# Section B. Student Academic Policies

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I. Statement of Policy

Program applicants will be required to meet standardized criteria in order to apply for the program.

II. Scope

Applicants to the School of Nursing/Faculty.

III. Procedure

A. Requirements for admission are as follows:

1. High School Education – A candidate must have completed work equal to a standard high school education. A general equivalency diploma (GED) is accepted as a standard high school education. Official High School transcript is required of all applicants.

2. High School Class Rank - Class rank will be considered for high school applicants and recent graduates. Rank in the upper half of the class is preferred.

3. Grade Point Average (GPA) - GPA will be considered for all applicants. A minimum cumulative GPA of 2.5 is preferred, with a “C” grade or better (required) in algebra, general biology, and general chemistry and each must be one full credit. (C-minus not acceptable).

4. Applicants will have completed work equivalent to a high school education with a minimum of 16 units, including four units of English, three units of social studies, two units of mathematics (one of which is algebra I), and two units of science with a related laboratory or the equivalent (general biology & general chemistry). Algebra taken at a post-secondary school must be a college algebra or intermediate algebra.

5. All applicants will be required to take the National League for Nursing Preadmission Examination for RN applicants, and a score in at least the 60th percentile is preferred.

6. Post-secondary Education - Applicants who have completed post-secondary coursework must submit a transcript(s) and detailed course description(s) for evaluation of academic achievement and possible credit transfer. Cumulative GPA of 2.5 or above is preferred.

7. Applicants must have a cleared/clean record of all criminal and child abuse clearances in order to apply. Clearances are not required until after acceptance into the program and must be turned in within 6 months prior to the start of classes.

8. Test of English as a Foreign Language (TOEFL) is required for applicants whose first language is not English. Acceptable scores must be documented. Minimum passing score for the TOEFL iBT is 84 or higher total score, with a minimum speaking score of 26. Minimum passing score for the TOEFL PBT is 540 or higher total score. TOEFL code is 0205.

9. All Geisinger facilities are tobacco free. In accordance with Geisinger policy, all applicants who are offered admission will be required to have a nicotine screening. If results are positive, the offer for admission will be rescinded.

10. Must be 18 years of age or older prior to entry if accepted.
11. Must be a U.S. Citizen or Permanent Resident of the USA.

***It is the policy of the Geisinger Lewistown Hospital School of Nursing to provide equal opportunity for all applicants without regard to race, color, religion, creed, national origin, ancestry, sex, non-job-related handicap, disability, or age. The Geisinger Lewistown Hospital School of Nursing is committed to offering students who are disabled (as defined by Section 104 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990) an opportunity to participate in the program.

**THIS POLICY WILL BE STRICTLY ADHERED TO.**

B. Applicants will be reviewed for admission after the following forms (if applicable) have been received:

1. Completed School of Nursing application with applicable fee.
2. High School transcript (past or current)
3. Diploma and/or G.E.D. scores (if applicable)
4. College and/or post-secondary education transcripts (past and current) (if applicable)
5. LPN license (if applicable)
6. NLN Pre-Admission exam with a preferred score in the 60th percentile or higher.
7. Report from TOEFL (Test of English as Foreign Language-if applicable)
8. References - Three references are required. Suggestions are a teacher, guidance counselor, spiritual counselor or employer. Relatives and peers are not acceptable. References are to be submitted in an unopened envelope with the writer's signature across the seal. In order to maintain objectivity, GLHSON faculty and staff will not provide references for applicants.

9. NOTE: Applicants are responsible for obtaining and forwarding official high school and college transcripts to the School of Nursing. Attendance at any other institution must be reported at the time of application. Failure to indicate at the time of application that the individual has taken courses at another institution will result in denial of credit transfer from that specific institution. Any other misrepresentation or material omission of fact in an application will result in the denial or revocation of admission.

C. After review of the above, the student may be scheduled for an interview with faculty members to assess the applicant's motivation, personal qualities, academic potential, and aptitude for the nursing profession.
I. Statement of Policy

Acceptance for admission to the School of Nursing is based on the assessment of the applicant's potential to successfully complete the curriculum as indicated by the admission criteria.

II. Scope

Applicants to the School of Nursing

III. Procedure

A. The applicant's potential to successfully complete the program will be assessed through a review of admission requirements (see policy B1).

B. The director will review all high school transcripts to verify that they are official. If there is reason to believe that the diploma is not valid or was not obtained from an entity that provides secondary school education, the following will occur:

1. Contact the State Department of Education that the school resides in to verify the validity of the school
2. If the school is not listed as a secondary education institution, the student will be required to obtain a GED.
3. If the high school diploma is from a foreign country, the Pennsylvania State Department of Education will be consulted.

C. Availability of class openings will be considered.

D. The admission committee will select the best candidates to offer program admission: those who demonstrate a commitment to the nursing profession and who have scholastic aptitude.

E. Candidates will be notified in writing of the decision of the admission committee.

F. All students who are accepted into the program will be required to pay the admission fee.

G. Students will be required to complete and submit pre-entrance medical screening requirements (see Pre-entrance Medical Screening Requirements Policy).

H. Students will be required to have current CPR certification that must be maintained throughout the program.

I. Students will be required to have current malpractice insurance that must be maintained throughout the program. Students must show proof of medical insurance and this must be maintained throughout the program.
J. Provisional acceptance means that an applicant must meet certain conditions in order to continue in the program. Failure to meet these conditions will result in revocation of the enrollment offer or involuntary withdrawal from the program.

K. Students must submit and successfully pass all three background check types.
   - DPW Child Abuse Clearance
   - PA State Police Criminal Record Check
   - FBI Criminal Background Check (CJIS Division) fingerprint based

1. If anything is positive on the Child Abuse Clearance or Criminal Background Record check [s], the applicant will forfeit acceptance into the program.
2. Due to agreements with affiliating agencies, compliance with the “Older Adults Protective Services Act” is required. Therefore, students with a positive criminal record offense that are prohibited in this Act will not be accepted into the program.

L. Applicants may be granted full-time admission into the 2-year program. Plan of study must be completed within 3 years of admission.

M. Applicants must be able to show proof of US Citizenship if indicated.
I. STATEMENT OF POLICY

In accordance with the Americans with Disabilities Act (ADA), all pre-entrance medical evaluations will be submitted after permission to enter the program is granted, will document ability to perform essential functions, and will be the same for each student. The medical screening process is a comprehensive system of assessment, evaluation, and referral, designed to identify existing problem areas, document baseline health status, physical and emotional health, provide immune-prophylaxis and education, and establish criteria for ongoing medical surveillance.

II. SCOPE

New students and students re-entering the program greater than six months since withdrawing will be required to complete the medical evaluation process and drug screening. Students reentering the program within six months of withdrawing will be required to review and update medical information with the Student Health RN. A new physical examination will be necessary if there are changes in the medical condition of the student.

III. PROCEDURE

A. The student will be required to submit a Medical History and Evaluation form prior to entering the program.

B. Immunization status is reviewed and updated, per guidelines of CDC.

C. All diagnostics will be based on current standards (CDC,5/17/98). These will include, but are not limited to the following:

   (1) Various Titors as needed.
   (2) Drug Screen
   (3) Nicotine Screen

D. The Student Health Nurse will notify the Program Director of any students who do not meet the requirements for admission to the program.

E. Any student who does not successfully pass the pre-enrollment physical examination and who fails to meet the minimum requirements for admission to the program will be notified by the Program Director that the previous offer of admission to the program has been rescinded.

