

INDIANA COUNTY TECHNOLOGY CENTER

SCHOOL OF PRACTICAL NURSING

Indiana County Technology Center
School of Practical Nursing
441 Hamill Road
Indiana, Pennsylvania 15701
Telephone: (724) 349-6700 ext 217
Fax: (855) 428-2338 www.ictc.edu

Steel Center Satellite
565 Lewis Run Road
Jefferson Hills, Pennsylvania 15025
Telephone: (412) 469-3200
www.steelcentertech.com

STUDENT CATALOG & HANDBOOK

2016-2017

“Educating for the Competitive Edge!”

Information in this brochure is subject to change without notice.

SCHOOL OF PRACTICAL NURSING

Indiana County Technology Center
441 Hamill Road ~ Indiana, PA 15701

Dear Prospective Nursing Student:

We are very pleased that you are considering Indiana County Technology Center's School of Practical Nursing. It is an exciting curriculum based on the Technology Center's mission and philosophy to help students gain skills and confidence which transfers to the workplace. Indiana County Technology Center School of Practical Nursing offers 2 sites and format options.

- The first option, located in Indiana, PA is a full-time, 52-week program that includes four (4) weeks of scheduled recess and several scheduled holidays. One class is admitted annually each August.
- The Steel Center Satellite, located in Jefferson Hills, Pittsburgh, PA offers a part-time 16 month option. One class is admitted annually each August.
- Both sites offer the student the ability to enroll in the Pennsylvania Highlands Community College Classes prior to enrolling in the nursing curriculum. This option allows the student to focus on the nursing component of their studies exclusively.
- Through an arrangement with Pennsylvania Highlands Community College, students earn **twelve (12)** transferable college credits. Qualified graduates are provided the opportunity to gain advanced placement at many area registered nursing schools.

The faculty has highly qualified educators who have several years of teaching experience with nursing students and excellent academic credentials. We have selected some of the finest clinical experiences that the area has to offer nursing students. These include several acute care centers and senior living facilities. Completion of the nursing program enables graduates to take the licensing examination to become a licensed practical nurse.

There is a high demand for practical nurses with many excellent job opportunities. Some organizations also offer tuition forgiveness or scholarships.

Applications are currently being accepted for subsequent nursing classes. **Applications are accepted throughout the year.** Review of applications begin each January until the class is full. **Individuals who have known you in an academic or employment relationship should complete the reference forms.** You must submit the application form with the \$30.00 fee and have your high school transcript or GED forwarded to the school. An official college transcript is also required for any previous college work. Entrance testing may also be required. You must also schedule an appointment with the school administrator or Admission Committee member for a personal interview. **There are no pre-requisite courses for this program.**

To assure prompt review of your application by the Admissions Committee, please be sure that all references and transcripts are sent to the school as soon as possible. This student catalog/handbook provides basic course specific information regarding the Practical Nursing Program. Refer to the Adult Education Handbook for more information.

Thank you for considering ICTC School of Practical Nursing, an innovative program to educate practical nurses for the ever-changing challenges of the evolving health care arena.

I look forward to hearing from you.

Diana Rupert, PhD, RN, CNE

Diana Rupert, PhD, RN, CNE
ICTC School of Practical Nursing

Our Mission

Our Mission is to educate all students for a competitive edge.

The Indiana County Technology Center is an innovative regional career development and technology center working in partnership with the community to provide a safe, caring environment that includes the integration of challenging vocational/technical skills and academic education. Emphasis is placed on the development of skills which provide pathways to further education and employment in an ever-changing world.

Our Vision

For Our Students: To better help adults gain skills and confidence to transfer to the workplace and their everyday lives.

For Our Program: To truly become a Regional Workforce Training Center committed to serving area agencies, business and organizations.

Accreditation

The Indiana County Technology Center is accredited for public postsecondary education under the authority of the Pennsylvania State Board for Vocational Education, under the:

Pennsylvania
Department of
Education.
333 Market Street
Harrisburg, Pa 17126
(717) 783-6788



Other Program-Specific Accreditation Bodies:

The School of Practical Nursing is approved by the Pennsylvania State Board of Nursing.

PA State Board of Nursing
PO Box 2649
Harrisburg, PA 17105-2649
(717) 783-7142

Statement of Nondiscrimination

The Indiana County Technology Center is an equal opportunity institution and will not discriminate on the basis of race, color, national origin, sex, handicap or age in its activities, programs or employment practices in accordance with federal and state statutes and regulations. For more information regarding civil rights, grievance procedures, services, activities, and facilities that are accessible to and usable by handicapped persons, contact the Principal, who is the ICTC Title IX and Section 504 Coordinator, at 441 Hamill Road, Indiana, PA 15701, 724-349-6700.

Enrollment by Ethnicity and Gender for ICTC Adult Education Programs

Ethnicity	Students
Enrolled	
Asian	0.0%
Black or African American	13.0%
Hispanic or Latino	0.0%
American Indian or Alaskan Native	2.0%
Native Hawaiian or Other Pacific Islander	0.0%
Two or More Races	0.0%
White/Caucasian	84.0%

Gender	
Female	89.0%
Male	11.0%

Pell Grant Recipients 46.0%

*Totals may not add to 100% due to rounding. Fall 2012 data.

PHILOSOPHY

The philosophy of the School of Practical Nursing of the Indiana County Technology Center is congruent with the values from which the School and nursing program purposes are derived. The combination of vocational skills training, with a strong academic foundation, provides students with the knowledge, skills, and attitudes necessary to become self-sufficient, productive members of society. The opportunity to prepare for Practical Nursing is available to all individuals who meet the admission requirements, regardless of race, color, religion, ancestry, national origin, age, gender, sexual orientation, marital status or

disability. As education is a life-long process, students learn when interest, ability and motivation are present.

