks (all courses occurring concurrently)

Course Number	Course Title	Weeks	Credits	Theory Hours	Science Lab Hours	SON Clinical/ Lab Hours	Total Credits Per Term
N 110	Professional and Foundational Concepts of Nursing	16	12 (7 Theory/5 Clinical)	105		225	16
	Anatomy and Physiology I *	16	4 (3 Theory/1 Lab)	45	30		

Semester II – 16 Weeks (all courses occurring concurrently)

Course Number	Course Title	Weeks	Credits	Theory Hours	Science Lab Hours	SON Clinical/ Lab Hours	Total Credits Per Term
N 201	Physiological Concepts of Nursing	16	10 (5 Theory/ 5 Clinical)	75		225	17
	Anatomy and Physiology II*	16	4 (3 Theory/1 Lab)	45	30		
	Growth and Development*	16	3 (3 Theory)	45			

Semester III – 16 Weeks (all courses occurring concurrently)

Course Number	Course Title	Weeks	Credits	Theory Hours	Science Lab Hours	SON Clinical / Lab Hours	Total Credits Per Term
N 301	Complex Individual and Family Nursing Concepts	16	11 (6 Theory/5 Clinical)	90		225	18
	Microbiology*	16	4 (3 Theory; 1 Lab)	45	30		
	College Writing*	16	3 (3 Theory)	45			

Semester IV – Two Consecutive 8-week Sessions (must pass first 8 weeks to move into second)

Session	Course Number	Course Title	Weeks	Credits	Theory Hours	Science Lab Hours	SON Clinical/ Lab Hours	Total Credits Per Term
First 8 weeks		Biomedical Ethics*	16	3 (3 Theory)	45			
	N320	Advanced Nursing Concepts	8	7.5 (5 Theory; 2.5 Clinical)	75		112.5	
Second 8 weeks	N 340	Transition Into Nursing Practice	8	5.5 (1.5 Theory; 4 Clinical)	22.5		180	18
	N 360	NLCEx Prep Course	8	2 (2 Theory)	30			

**** These courses are delivered through our partnering universities for the following UPMC Schools of Nursing: Chatham University for UPMC Shadyside and UPMC St. Margaret. Carlow University for UPMC Mercy. Gannon University for UPMC Jameson at UPMC Hamot. Harrisburg University for UPMC Shadyside at UPMC Harrisburg.***

***** Per the Commonwealth of Pennsylvania Department of Education, a credit hour is a unit of measure, not necessarily an indicator of transferability of credit. The receiving institution decides whether to accept credits for transfer.***

******Classes are scheduled up to five days per week and daylight hours.***

CREDIT CALCULATIONS

1 Theory Credit = 15 Contact Hours

Total Weeks: 64 (4 Semesters)

1 Clinical Credit = 45 Contact Hours

Total Credits: 69 (48 Nursing/21 Support Courses)

1 Science Lab Credit = 30 Contact Hours

Total Hours: 1725 (Theory: 667.5; Lab: 90; Clinical: 967.5)

Sample Curriculum – Part Time (32 Months)

Semester I – 16 Weeks (all courses occurring concurrently)

Course Number	Course Title	Weeks	Credits	Theory Hours	Science Lab Hours	SON Clinical/ Lab Hours	Total Credits Per Term
	College Writing	16	3 (3 Theory)	45			8.8
N 110A	Professional and Foundational Concepts	16	5.8 (3.3 Theory/2.5 Clinical)	50		112.5	

Semester II – 16 Weeks (all courses occurring concurrently)

Course Number	Course Title	Weeks	Credits	Theory Hours	Lab Hours	SON Clinical/ Lab Hours	Total Credits Per Term
N 110B	Professional and Foundational Concepts of Nursing II	16	6.2 (3.7 Theory/2.5 Clinical)	30		112.5	10.2
	Anatomy and Physiology I *	16	4 (3 Theory; 1 Lab)	45	30		

Semester III – 16 Weeks (all courses occurring concurrently)

Course Number	Course Title	Weeks	Credits	Theory Hours	Lab Hours	SON Clinical/ Lab Hours	Total Credits Per Term
N 201A	Physiological Concepts of Nursing I	16	4.8 (2.3 Theory/2.5 Clinical)	35		112.5	8.8
	Anatomy and Physiology II *	16	4 (3 Theory; 1 Lab)	45	30		

Semester IV – 16 Weeks (all courses occurring concurrently)

Course Number	Course Title	Weeks	Credits	Theory Hours	Lab Hours	SON Clinical/ Lab Hours	Total Credits Per Term
N 201B	Physiological Concepts of Nursing II	16	5.2 (2.7 Theory/2.5 Clinical)	40		112.5	8.2
	Growth and Development *	16	3 (3 Theory)	45			

Semester V – 16 Weeks (all courses occurring concurrently)

Course Number	Course Title	Weeks	Credits	Theory Hours	Lab Hours	SON Clinical/ Lab Hours	Total Credits Per Term
N 301A	Complex and Individual and Family Nursing Concepts I	16	5.5 (3 Theory/2.5 Clinical)	45		112.5	9.5
	Microbiology *	16	4 (3 Theory/1 Lab)	45	30		

Semester VI – 16 Weeks (all courses occurring concurrently)

Course Number	Course Title	Weeks	Credits	Theory Hours	Science Lab Hours	SON Clinical/Lab Hours	Total Credits Per Term
N 301B	Complex Individual and Family Nursing Concepts II	16	5.5 (3 Theory/2.5 Clinical)	45		112.5	8.5
	Biomedical Ethics *	16	3 (Theory)	45			

Semester VII – 16 Weeks (all courses occurring concurrently)

Course Number	Course Title	Weeks	Credits	Theory Hours	Science Lab Hours	SON Clinical/Lab Hours	Total Credits Per Term
N 320	Advanced Nursing Concepts	16	7.5 (3 Theory/2.5 Clinical)	75		112.5	7.5

Semester VIII – 16 Weeks (all courses occurring concurrently)

Course Number	Course Title	Weeks	Credits	Theory Hours	Science Lab Hours	SON Clinical/Lab Hours	Total Credits Per Term
N 340	Transition into Nursing Practice	16	5.5 (1.5 Theory/4 Clinical)	22.5		180	7.5
N 360	NCLEX Prep Course	16	2 (2 Theory)	30			

*These courses are delivered through Chatham University for students at UPMC Shadyside School of Nursing

** Per the Commonwealth of Pennsylvania Department of Education, a credit hour is a unit of measure, not necessarily an indicator of transferability of credit. The receiving institution decides whether to accept credits for transfer.

CREDIT CALCULATIONS

1 Theory Credit = 15 Contact Hours

Total Weeks: 128 (8 Semesters)

1 Clinical Credit = 45 Contact Hours

Total Credits: 69 (48 Nursing/21 Support Courses)

1 Science Lab Credit = 30 Contact Hours (as per Chatham University) Total Hours: 1725 (Theory: 667.5; Lab: 90; Clinical: 967.5)

**UPMC Schools of Nursing
Curriculum Plan
24-month Extended Program Option**

Semester I Fall – 16 weeks (All courses Occurring Concurrently)							
Course Number	Course Title	Weeks	Credits	Theory Hours	Science Lab hours	Clinical Hours	Total Credits Per Term
	Anatomy and Physiology I*	16	4 (3 Theory/ 1 Lab)	45 Theory	30 Lab		7
	Growth and Development*	16	3 (3 Theory)	45 Theory			
	Freshman Seminar I	16	0	15			
Semester II Spring – 16 weeks (All courses Occurring Concurrently)							
Course Number	Course Title	Weeks	Credits	Theory Hours	Science Lab hours	Clinical Hours	Total Credits Per Term
	Anatomy and Physiology II*	16	4 (3 Theory/ 1 Lab)	45 Theory	30 Lab		10
	College Writing*	16	3 (3 Theory)	45 Theory			
	Biomedical Ethics*	16	3 (3 Theory)	45 Theory			
	Freshman Seminar II	16	0	15			
Semester III Summer – 16 weeks (All courses Occurring Concurrently)							
Course Number	Course Title	Weeks	Credits	Theory Hours	Science Lab hours	Clinical Hours	Total Credits Per Term
N110	Professional and Foundational Concepts of Nursing	16	12 (7 Theory/ 5 Clinical)	105 Theory		225 Clinical/ Lab	16

**UPMC Schools of Nursing
Curriculum Plan
24-month Extended Program Option**

Semester IV Fall -16 Weeks							
Course Number	Course Title	Weeks	Credits	Theory Hours	Science Lab hours	Clinical Hours	Total Credits Per Term
N201	Physiological Concepts of Nursing	16	10 (5 Theory / 5 Clinical)	75 Theory		225 Clinical	10
Semester V Spring – 16 weeks (All courses Occurring Concurrently)							
Course Number	Course Title	Weeks	Credits	Theory Hours	Science Lab hours	Clinical Hours	Total Credits Per Term
N301	Complex Individual and Family Nursing Concepts	16	11 (6 Theory / 5 Clinical)	90 Theory		225 hours	15
	Microbiology*	16	4 (3 Theory / 1 Lab)	45 Theory	30 Lab		
Semester VI -Summer (Two consecutive 8-week sessions. Successfully completing the first 8 weeks is required to progress to the 2 nd 8 weeks)							
1 st 8 Weeks							
Course Number	Course Title	Weeks	Credits	Theory Hours	Lab hours	Clinical Hours	Total Hours Per Week Total Credits Per Term
N320	Advanced Nursing Concepts	8	7.5 (5 Credits Theory / 2.5 Clinical)	75 Theory		112.5 Clinical	15
2 nd 8 Weeks							
Course Number	Course Title	Weeks	Credits	Theory Hours	Lab hours	Clinical Hours	
N340	Transition Into Nursing Practice	8	5.5 (1.5 Theory / 4 Clinical)	22.5 Theory		180 hours	
N360	NCLEX Prep Course	8	2 (2 Theory)	30 Theory			

*These courses are delivered through Carlow University

**UPMC Schools of Nursing
Curriculum Plan
24-month Extended Program Option**

****Per the Commonwealth of Pennsylvania Department of Education, a credit hour is a unit of measure, not necessarily an indicator of transferability of credit. The receiving institution decides whether to accept credits for transfer.**

Please note this is a blocked curriculum plan. Students are enrolled by the registrar office per the blocked schedule. Students cannot individualize the plan of study.

Credit Calculations 1 Theory Credit = 15 contact hours 1 Clinical Credit = 45 Contact Hours 1 Lab Credit = 30 Contact hours (<i>as per Carlow University</i>)	Total Weeks: 64 (4 Semesters) Total Credits: 69 (48 Nursing / 21 Support Courses) Total hours: 1725 • Theory: 667.5; Lab: 90; Clinical: 967.5
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**UPMC Schools of Nursing
Curriculum Plan
LPN to RN Advanced Track Transition Program**

UPMC Jameson, UPMC Jameson at UPMC Hamot, and UPMC St. Margaret

Semester I – 16 weeks (All courses Occurring Concurrently)							
Course Number	Course Title	Weeks	Credits	Theory Hours	Science Lab hours	Clinical / lab Hours	Total Credits Per Term
N120	LPN-RN Advanced Track Seminar	16	1 (1 Clinical)			45 Clinical/ Lab	8
	Anatomy and Physiology I*	16	4 (3 Theory/ 1 Lab)	45 Theory	30 Lab		
	Biomedical Ethics*	16	3 (3 Theory)	45 Theory			
Semester II - 16 Weeks (All courses Occurring Concurrently)							
Course Number	Course Title	Weeks	Credits	Theory Hours	Science Lab hours	Clinical /Lab Hours	Total Credits Per Term
N201	Physiological Concepts of Nursing	16	10 (5 Theory / 5 Clinical	75 Theory		225 Clinical/ Lab	17
	Anatomy and Physiology II	16	4 (3 Theory/ 1 Lab)	45 Theory	30 Lab		
	Growth and Development*	16	3 (3 Theory)	45 Theory			
Semester III – 16 weeks (All courses Occurring Concurrently)							
Course Number	Course Title	Weeks	Credits	Theory Hours	Science Lab hours	Clinical / lab Hours	Total Credits Per Term
N301	Complex Individual and Family Nursing Concepts	16	11 (6 Theory / 5 Clinical)	90 Theory		225 Clinical/ Lab	18
	Microbiology*	16	4 (3 Theory / 1 Lab)	45 Theory	30 Lab		
	College Writing	16	3 (3 Theory)	45 Theory			

**UPMC Schools of Nursing
Curriculum Plan
LPN to RN Advanced Track Transition Program**

UPMC Jameson, UPMC Jameson at UPMC Hamot, and UPMC St. Margaret

Semester IV (Two consecutive 8 week sessions. Successfully completing the first 8 weeks is required to progress to the 2 nd 8 weeks)							
1 st 8 Weeks							
Course Number	Course Title	Weeks	Credits	Theory Hours	Science Lab hours	Clinical/ Lab Hours	Total Credits Per Term <

**These courses are delivered through our partners -Westminster, Gannon University, and Chatham University. UPMC Jameson School of Nursing non-nursing courses are 4 credits per course (total 72 credits). All other locations' credits are provided above.*

Per the Pennsylvania Department of Education, a credit hour is a unit of measure, not necessarily an indicator or transferability of credit. The receiving institution decides whether to accept credits for transfer

Please note this is a blocked curriculum plan. Students are enrolled by the registrar office per the blocked schedule. Students cannot individualize the plan of study.