F. The Physical Health Record will be maintained in the office of the Director, Geisinger Lewistown Hospital School of Nursing. They will be kept confidential and will require written consent to be released or shared with other parties.
G. The student may be required to obtain a medical clearance from a physician at any time during the program if they appear to be medically compromised.

(1) This will be documented in the student file.

(2) The student may be prohibited from attending clinical if the faculty believes that the student may not be capable of providing safe care.

(3) This decision will be approved by the Program Director and Student Health Nurse.

H. Essential Functions of a Nursing Student are as follows:

1. Critical Thinking: critical thinking ability sufficient for clinical judgment. For ex., student must be able to identify cause-effect relationships in clinical situations, collect and analyze data to aid in problem solving and develop nursing care plans. The student must be able to read and apply information in the clinical setting.

2. Interpersonal Skills: interpersonal abilities sufficient to establish rapport with individuals, families, groups, etc. from a variety of social, emotional, cultural, and intellectual backgrounds.

3. Communication Skills: communication abilities sufficient for interaction with others in English verbal and English written form. Must be able to read a patient chart and apply information to the clinical setting. Must be able to spell medical terms.

4. Mobility: physical abilities sufficient to move from room to room and maneuver in small spaces. Able to tolerate a clinical experience up to 12 hours in length.

5. Motor skills: gross and fine motor abilities sufficient to provide safe and effective nursing care. For ex. Calibrate and use equipment, position and move patients, administer cardiopulmonary procedures, and perform skill procedures.

6. Hearing: auditory ability sufficient to monitor and assess health needs and identify a change in patient condition. For ex. Hear monitor alarms, emergency signals, auscultation sounds, and cries for help. Hear, understand, and apply English language.


8. Tactile: tactile ability sufficient for physical assessment. For ex. Perform palpation functions of physical examination and/or those related to therapeutic intervention, insertions of catheters, taking pulses, and change in temperature. Olfactory: discern various odors from patients and environment. For ex. Foul smelling drainages, burning materials, gases, and spoiled food.

9. Weight-bearing Strength and Mobility: ability to lift and manipulate/move 45-50 pounds daily.
10. Cognitive Abilities: ability to be oriented to time, place, and person, organize responsibilities and make decisions. The student shall assess patient complaints, provide prioritized patient care, and implement appropriate plans. The student must be able to provide follow-up evaluative care.

11. Temperament and Emotional Control: must be able to be patient, calm, and react to perform in a high stress situation. For ex. Cardiac arrest, shock, hemorrhage, and high stakes testing.

12. Professional Behaviors: behaviors consistent with forming a safe and effective therapeutic relationship with patients. For ex. Conveying a caring, respectful, sensitive, tactful, compassionate, empathetic, and tolerant attitude toward patients, family, and members of the interdisciplinary team. Handle multiple tasks concurrently. Provide nursing care in an appropriate time frame. Accept responsibility, accountability, and ownership of one’s actions.

Examples Are Not All Inclusive: If a nursing student or applicant believes that he/she cannot meet one or more of the standards without accommodations or modifications, the school of nursing must determine, on an individual basis, whether or not the necessary accommodations or modifications can be reasonably made. Requests for accommodations should be directed toward the Program Director or designee.

A change in the student’s health during the program of learning so that the essential functions cannot be met, with or without accommodations, may result in withdrawal from the nursing program. The nursing faculty reserves the right at any time to require an additional medical examination at the student’s expense in order to assist with the evaluation of the student’s ability to perform the essential functions.

I. Nicotine and drug testing will be completed prior to admission into the program. If the test results demonstrate a positive result, the student will not be admitted into the program. A negative nicotine and drug test result must be maintained throughout the program.

J. Students must be free from communicable diseases, infection, psychological disorders and other conditions that present a threat to, or negatively impact the well-being of faculty, other students or consumers, or would prevent the successful performance of the responsibilities and tasks required in the nursing education program.

K. Faculty may refer students to the student health nurse if they appear to be unable to perform clinical functions. The student health nurse may ask for additional medical clearance or drug testing as she deems necessary.
I. Statement of Policy:

Students may be readmitted into the program based on established criteria.

II. Scope:

Students in the School of Nursing

III. Procedure:

A. A student wishing to apply for readmission to the program must complete and submit a reapplication form.

   (1) Readmission request should include the academic semester, year, and nursing course the student wants to re-enter.

   (2) Program vacancies will be filled, space permitting, with students who meet all readmission criteria.

B. All general requirements (i.e. TB, CPR, Hepatitis) must be updated prior to the semester in which the student re-enters the program.

C. Required curriculum courses previously completed will not be accepted with grades that are less than a “C”.

D. The amount of time that has lapsed since the time of withdrawal and readmission request will be considered. To assure retention of knowledge and skills, the student is encouraged to return to the program at the earliest feasible time. Retaking of previously completed nursing courses will be required if the student has been out of the program for over two years.

E. The student may be asked to audit previously taken courses and pass clinical competency skills evaluations. If they are unable to demonstrate clinical competency at a reasonable level, they will be required to retake the course. (Audit fees for courses – theory and clinical- will apply)
I. **Statement of Policy:**

Licensed Practical Nurse (LPNs) may apply for and receive advance placement in the program.

II. **Scope:**

 Applicants to the School of Nursing who are currently LPNs.

III. **Procedure:**

A. All admission and prerequisite requirements must be met.

B. The applicant must be a graduate of a Board-approved program.

C. The applicant must have a current LPN license and be in good standing in Pennsylvania.

D. Two years of LPN work experience are preferred within the past 5 years.

E. All written work and testing must be met with satisfactory performance in the transition course in order to continue in the program.

F. Additional theory and clinical time may be recommended, even if advanced standing is granted.

G. The applicant who receives advanced placement will automatically be excused from N111: Nursing Fundamentals, N122: Professional Nursing Communication, and N213: Critical Thinking.
I. Statement of Policy:

Students may voluntarily withdraw from a course offered by the School of Nursing.

II. Scope:

Students enrolled in the School of Nursing.

III. Procedure:

A. Students who choose to withdraw from a course must complete a Withdrawal Request Form and submit it to their Advisor.

B. Withdrawal from a course may result in automatic withdrawal from the program. (see Withdrawal from Program Policy). In any case, students who withdraw from more than 2 courses will be automatically withdrawn from the program.

C. Students enrolled in affiliate college courses must follow withdrawal policies of that college. Students who withdraw from these courses must inform their GLHSON advisor and may also be withdrawn from the GLHSON program.

D. If withdrawal is prior to the last 30 calendar days of class, a “W” for “Withdrawal” will be reflected on the grade report. If the student withdraws during the last 30 days of class, “WP” for “withdrawing while passing” or “WF” for “withdrawing while failing” will be reflected on their grade report.

E. The last day to withdraw from a course is the last day of class.

F. As soon as it is definitively determined that a student will fail a course (i.e. missed excessive days, failed ATI test, failed clinical experience, failed exit exam), the student will not be permitted to attend any further classes or clinical experiences in the affected class. Students may be permitted to attend other nursing courses that they are passing.
GEISINGER-LEWISTOWN HOSPITAL SCHOOL OF NURSING

STUDENT WITHDRAWAL FORM

Name: ____________________________   SSN: ______________________

☐ Withdrawal from class ______________________   Date: ___________

☐ Withdrawal from program _______________________   Date: __________

Withdrawal Reason:   _ Voluntary _ Involuntary

________________________________________________________________________

Student Signature _______________________   Date: ___________

Comments: ________________________________________________

Dependent Parent Signature _______________________   Date: ___________

Comments: ________________________________________________

Instructor Signature _______________________   Date: ___________

Comments: ________________________________________________

Instructor Signature _______________________   Date: ___________

Comments: ________________________________________________

Advisor Signature _______________________   Date: ___________

Comments: ________________________________________________

Secretary Signature _______________________   Date: ___________

Comments: ________________________________________________

Financial Aid Signature _______________________   Date: ___________

Comments: ________________________________________________

☐ Forward to Bursar

Instructor Signature _______________________   Date: ___________

Comments: ________________________________________________

School Director Signature _______________________   Date: ___________

Comments: ________________________________________________

Agency Notified ________
I. Statement of Policy:

Students may be voluntarily withdrawn from the School of Nursing. They may also be withdrawn involuntarily. In both cases, they may reapply to the program.