We further believe:

Man is a unique, changing individual possessing inherent dignity, value, self-knowledge, self-determination, self-healing, and intrinsic potentials toward finding the meaning of life through choices. Man and family have the right to autonomy and respect within a changing multicultural health environment. Health is a harmony of mind-body-spirit. Man engages in healthful behaviors through interaction with the internal and external environment.

Nursing, an art and a science, is concerned with the welfare of all people and health service to the community. Practical nursing, rooted in the natural and human sciences, is based on compassionate behaviors, clinical competencies, and ethical-legal principles. Nursing means to care for the needs of individuals holistically. Practical Nursing is an integral part of the nursing profession and multidisciplinary health care team. It is the faculty's responsibility to facilitate a curriculum which prepares the students for entry-level employment as Practical Nurses, functioning as competent practitioners.

Nursing education is a process of transpersonal teaching-learning experiences which provide a knowledge base for competent nursing practice. Learning progresses in a simple to complex manner using a systems approach. The learner is an active participant in the interchange of knowledge, attitudes, behaviors, values, and ideas between the teacher and student. Practical Nursing education values the uniqueness of each student and promotes participatory learning. The student assumes the responsibility for learning through integration, inquiry, and competence. The faculty accepts its responsibility to the student by valuing their uniqueness and by providing a practical nursing program that fosters excellence in nursing, compassionate, competent nursing practice, and service to mankind through professional organizations and community service.

Students have the right to learn on an individual basis, to question, and have a voice through the faculty/student organization. Students have the right to evaluate curriculum and instruction in the process of their growth and self-actualization.

Purpose

The purpose of the Indiana County Technology Center School of Practical Nursing is to prepare the nursing graduate to seek licensure as a Licensed Practical Nurse. It is the School's educational responsibility to prepare a competent, entry-level practitioner who can function in a variety of health care settings.

Program Goals and Curriculum Objectives

The goals of the Indiana County Technology Center's Practical Nursing Program are to:

1. Provide a structured, educational process whereby the student achieves the knowledge, skill, and ability necessary to assume an entry-level position in practical nursing.
2. Emphasize and seek demonstration of professionalism in self and practice.
3. Promote self-direction and responsibility by fostering personal and professional development and participation in community service.
4. Incorporate scientific knowledge, clinical excellence and caring abilities in professional role development.
5. Utilize educational interventions in fostering critical thinking skills through the learning interaction between student and teacher.

The graduate of Indiana County Technology Center's Practical Nursing Program:

1. Assumes the role of a caring, competent, practical nurse in a variety of health care settings under the supervision of a registered nurse or licensed physician.
2. Utilizes scientific knowledge, nursing knowledge, the nursing process and critical thinking strategies as a basis for nursing practice.
3. Displays self-direction and responsibility by pursuing personal and professional development and participating in community service.

4. Communicates in an effective and therapeutic manner with patients and all members of the multidisciplinary health team.
5. Demonstrates accountability through practice that adheres to the ethical-legal standards of the profession.

Administrative Policies

The School of Nursing reserves the right to select only those candidates who give evidence that they will be able to fully meet requirements and standards of the nursing program. Preference is given to those applicants who best demonstrate an overall aptitude for nursing.

The School of Nursing reserves the right to terminate the enrollment of the student who does not meet academic standards, financial obligations, or professional behaviors.

The School of Nursing complies with the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended in 1976 (Public Law 93-380). Student records are subject for review by approving accrediting and financial reviewing bodies.

The School of Nursing is committed to equal opportunity and does not discriminate against qualified persons on the basis of race, color, religion, creed, sex, age, ancestry, national origin, disability, veteran status or any other status legally protected by federal, state, or local law in its educational admission policies, financial aid, student activities, and services. Any issues should be reported to the School of Nursing Administrator.

ADMISSION POLICIES **GENERAL INFORMATION**

Indiana County Technology Center, School of Practical Nursing actively recruits men and women of diverse backgrounds to create a varied student body. Applicants must be citizens of the United States or in good standing with the United States Department of Immigration. The test of English as a Foreign Language (TOEFL CB, TOEFL iBT) may be required. A composite score above 500 is required (Or a standard of 55

for the Pearson Test of English Academic [PTE Academic] or the International English Language Testing System [IELTS] with a score of 7.5 may be required).

If an applicant's educational credentials are issued by a country other than the United States, the applicant may need to obtain and submit a General Report from Educational Credential Evaluators (ECE) to verify that their educational credentials are equivalent to a high school diploma or GED as required for admission by the ICTC.

All qualified applicants will be considered for admission without regard to race, color, religion, national origin, ancestry, gender, disabilities, sexual orientation or age. Reasonable accommodations for needs of qualified applicants with disabilities will be made upon request. The School provides equal opportunity to all qualified applicants. However, every effort is made **to select the best overall applicant** in terms of academic and testing performance and personal qualities assessed during the scheduled interview including warmth, kindness, compassion and demonstrated commitment to community service.

The non-refundable application fee of \$30.00 must be submitted with the application. Applications are kept for two academic years. **The School must receive two (2) references from the applicant before the application will be processed.** Prospective students are encouraged to file their applications and schedule their testing as early as possible, if needed. The fee for pre-entrance testing is \$70.00. This fee is paid to an outside testing agency and is non-refundable.

One Full-time & Part-time class is admitted annually in August. The responsibility for recruitment and selection of qualified applicants is delegated to the Admission Committee. **Meeting the criteria does not necessarily guarantee admission to the School of Practical Nursing.** The committee has the final

authority for deciding a candidate's acceptance or rejection.

Qualified applicants, selected by the admission committee, are notified in writing of acceptance into the program. Full disclosure information regarding attrition rate, licensing examination pass rates, and employment placement rates are available upon request.