Credit Calculations 1 Theory Credit = 15 contact hours 1 Clinical/ Lab Credit = 45 Contact Hours 1 University Science Lab Credit = 30 Contact hours	Total Weeks: 64 (4 Semesters) Total Credits: 69-71 (48 Nursing / 21 Support Courses) Total hours: 1440 Theory: 562.5; University Science Lab: 90; Clinical: 787.5
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UPMC Jameson School of Nursing at UPMC Hamot
Curriculum Plan
Military/Paramedic to RN Program

Semester I Fall – 16 weeks 8 Credits (All courses Occurring Concurrently)							
Course Number	Course Title	Weeks	Credits	Theory Hours	Science Lab hours	Clinical Hours	Total Credits Per Term
	Anatomy and Physiology I*	16	4 (3 Theory/ 1 Lab)	45 Theory	30 Lab		8
	Biomedical Ethics	16	3 (3 Theory)	45 Theory			
	Military/Paramedic RN Program Seminar	16	1	15			
Semester II Spring – 16 weeks 17 Credits (All courses Occurring Concurrently)							
Course Number	Course Title	Weeks	Credits	Theory Hours	Science Lab hours	Clinical Hours	Total Credits Per Term
	Anatomy and Physiology II*	16	4 (3 Theory/ 1 Lab)	45 Theory	30 Lab		17
	Human Growth and Development*	16	3 (3 Theory)	45 Theory			
N201	Physiological Concepts of Nursing	16	10 (5 Theory / 5 Clinical)	75 Theory		225 Clinical	
Semester III Summer – 16 weeks (All courses Occurring Concurrently)							
Course Number	Course Title	Weeks	Credits	Theory Hours	Science Lab hours	Clinical Hours	Total Credits Per Term
N301	Complex Individual and Family Nursing Concepts	16	11 (6 Theory / 5 Clinical)	90 Theory		225 hours	18
	Microbiology*	16	4 (3 Theory / 1 Lab)	45 Theory	30 Lab		

UPMC Jameson School of Nursing at UPMC Hamot
Curriculum Plan
Military/Paramedic to RN Program

	College Writing *	16	3 (3 Theory)	45 Theory			
Semester IV Summer -16 Weeks 15 Credits (Two consecutive 8-week sessions. Successfully completing the first 8 weeks is required to progress to the 2nd 8 weeks)							
1st 8 Weeks							
Course Number	Course Title	Weeks	Credits	Theory Hours	Lab hours	Clinical Hours	Total Hours Per Week Total Credits Per Term
N320	Advanced Nursing Concepts	8	7.5 (5 Credits Theory / 2.5 Clinical)	75 Theory		112.5 Clinical	15
2nd 8 Weeks							
Course Number	Course Title	Weeks	Credits	Theory Hours	Lab hours	Clinical Hours	
N340	Transition Into Nursing Practice	8	5.5 (1.5 Theory / 4 Clinical)	22.5 Theory		180 hours	
N360	NCLEX Prep Course	8	2 (2 Theory)	30 Theory			

*These courses are delivered through Gannon University

**Per the Commonwealth of Pennsylvania Department of Education, a credit hour is a unit of measure, not necessarily an indicator of transferability of credit. The receiving institution decides whether to accept credits for transfer.

Please note this is a blocked curriculum plan. Students are enrolled by the registrar office per the blocked schedule. Students cannot individualize the plan of study.

Credit Calculations

1 Theory Credit = 15 contact hours

1 Clinical Credit = 45 Contact Hours

1 Lab Credit = 30 Contact hours *(per Gannon University)*

UPMC Schools of Nursing
69-72 CREDIT
NURSING COURSE DESCRIPTIONS

N110 Professional and Foundational Concepts of Nursing, 12 cr. (7 theory/ 5 Clinical)

This course introduces the student to the professional and foundational concepts of nursing practice across the lifespan. The concepts of communication, clinical decision making, professionalism and patient education are explored. In addition, the holistic aspects of patient care such as culture, spirituality, legal and ethical issues will be discussed. Tanner's clinical judgment model will provide the framework for the student's development of clinical judgment and decision making. Basic care and comfort is explored through the concepts of nutrition, elimination, safety, mobility and sensory perception. Physical assessment is a major component of this course. The promotion of health and wellness is an underlying theme carried throughout the course. The student is introduced to basic foundational skills of nursing practice, including medication administration, through both the clinical and lab settings. Students engage in clinical experiences in inpatient medical-surgical units.

N120 LPN Advanced Track Transition Seminar (1 clinical) UPMC Jameson, UPMC Jameson at UPMC Hamot and UPMC St. Margaret ONLY

This LPN Advanced Track Transition Seminar is designed to support the transition of the licensed practical nurse (LPN) to the registered nursing program. The seminar prepares the LPN to perform as a registered nurse (RN) by expanding the LPN's knowledge base and exploring the scope of practice of the RN. This is a clinical course in which the LPN will engage in activities that will include hands-on practice through the school-based Simulation Center, skills lab, and hospital-based experiences. The in-person clinical workshops will include a review and discussion of nursing practice, professional nursing roles, the nursing process, clinical decision making, and foundational concepts of nursing practice utilizing assigned learning modules, theory bursts and active learning strategies. In addition, the workshops will also include a review of program resources, study and test-taking strategies, introduction of the UPMC E-record system, and completion of mandatory system competencies. Completion of the LPN Advanced Track Transition Seminar will facilitate the preparation of the LPN for entry to the N201: *Physiological Concepts of Nursing* course where they will join the already established traditional nursing cohort.

N201 Physiological Concepts of Nursing, 10 cr. (5 theory/5 clinical)

This course introduces the student to the physiological concepts of nursing practice across the lifespan. The fundamental aspects of oxygenation, perfusion, acid-based balance, fluid and electrolytes infection, immunity, inflammation, digestion and metabolism are explored. Through the integration of the nursing concepts, along with Tanner's clinical judgment model, the student begins to respond to identified patient problems in the clinical setting. Students engage in clinical experiences in acute medical-surgical units.

N301 Complex Individual and Family Nursing Concepts, 11 cr. (6 theory/5 clinical)

This course introduces the student to complex individual and family concepts of nursing practice. The course explores dynamic concepts across the lifespan. Family dynamics, reproduction and growth and

UPMC Schools of Nursing
69-72 CREDIT
NURSING COURSE DESCRIPTIONS

development alterations are a major focus of the course. Concepts of mental health nursing are explored as they relate to the individual and the overall impact on the family. Through the integration of nursing concepts, along with Tanner's clinical judgment model, the student focuses on assisting the individual and family to adjust to health alterations across the lifespan. Students engage in various clinical experiences in the areas of pediatric, obstetric, geriatric and behavioral health.

N320 Advanced Nursing Concepts, 7.5 cr. (1.5 theory/4 clinical)

This course introduces the student to advanced concepts of nursing practice. The course builds and expands on the concepts of oxygenation, perfusion, metabolism and infection that were previously introduced in Nursing 211. In addition the advanced concepts of cellular regulation, intracranial regulation and alterations in tissue integrity are explored. Through the integration of nursing concepts, along with Tanner's clinical judgment model, the student engages in advanced clinical decision making in high acuity environments. Students engage in various clinical experiences that take place in stepdown units, critical care units and emergency departments.

N340 Transition into Nursing Practice, 5.5 cr. (1.5 theory/4 clinical)

This course serves as the student's transition into the role of professional nursing practice. Leadership and management concepts are applied with an emphasis on safety and quality nursing care. Clinical is conducted through a preceptor experience where the student is given the opportunity to manage, delegate and prioritize care for multiple patients.

N360 NCLEX Preparation Course, 2 cr. (2 theory)

This course provides the students with NCLEX preparation through content reviews and test taking strategies.

UPMC Schools of Nursing

End of Program Student Learning Outcomes (EOPSLOs)

The goal of the nursing program is to graduate an entry-level practitioner who demonstrates competence in providing safe, quality patient care by meeting the following student learning outcomes at the end of program.

1. A competent graduate nurse begins to incorporate best evidence into entry-level nursing practice, while considering patient and family preferences, values, and beliefs. (*Evidence Based Practice*)
2. A competent graduate nurse is able to execute a holistic interprofessional patient centered plan of care. (*Patient Centered –Care*)
3. A competent graduate nurse collaborates effectively by promoting open communication and shared decision making with the health care team. (*Teamwork and Collaboration*)
4. A competent graduate nurse utilizes information and technology resources as a means to access and relay information, prevent error, and facilitate clinical decision making. (*Informatics*)
5. A competent graduate nurse minimizes the risk of harm to patients and providers through teamwork, communication, and engagement using appropriate standards of nursing care. (*Safety*)
6. A competent graduate nurse utilizes data to recommend strategies to improve the quality and safety of healthcare outcomes. (*Quality Improvement*)
7. A competent graduate nurse utilizes noticing, interpreting, responding, and reflecting as a means to organize data and knowledge for clinical judgment and decision making. (*Clinical Judgment*)

Curricula Framework:

Quality and Safety in the Education of Nurses (QSEN) pre-licensure KSAs (QSEN, 2014)

Concept-Based Nursing Education

Tanner's Clinical Judgment Model

References:

Giddens, J. F. (2013). *Concepts for Nursing Practice*. St. Louis: Mosby.

QSEN. (2014). *Pre-Licensure KSA's*. Retrieved 2015, from QSEN Institute: <http://qsen.org/competencies/pre-licensure-ksas/>

Tanner, C. A. (2006). Thinking like a nurse: A research-based model of clinical judgment in nursing. *Journal of Nursing Education*, 45(6), 204-211.

Student Financial Aid



UPMC SCHOOLS OF NURSING POLICY

SUBJECT: Cash Management and
Reporting

INDEX TITLE: Student Financial Aid

DATE: August 31, 2026

I. POLICY

It is the policy of UPMC Schools of Nursing (UPMC SON) to ensure that Federal Student Aid disbursement amounts are accurate for each financial aid recipient per disbursement.

II. PURPOSE

The purpose of the Cash Management Policy is to ensure all funds are appropriately valued for all students receiving financial aid and to promote sound cash management of FSA program funds by the UPMC SON.

III. SCOPE

This policy applies to each school within the UPMC SON.

IV. REFERENCES AND GUIDELINES

UPMC SON will ensure the amounts of all Federal Pell Grants, Direct Subsidized, Direct Unsubsidized and Direct PLUS Loans are accurate.

The UPMC SON will perform a reconciliation and resolution of the amounts between COD and the Student Information System to ensure disbursement dates and amounts are correctly reported.

For further or detailed clarification, the following guidelines should be referenced:

1. US Department of Education Student Financial Aid Handbook
2. Code of Federal Regulations

Reviewed/Revised: 06/05/2026
Originated: 04/15/2019
Effective Date: 08/31/2026



UPMC SCHOOLS OF NURSING POLICY

**SUBJECT: Collections on Student
Account Balances**

INDEX TITLE: Student Financial Aid

DATE: August 31, 2026

I. POLICY

It is the policy of UPMC Schools of Nursing (SON) to establish guidelines for the collection of outstanding balances on student accounts.

II. PURPOSE

The purpose of the collections on student account balances policy is to define the action required based on student status.

III. SCOPE

This policy applies to each school within the UPMC SON.

IV. REFERENCES AND GUIDELINES

A. Active and Probation Students

1. Payment of financial obligation is due in accordance with a student's documented payment plan, if one is on file. If no documented payment plan is on file, then payment is due in full by the midpoint of each semester. If payments are not received at this time the student's account will be considered past due.
2. Active students must have a balance of \$3,000.00 or less before the end of the semester; failure to meet this requirement may result in the student being withdrawn until payment can be made.
3. If a student does have a remaining balance at the end of a semester, they will not be scheduled and/or registered for the next semester until they meet with a Financial Aid Professional and/or the Director at their School of Nursing to determine a plan of action for payment. Non-compliance with the plan of action may result in disruption of academic services.

B. Re-Entry Students

1. A student re-entering the same school and the same program must have a balance of \$3,000.00 or less prior to being considered for re-entry into the program, unless the account is with outside collections.

- i. If the balance has been sent to outside collections, the student must make payment arrangements with the agency.
 2. A student re-entering the program but transferring schools must have a \$0.00 balance prior to being considered for re-entry into the program.
- C. Withdrawn, Dismissed, Suspended, Provisional or Terminated Students
1. Students with an outstanding balance will be offered a payment plan if the full balance cannot be paid at one time.
 2. The payment plan will consist of an automatic payment being charged to the student's bank account or credit card.
 3. Payment plan must be determined within 60 days of withdrawal, dismissal, or termination from the program.
 4. Accounts that are more than 90 days past due are sent to outside collections.
 5. Once the account is sent to outside collections, the student must make payment arrangements with the agency.
- D. Pending Graduate and Graduated Students
1. All accounts must be paid in full 30 days prior to graduation.
 2. Failure to be paid in full before graduation will result in Diploma and State Board Educational Verification being held by the school until final payment is made.

Reviewed/Revised: 06/26/2026
Originated: 05/28/2019
Effective Date: 08/31/2026



UPMC SCHOOLS OF NURSING POLICY

SUBJECT: Constitution Day
DATE: August 31, 2026

INDEX TITLE: Student Financial Aid

I. POLICY

It is the policy of the UPMC Schools of Nursing (SON) to notify students of Constitution Day.

II. PURPOSE

The purpose of the Constitution Day Policy is to ensure that all students are made aware of Constitution Day.

III. SCOPE

This policy applies to each school within the UPMC SON.

IV. REFERENCES AND GUIDELINES

The UPMC SON will send electronic communication regarding the United States Constitution to students on Constitution Day. The information provided in the email will include information about Constitution Day and specific historical information regarding the United States Constitution.

For further or detailed clarification on the Constitution Day Policy, the following guidelines should be referenced:

1. US Department of Education Student Financial Aid Handbook
2. Code of Federal Regulations

Reviewed/Revised: 05/20/2026
Originated: 04/02/2019
Effective Date: 08/31/2026



UPMC SCHOOLS OF NURSING POLICY

SUBJECT: Cost of Attendance
DATE: August 31, 2026

INDEX TITLE: Student Financial Aid

I. POLICY

It is the policy of UPMC Schools of Nursing (SON) to establish the cost of attendance (COA) prior to each new enrollment date.

II. PURPOSE

The purpose of this policy is to define what types of costs comprise of the COA and how the UPMC SON determines the costs.

III. SCOPE

This policy applies to each school within the UPMC SON.

IV. REFERENCES AND GUIDELINES

The COA for a student is an estimate of that student's educational expenses for the period of enrollment. The following costs can be included in the COA:

1. Tuition and Fees
2. Housing and Food
3. Books, Course Materials, Supplies and Equipment
4. Transportation
5. Miscellaneous Personal Expenses
6. Average Federal Direct Loan Fees

The COA covers the student's actual period of performance; if a student attends more or less than the established academic year, the Direct Loan COA must be adjusted to reflect this. The Federal Pell COA will always be based on the costs for a full academic year and full-time enrollment based on program.

For further detail or for more information on exceptions including incarcerated students, correspondence study, students living in housing located on a military base or receiving a military housing allowance, and the Workforce Investment Act, refer to the Student Financial Aid Handbook.

UPMC SON will document the data used in order to determine the average or reasonable costs for each expense type included in the COA, as appropriate. This budget will be updated as necessary.

For further or detailed clarification on the Cost of Attendance Policy, the following guidelines should be referenced:

1. US Department of Education Student Financial Aid Handbook
2. Code of Federal Regulations

Reviewed/Revised: 05/20/2026
Originated: 04/17/2019
Effective Date: 08/31/2026



UPMC SCHOOLS OF NURSING POLICY

**SUBJECT: Credit Balances and
Title IV Authorizations**

INDEX TITLE: Student Financial Aid

DATE: August 31, 2026

I. POLICY

It is the policy of the UPMC Schools of Nursing (SON) to notify and define institutional standards and internal control requirements governing the identification, disbursement, timing, and authorization of Title IV credit balances, referred to as stipends, when excess funds are paid directly to student or parent borrowers.

II. PURPOSE

The purpose of the Credit Balance Policy is to ensure Title IV credit balances are identified, handled, managed correctly and addressed timely in accordance with Federal requirements.

III. SCOPE

This policy applies to each school within the UPMC SON.

IV. REFERENCES AND GUIDELINES

A Title IV (FSA) credit balance is created when the total amount of funds credited to a student's account exceeds the total amount of allowable educational charges assessed to the student. Allowable educational charges include tuition and fees, food and housing (if contracted with the institution), and other charges authorized by the student or parent borrower.