II. Scope:

Students enrolled in the School of Nursing.

III. Procedure:

G. Voluntary

1. Students who choose to withdraw from the program must complete a Withdrawal Request Form and submit it to their Advisor.

2. Withdrawal from a course may result in automatic withdrawal from the program.

3. If the student decides to return to the Program in the future, he/she must reapply.

4. Students who withdraw are subject to all financial obligations to the School of Nursing. Including the course or courses from which they are withdrawing.

5. Students enrolled in affiliate college courses at HACC Lewistown must follow withdrawal policies of GLHSON. Withdrawal from GLHSON program results in automatic withdrawal requirement from HACC courses.

H. Involuntary

1. Items 1-5 under Voluntary Withdrawal apply

2. Students may be involuntarily withdrawn from the program due to the following:

   a) Failure to follow the plan of study, (not taking a required course), failing or withdrawing from a required course.

   b) Incidents of cheating or plagiarism.

   c) A student fails a course or withdraws while failing more than one time.

   d) The Faculty and Director of the School of Nursing reserve the right to terminate any student in violation of Student Responsibilities, Clinical Expectations, and any disciplinary infractions. (See policies).
GEISINGER LEWISTOWN HOSPITAL SCHOOL OF NURSING

STUDENT WITHDRAWAL FORM

Name: ______________________________ SSN: ______________________

☐ Withdrawal from class __________________________ Date: __________

☐ Withdrawal from program __________________________ Date: __________

Withdrawal Reason: __ Voluntary __ Involuntary

_______________________________________________________________

Student Signature Date

Comments: ______________________________________________________

_______________________________________________________________

Dependent Parent Signature Date

Comments: ______________________________________________________

_______________________________________________________________

Instructor Signature Date

Comments: ______________________________________________________

_______________________________________________________________

Instructor Signature Date

Comments: ______________________________________________________

_______________________________________________________________

Advisor Signature Date

Comments: ______________________________________________________

_______________________________________________________________

Secretary Signature Date

Comments: ______________________________________________________

_______________________________________________________________

Financial Aid Signature Date

☐ Forward to Bursar

Comments: ______________________________________________________

_______________________________________________________________

School Director Signature Date

Agency Notified __________
I. Statement of Policy:

The program will have defined process for the review and approval of courses that have been taken at other academic institutions.

Students who have been enrolled in other professional nursing programs will be eligible for transfer into the Geisinger Lewistown Hospital School of Nursing.

II. Scope:

School of Nursing Applicants and Enrolled Students

III. Procedure:

A. For students requesting general education course transfer credit:
   1.) The GLHSON will maintain a list of general education courses that have previously been reviewed and approved.
   2.) The student will complete the course transfer form and will submit it to his/her advisor. The student must also submit official transcripts from the previous college or professional nursing program. The course description must be included for any courses that are not on the list of previously reviewed and approved courses.
   3.) The advisor will review the course descriptions and will take one of the following actions:
      a. If the course is included on the previously reviewed and approved course list, the advisor will approve the course and will submit the form for credit.
      b. If the course is not on the previously reviewed and approved course list, the advisor will request a review by the Executive Committee.
      c. The committee may ask the student for the course syllabus.
      d. The committee will determine whether the course will be accepted, and this decision will be communicated to the student.
      e. When an official transcript is received, the course will be added to the student’s GLHSON transcript. Until the official transcripts are received, the course will have a "T*" coded beside it on the grade report.
      f. If the student decides to take a CLEP test for a course, credit must be granted through a college or university, and the student must submit official transcripts as proof of credit. A course transfer form must also be completed. CLEP testing credit for English courses will not be accepted.
      g. Accepted transfers will receive an official credit evaluation after student registration. For every semester that the student is still taking general education courses, he/she will be required to submit grade reports from the respective college or institution where the course is being taken. Students will be required to submit official transcripts at the end of every summer semester. Students may be refused registration to nursing courses if official transcripts are not submitted.
      h. Students will not graduate and will not be approved to take the NCLEX exam until official transcripts are received for all classes.
B. For students who have been enrolled in other professional nursing programs:
   1.) Every applicant must meet the basic admission requirements (refer to Admission Requirements policy)
   2.) Only students who have successfully completed nursing courses at an accredited institution of higher education will be considered transfer students.
   3.) Transfer students must complete a minimum of three semesters of core nursing courses at the Geisinger Lewistown Hospital School of Nursing.
   4.) Granting of transfer credit is evaluated on a course-by-course basis.
   5.) The student will follow the procedure for requesting course transfer credit.
   6.) Transfer applicants will be considered if space is available in the class.
   7.) Nursing Course transfer will be granted based on the following:
      a. The course content must be comparable to that offered in Geisinger Lewistown Hospital School of Nursing curriculum.
      b. Course descriptions will be required for nursing courses completed at other institutions. Faculty will make the decision based on a review of the course description submitted.
      c. In order for courses to be considered the course grade earned in Theory/Clinical must be at least C/P or higher.
      d. Successful completion of challenge exams may be required.
      e. A fee will be charged for each nursing challenge examination. The fee must be paid on or before the day of testing, and the student will be informed of the fee prior to the testing date.
      f. Students who have successfully challenged the theoretical knowledge portion of the course are required to be evaluated for clinical proficiency.
      g. Faculty may require students to audit nursing course and/or attend clinical preparatory sessions as a condition of their enrollment.
      h. The student may be placed on academic probation as a condition of enrollment in the GLHSON program.
   8.) After beginning the nursing program, all required courses must be taken through Geisinger Lewistown Hospital School of Nursing, unless special approval is granted.

C. Students who are currently licensed in the state of Pennsylvania will receive credit for N111-Fundamentals of Nursing, Nursing 213 Critical Thinking and N122-Professional Nursing Communication. They will not be required to complete a course transfer form to receive credit.
I. Statement of Policy

Students will meet program requirements in order to graduate from the program.

II. Scope

Students of the School of Nursing

III. Procedure

The following requirements must be met in order to apply for graduation from the program:

1. All required courses must be completed.
   a. Grades for all nursing courses must be at 75% or higher.
   b. Student has achieved Level I or higher on all core course ATI proctored exams and all remediation has been completed (Please see ATI policy).
   c. If a nursing course includes both theory and clinical content, the student must pass both the theory and clinical components in order to complete the course satisfactorily. (Please see Grading and Evaluation Policy).
   d. Official transcripts must be on file for all courses that have been transferred.

2. All financial responsibilities must be met and all materials that have been borrowed (i.e. library books or lab supplies) must be returned.

3. Completion of a standardized NCLEX readiness test, with attainment of a passing score, (ATI - 95/HESI - 900).
   a. All students will have four mandatory NCLEX readiness exams administered to them.
   b. For students who have not passed any scheduled exams, another NCLEX-readiness exam may be offered the week before graduation.
   c. If a student does not achieve the passing score on at least one of the NCLEX-readiness exams, he/she will receive a failing grade in N231 and will be involuntarily withdrawn from the program.

