

**UPMC | SCHOOLS
OF NURSING**

**Student
Handbook**

2024 - 2025

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Introduction

Approval Status of Nursing Program: UPMC Jameson School of Nursing, UPMC Mercy Hospital School of Nursing, UPMC St. Margaret School of Nursing, and UPMC Shadyside School of Nursing are approved by the Commonwealth of Pennsylvania State Board of Nursing.

For more information, please contact:

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The UPMC Schools of Nursing are accredited by the Accreditation Commission for Education 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

For more information, please contact:

Accreditation Commission for Education in
Nursing (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: September 3, 2024

I. STATEMENT

It is the policy and purpose of UPMC Schools of Nursing to provide equal educational opportunity according to academic qualifications without discrimination or harassment on the basis of race, color, religion, ancestry, national origin, age, sex, genetics, sexual orientation, gender identity, marital status, familial status, disability, veteran status, or any other legally protected group status. Further, UPMC Schools of Nursing will continue to support and promote equal educational opportunity, human dignity, and racial, ethnic, and cultural diversity. 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: 01/30/2024
Originated Date:
Effective Date: 09/03/2024

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
2024 - 2025 Academic
Calendar**

FALL 2024

Semester Dates: September 3 – December 20, 2024

Holidays: September 2, 2025 (Labor Day)
November 28 and 29, 2024 (Thanksgiving Break)
December 25, 2025 (Christmas Day)

BREAK WEEK: December 21, 2024- January 5, 2025

SPRING 2025

Semester Dates: January 6, 2025 - April 25, 2025

Holidays: January 1, 2025 (New Year's Day)
January 20, 2025 (Martin Luther King Day)
April 18, 2025 (Spring Break)

BREAK WEEK: April 26, 2025 – May 4, 2025

SUMMER 2025

Semester Dates: May 5, 2025 - August 22, 2025

Holidays: May 26, 2025 (Memorial Day)
July 4, 2025 (July 4th Day)

BREAK WEEK: August 23, 2025 – August 31, 2025

FALL 2025

Semester Dates: September 2 – December 19, 2025

Holidays: September 1, 2025 (Labor Day)
November 27 and 28, 2025 (Thanksgiving Break)
December 25, 2025 (Christmas Day)

BREAK WEEK: December 20, 2025- January 4, 2026

**UPMC | SCHOOLS
OF NURSING**

Administrative Policies



UPMC SCHOOLS OF NURSING POLICY AND PROCEDURE

SUBJECT: Academic Integrity Policy
DATE: September 3, 2024

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 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.
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

Reviewed/Revised: 4/16/2024

Originated Date: 03/14/2019

Effective Date: 09/03/2024

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

Taxonomy	Definition	Examples
		<p>else's assignment as if it were your own</p> <p>Having someone else take your exam</p>
Accessory to Plagiarism	Helping another student commit plagiarism	<p>Selling to another student your written work, lab data, or homework</p> <p>Writing a paper or taking an exam for another student</p>
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	<p>Maintaining a test file</p> <p>Providing old copies of an exam to another student</p>
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	<p>Marking two answers in hopes of getting half credit</p> <p>Trying to bias a professor by being overly friendly and kind</p>

(McClung & Schneider, 2015)

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: Bereavement Policy

INDEX TITLE: Administration

DATE: September 3, 2024

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:

1. 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.
2. A student experiencing the loss of an immediate family member (spouse, parent, sibling, child, 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. 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.
3. 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.
4. Students experiencing bereavement will be allowed to make-up examinations at the discretion and time available by the faculty without penalty.

REFERENCED AND RELATED POLICIES:

Funeral leave HSHR0729

UPMC Schools of Nursing Examination Policy

UPMC Schools of Nursing Clinical Attendance Policy

Reviewed/Revised: 01/18/2024

Originated Date:

Effective Date: 09/03/2024

**UPMC SCHOOLS OF NURSING
POLICY AND PROCEDURE**

**SUBJECT: Class and Clinical Rotation
Request Policy**

INDEX TITLE: Administration

DATE: September 3, 2024

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 to for all students.

II. SCOPE:

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

Reviewed/ Revised: 01/30/2024

Originated Date:

Effective Date: 09/03/2024

**UPMC SCHOOLS OF NURSING
POLICY AND PROCEDURE**

SUBJECT: Class Attendance Policy

INDEX TITLE: Administration

DATE: September 3, 2024

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:

1. Faculty will record absences from class as they occur.
 - a) To be given credit for having attended a class, students must sign the attendance sheet once, prior to the end of class.
 - b) For students to be considered enrolled in a class, they must attend a minimum of one of the first three classes.
 - c) 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.
2. Faculty teaching for affiliating colleges or universities will keep attendance records for all our students.
3. Faculty members are not permitted to grant delays to the start of class for any reason, including severe weather.

REFERENCED AND RELATED POLICIES:

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

Reviewed/Revised: 03/01/2024

Originated Date:

Effective Date: 09/03/2024

**UPMC SCHOOLS OF NURSING
POLICY AND PROCEDURE**

SUBJECT: Classroom Attendance Policy
UPMC Jameson School of Nursing at
UPMC Hamot

INDEX TITLE: Administration

DATE: September 3, 2024

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

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

V. PROCEDURE:

1. 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.
2. Attendance and tardiness will be recorded in all courses.
3. 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.
4. Reasons for absence must be provided to the course chair immediately on return to the School of Nursing.
 - a. Examples of excused absences would include:
 - i. Bereavement
 - ii. Court subpoena or jury duty
 - iii. Military duty

- b. All excused absences mentioned above must require proper documentation. All other absences which are not listed are considered **UNEXCUSED**.
 - c. The Director reserves the right to request additional documentation.
5. Students may have up to three (3) occurrences of tardiness. The fourth tardy occurrence will result in an unexcused absence.
 - a. 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.
 - b. 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.
6. Students may have no more than three (3) absences in a course. A fourth absence will result in a course failure.
7. It is the student's responsibility to obtain the course materials presented during their absence. All class and independent assignments must be completed.

REFERENCED AND RELATED POLICIES:

UPMC Schools of Nursing Bereavement Policy
UPMC Schools of Nursing Clinical Attendance Policy
UPMC Schools of Nursing Military Leave Policy

Originated: 07/31/2023
Effective Date: 09/03/2024

**UPMC SCHOOLS OF NURSING
POLICY AND PROCEDURE****SUBJECT: Clinical Attendance Policy**
DATE: September 3, 2024**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

1. Clinical Absences: failure to attend any clinical experience in its entirety.
 - a. Exceptions include jury duty, military duty, court subpoena or order, and bereavement.
2. Clinical Tardiness: arriving later than five (5) minutes after the designated start time for any clinical experience.

V. PROCEDURE:

1. 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.
2. Students arriving to a lab session fifteen (15) minutes after the designated start time (per individual course syllabus) will receive a clinical absence. Students will, however, be given the option to remain in lab to benefit from the experience.
3. Students may have no more than three (3) clinical absences in a clinical course. A fourth clinical absence will be considered a clinical failure, resulting in a course failure.
 - a) Second and Third Clinical Absence(s): Students will be required to attend an eight-hour clinical make-up day during the last week of the semester for each clinical absence. Failure to attend the clinical make-up day(s) will be considered a clinical failure resulting in a course failure. The School of Nursing may schedule make-up days, during the week, during evening hours, or on the weekend based on availability of clinical sites.

4. Students enrolled in the part-time program may have no more than two (2) clinical absences in a clinical course. A third clinical absence will be considered a clinical failure, resulting in a course failure.
 - a) Second Clinical Absence: Students will be required to attend an eight-hour clinical make-up day during the last week of the semester for each clinical absence. Failure to attend the clinical make-up day(s) will be considered a clinical failure resulting in a course failure. The School of Nursing may schedule make-up days, during the week, during evening hours, or on the weekend based on availability of clinical sites.
5. N320 Full and Part Time: Students may have no more than two (2) clinical absences in a clinical course. A third clinical absence will be considered a clinical failure, resulting in a course failure.
 - a) Clinical Absences: Students will be required to attend an eight-hour clinical make-up day during the last week of the semester for each clinical absence. Failure to attend the clinical make-up day(s) will be considered a clinical failure resulting in a course failure. The School of Nursing may schedule make-up days, during the week, during evening hours, or on the weekend based on availability of clinical sites.
6. A student with greater than five (5) absences (including bereavement, military, and court excused absences) each semester will be required to complete a withdrawal as the ability to achieve the clinical objectives cannot effectively be met and evaluated.
7. All tardiness and clinical absences will be documented on the clinical evaluation.
8. Students must be present for the entire clinical experience to receive credit for the day.
9. For preceptorship experience in N340, please refer to preceptor guidelines related to attendance.
10. 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).
11. 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.
12. 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 throughout the entire program will be dismissed from the program immediately.
13. In accordance with the UPMC policy, students may not use tobacco products on any UPMC property.

14. 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.
15. 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.
16. 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.
17. 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.
18. 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.

REFERENCED AND RELATED POLICIES:

HS-HR0744 Clean Air/Smoke and Tobacco-Free Campus
UPMC Schools of Nursing Inclement Weather and Emergencies 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 COVID 19 Student Guidelines

Reviewed/Revised: 03/15/2024

Originated: 01/05/15

Effective Date: 09/03/2024

**UPMC SCHOOLS OF NURSING
POLICY AND PROCEDURE**

SUBJECT: Compliance Policy
DATE: September 3, 2024

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, 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:

Pre-Admission

1. Completion of the Health Screening Process through one of the designated UPMC MyHealth@Work 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 MyHealth@Work 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 MyHealth@Work locations. The drug screening must be completed within 30 days of restarting the program.
3. 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.
4. 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.
5. 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.

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).

Current and Enrolled Students

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:

1. 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.

2. A mandatory referral will be made to *LifeSolutions* by the Director and/or Assistant Director.
3. Failure to report a conviction within five (5) business days and/or to comply with the above may result in termination from the program.

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.

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.

The following websites are to be used for obtaining updated clearances:

1. Child Abuse Clearance (Act 33): <https://www.compass.state.pa.us/cwis>
2. Criminal Clearance (Act 34): <https://epatch.state.pa.us>
3. Fingerprinting (Act 73): <https://uenroll.identogo.com>

Student Handbook

All students must acknowledge receipt of the Student Handbook as well as all updated/new policies either in writing or through email/Learning Management System by the posted deadline date. Failure to do so will result in the student being removed from the current clinical rotation until the acknowledgement has been received.

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

REFERENCES:

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: 01/18/2024

Originated Date: 11/27/2013

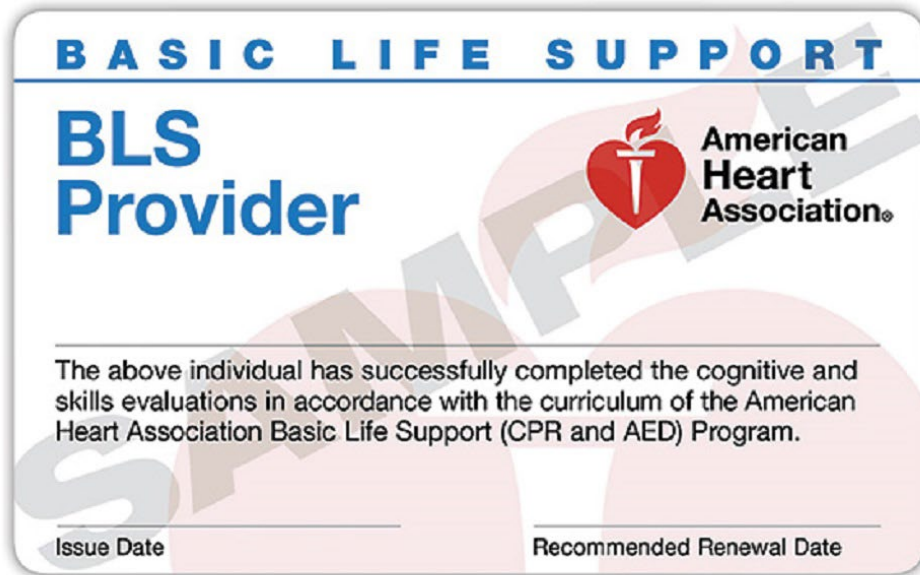
Effective Date: 09/03/2024

Acceptable CPR/BLS Certifications

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.

AHA E-Card Example [Wallet]

BASIC LIFE SUPPORT		BASIC LIFE SUPPORT	
BLS Provider  Josh Huffman The above individual has successfully completed the cognitive and skills evaluations in accordance with the curriculum of the American Heart Association Basic Life Support (CPR and AED) Program.		Training Center Name: Jurman Medical Association Training Center ID: CA02952 TC Address: 3525 Del Mar Heights Rd #972 San Diego CA 92130 USA TC Phone: (888) 307-8450 Instructor Name: Joshua Huffman Instructor ID: 09150360810	
Issue Date 08/30/2017	Recommended Renewal Date 08/2019		
<small>To view or verify authenticity, students and employers should scan the QR code with their mobile device or go to www.heart.org/cpr/mycards.</small>			
<small>© 2016 American Heart Association. 15-3001 3/16</small>			

AHA E-Card Example [Full Page]

BASIC LIFE SUPPORT	
BLS Provider 	Josh Huffman has successfully completed the cognitive and skills evaluations in accordance with the curriculum of the American Heart Association Basic Life Support (CPR and AED) Program.
Issue Date 08/30/2017	Recommended Renewal Date 08/2019
Training Center Name Jurman Medical Association	Instructor Name Joshua Huffman
Training Center ID CA02952	Instructor ID 09150360810
Training Center Address 3525 Del Mar Heights Rd #972 San Diego CA 92130 USA	eCard Code 175502360340
Training Center Phone Number (888) 307-8450	QR Code 
<small>To view or verify authenticity, students and employers should scan this QR code with their mobile device or go to www.heart.org/cpr/mycards. © 2016 American Heart Association. All rights reserved. 15-3001 3/16</small>	

**UPMC SCHOOLS OF NURSING
POLICY AND PROCEDURE**

SUBJECT: Credit Transfer Policy

INDEX TITLE: Administrative

DATE: September 3, 2024

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:

1. Grade of “C” or better attained in each course.
2. 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.
3. 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. Acceptance of these credits is applicable only to those individuals starting the program after Fall 2021.
4. Acceptable substitutes for required courses are determined by the affiliating college/university.
5. 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. This will apply only to those individuals starting the program after Fall 2021.

6. Students who have received advanced placement (AP) credits must submit an official College Board report to determine if the advanced placement credits will be accepted. Advanced placement credits from high schools will not be accepted.
7. Students admitted to, and actively enrolled in courses at UPMC Schools of Nursing cannot take non-nursing support courses at other colleges and universities.
8. Nursing courses from other schools of nursing other than the UPMC Schools of Nursing are not accepted for transfer.
9. 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).

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

Reviewed/Revised: 01/18/2024

Originated Date: 06/26/14

Effective Date: 09/03/2024

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: Disability Educational Accommodation Policy INDEX TITLE: Administration

DATE: September 3, 2024

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:

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

a. 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:

i. Complete the attached UPMC MyHealth@work 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.

ii. 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 MyHealth@Work UPMC School of Nursing Accommodation Request Form with written documentation from an appropriate licensed healthcare provider to be provided to EHUPMCSON@upmc.edu.

- iii. The documentation must include the diagnosis AND specific accommodations recommended. This documentation will remain housed in MyHealth@Work. The School of Nursing will ONLY be aware of the accommodations being requested.
2. Enrolled Student Requesting an Accommodation for the Nursing Program.
 - a. A current student who determines he/she/they need testing accommodations must complete the attached UPMC MyHealth@Work UPMC School of Nursing Accommodation Request Form to the designated Occupational Health Nurse for the Schools of Nursing at EHUPMCSON@upmc.edu.
3. The applicant/student will be notified, in writing, of the decision by the designated Occupational Health Nurse for the Schools of Nursing at MyHealth@Work for accommodations related to TEAS testing. The individual at each schools responsible for TEAS testing will also be notified and shall be responsible for implementing any accommodations.
4. 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.
5. 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.
6. 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.
7. Should a student transfer to another UPMC School of Nursing, the granted accommodation will become part of the academic record.
8. Students requesting accommodations regarding English Language Learner shall write a letter to the Director/Assistant Director outlining specific requests for accommodation.
9. Students who are enrolled in the non-nursing/college courses must follow the specific college requirements for requesting accommodations.

REFERENCED AND RELATED POLICIES:

UPMC Schools of Nursing Student Complaint and Grievance Policy

RESOURCES:

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

Reviewed/ Revised: 11/28/2023
Originated Date:
Effective Date: 09/03/2024



UPMC School of Nursing Accommodation Request

(Date)

UPMC School of Nursing
Attn: Accommodations Request

RE: Nursing Student Accommodations

Name _____

The above named student is seeking accommodations with school as described below:

Temporary

Permanent

Are you able to accommodate the request?

Yes

No

Signature _____ Date _____

Please email the form back to: EHUPMCSON@upmc.edu

**UPMC SCHOOLS OF NURSING
POLICY AND PROCEDURE**

SUBJECT: Dress Code Policy – Students

INDEX TITLE: Administration

DATE: September 3, 2024

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; tight fitting clothing, 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. The sleeves of the tee may not be longer than the sleeves of the uniform top.

Shoes/hosiery

- Clean, white 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 are not permitted.
- Dangling earrings or hoops larger than one inch are not permitted.