When a Title IV credit balance is created, the UPMC SON must disburse the resulting balance directly to the student or parent borrower no later than 14 calendar days after:

1. The first day of classes of a payment period, if the credit balance occurred on or before that date; or
2. The date the credit balance was created, if it occurred after the first day of classes.

The UPMC SON must pay any remaining credit balance resulting from FSA loan funds by the end of the loan period or payment period, in accordance with Federal requirements.



Credit balances are disbursed via electronic funds transfer (EFT) or a mailed paper check in accordance with UPMC practices. Credit balances resulting from Direct PLUS Loans are issued to the parent borrower unless the parent has authorized release to the student.

The UPMC SON may hold a Title IV credit balance for future or past charges, within the same academic year, only if it receives a valid, voluntary Authorization to Hold from the student or parent borrower. The authorization must identify the Title IV funds covered, specify the applicable time period, and provide enough information to allow the student or parent to make an informed decision about how the credit balance will be used.

Authorizations remain valid until rescinded by the student or parent borrower. Students or parent borrowers may rescind an authorization at any time.

If an authorization to hold funds is canceled, the institution will disburse any resulting credit balance to the student or parent within 14 calendar days.

If a student requests that Title IV loan funds be returned to the Direct Loan Program, the UPMC SON must receive a signed Authorization to Return specifying the loan amounts to be returned. The UPMC SON will process the request and notify the student in writing of the outcome through a revised Offer Letter.

Students may cancel Title IV loan funds by submitting a signed Authorization to Cancel specifying the amounts to be canceled. The UPMC SON will confirm the cancellation in writing and issue a revised Offer Letter. All remaining loan funds must be released by the end of the loan period, and all remaining grant funds by the end of the final payment period of the award year.

UPMC SON maintains internal controls to monitor the timely identification and disbursement of Title IV credit balances, including periodic review of credit balance reports and reconciliation processes.

UPMC SON will ensure that all unclaimed Title IV credit balance funds are returned to the U.S. Department of Education no later than 240 days after the date the initial disbursement was issued and will make every reasonable effort to deliver those funds to the student or parent borrower prior to return.

The UPMC SON maintains procedures to ensure that Title IV funds are never escheated to a state, retained by the institution, or transferred to any third party, regardless of the length of time a credit balance remains outstanding. In accordance with 34 CFR § 668.164(l), credit balances must be managed in a manner that preserves the student's or parent borrower's ownership of the funds until they are properly disbursed or returned to the Department of Education, as applicable.



For further or detailed clarification on the Credit Balance Policy, the following guidelines should be referenced:

1. US Department of Education Student Financial Aid Handbook
2. Code of Federal Regulations

V. **POLICIES REFERENCED/RELATED WITHIN THIS POLICY**
Disbursement Policy



UPMC SCHOOLS OF NURSING POLICY

SUBJECT: Disbursements
DATE: August 31, 2026

INDEX TITLE: Student Financial Aid

I. POLICY

It is the policy of UPMC Schools of Nursing (UPMC SON) to ensure that loan disbursement schedules are maintained for each financial aid recipient per their enrollment status.

II. PURPOSE

The purpose of the Disbursements Policy is to ensure all funds are appropriately distributed to the corresponding students in a timely manner.

III. SCOPE

This policy applies to each school within the UPMC SON.

IV. REFERENCES AND GUIDELINES

The UPMC SON will notify a student of the amount of funds he or she and/or their parents can expect to receive in Title IV funds. This notification, called the Financial Aid Offer, will be sent before the first disbursement is made.

Before the Federal Student Aid (FSA) funds are disbursed, the UPMC SON will confirm that the student has remained eligible to receive funds. FSA funds disbursement begins at the beginning of each term.

The UPMC SON will notify a student and/or parent when a disbursement of Title IV funds has been made to the account. This notification, called the Disbursement Notification, will be sent once the disbursement has been posted to the student's account at the school.

An FSA credit balance is created when the total funds credited to a student's account exceeds the total educational charges on the student's account. This credit balance will be sent to the student or parent via check or direct deposit through Zelle within 14 calendar days after the balance occurred. In order for credit balances to be sent via Zelle, students will have to set up an account and confirm their banking information for deposit. Specific to eligible Federal Pell Grant credit balances, stipends will be issued by the 7th day of the payment period, if applicable. If an authorization to hold is on file, the funds will be held based on the authorized timeframe. If the check is not cashed, the UPMC

SON will cancel the check and return the stipend funds back to the Department of Education no later than 240 days after the date the school has issued the check.

The UPMC SON will award Federal Pell Grant and Direct Loan disbursements in equal amounts across all terms in the loan period as eligible. The UPMC SON ensures it submits Federal Pell Grant and Direct Loan disbursement records no later than 14 days after making a disbursement or becoming aware of the need to adjust a student's disbursement.

The Financial Aid Professional identifies any FSA credit balances to be refunded to the students in the form of a stipend. A dually reviewed reconciliation is completed to ensure values are accurate prior to the issuance of stipends.

For further or detailed clarification on the Disbursement process, including a complete list of funds, the following guidelines should be referenced:

1. US Department of Education Student Financial Aid Handbook
2. Code of Federal Regulations

Reviewed/Revised: 06/19/2026
Originated: 05/28/2019
Effective Date: 08/31/2026



UPMC SCHOOLS OF NURSING POLICY

SUBJECT: Drug and Alcohol Abuse Prevention INDEX TITLE: Student Financial Aid
DATE: August 31, 2026

I. POLICY:

It is the policy of UPMC Schools of Nursing (SON) to ensure that there is a drug and alcohol abuse prevention program for its students, faculty and staff.

II. PURPOSE:

The purpose of the Drug and Alcohol Abuse Prevention policy is to ensure that students, faculty and staff partake in the UPMC SON drug and alcohol abuse prevention program.

III. SCOPE:

This policy applies to each school within the UPMC SON.

IV. REFERENCES AND GUIDELINES:

The UPMC SON has a Drug and Alcohol Abuse Prevention Program in place that is accessible to all individuals at the school—including students, faculty and staff. UPMC SON distributes drug and alcohol abuse prevention materials in such a manner that guarantees all individuals at the school will receive it; having the information available to only those who wish to take it is not sufficient. UPMC SON will distribute information regarding drug and alcohol abuse prevention to students, faculty and staff annually.

The drug and alcohol abuse prevention program will be reviewed every two years by the Director at each UPMC School of Nursing to determine the following:

1. The number of drug and alcohol-related violations and fatalities that occur on a school's campus or as part of any of the school's activities and that are reported to campus officials.
2. The number and type of sanctions that are imposed by the school as a result of drug and alcohol-related violations and fatalities on the school's campus or as part of any of the school's activities.

For further or detailed clarification on the requirements, the following guidelines should be referenced:

1. US Department of Education Student Financial Aid Handbook
2. Code of Federal Regulations

Reviewed/Revised: 05/28/2026

Originated: 05/28/2019

Effective Date: 08/31/2026



UPMC SCHOOLS OF NURSING POLICY

SUBJECT: Enrollment Reporting
DATE: August 31, 2026

INDEX TITLE: Student Financial Aid

I. POLICY

It is the policy of UPMC Schools of Nursing (UPMC SON) to properly and regularly report students' enrollment status to the federal government.

II. PURPOSE

The purpose of the Enrollment Reporting Policy is to ensure UPMC SON complies with the required federal regulations regarding enrollment reporting.

III. SCOPE

This policy applies to each school within the UPMC SON.

IV. REFERENCES AND GUIDELINES

UPMC SON will ensure that all Student Enrollment Statuses are accurately accounted for on a monthly basis.

The UPMC Financial Aid Professional will submit a monthly Enrollment Reporting report to the Registrar or Director of the UPMC SON to review for accuracy. The reconciliation will be completed by the end of the current month. UPMC SON is responsible for sending the Enrollment Report in a timely manner for processing to NSLDS.

For further information or clarification on Enrollment Reporting, the following guidelines should be referenced:

1. US Department of Education Student Financial Aid Handbook
2. Code of Federal Regulations

Reviewed/Revised: 06/19/2026
Originated: 05/28/2019
Effective Date: 08/31/2026



UPMC SCHOOLS OF NURSING POLICY

SUBJECT: Entrance Counseling & MPN
DATE: August 31, 2026

INDEX TITLE: Student Financial Aid

I. POLICY:

It is the policy of the UPMC Schools of Nursing (SON) that students receiving Federal Direct Loans complete an Entrance Counseling and Master Promissory Note (MPN) prior to the disbursement of loan funds.

II. PURPOSE:

The purpose of the Entrance Counseling and MPN policy is to ensure and monitor that all students receiving Title IV Funds have first completed the required Entrance Counseling and Master Promissory Note.

III. SCOPE:

This policy applies to each school within the UPMC SON.

IV. REFERENCES AND GUIDELINES:

Per the FSA Handbook, students that are receiving Federal Direct Loans must complete Entrance Counseling prior to funds being disbursed. UPMC SON students will complete the Direct Loan Entrance Counseling by visiting <https://studentaid.gov/app/counselingInstructions.action?counselingType=entrance>. Parents of UPMC SON Students who are interested in utilizing eligibility in PLUS funds will complete the PLUS Credit Counseling by visiting <https://studentaid.gov/app/counselingInstructions.action?counselingType=plus>.

The MPN for Subsidized/Unsubsidized Loans includes detailed information about student rights and responsibilities as a borrower for both Direct Subsidized and Unsubsidized Loans. The MPN is valid for ten years when a loan is disbursed; therefore, it only needs to be filled out by the student in the first year of borrowing. If a loan is not disbursed, the MPN is only valid for one year.

The PLUS MPN for Parents includes detailed information about parent and student rights and responsibilities as a borrower for PLUS Direct Loans. The MPN is valid for ten years when a loan is disbursed; therefore, it only needs to be filled out by the Parent in the first year of borrowing. If a loan is not disbursed, the MPN is only valid for one year.

For further or detailed clarification on the Entrance Counseling and MPN process, the following guidelines should be referenced:

1. US Department of Education Student Financial Aid Handbook
2. Code of Federal Regulation

Reviewed/Revised: 05/22/2026
Originated: 05/10/2019
Effective Date: 08/31/2026



UPMC SCHOOLS OF NURSING POLICY

SUBJECT: Exit Counseling
DATE: August 31, 2026

INDEX TITLE: Schools of Nursing

- I. POLICY:**
It is the policy of the UPMC Schools of Nursing (SON) that students who leave the UPMC SON are notified to complete Exit Counseling.
- II. PURPOSE:**
The purpose of the Exit Counseling Policy is to ensure that students who are required to complete Exit Counseling are notified to do so in a timely manner.
- III. SCOPE:**
This policy applies to each school within the UPMC SON.
- IV. REFERENCES AND GUIDELINES:**
Exit Counseling informs the students of their rights and responsibilities as a student loan borrower once they have finished their corresponding program.

Exit counseling notification is required when any Student Financial Aid recipients' attendance status changes for one of the following reasons:
 - Termination
 - Withdrawal
 - Suspended
 - Provisional
 - Dismissal
 - Graduation
 - Drop Below Half Time Enrollment Status

Students may complete Exit Counseling online by visiting <https://studentaid.gov/exit-counseling/>.

It is the responsibility of the Financial Aid Professional to notify students of their obligation to complete Exit Counseling. The Student Information System is programmed to automatically send Exit Counseling notifications to students when their status changes to one of the above.

For further or detailed clarification on the Exit Counseling process, the following guidelines should be referenced:

1. US Department of Education Student Financial Aid Handbook
2. Code of Federal Regulations

Reviewed/Revise: 05/22/2026
Originated: 05/10/2019
Effective Date: 08/31/2026



UPMC SCHOOLS OF NURSING POLICY

SUBJECT: Financial Aid Code of Conduct INDEX TITLE: Student Financial Aid
DATE: August 31, 2026

I. POLICY:

It is the policy of UPMC Schools of Nursing (SON) to enforce respectable procedure, management and behavior as it pertains to financial aid.

II. PURPOSE:

The purpose of the Financial Aid Code of Conduct Policy is to prevent and prohibit the misuse of funding and misguidance of funding application.

III. SCOPE:

This policy applies to all officers, employees, and agents of each school within the UPMC SON.

IV. REFERENCES AND GUIDELINES:

The UPMC SON enforces bans on:

1. Revenue-sharing arrangements with any lender,
2. Steering borrowers to particular lenders or delaying loan certifications, and
3. Offers of funds for private loans to students in exchange for providing concessions or promises to the lender for a specific number of FSA loans, a specific loan volume, or a preferred lender arrangement.

The UPMC SON prohibits employees of financial aid from receiving gifts from lenders, guaranty agencies or loan servicers. The UPMC SON also prohibits financial aid office staff and other school agents with respect to education loans, from accepting compensation for:

1. Any type of consulting arrangement or contract to provide services to or on behalf of a lender relating to education loans; and
2. Service on an advisory board, commission or group established by lenders or guarantors, except for reimbursement for reasonable expenses.

For further detailed clarification on Financial Aid Code of Conduct, the following guidelines should be referenced:

1. US Department of Education Student Financial Aid Handbook
2. Code of Federal Regulations

Reviewed/Revised: 05/20/2026
Originated: 05/10/2019
Effective Date: 08/31/2026



UPMC SCHOOLS OF NURSING POLICY

SUBJECT: Institutional Refund

INDEX TITLE: Student Financial Aid

DATE: August 31, 2026

I. POLICY:

The UPMC Schools of Nursing (SON) Institutional Refund Policy determines required adjustments to a student's tuition based on their date of withdrawal.

II. PURPOSE:

The purpose of the Institutional Refund Policy is to ensure proper adjustments to tuition are made if a student decides to drop a course or withdrawal from the program.

III. SCOPE:

This policy applies to each school within the UPMC SON.

IV. REFERENCES AND GUIDELINES:

An institutional refund policy has been established for those students who unregister from a course before the course has begun or complete a withdrawal from school.

A separate adjustment will be calculated to determine a potential Title IV Return for students utilizing Federal Financial Aid to help cover the cost of tuition and fees. Return to Title IV calculations are outlined in the financial aid policies section of the Student Handbook.