4. At the beginning of the final semester, the student must complete an Application for Graduation form and pay a non-refundable $200 graduation fee. The GLHSON program will purchase a graduation pin and uniform for each student. The student will acquire the pin upon graduation from the program.

Attachment (2)
NCLEX Readiness Exam
Mandatory four times as scheduled.

- Does not meet required score x 4. May be given the option to take 1 additional NCLEX readiness test the last week prior to graduation.
  - Does not meet required score on optional exam.
    - Receive failing grade in N231
  - Meets required score on optional exam.
    - Meets required score at least once.
      - Graduation
Statement of Policy:

Students who meet requirements will progress to the next semester/level.

1. **Scope:**
   
   All nursing students.

3. **Procedure:**

   All nursing courses within a semester/level, as defined by the Plan of Study, must be successfully completed prior to enrolling in courses in the next semester/level.

   A. Nursing N111, N121, and N131 must be taken in sequence. Students who fail any of these courses will be academically withdrawn from the school. If readmitted to the school, the student must repeat the course before progressing on to the next nursing course.

   B. All general education courses must be successfully completed before or during the semester that they are offered in the curriculum plan.
      1. Students who fail any general education course will be involuntarily withdrawn.

   C. Students who fail or withdraw while failing from any nursing course more than one time, or fail a total of two nursing courses, will be dismissed from the program and will not be eligible for readmission.

   D. Students will be given ATI achievement tests at the end of each selected nursing course. A passing score must be achieved of at least a level one in N111, N131, N212 and N221.

   E. Students have a maximum of three years to complete the entire program.

   F. If the student has withdrawn, re-application is required with the appropriate fee.

   G. Students may apply for re-admittance to the program. Offer of re-admission will be at the discretion of the admissions committee.

   H. The Geisinger Lewistown Hospital School of Nursing may permit progression exceptions due to unusual circumstances. The request will be reviewed by the Program Director and all decisions are final.

   I. Failure in either the clinical or theoretical portion of the course constitutes failure of the course.

   J. A theory grade of "C" (C minus is unacceptable) is required for all nursing and general education courses. A clinical grade of "Pass" is required for all clinical experiences.

   K. The student will be required to satisfy any outstanding GLHSON charges prior to the final exam and progressing to the next semester.
Revised Date

May 2018

Statement of Policy

Students will be assisted with accessing financial aid.

I. Scope

Potential and enrolled students in the School of Nursing.

II. Procedure

A. The Financial Aid Advisor will provide information to potential and enrolled students regarding financial aid. Completion of FAFSA, costs, financial aid eligibility.

B. A personal appointment with the Financial Aid Advisor is recommended to review guidelines, payment schedule, repayment, and refunding issues.
   a. The Financial Aid Advisor meets with students to discuss borrower rights, responsibilities, and loan repayment options.
   b. The Financial Aid Advisor will meet with students to complete entrance and exit counseling for all students who receive student loans.

C. All financial aid files will be maintained in a locked filing cabinet. Family Education Rights and Privacy Act (FERPA) guidelines will be followed to maintain confidentiality of the record. These records will be kept for five years after the student completes or withdraws from the program.

D. The Financial Aid Advisor and Bursar will work with the Finance Department regarding student accounts.
   a. The Geisinger Lewistown Hospital SON Bursar will assess charges.
   b. The Financial Aid Advisor will certify grants, loans and agency funding.
   c. The Bursar will disburse any aid received for the student.
   d. The Bursar will maintain student account information and send invoices to students.

E. Students who are Geisinger Lewistown Hospital employees must follow Geisinger Lewistown Hospital Policies and Procedures for tuition reimbursement.
III. **Statement of Policy**
It is the policy of Geisinger-Lewistown Hospital School of Nursing that students apply for change of status when they wish to change from the two year to the three year plan of study. Permission to change status is not guaranteed.

IV. **Scope**
Students enrolled in the Geisinger Lewistown Hospital School of Nursing diploma program.

V. **Procedure**
A. The student will contact his/her advisor to discuss his/her desire to change status.
B. The student will complete a change of status form.
C. The faculty will meet and review the request. Factors such as space in the requested class and the student's academic performance will be considered.
D. Faculty will communicate the decision via completion of the form and will return it to the student within 7 days.
E. If the status change is granted, the student profile and file will be changed to reflect changes.
GEISINGER LEWISTOWN HOSPITAL SCHOOL OF NURSING
STUDENT REQUEST FOR CHANGE OF STATUS

Student Name: ____________________________________________
Date of Request: __________________________________________

Current Status:  __ Two Year
Request to Change to:  __ Three Year
Withdrawal from Program  ___
Requested Start Date of Change:  ________________

Comments ____________________________________________
_____________________________________________________
_____________________________________________________
_____________________________________________________

Signature: ____________________________________________

Faculty Decision:   ___ Approved   ___ Not Approved
Comments ____________________________________________
_____________________________________________________
_____________________________________________________
_____________________________________________________

Signature: ____________________________________________ Date: ________________
Signature: ____________________________________________ Date: ________________
Signature: ____________________________________________ Date: ________________
VI. Statement of Policy

Students will be required to register for courses offered by the School of Nursing.

VII. Scope

Enrolled students of the School of Nursing

VIII. Procedure

i. Students will be notified when registration is open.

ii. The student will complete and submit the registration form to his/her advisor.

iii. The student advisors will sign the registration form and indicate their approval or disapproval.

iv. If the registration form is approved, the student will be enrolled in the class(es) as requested.

v. If the registration is not approved, the advisor will meet with the student to review the reason.

vi. Students will be required to submit proof of grade and completion of pre- and co-requisite general education courses.

1. The student must submit their original grade report from the college where they are taking general education courses by the first day of each semester or as soon as they are available to the student. The advisor will review the report and make a copy.

2. If the student obtains a grade less than a “C” (this includes a C minus), and the course is a prerequisite, the student will not be permitted to take the requested, corresponding nursing course.

3. Students will be required to submit official transcripts prior to the first day of the fall semester each year.

4. Failure to submit grade reports and/or transcripts may result in disciplinary action up to and including involuntary withdrawal from the program.

vii. The School of Nursing Secretary will compile a list of students who are registered for each class.

viii. Request to add a course after the first day of class must be approved by course faculty and advisor. Cases will be reviewed on an individual basis.
GEISINGER-LEWISTOWN HOSPITAL SCHOOL OF NURSING
COURSE REGISTRATION FORM

Name_________________________________________ DOB ____________ Date______________

Semester Course(s) Requested:__________________________________________________________

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
</tr>
</tbody>
</table>

Student Signature_________________________________________ Date______________

1. Approved          Disapproved
2. Approved          Disapproved
3. Approved          Disapproved

Comments________________________________________________________

_________________________________________ Date______________

Faculty Signature_________________________________________ Date______________

Faculty Signature_________________________________________ Date______________

Faculty Signature_________________________________________ Date______________
I. Statement of Policy

To assure consistent and fair treatment of all students, the following process shall be utilized for violation of policies, rules or regulations.

II. Scope

All students

III. Procedures

**Verbal Warning Notice** – The first step in the progressive disciplinary procedure. May be used for minor infractions.

**Written Warning Notice** - Issued by a student's immediate instructor after obtaining approval by the next level(s) of management as the second step in the progressive disciplinary procedure, for offenses for which an active Verbal Warning Notice exists. It may be used as the first step for more serious infractions or as a continuation of progressive discipline if other different offenses are committed. However, if a written notice has already been issued, the next step of discipline must be implemented.