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 clear or pale natural and 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: 01/30/2024

Originated Date: 06/18/2015

Effective Date: 09/03/2024

**UPMC SCHOOLS OF NURSING
POLICY AND PROCEDURE**

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

INDEX TITLE: Administration

DATE: September 3, 2024

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:

1. 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.
2. 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.
3. 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.

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: 03/01/2024

Originated Date:

Effective Date: 09/03/2024

Drug Abuse and Addiction: Signs, Symptoms, and Help for Drug Problems and Substance Abuse

Part 1

Page 1 of 2

Some people are able to use recreational or prescription drugs without ever experiencing negative consequences or addiction. For many others, substance use can cause problems at work, home, school, and in relationships, leaving you feeling isolated, helpless, or ashamed. If you're worried about your own or a friend or family member's drug use, it's important to know that help is available. Learning about the nature of drug abuse and addiction—how it develops, what it looks like, and why it can have such a powerful hold—will give you a better understanding of the problem and how to best deal with it.

Understanding Drug Use, Drug Abuse, and Addiction

People experiment with drugs for many different reasons. Many first try drugs out of curiosity, to have a good time, because friends are doing it, in an effort to improve athletic performance, or ease another problem, such as stress, anxiety, or depression. Use doesn't automatically lead to abuse, and there is no specific level at which drug use moves from casual to problematic. It varies by individual. Drug abuse and addiction is less about the amount of substance consumed or the frequency, and more to do with the consequences of drug use. No matter how often or how little you're consuming, if your drug use is causing problems in your life—at work, school, home, or in your relationships—you likely have a drug abuse or addiction problem.

Why do some drug users become addicted, while others don't?

As with many other conditions and diseases, vulnerability to addiction differs from person to person. Your genes, mental health, family, and social environment all play a role in addiction. Risk factors that increase your vulnerability include

- Family history of addiction
- Abuse, neglect, or other traumatic experiences in childhood
- Mental disorders such as depression and anxiety
- Early use of drugs
- Method of administration—smoking or injecting a drug may increase its addictive potential

Drug Addiction and the Brain

Addiction is a complex disorder characterized by compulsive drug use. While each drug produces different physical effects, all abused substances share one thing in common: Repeated use can alter the way the brain looks and functions.

Drug Abuse and Addiction: Signs, Symptoms, and Help for Drug Problems and Substance Abuse

- Taking a recreational drug causes a surge in levels of dopamine in your brain, which triggers feelings of pleasure. Your brain remembers these feelings and wants them repeated.
- If you become addicted, the substance takes on the same significance as other survival behaviors, such as eating and drinking.
- Changes in your brain interfere with your ability to think clearly, exercise good judgment, control your behavior, and feel normal without drugs.
- Whether you're addicted to inhalants, heroin, depressants, speed, or pain killers, the uncontrollable craving to use grows more important than anything else, including family, friends, career, and even your own health and happiness.
- The urge to use is so strong that your mind finds many ways to deny or rationalize the addiction. You may drastically underestimate the quantity of drugs you're taking, how much it impacts your life, and the level of control you have over your drug use.

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Robinson, L, Smith, M & Saisan J. (Updated 2015, April). In *Drug abuse and addiction: Signs, symptoms, and help for drug problems and substance abuse*. Retrieved April 28, 2015, from <http://helpguide.org>

Drug Abuse and Addiction: Signs, Symptoms, and Help for Drug Problems and Substance Abuse

Part 2

Page 1 of 2

Some people are able to use recreational or prescription drugs without ever experiencing negative consequences or addiction. For many others, substance use can cause problems at work, home, school, and in relationships, leaving you feeling isolated, helpless, or ashamed.

How Drug Abuse and Addiction Can Develop

People who experiment with drugs continue to use them because the substance either makes them feel good, or stops them from feeling bad. In many cases, however, there is a fine line between regular use and drug abuse and addiction. Very few addicts are able to recognize when they have crossed that line. While frequency or the amount of drugs consumed do not in themselves constitute drug abuse or addiction, they can often be indicators of drug related problems.

- **Problems can sometimes sneak up on you** as your drug use gradually increases over time. Smoking a joint with friends on the weekend, taking ecstasy at a rave, or cocaine at an occasional party, for example, can change to using drugs a couple of days a week, then every day. Gradually, getting and using the drug becomes more and more important to you.
- **If the drug fulfills a valuable need**, you may find yourself increasingly relying on it. For example, you may take drugs to calm you if you feel anxious or stressed, energize you if you feel depressed, or make you more confident in social situations if you normally feel shy. Or you may have started using prescription drugs to cope with panic attacks or relieve chronic pain. Until you find alternative, healthier methods for overcoming these problems, your drug use will likely continue.
- **If you use drugs to fill a void in your life**, you're more at risk of crossing the line from casual use to drug abuse and addiction. To maintain healthy balance in your life, you need to have other positive experiences to feel good aside from any drug use.
- **As drug abuse takes hold**, you may miss or frequently be late for work or school, your job performance may progressively deteriorate, and you start to neglect social or family obligations. Your ability to stop using is eventually compromised. What began as a voluntary choice has turned into a physical and psychological need.

The good news is that with the right treatment and support, you can counteract the disruptive effects of drug use and regain control of your life. The first obstacle is to recognize and admit you have a problem, or listen to loved ones who are often better able to see the negative effects drug use is having on your life.

Five Myths About Drug Abuse and Addiction

Myth 1: Overcoming addiction is a simply a matter of willpower. You can stop using drugs if you really want to.

Prolonged exposure to drugs alters the brain in ways that result in powerful cravings and a compulsion to use. These brain changes make it extremely difficult to quit by sheer force of will.

Myth 2: Addiction is a disease, there's nothing you can do about it.

Most experts agree that addiction is a brain disease, but that doesn't mean you're a helpless victim. The brain changes associated with addiction can be treated and reversed through therapy, medication, exercise, and other treatments.

Myth 3: Addicts have to hit rock bottom before they can get better.

Recovery can begin at any point in the addiction process—and the earlier, the better. The longer drug abuse continues, the stronger the addiction becomes and the harder it is to treat. Don't wait to intervene until the addict has lost it all.

Myth 4: You can't force someone into treatment, they have to want help.

Treatment doesn't have to be voluntary to be successful. People who are pressured into treatment by their family, employer, or the legal system are just as likely to benefit as those who choose to enter treatment on their own. As they sober up and their thinking clears, many formerly resistant addicts decide they want to change.

Myth 5: Treatment didn't work before, so there's no point in trying again.

Recovery from drug addiction is a long process that often involves setbacks. Relapse doesn't mean that treatment has failed or that you're a lost cause. Rather, it's a signal to get back on track, either by going back to treatment or adjusting the treatment approach.

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Drug Abuse and Addiction: Signs, Symptoms, and Help for Drug Problems and Substance Abuse

Part 3

Page 1 of 3

Some people are able to use recreational or prescription drugs without ever experiencing negative consequences or addiction. For many others, substance use can cause problems at work, home, school, and in relationships, leaving you feeling isolated, helpless, or ashamed.

Signs and Symptoms of Drug Abuse and Drug Addiction

Although different drugs have different physical effects, the symptoms of addiction are similar. See if you recognize yourself in the following signs and symptoms of substance abuse and addiction. If so, consider talking to someone about your drug use.

Common Signs and Symptoms of Drug Abuse

- **You're neglecting your responsibilities** at school, work, or home, such as flunking classes, skipping work, or neglecting your children because of your drug use.
- **You're using drugs under dangerous conditions or taking risks while high**, such as driving while on drugs, using dirty needles, or having unprotected sex.
- **Your drug use is getting you into legal trouble**, such as arrests for disorderly conduct, driving under the influence, or stealing to support a drug habit.
- **Your drug use is causing problems in your relationships**, such as fights with your partner or family members, an unhappy boss, or the loss of old friends.

Common Signs and Symptoms of Drug Addiction

- **You've built up a drug tolerance.** You need to use more of the drug to experience the same affects you used to attain with smaller amounts.
- **You take drugs to avoid or relieve withdrawal symptoms.** If you go too long without drugs, you experience symptoms such as nausea, restlessness, insomnia, depression, sweating, shaking, and anxiety.
- **You've lost control over your drug use.** You often do drugs or use more than you planned, even though you told yourself you wouldn't. You may want to stop using, but you feel powerless.
- **Your life revolves around drug use.** You spend a lot of time using and thinking about drugs, figuring out how to get them, and recovering from the drug's effects.
- **You've abandoned activities you used to enjoy**, such as hobbies, sports, and socializing, because of your drug use.

- **You continue to use drugs, despite knowing it's hurting you.** It's causing major problems in your life—blackouts, infections, mood swings, depression, paranoia—but you use anyway.

Warning Signs That a Friend or Family Member is Abusing Drugs

Drug abusers often try to conceal their symptoms and downplay their problem. If you're worried that a friend or family member might be abusing drugs, look for the following warning signs.

Physical Warning Signs of Drug Abuse

- Bloodshot eyes
- Pupils larger or smaller than usual
- Changes in appetite or sleep patterns
- Sudden weight loss or weight gain
- Deterioration of physical appearance or personal grooming habits
- Unusual smells on breath, body, or clothing
- Tremors, slurred speech, or impaired coordination

Behavioral Signs of Drug Abuse

- Drop in attendance and performance at work or school
- Unexplained need for money or financial problems; may borrow or steal to get it
- Engaging in secretive or suspicious behaviors
- Sudden change in friends, favorite hangouts, and hobbies
- Frequently getting into trouble (fights, accidents, illegal activities)

Psychological Warning Signs of Drug Abuse

- Unexplained change in personality or attitude
- Sudden mood swings, irritability, or angry outbursts
- Periods of unusual hyperactivity, agitation, or giddiness
- Lack of motivation; appears lethargic or spaced out
- Appears fearful, anxious, or paranoid for no reason

Warning Signs of Commonly Abused Drugs

- **Marijuana**—Glassy and red eyes, loud talking, inappropriate laughter followed by sleepiness, loss of interest or motivation, weight gain or loss

- **Depressants**—Contracted pupils, drunk-like, difficulty concentrating, clumsiness, poor judgment, slurred speech, sleepiness
- **Stimulants (including amphetamines, cocaine, and crystal meth)**—Dilated pupils, hyperactivity, euphoria, irritability, anxiety, excessive talking followed by depression or excessive sleeping at odd times, may go long periods of time without eating or sleeping, weight loss, dry mouth and nose
- **Inhalants (including glues, aerosols, and vapors)**—Watery eyes, impaired vision, memory, and thought, secretions from the nose or rashes around the nose and mouth, headaches, nausea, appearance of intoxication, drowsiness, poor muscle control, changes in appetite, anxiety, irritability, lots of cans or aerosols in the trash
- **Hallucinogens (including LSD and PCP)**—Dilated pupils, bizarre and irrational behavior including paranoia, aggression, hallucinations, mood swings, detachment from people, absorption with self or other objects, slurred speech, confusion.
- **Heroin**—Contracted pupils, no response of pupils to light, needle marks, sleeping at unusual times, sweating, vomiting, coughing, sniffing, twitching, loss of appetite

Warning Signs of Teen Drug Abuse

While experimenting with drugs doesn't automatically lead to drug abuse, early use is a risk factor for developing more serious drug abuse and addiction. Risk of drug abuse also increases greatly during times of transition, such as changing schools, moving, or divorce. The challenge for parents is to distinguish between the normal, often volatile, ups and downs of the teen years, and the red flags of substance abuse. These include

- Having bloodshot eyes or dilated pupils, and using eye drops to try to mask these signs
- Skipping class, declining grades, suddenly getting into trouble at school
- Missing money, valuables, or prescriptions
- Acting uncharacteristically isolated, withdrawn, angry, or depressed
- Dropping one group of friends for another, being secretive about the new peer group
- Loss of interest in old hobbies, lying about new interests and activities
- Demanding more privacy, locking doors, avoiding eye contact, sneaking around

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Drug Abuse: Marijuana and Alcohol

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Four levels of drug use are easily identifiable: *nondrug use*, *drug use*, *drug abuse*, and *drug dependency*.

Nondrug users do not use drugs whatsoever. Drug users use drugs from time to time, typically in the company of others during recreational time. Drug abusers use drugs more readily, at times when sobriety is called for and in such a manner that other life functions or roles are either put at risk or are already compromised. Drug-dependent people use drugs very regularly to the point where there is a physiological dependency. Given physiological dependency, abrupt cessation of the drug results in physical symptoms ranging from agitation, to depression, to physical pain, to death.

Many people regard marijuana and alcohol as innocuous substances when used recreationally from time to time. That is arguable. At the very least, no one became a drug abuser without first becoming a drug user.

Drug abuse is of greater concern, however, and is more than occasional recreational use. While it may be argued that occasional recreational use is not destructive, problems do develop for those whose more frequent use interferes with psychological, marital, family, social, academic, or vocational life. Further, the threshold of drug abuse is readily identifiable when it occurs during nonrecreational time; where intoxication overlaps with nonrecreational activities; or when use or the aftereffects of use interfere with any activity. In addition, if drug use is frequently or always associated with recreational activities, then this rises to the level of abuse, as the user is remarkably limited in scope of other healthy recreational activities.

Common among those who reach criteria for drug abuse is the false belief that their consumption is reasonable and does no harm. These persons are apt to project blame for any consequence to their drug abuse on factors outside of themselves. In other words, the drug abuser offers many excuses that serve to cloud or at least minimize his or her abuse. Hence the student failing academically will tell tales of the teacher who picks on him or her. The employee will blame the boss, and sometimes one spouse will blame the other spouse. In a situation where both spouses abuse drugs or when a person is immersed in a peer group where drug abuse is normalized, people are apt to perceive a kind of moral support to enable or embolden a position that their drug abuse is reasonable. Each will use the other to legitimize their drug abuse and try to cause it to appear less than what it is.

Notwithstanding, people abusing drugs will need to take personal responsibility at some point to facilitate ongoing sobriety and to correct for the consequences of their behavior.

While there may be issues with the interrelationships of the drug abuser, the challenge is to help the person understand how the problems either originate with him- or herself and/or are exacerbated by the drug abuse. Either way, it is vital that the drug abuser be held accountable and not avoid responsibility for the impact of his or her behavior on self and others.

In addition to being held accountable for the outcome of their drug abuse, these people will need support to engage in other healthy, social activities that are incompatible with drug use.

Drug abuse is intensified when the person literally gets away with it, conceals it, is not held accountable and is able to talk or manipulate his or her way out of consequences and accountability.

When structures are put in place to limit opportunity for all drug use, the person is held accountable and other supports and activities are deployed, then recovery can occur and a healthier lifestyle can be adopted.

About the Author

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Direnfeld, G. (n.d.). *Drug abuse: Marijuana and alcohol*. Retrieved April 28, 2015, from <http://www.yoursocialworker.com>



**UPMC SCHOOLS OF NURSING
POLICY AND PROCEDURE**

**SUBJECT: Drug-Free Educational
Environment Policy**
DATE: September 3, 2024

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: 03/01/2024

Originated Date:

Effective Date: 09/03/2024



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: UPMCSO.



Drug and Alcohol Abuse Prevention Program Student Acknowledgement Form

I have read through and understand the enclosed information as it pertains to UPMC Schools of Nursing Drug and Alcohol Abuse Prevention Program. I agree to adhere to all policies and procedures as set forth by UPMC and the UPMC Schools of Nursing.

Name

Signature

Date

**UPMC SCHOOLS OF NURSING
POLICY AND PROCEDURE**

SUBJECT: Emergency Policy
DATE: September 3, 2024

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 or learning management system.

Reviewed/Revised: 01/18/2024

Originated Date:

Effective Date: 09/03/2024

**UPMC SCHOOLS OF NURSING
POLICY AND PROCEDURE**

SUBJECT: Family Educational Rights and Privacy Act (FERPA) Policy **INDEX TITLE: Administration**

DATE: September 3, 2024

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:

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.

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.

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

Students may choose to not disclose directory information by completing the “Request to Withhold Directory Information.”

VI. PROCEDURE:

1. Students are offered an opportunity to complete a “FERPA Policy Acknowledgement” and a “Request to Withhold Directory Information” at the beginning of the program.
2. 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.

3. 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.

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>.

Failure of faculty, staff, and administration to comply with the policy as outlined above may result in disciplinary and/or criminal action.

Students enrolled at the following schools are requested to sign the Nursing Program Educational Record Request Form (attached):

- UPMC Shadyside School of Nursing/Chatham University
- UPMC St. Margaret School of Nursing/Chatham University
- UPMC Jameson School of Nursing/Westminster College

REFERENCED POLICY:

UPMC Schools of Nursing Academic Integrity

Reviewed/Revised: 03/01/2024

Originated Date:

Effective Date: 09/03/2024

NURSING PROGRAM EDUCATIONAL RECORD REQUEST FORM

UPMC SHADYSIDE SCHOOL OF NURSING

UPMC ST. MARGARET SCHOOL OF NURSING

UPMC JAMESON 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 St. Margaret School of Nursing and Chatham University, or UPMC Jameson School of Nursing and Westminster College permission 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 St. Margaret School of Nursing, or UPMC Jameson School of Nursing.

Student signature: _____

Printed name: _____

Date: _____

Return this form to the director of your nursing school.