The **accepted applicant** must notify the School in writing of the desire to enroll. **A registration fee of \$150.00 will hold the applicant's place in the class. This fee is not refundable.**

The school reserves the right to postpone, limit enrollment into, cancel, split or combine classes and programs and/or change instructors when necessary.

Cancelation of Start Date

In the case that insufficient enrollment for a program at the Indiana County Technology Center results in a cancelation of start date, enrollees will be notified on or before the first scheduled date of class. If a start date is canceled, the enrollee shall be entitled to either: (1) a reserved seat in the next scheduled class for that program or (2) cancellation of enrollment with a full refund of any monies paid that are not consider non-refundable.

School Facilities

The Indiana County Technology Center (ICTC) opened in 1980 as the Indiana County Area Vocational Technical School (ICAVTS). As the school's mission grew to encompass high level technical training for adults, in 1999 the name was changed from ICAVTS to ICTC as it is known today. ICTC's main campus is located at 441 Hamill Road, Indiana, PA 15701. The modern, open design provides students with an atmosphere that is conducive to a positive educational experience.

The ICTC also holds classes and/or programs in satellite locations. In all locations, classrooms and computer labs are fully equipped with current software and equipment specifically geared toward the subject being taught.

Buildings and classrooms are fully handicap accessible.

MAIN CAMPUS



Parking and Transportation: Student parking is provided in the main parking lot on the side of the building. Students should refrain from parking in the first row of this lot closest to the building between the hours of 7:00am and 3:30pm. Students are not permitted to park in the administration and guest lot (located in front of the building) at any time.

There is no bus route servicing the Main Campus of the Indiana County Technology Center. Transportation to and from the ICTC, as well as any clinical and/or affiliate sites, is the sole responsibility of the student.

Building Access: All doors into the Main Campus building are locked at all times. Students will be issued a key card to gain access during times specified for their program. Students should use their key card to enter the building through the student entrance. Any student accessing the main campus building at a time outside their specified time frame should use the buzzer located inside the front door. Students should wear their ID badge at all times while on campus. Visitors should use the buzzer to gain access to the building. All visitors must obtain a visitor pass from the front office between the hours of 8:00 a.m. and 3:30 p.m.

STEEL CENTER SATELLITE CAMPUS



The Steel Center Area Vocational Technical School, located at 565 Lewis Run Road in Jefferson Hills, PA, is a satellite location for ICTC's Practical Nursing program.

Parking and Transportation: Student parking at the Steel Center Satellite is provided in the upper lot across from the main entrance to the building in the evening. A lot is provided for daytime parking.

The Steel Center Satellite Campus is located on a bus route. Transportation to and from the Steel Center Satellite Campus, and all clinical community sites, is the sole responsibility of the student.

Building Access: Students may access the building through the main entrance door, which will be unlocked after 4:00pm. To access the building before 4:00pm (if the door is locked), students should use the buzzer. Students should wear their ID badge at all times while in the building.

Governance & Joint Operating Committee

The Indiana County Technology Center (ICTC) is governed by a Joint Operating Committee (JOC), the members of which are representatives from each member district of the ICTC.

The Joint Operating Committee of the ICTC, in accordance with applicable state and federal laws and regulations, establishes policies and procedures for the governance of the Joint Operating Committee and for the safe and orderly operation of the school.

JOC Members (as of the published date) are:

Ms. Vicki Smith	Homer Center School District
Mr. Anthony Canzano	Blairsville/Saltsburg School District
Ms. Diana Paccapaniccia	Indiana Area School District
Mr. Greg Sacco	Marion Center School District
Mr. John Hardesty	Penns Manor School District
Mr. William Pearce	Purchase Line School District
Ms. Tommey Heming	United School District

Programs at the ICTC also receive input from Occupational Advisory Committees (OACs). These committees are comprised of relevant individuals in that program's discipline, such as hiring managers, professionals in the field, and educational peers.

OACs serve to strengthen the programs at the ICTC by making recommendations for program improvements and providing support (via employment, scholarships, etc.) for ICTC students. Although the committee is only advisory and does not have administrative or governing authority, their involvement is invaluable to the success of ICTC's programs.

Staff Directory

Callers may dial **724-349-6700** to reach the **Main Campus** of the Indiana County Technology Center.

Administrative Director	Eric D. Palmer	ext. 102
Adult Education Coordinator	Rachel Hrabovsky	ext. 141
Financial Aid Coordinator	Jennifer Zeanchock	ext. 160
Business Manager	Robert Kanick	ext. 126
School Board Secretary	Melinda Elbel	ext. 104
Practical Nursing Administrator	Diana Rupert	ext. 155
Practical Nursing Secretary	Linda Wheeler	ext. 217
Practical Nursing Instructor	Sharon Hankey	ext. 216
Practical Nursing Instructor	Kathy Young	ext. 216
Steel Center Satellite	412-469-3200	
Director of Workforce Development:	Melody Carter-Frye	ext. 6742
Practical Nursing Instructor	Dreama VanCise	ext. 2553
Practical Nursing Instructor	Marie Popp	ext. 2553

ACADEMIC REQUIREMENTS

High school diploma or General Equivalency Diploma (GED) as evidenced through an **official** high school transcript or **official** GED transcript with scores.

Minimum composite percentage score of 50 on the pre-entrance examination is suggested before an applicant is presented to the admission committee. Pre-entrance examination may be waived with evidence of a College Degree or SAT score acceptable to admissions committee (850 combined score in reading and math).

*Pre-entrance testing is waived if the applicant has an Associate Degree or higher.

An applicant may request the opportunity to retest **one time**. Per academic year. The cost for retesting is **\$70.00**.