**Final Warning** - Occurs when an evaluation of the student's previous record together with the current infraction warrants suspension from class or an issued final warning (last chance). This is the final step prior to discharging the student.

**Administrative Time-Out** - Occurs when the infraction is severe or may also be imposed to permit time to conduct an investigation to determine whether the infraction is severe enough to warrant discipline.

**Discharge** - Occurs in cases when the seriousness of the infraction warrants discharge, or when an evaluation of the student's previous record together with the current infraction warrants the final step in the discipline process, discharge or can be immediate discharge when the infraction is severe.

IV. PROVISIONS

A. The two factors to consider in disciplining students are: the nature and gravity of the offense and the student's past record with Geisinger Lewistown Hospital School of Nursing.

B. The Instructor identifies unsatisfactory performance; the student is given reasonable opportunity to correct the behavior.

C. The Instructor is responsible for good record keeping. This is to protect the School/Hospital against charges of arbitrary and unjust disciplinary action. To establish these essential records, all disciplinary actions must be documented on the appropriate form (attached).
D. No specific guide can substitute for good judgment. Progressive disciplinary action for violation of Hospital policies, rules or regulations may involve any of the following steps:

1. Verbal warning(s)
2. Written warning(s)
3. Final warning
4. Administrative time-out
5. Discharge from program

E. How rapidly a student goes through these progressive steps and at what steps the disciplinary action will be initiated will depend upon the seriousness of the particular offense involved, the time since the last violation of the rule and on any other surrounding circumstances.

DISCIPLINE OR DISCHARGE OF STUDENTS MAY RESULT FROM, BUT IS NOT LIMITED TO, THE FOLLOWING:

1. Negligence or inconsiderate treatment in the care of patients.
2. Divulging confidential information concerning patient and/or Healthcare Facility records.
3. Falsifying records, reports, or information of any nature.
4. Reading unauthorized confidential information (patient charts, administrative memos, etc.).
5. Theft, misappropriation, or unauthorized possession or use of property belonging to the Healthcare facility, the School, or to any patient, visitor or another student.
6. Soliciting tips for services from patients or any other person while on clinical assignment.
7. Willfully or carelessly damaging, defacing, or mishandling Healthcare Facility equipment or property of a patient, visitor, or another student.
8. Willful or careless violation of aseptic and/or sterile techniques.
9. Use or unauthorized possession of intoxicating substances.
10. Reporting to school/clinical under the influence of intoxicants.
11. Illegal use of narcotics or drugs.
12. Possession of a weapon during school/clinical hours.
14. Interfering with the work performance of another student/staff, threatening, intimidating, or coercing another student/staff.
16. Rude, discourteous, or uncivil behavior such as fighting.
17. Willful or careless violation of safety, fire prevention and security regulations.
18. Insubordination; refusing to follow instructions of the Instructor; refusal of patient assignment.
19. Failure to notify your Instructor of absence and reason for absence two hours before clinical.
20. Excessive absences or habitual lateness.
21. Unauthorized absence from your assigned clinical area during regularly scheduled hours.
22. Soliciting and/or distributing of anything during clinical time or in clinical areas.
23. Entering an unauthorized area at any time.
24. Gambling, or possession of gambling devices during school hours.
25. Sleeping while on clinical experience.
26. Inefficiency; failure to meet acceptable work standards.
27. Unsatisfactory quality and/or quantity of work.
28. Failure to perform assigned duties.
29. Wasting time, loitering, or abandoning a clinical assignment without notification of Instructor and nursing staff.
30. Gossip, spreading rumors, or indiscriminate talk, involving oneself or any other student(s) in untruths or dishonest actions.
31. Inappropriate use of social networking.
32. Practical joking, horseplay, etc.
33. Smoking in areas where it is not permitted or when wearing clinical attire.
34. Slovenly appearances or inappropriate dress while on clinical duty.
35. Violation of any rule, regulation or established procedure of the School of Nursing.
36. Any other misconduct, which affects the quality of patient care, service to the community at large or personal morale.
37. Failure to meet clinical expectations.
38. Audio/videotaping without permission.
39. Violation of academic integrity.

IV. PROCEDURE

Action

A. Corrective action in the case of infractions should be dealt with immediately. The faculty member and adviser will review the violation concern with the student to be sure you hear the student's side of the story.

B. If the response is found to be unsatisfactory, determine the appropriate step of the disciplinary process that needs to be enforced.

C. If violation is of such a nature that it is determined it must be documented in writing, use the Disciplinary Action Form, (attached)
D. When completing the form, be sure to accurately describe the violation. In the “action taken” section, include counseling which provides the student with the opportunity to improve behaviors (i.e. seek counseling through EAP program) describe what will happen if further violations continue to occur (i.e., further violations of this nature or violation of any other policy may result in further disciplinary action up to and including suspension or termination).

E. Obtain appropriate signatures “prior” to giving form to the student. Suspensions and discharges must have authorization from the Program Director prior to discussion.

F. Conduct discussion with student in a private area. She/he may request to have their advisor present. No legal representative or the accompaniment of any person’s is permitted.

G. Provide the student with the opportunity to comment on the violation, either verbally or in writing on the form and provide a copy of the actual policy that was violated.

H. If the student refuses to sign the form, note that decision in the student signature section and provide a copy of the form to the student.

I. The form will be filed in the student record.

J. Internal disciplinary action does not follow the student after graduation.
Disciplinary Action Form

Student Name __________________________

Type of Action (Check One)

☐ Verbal Warning  ☐ Final Warning  ☐ Administrative time-out

☐ Written Warning  ☐ Discharge

Date(s) of Event __________________________

Describe Circumstances:______________________________________________________________

Action Taken:_______________________________________________________________________

Student Comments:_________________________________________________________________

I have read this disciplinary action and have been given an opportunity to comment. My signature acknowledges that I have read and received a copy of this report.

Student Signature ___________________ Date ______

Faculty Signature ___________________ Date ______

Advisor Signature ___________________ Date ______

Director Signature ___________________ Date ______

Geisinger Lewistown Hospital School of Nursing Policy No.: B17 Policy Title: Student Leave of Absence
I. Statement of Policy:
Students may request a medical or personal leave of absence from the School of Nursing.

II. Scope:
Students enrolled in the School of Nursing.

III. Attachments:
A. Leave of Absence Request Form
B. Medical Leave Form
C. Student Return to School Certification Form

III. Procedure:
I. Students who wish to request a leave of absence will complete the Leave of Absence Request Form and submit it to their faculty advisor. If a medical leave is requested, the student’s health practitioner must complete the Medical Leave Form.

J. The advisor will arrange for a meeting with the Director to discuss the leave of absence.

K. When considering the leave of absence, the following factors will be taken into account:
   b. Length of time requested.
   c. Where the absence would fall in the semester.
   d. Whether class and clinical time could be made up

L. Additional documentation may be requested from the student (i.e. if a family member is ill, documentation from their health care provider may be requested).

M. Students may be advised to withdraw from the program rather than take a leave of absence if it is determined that the leave cannot be accommodated.

N. The leave should not necessitate that a student will be unable to complete more than one semester. If that occurs, the student may be considered for involuntary withdrawal.