**UPMC SCHOOLS OF NURSING
POLICY AND PROCEDURE**

SUBJECT: Honor Society Policy
DATE: September 3, 2024

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:

1. 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:
 - a) Completion of third semester full time and/or N320; end of sixth or seventh semester part time.
 - b) Achieve a minimum GPA of 3.2
 - c) Meet the expectation of academic integrity, as defined in the Academic Integrity
 - d) Demonstrate a successful level of performance in the clinical setting.
 - e) Submit the UPMC Schools of Nursing Honor Society Application.
 - f) Submit two faculty recommendations for membership utilizing the Student Referral Form. One recommendation must be from a recent clinical instructor.
2. Students must return all required documents by the requested date.
3. All submitted applications will be reviewed.
4. Students will be notified, by e-mail and/or mail, of the decision of acceptance into the Honor Society.
5. Induction ceremonies may occur twice a year.
6. Membership will be recognized at graduation.

REFERENCED POLICIES:

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

ATTACHMENTS:

- Attachment A: Honor Society Application
- Attachment B: Student Reference Form

Reviewed/ Revised: 01/30/2024

Originated Date: 01/5/2015

Effective Date: 09/03/2024



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 63

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: LPN to RN Transition Program
Admissions Policy**

INDEX TITLE: Administrative

DATE: September 3, 2024

I. POLICY:

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

II. PURPOSE:

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.

III. SCOPE:

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

IV. PROCEDURE:

A. STANDARDIZED TEST CRITERIA FOR ADMISSION

1. For the applicant to be considered for the LPN to RN Transitional Program the applicant must have and submit the following:
 - a) A current copy of an unencumbered Licensed Practical Nurse (LPN) license in the states of Pennsylvania, Ohio, New York, New Jersey, Delaware, West Virginia, or Maryland.
 - i. 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.
 - ii. Official transcripts from the school from which the practical nursing diploma was obtained.

2. Procedure for Admission Testing:
 - a) To achieve advanced standing and be given the opportunity to be exempt from taking the first semester nursing courses (N 101 & N102), the applicant must:
 - i. Reach a benchmark score of Level 2 or better on the Advanced Technologies Institutional (ATI) Content Mastery Series (CMS) Fundamentals Proctored Assessment, and
 - ii. Reach scores of 80% or higher on the ATI Fundamentals and Medical Surgical Dosage Calculation proctored assessments.
 - b) 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.
3. 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.
4. Once payment has been received the applicant will be given access to:
 - a) The ATI CMS Fundamental Bundle which includes access to two (2) practice assessments and two (2) attempts at the proctored assessment exam, and
 - b) 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.
5. 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.
6. Applicants will receive immediate test results following the completion of the ATI assessments (CMS Fundamental, Fundamentals Dosage Calculation, and Medical Surgical Dosage Calculation).
7. Each assessment attempt will need to be scheduled as necessary by the applicant at the school offering the program.
8. If the applicant is unsuccessful, they can choose to enter the Traditional RN Program following the steps outlined in the RN Program Admission Policy or wait until the next offering of the LPN to RN Transition Program.

B. THE APPLICATION PROCEDURE

1. Application for Admission

- a) Candidates must complete the Application for Admission online via the student portal.
- b) If required for admission, individuals who have taken the TEAS test at a location other than a UPMC Schools of Nursing 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.

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

- i. 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.
- ii. 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.
- iii. 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 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
- iv. 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.
- v. 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.
- vi. 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 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.
- a) Policies related to transfer credits/courses are outlined in the Credit Transfer Policy.
- b) 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.
- c) 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 of the rejection.

C. THE ADMISSION PROCESS

1. Application Deadlines

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.

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.

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

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

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. Any student deferring for the second time will be placed on a waiting list. This applies to all UPMC Schools of Nursing.

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 MyHealth@Work 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 MyHealth@Work.
- 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 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. Failure to disclose pending criminal charges or prior convictions or alteration or falsification of criminal background checks will result in the offer of admission being rescinded.
- iv. 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.

d) Documentation of Licensure as a Licensed Practical Nurse in the States of Pennsylvania, Ohio, New York, New Jersey, Delaware, West Virginia, and Maryland

- vii. LPN's must provide a copy of the current, unencumbered license and an official transcript from the school which the practical nurse diploma was obtained. Candidates with a lapsed or restricted license are not eligible for admission to either the LPN to RN Transitions Program on the traditional RN program. 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.

e) Enrollment

- viii. The applicant will be enrolled into the Advanced Track Transition Program Seminar. The seminar is a zero-credit pass/fail course that consist of sixteen (16) ATI Engaged Fundamentals self-paced modules and two (2) days of campus-based workshops that will be completed in the first semester.
- ix. In addition to the seminar, semester one (1) students will be required to complete Anatomy and Physiology I and one additional three (3) credit pre-requisite 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.
- x. Eligibility for financial aid will be determined on an individual basis.
- xi. With successful completion of the Advanced Track Transition Program Seminar the LPN 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.

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 RN Admissions Policy
UPMC Schools of Nursing LPN to RN Transition Program Policy

Reviewed/Revised: 08/14/2024

Originated Date: 03/01/2021

Effective Date: 09/03/2024

**UPMC SCHOOLS OF NURSING
POLICY AND PROCEDURE**

SUBJECT: Military Leave Policy
DATE: September 3, 2024

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:

1. 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.
2. 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.
3. 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.

REFERENCED AND RELATED POLICIES:

Higher Education Opportunity Act of 2008

Reviewed/Revised: 01/30/2024

Originated Date: 02/07/2019

Effective Date: 09/03/2024

**UPMC SCHOOLS OF NURSING
POLICY AND PROCEDURE**

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

DATE: September 3, 2024

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:

1. PA RN Law: Section 4.1 Temporary Practice Permit; Section 5 Examinations and Certificates; Section 6 Fees, Qualifications for Licensure.
2. 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
3. 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:

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.

The Director and/or Assistant Director of the School of Nursing determines that students have met all program requirements when the following has 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.

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.

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.

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

Reviewed/ Revised: 03/01/2024

Originated Date:

Effective Date: 09/03/2024



**UPMC SCHOOLS OF NURSING
POLICY AND PROCEDURE**

**SUBJECT: Non-Academic Guidance
and Counseling Policy**

INDEX TITLE: Administration

DATE: September 3, 2024

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 a confidential, full-service program that provides professional, confidential assistance for non-academic issues which may be impacting the student's academic performance is offered through Life Solutions at no cost to the student.

III. SCOPE:

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

IV. GUIDELINES:

1. 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.
2. Faculty should not attempt to determine the nature of any personal problem that may be involved in a performance or conduct issue.
3. 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.
4. Students are subject to the usual disciplinary actions, even if they are utilizing the Student Assistance Program.
5. Utilizing the Student Assistance Program does not jeopardize a student's status or graduation.
6. Benefits accessible through Student Assistance Program include the following but are not limited to:
 - a) 24-hour telephone access
 - b) Assessment, brief counseling/coaching and/or referral
 - c) Education and wellness workshops
 - d) Disruptive Event Management
 - e) Online work/life resources
 - f) Personalized work/life services
 - g) Free 30 minute legal and financial consultation

V. PROCEDURE:

1. 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.
2. 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.
3. Students may obtain assistance through the Student Assistance Program in one of the following ways:
 - a) **Self-Referral** - Students may seek assistance on their own behalf by contacting the Student Assistance Program directly.
 - b) **Faculty Recommendation** - Students are strongly encouraged by faculty to self-refer and make an appointment to assist with identified issues/concerns.
 - c) **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.
 - d) **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:

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

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

Reviewed/Revised: 01/30/2024

Originated Date:

Effective Date: 09/03/2024



UPMC SCHOOLS OF NURSING POLICY AND PROCEDURE

SUBJECT: Position Description: Student Nurse Policy INDEX TITLE: Administration
DATE: September 3, 2024

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.

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

Hours per week spent in 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.

2. 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.

Essential Functions of the Position (in the classroom):

Hours per week spent in 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.

Working Conditions:

The student nurse is assigned to clinical areas within UPMC hospitals, as well as affiliation agencies, including community based clinical sites.

Physical Activities Required to Complete Essential Functions of the Position:

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: occasional.
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.

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.

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.

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.

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.

Definitions:

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

Reviewed/ Revised: 03/15/2024

Originated Date:

Effective Date: 09/03/2024

**UPMC SCHOOLS OF NURSING
POLICY AND PROCEDURE**

**SUBJECT: Professional Boundaries of
the Student Nurse Policy**

INDEX TITLE: Administration

DATE: September 3, 2024

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 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:

1. Student and Client

- a) Students will maintain a professional, therapeutic nurse-client relationship at all times.
- b) 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.
- c) Students must not enter into friendship, romantic, sexual, or similar personal relationships, with clients.
- d) Gift giving and receiving between the student and the client is not acceptable.
- e) Students shall not participate in any type of social networking/social communicating with any client.

2. Student and Faculty Member

- a) Students and faculty members will maintain a professional relationship at all times. Students and faculty 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, Mrs., or Mx. At no time are the use of first names permitted.
- b) Students should refrain from sharing personal and/or health related information with the faculty 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.

- c) Social events, including faculty members with students, should be avoided outside of school activities.
- d) Students must not enter into friendship, romantic, sexual, or similar social relationships, with faculty members.
- e) Gift giving and receiving between the student and the faculty member is not acceptable.
- f) Students may give cards or notes of thanks.
- g) Students shall not participate in any type of social networking/social communicating with any faculty member in the School of Nursing.

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

REFERENCED AND RELATED POLICIES

UPMC Schools of Nursing Academic Integrity Policy

UPMC Schools of Nursing Boundaries of the Nurse Faculty Role Policy

Reviewed/Revised: 01/30/2024

Originated: 10/25/13

Effective Date: 09/03/2024

**UPMC SCHOOLS OF NURSING
POLICY AND PROCEDURE**

SUBJECT: Progression Policy
DATE: September 3, 2024

INDEX TITLE: Administrative

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 are remaining 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 a designated MyHealth@Work 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: 3/1/2023

Reviewed/Revised: 4/16/2024

Effective Date: 09/3/2024

**UPMC SCHOOLS OF NURSING
POLICY AND PROCEDURE**

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

INDEX TITLE: Administration

DATE: September 3, 2024

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 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 MyHealth@Work. 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 MyHealth@Work. 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 MyHealth@Work. 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: 06/12/2024

Originated Date: 09/03/2013

Effective Date: 09/03/2024



UPMC SCHOOLS OF NURSING POLICY AND PROCEDURE

SUBJECT: Recording Attendance

INDEX TITLE: Administration

DATE: September 3, 2024

I. POLICY:

It is the policy of the UPMC Schools of Nursing (SON) that SON faculty record nursing student attendance within one business day. Additionally, it is the policy of the UPMC SON that SON Registrar record non-nursing attendance within five business days of receiving the report from the respective academic partners.

II. PURPOSE:

The SON requires attendance for class and clinical activities. Tracking of attendance according to these timeframes will ensure that accurate student attendance is recorded in a timely manner.

III. SCOPE:

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

IV. PROCEDURE

1. The course chair is responsible for obtaining all nursing attendance records from course members.
2. The course chair enters the nursing attendance into the Student Information System.
3. The course chair notifies the Director, Assistant Director, and/or designee when a student has obtained maximum three (3) clinical absences and/or three (3) clinical tardies.
4. The Director, Assistant Director, and/or designee sends a written notification to the student.
5. The Academic Partner submits the attendance reports, at minimum, on a weekly basis to the UPMC SON.
 - a) Attendance is defined as:
 - i. Attending a synchronous class, lecture, recitation, or field or laboratory activity, physically or online, where there is an opportunity for interaction between the instructor and students.
 - ii. Submitting an academic assignment.
 - iii. Taking an assessment or an exam.
 - iv. Participating in an interactive tutorial, webinar, or other interactive computer-assisted instruction.
 - v. Participating in a study group, group project, or an online discussion that is assigned by the institution.
 - vi. Interacting with an instructor about academic matters.

- b) Academically related activities do *NOT* include activities where a student may be present but not academically engaged, such as:
 - i. living in institutional housing.
 - ii. participating in the school's meal plan.
 - iii. logging into an online class or tutorial without any further participation.
 - iv. participating in academic counseling or advisement.

- 6. The UPMC SON Registrar enters the non-nursing attendance into the Student Information System.

REFERENCED AND RELATED POLICIES:

UPMC Schools of Nursing Class Attendance Policy
UPMC Schools of Nursing Clinical Attendance Policy
UPMC Schools of Nursing Clinical Evaluation Policy

Reviewed/Revised: 03/15/2024
Originated: 05/31/2023
Effective Date: 09/03/2024



UPMC SCHOOLS OF NURSING POLICY AND PROCEDURE

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

INDEX TITLE: Administration

DATE: September 3, 2024

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 encourages 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 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: 03/15/2024

Originated Date: 08/27/2015

Effective Date: 09/03/2024

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 get 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 encourages 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). Jameson School of Nursing in combination with Hospital Security will work with The New Castle 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	http://www.upmc.com/services/behavioral-health/pages/resolve-crisis-network.aspx
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	http://www.sheriffalleghenycounty.com/courts.html
Family Division: PFA Office	412-350-4441	http://www.sheriffalleghenycounty.com/courts.html
Domestic Relations	412-350-4086	http://www.sheriffalleghenycounty.com/courts.html
Hotline for help with human Services	2-1-1	http://www.211.org/
Lawrence County Resources	Phone	Website
Crisis Shelter of Lawrence County	724-652-9036	www.crisisshelter.org
People In Need	724-657-3303	www.lawrence.pa.networkofcare.org
Community Alternatives	724-856-7012	www.healthgrades.com
Human Services Center	724-658-3578 Crisis hotline: 724-652-9000	www.humanservicescenter.net



UPMC SCHOOLS OF NURSING POLICY AND PROCEDURE

SUBJECT: RN Program Admissions Policy
DATE: September 3, 2024

INDEX TITLE: Administrative

I. POLICY:

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

II. PURPOSE:

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.

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) Will have access to their individual TEAS score reports within 24 hours of completion of the test. Applicants can access their scores by logging into the ATI website. The TEAS can be taken up to four (4) times in a calendar year.
 - e) 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 in the state of Pennsylvania, Ohio, New York, New Jersey, Delaware, West Virginia, and Maryland 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) If required for admission, individuals who have taken the TEAS test at a location other than a UPMC Schools 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 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 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. Any student deferring for the second time will be placed on a waiting list. This applies to all UPMC Schools of Nursing.

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 MyHealth@Work 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 My Health @ Work.
- 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 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. Failure to disclose pending criminal charges or prior convictions or alteration or falsification of criminal background checks will result in the offer of admission being rescinded.
- iv. 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: 08/14/2024

Originated Date:

Effective Date: 09/03/2024

**UPMC SCHOOLS OF NURSING
POLICY AND PROCEDURE**

SUBJECT: Satisfactory Academic Progress (SAP) INDEX TITLE: Administration
Student Graduation Requirements Policy

DATE: September 3, 2024

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:

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 grade point average (GPA) 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 GPA. All failing grades will be considered credits attempted toward the overall GPA.

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 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 GPA is under 2.0. The student has the opportunity to bring their GPA to greater than or equal to 2.0. If the student is unsuccessful in bringing their GPA 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 GPA.
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).

Grading Policy, Quality Points, and Grade 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 GPA 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
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	71% and below
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.

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 GPA 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.

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.

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.

Maximum Time Frame

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

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 grade point average (GPA) 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.

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

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.

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 Break in Enrollment Policy UPMC

Schools of Nursing SAP Appeal Policy

Reviewed/Revised: 4/16/2024

Originated Date: 08/29/2022

Effective Date: 09/03/2024



UPMC SCHOOLS OF NURSING POLICY AND PROCEDURE

SUBJECT: Social Media Policy
DATE: September 3, 2024

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 regards 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.

POLICIES REFERENCED/RELATED POLICIES:

HS-HR0748 Social Networking

HS-PR1104 Public Internet Communications

UPMC Schools of Nursing Academic Integrity Policy

HS-HR0736 Confidential Information

Reviewed/ Revised: 03/15/2024

Originated: 06/08/2015

Effective Date: 09/03/2024



**UPMC SCHOOLS OF NURSING
CONSENT FORM TO BE PHOTOGRAPHED, FILMED OR RECORDED**

Student Name:

UPMC E-Mail Address:

I understand and authorize the UPMC Schools of Nursing to photograph, film and/or record (still photos, video, audio) my education/training experience at the Schools of Nursing to be used for educational purposes or marketing purposes.

I understand that I forfeit all rights of this material and will not receive any payment or special services now or in the future for use of this material. I understand that the UPMC Schools of Nursing will use this information for educational opportunities and/or marketing purposes at the school and at their discretion. The UPMC Schools of Nursing will not use the materials for paid advertising.

I further understand that the photos, video and/or audio can appear on the UPMC Schools of Nursing websites and will not contain any confidential information related to the student.

I understand that if I chose to sign this consent, it will in no way influence the services provided to me by the UPMC Schools of Nursing. Additionally, I understand that I will not receive any special services or compensation in exchange for my agreeing to sign this consent.

This consent is valid for the time that I am a student here at the nursing school. I understand that I may revoke my consent at any time by providing written notice to the Director at my respective UPMC School of Nursing.

I, _____ am providing consent on _____
(PRINT NAME) **(DATE)**

to be photographed, filmed, and/or recorded for educational purposes and/or marketing purposes.