PROCEDURE

1. Complete the application form and submit it with the \$30.00 application fee. This fee is non-refundable.
2. Submit two (2) reference letters (One academic and one professional). Individuals chosen for references should be able to evaluate the applicant's ability to pursue the study of nursing. The reference letters may not be from family members.
3. Request an official copy of your high school or GED transcript be sent to our school. If any college work has been completed, an official transcript is also required.
4. Schedule the pre-entrance test: if needed. Plan for 3 ½ hours to complete this test.
5. Once the application information is completed, a personal interview with the Administrator of the School or Admission Committee Member will be scheduled. The interview is a vital element in the admission process and will assess the applicant's motivation, personal qualities, academic potential, and aptitude for the nursing profession.
6. When all the above have been fulfilled, the application will be forwarded to the Admission Committee for one of the following actions:
 - accept into program
 - accept for waiting list
 - accept with admission committee stipulations
 - reject

ENTRANCE REQUIREMENTS

Detailed information regarding specific requirements will be given at a scheduled orientation. The following requirements are needed:

- In conjunction with all hospital & clinical sites Drug & Tobacco Free Workplace Policy,

students (with photo identification) are required to participate in Urine Drug Screening. This screening is mandatory and required on a specific date to be determined. Positive test results will nullify admission to the school. A student may be required to submit to a urine drug test at any time. Refusal will result in immediate termination.

• Students who are pursuing a nursing career must submit to a criminal background check. The purpose of performing a criminal background check is:

1. To identify students who will not be allowed to practice in a clinical site due to a criminal background.
2. To identify students who will not be allowed to handle medications and controlled substances in a clinical site.
3. To identify students who are unable to drive self to field experiences required by the clinical rotations in the nursing program.

The above will prevent a student from remaining in the nursing program since the clinical objectives will be unable to be met.

• Students are required to provide a verification of residency form or Department of Aging clearance, Federal Cogent Criminal Clearance, A Criminal History and Record Information Check (Act 34 Clearance) and a Pennsylvania Child Abuse History Clearance (Act 33 Clearance) prior to enrollment. The applicant must disclose if ever convicted of, pled guilty or nolo contendere to or accepted ARD or probation without verdict in connection with any crime or unlawful act. Felonious acts prohibit licensure as a practical nurse by the State Board of Nursing at any time. Conviction of a felony includes judgment, and admission of guilt or a plea of nolo contendere. Ten (10) years must have elapsed from the date of conviction and/or an applicant for licensure satisfies the qualifications contained in the Act of the State Board of Nursing. (Refer to "The Controlled Substance Drug, Device and Cosmetic Act" Act of April 14, 1971, P.L. 233, No 64.) The offenses that will result in non-admission or program termination may be

obtained upon request from the Administrator, School of Nursing.

There may be other convictions that could lead to denial of licensure. Potential students should be aware that prohibitive offenses (as identified by the Department of Health, Act 169, or 1996, as amended by Act 13 of 1997) would prevent employers in many health care facilities from hiring them even though they obtained a license from the State Board of Nursing.

The following questions asked by the Pennsylvania State Board of Nursing should be answered as "No" (if the answer is "Yes", the applicant should contact the Pennsylvania State Board of Nursing for guidance):

- "Have you ever been convicted, pleaded guilty or entered a plea of nolo-contendere, or received probation without verdict, accelerated rehabilitative disposition (ARD) as to any felony or misdemeanor including drug law violations, or do you have any criminal charges pending and unresolved in any state or jurisdiction? You are not required to disclose any ARD or other criminal matter that has been expunged by order of a court."
- "Have you withdrawn an application for a license, certificate or registration, had an application denied or refused, or for disciplinary reasons agreed not to reapply for a license, certificate or registration in any profession in any state or jurisdiction?"
- "Have you had disciplinary action taken against your license, certificate or registration issued to you in any profession in any other state or jurisdiction?"

**A PERSON CONVICTED OF ANY
FELONIOUS ACT
MAY BE PROHIBITED FROM
LICENSURE BY THE
STATE BOARD OF NURSING
AT ANY TIME**

- A cumulative health record is completed by the student and upload to the Castle Branch website. Before beginning the program, the student must have a pre-entrance health examination and complete

required laboratory testing. Skin testing and verification of immunizations are required.

- All students must have a Social Security Number **prior** to entering the School of Practical Nursing.
- All students are required to carry health insurance or sign a waiver assuming responsibility for all health care costs they may occur. Fees for all health care costs are the responsibility of the student.
- All students are required to take The Healthcare Provider Course during the Fundamentals of Nursing Course.

ADVANCE PLACEMENT POLICY

Students from another school of nursing or a prior admission will be evaluated on an individual basis. For consideration for advanced standing, the following procedure must be followed:

- Complete an application with a \$30.00 processing fee.
- Submit an official transcript from the previous school and include syllabi for completed courses, if requested
- Submit an official high school transcript or (GED) General Education Diploma.
- Schedule an interview with the Administrator, School of Practical Nursing.
- All applications must be reviewed by the Admission Committee and program placement determined by the faculty.
- The applicant will be notified in writing of the decision of the committee.
- Accepted applicants are bound by the advanced placement attendance policy.

- Fundamentals of Nursing is the only nursing course accepted.
- **Advance Placement through Articulation from Health Occupations Technology**

Students who would like to be considered for advanced placement through articulation from an accredited Health Occupation Technology (HOT) education must submit the following information:

1. Verification the HOT education was completed within the past 2 years.
2. Grade report of at least 84% or B equivalence through the course of the program.
3. A letter of recommendation from HOT educator or guidance counselor from the participating technology school.

The acceptance committee of the ICTC School of Practical Nursing will make a determination regarding advanced placement on an individual basis and notify the applicant as such.

If advanced placement is granted, the student may be exempt from 58.5 hours of study in the Fundamentals of Nursing Course decreasing the cost responsibility to 6.45 units (versus 8.6 units).