To be entitled to a tuition refund, a student must completely withdraw from the given Institution and provide written notice of complete withdrawal. No tuition adjustments will be made for students who drop or fail a course after the course begins but remain attending other courses. Please note days are meant to mean calendar days and not schedule course or clinical days. Institutional refund adjustments follow the schedule listed below:

Non-Nursing College Courses (UPMC Shadyside at Harrisburg and UPMC Jameson at Hamot, UPMC Washington, and UPMC Mercy at UPMC Altoona Only)	
<i>Withdrawal/Drop Date</i>	<i>Institutional Refund</i>
Days 1 - 7	100%
Days 8+	0%

16 Week Nursing Courses and Non-Nursing Courses (UPMC Mercy, UPMC Shadyside, UPMC Jameson, UPMC St. Margaret Only)	
<i>Withdrawal/Drop Date</i>	<i>Institutional Refund</i>
Days 1 – 7	100%
Days 8 – 14	90%
Days 15 – 21	80%
Days 22 – 28	70%
Days 29 – 35	60%
Days 36 – 42	50%
Days 43 – 49	40%
Days 50 - 56	30%
Days 57 - 63	20%
Days 64+	0%
8 Week Nursing Courses (All Schools of Nursing)	
<i>Withdrawal/Drop Date</i>	<i>Institutional Refund</i>
Days 1 – 7	100%
Days 8 – 14	87.5%
Days 15 – 21	75%
Days 22 – 28	62.5%
Days 29 – 35	50%
Days 36 – 42	37.5%
Days 43 – 49	25%
Days 50 +	0%

Students who leave the program prior to beginning the second eight-week module session will have remaining courses unregistered and refunded at 100%.

To be entitled to a refund of fee/s, a student must completely withdraw from the given Institution and provide written notice of a complete withdrawal. Fee refund adjustments follow the schedule listed below:

Technology Fees	
<i>Withdrawal/Drop Date</i>	<i>Institutional Refund</i>
Days 1 - 7	100%
Days 8+	0%
Parking Fees (UPMC Mercy and UPMC Shadyside only)	
<i>Withdrawal/Drop Date</i>	<i>Institutional Refund</i>
Month 1	75%
Month 2	50%
Month 3	25%
Month 4	0%

Housing and Food Fees (UPMC Mercy only)	
<i>Withdrawal/Drop Date</i>	<i>Institutional Refund</i>
Days 1 – 7	100%
Days 8+	0%

The Break in Enrollment Policy supersedes this policy.

V. POLICIES REFERENCED/RELATED WITHIN THIS POLICY

Return to Title IV Policy

Break in Enrollment Policy

Collections on Student Account Balances

Uncollectible Student Debt

Reviewed/Revised: 08/31/2026
Originated: 05/28/2019
Effective Date: 08/31/2026



UPMC SCHOOLS OF NURSING POLICY

SUBJECT: OCOG State Grant
DATE: August 31, 2026

INDEX TITLE: Student Financial Aid

I. POLICY:

It is the policy of UPMC Schools of Nursing (SON) that it will abide by the state regulations and requirements for Ohio College Opportunity Grant (OCOG).

II. PURPOSE:

The purpose of UPMC SON's OCOG policy is to outline the process that UPMC SON must follow to support OCOG in awarding the grant.

III. SCOPE:

This policy applies to each school within the UPMC SON.

IV. REFERENCES AND GUIDELINES:

Ohio residents in an associate's degree, first bachelor's degree, or nurse diploma program at an eligible Ohio or Pennsylvania institution are eligible to receive the OCOG award.

For a student to be eligible for the OCOG award they must:

1. Meet Federal and UPMC SON eligibility requirements
2. Must meet Ohio state grant requirements

For further or more detailed information please refer to the following:

1. <https://highered.ohio.gov/educators/financial-aid/sgs/ocog>

Reviewed/Revised: 05/30/2026
Originated: 05/22/2019
Effective Date: 08/31/2026



UPMC SCHOOLS OF NURSING POLICY

SUBJECT: PA State Grant

INDEX TITLE: Student Financial Aid

DATE: August 31, 2026

I. POLICY:

It is the policy of UPMC Schools of Nursing (SON) that it will abide by the state regulations and requirements for Pennsylvania Higher Education Assistance Agency (PHEAA).

II. PURPOSE:

The purpose of UPMC SON's PA State Grant policy is to outline the process that UPMC SON must follow to support PHEAA in awarding the grant.

III. SCOPE:

This policy applies to each school within the UPMC SON.

IV. REFERENCES AND GUIDELINES:

The PA State Grant is a state funded grant that may be awarded to any undergraduate Pennsylvania resident who demonstrates a financial need. The grant is a need-based fund depending on an enrollment status of full-time or part-time.

For a student to be eligible for the PA State Grant they must:

1. Meet UPMC SON eligibility requirements
2. Meet Pennsylvania state grant requirements

The state will notify the student initially if they are eligible and how much they may be receiving. Once final eligibility has been determined by UPMC SON, the UPMC SON will disburse funds according to the Financial Aid disbursement calendar. For students enrolled in a semester with modules, State Grants will not be disbursed until after the start of the second week of the final module.

The UPMC Schools of Nursing are responsible for reviewing Academic Progress as defined by PA State Grant policy prior to the student receiving PA State Grants. Prior to approving new disbursements, the UPMC SON will complete Academic Progress from the prior award year (defined as Fall, Spring and/or Summer) to ensure students who are receiving the PA State Grant are academically progressing.

The UPMC Schools of Nursing are responsible for submitting educational cost information on an annual basis. The UPMC SON will review and only include fees that are considered allowable costs by the PA State Grant Program.

On a rotation basis, the UPMC SON Financial Aid Coordinator (Compliance and Reporting) will review the PA State Grant funding in the Student Information System against the reconciliation roster to ensure amounts are correct and the disbursement roster is certified, when applicable.

On a yearly basis, the PA State Grant funding in the Student Information System will be reconciled against the reconciliation roster and the General Ledger to ensure amounts are correct.

For further or more detailed information please refer to the following:

1. [PA State Grant Program \(pheaa.org\)](http://pheaa.org)
2. [PA State Grant Program: Summer Grant Program \(pheaa.org\)](http://pheaa.org)

Reviewed/Revised: 08/14/2026
Originated: 05/22/2019
Effective Date: 08/31/2026



UPMC SCHOOLS OF NURSING POLICY

**SUBJECT: PA State Grant Special
Grants Policy**

INDEX TITLE: Student Financial Aid

DATE: August 31, 2026

I. POLICY:

It is the policy of UPMC Schools of Nursing (SON) that it will abide by the state regulations and requirements of the Pennsylvania Higher Education Assistance Agency (PHEAA), the PA Department of Education, the PA Department of Military and Veterans Affairs, the PA Department of Labor & Industry, and the PA Department of Human Services (DHS).

II. PURPOSE:

The purpose of UPMC SON's PA State Grant Special Programs (PSPG) policy is to outline the process that UPMC SON must follow to support PHEAA in administering this grant on behalf the PA Department of Education, the PA Department of Military and Veterans Affairs, the PA Department of Labor & Industry, and the PA Department of Human Services (DHS) to eligible UPMC SON students.

III. SCOPE:

This policy applies to each school within the UPMC SON.

IV. REFERENCES AND GUIDELINES:

- A. Chafee Education & Training Grant (ETG) - The Chafee ETG is a federally funded grant that may be awarded to Pennsylvania undergraduate students aging out of foster care who are attending an eligible postsecondary institution.
 1. For a student to be eligible for the Chafee ETG they must:
 - a. Meet UPMC SON eligibility requirements
 - b. Meet Chafee Education & Training Grant requirements
 2. PHEAA will provide UPMC SON with eligible Chafee ETG recipients via the Applicant Certification and Status Listing (ACSL) on the institution's Page CenterX/GrantUs mailbox. Once eligibility has been determined the UPMC SON will certify eligibility and disburse funds according to the Financial Aid disbursement calendar.
 3. The UPMC Schools of Nursing are responsible for reviewing Academic Progress as defined by the Federal Title IV, Enrollment Status, and Unmet Cost prior to the student receiving Chafee ETG Grants.
 4. On a rotation basis, the Financial Aid Coordinator (FAC) (Reporting and Compliance) will review Chafee ETG funding in the Student Information System against the disbursement roster to ensure amounts are correct and the reports are certified, if applicable.

Reviewed/Revised: 07/03/2026

Effective Date: 08/31/2026

5. On a yearly basis, the Manager of Compliance and Reporting will reconcile Chafee ETG funding in the Student Information System against the reconciliation roster and the General Ledger to ensure amounts are correct.
- B. PA Blind or Deaf Higher Education Beneficiary Grant (BDBG) Program - The PA BDBG program is a PA state-funded program that provides financial aid to blind or deaf undergraduate or graduate students attending a postsecondary institution.
1. For a student to be eligible for the PA BDBG program they must:
 - a) Be a Pennsylvania resident
 - b) Submit one of the following types of written documentation to PHEAA:
 - i. A signed letter confirming the student has been evaluated and is eligible to receive benefits from the Pennsylvania Office of Vocational Rehabilitation (OVR)
 - ii. A completed, signed and dated Medical Professional Certification Form from the student's physician regarding their visual and/or hearing impairment
 - c) Be enrolled at least half-time in a postsecondary institution and maintain satisfactory academic progress (as defined by the UPMC SON)
 - d) Complete a Free Application for Federal Student Aid (FAFSA) application
 2. PHEAA will provide UPMC SON with eligible BDBG recipients via the Applicant Certification and Status Listing (ACSL) on the institution's Page CenterX/GrantUs mailbox. Once eligibility has been determined the UPMC SON will certify eligibility and disburse funds according to the Financial Aid disbursement calendar.
 3. The UPMC Schools of Nursing are responsible for reviewing Academic Progress as defined by the Federal Title IV, Enrollment Status, and Unmet Cost prior to the student receiving BDBG Grants.
 4. On a rotation basis, the Financial Aid Coordinator (FAC) (Reporting and Compliance) will review the BDBG funding in the Student Information System against the disbursement roster to ensure amounts are correct and the reports are certified, if applicable.
 5. On a yearly basis, the Manager of Compliance and Reporting will reconcile BDBG funding in the Student Information System against the reconciliation roster and the General Ledger to ensure amounts are correct.
- C. PA Fostering Independence Tuition Waiver (FosterEd) Program - The PA FosterEd Program is administered by PHEAA in collaboration with the PA Department of Education, Human Services and Labor and Industry. As mandated, the UPMC SON will waive tuition and mandatory fees for youth who are or were in foster care and are identified as program eligible PHEAA.
1. For a student to be eligible for the PA FosterEd program they must:
 - a. Be a Pennsylvania resident at the start and during the term for which the waiver is awarded
 - b. Have not reached the age of 26 by July 1

- c. Possess a high school diploma or Commonwealth Secondary School Diploma
 - d. Be eligible for services under Pennsylvania's John H. Chafee Foster Care Program for Successful Transition to Adulthood
 - e. Be identified as a youth who is in foster care or was discharged from foster care on or after attaining age 16, OR has exited foster care on or after age 16 due to adoption or permanent legal guardianship
 - f. Be enrolled as an undergraduate on an at least half-time basis
 - g. Have unmet cost for the Chafee ETG as determined by the UPMC SON
 - h. Maintain Federal Satisfactory Academic Progress, as defined by the UPMC SON
 - i. Not be in default on a federal student loan or owe a refund on any other TIV fund source
 - j. File a FAFSA and application for the Chafee ETG by May 1
 - k. File a PA State Grant Form or PA State Grant Summer Application, if applicable
 - l. Have not previously received a waiver for 5 years (consecutive or not), defined as 10 semesters or the equivalent
2. The PA FosterEd program will cover remaining unmet costs after all Federal gift aid is subtracted from the student's cost of attendance.
 3. PHEAA will provide UPMC SON with eligible FosterEd recipients via the Applicant Certification and Status Listing (ACSL) on the institution's Page CenterX/GrantUs mailbox. Once eligibility has been determined, the UPMC SON will certify eligibility and disburse funds according to the Financial Aid disbursement calendar.
 4. Each campus will designate one FAP Preparer to serve as the FosterED Point of Contact (POC); in the event of a change in POC, an updated POC designation form must be submitted promptly.
 5. On a rotation basis, the FAC (Compliance and Reporting) will review the PA FosterEd waivers in the Student Information System against the Foster Ed Reconciliation Waiver Listing to ensure student waivers are correct and reports are certified, if applicable.
 6. On a yearly basis, the Manager of Compliance and Reporting will reconcile PA FosterEd waiver in the Student Information System against the Foster Ed Reconciliation Waiver Listing and the General Ledger to ensure amounts are correct.
- D. PA National Guard Educational Assistance Program (EAP) - The PA National Guard EAP is awarded to students who enter into service with a commitment with the PA National Guard for a period of 6 years. PHEAA in collaboration with the PA Department of Military and Veterans Affairs administers EAP funds to eligible students.
1. For a student to be eligible for the PA National Guard EAP they must:
 - a. Be a member of the PA National Guard

- b. Be enrolled in a degree or certificate granting program of study at an approved Pennsylvania institution
 2. PHEAA will provide UPMC SON with eligible EAP recipients via the Applicant Certification and Status Listing (ACSL) on the institution's Page CenterX/GrantUs mailbox. Once eligibility has been determined, the UPMC SON will certify eligibility and disburse funds according to the Financial Aid disbursement calendar.
 3. On a rotation basis, the FAC (Compliance and Reporting) will review EAP funding in the Student Information System against the disbursement roster to ensure amounts are correct and reports are certified, if applicable
 4. On a yearly basis, the Manager of Compliance and Reporting will reconcile PA National Guard EAP funding in the Student Information System against the reconciliation roster and the General Ledger to ensure amounts are correct.
- E. PA National Guard Military Family Education Program (MFEP) - The PA National Guard Military Family Education Program is a state-funded education grant that helps family members of Pennsylvania National Guard (PANG) service members pay for college or career training.
 1. For a student to be eligible for the PA National Family Education Program they must:
 - a. Be a PANG member who enters into an additional 6-year service agreement with PANG.
 - b. Be a spouse or child of a PANG member who meets the above criteria and has had benefits assigned to them
 - c. Be enrolled in a degree or certificate granting program of study at an approved Pennsylvania institution
 2. PHEAA will provide UPMC SON with eligible MFEP recipients via the Applicant Certification and Status Listing (ACSL) on the institution's Page CenterX/GrantUs mailbox. Once eligibility has been determined, the UPMC SON will certify eligibility and disburse funds according to the Financial Aid disbursement calendar.
 3. On a rotation basis, the FAC (Compliance and Reporting) will review the MFEP funding in the Student Information System against the disbursement roster to ensure amounts are correct and reports are certified, if applicable
 4. On a yearly basis, the Manager of Compliance and Reporting will reconcile MFEP funding in the Student Information System against the reconciliation roster and the General Ledger to ensure amounts are correct.
5. PA Partnership for Access to Higher Education (PATH) Program - The PATH Program is a PHEAA-administered matching grant program that helps Pennsylvania students pay for college by supplementing private scholarships. It works by matching scholarships provided by approved community-based organizations or foundations—often on a dollar-for-dollar basis—to increase the total amount of need-based financial aid available to students.