Student Signature: _____



UPMC SCHOOLS OF NURSING POLICY AND PROCEDURE

SUBJECT: Student Complaint and Grievance Policy **INDEX TITLE:** Administration
DATE: September 3, 2024

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 Appeal 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:

1. **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.
2. **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.

V. PROCEDURE:

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

1. Financial Aid/Billing:
 - a) Students will first contact the Financial Aid Coordinator.
 - b) If no resolution is reached, students will contact the Financial Aid Supervisor and Associate Executive Director of Business Process.
 - c) 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.
 - d) 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).

2. Academic/Course Specific Issues:
 - a) Students will first contact the Instructor and/or Course Chair.
 - b) 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.
 - c) 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).
3. Affiliate Colleges and Universities: students must follow the grievance and complaint process for all matters related to non-nursing courses as the specific school.
 - a) Carlow University: www.carlow.edu
 - b) Chatham University: www.chatham.edu
 - c) Gannon University: www.gannon.edu
 - d) Harrisburg University: www.harrisburgu.edu
 - e) Westminster college: www.westminster.edu

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: Monday through Friday, -of the occurrence to the Director and/or Assistant Director of the respective school, even when school is not in session.

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 the grievance, and make a decision by majority vote within three (3) 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 in writing via US Mail 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

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

Reviewed/Revised: 1/18/2024
Originated Date:
Effective Date: 09/03/2024

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:

Resolution:

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: September 3, 2024

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:

MAINTENANCE AND ACCESSIBILITY

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

COMPILATION OF RECORDS

Student records will be compiled according to the following listing.

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.

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.

GRADUATE RECORDS

Enrolled student files are converted to graduate files upon successful graduation. In addition to the enrolled file, the following is maintained:

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

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.

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 Associate Executive Director of Business Process, Directors and/or Assistant Directors, Supervisor, Business Analyst, and Financial Aid Coordinator, along with Federal and 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. Entrance Counseling Form
 - b. Master Promissory Note

- c. Copy of statement by student acknowledging receipt of the following:
 - i. Drug and Alcohol Prevention Policy
 - ii. Violence Against Women Policy
 - iii. Campus Crime Statistics for the three most recently completed calendar years
- d. Hold Credit Balance Authorization
- e. Electronic Communication Notice
- f. Student Aid Report (ISIR) (SAR)
- g. Verification Worksheet (Internal)
- h. Verification Worksheet (Federal)
- i. Financial Aid Aware Letters
- j. Financial Aid Disbursement Notifications
- k. Student Ledger(s)
- l. Academic Calendar
- m. Financial Aid Package
- n. Exit Loan Interview Counseling Request
- o. Pell Payment Worksheet
- p. PHEAA State Grand Worksheet
- q. NSLDS Grand History
- r. COD Review Packets
- s. Eligibility at Time of Disbursement Packets

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

- a. NSLDS Loans History
- b. Direct Loan Cost of Attendance Worksheet
- c. Direct Loan Request
- d. Direct Loan Worksheet
- e. Tax Returns/Transcripts
- f. Copies of documentation of professional judgment decisions
- g. Proof of any calculated refunds or overpayments due to or on behalf of the student (part of student ledger)
- h. Proof of any refunds or overpayments made to the SFA Program fund, a lender, or the Department of Education (part of student ledger).
- i. UPMC SON Official Transcript
- j. Title IV Refund worksheet if required
- k. Withdrawal Balance Notification
- l. Correspondence regarding withdrawal or termination

ADDITIONAL RECORDS

Medical Records

Student medical records are maintained in the MyHealth@Work

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: 03/15/2024
Originated Date:
Effective Date: 09/03/2024



**UPMC SCHOOLS OF NURSING
POLICY AND PROCEDURE**

SUBJECT: Student Employment and Participation in Non-UPMC Sponsored Health Fairs **INDEX TITLE: Administration**
DATE: September 3, 2024

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:

1. If students are employed in health agencies, they may not be employed as registered or practical nurses unless they are currently licensed.
2. Student employment shall be on a voluntary basis and not a requirement of the institution.
3. Students may not independently participate in health screening and fairs representing themselves as a student from the respective UPMC School of Nursing.
4. 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).
5. Students cannot independently distribute any printed materials from UPMC at health screenings or fairs.

REFERENCED AND RELATED POLICIES:

PA State Board of Nursing Rules and Regulations Section 21.112

Reviewed/Revised: 03/15/2024

Originated:

Effective Date: 09/03/2024

UPMC SCHOOLS OF NURSING
POLICY AND PROCEDURE

SUBJECT: Student Fitness for Duty Policy
DATE: September 3, 2024

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 or because of a medical condition due to illness or injury.

1. Emotional or mental impairment is defined as conduct or behavior substantially limiting a students' ability to perform and or participate in his/her class or clinical assignment.
2. 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.
3. 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.

If a faculty member or preceptor reasonably suspects a student is unfit for duty, that faculty or preceptor must consult with the Director/Assistant Director of the school and involve the Unit Director/Administrator on duty.

Observations may include but are not limited to the following:

1. Behavior generally associated with impairment:
 - a) appearance of confusion
 - b) uncontrollable outbursts
 - c) threatening gestures or speech
 - d) boisterous speech
 - e) drowsiness, staggering, dilated pupils, etc. and can include an odor or alcohol (Note: these may be symptoms of a non-intoxicated condition and should be evaluated with caution).

2. 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:
 - a) Documentation errors or missing documentation related to controlled substances.
 - b) Failure to comply with and document drug wasting policies and procedures.
 - c) Involvement in the use or delivery of drugs without authorization.
 - d) Involvement in the unauthorized use, sale, possession, diversion or delivery of a drug while on duty or on UPMC property.
 - e) Arrest or criminal charges of possession, sale, use or delivery of a drug, or of consumption of alcohol.
 - f) Direct observation of drug or alcohol use, or the possession of a drug as defined in this policy.
 - g) Evidence that a student has tampered with a pervious drug test.
 - h) Evidence of misuse of physician DEA numbers.
 - i) Theft of prescription pads.
 - j) Other information that upon review and investigation creates reasonable suspicion.

3. Observation

- a) When a faculty member or preceptor reasonably suspects a student is unfit for duty, that faculty or preceptor must consult with the Director/Assistant Director of the school and involve the Unit Director/Administrator on duty.
- b) Once the Director/Assistant Director has determined that a student's fitness for duty is in question, the student should be:
 - i. Taken to a private area.
 - ii. Informed of the concern.
 - iii. Escorted to a MyHealth@Work location (see Employee Health Policy), Emergency Department, or other appropriate area for an evaluation and/or testing by either the Director/Assistant Director or Administrator on Duty and Security.
- c) When diversion is suspected, follow the policy of the UPMC facility.
- d) When fitness for duty is in question outside of normal business hours of MyHealth@Work, the Director/Assistant Director will contact MyHealth@Work at 412-647-3695 and the nurse or practitioner on call. Assistance is available 24/7. Additionally, it is required that the testing site use appropriate Chain of Custody documents. Questions regarding these forms should be directed to MyHealth@Work (412-647- 3695).
- e) At the appropriate time, the student may be asked to write a statement explaining the incident.

4. Self-Disclosure

1. When a student voluntarily self-discloses, the Director/Assistant Director:
 - a) Observes whether or not the student appears to be currently unfit for duty. If student appears to be unfit, proceed with the standard Fitness for Duty testing process.
 - b) 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.
 - c) 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.
 - d) 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.

B. 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 MyHealth@Work, *LifeSolutions* and the Director/Assistant Director. 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, the faculty member/Director/Assistant Director 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 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. Should the student refuse this recommendation, the Director/Assistant Director should document the conversation and notify the local police authorities immediately.
 - d) The Director/Assistant Director is 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. Documentation includes but is not limited to a Drug and Alcohol Referral Form, witness statements and/or student statements.

C. *LifeSolutions* Procedure

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.

D. Test Results

1. All test results will be sent directly to MyHealth@Work. 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 and *LifeSolutions* by MyHealth@Work 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.
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 GUIDELINES:

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

Reviewed/Revised: 04/02/2024
Originated Date:
Effective Date: 09/03/2024



UPMC SCHOOLS OF NURSING POLICY AND PROCEDURE

SUBJECT: Student Health Program Policy

INDEX TITLE: Administration

DATE: September 3, 2024

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:

Health Insurance

All students are encouraged to carry health insurance.

General Medical Attention

Any student needing immediate medical attention may be seen in the Emergency Department. Students assume financial responsibility for all Emergency Department visit charges. Students have limited access to health care through MyHealth@Work at each respective hospital. Students are accountable for contacting their insurance carrier and/or primary care physician to obtain the necessary authorization to seek care through MyHealth@Work.

***Students can utilize the AnywhereCare mobile app on any smartphone device to access a telehealth appointment for free with one of our MyHealth@Work providers. These appointments can be utilized for sick visits only – UTI's, etc.*

****Steps for Bloodborne Pathogen (BBP) exposures for students.*

The students will:

- 1. report the exposure to clinical instructor immediately.*
- 2. report the exposure to MyHealth@Work by contacting this number*

1-833-280-8511.

This number is answered 24/7.

- a. Notify the nurse when that they are a UPMC SON School of Nursing student.*

- b. *The nurse will assess and provide follow-up instructions.*
- i. *Normal business hours: The students will be directed to follow-up with their hospital's MyHealth@Work location.*
 - ii. *Weekends: The students will be directed to follow-up in-person at their MyHealth@Work location on the next business day.*
 - iii. *If it is a high-risk exposure, the nurse on-call will direct the student to the ER for appropriate treatment.*

Counseling

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

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

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.

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 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.
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.

Communicable / Infectious Disease

7. 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 of the School of Nursing.
8. Students will comply with UPMC policies related to communicable and infectious disease.

Accidents/ Exposures on UPMC Campus

9. If an accident occurred on hospital property, the student must notify the instructor and report to MyHealth@Work during hours of operation or to the Emergency Department.
10. Students are financially responsible for all care received due to accidents.
11. Students who have a blood born pathogen exposure while performing patient care during a clinical experience must notify the instructor and report to MyHealth@Work during hours of operation or to the Emergency Department. UPMC assumes the cost of care of blood born pathogen exposure.

On the campus of an affiliate clinical agency:

12. Students attending clinical at an affiliating agency and needing immediate medical attention due to illness or injury should follow the same procedure an employee of that affiliating agency would follow.

VI. REFERENCED AND RELATED POLICIES:

UPMC Schools of Nursing Position Description - Student Nurse Policy
UPMC Schools of Nursing Guidance and Counseling Policy
UPMC Schools of Nursing Clinical Attendance Policy

Reviewed/Revised: 03/01/2024
Originated Date:
Effective Date: 09/03/2024



**UPMC SCHOOLS OF NURSING
POLICY AND PROCEDURE**

SUBJECT: Student Pregnancy Policy
DATE: September 3, 2024

INDEX TITLE: Administrative

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.

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 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.

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 took a medical leave they will follow the Readmission, Reentry, and Internal Transfer policy.

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: 03/15/2024

Originated Date: 02/11/2019

Effective Date: 09/03/2024

**UPMC SCHOOLS OF NURSING
POLICY AND PROCEDURE**

SUBJECT: Transcript Policy
DATE: July 01, 2024

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:

1. 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.
2. UPMC Schools of Nursing do not issue, return or copy transcripts of other institutions on file in the student's records.

Reviewed/Revised: 03/01/2024

Originated:

Effective Date: 07/01/2024

Request for Waiver of Transcript Requirement

Please complete this form if you are requesting that the UPMC School of Nursing waive the requirement for you to submit one official post-secondary institution transcripts. By completing this form, you may permanently forego any eligible transfer of credit from the requested schools into your program at the UPMC School of Nursing. Transcript waivers are granted only in rare instances when it is truly impossible to obtain an official transcript.

Student Name: _____ **Date:** _____

Provide as much information as possible for the school for which you are requesting a transcript waiver.

Name of School: _____

Mailing Address: _____

Phone Number: _____

Why are you requesting this waiver?

Please explain in detail what efforts you have made to obtain this transcript.

Student Signature: _____ **Date:** _____

For Office Use Only:

Waiver Approved

Waiver Denied

Registrar Signature

Date



UPMC SCHOOLS OF NURSING POLICY AND PROCEDURE

SUBJECT: Vaccination Policy
DATE: September 3, 2024

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 is included in the Student Handbook.

V. DOCUMENTATION OF IMMUNE STATUS:

Through the pre-entrance health assessment conducted by MyHealth@Work, applicants are required to provide documentation of immune status or history the disease for the following: measles, mumps, rubella, varicella, T-dap and Hepatitis B. Titers may be drawn in the absence of documentation/history.

In the absence of a vaccination history, the T-dap vaccine and Hepatitis B series must be initiated prior to starting the program. It is strongly advised to complete the vaccination process per MyHealth@Work instructions.

All vaccination documentation is maintained by MyHealth@Work. The Director is notified by MyHealth@Work 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 MyHealth@Work.

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

VI. REFERENCE:

UPMC Schools of Nursing RN Admissions Policy

UPMC Schools of Nursing LPN to RN Admission Policy

Reviewed/Revised: 03/15/2024

Originated Date:

Effective Date: 09/03/2024

**UPMC | SCHOOLS
OF NURSING**

Curriculum



UPMC SCHOOLS OF NURSING POLICY AND PROCEDURE

SUBJECT: ATI Testing and Remediation

INDEX TITLE: Curriculum

DATE: September 3, 2024

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?

1. Assessment Technologies Institute® (ATI) offers an assessment driven review program designed to enhance student NCLEX-RN success.
2. 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.
3. Data from student testing and remediation can be used for program's quality improvement and outcome evaluation.
4. 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 and how to make sound clinical decisions.

1. **Nurse Logic** is an excellent way to learn the basics of how nurses think and make decisions.

2. **Learning System** offers practice tests in specific nursing content areas that allow students to apply the 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:

1. 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:
 - a. Level 3 – 6 points
 - b. Level 2—4 points
 - c. Level 1 – 2 points
 - d. Below Level 1 – 0 points
2. All students, regardless of level achieved will be required to complete the individualized remediation plan for the proctored assessment by the date specified. Students can obtain four (4) points for remediation by completing a Word Document containing 3-Key Points based upon each question missed. Students must cite the references utilized for the key

points. If utilizing a website, a working link must be provided. If references are not provided, points are forfeited.

3. 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.
4. Completion of the proctored assessment(s) is a mandatory requirement. Failure to complete the proctored assessments will result in a course failure.

Remediation Process

1. After student completion of each proctored assessment, a focused review will be created at www.atitesting.com.
2. Focused review includes a review of all missed topics with references only.
3. 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 are encouraged to use additional references such as course textbooks, course documents, and class notes.
4. Students will utilize the Individualized Performance in Major Concept Areas section to build remediation as follows:
 - a) For any concept area with a score less than or equal to 65%, the students will complete 3 Key Points Word Document for all questions missed.
 - i. **The student test report is to be submitted with the remediation.**
 - ii. **The 3 Key Points Document is to be in order of the test report and submitted secured in an organized folder or uploaded into CANVAS as instructed.**
 - iii. **Students must cite the references utilized for the key points. If utilizing a website, a working link must be provided. If references are not provided, points are forfeited.**
 - iv. **Students will ONLY be awarded allotted points if remediation is completed in its entirety. No partial points are awarded.**

Additional ATI Resources

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

Referenced Policy: Examination Policy

Reviewed/Revised: 4/18/2023

Originated: 3/29/2016

Effective Date: 09/03/2024

Attachment A
Schedule of Assessments

Course	Proctored Assessment
Nursing 101	
Nursing 102	Dosage Calculation: Fundamentals and Medical Surgical RN Concept-Based Proctored Assessment Level 1
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)	6 points Level 3 = 6 points Level 2 = 4 points Level 1 = 2 points Below Level 1 = 0 points	
Complete Remediation from Proctored Assessment	(By date specified in syllabus)	4 points For any concept area with a score less than or equal to 65%, the students will complete 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: September 3, 2024

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:

1. Achieve a rating of Accomplished in all clinical objectives at the end of the course.
2. Successfully pass the Dosage Calculation Examination.
3. Successfully complete the Self-Evaluation/ Reflection assignments.
4. Meet the clinical attendance requirements as outlined by the Clinical Attendance Policy.
5. Complete any additional clinical assignments/requirements (includes clinical make-up) 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 N102, 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 at the time of the Mid-term Formative and Summative Clinical Evaluation meetings.
2. These will be reviewed for completion by clinical faculty.
3. Students not completing the reflective journal 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 102, 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 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, including make-up 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.

Referenced 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: 02/28/2024

Originated Date: 03/23/2016

Effective Date: 09/03/2024



**UPMC SCHOOLS OF NURSING
POLICY AND PROCEDURE**

SUBJECT: Examination Policy
DATE: September 3, 2024

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:

1. 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.
2. 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.
3. 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.
3. 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.
4. Faculty reserve the right to administer an alternative examination.

5. 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.
6. Students are not permitted to take examinations prior to the scheduled test date.
7. Should a student begin an examination and not be able to complete the examination, 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.
8. Students are expected to arrive on time and have the exam downloaded prior to the scheduled start time.
 - a) Students who are on-time but do not have the exam downloaded once the exam begins, will be sent to the alternative testing room.
 - b) A student arriving late for a scheduled examination will be assigned to an alternative room. Late is defined as up to 15 minutes after the scheduled start time of the examination.
 - i. If the student arrives late the student will be permitted to take the examination in the remaining scheduled testing time with no penalty.
9. 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.
10. 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.
11. 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.
12. 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.
13. 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.)