The specific details of which portion of the Fundamentals course is exempt will be provided by the Administrator of the Program. The student will be responsible for knowing the information that is exempt and must demonstrate competencies in any skills not attended.

COLLEGE CLASS TRANSFER POLICY

The School of Practical Nursing offers advanced placement for the following curriculum courses to students who qualify:

- Anatomy & Physiology
- Nutrition
- General Psychology
- Principles of Sociology
- Human Growth & Development
- Fundamentals of Nursing
- Nursing Pharmacology

Advanced placement may be granted to students who have had previous education in a college/university and/or a registered nursing program and who meet the requirements as defined. Students with previous education in other practical nursing programs or multiple courses in a registered nursing program are considered individually based on review of course descriptions, course outlines, and course grades.

The requirements for advanced placement for curriculum courses are:

Anatomy & Physiology

Completion of 6 – 8 credits of Anatomy and Physiology from a college or university with an earned grade of “B” or higher within the past **two years**.

Nursing Pharmacology

Completion of a Nursing Pharmacology course from a college or university with an earned grade of “B” or higher within the last **two years**.

Diet Therapy For Nursing

Completion of a Diet Therapy For Nursing course from a college or university with an earned grade of “C” or higher within the past ten years.

General Psychology

Completion of a General Psychology course from a college or university with an earned grade of “C” or higher within the past ten years.

Introduction To Sociology

Completion of an Introduction To Sociology course from a college or university with an earned grade of “C” or higher within the past ten years.

Human Development Across the Life Span

Completion of a Human Development Across the Life Span course from a college or university with an earned grade of “C” or higher within the past ten years.

Fundamentals of Nursing

Completion of a Nursing Fundamentals course from a registered nursing program with an earned grade of "C" or higher within the past **two years**. The student will also complete the Indiana County Technology Center's School of Practical Nursing Fundamental's course final exam with a minimum grade of 75% and obtain satisfactory performance on selected clinical skills as assessed by the School of Practical Nursing.

To transfer credits from another college into the Indiana County Technology Center's School of Practical Nursing, the student is required to:

- Provide an official college transcript of the class
- Provide detailed course description/outline/syllabus for review

DROP/ADD POLICY

Once the nursing program begins, students who are enrolled in the nursing program have seven (7) class days to make a permanent decision regarding their personal feasibility to study nursing. If the student determines that nursing is not a career choice for them, they must schedule an appointment with the Administrator, School of Practical Nursing and the Financial Aid Administrator/ Business Officer before leaving the program. Students leaving within seven (7) days are not counted in the attrition rate. **See enrollment agreement for further detailed information.

AUDITING COURSES

Selected courses may be audited by previous students or advanced placement students upon recommendation of the Admission Committee or faculty. Auditing a course does not include the clinical or laboratory component. There is no final grade or credit given for auditing a course. The purpose of auditing is to provide the student the opportunity to increase their knowledge base for particular nursing/science content. Taking examinations is highly recommended and may be required. The cost for auditing a course is 10% of the tuition cost for the course. As part of readmission to the practical nursing program, the faculty may

require the student audit a course and obtain a minimum grade of 75% on the final exam.

Reinstatement

Students submit a written request for readmission to the Admissions Committee. The student's academic and performance records are reviewed prior to granting readmission. During the period of withdrawal, the applicant must demonstrate continued academic ability, be viewed by the faculty as possessing an aptitude for nursing and evidence of commitment to the learning process. One readmission to the program is permitted. The Admissions Committee determines the placement and conditions under which the student may reenter the program. In the case of a student who earns an "unsatisfactory" clinical grade in a nursing course, eligibility for readmission may be forfeited.

Health Requirements for Reinstatement:

- Physical Exam
- Urine Drug Screen
- 1 Step PPD
- Criminal, Child Abuse and FBI Clearances

CURRICULUM OVERVIEW

The curriculum of the ICTC School of Practical Nursing is a 48 week program covering a 52 week calendar year. There are 4 weeks of scheduled recess time throughout the program. The plan of study involves a twelve (12) month program comprising 48 academic weeks and four (4) recess weeks. It is divided into (4) terms comprising of 12 weeks per term. There are 1550 hours in total program with 700 theory hours and 850 clinical hours.

The part-time Steel Center Satellite program offers the same curriculum over a 16 month period.

Term I provides an introduction to nursing for the student as well as preparing the student in the humanities as they begin to encounter patients in the clinical setting. Structure and Function of the Human Body enable the student to understand how the body works.

Term II builds on the first nursing course as the students develop their skill base for nursing practice, care planning skills and medication administration. Nursing Pharmacology is presented to enable the student to begin to understand how the body works and how medications impact the body systems.

Term III provides students the opportunity to study man and the family throughout the life cycle. The nursing course focuses on changes and varying health needs of families and providing holistic and compassionate care.

In Term IV, the last clinical nursing course, students are provided the opportunity to explore more advanced concepts of medical/surgical nursing and leadership skills. A leadership class is also integrated. Experience is provided on a monitored unit and with unit managers. The transition from student to beginning practitioner is facilitated in the course

Professionalism, Diet Therapy and Mental Health Concepts are integrated throughout the nursing courses.

Upon completion of the program, the graduate will receive a diploma and will be eligible to take the Practical Nurse Licensure Examination (NCLEX-PN).

Graduates earn a total of twelve (12) transferable college credits through Pennsylvania Highlands Community College. Every effort is made to allow the delivery of college classes as online courses.