1. To qualify for a PATH grant, students must:
 - a. Be nominated by a participating PATH partner and receive a scholarship from that organization - [PA Partnerships for Access to Higher Education \(PATH\) Program Partners](#)
 - b. Demonstrate financial need
 - c. Be Pennsylvania residents who are eligible for and receiving a PA State Grant
 - d. Be enrolled at least half-time as an undergraduate student in an approved program at a Pennsylvania institution.
 - e. Maintain satisfactory academic progress and meet other standard state grant eligibility requirements (e.g., not in default on loans).
 2. PHEAA will provide UPMC SON with eligible PATH recipients via the Applicant Certification and Status Listing (ACSL) on the institution's Page CenterX/GrantUs mailbox. Once eligibility has been determined, the UPMC SON will certify eligibility and disburse funds according to the Financial Aid disbursement calendar.
 3. On a rotation basis, the FAC (Compliance and Reporting) will review the PATH funding in the Student Information System against the disbursement roster to ensure amounts are correct and reports are certified, if applicable.
 4. On a yearly basis, the Manager of Compliance and Reporting will reconcile PATH funding in the Student Information System against the reconciliation roster and the General Ledger to ensure amounts are correct.
6. PA Ready to Succeed Scholarship (RTSS) Program - RTSS is a Pennsylvania scholarship that helps academically eligible, middle-income students who don't qualify for need-based state grants still receive financial aid.
1. For a student to be eligible for the RTSS scholarship they must:
 - a. Complete a FAFSA and have a family income not to exceed \$200,000
 - b. Be currently enrolled and meet the PA State Grant eligibility requirements (with the exception of the financial need component)
 - c. Be in an approved program of study and enrolled at least half-time
 - d. Have completed a minimum of 24 semester credits
 - e. Meet Satisfactory Academic Progress, per the components listed in the PA State Grant Program Handbook
 - f. Not already have a bachelor's degree awarded
 - g. Have a cumulative GPA of at least a 2.5 in a prior term.
 2. PHEAA will provide UPMC SON with eligible RTSS recipients via the institution's GrantUs mailbox. Once eligibility has been determined, the UPMC SON will certify eligibility and disburse funds according to the Financial Aid disbursement calendar.
 3. On a rotation basis, the FAC (Compliance and Reporting) will review RTSS funding in the Student Information System against the disbursement roster to ensure amounts are correct and reports are certified, if applicable.

4. On a yearly basis, the Manager of Compliance and Reporting will reconcile RTSS funding in the Student Information System against the reconciliation roster and the General Ledger to ensure amounts are correct.

For further or more detailed information on PA SGSP programs please refer to the following:

1. [Chafee Education and Training Grant \(Chafee ETG\) Program](#)
2. [PA Blind or Deaf Higher Education Beneficiary Grant Program \(pheaa.org\)](#)
3. [PA Fostering Independence Tuition Waiver Program \(pheaa.org\)](#)
4. [PA National Guard Educational Assistance Program | PHEAA](#)
5. [PA National Guard Military Family Education Program \(MFEP\)](#)
6. [PA Partnerships for Access to Higher Education \(PATH\) Program](#)
7. [PA Ready to Succeed Scholarship \(RTSS\) Program](#)



UPMC SCHOOLS OF NURSING POLICY

SUBJECT: Professional Judgment
DATE: August 31, 2026

INDEX TITLE: Student Financial Aid

I. POLICY:

It is the policy of UPMC Schools of Nursing (SON) to only allow the Financial Aid Supervisor (FAS) and Associate Executive Director to make final professional judgment decisions regarding student requests or needs.

II. PURPOSE:

The purpose of the Professional Judgment Policy is to ensure that professional judgment is only awarded when absolutely necessary and under the right circumstances.

III. SCOPE:

This policy applies to each school within the UPMC SON.

IV. REFERENCES AND GUIDELINES:

The student must request and submit all Professional Judgment documents to the Financial Aid Professional (FAP) Preparer. The FAP Preparer will prepare the professional judgment for review. All verification processes must be fully completed prior to the professional judgment review. The Financial Aid Supervisor (FAS) or FAP Reviewer and Associate Executive Director will make all final determinations related to professional judgments. Professional judgment can allow for adjustment of data elements. The FAS or FAP Reviewer and Associate Executive Director will review all professional judgment based on special circumstances that shall be conditions that differentiate an individual student from a class of students rather than conditions that exist across a class of students. Documentation of each professional judgment case must be presented to the FAS or FAP Reviewer for review and will be placed in the student's file upon approval or denial; all decisions are final at that time. If a professional judgment is granted, the FAA Adjustment flag must be set in the Student Information System and exported via the SAIG mailbox.

For further or detailed clarification on Professional Judgments, the following guidelines should be referenced:

1. US Department of Education Student Financial Aid Handbook
2. Code of Federal Regulations

Reviewed/Revised: 06/24/2026
Originated: 03/05/2019
Effective Date: 08/31/2026



UPMC SCHOOLS OF NURSING POLICY

SUBJECT: Quality Assurance Policy
DATE: August 31, 2026

INDEX TITLE: Student Financial Aid

I. POLICY

It is the policy of the UPMC Schools of Nursing (UPMC SON) to review the Financial Aid processes monthly.

II. PURPOSE

The purpose of the Quality Assurance Policy is to ensure all Financial Aid processes adhere to the desired level of quality and consistency.

III. SCOPE

This policy applies to each school within the UPMC SON.

IV. REFERENCES AND GUIDELINES

The Financial Aid Coordinator (Compliance and Reporting) performs a sampled monthly review of prior month transactions to validate that all Financial Aid processes are completed accurately and timely. The review will be completed by the end of the current month, is signed off on by the UPMC SON Manager of Compliance and Reporting and is reported to Executive Leadership.

If an issue is reported, the remaining population for that school in that testing area will be reviewed in entirety. In addition, the following month's sample in that testing area will be doubled for that specific location. Once a report is issued with no findings in that area, the sample will return to an appropriate percentage.

In addition to existing UPMC SON policy and procedure, the UPMC SON's Quality Assurance Program ensures that the schools are:

1. Reporting loan records, disbursement, and adjustments to disbursements correctly to the Common Origination and Disbursement (COD) system.
2. Disbursing and returning loan funds in accordance with regulatory requirements
3. Disbursing the correct loan amount to the correct student
4. Completing monthly reconciliation and Program Year Closeout

For further or detailed clarification on the Quality Assurance process, the following guidelines should be referenced:

1. US Department of Education Student Financial Aid Handbook
2. Code of Federal Regulations

Reviewed/Revised: 06/05/2026
Originated: 08/17/2022
Effective Date: 08/31/2026



UPMC SCHOOLS OF NURSING POLICY

SUBJECT: Return to Title IV
DATE: August 31, 2026

INDEX TITLE: Schools of Nursing

I. POLICY:

It is the policy of UPMC Schools of Nursing (UPMC SON) that students who receive Federal Funds assistance must return any unearned funds if they withdraw from school during a payment period or period of enrollment, in which they began attendance.

II. PURPOSE:

The purpose of the Title IV Refund (R2T4) Policy is to govern the return of Federal Title IV Financial Aid when required. When a student withdraws, they may no longer be eligible for the full amount of Title IV funds that the student was originally scheduled to receive.

III. SCOPE:

This policy applies to each school within the UPMC SON.

IV. REFERENCES AND GUIDELINES:

Title IV funds are awarded to a student under the assumption that the student will attend school for the entire duration for which the assistance is awarded. In accordance with the Federal regulations and UPMC's *Break in Enrollment* policy, students receiving Federal Title IV (TIV) are required to refund a portion of this aid determined by the last recorded day of attendance of an academically relevant activity for voluntary and academic related official withdrawals.

Financial aid recipients who do not meet the requirements outlined in the *UPMC SON Progression* policy will be involuntarily withdrawn from the program. The student's last date of attendance will be utilized to complete a return of Title IV calculation. The UPMC SON will return any required funds within the required less than 60 day timeframe of the last date of attendance.

Financial aid recipients who withdraw any point on or before 60% of the semester will be subject to a Return to Title IV calculation to determine any required refunds. All Title IV that is calculated for return is due back to the US Department of Education within 45 days of the last date of attendance or the student's notice of withdrawal. This date is known as the student's determined withdrawal date.

The percentage of TIV funds returned is calculated by taking the total number of days attended within the semester (numerator) and dividing it by the overall number of days within the semester (denominator). Any scheduled breaks built into the semester by the UPMC SON that exceed five consecutive days in length are removed from both the numerator and the denominator. There are

no refund requirements if the student withdraws any point after the 60% mark of the payment period.

Federal Title IV funds should be returned in the order as specified below:

1. Federal Direct Unsubsidized Stafford Loan
2. Federal Direct Subsidized Stafford Loan
3. Federal Direct PLUS Loan
4. Federal Pell Grant

For students who voluntarily withdraw during a semester where no TIV funds have been posted, the UPMC SON will evaluate for a post-withdrawal disbursement (PWD). If eligibility for a PWD of Federal Pell Grant has been determined, the UPMC SON will disburse funds within 45 days of the student's determined withdrawal date. If a PWD of Federal Pell grant is determined, but verification is incomplete, the UPMC SON will attempt to collect verification documents within the required 120 days of the student's determined withdrawal date. If eligibility for a PWD of Federal Loans has been determined, the UPMC SON will offer any post-withdrawal disbursements within 30 days of the student's determined withdrawal date. If this 30-day requirement cannot be fulfilled due to an incomplete verification the process must be recompleted within 180 days of the student's determined withdrawal date. The UPMC SON allows 14 days for students or parents to respond to the offer of PWD of Federal Loans. Any credit balances created as a result of a PWD will be sent in the form of a stipend within 14 days of the credit posting to the student's ledger card.

If the R2T4 creates a refund that is due back to the US Department of Education in excess of what the school retained for institutional charges, the UPMC SON will return the full value due back to the US Department of Education and collect on a debit balance according to the UPMC SON's *Collections on Student Account Balances* policy.

If a credit balance is created after an R2T4 calculation, the credit balance will be sent in the form of a stipend within 14 days of credit posting to the student's ledger card. Students will be notified in writing of R2T4 calculation and any debit or credit balances that are created as a result.

For students who Cancel After Start in the first term, or withdraw by day 7 of subsequent terms and therefore have all tuition and fee charges refunded, AND for which the academic record reflects no attendance for the applicable term, if all institutional charges are refunded, and all TIV Grants and Loans are returned, per the US Department of Education's final rule published on 1/3/2025, an R2T4 Calculation will not be completed.

For further or detailed clarification on the Title IV Refund process, the following guidelines should be referenced:

1. US Department of Education Student Financial Aid Handbook
2. Federal Formula for Return of Title IV funds (Section 484B of the Higher Education Act)
3. Code of Federal Regulations
4. UPMC Schools of Nursing Break in Enrollment Policy
5. UPMC Schools of Nursing Institutional Refund Policy
6. UPMC Schools of Nursing Collections on Student Account Balances Policy

Reviewed/Revised: 07/10/2026
Originated: 05/28/2019
Effective Date: 08/31/2026



UPMC SCHOOLS OF NURSING POLICY

SUBJECT: Satisfactory Academic Progress INDEX TITLE: Student Financial Aid
DATE: August 31, 2026

I. POLICY:

Students receiving Federal Aid must maintain Satisfactory Academic Progress (SAP). It is the policy of UPMC Schools of Nursing (SON) to monitor SAP for Federal Student Aid (FSA) recipients.

II. PURPOSE:

The purpose of this policy is to ensure that students are making SAP in order to continue to receive all federal student aid available.

III. SCOPE:

This policy applies to each school within the UPMC SON.

IV. REFERENCES AND GUIDELINES:

All UPMC Schools of Nursing students receiving Federal Aid must meet the qualitative and quantitative aspects as defined in the *UPMC SON SAP Student Graduation Requirements* policy. After SAP reviews are completed and approved by the Director or Registrar, the Financial Aid Professional will be immediately be notified of those who have failed to meet SAP requirements.

Students who do not meet the SAP standards at the UPMC SON are placed on a SAP Warning status until SAP requirements have been met. Students who are not removed from a SAP Warning status after one semester will lose eligibility to Title IV funding.

Students' SAP statuses are reviewed at the end of every semester; those who have met satisfactory academic progress or have resumed satisfactory academic progress are eligible to participate in the Title IV program.

Students who are not meeting the SAP standards at the UPMC SON will be given the opportunity to appeal for reconsideration in eligibility for FSA funds. If an appeal is granted, the student will be placed on SAP Probation until SAP requirements have been met. The guidance for appealing your SAP status can be found in the *UPMC SON SAP Student Graduation Requirements* policy.

Students who retake any previously passed course/s can utilize Title IV funding to cover the cost of the course a maximum of once per course. For this purpose, passed means any grade higher than an "F," regardless of what the UPMC SON grading scale considers

to be a failing grade. This allowable one-time retake of the passed course may be included in the student's enrollment status and would count toward the student's eligibility for Title IV aid.

For further or detailed clarification on this policy, the following guidelines should be referenced:

1. US Department of Education Student Financial Aid Handbook
2. Code of Federal Regulations

Reviewed/Revised: 06/03/2026
Originated: 05/28/2019
Effective Date: 08/31/2026



UPMC SCHOOLS OF NURSING POLICY

SUBJECT: School Account Statement
DATE: August 31, 2026

INDEX TITLE: Student Financial Aid

I. POLICY

It is the policy of UPMC Schools of Nursing (UPMC SON) to ensure that Federal Aid is accurate for each financial aid recipient per their enrollment status on a monthly basis.

II. PURPOSE

The purpose of the School Account Statement (SAS) Policy is to ensure all Federal Aid funds are appropriately accounted for on a monthly basis.

III. SCOPE

This policy applies to each school within the UPMC SON.

IV. REFERENCES AND GUIDELINES

UPMC SON will ensure that all Federal Aid is accurately accounted for on a monthly basis.

The Financial Aid Coordinator (Compliance & Reporting) will perform a monthly reconciliation and resolution of the Direct Loans on the School Account Statement and the Student Information System. The resolution will be completed by the end of the current month.

The Financial Aid Coordinator (Compliance & Reporting) will perform a monthly reconciliation and resolution of the Federal Pell Grant on the Pell Grant Reconciliation and the Student Information System. The resolution will be completed by the end of the current month.

For further or detailed clarification on the School Account Statement process, the following guidelines should be referenced:

- A. US Department of Education Student Financial Aid Handbook
- B. Code of Federal Regulations

Reviewed/Revised: 05/30/2026
Originated: 05/28/2019
Effective Date: 08/31/2026



UPMC SCHOOLS OF NURSING POLICY

SUBJECT: Student Eligibility

INDEX TITLE: Student Financial Aid

DATE: August 31, 2026

I. POLICY

It is the policy of the UPMC Schools of Nursing (SON) to define who is eligible for specific Title IV Aid and the corresponding amount.

II. PURPOSE

The purpose of the Eligibility Policy is to define and differentiate who is eligible for each corresponding type of Title IV Aid.

III. SCOPE

This policy applies to each school within the UPMC SON.