14. 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)
15. Student must have a functional computer the day of the exam. Paper exams can only be given if there are technology issues the morning of the exam. Students must notify the course chairperson prior to the exam. The student can only be provided a paper exam once per course.
16. Course faculty reserve the right to ask students to remove any personal items that may compromise the integrity of the examination.
17. Students are to adhere to the Student Code of Conduct for Exams (Attachment C) for all proctored exams and exam reviews.

POLICIES REFERENCED/RELATED WITHIN THIS POLICY:

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: 01/17/2024

Originated Date: 01/05/15

Effective Date: 09/03/2024

Examination Policy: **Attachment A**

UPMC Schools of Nursing Exam Soft Exam Day Student Guidelines

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.

Technology Requirements – Attachment B

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%29%206%20Internet%3A%202.5%20Mbps%20upload%20speed.%20>

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

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).

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

SAMPLE CURRICULUM — FULL TIME (16 MONTHS)

SEMESTER I - 16 WEEKS (All courses occurring concurrently)

Course Number	Course Title	Weeks	Credits	Theory Hours	Lab Hours	Clinical Hours	Total Hours Per Week	Total Credits Per Term
N101	Professional Concepts of Nursing	16	3 (3 Theory)	45 Theory			23.4	16
N102	Foundational Concepts of Nursing	16	9 (4 Theory/ 5 Clinical)	60 Theory		225 Clinical Hours		
	Anatomy and Physiology I*	16	4 (3 Theory/ 1 Lab)	45 Theory	30 Lab			

SEMESTER II - 16 WEEKS (All courses occurring concurrently)

Course Number	Course Title	Weeks	Credits	Theory Hours	Lab Hours	Clinical Hours	Total Hours Per Week	Total Credits Per Term
N201	Physiological Concepts of Nursing	16	10 (5 Theory/ 5 Clinical)	75 Theory		225 Clinical Hours	26.3	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	Lab Hours	Clinical Hours	Total Hours Per Week	Total Credits Per Term
N301	Complex Individual and Family Nursing Concepts	16	11 (6 Theory/ 5 Clinical)	90 Theory		225 Clinical Hours	27.1	18
	Microbiology*	16	4 (3 Theory/ 1 Lab)	45 Theory	30 Lab			
	College Writing*	16	3 (3 Theory)	45 Theory				

REGISTERED NURSE PROGRAM SAMPLE CURRICULUM – FULL TIME

SEMESTER IV - 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
	Biomedical Ethics*	16	3 Theory (3 Theory)	45 Theory				
N320	Advanced Nursing Concepts	8	7.5 (5 Credits Theory/ 2.5 Clinical)	75 Theory		112.5 Clinical Hours		

2ND 8 WEEKS

Course Number	Course Title	Weeks	Credits	Theory Hours	Lab Hours	Clinical Hours	Total Hours Per Week	Total Credits Per Term
N340	Transition Into Nursing Practice	8	5.5 (1.5 Theory/ 4 Clinical)	22.5 Theory		180 Clinical Hours		
N360	NCLEX Prep Course	8	2 (2 Theory)	30 Theory				

26.2 (1st 8 wks)
31.8 (2nd 8 wks)
18

* 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

1 Clinical Credit = 45 Contact Hours

1 Lab Credit = 30 Contact Hours
(as per Chatham University)

Total Weeks: 64 (4 Semesters)

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

Total Hours: 1725

• Theory: 667.5; Lab: 90; Clinical: 967.5

Approvals: Curriculum Committee 1/3/2022

SAMPLE CURRICULUM — Extended Option (24 MONTHS)

SEMESTER I FALL – 16 WEEKS (All courses occurring concurrently)

Course Number	Course Title	Weeks	Credits	Theory Hours	Lab Hours	School of Nursing Clinical Hours	Total Hours Per Week	Total Credits Per Term
	Anatomy and Physiology I*	16	4 <i>(3 Theory/ 1 Lab)</i>	45 Theory	30 Lab		8	7
	Growth and Development*	16	3 <i>(3 Theory)</i>	45 Theory		225 Clinical/Lab Hours		
	Freshman Seminar I	16	0	15				

SEMESTER II SPRING – 16 WEEKS (All courses occurring concurrently)

Course Number	Course Title	Weeks	Credits	Theory Hours	Lab Hours	School of Nursing Clinical Hours	Total Hours Per Week	Total Credits Per Term
	Anatomy and Physiology II*	16	4 <i>(3 Theory/ 1 Lab)</i>	45 Theory	30 Lab		11	10
	College Writing*	16	3 <i>(3 Theory)</i>	45 Theory				
	Biomedical Ethics*	16	3 <i>(3 Theory)</i>	15				
	Freshman Seminar II	16	0	15				

SEMESTER III SUMMER – 16 WEEKS (All courses occurring concurrently)

Course Number	Course Title	Weeks	Credits	Theory Hours	Lab Hours	School of Nursing Clinical Hours	Total Hours Per Week	Total Credits Per Term
N101	Professional Concepts of Nursing	16	3 <i>(3 Theory)</i>	45 Theory			23	12
N102	Foundational Concepts of Nursing	16	9 <i>(4 Theory/ 5 Lab)</i>	60 Theory		225 Clinical/Lab Hours		

SEMESTER IV FALL – 16 WEEKS (All courses occurring concurrently)

Course Number	Course Title	Weeks	Credits	Theory Hours	Lab Hours	School of Nursing Clinical Hours	Total Hours Per Week	Total Credits Per Term
N201	Physiological Concepts of Nursing	16	10 <i>(5 Theory/ 5 Clinical)</i>	75 Theory		225 Clinical/Lab Hours	21	10

REGISTERED NURSE PROGRAM SAMPLE CURRICULUM — FULL TIME

SEMESTER V SPRING – 16 WEEKS (All courses occurring concurrently)

Course Number	Course Title	Weeks	Credits	Theory Hours	Lab Hours	School of Nursing Clinical Hours	Total Hours Per Week	Total Credits Per Term
N301	Complex Individual and Family Nursing Concepts	16	11 (6 Theory/ 5 Lab)	90 Theory		225 Clinical/Lab Hours	26	15
N302	Microbiology*	16	4 (3 Theory/ 1 Lab)	45 Theory	30 Lab			

SEMESTER VI – 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	School of Nursing 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/Lab Hours	23.5 (1st 8 wks)	7.5 (1st 8 wks)

2ND 8 WEEKS

Course Number	Course Title	Weeks	Credits	Theory Hours	Lab Hours	School of Nursing Clinical Hours	Total Hours Per Week	Total Credits Per Term
N340	Transition Into Nursing Practice	8	5.5 (1.5 Theory/ 4 Clinical)	22.5 Theory		180 Clinical/Lab Hours	28.5 2nd 8 wks)	7.5 2nd 8 wks)
N360	NCLEX Prep Course	8	2 (2 Theory)	30 Theory				
							Total: 15	

* These courses are delivered through Carlow 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. These courses are instructed through partnership with Carlow University.

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
(as per Carlow University)

Total Weeks: 64 (4 Semesters)

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

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	Lab Hours	Clinical Hours	Total Hours Per Week	Total Credits Per Term
N101	Professional Concepts in Nursing	16	3 (3 Theory)	45 Theory			11.5	7.4
N102A	Foundational Concepts of Nursing I	16	4.4 (1.9 Theory/ 2.5 Clinical)	28 Theory		112.5 Clinical Hours (7.5)		

SEMESTER II - 16 WEEKS (All courses occurring concurrently)

Course Number	Course Title	Weeks	Credits	Theory Hours	Lab Hours	Clinical Hours	Total Hours Per Week	Total Credits Per Term
N102B	Foundational Concepts of Nursing II	16	4.6 (2.1 Theory/ 2.5 Clinical)	32 Theory		112.5 Clinical Hours	13.7	8.6
	Anatomy and Physiology I*	16	4 (3 Theory/ 1 Lab)	45 Theory	30 Lab			

SEMESTER III - 16 WEEKS (All courses occurring concurrently)

Course Number	Course Title	Weeks	Credits	Theory Hours	Lab Hours	Clinical Hours	Total Hours Per Week	Total Credits Per Term
N201 A	Physiological Concepts of Nursing I	16	4.8 (2.3 Theory/ 2.5 Clinical)	35 Theory		112.5 Clinical Hours	13.9	9.8
	Anatomy and Physiology II*	16	4 (3 Theory/ 1 Lab)	45 Theory	30 Lab			

SEMESTER IV - 16 WEEKS (All courses occurring concurrently)

Course Number	Course Title	Weeks	Credits	Theory Hours	Lab Hours	Clinical Hours	Total Hours Per Week	Total Credits Per Term
N201 B	Physiological Concepts of Nursing II	16	5.2 (2.7 Theory/ 2.5 Clinical)	40 Theory		112.5 Clinical Hours	12.3	8.2
	Growth and Development*	16	3 (3 Theory)	45 Theory				

REGISTERED NURSE PROGRAM

SAMPLE CURRICULUM – PART TIME

SEMESTER V - 16 WEEKS (All courses occurring concurrently)

Course Number	Course Title	Weeks	Credits	Theory Hours	Lab Hours	Clinical Hours	Total Hours Per Week	Total Credits Per Term
N301 A	Complex Individual and Family Nursing Concepts I	16	5.5 (3 Theory/ 2.5 Clinical)	45 Theory		112.5 Clinical Hours	14.5	9.5
	Microbiology*	16	4 (3 Theory/ 1 Lab)	45 Theory	30 Lab			

SEMESTER VI - 16 WEEKS (All courses occurring concurrently)

Course Number	Course Title	Weeks	Credits	Theory Hours	Lab Hours	Clinical Hours	Total Hours Per Week	Total Credits Per Term
N301 B	Complex Individual and Family Nursing Concepts II	16	5.5 (3 Theory/ 2.5 Clinical)	45 Theory		112.5 Clinical Hours	13.5	8.5
	College Writing*	16	3 (3 Theory)	45 Theory				

SEMESTER VII - 16 WEEKS (All courses occurring concurrently)

Course Number	Course Title	Weeks	Credits	Theory Hours	Lab Hours	Clinical Hours	Total Hours Per Week	Total Credits Per Term
N320	Advanced Nursing Concepts	16	7.5 (5 Theory/ 2.5 Clinical)	75 Theory		112.5 Clinical Hours	15.5	10.5
	Biomedical Ethics*	16	3 (3 Theory)	45 Theory				

SEMESTER VIII - 16 WEEKS (All courses occurring concurrently)

Course Number	Course Title	Weeks	Credits	Theory Hours	Lab Hours	Clinical Hours	Total Hours Per Week	Total Credits Per Term
N340	Transition Into Nursing Practice	16	5.5 (1.5 Theory/ 4 Clinical)	22.5 Theory		180 Clinical Hours	15.5	7.5
N360	NCLEX Prep Course	16	2 (2 Theory)	30 Theory				

CREDIT CALCULATIONS

1 Theory Credit = 15 Contact Hours

1 Clinical Credit = 45 Contact Hours

1 Lab Credit = 30 Contact Hours
(as per Chatham University)

Total Weeks: 128 (8 Semesters)

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

Total Hours: 1725

• Theory: 667.5; Lab: 90; Clinical: 967.5

* These courses are delivered through Chatham University for students at UPMC Shadyside School of Nursing and St. Margaret School of Nursing. Mercy Hospital School of Nursing students take these courses through Carlow 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.

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

SAMPLE CURRICULUM — FULL TIME (16 MONTHS)

SEMESTER I - FALL - 16 WEEKS (All courses occurring concurrently)

Course Number	Course Title	Weeks	Credits	Theory Hours	Lab Hours	Clinical Hours	Total Hours Per Week	Total Credits Per Term
	LPN-RN Advanced Track Seminar	16	0	15 Theory	15 Lab		9.4	7
	Anatomy and Physiology I*	16	4 (3 Theory/ 1 Lab)	45 Theory	30 Lab			
	Biomedical Ethics*	16	3 (3 Theory)	45 Theory				

SEMESTER II - SPRING - 16 WEEKS (All courses occurring concurrently)

Course Number	Course Title	Weeks	Credits	Theory Hours	Lab Hours	Clinical Hours	Total Hours Per Week	Total Credits Per Term
N201	Physiological Concepts of Nursing	16	10 (5 Theory/ 5 Clinical)	75 Theory		225 Clinical Hours	26.3	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 - SUMMER - 16 WEEKS (All courses occurring concurrently)

Course Number	Course Title	Weeks	Credits	Theory Hours	Lab Hours	Clinical Hours	Total Hours Per Week	Total Credits Per Term
N301	Complex Individual and Family Nursing Concepts	16	11 (6 Theory/ 5 Clinical)	90 Theory		225 Clinical Hours	27.1	18
	Microbiology*	16	4 (3 Theory/ 1 Lab)	45 Theory	30 Lab			
	College Writing*	16	3 (3 Theory)	45 Theory				

LPN students are exempt from 1st semester nursing courses. The exact schedule of the non-nursing courses may vary depending on the offerings provided at each UPMC SON and partnering university availability.

SEMESTER IV - 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 Hours	23.5 1st 8 wks	7.5 1st 8 wks

2ND 8 WEEKS

Course Number	Course Title	Weeks	Credits	Theory Hours	Lab Hours	Clinical Hours	Total Hours Per Week	Total Credits Per Term
N340	Transition Into Nursing Practice	8	5.5 (1.5 Theory/ 4 Clinical)	22.5 Theory		180 Clinical Hours	28.5 2nd 8 wks	7.5 2nd 8 wks
N360	NCLEX Prep Course	8	2 (2 Theory)	30 Theory			Total: 15	

* These courses are delivered through our partners - Westminster College, Gannon University, and Chatham University. UPMC Jameson School of Nursing non-nursing courses are 4 credits per course. 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.

CREDIT CALCULATIONS

1 Theory Credit = 15 Contact Hours

1 Clinical Credit = 45 Contact Hours

1 Lab Credit = 30 Contact Hours
(as per University)

Total Weeks: 64 (4 Semesters)

Total Credits: 69-72

Total Hours: 1725

• Theory: 667.5; Lab: 105; Clinical: 742.5

N101 Professional Concepts of Nursing, 3 cr. (3 theory)

This course introduces the student to the role of the professional nurse. 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.

N102 Foundational Concepts of Nursing, 9 cr. (4 theory/5 clinical)

This course introduces the student to the foundational concepts of nursing practice across the lifespan. 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.

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 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 201. 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.

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.
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Student Financial Aid

**UPMC SCHOOLS OF NURSING
POLICY**

**SUBJECT: Cash Management
and Reporting**

INDEX TITLE: Student Financial Aid

DATE: April 30, 2024

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

Originated: 04/15/19

Reviewed/Revised: 04/15/19; 06/09/20; 03/04/21; 04/11/23; 04/30/24

Effective Date: 04/15/19; 06/09/20; 04/11/23; 04/30/24

**UPMC SCHOOLS OF NURSING
POLICY**

**SUBJECT: Collections on Student
Account Balances**

INDEX TITLE: Student Financial Aid

DATE: June 11, 2024

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

1. Active and Probation Students

- a) Tuition payment is due on or before the midterm point of the current semester. If payment is not received at this time the student's account will be considered past due.
- b) Active students must have a balance under \$3,000.00 before the end of the semester; failure to meet this requirement will result in the student being withdrawn until payment can be made.
- c) A payment plan must be set up for any balance remaining at the end of the semester.

2. Re-Entry Students

- a) A student re-entering the same school and the same program must have a balance below \$3,000.00 prior to being considered for re-entry into the program.
- b) 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.

3. Withdrawn, Dismissed, Suspended, Provisional or Terminated Students

- a) Students with an outstanding balance will be offered a payment plan if the full balance cannot be paid at one time.
- b) The payment plan will consist of an automatic payment being charged to the student's bank account or credit card.
- c) Payment plan must be determined within 30 days of withdrawal, dismissal, or termination from the program.
- d) Failure to make regular payments on the payment plan may result in the account being submitted to a collection agency.

4. Pending Graduate and Graduated Students

- a) All accounts must be paid in full prior to graduation.
 - b) Failure to be paid in full at graduation will result in Diploma and State Board Educational Verification being held by the school until final payment is made.
5. Students Employed in UPMC System
- a) If a student or former student is found to be working in the UPMC system (FT, FFT or PT), they will be required to start a bi-monthly payroll payback for their outstanding debt.