O. Students who are granted a leave of absence are subject to all financial obligations to the School of Nursing. If the student cannot return after the leave of absence, the tuition reimbursement rates are as follows:
   a. If the student withdraws during the first week of classes, they get a 100% tuition refund.
   b. If the student withdraws during the second week of classes, they will get an 80% tuition refund.
   c. If the student withdraws after the second week, no tuition will be refunded.

P. Students enrolled in affiliate college courses must follow the policies of that college.

Q. Prior to returning to school after a medical leave, the student must have their health care practitioner complete the Student Return to School Certification Form.
REQUEST FOR leave of Absence

Student Name: __________________________

I hereby apply for a Leave of Absence beginning: _________________.

The anticipated length of my leave of absence is: _________________.

Reason for Leave: (Check the appropriate box.)

☐ My medical condition.
☐ Family member’s serious medical condition (family member: _________________.
☐ Birth of a Child
☐ Adoption/ Placement of Foster Child
☐ Personal - please explain: ________________________

I understand that it is my responsibility to ensure that ALL required documentation is provided by the healthcare provider before this LOA request is considered for eligibility requirements and/or approval. It is also my responsibility to provide periodic updates from my physician or other health care provider.

I understand that, if I do not report back to school before the expiration of the above leave, unless a properly authorized extension has been granted prior to the expiration of the leave, I will be involuntarily withdrawn from the program.

NOTE: Before returning from a Medical Leave of Absence, a “Return to School” Form signed by the healthcare provider MUST be submitted to the School of Nursing faculty advisor for final approval.

Student Signature __________________________ Date

Faculty Approval:

Approved __________________________ Not Approved

Signature __________________________ Date
Signature __________________________ Date
Signature __________________________ Date
GEISINGER LEWISTOWN HOSPITAL SCHOOL OF NURSING
PHYSICIAN OR PRACTITIONER CERTIFICATION

Student Name: ____________________________________________

Patient’s Name (if other than student): ________________________

Diagnosis: ________________________________________________

Student’s first day off: ______ Approximate date of return to school: ______

Prognosis: ________________________________________________

Regimen of treatment to be prescribed (Include general nature, frequency, duration of treatments):

COMPLETE IF THIS CERTIFICATION RELATES TO THE CARE OF THE STUDENT:

  Yes  No
  □  □  Is inpatient hospitalization of student required?
  □  □  Is student able to meet clinical expectations with or without restrictions? Please
        Specify restrictions ____________________

COMPLETE IF THIS CERTIFICATION RELATES TO THE SERIOUSLY ILL FAMILY MEMBER:

  Yes  No
  □  □  Is the student’s presence necessary or would it be beneficial for the care of the
        patient? (This may include psychological comfort.)

        Please estimate the period of time care is needed, or the
        student’s presence would be beneficial: ____________________

Signature of Physician or Practitioner ____________________________

Date ____________________________

Print name of Physician or Practitioner _________________________
**STUDENT RETURN TO SCHOOL CERTIFICATION**

(To be completed by treating physician.)

**Student name:**

**Date of injury or illness:**

**Can student return to school with no restrictions?**

<table>
<thead>
<tr>
<th>Yes</th>
<th>date can return with no restrictions:</th>
</tr>
</thead>
<tbody>
<tr>
<td>No</td>
<td>date can return with restrictions:</td>
</tr>
</tbody>
</table>

(Please complete the following):

In an 8-hour day, student can work as follows (circle full capacity for each):

<table>
<thead>
<tr>
<th>Sit</th>
<th>1 2 3 4 5 6 7 8 Hrs/Day</th>
<th>No restriction</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stand</td>
<td>1 2 3 4 5 6 7 8 Hrs/Day</td>
<td>No restriction</td>
</tr>
<tr>
<td>Walk</td>
<td>1 2 3 4 5 6 7 8 Hrs/Day</td>
<td>No restriction</td>
</tr>
</tbody>
</table>

Student can lift/carry (please check as appropriate):

<table>
<thead>
<tr>
<th>Never</th>
<th>Occasionally</th>
<th>Frequently</th>
<th>No Restriction</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lift</td>
<td>Carry</td>
<td>Lift</td>
<td>Carry</td>
</tr>
<tr>
<td>0 - 10 lbs.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11 - 20 lbs.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>21 - 50 lbs.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>51 - 100 lbs.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>100+ lbs.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Student can use hand repetitively (please check as appropriate):

<table>
<thead>
<tr>
<th>Simple Grasping</th>
<th>Fine Manipulation</th>
<th>Pushing/Pulling</th>
</tr>
</thead>
<tbody>
<tr>
<td>Right</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Left</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Student can use feet for repetitive movement such as foot controls (please check as appropriate):

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>Hours/Day</th>
</tr>
</thead>
<tbody>
<tr>
<td>Right</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Left</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Student can drive (please circle the appropriate statement):

<table>
<thead>
<tr>
<th>Not at all</th>
<th>Occasionally</th>
<th>Frequently</th>
<th>No Restriction</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bend</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Climb</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Crawl</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kneel</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Squat</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reach Outward</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reach Above</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Twist</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Push</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pull</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Categories of work provided at Lewistown Hospital (please choose category recommended for student):

- **Sedentary work**
  - Lifting 10 lbs. maximum and occasionally lifting and/or carrying articles, including papers, books, folders, small office tools and supplies. The sedentary job is mostly sitting, occasional walking and standing may be required.
  - Lifting 20 lbs. maximum with frequent lifting and/or carrying objects weighing up to 10 lbs. This job involves frequent sitting, walking and standing on occasion.
  - Lifting 50 lbs. maximum. Frequent lifting and/or carrying of objects weighing up to 25 lbs.
  - Lifting 100 lbs. maximum. Frequent lifting and/or carrying of objects weighing up to 50 lbs.
  - Lifting objects in excess of 100 lbs. with frequent lifting and/or carrying of objects weighing 50 lbs. or more.

**COMMENTS/SPECIAL RESTRICTIONS:**

_____________________________  _________________
Healthcare Provider Signature     Date
IX. Statement of Policy

Students may have the option to audit courses offered by the School of Nursing.

X. Scope

Enrolled students of the School of Nursing.

XI. Procedure

i. Students will be notified when registration is open.

ii. The student will complete and submit the audit request form to his/her advisor.

iii. The student advisor and the instructor of the class will sign the audit request form and indicate their approval or disapproval. Approval will depend on the size of the class.

iv. If the audit request is approved, the student will be enrolled in the class(es) as requested.

v. If the audit request is not approved, the advisor will meet with the student to review the reason.

vi. Students will not receive credit for classes that are audited. The class will show up on the transcripts as an audited course.

vii. The theory component of courses will be audited in most cases.

1. The clinical component may be audited with the approval of the faculty.
2. If clinical is audited the student must meet all of the requirements of GLHSON and the affiliating agencies. (48 hours maximum; additional fee applies for clinical component).
3. Students will be charged a fee to audit theory and an additional fee to audit clinical.

viii. Students will have the option of participating in any graded activities.
GEISINGER-LEWISTOWN HOSPITAL SCHOOL OF NURSING
COURSE AUDIT FORM

Name ___________________________ DOB ___________ Date ___________

Semester Course(s) Requested: _______________________________________

Course Number Course Name
1. ___________ _______________________
2. ___________ _______________________
3. ___________ _______________________

Cost per course: $100.00
Cost per clinical (6 days) $300.00

Student Signature ___________________________ Date ___________________

1. Approved DISapproved
2. Approved DISapproved
3. Approved DISapproved

Comments ___________________________________________________________

Faculty Signature ___________________________ Date ______________

Faculty Signature ___________________________ Date ______________

Faculty Signature ___________________________ Date ______________
I. Statement of Policy:

The Geisinger Lewistown School of Nursing will provide established guidelines for grading and evaluation.