College/University courses are threaded throughout the curriculum as follows:

- Diet Therapy for Nursing
- General Psychology
- Human Development Across the LifeSpan
- Intro to Sociology

**Indiana County Technology Center
School of Practical Nursing Nursing
Curriculum
2016 – 2017**

48 ACADEMIC WEEKS

Key: **15hr. college theory = 1 college credit**
 15 hr. nursing theory = 1 unit (u)
 45 hr. clinical practice = 1 unit (u)

	<u>Term I</u>		<u>Term II</u>		<u>Term III</u>		<u>Term IV</u>				
	Theory	Clinical		Theory	Clinical		Theory	Clinical		Theory	Clinical
Fundamentals of Nursing	75	160	Medical/Surgical Nursing	90	210	Family Centered Nursing	110	210	Advanced Medical Surgical Nursing	100	270
Diet Therapy For Nursing	45		Nursing Pharmacology	60		Human Development Across the LifeSpan	45		Leadership	25	
Anatomy & Physiology	60		General Psychology	45		Introduction to Sociology	45				
Average week:	28 hours		Average week:	34 hours		Average week:	34 hours		Average week:	32 hours	
Ratio:	1:2.1		Ratio:	1:2.2		Ratio:	1:2.0		Ratio:	1:2.1	

Indiana County Technology Center
School of Practical Nursing Steel
Center Satellite
Nursing Curriculum – Part-time Program
2016 – 2017

64 ACADEMIC WEEKS

Key:

- 15hr. college theory = 1 college credit**
- 15 hr. nursing theory = 1 unit (u)**
- 45 hr. clinical practice = 1 unit (u)**

	Term I		Term II		Term III		Term IV	
	Theory	Clinical	Theory	Clinical	Theory	Clinical	Theory	Clinical
Fundamentals of Nursing	75	160	Medical/Surgical Nursing	90	210	Family Centered Nursing	110	210
Diet Therapy For Nursing	45		Nursing Pharmacology	60		Human Development Across the LifeSpan	45	
Anatomy & Physiology	60		General Psychology	45		Introduction to Sociology	45	
Average week:	20 hours		Average week:	20/29 hours		Average week:	20/29 hours	
Ratio:	1:2.1		Ratio:	1:2.3		Ratio:	1:2.2	
Average week:	20 hours		Average week:	20/29 hours		Average week:	20/29 hours	
Ratio:	1:2.7		Ratio:	1:2.7		Ratio:	1:2.7	

**Indiana County Technology Center
School of Practical Nursing**

Curriculum Plan – Full-time

Key: **15 theory hours = 1 academic unit**
45 clinical hours = 1 academic unit

Term I	Theory	Clinical	Lab	Credit/Unit
Fundamentals of Nursing	75	160		8.6
Diet Therapy for Nursing	45			3
Anatomy & Physiology	60			4
Term II	Theory	Clinical	Lab	Credit/Unit
Medical Surgical Nursing	90	210		10.7
Nursing Pharmacology	60			
General Psychology	45			3
Term III	Theory	Clinical	Lab	Credit/Unit
Family Centered Nursing	110	210		12
Human Development Across the LifeSpan	45			3
Term IV	Theory	Clinical	Lab	Credit/Unit
Advanced Medical/Surgical Nursing	100	270		
Leadership	25			14.3
Introduction to Sociology (completes)	45			3
TOTAL HOURS	700	850		

College Courses: 15 theory hours = 1 credit

College Courses taught by the Indiana Center of the Pennsylvania Highlands Community College

**Indiana County Technology Center
School of Practical Nursing Steel
Center Satellite**

Curriculum Plan – Part-time

Key: **15 theory hours = 1 academic unit**
45 clinical hours = 1 academic unit

Term I	Theory	Clinical	Lab	Credit/Unit
Fundamentals of Nursing	75	160		8.6
Diet Therapy for Nursing	45			3
Anatomy & Physiology	60			4
Term II	Theory	Clinical	Lab	Credit/Unit
Medical Surgical Nursing	90	210		10.7
Nursing Pharmacology	60			4
General Psychology	45			3
Term III	Theory	Clinical	Lab	Credit/Unit
Family Centered Nursing				
Human Development Across the Life Span	110	210		
	45			
Introduction to Sociology	45			3
Term IV	Theory	Clinical	Lab	Credit/Unit
Advanced Medical/Surgical Nursing	100	270		
Leadership	25			14.3
TOTAL HOURS	700	850		

College Courses: 15 theory hours = 1 credit

College Courses taught by the Indiana Center of Pennsylvania Highlands Community College

COURSE DESCRIPTIONS

Fundamentals of Nursing

This course introduces the student to the discipline of nursing and traces the history of practical nursing. Ethical-legal aspects are discussed. Basic principles of infection control necessary to provide safe nursing care are explained. Basic tenets of professionalism, communication, and planning nursing care are emphasized. The clinical practicum is designed to introduce the student to the hospital and long term care setting, to develop effective communication techniques, and to begin to understand the process of delivering safe, compassionate nursing care. (75 Theory hours
+ 160 Clinical hours)

Anatomy and Physiology

This course is designed to provide a study of the basic structure (Anatomy) and function (Physiology) of the human body. Pertinent fundamental principles of chemistry, microbiology, and physics are also included in the study. Emphasis is placed on the interaction of all body systems in the maintenance of life and health. (60 Theory hours)

Medical Surgical Nursing

This course builds upon the theory presented in the Fundamental of Nursing I course. Students are introduced to the nursing process via data collection and fundamental nursing skills. An overview of planning nursing care is presented. Emphasis is placed on basic comfort measures necessary to provide quality, compassionate patient care. Medication administration and IV therapy concepts are explored. A geriatric component is also included. The clinical practicum provides

the student the opportunity to develop care planning skills and provide basic nursing care in the acute and long term care setting. (90 Theory hours + 210 Clinical hours)

Prerequisites: Term I courses

Nursing Pharmacology

This course is designed as an overview of the role of the nurse in drug therapy. Federal and state laws with hospital policies are presented. Pharmacokinetics, drug action and side effects are discussed. Over the counter drugs, analgesics, and antipyretics are included. Medication administration related to systemic use and disease process is stressed. (60 Theory hours)

Family Centered Nursing

This course focuses on the needs of the individual from conception through adulthood. The uniqueness of the physical and psychological changes experienced by a woman during the childbearing period and the impact of the family is explored. Emphasis is also placed on pediatric health concerns. Male and female reproductive changes are also discussed. The clinical practicum is designed to allow compassionate nursing care to meet the holistic needs of individuals throughout the lifespan.