Originated: 05/28/19

Reviewed/Revised: 05/28/19; 06/20/19; 05/04/20; 07/07/21; 05/18/22; 03/31/23; 06/28/23; 6/11/24

Effective Date: 05/28/19; 06/20/19; 05/04/20; 07/07/21; 05/18/22; 04/01/23; 06/28/23; 6/11/24

UPMC SCHOOLS OF NURSING POLICY

SUBJECT: Constitution Day
DATE: June 30, 2024

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

Originated: 04/02/19

Reviewed/Revised: 04/02/19; 3/4/20; 3/12/21; 04/06/22; 03/08/23; 05/02/24

Effective Date: 04/02/19; 3/4/20; 05/02/24

**UPMC SCHOOLS OF NURSING
POLICY**

SUBJECT: Cost of Attendance
DATE: June 11, 2024

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 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

Originated: 04/17/19

Reviewed/Revised: 04/17/19; 04/24/19, 3/4/20; 6/17/20; 5/24/21; 04/06/22; 04/18/23; 06/22/23; 6/11/24

Effective Date: 04/17/19; 04/24/19, 3/4/20; 6/17/20; 04/18/23; 06/22/23; 6/11/24

**UPMC SCHOOLS OF NURSING
POLICY**

SUBJECT: Disbursements

INDEX TITLE: Student Financial Aid

DATE: June 11, 2024

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 have 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 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

Originated: 05/28/19

Reviewed/Revised: 05/28/19; 10/25/19; 04/07/20; 04/07/21; 04/06/22; 04/13/23; 6/11/24

Effective Date: 05/28/19; 10/25/19; 04/07/21; 06/06/22; 04/13/23; 6/11/24

**UPMC SCHOOLS OF NURSING
POLICY**

SUBJECT: Drug and Alcohol Abuse Prevention INDEX TITLE: Student Financial Aid
DATE: June 11, 2024

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

Originated: 05/28/19

Reviewed/Revised: 05/28/19; 06/17/21; 03/31/22; 03/29/23; 6/11/24

Effective Date: 05/28/19; 03/19/20; 6/11/24

**UPMC SCHOOLS OF NURSING
POLICY**

SUBJECT: Student Eligibility

INDEX TITLE: Student Financial Aid

DATE: April 24, 2023

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

Originated: 03/05/19

Reviewed/Revised: 03/05/19; 03/25/19;12/01/20; 06/28/21; 06/16/22; 04/24/23

Effective Date: 03/25/19;12/01/20; 06/28/21; 04/24/23

**UPMC SCHOOLS OF NURSING
POLICY**

SUBJECT: Enrollment Reporting
DATE: June 11, 2024

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

Originated: 05/28/19

Reviewed/Revised: 05/28/19; 03/19/20; 06/17/21; 06/06/22; 04/11/23; 6/11/24

Effective Date: 05/28/19; 03/19/20; 06/06/22; 04/11/23; 6/11/24

**UPMC SCHOOLS OF NURSING
POLICY**

SUBJECT: Entrance Counseling & MPN

INDEX TITLE: Student Financial Aid

DATE: June 11, 2024

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 receiving 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 Regulations

Originated: 05/10/19

Reviewed/Revised: 05/10/19; 03/19/20; 02/03/21; 06/17/21; 3/31/22; 03/08/23; 6/11/24

Effective Date: 05/10/19; 03/19/20;03/01/21; 06/17/21; 6/11/24

**UPMC SCHOOLS OF NURSING
POLICY**

SUBJECT: Exit Counseling
DATE: June 11, 2024

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 student 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 Financial Aid Professional's duty to notify students of their responsibility to complete Exit Counseling. Currently, the Student Information System has been programmed to automatically send Exit Counseling notifications to students when their status is changed 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

Originated: 05/10/19

Reviewed/Revised: 05/10/19, 04/23/20; 06/17/21; 04/06/22; 04/04/23; 6/11/24

Effective Date: 05/10/19; 06/17/21; 04/01/23; 6/11/24

**UPMC SCHOOLS OF NURSING
POLICY**

SUBJECT: Financial Aid Code of Conduct

INDEX TITLE: Student Financial Aid

DATE: May 10, 2019

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

Originated: 05/10/19

Reviewed/Revised: 05/10/19; 04/23/20; 03/12/21; 03/29/23

Effective Date: 05/10/19

**UPMC SCHOOLS OF NURSING
POLICY**

SUBJECT: Institutional Refund

INDEX TITLE: Student Financial Aid

DATE: June 11, 2024

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 began 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:

College Courses	
<i>Withdrawal/Drop Date</i>	<i>Institutional Refund</i>
Days 1 - 7	100%
Days 8+	0%

16 Week Nursing Courses	
<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	
<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 withdraw. 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

Originated: 05/28/19

Reviewed/Revised: 05/28/19; 10/16/19; 10/28/19; 06/17/20; 4/7/21; 06/08/22; 03/08/23; 6/11/24

Effective Date: 05/28/19; 10/16/19; 10/28/19; 03/08/23; 6/11/24

**UPMC SCHOOLS OF NURSING
POLICY**

SUBJECT: OCOG State Grant
DATE: June 11, 2024

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://higher.ed.ohio.gov/educators/financial-aid/sgs/ocog>

Originated: 05/22/19

Reviewed/Revised: 05/22/19; 05/24/21; 6/11/24

Effective Date: 05/22/19; 6/11/24

**UPMC SCHOOLS OF NURSING
POLICY**

SUBJECT: PA State Grant

INDEX TITLE: Student Financial Aid

DATE: June 11, 2024

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. Must meet UPMC SON eligibility requirements
2. Must meet Pennsylvania state grant requirements

The state will notify the student initially if they are eligible and how much they will be receiving. Once eligibility has been determined, 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 monthly basis, a UPMC School of Nursing analyst will reconcile PA State Grant funding in the Student Information System against the reconciliation roster to ensure amounts are correct. 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)
2. PA State Grant Program: Summer Grant Program (pheaa.org)

Originated: 05/22/19

Reviewed/Revised: 05/22/19; 05/07/20; 04/07/21; 03/10/22; 04/04/22; 04/04/23; 6/11/24

Effective Date: 05/22/19; 05/07/20; 04/07/21; 03/10/22; 04/04/22; 04/04/23; 6/11/24

**UPMC SCHOOLS OF NURSING
PROCEDURE**

**SUBJECT: Pennsylvania State Grant
Special Programs (SGSP)**

INDEX TITLE: Student Financial Aid

DATE: June 28, 2024

Chafee Education and Training Grant (ETG) Program

I. INSTITUTIONAL PROCEDURE:

1. Page Center Reports are sent from PHEAA to Financial Aid Professional (FAP) that outlines student eligibility and disbursement information for the Chafee Education and Training Grant program
 - a) PHEAA adds eligible students to the Chafee ETG Applicant Certification and Status Listing (ASCL)
 - i. This report is made available biweekly (every other Tuesday) to the institutions via PageCenter
 - 1) A pound sign (#) sign indicates the student was not on previously reported ASCLs
 - ii. An asterisk (*) next to the student's name indicates that there has been a status or award change from the previous ASCLs
 - iii. See Appendix A for ACSL Legend and Codes
 - b) FAP is responsible on a bi-weekly basis to log into PageCenter to confirm for new rosters
 - i. FAP is required to work from the most recently generated ACSL
 - ii. FAP will print the ACSLs, notate data required and return them via fax 717-720-3786 to be processed by PHEAA staff (7-10 business days)
 - iii. Once an ACSL has been certified and returned, the SON does not need to return subsequent ASCLs for the same AY if there are no status changes needed
 - iv. Any changes to a student's level of enrollment must be reported to the Chafee ETG ASCL
 - v. If a student withdraws from a semester where Chafee funds are credited, Chafee funds must be returned in the same percentage as the tuition adjustment
 - 1) Chafee ETG refunds will be processed via check
 - c) PHEAA provides a detailed Chafee ETG Disbursement Roster via PageCenter. The Roster includes the total of Chafee ETG funds each student has received and the total amount disbursed to the school.
 - i. FAP must review and return the Disbursement Rosters within 30 days of receipt; if there are no changes to the roster, the SON will sign and return the certification page.
 - d) PHEAA provides an annual Reconciliation Roster that allows for the SON to make changes to a student status or report final eligibility status for Chafee ETF in accordance with the schools' records.

- i. FAP must review and return the Annual Reconciliation Roster within 30 days of receipt; if there are no changes to the roster, the SON will sign and return the certification page.
 - e) PHEAA provides a detailed Chafee ETG Denial Listing report that is generated on a biweekly basis, listing all students who have been deemed by PHEAA as ineligible for Chafee ETG.
 - i. FAP is required to review this report to determine if the student needs assistance in completing documentation to become Chafee ETG eligible. Possible reasons for denial include:
 - 1) No FAFSA or incomplete FAFSA
 - 2) Student loan in default
 - 3) Student is not a PA resident
- 2. The Collections Specialist (CS) will perform a Monthly Reconciliation of all Chafee ETG funds received in the student information system against the Chafee ETG Disbursement Rosters
 - a) The CS prepares the reconciliation file by month end
 - b) The Associate Executive Director, Business Process reviews the reconciliation file
 - c) The dually signed reconciliation is housed on the SON Shared Drive
- 3. The UPMC Schools of Nursing performs a YTD Reconciliation of all Chafee ETG funds received to ensure all funds are accounted for from the Chafee ETG Applicant Certification and Status Listing (ASCL), Student Ledger and General Ledger
 - a) The Manager of Compliance and Reporting prepares the reconciliation file
 - b) The Associate Executive Director, Business Process reviews the reconciliation file
 - c) The dually signed reconciliation is housed on the SON Shared Drive
- 4. The UPMC Schools of Nursing will complete an Annual report by March 1, 2023 to the PA Department of Education (PDE)
 - a) The UPMC SON will report the following required information in the Annual Report:
 - i. Number of students receiving a Chafee ETG
 - ii. Number of students who apply for the Chafee ETG
 - iii. Number of students that received a FosterEd Waiver
 - iv. Retention rate of students participating in the program
 - v. The number of participating students with remaining unmet financial need
 - vi. Recommendations on how to improve outreach to students who are or may be potentially eligible for participation
 - vii. Recommendations on how to improve delivery of services to eligible students
 - viii. Impediments to retaining eligible students
 - b) The Manager, Compliance and Reporting will report required information to the PDE at collab.pde.pa.gov/OPHE/HigherEdReporting/SitePages/Home.aspx
- 5. The Collections Specialist (CS) will perform a monthly Reconciliation of all Chafee ETF funds received in the student information system against the PA State Grant system
 - a) The CS prepares the reconciliation file by month end

- b) The Associate Executive Director, Business Process reviews the reconciliation file
- c) The dually signed reconciliation is housed on the SON Shared Drive
- 6. The UPMC Schools of Nursing performs a YTD Reconciliation of all Chafee ETG funds received to ensure all funds are accounted for from the Annual Reconciliation Roster, Student Ledger and General Ledger
 - a) The Manager of Compliance and Reporting prepares the reconciliation file
 - b) The Associate Executive Director, Business Process reviews the reconciliation file
 - c) The dually signed reconciliation is housed on the SON Shared Drive

1. STUDENT PROCEDURE:

- a) Student completes FAFSA
 - i. Chafee ETG eligibility is added to the ISIR with a code of 166
- b) Student self identifies eligibility with PHEAA for Chafee ETG PHEAA performs initial Chafee ETG student eligibility checks including:
 - i. The student is an eligible foster youth, as verified with DHS
 - ii. The student has filed the required academic year FAFSA
 - iii. The student has not reached the age of 26
 - iv. The student is attending an approved federal Title IV postsecondary institution
 - v. The student is not in default on a federal Title IV education loan and does not owe a refund on other Title IV aid
 - vi. The student is a Pennsylvania resident
 - vii. The student has not reached the maximum award limit
- c) FAP uses the PHEAA Chafee ETG ASCL roster to compare student information to the student's file and Student Information System to ensure all tests, as defined below in letter D, are satisfied per Chafee ETG policies.
- d) FAP Completes CHAFEE and Foster Ed Tuition Waiver worksheet.
 - i. FAP verifies student Chafee ETG eligibility
 - 1) Student is approved by PHEAA to participate in the program and is on the Chafee ETG ASCL
 - 2) Student has completed the current AY Free Application for Federal Student Aid (FAFSA)
 - 3) Student has graduated from high school or has received a Commonwealth Secondary School Diploma
 - 4) Student is enrolled on an at least half-time basis
 - 5) Student has 'unmet cost' as determined by the students cost of attendance minus all federal or federally supported gift aid.
 - 6) EFC is not utilized when determining eligibility
 - 7) Student has maintained Satisfactory Academic Progress as defined by the school policy
 - 8) Student must not be in default on a Federal TIV education loan or owe a refund on any other Title IV aid
 - 9) Student must be a PA resident at the start and during the term for which Chafee ETG funds are awarded

- 10) Student must not have received 5 years of total funding, defined as 10 full-time semesters
- ii. FAP determines unmet cost
 - 1) Students are reported to the ETG with an estimated maximum award of \$5000, the FAP must determine final eligibility amount by completing the following (awards cannot be less than \$500).
 - 2) Subtract the students cost of attendance from all federal or federally supported gift aid
 - 3) Total academic year award is evenly divided and disbursed over eligible terms
- e) FAP signs worksheet and provides to FAM for review.
- f) FAM reviews worksheet for accuracy and signs once complete.
- g) FAP files dually signed worksheet in student's file for record.
- h) FAP schedules Chafee ETG disbursements in the Student Information System
 - i. Students in the Full-Time RN program with module courses in the last semester are to be credited at the start of the second module as a 'full time student.'
- i) Financial Aid Automation runs Non-title IV eligibility review against the funds and posts funds to student students' accounts on the scheduled disbursement date
 - i. FAP is required to resolve any exceptions created as a result of the non-title IV eligibility review
- j) Financial Aid Automation sends an auto-triggered email to student notifying them the funds have been posted to the account
- k) If a Chafee ETG causes a credit to the student's account, funds must be stipend to the student withing 14 days of crediting the account

PA Fostering Independence Tuition Waiver Program

I. INSTITUTIONAL PROCEDURE:

1. For students who are not on the FosterEd Waiver listing, the UPMC SON will designate a Point of Contact (POC) for each campus that will be responsible for providing applicants with information and referrals for:
 - a) On-campus support services, including housing, financial aid, health, mental health, academic advising, tutoring and career services
 - ii. Off-campus support services, including transitional housing, medical insurance, and services
 - iii. Obtaining verification of foster care on or after the age of 16, which can be in the form of one of the following:
 - i. A copy of a court order that verifies that the youth was in foster care from the local Court of Common Pleas; or
 - ii. A statement (verbal or written) from the County of Placement Office (County Children and Youth Agency) or Department of Human Services (a list of County Children and Youth Agencies can be found in the PA Department of Human Services Provider directory); or
 - iii. A statement from a private provider agency that delivers child welfare services that the youth was in foster care; or

- iv. A statement from an attorney, guardian ad litem, or court-appointed special advocate verifying the person’s relationship to the student and that the youth was in foster care
 - v. Assist students in accessing available federal and state financial aid resources and in identifying further scholarship and grant opportunities. Resources to support students in applying for additional aid can be found at PHEAA.org.
2. For students who are not on the FosterEd Waiver listing and the FAP identifies a potentially eligible student, the FAP documents that eligibility was obtained, or the reason that eligibility was denied, and the source of this verification.
 - a) Eligibility may be verified via documentation and/or email.
 - b) Eligibility verified by any method should be documented by the POC in the student’s file.
 - c) The student is not required to obtain verification but may provide a form of acceptable documentation.
 - d) Verification of eligibility must be shared with PHEAA, if not already on file, by submitting an email to FosterEd@pheaa.org within 30 days of obtaining eligibility
 3. Foster Ed Tuition Waiver Listing (PageSet FCFSXGZ210) is available bi-weekly
 - a) The FAP is responsible for reviewing PageCenter on a bi-weekly
 - b) Upon receipt of the Waiver Listing from PHEAA, the institution must confirm a student
 - i. Is enrolled at least half time in undergraduate courses in an approved program of study
 - ii. Has “unmet cost” as determined by the postsecondary institution (the difference between a student’s cost of attendance, as defined by the Federal Student Aid Handbook, and all federal or federally supported gift aid) The federal Expected Family Contribution (EFC) is not used when determining eligibility
 - iii. Has made satisfactory academic progress, as determined by the postsecondary institution
 - iv. the institution must confirm if a student should complete additional applications for state or federal grants, the waiver listing will already indicate if a student has applied for PA State Grants
 - c) Certifications must include eligibility, tuition, and mandatory fees each term
 - d) Foster Ed Waiver Listing must be certified within 30 days of student appearing on the report or within 30 days of the start of term (whichever is later)
 4. Foster Ed Reconciliation Waiver Listing (PageSet FCFSXH510) occurs typically mid-June and must be returned by the end of the Academic Year
 - a) The FAP must review and confirm a student’s record matches the final status reported on the Reconciliation Waiver Listing.
 - b) Changes must be noted on the Reconciliation Waiver Listing and returned to PHEAA with a completed Certification Page.
 - i. If determined no changes, the completed certification page must be returned by the FAP.