II. Scope:

Students and faculty

III. Procedure:

A. Grading system

(1.) Grading scale

The numerical and letter grade scale utilized in the School of Nursing is as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Numerical Range</th>
<th>Letter Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>93-100</td>
<td>4.00</td>
</tr>
<tr>
<td>B</td>
<td>85-92</td>
<td>3.00</td>
</tr>
<tr>
<td>C</td>
<td>75-84</td>
<td>2.00</td>
</tr>
<tr>
<td>D</td>
<td>62-75</td>
<td>1.00</td>
</tr>
<tr>
<td>F</td>
<td>below 62</td>
<td>0.00</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal</td>
<td>not calculated</td>
</tr>
<tr>
<td>WP</td>
<td>Withdrawal while passing</td>
<td>not calculated</td>
</tr>
<tr>
<td>WF</td>
<td>Withdrawal while failing</td>
<td>0.00</td>
</tr>
<tr>
<td>Z</td>
<td>Involuntary Withdrawal</td>
<td>0.00</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
<td>not calculated</td>
</tr>
</tbody>
</table>

i. Grades will be reported within two weeks of the end of each semester.

ii. The clinical component of all courses must be passed in order for students to pass the course.

(2.) Nursing units are awarded on a semester credit basis. They are used for grading and tracking purposes and are not meant to imply transferable credit.

(3.) The academic year consists of two sixteen-week semesters and a twelve-week summer semester. The last week of each semester will be used for finals.

(4.) If a nursing course includes theory and clinical content, the student must pass both the theory and clinical components in order to pass the course satisfactorily.

(5.) Transfer credits will show up on the transcript, but will not be counted in to the school of nursing grade point average.
(6.) A grade of “C” or above must be obtained for all general education & nursing courses.

(7.) Nursing courses must be taken in the sequence outlined in the schedule unless pre-approved by the faculty and the director.

(8.) Faculty will distribute a course syllabus at the beginning of each course that will outline the grading components of the course.

(9.) Theoretical content of each course will be recorded as a letter grade, which will be the grade that is reported on the transcripts and semester grade report. The clinical grade will not be averaged into the theory grade, as passing clinical is a requirement of the course.

(10.) Students are required to pass ATI exams with a level I or higher in core nursing courses (refer to ATI policy) in order to achieve a passing grade in the course. They will receive a grade of “F” if they do not pass the ATI exam that corresponds with the course.

B. Exam policy

(1) Every student is required to complete all standardized exams as noted in the curriculum.

(2) Students who arrive late or are absent for the exam must contact the instructor within 24 hours to schedule the make-up exam. Students may be charged a $50 dollar fee for each make-up exam.

(3) Students may be required to attend standardized review sessions following each exam and must complete remediation as required. This requirement may be waived at the discretion of faculty if student has passed the required standardized examinations.

C. Course Examinations

(1) Students are required to take all exams for each course.

(2) No reference materials will be permitted other than calculators (unless otherwise directed by faculty).

(3) The exam proctor will take immediate action if any inappropriate conduct occurs.

(4) If students arrive late for the exam, the instructor may not permit them to take the exam. If permitted to take the exam, they will complete the test during the remaining time allotted for the exam. Exceptions may be made at the discretion of the instructor.

D. Incomplete

(1) If a student is unable to complete course requirements due to an emergency situation, he/she may petition to receive an incomplete in the course. The course instructor and the faculty advisor will meet to determine whether an “Incomplete” grade will be granted, and they will establish a deadline for the completion of the coursework.

(2) Generally, a grade of “I” will not be awarded unless a majority of the coursework has been satisfactorily completed and the remainder of the work can be completed within the following semester.
(3) If the request for an incomplete is denied, or the student does not complete the coursework by the
deadline designated by faculty, a grade of “failing” will be given.

E. Failing Grade

(1) Nursing courses must be passed with a grade of “C” or better. A lower grade is considered a
course failure.

(2) A student must pass both the clinical and theory component to receive a passing grade.

(3) A student may retake a nursing course only once. Both the passing grade and the failing grade
will be calculated into the GPA, and both grades will appear on the transcript.

(4) When repeating a course, all course requirements must be met.

F. Clinical Performance and Evaluation Process

(1) A Clinical Performance Evaluation will be completed at the end of each clinical rotation.

(2) The student must achieve the stated course objectives for a satisfactory clinical evaluation.

(3) Students who are not achieving clinical objectives at a satisfactory level can be notified at any
time during the semester. An interim contract or academic probation form can be completed that
identifies unmet objectives and ways to achieve them.

(4) Students must achieve an average score of 2.5 in all areas on the clinical evaluation form in order
to pass the clinical component of the course. Adding up all of the numbered items on the clinical
evaluation tool and dividing it by the number of entries will calculate the score. If a student does
not achieve a 2.5 in all areas, they will fail clinical and subsequently the entire course.

(5) Each student will meet with each instructor at the end of each clinical rotation to review
the evaluation tool. The student will have a chance to comment on the evaluation.

G. Withdrawal from Program

Refer to policy

H. Grade Reports

(1) Grade reports are sent to the student within two weeks of the end of each semester.

(2) The reports will include the grades for each course, the semester grade point average, and the
cumulative grade point average.
V. Statement of Policy

Students may be placed on academic probation for various reasons.

VI. Scope

All nursing students.

VII. Procedures

A. Grade of “failed” for a nursing course and/or general education course.

B. High likelihood of failing of one or two courses at mid-semester.

C. High likelihood of failing the clinical component of a course at the mid-semester.

D. The Faculty Advisor and the Director of the program will determine the conditions of the probation.

E. Students who successfully meet the required condition(s) in the allotted time will be removed from academic probation.

F. Students who fail to satisfy the condition(s) in the allotted time will be involuntarily withdrawn from the program.

G. Students who are on academic probation more than once will be reviewed on an individual basis and may be involuntarily withdrawn from the program.

H. The period for academic probation will be reviewed every 90 days.

I. For students receiving VA monies, the Department of Veteran’s Affairs (DVA) will be contacted if student exceeds 90 days of probation or does not successfully meet the requirements to be removed from academic probation.
Geisinger Lewistown Hospital School of Nursing

Academic Probation Form

Student Name ___________________________ Date ___________________

Reason for academic probation:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Requirements that student must meet in order to be removed from academic probation:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Advisor Signature ______________________ Date ___________________
Instructor Signature ______________________ Date ___________________
Director Signature ______________________ Date ___________________

Student comments:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Student Signature ___________________________ Date ___________________
XII. Statement of Policy
GLHSON students will use materials purchased from ATI to enhance the learning process.

XIII. Scope
GLHSON students and faculty

XIV. Procedure

GLHSON has adopted the use of Assessment Technologies Institute (ATI) curriculum support materials to assist students in the nursing program. These materials include tutorials, review materials, practice assessments and proctored assessments for the purpose of remediation. All students are required to complete all ATI assignments as noted on course syllabi. The practice and proctored assessments will be given periodically throughout the program as noted on individual course syllabi. All students are required to take the practice and proctored assessments as scheduled, create, and complete a focused review on each assessment. Students will be required to pass ATI proctored exams in N111, N131, N212, and N221 with at least a level one in order to pass these courses.