IV. REFERENCES AND GUIDELINES

According to the Federal Student Aid (FSA) Handbook, students must meet certain requirements to be eligible for FSA funds. The following are general requirements for Title IV eligibility:

1. Is enrolled or accepted for enrollment as a regular student in an eligible institution for the purpose of obtaining a degree or certificate offered by the school.
2. Is qualified to study at the postsecondary level by:
 - a. Having a high school diploma (this can be from a foreign school if it is equivalent to a U.S. high school diploma);
 - b. Having the recognized equivalent of a high school diploma, such as a general education development or GED certificate or other state-sanctioned test or diploma-equivalency certificate;
 - c. Having completed homeschooling at the secondary level as defined by state law;
 - d. Having completed secondary school education in a homeschool setting which qualifies for an exemption from compulsory attendance requirements under state law, if state law does not require a homeschooled student to receive a credential for their education; or
 - e. Having completed one of the ability-to-benefit (ATB) alternatives and is either currently enrolled in an eligible career pathway program or first enrolled in an eligible postsecondary program prior to July 2012.
3. Maintains satisfactory academic progress by meeting both the UPMC SONs' established qualitative and quantitative criteria;
4. Is enrolled at least half-time to be eligible for Direct Subsidized/Unsubsidized and Direct PLUS Loan Program funds only;

5. Is not considered to be incarcerated by currently serving a criminal sentence in a federal state, or local penitentiary, prison, jail, reformatory, work farm, or similar correctional institution (whether operated by the government or a contractor) for Direct Subsidized/Unsubsidized and Direct Plus Loan funds only;
6. Is a U.S. citizen, U.S. national, U.S. permanent resident, other eligible noncitizen or a citizen of the Freely Associated States;
 - a. The Federated States of Micronesia and the Republics of Palau and the Marshall Islands can only receive aid from some of the FSA programs.
7. Signs statements on the Free Application for Federal Student Aid (FAFSA) stating that;
 - a. Student is not in default on an FSA loan and does not owe and overpayment on an FSA grant, or that he/she has made satisfactory arrangements to repay the overpayment or default; and
 - b. Student will use federal student aid only for education purposes;
8. Has not exceeded annual or aggregate Direct Loan limits as set by Federal guidelines;
9. Has not exceeded Federal Pell Grant Lifetime Eligibility;
10. Has not listed a defaulted FSA loan or grant overpayment in an active bankruptcy claim without documentation from the holder of the debt stating it is dischargeable;
11. Does not have Federal Aid in repayment that is linked to a conviction, or has pled no contest or guilty to, a crime involving fraud in obtaining FSA funds;
12. Does not have property that is subject to a judgment lien for a debt owed to the United States;
13. Has a valid Social Security number (with the exception of the Freely Associated States);
14. Has completed Direct Subsidized and Unsubsidized Loan Entrance Counseling.

A parent of a student who wishes to apply for a Parent PLUS loan must be the student's biological parent, adoptive mother or father, or in some cases the stepparent. The following are general requirements for Parent PLUS eligibility:

1. The student and parent are US Citizens, permanent residents, eligible noncitizens or citizens of the Freely Associated States;
 - a. The Federated States of Micronesia and the Republics of Palau and the Marshall Islands can only receive aid from some of the FSA programs.
2. The student and parent sign statements on the FAFSA stating that
 - a. The student or parent is not in default on an FSA loan and does not owe an overpayment on an FSA grant, or that he/she has made satisfactory arrangements to repay the overpayment or default; and
 - b. The student will use federal student aid only for education purposes;
3. The parent and student have valid Social Security Numbers (with the exception of students and parents from the Republic of the Marshall Islands, Federated States of Micronesia or the Republic of Palau)
4. The parent is not held to a lien by the Federal Government for property;
5. The parent (and endorser if applicable) has obtained an approved credit history review through the Direct Loan Credit Check; and
6. The parent has completed the PLUS Credit Counseling process.

The Financial Aid Office has the right to withhold disbursements of Federal Student Aid upon notice of dropped course/s and/or added or unregistered course/s until a subsequent review of eligibility can be completed; all FSA disbursements will be reinstated upon confirmation of eligibility.

The Financial Aid Office will routinely review repeated coursework to ensure FSA eligibility under the UPMC Schools of Nursing Satisfactory Academic Progress Policy. Students who retake any previously passed course/s can utilize Title IV funding to cover the cost of the course a maximum of once per course. For this purpose, passed means any grade higher than an “F,” regardless of what the UPMC SON grading scale considers to be a failing grade. This allowable one-time retake of the passed course may be included in the student’s enrollment status and would count toward the student’s eligibility for Title IV aid.

New student loan borrowers as of July 1, 2013 will not be eligible for Direct Subsidized Loans once they have reached the 150% eligibility limit; this requirement is not in effect for new Direct Subsidized Loan borrowers on or after of July 1, 2021.

Students who are eligible for Federal Pell Grant are limited to a 600% lifetime limit. Federal Pell Grant lifetime eligibility will also be restored to students whose school closed while they were enrolled or if the school is found to have misled the student.

For further or detailed clarification on the Student Eligibility process, the following guidelines should be referenced:

1. US Department of Education Student Financial Aid Handbook
2. Code of Federal Regulations

Reviewed/Revised: 07/01/2026
Originated: 03/05/2019
Effective Date: 08/31/2026



UPMC SCHOOLS OF NURSING POLICY

SUBJECT: Nursing Tuition Loan Forgiveness INDEX TITLE: Student Financial Aid Program

DATE: August 31, 2026

I. POLICY:

Students qualified to participate in the Nursing Tuition Loan Forgiveness Program are given the opportunity to finance a portion of their education through the program.

II. PURPOSE:

The purpose of this policy is to ensure students understand the qualifications and guidelines in participating in the Nursing Tuition Loan Forgiveness Program.

III. SCOPE:

This policy applies to each school within the UPMC SON.

IV. REFERNCES AND GUIDELINES:

Students qualified to participate in the Nursing Tuition Loan Forgiveness Program have the option of financing a portion of their education through this process.

Qualified is defined as:

1. Being accepted to the program,
2. Eligible for clinical placement
3. Eligible for hire/re-hire as a UPMC employee
4. Student must also be enrolled into the Physiological Concepts of Nursing Course (N201)
5. \$0 Balance with the school.

Students (hereafter referred to as “Borrower”) are eligible for up to \$7,000 (full-time) or \$3500 (part-time) per semester or \$21,000 total for the program. Federal and state grant monies, other scholarships, and other need-based funding may be required to offset required tuition and fee payments. The UPMC Tuition Assistance Program for Staff Members or Dependents of Staff Members may be used to offset required tuition and fee payments before the Nursing Tuition Loan Forgiveness Program. This situation will only occur once the student is qualified for the Nursing Tuition Loan Forgiveness Program defined above.

Borrowers participating in the Nursing Tuition Loan Forgiveness Program are required to work for UPMC as a full-time registered nurse in a direct clinical care position in an acute care facility. The work agreement requirement is varied based on the amount of Nursing Tuition Loan Forgiveness received.

Up to \$7,000 = One-year work commitment
Up to \$14,000 = Two-year work commitment
Up to \$21,000 = Three-year work commitment.

Starting with the employee's first paycheck and concluding with the last paycheck of the work agreement, federal taxes and interest will be withheld from after-tax earnings. This withholding is to cover the tax liability on the loan amount when the loan is forgiven. When the Borrower has completed his/her work commitment, the entire amount of the loan (principal and interest) is forgiven. If the Borrower defaults, the balance will be placed on a twenty-year repayment schedule. Interest will be charged during this time. The outstanding loan balance will be offset by the tax withholding balance as well as any paid time off balance.

Borrower may be considered in default if any one of the following conditions is met:

1. Borrower does not receive and accept an offer from UPMC for a full-time RN position within a clinical setting before graduation.
2. Borrower is convicted of a criminal offense or child abuse offense while the student is attending class at the UPMC School of Nursing or during their required UPMC Work Commitment.
3. Borrower withdraws from the school for any approved reason and fails to return to the school within one year of the date of the withdrawal.
4. Borrower does not schedule licensure examination and receive the license within two (2) months following graduation from the school.
5. Borrower is denied employment with UPMC as a registered nurse because Borrower fails to pass the pre-employment screening process.
6. Borrower resigns, reduces working hours to less than full-time, or is discharged from full-time employment with UPMC as a registered nurse before completing the required work agreement.

If the Borrower fails a single nursing or non-nursing course taken at the institution, he/she is no longer eligible to continue in the Nursing Tuition Loan Forgiveness Program until the previous failed course has been successfully completed and paid for.

- If the withdrawal is considered in good standing (withdraw pass), the Borrower may apply and continue on in another one of the UPMC Schools of Nursing, remaining on the Tuition Forgiveness Loan program.
- If the withdrawal is considered in poor standing (withdraw fail), and it is the first failure for the Borrower, he/she may apply and continue on at another one of the UPMC Schools of Nursing. He/she is no longer eligible to continue in

the Nursing Tuition Loan Forgiveness Program until the previous failed course has been successfully completed and paid for.

- If the withdrawal is considered in poor standing (withdraw fail), and it is the second failure for the Borrower, he/she is out of the current school's program, and no longer permitted to participate in the Tuition Forgiveness Loan Program. However, he/she could be eligible for other UPMC incentives.

If the Borrower defaults by being dismissed or permanently withdrawing from the school, the principal amount of the loan will be reduced by the amount of any tuition refund the student would have been entitled to under the school's usual refund policies. Borrowers who default by being dismissed, permanently withdrawing, or unable to pass NCLEX may still participate in the Nursing Tuition Loan Forgiveness Program if they choose. They can work for UPMC in any full-time role for the years defined below. The work agreement requirement is varied based on the amount of Nursing Tuition Loan Forgiveness received.

Up to \$7,000 = One-year work commitment
Up to \$14,000 = Two-year work commitment
Up to \$21,000 = Three-year work commitment.

Students choosing to participate in the Nursing Tuition Loan Forgiveness Program must complete all ECSI documentation, which includes the entrance counseling, rights and responsibilities, reference information, loan disclosures, and self-certification form, as well as sign both the UPMC Nursing Tuition Loan Forgiveness Agreement and the Promissory Note.

Official transcripts cannot be released to any student in default of their Nursing Tuition Forgiveness Loan. Transcripts can be released interschool for financial aid purposes, regardless of the balance owed.

Reviewed/Revised: 05/28/2026
Originated: 04/26/2023
Effective Date: 08/31/2026



UPMC SCHOOLS OF NURSING POLICY

SUBJECT: Uncollectible Student Debt
DATE: August 31, 2026

INDEX TITLE: Student Financial Aid

I. POLICY:

It is the policy of UPMC Schools of Nursing (SON) to establish guidelines for waiving student debts.

II. PURPOSE:

The purpose of this policy is to define when an outstanding student debt is considered to be uncollectible.

III. SCOPE:

This policy applies to each school within the UPMC SON.

IV. REFERENCES AND GUIDELINES:

Student debt is defined as an outstanding accounts receivable balance that exists on the student's ledger with the UPMC Schools of Nursing. Under few circumstances listed below is a student debt considered to be uncollectible:

- 1) Student bankruptcy as defined by legal court settlement paperwork
- 2) Student death

Upon request, the student or estate must be able to provide the appropriate paperwork to support these situations. Once the debt is considered uncollectible the balance will be waived in full and will reflect accordingly on the student's ledger with the UPMC Schools of Nursing.

Reviewed/Revised: 06/03/2026
Originated: 05/10/2019
Effective Date: 08/31/2026



UPMC SCHOOLS OF NURSING POLICY

SUBJECT: Verification

DATE: August 31, 2026

INDEX TITLE: Student Financial Aid

I. POLICY

It is the policy of UPMC Schools of Nursing (SON) to confirm and verify the accuracy of the information and data that students input onto the Free Application for Federal Student Aid (FAFSA) when applying for federal financial aid.

II. PURPOSE

The purpose of the Verification Policy is to verify the reported student demographic and financial information to ensure that the student is providing consistent and accurate data about their basis and need for financial aid. Student information that is inaccurately reported may result in the student receiving less (or more) money than he/she should.

III. SCOPE

This policy applies to each school within the UPMC SON.

IV. REFERENCES AND GUIDELINES

To properly ensure that all of the verification requirements are met, the UPMC SON will provide the applicants the Verification Worksheet for completion, which will outline all required documentation and steps.

Additionally, the UPMC SON will provide the applicant with a letter outlining student responsibilities and timelines for completions. The documents listed in this letter are required for submission to the UPMC SON Financial Aid Office. This documentation is required no later than 30 days prior to the start of the first day of classes in the upcoming school year. Failure to comply with this deadline will result in an indefinite delay of disbursement of your Federal funding.

All errors on the student's FAFSA will be communicated to the student and can be corrected by the student and/or parent or by the Financial Aid office, if granted approval by the student and/or parent, before grants or loans can be originated. All changes to the student's Student Aid Index (SAI) or Title IV aid amounts will be communicated directly to the student.

The *Fostering Undergraduate Talent by Unlocking Resources for Education (FUTURE) Act* authorizes a direct data exchange – the FUTURE Act Direct Data Exchange (FA-DDX) – with the Internal Revenue Services (IRS) to facilitate completing a FAFSA form. The *FUTURE Act* amended Section 6103 of the Internal Revenue Code to allow the IRS to disclose certain federal tax information (FTI) to Federal Student Aid.

Implementation of the FA-DDX eliminates the need for most applicants (and their spouse or parents) to self-report their income and tax information reported to the IRS. All FTI that is transferred via the FA-DDX to the FAFSA is considered verified for Title IV purposes. The FA-DDX requires students and contributors to provide consent for the Department to obtain FTI via the FA-DDX. A contributor is anyone (you, your spouse, biological or adoptive parent, your parent's spouse) will also be required to consent to the new data transfer for federal student aid eligibility. Once a contributor has provided consent for the FAFSA cycle, it cannot be revoked. Without consent from all FAFSA Contributors for a student, the UPMC Schools of Nursing cannot move forward with any Title IV applications.

The UPMC SON will complete verification reviews on all subsequent transactions for the entire processing year. The UPMC SON will only complete verifications for withdrawals or terminations during the length of the active loan period. The UPMC SON has the right to select a student's FAFSA application for the Verification process at any time.

If it is believed that a student, employee, or other individual has purposefully misrepresented information, the UPMC SON encourages suspicions to be immediately reported to the Office of the Inspector General via phone at (215) 656-6900 or (800) 647-8733 or online at <http://www.ed.gov/about/offices/list/oig/hotline.html>.

For further or detailed clarification on the Verification and IRS Data Retrieval Tool, the following guidelines should be referenced:

1. US Department of Education Student Financial Aid Handbook
2. Code of Federal Regulations

Reviewed/Revised: 11/17/2025
Originated: 01/01/2024
Effective Date: 08/31/2026



UPMC SCHOOLS OF NURSING POLICY

SUBJECT: Veteran's Benefits and Transition Act of 2018 **INDEX TITLE: Student Financial Aid**
DATE: August 31, 2026

I. POLICY:

It is the policy of the UPMC Schools of Nursing (SON) to not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under Chapter 31 or 33.

II. PURPOSE:

The purpose of the Veteran's Benefits and Transition Act of 2018 policy is to define covered individuals under Chapter 31 - Vocational Rehabilitation and Employment, or Chapter 33 - Post-9/11 GI Bill® benefits.