- c) The FAP must return the certification of the Reconciliation Waiver Listing within 30 days of generation
 - i. If the institution determines that there are changes to a student's eligibility status after reconciliation, the institution should contact FosterEd staff to request another Reconciliation Waiver Listing
- 5. The UPMC Schools of Nursing will complete an Annual report by March 1, 2023 to the PA Department of Education (PDE)
 - a) The UPMC SON will report the following required information in the Annual Report:
 - ii. Number of students receiving a Chafee ETG
 - iii. Number of students who apply for the Chafee ETG
 - iv. Number of students that received a FosterEd Waiver
 - v. Retention rate of students participating in the program
 - vi. The number of participating students with remaining unmet financial need
 - vii. Recommendations on how to improve outreach to students who are or may be potentially eligible for participation
 - viii. Recommendations on how to improve delivery of services to eligible students
 - ix. Impediments to retaining eligible students
 - b) The Manager, Compliance and Reporting will report required information to the PDE at collab.pde.pa.gov/OPHE/HigherEdReporting/SitePages/Home.aspx
- 6. The Collections Specialist (CS) will perform a monthly Reconciliation of all FosterEd Waiver funds received in the student information system against the PA State Grant system
 - a) The CS prepares the reconciliation file by month end
 - b) The Associate Executive Director, Business Process reviews the reconciliation file
 - c) The dually signed reconciliation is housed on the SON Shared Drive
- 7. The UPMC Schools of Nursing performs a YTD Reconciliation of all FosterEd Waiver funds received to ensure all funds are accounted for from the Foster Ed Reconciliation Waiver Listing, Student Ledger and General Ledger
 - a) The Manager of Compliance and Reporting prepares the reconciliation file
 - b) The Associate Executive Director, Business Process reviews the reconciliation file
 - c) The dually signed reconciliation is housed on the SON Shared Drive

II. STUDENT PROCEDURE:

- 1. FAP confirms student eligibility by completing the Institutional requirements for the Foster Ed Tuition Waiver listing requirements defined above
- 2. FAP Completes CHAFEE and Foster Ed Tuition Waiver worksheet.
 - a) FAP verifies student Foster Ed Tuition Waiver eligibility
 - i. Be a current resident of Pennsylvania at the start of and during the term for which the waiver is awarded
 - ii. Have not reached age 26 by July 1 immediately prior to the upcoming academic year in which the waiver will be awarded

- iii. Have graduated from high school or have received a Commonwealth Secondary School Diploma
 - iv. Be eligible for services under Pennsylvania's John H. Chafee Foster Care Program for Successful Transition to Adulthood
 - v. 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 to adoption or permanent legal guardianship
 - vi. Be enrolled as an undergraduate, on at least a half-time basis, in a postsecondary institution that is approved by ED for Title IV student assistance programs in Pennsylvania
 - vii. Have unmet cost for the Chafee Education and Training Grant (Chafee ETG) Program, as determined by the postsecondary institution
 - viii. Maintain federal satisfactory academic progress, as defined by the institution
 - ix. Not be in default on a federal student loan or owe a refund on other Title IV aid
 - x. File a Free Application for Federal Student Aid (FAFSA®) for the academic year for which the waiver is being requested
 - xi. File an application for Chafee ETG by May 1, 2023
 - xii. File a PA State Grant Form or PA State Grant Summer Application, if applicable, for the terms for which the waiver is being requested
 - xiii. Have not previously received a waiver for 5 years (consecutive or not), defined as 10 semesters or the equivalent, for undergraduate study
3. FAP signs worksheet and provides to FAM for review.
 4. FAM reviews worksheet for accuracy and signs once complete.
 5. FAP files dually signed worksheet in student's file for record.
 6. FAP schedules Foster Ed Tuition Waiver disbursements in the Student Information System
 7. Financial Aid Automation runs Non-title IV eligibility review against the funds and posts funds to student students' accounts on the scheduled disbursement date
 - a) FAP is required to resolve any exceptions created as a result of the non-title IV eligibility review
 8. Financial Aid Automation sends an auto-triggered email to student notifying them the funds have been posted to the account
 9. If a Chafee ETG causes a credit to the student's account, funds must be stipend to the student withing 14 days of crediting the account
 1. Waive or apply a credit for all institutional charges for tuition and mandatory fees which remain after all other scholarships and grants have been applied on a term-by-term basis
 - i. Other scholarships include: all gift aid, defined as student aid that is not required to be earned or repaid

PA National Guard Educational Assistance Program (EAP)

I. INSTITUTIONAL PROCEDURE:

1. The UPMC SON is are provided with enrollment and award eligibility information for each EAP recipient enrolled via an Award Listing (AL) labelled E21AWDLST via PageCenter
 - a) Reports will be updated on a weekly basis
 - b) The UPMC SON will utilize the AL to report student record changes, including demographic information
 - c) New recipients will be indicated at the top of the AL with an asterisk (*) preceding their SSN and those with an updated status will be identified by a pound sign (#)
 - d) The AL is considered an academic year roster and includes Fall, Spring and Summer (as a trailer) award information
 - e) The UPMC SON will report the actual tuition charged to the student for each term
 - f) For all EAP reporting, the Collection Specialist will log into the PA State Grant site monthly to retrieve rosters
 - i. The Collection Specialist will ensure rosters are printed to PDF and stored on the SON Shared Drive
 - ii. The Collection Specialist (CS) will notify the Financial Aid Professional, Financial Aid Supervisors, Managers, and Associate Executive Director, Business Process via email with a link to the file on the SON Shared Drive
 - iii. The Financial Aid Professional (FAP) will be responsible for ensuring the report is certified within the appropriate timeframe
 - iv. The Financial Aid Professional will respond to the email chain with a link to the certified roster once the report is certified
 - v. The CS will email the Associate Executive Director, Business Process with the monthly reconciliation
 - vi. The Associate Executive Director, Business Process will dually sign and send a link back to the email chain
2. Reports are received from EAP throughout the award year as follows:
 - a) All SON will receive a Fall Disbursement Roster prior to the beginning of the Fall Semester
 - i. Certification of the Fall Disbursement Roster must be certified within 30 days of date on the roster
 - ii. Should a subsequent roster be received, the UPMC SON will be responsible for reviewing the file within 30 days of the roster being received
 - b) All SON will receive a Spring Disbursement Roster prior to the beginning of the Spring Semester
 - i. Certification of the Spring Disbursement Roster must be certified within 30 days of date on the roster
 - ii. Should a subsequent roster be received, the UPMC SON will be responsible for reviewing the file within 30 days of the roster being received
 - c) All SON, except JMH, will receive a Summer Disbursement Roster
 - i. Certification of the Spring Disbursement Roster must be certified within 30 days of date on the roster

- ii. Should a subsequent roster be received, the UPMC SON will be responsible for reviewing the file within 30 days of the roster being received
 - d) All SON will receive a Final Reconciliation Roster at the end of the award year
 - i. Certification of the Summer Reconciliation Roster must be completed within 45 days of the roster being received
 - ii. Subsequent Summer Reconciliation Rosters can be requested at any time for reconciliation purposes (ex. Late disbursements to students)
- 3. The Collections Specialist (CS) will perform a monthly Reconciliation of all EAP funds received in the student information system against the PA State Grant system
 - a) The CS prepares the reconciliation file by month end
 - b) The Associate Executive Director, Business Process reviews the reconciliation file
 - c) The dually signed reconciliation is housed on the SON Shared Drive
- 4. The UPMC Schools of Nursing performs a YTD Reconciliation of all EAP funds received to ensure all funds are accounted for from the Annual Reconciliation Roster or Summer Reconciliation Roster, Student Ledger and General Ledger
 - a) The Manager, Compliance and Reporting prepares the reconciliation file
 - b) The Associate Executive Director, Business Process reviews the reconciliation file
 - c) The dually signed reconciliation is housed on the SON Shared Drive

STUDENT PROCEDURE:

1. The EAP application is created by PHEAA in consultation with the DMVA and is updated annually.
 - a) First time EAP recipients must submit an MPN which commits them to repaying the EAP if they do not fulfill the required 6-year PA National Guard service commitment.
2. FAP Completes EAP worksheet.
 - a) FAP verifies student EAP eligibility of the following:
 - i. Be enrolled in a degree-granting or certificate-granting curriculum, course of student, or training program required for entrance into a specific career at an approved PA institution
 - ii. Not be a recipient of a Reserve Officer Corps (ROTC) Line Scholarship
 - iii. Not have exceeded the maximum benefit allowed of 10 full-time semesters or the equivalent
 - iv. Must be enrolled for at least 12 semester credits to receive a full-time award or under 11 credits to receive a less-than-full-time award
3. FAP signs worksheet and provides to FAM for review.
4. FAM reviews worksheet for accuracy and signs once complete.
5. FAP files dually signed worksheet in student's file for record.
6. FAP schedules EAP disbursements in the Student Information System
7. Financial Aid Automation runs Non-title IV eligibility review against the funds and posts funds to student students' accounts on the scheduled disbursement date
 - a) FAP is required to resolve any exceptions created as a result of the non-title IV eligibility review
8. Financial Aid Automation sends an auto-triggered email to student notifying them the funds have been posted to the account
9. The FAP is responsible for reporting enrollment changes to students receiving EAP

- a) If a student is enrolled full time and unregisters from classes during the term, the school must report the reduction in credits regardless of the timing during the term and if funds have been credited to the account
- b) If a student is enrolled full time or part time and breaks enrollment and results in a change in tuition charges per the SON Institutional Refund Policy, the service member is still eligible for EAP funding whether or not the award has been credited at the time of the withdrawal. The UPMC SON is only responsible for returning any EAP that exceeds the tuition amount charged or the maximum EAP award for the number of credits the student was taking at the time of the withdrawal, whichever is lesser.

Blind or Deaf Higher Education Beneficiary Grant (BDBG)

I. INSTITUTIONAL PROCEDURE:

1. Following disbursement of funds to the SON, a Disbursement Roster will be sent to PageCenter along with an email notification regarding the disbursement to be sent to the SON
 - a) Within 30 days of receipt of the roster or within 30 days of the first of the term, the FAP will completed certification of the roster by including confirmation of student eligibility by confirming:
 - i. Is resident of the state of Pennsylvania
 - ii. If on roster, we do not need to confirm as PHEAA has already confirmed the following:
 - 1) A signed letter confirming they have been evaluated and are eligible to receive benefits from the PA OVR
 - 2) A completed, signed and dated Medical Professional Certification Form from a physician regarding visual and/or hearing impairment
 - iii. Is enrolled at least half time and maintains satisfactory academic progress (as defined by the UPMC SON)
 - iv. Is not incarcerated during enrollment
 - v. Completed a FAFSA application
 - b) If there are no changes or adjustments to the disbursement roster, only the signed and dated certification page, indicating no changes must be returned
 - i. If there are change to an individual student eligibility, changes should be noted on the roster, which must be returned to PHEAA along with the signed certification page
 - ii. PHEAA will accept electronic signatures
 - iii. The FAP will email a scanned copy of the certified roster to bdbg@pheaa.org
 - c) Should a subsequent roster be received, the UPMC SON will be responsible for reviewing the file within 30 days of the roster being received
2. The Collections Specialist (CS) will perform a monthly Reconciliation of all BDBG
3. funds received in the student information system against the PA State Grant system
 - a) The CS prepares the reconciliation file by month end
 - b) The Associate Executive Director, Business Process reviews the reconciliation file
 - c) The dually signed reconciliation is housed on the SON Shared Drive

4. The UPMC Schools of Nursing performs a YTD Reconciliation of all BDBG funds received to ensure all funds are accounted for from the Annual Reconciliation Roster or Summer Reconciliation Roster, Student Ledger and General Ledger
 - a) The Manager, Compliance and Reporting prepares the reconciliation file
 - b) The Associate Executive Director, Business Process reviews the reconciliation file
 - c) The dually signed reconciliation is housed on the SON Shared Drive

5. **STUDENT PROCEDURE:**
 1. FAP Completes BDBG worksheet.
 - a. FAP verifies student BDBG eligibility by confirming the student:
 - i. Is resident of the state of Pennsylvania
 - ii. If on roster, we do not need to confirm as PHEAA has already confirmed the following:
 - 1) A signed letter confirming they have been evaluated and are eligible to receive benefits from the PA OVR
 - 2) A completed, signed and dated Medical Professional Certification Form from a physician regarding visual and/or hearing impairment
 - iii. Is enrolled at least half time and maintains satisfactory academic progress (as defined by the UPMC SON)
 - iv. Is not incarcerated during enrollment
 - v. Completed a FAFSA application
 2. FAP signs worksheet and provides to FAM for review.
 3. FAM reviews worksheet for accuracy and signs once complete.
 4. FAP files dually signed worksheet in student's file for record.
 5. FAP schedules BDBG disbursements in the Student Information System
 - a) BDBG is not disbursed in the summer term
 6. Financial Aid Automation runs Non-title IV eligibility review against the funds and posts funds to student students' accounts on the scheduled disbursement date
 - a) FAP is required to resolve any exceptions created as a result of the non-title IV eligibility review
 7. Financial Aid Automation sends an auto-triggered email to student notifying them the funds have been posted to the account
 8. The FAP is responsible for reporting enrollment changes to students receiving BDBG
 - a) If a student is enrolled and drops to less than half time enrollment or breaks enrollment and results in a change in tuition charges per the SON Institutional Refund Policy, the BDBG must be adjusted in the same percentage as the tuition refund.
 - b) If a student changes enrollment to half-time or increases enrollment to full-time status, and that differs from what was originally reported to PHEAA, a corrected roster must be returned to PHEAA with the changes.

Applicant Certification & Status Listing



2022-23 APPLICANT CERTIFICATION AND STATUS LISTING										
APPLICANT/RECIPIENT DATA										
CHAFEE										
INSTITUTION OF OR	TERM AND CURRENT TERM	ENROLLMENT STATUS	ENROLLMENT	PROGRESS	EXCELLENCE	ENROLLMENT	ENROLLMENT	ENROLLMENT	ENROLLMENT	ENROLLMENT
STUDENT	INSTITUTION	ENROLLMENT	ENROLLMENT	ENROLLMENT	ENROLLMENT	ENROLLMENT	ENROLLMENT	ENROLLMENT	ENROLLMENT	ENROLLMENT
121-11-1111 (2)	12/18/2025 (1)	SPRING INELIGIBLE	N	Y/N	C-NONE	Y/N	0	0	2,500	0
										TOTAL AWARD DISBURSED=0 2,500 (1.0)
121-11-1111 (2)	12/18/2025 (1)	FALL RETURN OK	Y	Y	C-NONE	Y	0	0	2,500	0
										TOTAL AWARD DISBURSED=0 2,500
121-11-1111 (2)	02/23/2026 (1)	FALL CERTIFIED	Y	Y	C-HALF	Y	0	0	2,500	0 2,500
										TOTAL AWARD DISBURSED=0 0

Legend 1 – ACSL Codes

- # Indicates that the student was not on the previous Chafee Education and Training Grant (Chafee ETG) listing
- * Indicates that there has been a status or award change since the previous ACSL

NOTE: Bold codes/definitions are required fields.

- (1) Institution's OE Code
- (2) Student's Name
- (3) Student's SSN
- (4) **Expected or Actual student graduation date; in MMDDCCYY format; if the exact graduation day is unknown, use the last day of the month**
- (5) Provides specific fall, winter, or spring term award status from Legend 1
- (6) If applicable, this field indicates the reason the student is ineligible (see "Legend 2 - Award Status" on Page 20)
- (7) **Student must be enrolled in a federal Title IV approved certificate, diploma, or degree program of study; enter "Y" if Yes, "N" if No**
- (8) **Student must maintain Title IV satisfactory academic progress; enter "Y" if Yes, "N" if No (if student is a freshman enter "Y" for their first term of enrollment)**
- (9) This field will be pre-populated with information from the FAFSA® and PA State Grant record; if incorrect, use the appropriate code from Legend 3
- (10) **Indicates if the student has unmet cost; indicate with a "Y" for Yes, "N" for No**
- (11) Indicates if there is an EFC. Chafee ETG does not require this be updated.
- (12) This award amount is system generated based on FAFSA enrollment information; students enrolled at least half time are eligible for a full award

(13) The institution is required to enter the certified award amount in this field; maximum award amount for 2022-23 is \$5,000

(14) Once funds have been disbursed, the Certified Amount will be blank; Total Award Disbursed will reflect the amount disbursed, i.e., refunds are deducted from the total disbursed

Legend 2 - Award Status

CERTIFIED - Institution has certified student's eligibility

DISBURSED - Chafee ETG funds have been disbursed to the institution of record for the specific term

ELIGIBLE - Ineligible code will be listed (see Legend 3 - Ineligible Reasons Codes" on Page 20 below)

PENDING - Awaiting institution certification

REFUNDED - Chafee ETG funds need to be returned to PHEAA due to student ineligibility

REFUNDED - Chafee ETG funds have been returned to PHEAA due to student ineligibility

Legend 3 - Ineligible Reasons Codes

NOTE: The list below indicates all reasons a student may be ineligible for Chafee ETG; it is important to understand that not all reasons will appear on your ACSL,

02 Student does not meet residency requirement

00 FAFSA or FAFSA is incomplete

05 Title IV Educational loan in default status or a reduction in Title IV aid is due

18 Outstanding cost as it relates to Chafee ETG

U9 School is not an eligible federal Title IV postsecondary institution

Eligibility pending Pennsylvania Department of Human Services (DHS) review

18 Student is not enrolled

20 Maximum eligibility

22 Student is not eligible per DHS

2 Student is not enrolled in an approved federal Title IV certificate, diploma, or degree (associate or bachelor's degree) program of study

25 Student did not make academic progress

26 Student is enrolled less than half-time

27 Award has been canceled by the school

28 Award is less than \$500, which is the program minimum

29 Student did not submit the Chafee ETG application by the December 31 deadline

30 Funding is not available

Originated: 10/03/22

Reviewed/Revised: 11/16/22; 12/13/22

Effective Date: 11/16/22; 12/13/22

**UPMC SCHOOLS OF NURSING
POLICY**

SUBJECT: Professional Judgment

INDEX TITLE: Student Financial Aid

DATE: June 11, 2024

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). The FAP 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) and Associate Executive Director will make all final determinations related to professional judgments. Professional judgment can allow for adjustment of data elements. The FAS 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 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

Originated: 03/05/19

Reviewed/Revised: 03/05/19; 03/25/19; 02/27/20;03/03/21; 03/31/22; 04/19/23; 6/11/24

Effective Date: 03/05/19; 03/25/19; 02/27/20; 03/03/21; 04/19/23; 6/11/24

**UPMC SCHOOLS OF NURSING
POLICY AND PROCEDURE**

SUBJECT: Quality Assurance Policy

INDEX TITLE: Student Financial Aid

DATE: May 19, 2024

I. POLICY

It is the policy of 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 UPMC SON Manager of 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 Associate Executive Director and is reported to Executive Leadership.