A. All students will be included in the ATI system.
   i. GLHSON will be responsible to collect fees from students and ATI will bill the
      GLHSON directly
   ii. The director will coordinate billing and ordering with the accounts manager at ATI

B. Students will be charged for ATI as follows:
   i. The GLHSON Director will contract fees with ATI accounts manager. The contract will
      be kept on file in the GLHSON office.
   ii. ATI fees will be charged to students as follows:
       1. All students (traditional and LPN to RN) will be billed for ATI starting with the
          student’s first semester.
       2. Transfer students will meet with the director to determine how ATI fees, books
          and exams will be distributed.

C. ATI materials will be distributed as follows:
   i. Fundamentals of Nursing
      1. Proctored exam
   ii. Medical Surgical Nursing I
   iii. Medical Surgical Nursing II
      1. Proctored exam
   iv. Nursing Care of the Elderly
      1. Nursing Nutrition proctored exam
   v. Psychiatric/Mental Health Nursing
      1. Mental Health proctored exam
   vi. Nursing Care of the Childbearing Family
      1. Nursing Care of Children proctored exam
      2. Maternal-Newborn proctored exam
vii. Critical Care Nursing
   1. Pharmacology proctored exam

viii. Leadership and Management in Nursing
   1. Community Health proctored exam
   2. Nursing Leadership proctored exam
   3. RN Comprehensive Predictor

ix. Critical Thinking

D. ATI Remediation
   i. **Students who are below Level One scoring will fail the following courses:**
      1. N111 Nursing Fundamentals
      2. N131 Medical Surgical Nursing II
      3. N212 Psychiatric/Mental Health Nursing
      4. N221 Nursing Care of the Childbearing Family (must pass Maternity and Pediatric exams)
      5. N231 Leadership and Management in Nursing (must pass Leadership exam)

   ii. **Students who are Level one will be required to remediate.**
   iii. The remediation plan is as follows:
      1. Student will meet with faculty who taught the course
      2. Student will use the on-line ATI remediation
      3. Student will take second test (Version B of on-line assessment in some cases)
      4. If student does not achieve Level II or III, they will be referred to their advisor for further remediation.

E. Storage of Results
   i. Individual test scores will be stored in the student file until the student graduates.
XV. Statement of Policy

Geisinger Lewistown Hospital School of Nursing (GLHSON) is committed to providing a working and learning environment free from sexual harassment. It therefore is the policy of the School of Nursing that sexual harassment is unacceptable and will not be tolerated. This applies to all faculty, students, and staff. GLHSON will take seriously all sexual harassment complaints; take appropriate action to provide remedies when sexual harassment is discovered; and to the greatest extent possible, protect the privacy of those involved. Faculty have an affirmative duty to ensure that their areas of responsibility are free from sexual harassment of any kind and shall take appropriate steps to prevent and eliminate such harassment.

XVI. Scope

All GLHSON students

XVII. Definitions

A. Unwelcome sexual advances—request for sexual favors and other verbal or physical conduct of a sexual nature constitutes sexual harassment when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a student's enrollment.
2. Submission to or rejection of such conduct by an individual is used as the basis for enrollment decisions affecting the student, or
3. Such conduct has the purpose or effect of unreasonably interfering with a student's performance or creating an intimidating, hostile, or offensive environment.

Sexual behaviors can be exhibited using three types of behaviors—verbal, non-verbal behaviors and gestures, and physical contact. Sexual harassment of any student is strictly prohibited and will not be tolerated. Some types of verbal behavior that might constitute sexual harassment, especially when occurring in combination with offensive touching are:

- Repeated offensive sexual flirtations or subtle pressure for sexual activities
- Offensive and persistent risqué jokes or kidding about sex or gender-specific traits
- Repeated unsolicited propositions for dates and/or sexual relations
- Spreading rumors about a person's activities or relationships
- Making comments about a person's body or sex life
- Physical contact such as touching, patting, pinching or brushing against another's body
Gestures or non-verbal behaviors might also be considered sexual harassment. Examples may include:

- Sexual looks and lewd gestures, such as leering or ogling with suggestive overtones
- Touching, grabbing, oneself sexually or persistent and unwelcome flirting
- Displaying sexually suggestive pictures, calendars, or posters

An individual’s perception of what is, or is not, sexual harassment such as a pat on the shoulder, touching, and jesting comments of a sexual nature may be interpreted as acts of sexual harassment by one recipient, while another may dismiss them as merely annoying. Likewise, some individuals may perceive leering or ogling as sexual harassment, while others may perceive the same behavior as looking or staring and may attribute no meaning to it.

Often people accused of sexual harassment may not realize that they have committed acts of harassment. Accused harassers may have intended only to be funny or even complimentary and may believe that their conduct is not only appropriate and acceptable, but also appreciated. They are often truly shocked when they are told that someone considered their behavior to be sexual harassment.

B. What Can You Do if Sexual Harassment Happens

- Remember, sexual harassment is not your fault. You have a right to an educational setting free of harassment. Do not feel powerless. There are actions you can take to end the harassment.
- Don’t ignore the harassment; it usually doesn’t go away by itself and may get worse if no action is taken.
- Tell the harasser in person or in writing that the behavior is not welcome. Ask them to stop. Be specific about actions or words that make you uncomfortable.
- Keep a written record of the incidents of harassment. This is important if an investigation becomes necessary. Note any witnesses who may have observed the incident(s).
- If the harassment does not stop, report it to the Director of the School of Nursing.

XVIII. Procedure:

i. An incident of sexual harassment should be reported to the Director School of Nursing, GLHSON who will promptly investigate the complaint, which may include advising the person(s) named in the complaint.

ii. The person named in the complaint will be suspended until the investigation is completed.

iii. If the investigation reveals that the harassment did occur, appropriate remedial action up to and including involuntary withdrawal from the program may occur.

iv. GLHSON will not tolerate retaliation against an individual who in good faith reports, complains about, or participates in an investigation into an allegation of unlawful discrimination or harassment or sexual assault.

v. Reports of sexual harassment will be confidential, recognizing that some disclosure may be necessary for the purposes of investigation or remedial action.
XIX. Statement of Policy

Academic integrity is the pursuit of scholarly activity in an open honest and responsible manner free from fraud and deceptions and is an educational objective of the school.

XX. Scope

Students of the School of Nursing

XXI. Procedure

Academic dishonesty includes but is not limited to, cheating, plagiarizing, fabricating of information or citations, facilitating acts of academic dishonesty by others, having unauthorized possession of examination/questions, making copies in any manner of exams or papers, submitting work of another person or work previously used without informing the instructor, or tampering with the academic work of other students.

A. To protect the rights and maintain the trust of honest students and to support appropriate behavior, faculty should regularly communicate high standards of integrity and reinforce them by taking reasonable steps to anticipate and deter acts of dishonesty in all assignments. At the beginning of each course, faculty will reiterate the Academic Integrity policy.

B. When academic dishonesty is suspected, the faculty member should notify the student of the alleged charge as soon as possible. The student will meet with the faculty member and the student’s advisor and be provided a written notice of the charge.

C. If student (s) believes he/she (they) have been falsely accused, he/she (they) may file a grievance. (See Student Grievance Policy.)

D. If the faculty believes that the infraction is sufficiently serious, disciplinary action will result, which may include involuntary withdrawal from the program.

E. Any student who has information about or observes any form of academic dishonesty is expected to bring the information to the faculty or the Director of the Program.

F. A student who has been dismissed due to violation of the academic Integrity Policy may not petition for readmission.

G. If the student continues in the program, any missed exams and/or clinical time must be made up if they occurred during the suspension.

H. GLHSON will not tolerate retaliation against a student (s) who in good faith report, complain about, or participates in an investigation into an allegation of academic dishonesty.