(110 Theory hours + 210 Clinical hours)

Prerequisites: All Term I & II courses

Advanced Medical/Surgical Nursing

This course focuses on utilizing the nursing process to meet holistic health needs of the patient experiencing surgery and other acute and chronic illnesses. Students will use previously learned knowledge and skills to provide compassionate, holistic care in a healing environment to patients and families. The clinical assignments are to promote independence, organization, and accountability through multiple patient assignments. High acuity units will be utilized.

(100 Theory hours + 270 Clinical hours)

Prerequisites: Term I, Term II, Term III courses.

Leadership and Delegation in Practical Nursing

This course is designed to address issues of leadership and delegation while adhering to the guidelines within the Nurse Practice Act. Critical thinking, prioritizing patient acuity and dealing with labor issues utilizing the chain of command will be addressed. (25 Theory hours)

Prerequisites: All courses

Diet Therapy for Nursing

The student learns the nutrients, their sources and their relation to body function. Each stage of the life cycle will be studied as it relates to changing nutritional requirements. Students will use a computer analysis to evaluate their daily nutritional intake against recommended daily allowances.

(45 Theory hours)

General Psychology

An introduction to the study of human behavior. Psychology is presented as both a biological and a social science. Facts, principles, processes, theories, and research are explored in the course of study. Practice in the application of scientific methods, analysis of human behavior, and synthesis of the components of human behavior.

(45 Theory hours)

Human Development Across the Life Span

Using a developmental lifespan approach to human development, focus is on biological, cognitive, and social domains of development and their interplay. Emphasis is placed on the importance of maintaining an ecological perspective. Major theories of human development at all stages of the lifespan are discussed. (45 Theory hours)

Prerequisites: General Psychology

Introduction to Sociology

Methods, fields, and vocabulary of sociology: the social interaction of persons

and groups; the process of socialization and social structures; social institutions as the family, religion, and education are included. (45 Theory hours)

GRADING SYSTEM

The Grading system for the college courses is determined by Pennsylvania Highlands Community College.

The grading system for the nursing courses is as follows:

PERCENTAGE	GRADE	QPA
100-93	A (OUTSTANDING)	4.0
92-89	B+	3.3
88-84	B	3.0
83-80	C+	2.3
79-75	C	2.0
74-70	D	1.0
69 and below	F	0.0

The student's overall academic quality point average (QPA) is obtained by multiplying the number of credit/unit hours by the number of quality points. The total number of quality points is then divided by the total number of credit/unit hours to determine the QPA average.

GRADING POLICY

NON-NURSING COURSES: A final letter grade indicating the level of achievement is placed on the transcript.

NURSING COURSES: The student must achieve a minimum grade of 75% on the examination portion of the course and obtain satisfactory

performance on the clinical component before progression to the next term. A final letter grade for theory is placed on the transcript. A grade for clinical achievement is placed on the transcript as either "S" for satisfactory performance in meeting all of the learning objectives for the clinical component or "U" for unsatisfactory performance in not meeting one or more of the learning objectives for the clinical component of the course. **If a student fails either the theory or the clinical component of a nursing course, the student fails the entire course.** Students must also meet requirements in clinical paperwork, conduct, attendance, and obligations to the school to be promoted.

INCOMPLETE

A student who is unable to meet the course requirements within the scheduled time may request an **Incomplete (I)**. The request for consideration to receive an (I) is granted only at the completion of a course and is reserved for those students whose work is satisfactory, but who for a good reason, have requirements to complete. The request is granted by the Administrator of the School after consultation with the appropriate faculty. The method and time limit for removal of the (I) grade will be determined by the faculty. If the conditions for removal are not met, the grade becomes an "F" (**Failure**).

ISSUANCE OF GRADES

Grades are compiled at the end of each term and are issued to the students. Final transcripts will be issued to students at the completion of the program. Transcripts are available upon request for students who withdraw from the program as long as the student has met all of their financial responsibilities.

Official Transcripts: Official Transcripts will be noted as such, and bear an authorizing signature from the Indiana County Technology Center. Transcripts can only be requested by the student, however, they will be sent directly to a third party at the student's request.

To request an Official Transcript, former students should complete a Transcript Request Form and submit it to the Practical Nursing Office at the ICTC. The Request Form must be signed in the presence of ICTC staff or the signed form must be accompanied by a notarized statement. This is to confirm the student's identity and protect the confidentiality of your student records. There is a \$5.00 processing charge for each Official Transcript, due at the time of request. Transcript requests are processed as quickly as possible, and usually leave the Practical Nursing Office within two (2) business days of receiving the request. However, processing may take more time due to other circumstances. ** A transcript will not be released for a student who owes money to the school until the account is settled.

ATTENDANCE POLICIES

Regular and prompt attendance in the classroom and for the clinical experience is necessary if students are to accomplish the learning objectives of the curriculum. Motivated students recognize that active participation in class and on the clinical unit is essential to their scholarly growth. **Students are required to sign an attendance sheet each classroom day.** Attendance is taken for each class and clinical experience. **The student is responsible in reporting an absence by phoning the School of Practical Nursing Secretary and (if applicable) the clinical site.** Notification is required for both class & clinical @ 724-349-6700 ext.217. Failure to call off will be considered a "no show" or "abandonment" of patient care.