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

Originated: 08/17/22

Reviewed/Revised: 08/17/22; 05/19/24

Effective Date: 08/17/22; 05/19/24

**UPMC SCHOOLS OF NURSING
POLICY**

SUBJECT: Return to Title IV
DATE: June 11, 2024

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 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

Originated: 05/28/19

Reviewed/Revised: 05/28/19; 05/07/20; 07/13/20; 05/05/21; 08/16/21; 06/16/22; 06/08/23; 6/11/24

Effective Date: 05/28/19; 07/13/20; 05/05/21; 08/16/21; 05/01/23; 6/11/24

**UPMC SCHOOLS OF NURSING
POLICY**

SUBJECT: Satisfactory Academic Progress INDEX TITLE: Student Financial Aid

DATE: May 19, 2024

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. REFERNCES 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

Originated: 05/28/19

Reviewed/Revised: 05/28/19; 07/08/20; 05/24/21; 04/04/22; 01/05/23; 05/19/24

Effective Date: 05/28/19; 07/08/20; 04/04/22; 01/05/23; 05/19/24



UPMC SCHOOLS OF NURSING POLICY AND PROCEDURE

SUBJECT: SAP Appeal Policy
DATE: September 3, 2024

INDEX TITLE: Financial Aid

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:

1. Eligibility:

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

2. 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:

- a) Serious illness or injury of the student or an immediate family member
- b) Death of a close family member or caregiver
- c) Accidents or natural disasters
- d) Mental or physical health issues with documented evidence
- e) Personal or family emergencies, including domestic violence or financial hardship.
- f) Documented learning disabilities or disabilities requiring academic accommodations.
- g) Changes in the student's academic program or workload that were not adequately foreseen.

3. Appeal Process:

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.

Review by Appeals Committee:

- a) A committee composed of the director and support staff will review the appeal and supporting documentation.
- b) The committee may request additional information or documentation if necessary.

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.

Possible Outcomes:

- a) Appeal Granted: The student's SAP status will be reinstated, and they will be eligible for federal financial aid for the next academic 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: 03/15/2024

Originated Date:

Effective Date: 09/03/2024

Satisfactory Academic Progress (SAP) Appeal Form

Please read and complete carefully.

Student Information:

Last Name: _____	First Name: _____	
Address: _____		
City: _____	State: _____	Zip Code: _____
Telephone: _____	Email Address: _____	
Social Security Number: _____		

In the space below, please provide a written explanation regarding the reasons you failed to meet satisfactory academic progress requirements.

In the space below, please describe the steps you have taken to correct the problems that prevented you from meeting satisfactory academic progress.

Student Signature: _____ **Date:** _____

Director Signature: _____ **Date:** _____

**UPMC SCHOOLS OF NURSING
POLICY**

SUBJECT: School Account Statement

INDEX TITLE: Student Financial Aid

DATE: May 19, 2024

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 Manager of Compliance and 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 Manager of Compliance and 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:

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

Originated: 05/28/19

Reviewed/Revised: 05/28/19; 05/07/20; 04/07/21; 03/03/22; 03/29/23; 04/30/24

Effective Date: 05/28/19; 05/19/24

**UPMC SCHOOLS OF NURSING
POLICY**

SUBJECT: Title IV Authorizations

INDEX TITLE: Student Financial Aid

DATE: June 28, 2024

I. POLICY:

It is the policy of UPMC Schools of Nursing (SON) to require authorization from a student in order to hold, return or cancel Title IV Funds.

II. PURPOSE:

The purpose of the Title IV Authorizations Policy is to ensure funds are managed accurately according to the student's request.

III. SCOPE:

This policy applies to each school within the UPMC SON.

IV. REFERENCES AND GUIDELINES:

The UPMC SON must pay any remaining credit balance occurring from FSA loan funds by the end of the payment period or loan period.

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. In order for FSA funds to be held for future balances, a student or parent signed Authorization to Hold form must be received by the school. The authorization will explain what FSA funds are covered by the document and must specify the corresponding time period covered. The authorization will provide information to the student and/or parent to make an informed decision, and will also give insight on how the credit balance will be used. If a student or parent cancels an authorization to hold an FSA credit balance, the school must pay those funds directly to the student or parent within 14 calendar days of receiving the notification.

If a student requests for FSA loan funds to be returned to the Direct Loan program, a student signed Authorization to Return form must be received by the school. The authorization will outline specific loan amounts the student wishes to be refunded back to the government. The UPMC SON will respond to the student's request in writing with results of the request to return FSA funds via a revised award letter.

When a student requests for FSA loan funds to be cancelled within 14 days of being notified of the disbursement, a student signed Authorization to Cancel form must be received by the school. The authorization will outline specific FSA loan amounts the student wishes to be cancelled. The UPMC SON will respond to the student's request in writing with results of the request to cancel FSA funds via a revised award letter.

For further or detailed clarification on the Title IV Authorizations Policy, the following guidelines should be referenced:

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

Originated: 05/28/19

Reviewed/Revised: 05/28/19; 06/17/21; 06/16/22; 04/19/23; 06/28/24

Effective Date: 05/28/19; 06/28/24

**UPMC SCHOOLS OF NURSING
POLICY**

SUBJECT: Nursing Tuition Loan Forgiveness Program

DATE: June 28, 2024

INDEX TITLE: Student Financial Aid

- 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 sign both the UPMC Nursing Tuition Loan Forgiveness Agreement and the Promissory Note.

Utilizing Nursing Tuition Loan Forgiveness funding will result in a reduction of VA benefits, which could adversely affect a veteran student's eligibility for financial support, including their Basic Allowance for Housing (BAH) stipend.

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.

Originated: 04/26/23

Reviewed/Revised: 04/26/23; 06/28/24; 08/07/24

Effective Date: 05/01/23; 06/28/24; 08/07/24

**UPMC SCHOOLS OF NURSING
POLICY**

SUBJECT: Uncollectible Student Debt

INDEX TITLE: Student Financial Aid

DATE: June 11, 2024

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.

Originated: 05/10/19

Reviewed/Revised: 05/10/19; 06/21/21; 6/11/24

Effective Date: 05/10/19; 6/11/24

**UPMC SCHOOLS OF NURSING
POLICY**

SUBJECT: Verification

DATE: April 15, 2024

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

Originated: 01/01/24

Reviewed/Revised: 04/15/24

Effective Date: 04/15/24

**UPMC SCHOOLS OF NURSING
POLICY**

SUBJECT: Veteran’s Benefits and Transition Act of 2018 **INDEX TITLE: Student Financial Aid**

DATE: June 11, 2024

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.

Originated: 03/05/19

Reviewed/Revised: 10/12/2021; 03/11/2022; 04/04/23; 6/11/24

Effective Date: 10/12/2021; 03/11/2022; 6/11/24

**UPMC SCHOOLS OF NURSING
POLICY AND PROCEDURE**

SUBJECT: Voter Registration
DATE: May 19, 2024

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 the 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

Originated: 05/28/19

Reviewed/Revised: 05/28/19; 3/4/20; 4/7/21; 01/08/22; 03/29/23; 04/02/24; 05/01/24

Effective Date: 05/28/19; 3/4/20; 03/29/23; 04/02/24; 05/19/24

Student Services

**UPMC SCHOOLS OF SCHOOL OF NURSING
POLICY AND PROCEDURE**

SUBJECT: Ambassador Program Policy
DATE: September 3, 2024

INDEX TITLE: Student Services

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 ambassadors who have successfully completed the first level nursing courses will serve as informal resources for the new students.

The Ambassador Program is organized within the Faculty Senate Student Services Subcommittee with faculty guidance for development and resources for the ambassadors. The Ambassador Program is not a substitute for the Student Counseling Program, Life Solutions or Academic Support Program. The Ambassador Program will, on a continuous basis, recruit new ambassadors as needed.

III. SCOPE:

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

IV. RESPONSIBILITIES:

Responsibilities of the ambassadors will include:

1. Acting as a role model
2. Meeting with the designated new student(s) and establish formal communication methods (recommend utilization of e-mail)
3. Reinforcing the chain of command process related to problems and issues
4. Serve as a resource to new students for basic questions that may include but not limited to:
 - a) resources in the school and community
 - b) classes and clinical site information
5. Participating in the New Student Orientation sessions.

V. PROCEDURE:

1. The Faculty Senate Student Services Subcommittee faculty representative will email students during the last two weeks of the prior semester and ask for their interest in becoming an ambassador for incoming students.
2. Students who are interested will send their email addresses to the faculty representative who will then disseminate Ambassador contact information to new students.
3. Student Ambassadors are encouraged to introduce themselves to new students during new student orientation.
4. New students who are interested in seeking an ambassador will utilize the Student Ambassador contact information to make contact if interested.

Reviewed/Revised: 3/6/2024
Originated Date: 4/19/2010
Effective Date: 09/03/2024



UPMC SCHOOLS OF NURSING POLICY AND PROCEDURE

SUBJECT: The DAISY Award for
Extraordinary Nursing Students Policy

INDEX TITLE: Student Services

DATE: September 3, 2024

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 blinded 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: 03/06/2024
Originated Date: 04/19/2010
Effective Date: 09/03/2024



**UPMC SCHOOLS OF NURSING
POLICY AND PROCEDURE**

**SUBJECT: Information Technology
Resources: Acceptable Use Policy**
DATE: September 3, 2024

INDEX TITLE: Student Services

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 in order 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:

1. Acceptable uses:

- a) Communicate and retrieve clinical information related to student's clinical responsibilities, during clinical hours or as specified by the clinical instructor.
- b) Participate in educational activities.

2. Unacceptable uses:

- a) Internet use unrelated to a student's responsibilities or assignments.
- b) Release of Protected Health Information outside of UPMC via the Internet.
- c) Any illegal or unlawful purpose.
- d) Revealing any proprietary or confidential information.
- e) Infringing on the rights of any individual, including the right to privacy.
- f) Sending, soliciting, displaying, or printing any personal messages or images containing any offensive, harassing, discriminatory or sexually oriented material.
- g) Breaching the legal protection provided to programs and data by copyright and license.
- h) Any activity that fosters personal gain or a personal business activity, including advertising of products or services.
- i) Any form of gambling.
- j) Initiating or forwarding electronic chain mail.
- k) Downloading any file without virus protection in place.

- l) Performing unauthorized peer-to-peer file sharing.
 - m) Engagement of illegal downloading of copyrighted materials.
3. Anyone accessing the UPMC accounts from remote sites must conform to standards set forth in items as listed above. Students sign a confidentiality statement regarding UPMC computer accounts upon entering the program.
 4. Upon completion of, or termination from the program, students' UPMC School of Nursing email account, designated Information Technology accounts and badge access will be terminated. Students who are UPMC employees will be managed on an individualized basis.

Wi-Fi Access

- a) It is the responsibility of the user to maintain latest virus detection, operating system service packs and spyware removal software.
- b) 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.
- c) 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.
- d) All data reported from or transported via a UPMC Internet connection is the property of UPMC.

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 a 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:

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.

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 Code of Conduct 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.

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

Reviewed/Revised: 03/26/2024

Originated Date: 11/27/2013

Effective Date: 09/03/2024



UPMC SCHOOLS OF NURSING POLICY AND PROCEDURE

SUBJECT: Student Rights and Responsibilities Policy

INDEX TITLE: Student Services

DATE: September 3, 2024

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 assure 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:

1. Students are responsible for learning the content of the course for which they are enrolled, and they are responsible for maintaining standards of academic performance established for the course in which they are enrolled.
2. Students are encouraged to develop the capacity for critical judgment and engage in a sustained and independent search for truth.
3. The freedom to teach and the freedom to learn are inseparable facets of academic freedom: students may exercise their freedom in a responsible manner.
4. UPMC Schools of Nursing have a duty to develop policies and procedures which provide and safeguard the students' freedom to learn.
5. Under no circumstances will a student be barred from admission to a UPMC School of Nursing on the basis of race, color, creed, national origin, ethnicity, age, sexual orientation, gender identity, gender expression, marital status, lifestyle, disability, or economic status.
6. Students are free to take reasoned exception to the data or views offered in the course and to reserve judgment about matters of opinion.
7. Students have protection through orderly procedures against prejudiced or unanticipated academic evaluation.
8. Information about student views, beliefs, political ideation, or sexual orientation, gender identity and gender expression 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.
9. Students are responsible to provide feedback for end of course and end of program evaluations.
10. Students' information is protected as required by State and Federal Laws.
11. Students and student organizations are free to examine and discuss all questions of interest to them, and to express opinions publicly and privately.

12. 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.
13. 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.
14. Students have the right to due process as outlined in the Student Complaints and Grievance Policy.
15. Students are not obligated to be members of or to contribute to any organization not directly related to requirements of the curriculum.
16. Adequate safety precautions are provided as deemed necessary by the educational environment.
17. Students have a clear mechanism for input into the evaluation of all faculty.

V. Students Rights and Responsibilities were adapted from the National Student Nurses' Association (www.nsna.org)

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: 03/06/2024

Originated Date: 01/09/2014

Effective Date: 09/03/2024

**UPMC SCHOOLS OF NURSING
STUDENT GOVERNANCE BY-LAWS**

**TABLE OF CONTENTS
2024-2025**

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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 assure 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. Ambassador Program
2. Community Volunteer activities
3. Student Nurse Grand Rounds
4. Annual Student Nurse Association of Pennsylvania Conference
5. National Student Nurses' Association Conference
6. Holiday/Social
7. Grants, Awards and Scholarship Presentations
8. Nurses' Week activities
9. New Student Orientation
10. Open House/Information Sessions
11. 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 monthly meeting.
- b. May participate in the Student Services Subcommittee 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. Keep minutes of all class meetings.
- e. Submit a copy of the minutes of each meeting to the faculty advisor to be included as an attachment to the next Standing Student Services Committee meeting minutes. 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 student body.
- f. May participate as a student speaker at graduation.
- g. 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 representative’s dependent on the cohort size. The number of the 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 by October following the fall admission, February or March following spring admission (Shadyside only) and by June (Mercy only). For LPN students, Student representatives may be appointed in January or February.

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 the expectation that all Student Representatives attend at least 50 % per semester of scheduled local 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 their role in Student Services.

SECTION IV: Student Nurse Association

All students are encouraged to become members of the Student Nurses Association of Pennsylvania (SNAP). SNAP membership is the responsibility of the individual student.

Students requesting to attend SNAP conventions must be in good academic standing and approved by administration. Dues paid to SNAP 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 a whole as needed.
- b. Monitor Student Service representatives' attendance at local Student Services meetings.
- c. Assisting students with input into the subcommittee annual review and revision of student Bylaws
- d. Working with class members and representatives for planning activities
- e. Assist students in registering and participating in the 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 via email or learning platform any important information concerning meetings, etc., both before and after Standing Committee meetings.
- c. Student representatives will share the minutes or highlights with the student body when published.
- d. The Standing Committee meetings should be scheduled 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 agenda template attached.
- c. Recommendations for amendments to these bylaws shall be directed to the Student Service Subcommittee.

Reviewed/Revised: 03/06/2024

Originated Date:

Effective Date: 09/03/2024

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

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

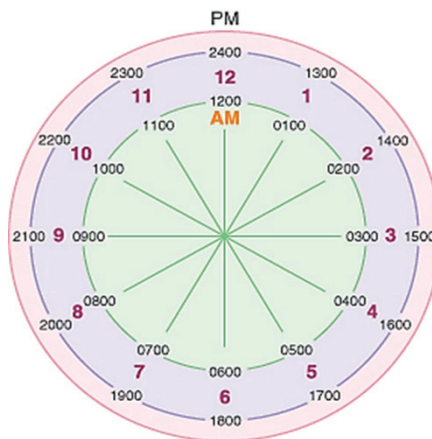
There is no need for “AM” or “PM”

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?	<p>A noncredit training program</p> <p>Focuses on:</p> <ul style="list-style-type: none"> • 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 	<p>A credit program for academic purposes that can lead to an associate degree</p> <p>Focuses on:</p> <ul style="list-style-type: none"> • 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?	<p>Each level includes a 10-week class with 50 hours of instruction. Classes are offered either two mornings or two evenings per week.</p> <p>Levels:</p> <ul style="list-style-type: none"> • Beginner • Intermediate • Advanced 	<p>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.</p> <p>Levels:</p> <ul style="list-style-type: none"> • Reading and Writing 1 and 2 • Speaking and Listening 1 and 2 • Grammar 1 and 2 • Academic English Bridge Course

<p>What is the cost?</p>	<p>The cost is \$350 plus \$40 for the textbook for each level.</p> <p>Scholarships are available to those who qualify.</p>	<p>Tuition is charged per academic credit and varies based on citizenship, as well as Pennsylvania and school district residency.</p> <p>Financial aid and scholarships are available to those who qualify.</p>
<p>How do I get more help deciding?</p>	<p>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:</p> <p>https://hacc.zoom.us/j/7842282235.</p> <p>For additional information, please email eslinfo@hacc.edu or call 717-780-2449.</p>	<p>Please email start@hacc.edu.</p>

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 | Colorín 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>