III. SCOPE:

This policy applies to each school within the UPMC SON.

IV. REFERENCES AND GUIDELINES:

The UPMC SON ensures that your educational institution will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under Chapter 31 or 33.

The UPMC SON permits any covered individual to attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a Certificate of Eligibility for entitlement to educational assistance under Chapter 31 or 33 a "Certificate of Eligibility" can also include a "Statement of Benefits" obtained from the Department of Veterans Affairs' (VA) website – eBenefits, or a VAF 28-1905 form for Chapter 31 authorization purposes) and ending on the earlier of the following dates:

- The date on which payment from VA is made to the institution.
- 90 days after the date the institution certified tuition and fees following the receipt of the Certificate of Eligibility.

"GI Bill®" is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at www.benefits.va.gov/gibill.

Reviewed/Revised: 06/03/2026
Originated: 03/05/2019
Effective Date: 08/31/2026



UPMC SCHOOLS OF NURSING POLICY AND PROCEDURE

SUBJECT: Voter Registration
DATE: August 31, 2025

INDEX TITLE: Student Financial Aid

I. POLICY:

It is the policy of UPMC Schools of Nursing (SON) to make a good faith effort to provide voter registration information to enrolled students.

II. PURPOSE:

The purpose of the Voter Registration policy is to ensure UPMC SON distributes voter registration forms to students according to the Federal Student Aid Handbook.

III. SCOPE:

This policy applies to each school within the UPMC SON.

IV. REFERENCES AND GUIDELINES:

UPMC SON will individually distribute voter registration forms in June to all enrolled students. The voter registration form can be distributed by one of two methods:

1. Paper Copy: The voter registration form can be individually mailed to all students
2. Electronic Message: An electronic message, devoted solely to voter registration, can be distributed to each student containing the voter registration form or a link to where the form can be downloaded.

In addition to notifying students of voter registration on an annual basis, the UPMC SON publicly posts information about voter registration on the School of Nursing Financial Aid website. As US citizens, voting is our chance to select leaders who understand the issues our country faces. It is important to exercise your right as a US citizen to participate in the upcoming election.

If you are eligible to vote and wish to do so, you must register in the state of your current residence. Primary elections in Pennsylvania usually take place in May and general elections take place in early November. Please visit the voter registration site for your permanent state of residence for more details about the deadlines and requirements for voter registration.

For further or detailed clarification on the Voter Registration process, the following guidelines should be referenced:

1. US Department of Education Student Financial Aid Handbook
2. Code of Federal Regulations

Reviewed/Revised: 05/22/2026
Originated: 05/28/2019
Effective Date: 08/31/2026

Student Services

**UPMC SCHOOLS OF NURSING
POLICY AND PROCEDURE**

SUBJECT: The DAISY Award for
Extraordinary Nursing Students Policy

INDEX TITLE: Student Services

DATE: August 31, 2026

I. POLICY:

It is the policy of the UPMC Schools of Nursing to participate in the DAISY Award for Extraordinary Nursing Students established by the DAISY Foundation

II. PURPOSE:

The purpose of this policy is to recognize nursing students for their above and beyond care and compassion shown to patients and families in memory of J. Patrick Barnes.

III. SCOPE:

This policy applies to all students within the UPMC Schools of Nursing.

IV. PROCEDURE:

The UPMC Schools of Nursing utilize the nomination criteria established by the DAISY Foundation.

Eligibility:

1. To be recognized, the student must be passing both academically and clinically.
2. The nominations must reflect the care given while in the student nurse role.

Nomination Process:

1. Anyone can nominate a student for the award. (ex. Faculty, students, patients, families, nurses, physicians, etc.)
2. Nominations will be accepted on an ongoing basis.
3. Electronic and paper nomination forms will be available.
4. Nominations must be submitted to the DAISY Coordinator at each UPMC School of Nursing.

Selection Process:

1. Nominations will be de-identified by the DAISY Coordinator at each UPMC School of Nursing.
2. The award recipient will be selected in a blind review of nominations by a committee of faculty members.

Award:

1. A maximum of two awards will be given per year at each school.
2. Students can be nominated numerous times but can only receive the award once.
3. The DAISY Award for Extraordinary Nursing Students nominees and honorees will be recognized at a presentation(s) planned by the DAISY Coordinator and Administration at each school. This may occur during the Honor Society Ceremony.

Reviewed/Revised: 06/10/2026
Originated Date: 4/19/2010
Effective Date: 08/31/2026



DAISY in Training Nomination Form

Celebrating Student Nurses for their Commitment to Compassionate Patient Care and for Demonstrating Outstanding Clinical Skill

I nominate _____ as a deserving recipient of **The DAISY in Training Award**.

This student nurse's clinical skill and especially her/his compassionate care exemplify the kind of nurse that our patients, their families, and our staff recognize as an outstanding role model. She/he consistently meets all of the following criteria:

-  **Caring:** Demonstrates outstanding compassion at the bedside and always puts the patient first.
-  **Advocating:** Going above and beyond and serving as a voice for the patient's needs or wants.
-  **Leading:** Being an extraordinary team member and demonstrating outstanding clinical skill. Working with peers to organize programs that improve the nursing profession and improve patient care.

Please include a specific story about this Student Nurse's exceptional skill and compassionate care:

Thank you for taking the time to nominate an extraordinary student nurse for this award. Please tell us about yourself, so that we may include you in the celebration of this award should the student you nominate be chosen for recognition.

Your Name _____ Phone _____

Email _____

I am (please check one): Preceptor____ Instructor____ RN____ Patient____ Family/Visitor____ MD____ Staff____
____ Student

Date of nomination: _____

UPMC School of Nursing is proud to be a DAISY In Training Award Partner, recognizing one of our Student Nurses with this special honor four times a year.

Learn more about The DAISY Award for Extraordinary Nurses or The DAISY in Training Award at DAISYfoundation.org

Please email all nominations to

no later than

Thanks.





UPMC SCHOOLS OF NURSING POLICY AND PROCEDURE

SUBJECT: Information Technology
Resources: Acceptable Use Policy

INDEX TITLE: Student Services

DATE: August 31, 2026

I. POLICY:

It is the policy of the UPMC Schools of Nursing to define the limits of student use of Information Technology Resources. Students are given access to resources including campus computers, UPMC e-mail accounts, internet services, and Wi-Fi to meet the educational goals of the program. UPMC must protect its computer systems and data from unauthorized access.

II. PURPOSE:

The purpose of this policy is to provide written guidelines regarding the appropriate and inappropriate uses of all Information Technology Resources.

III. SCOPE:

This policy applies to all students enrolled in the UPMC Schools of Nursing.

IV. GUIDELINES:

A. Acceptable uses:

1. Communicate and retrieve clinical information related to student's clinical responsibilities, during clinical hours or as specified by the clinical instructor.
2. Participate in educational activities.

B. Unacceptable uses:

1. Internet use is unrelated to a student's responsibilities or assignments.
2. Release of Protected Health Information outside of UPMC via the Internet.
3. Any illegal or unlawful purpose.
4. Revealing any proprietary or confidential information.
5. Infringing on the rights of any individual, including the right to privacy.
6. Sending, soliciting, displaying, or printing any personal messages or images containing any offensive, harassing, discriminatory or sexually oriented material.
7. Breaching the legal protection provided to programs and data by copyright and license.
8. Any activity that fosters personal gain or a personal business activity, including advertising of products or services.
9. Any form of gambling.
10. Initiating or forwarding electronic chain mail.
11. Download any file without virus protection in place.
12. Performing unauthorized peer-to-peer file sharing.
13. Engagement of illegal downloading of copyrighted materials.

- C. Anyone accessing the UPMC accounts from remote sites must conform to standards set forth in items listed above. Students sign a confidentiality statement regarding UPMC computer accounts upon entering the program.
- D. Upon completion of, or termination from the program, students' UPMC School of Nursing email accounts, designated Information Technology accounts and badge access will be terminated. Students who are UPMC employees will be managed on an individualized basis.
- E. Wi-Fi Access
 - 1. It is the responsibility of the user to maintain latest virus detection, operating system service packs, and spyware removal software.
 - 2. It is the responsibility of the users with the Wi-Fi privileges to ensure that unauthorized persons are not allowed access to UPMC Wi-Fi networks.
 - 3. By using UPMC Wi-Fi Network with personal equipment, users must understand that their machines are a de facto extension of UPMC network, and as such must comply with this policy.
 - 4. All data reported from or transported via a UPMC Internet connection is the property of UPMC.
- F. Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "Willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorney' fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the website of the U.S. Copyright Office: www.copyright.gov

V. PROCEDURE:

A. Monitoring

UPMC and the Schools of Nursing may monitor, at any time, without notification, any activity occurring on UPMC owned-computing equipment and e-mail accounts. If UPMC discovers any activity that violates the UPMC Acceptable Use of Information Technology Resources Policy or applicable law, records will be retrieved to document the incident.

B. Failure to comply:

Inappropriate use of the Internet and IT Resources may include but not be limited to:

1. Temporary or permanent revocation of access to certain computing and network resources.
2. Disciplinary action according to the UPMC Schools of Nursing Academic Integrity Policy.
3. Use of the Internet for any illegal or unlawful purpose, any form of gambling, or sending, soliciting, displaying, or printing any sexually oriented message or image will result in immediate termination from the program.
4. Violation of HIPAA laws may result in immediate termination from the program.
5. Legal action according to applicable law.

VI. REFERENCED AND RELATED POLICIES:

UPMC Policy HSIS0202 Acceptable Use of Information Technology Resources
UPMC Schools of Nursing Academic Integrity Policy
UPMC Schools of Nursing Social Media Policy



UPMC SCHOOLS OF SCHOOL OF NURSING POLICY AND PROCEDURE

SUBJECT: Peer Mentor Program

INDEX TITLE: Student Services

DATE: August 31, 2026

I. POLICY:

It is the policy of the UPMC Schools of Nursing to provide incoming students with peer support.

II. PURPOSE:

To ease transition into UPMC Schools of Nursing, volunteer Peer Mentors who have successfully completed the first level nursing courses will serve as informal resources for the new students.

The Peer Mentor Program is organized within the Student Services Subcommittee with faculty guidance for development and resources for the Peer Mentors. The Peer Mentor Program is not a substitute for the Student Counseling Program, Life Solutions, or Academic Support Program. The Peer Mentor Program will, on a continuous basis, recruit new peer mentors as needed.

III. SCOPE:

This policy applies to each school within the UPMC Schools of Nursing

IV. RESPONSIBILITIES:

Responsibilities of the Peer Mentors will include:

- Acting as a role model
- Meeting with the designated new students and establish formal communication methods (recommend utilization of e-mail)
- Reinforcing the chain of command processes related to problems and issues
- Serve as a resource to new students for basic questions that may include but not limited to:
 1. resources in the school and community
 2. classes and clinical site information
- Participating in the New Student Orientation sessions.

V. PROCEDURE:

1. The Manager of Student Success and Engagement will email students during the last two weeks of the prior semester and ask for their interest in becoming a Peer Mentor for incoming students.

2. Students who are interested will send their email addresses to the faculty representative who will then disseminate the Peer Mentor contact information to new students.
3. Peer Mentors are encouraged to introduce themselves to new students during new student orientation.
4. New students who are interested in seeking a Peer Mentor will utilize the Peer Mentor's contact information to make contact if interested.

Reviewed/Revised: 06/10/2026
Effective Date: 08/31/2026

**UPMC SCHOOLS OF NURSING
STUDENT GOVERNANCE BY-LAWS**

**TABLE OF CONTENTS
2026-2027**

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We, the students of the UPMC Schools of Nursing, do establish the Goal, Purpose, and Bylaws of the Student Body.

Each UPMC School of Nursing will individually implement the Student Governance By-laws.

GOAL

Our goal is to ensure that students at UPMC Schools of Nursing are actively involved in the academic and social activities of the school and therefore have a voice to participate in the governance process.

Purposes

Our purposes are to:

- incorporate the core values of caring, integrity, diversity, and excellence into our nursing practice
- promote effective communication between faculty and students
- encourage each student to assume responsibility for self-direction
- improve student interaction through the student body and student representatives of each class
- promote good relationships among the students
- promote social activities to foster collegial relationships among students
- encourage student participation in community and professional activities
- provide students with support to reach their academic goals and assist with personal and professional development
- provide opportunities for self-directed leadership through student government
- promote faith-based activities to solidify the core values of Mercy Hospital through involvement in pastoral care. (Mercy)

Events are planned to foster both academic and social interaction, and professional growth. Students may participate in a variety of school activities which may include the following:

1. Peer Mentor Program
2. Community Volunteer activities
3. Annual Student Nurse Association of Pennsylvania Conference
4. National Student Nurses' Association Conference
5. Holiday/Social
6. Grants, Awards and Scholarship Presentations
7. Nurses' Week activities
8. New Student Orientation
9. Open House/Information Sessions
10. Pastoral Care (Mercy)

SECTION I: Membership

Term of Office- The “Term of Office” for an elected representative shall include from the time of appointment to graduation.

Student Body- Shall include all students enrolled in UPMC Schools of Nursing.

Student Class- Shall include students who are enrolled in the same class based on the date of graduation

Student Representatives- The students appointed into positions by the Student Class.

SECTION II: Student Representative Responsibilities

- a. Participate in the local Standing Student Services Committee for monthly meetings.
- b. May participate in the Student Services Subcommittee for monthly meetings.
- c. In case of absence from duties, meetings, or responsibilities, notify and brief the other representatives concerning the fulfillment of responsibilities pertaining to role.
- d. May participate as a student speaker at graduation.
- e. Be eligible for Student Services cords for graduation if they meet the attendance requirements for attending local Student Services meetings.

SECTION III: Appointment Process

Each class is structured so that it operates individually to elect an appropriate number of student representatives dependent on the cohort size. The number of student representatives may vary with a minimum of one student per cohort. To provide students with an opportunity to become acquainted, the Student Representatives will be appointed 8 to 12 weeks after the semester has started.

Each class will operate individually with communication between representatives as needed. All cohorts will meet to arrange or discuss activities pertinent to all classes.

The decision-making authority is delegated to the Student Representatives through a voting decision of the Student Body.

Attendance

It is expected that all Student Representatives will attend at least 50% per semester of scheduled local standing student services meetings. If the student is unable to attend a meeting, they should communicate with the Chair of the Student Services committee that they will not be attending the scheduled meeting.

Voluntary Resignation

When a member is unable to fulfill their membership or voluntarily is unable to fulfill their responsibilities, or they shall submit their resignation to the appropriate Chair of the Student Services committee. A new Student Representative may be appointed by the Student Body to fill the vacant position.

Involuntary Resignation

When a member is unable to fulfill their role and does not submit a resignation from Student Services, the Chair of the Student Services committee will reach out to the student to discuss their participation/role in Student Services. After which, if the student does not participate, they may be asked to resign from their role in Student Services.

SECTION IV: Student Nurses Association

All students are encouraged to become members of the National Student Nurses Association (NSNA). As a member of the NSNA, the student will also be a member of the Student Nurses Association of Pennsylvania (SNAP).

Students requesting to attend an NSNA or SNAP convention must be in good academic standing and approved by the administration. Dues paid to NSNA must be up to date. If an approved conference falls on an exam day, the student will follow the exam makeup policy without penalty. If the conference falls on a clinical day, the student will receive an excused clinical absence.

SECTION V: Chair(s) of the Student Services Committee

The Chair(s) of the Student Services committee for Student Services will be selected by the Director of the School of Nursing and will act in the advisory capacity for the class throughout the curriculum. The Chair(s) of the Student Services committee will act as a support person for the Student Representatives and Student Body by:

- a. Meeting with the Student Service Representatives prior to the local Student Services meetings to discuss and advise on agenda items and schedule meetings with the student body as needed.
- b. Monitor Student Service representatives' attendance at local Student Services meetings.
- c. Keep minutes at all meetings.
- d. The Chair(s) of the Student Services committee will maintain and post minutes in a designated location, such as the student site in the learning management system for all members of the student body.
- e. Assisting students with input into the subcommittee annual review and revision of student Bylaws
- f. Working with class members and representatives for planning activities
- g. Assist students in registering and participating in the National Student Nurses Association (NSNA) and Student Nurses Association of Pennsylvania (SNAP).

SECTION VI: Meetings

Meeting Schedules

- a. Student Services Standing Committee meetings shall be held monthly during the school year.
- b. The Student Representative shall communicate in person, via email or learning management system, with any relevant information concerning meetings.
- c. Student representatives will share the minutes or highlights with the student body when published.

- d. The Standing Committee meetings should be scheduled for at least two weeks in advance and posted one week prior to the meeting.

Meeting Structure

- a. Student Representatives may follow adapted Robert's Rules of Order, Revised.
- b. Refer to the agenda template attached.
- c. Recommendations for amendments to these bylaws shall be directed to the Student Service Subcommittee.

Reviewed/Revised: 04/01/2026
Effective Date: 08/31/2026

UPMC Schools of Nursing
Student Services Meeting

- I. Call to Order
- II. Review/Approval of Minutes
- III. Old Business
- IV. New Business
- V. Open Discussion
- VI. Announcements
- VII. Next Meeting:
- VIII. Adjournment



UPMC SCHOOLS OF NURSING POLICY AND PROCEDURE

SUBJECT: Student Rights and Responsibilities

INDEX TITLE: Student Services

DATE: August 31, 2026

I. POLICY

It is the policy of the UPMC Schools of Nursing to affirm the rights and responsibilities of students.

II. PURPOSE

The purpose of this policy is to ensure that the basic rights and responsibilities are upheld for students during their educational experience at UPMC Schools of Nursing.

III. SCOPE

This policy applies to all students enrolled at the UPMC Schools of Nursing.

IV. PROCEDURE

- A. Students are responsible for maintaining the established standards of academic performance and for learning the content of the course in which they are enrolled.
- B. Students are encouraged to cultivate strong critical judgement skills and actively engage in evidence-based practice to inform their clinical decision making and professional development.
- C. The freedom to teach and the freedom to learn are interconnected elements of academic freedom, and students are expected to exercise these rights with responsibility and integrity
- D. UPMC Schools of Nursing have a duty to develop policies and procedures which provide and safeguard the students' freedom to learn.
- E. It is the policy and purpose of UPMC Schools of Nursing to provide equal educational opportunity according to academic qualifications without discrimination on the basis of race, color, religion, ancestry, national origin, age, sex, genetics, sexual orientation, gender expression, gender identity, or marital status, familial or disability status, or status as a protected Veteran, or any other legally protected group status. Further, UPMC Schools of Nursing will continue to support and promote equal educational opportunities and human dignity. UPMC Schools of Nursing are committed to taking positive steps to eliminate barriers that may exist in educational practices. Areas of focus include, but are not limited to recruiting, admission, transfer, progression, graduation, financial aid, termination, and education.

- F. Students are entitled to respectfully question or challenge the data and perspectives presented in the course and may withhold judgement on matters that are subject to differing opinions.
- G. Students are safeguarded by established and transparent procedures that ensure due process and protect them from biased or unexpected academic evaluation.
- H. Information about student views, beliefs, political ideation, or sexual orientation, gender expression or gender identity which instructors acquire in the course of their work or otherwise, are considered confidential and will not be released without the knowledge or consent of the student and shall not be used as a basis of evaluation.
- I. Students are responsible for providing feedback for end of course and end of program evaluations.
- J. Students' information is protected as required by State and Federal Laws.
- K. Students and student organizations are free to examine and discuss all questions of interest to them, and to express opinions publicly and privately.
- L. The student body has clearly defined means to participate in the formulation and application of school policy affecting academic and student affairs, Faculty Senate Student Services Subcommittee, and Standing Student Services Committees.
- M. The UPMC Schools of Nursing has an obligation to clarify those standards of behavior which it considers essential to its educational mission, its community life, or its objectives and philosophy as outlined in the Academic Integrity Policy.
- N. Students have the right to due process as outlined in the Student Complaints and Grievance Policy.
- O. Students are not obligated to be members of or to contribute to any organization not directly related to requirements of the curriculum.
- P. Adequate safety precautions are provided as deemed necessary by the educational environment.
- Q. Students have a clear mechanism for input into the evaluation of all faculty.

V. Reference:

Students' Rights and Responsibilities were adapted from the National Student Nurses' Association (www.nsna.org)

VI. REFERENCED AND RELATED POLICIES

UPMC Schools of Nursing Student Educational Record Retention,
Management and Retirement Policy
UPMC Schools of Nursing Student Complaints and Grievance Policy
UPMC Schools of Nursing Student Academic Progression (SAP)- Student Graduation
Requirements Policy
UPMC Schools of Nursing Non-Discrimination Policy Statement
UPMC Schools of Nursing Academic Integrity Policy
UPMC Schools of Nursing Family Educational Rights and Privacy Act
(FERPA) Policy
UPMC Policy HS-HR0705 Harassment Free Workplace

Reviewed/Revised: 04/22/2026

Originated Date: 01/09/2014

Effective Date: 08/31/2026

Student Resources

Medical Terminology Tips

- **FREE ONLINE MEDICAL TERMINOLOGY COURSE**
- Go to: <https://www.dmu.edu>
- Type in the search box: medical terminology course
- Please register for the free course.

Military Time

To avoid confusion, we use military time when we chart.

Military time is written as four digits, with no colon.

E.g., 11:00 a.m. = 1100

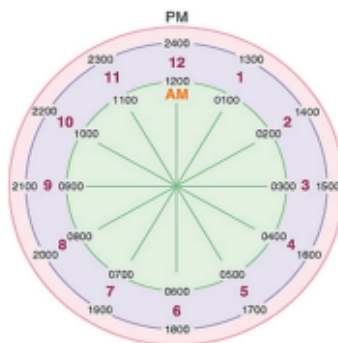
There is no need for "AM" or "PM"

For the afternoon hours, add 12 to get military time.

E.g., 2:00 p.m. = 1400

(2:00 + 12 = 1400)

This is read as "fourteen hundred hours."



ESL Resources in Harrisburg Area, Pittsburgh Area, and New Castle Area, Erie

If English is a second language for you, there are a wide variety of resources to help improve your English language skills.

Harrisburg Area Resources:

Catholic Charities

Catholic Charities provides ESL classes to immigrants and refugees throughout the Capital Region. Their ESL program offers 15 classes per year at different sites in the community. Typical courses have 10 to 20 students and range from beginner English to advanced classes in grammar and conversation.

Courses include:

- Workplace English Skills
- ESL Language Computer Labs
- United States Civics/Citizenship
- Low Literacy Tutoring Programs

<http://www.cchbg.org/get-help/immigration-refugee-services/english-second-language/>

Trinity Presbyterian Church

Currently, they are not accepting new students to our ESL classes. In-person registration starting in the fall will take place on Wednesday, September 13, at 6:30 p.m.

If you have any questions, send an email to ESL@trinityhbg.com.

English as Second Language (ESL) classes are Wednesday nights from 6:30 to 7:45 p.m. Registration for English classes is now closed. If you have questions, please contact Holly Lankford, ESL Coordinator, at esl@trinityhbg.com.

All ESL Classes are Free!

We offer the following levels:

- Levels Pre 1 and 1: For those who speak little or no English.
- Levels 2 and 3: For those who speak some English and desire to increase their vocabulary and pronunciation.
- Advanced Conversation Class: For those who want to improve their pronunciation and accent and to feel more comfortable conversing at work, at school, and in the community.

All of our teachers are unpaid volunteers who want to help each student learn to speak better English.

For those students with children, we do offer nursery for newborns to one year old; Kids Club ministry is open for children ages 2 through 5th grade; Middle School Youth Group for those in 6th to 8th grades.

If you have questions or interest in attending the English classes, please contact the church office by calling 717-545-4271 or email ESL@trinityhbg.com.

Harrisburg Area Community College (HACC)

HACC's English as a Second Language (ESL) programs provide comprehensive training for students to improve their English skills, regardless of their end goal. Students will benefit from their programs by developing their reading, writing, speaking, and listening skills and increasing their confidence. They offer two types of programs:

- ESL for Academic Purposes, which focuses on further academic study at the college level.
- ESL for Community, College, and Career, which focuses on work, community, and everyday life.

Which is the right English as a Second Language (ESL) program for me?

	ESL for Community, College, and Career	ESL for Academic Purposes
What type of program is this?	A noncredit training program Focuses on: • Learning English for work, community, and everyday life • Communicating better at work • Conversing more confidently in meetings and appointments • Exploring college and career options to determine future goals	A credit program for academic purposes that can lead to an associate degree Focuses on: • Learning English for academic study at the college level • Studying at the college level to earn a credential • Transferring to other colleges
How long is the program?	Each level includes a 10-week class with 50 hours of instruction. Classes are offered either two mornings or two evenings per week. Levels: • Beginner • Intermediate • Advanced	Each level is a 14-week course with three to four hours of instruction each week. Classes are offered during the day and in the evening. Levels: • Reading and Writing 1 and 2 • Speaking and Listening 1 and 2 • Grammar 1 and 2 • Academic English Bridge Course

What is the cost?	The cost is \$350 plus \$40 for the textbook for each level. Scholarships are available to those who qualify.	Tuition is charged per academic credit and varies based on citizenship, as well as Pennsylvania and school district residency. Financial aid and scholarships are available to those who qualify.
How do I get more help deciding?	Interested students can attend a free information session on the first Friday of the month at HACC Midtown (1523 North Fourth St., Harrisburg, PA 17112) or via Zoom: https://hacc.zoom.us/j/7842282235 . For additional information, please email eslinfo@hacc.edu or call 717-780-2449 .	Please email start@hacc.edu .

English as a Second Language (ESL)

<https://www.hacc.edu/ProgramsandCourses/Programs/English-as-a-Second-Language.cfm>

Temple University at Harrisburg

Whether you are a beginning, intermediate, or advanced English speaker, the IELP has courses that fit your needs.

- Learn from experienced instructors with advanced degrees
- Improve your English skills with students from around the globe
- Learn about the U.S. and American culture
- Work though to IELP level Advanced 2 and apply for a Temple University undergraduate degree
- Join fun social events to improve your English in a relaxed environment

Part-time study is right for you if:

- You only want to take one or two classes
- You don't need an F-1 visa
- **Click the link for more information on our TCALC Online English Classes.**
<https://ielp.temple.edu/programs/tcalc-online-english-classes>

Full-time study is right for you if:

- You want to improve your English language skills quickly
- You plan to apply to Temple University
- You need an F-1 visa
- **Click the link for more information about our Enrichment and Core Classes.**
<https://ielp.temple.edu/programs/intensive-english-language-program/intensive-english-language-program-0>

IELP Eligibility Details:

- F-1 visa students must study full-time.
- Students on a B1/B2 visa or other visa type can only study part-time.

<https://ielp.temple.edu/programs/intensive-english-language-program>

Pittsburgh Area Resources:

CCAC offers classes: Grammar for ESL | Community College of Allegheny County

<https://www.ed2go.com/ccac/online-courses/esl-grammar/#:-:text=It%20is%20designed%20to%20prepare%20you%20for%20regular,that%20you%20may%20be%20taking%20or%20will%20take>

Greater Pittsburgh Literacy Council: Programs | GED, Reading, ESL, Math, Work Skills | Literacy Pittsburgh

<https://www.literacypittsburgh.org/programs/>

University of Pittsburgh: English as a Second Language (ESL) Programs of Study | English Language Institute | University of Pittsburgh

<https://www.eli.pitt.edu/programs>

Duolingo: Duolingo - The world's best way to learn a language

<https://www.duolingo.com/>

Goodwill SWPA - Allegheny County Residents: Goodwill SWPA - ESL

<https://www.goodwillswpa.org/life-changing-services/education-and-training/esl-classes/>

Free Online Resource through Pitt: Clinical Terminology for International and U.S. Students | Coursera

<https://www.coursera.org/learn/clinical-terminology>

Carnegie Library of Pittsburgh: ESL Materials and Resources - Carnegie Library of Pittsburgh

<https://www.carnegielibrary.org/staff-picks/esl-materials-and-resources/>

Mount Lebanon Library: English as a Second Language | Mt. Lebanon Public Library, PA

<https://mtlebanonlibrary.org/225/English-as-a-Second-Language>

(resources outside of the Pittsburgh area)

Pennsylvania State ELL Resources: Pennsylvania: ELL Resources | Colorin Colorado

<https://www.colorincolorado.org/pennsylvania-ell-resources>

English Center in Youngstown Ohio free 1-330-743-5767

<https://www.englishcenteryoungstown.com/>

Lifelong Learning Center (Lawrence County Learning Center) free 724-654-1500

<https://www.learningchoicesinfo.org/>

New Castle

The Lawrence County Learning Center provides support and education training for residents (think GED and similar training). Their website can be found here:

<https://www.lawrencecountylearning.com/individuals/>

The Lawrence County Learning Center is one of several state-funded CEC programs — Community Education Councils. The CEC work in many communities throughout the state doing similar work:

<https://www.education.pa.gov/Postsecondary-Adult/CollegeCareer/Pages/Community-Education-Council.aspx>

Some organizations in Pittsburgh support immigrant populations.

<https://www.literacypittsburgh.org/free-english-classes/>

<https://isacpittsburgh.org/#services>

Finally, the local Intermediate Units have info about ESL:

<https://www.aiu3.net/>

Erie Area

IU5 Building

English as a Second Language | Community Services

<https://www.iu5.org/community-services/english-as-a-second-language>

Erie Neighborhood House

The workplace and in the community.

ESL/ABE - Erie Neighborhood House

<https://eriehouse.org/programs/esl-abe/>

MCRC

Multicultural Community Resource Center | Erie Community Foundation

<https://www.eriecommunityfoundation.org/donors/give-today/give-to-a-nonprofit/multicultural-community-resource-center>