Students must spend sufficient time in the classroom and in the clinical area to demonstrate their application of classroom theory, to develop their skills and judgment and to give faculty adequate opportunity to evaluate achievement in meeting the course objectives. **Students who are absent for the day will be assigned an alternative learning experience.**

Additionally, when students are scheduled for the clinical experience, **it is critical that the student arrives on time and is prepared for the days learning experience.** Failure to arrive within 15 minutes of the scheduled time will result in patient reassignment and the loss of the clinical learning opportunity.

Students may be absent no more than 50 hours from either class or clinical time during the forty-eight/sixty-four (48/64) week academic year. If a student has more than 40 hours absent, the student will be placed on conditional status. **The student can miss no more than one clinical day per term without being required to complete clinical make-up.** Make-up time is required at the expense of the student at the current contracted instructor rate. The maximum number of make-up time cannot exceed one day per term, and will be assigned according to availability of a clinical instructor.

In the event of an extreme circumstance the faculty organization may consider approval for the student to remain in the program. The following must be met in order to receive this consideration.

- a. **Medical absence** – The student must provide written verification from the student's physician stating the reason for the absences and the expected date of return.
- b. **Bereavement days** – The student must provide written verification of the death of the immediate family member which includes the relationship to the deceased. Consideration will be given for excused absences for immediate family, which includes: parent, sibling, parent-in-law, grandparent, spouse/significant other or child.
- c. **Other documented emergency** – The student must provide written verification of the emergency. The sources of which will be determined by the faculty organization.
- d. The student must be able to demonstrate to the clinical instructor that is made satisfactory progress toward the clinical objectives for that level.
- e. **Court mandated hearing** – The student must provide documentation of mandated hearing.

Alternate clinical assignments are required to meet clinical objectives for the clinical day. The alternate assignment does not negate clinical absence time.

REFERRALS

Referrals are sent for academic and/or non-academic matters by instructors. Students having difficulty meeting course and/or program requirements, who are in danger of failure, are referred to the Administrator, School of Practical Nursing.

An individual conference will be scheduled to develop a student plan.

offer any and all appropriate assistance that is available to the student.

Students receiving a referral are strongly encouraged to meet with their instructor on a regular basis and to schedule an appointment with the Administrator, School of Practical Nursing to discuss the referral in more detail and to form an improvement plan.

PROGRAM PROGRESSION

Students progress through the program by meeting the standards of academic and clinical achievement and by meeting the professional program requirements. It is the responsibility of the faculty to evaluate whether students have satisfactorily achieved the course objectives and fulfilled all necessary requirements. Recommendation for promotion of the student is presented to the Administrator of the School at the completion of each term.

Satisfactory achievement means:

1. The student has fulfilled the learning objectives of the **nursing course** by minimally achieving a "C" (75%) in the theory component of the course and has passed the clinical component of the course.
2. The student has minimally achieved a "C" in a **non-nursing course**.
3. The student has adhered to the program requirements and policies stated in the School Catalog and Handbook.

Involuntary termination may be required if the faculty finds that a student does not meet the standards considered necessary for successful performance as a practical nurse. The faculty reserves the right to terminate a student from the school if any of the following conditions exist:

- Unsafe nursing practice
- Unsatisfactory achievement in theory or clinical practice
- Failure to demonstrate improvement when placed on conditional status
- Behavioral problems that interfere with performance, such as abuse or possession of illegal drugs on school or hospital property

- Failure to achieve the necessary quality point average
- Verbal, physical or emotional abuse of patients
- Divulging confidential information except to proper authorities
- Willful damage to hospital or school property
- Sale of services to patients
- Possession of firearms on hospital or school property
- Violence
- Sexual harassment
- Cheating, stealing or plagiarism
- Participation in a felonious act
- Failure to report a criminal act to program director at time of occurrence.

Students wishing to **voluntarily withdraw** from the program must notify the Administrator of the School and submit a letter verifying the resignation.

Students may withdraw from a course prior to completing two-thirds of the term without incurring a failure for the courses.

Students withdrawing from the program for any reason must meet with the Financial Aid Coordinator/ Business Manager. **Transcripts will be held for failure to fulfill all financial obligations to the School.**

A student will not be eligible to take the Comprehensive Exam for a given level if the financial aid verification process is not completed or if any bills owed the school are unpaid.

READMISSION

Students who withdraw from the program for academic reasons and who have demonstrated an aptitude for nursing, may apply for consideration for readmission. **There is a \$30.00 charge for processing the readmission.**

The student seeking consideration for readmission must meet current admission standards, possess those personal qualities essential for success in the school program and

give evidence of further academic achievement or remediation in area of deficient knowledge.

Readmission is granted only one time. If it is evident that a deficiency in the understanding of previous course content interfered with a student's progress, a student can be required to repeat selected courses. Both the theory and clinical practicum must be repeated for nursing courses. Current tuition and fees are charged for repeating courses that are failed.

The student is able to reenter the program at the level of separation for one year. Following that time, the student will be required to begin the nursing component in Term I.

GRADUATION AND LICENSURE CRITERIA FOR GRADUATION

For successful completion of the program, the student must have satisfactorily met all of the course and program requirements. The faculty evaluates the student's qualification for becoming an entry-level practical nurse.

A student will not be eligible to take the Comprehensive Exam for a given level if the financial aid verification process is not completed or if any bills owed the school are unpaid.

Additionally, all tuition and fees must be paid before sitting for final comprehensive exam.

Finally, all course materials and library books must be returned and all obligations met.

Upon graduation, the student receives the diploma and School pin. Those who graduate with a 3.0 quality point average or higher are graduated with academic honors. The graduate is eligible to take the National Council Licensure Exam for Practical Nurses (NCLEX-PN).

Students not attending the graduation services may receive their diploma and pin from the Office of the Administrator any school day after the graduation service.

GRADUATION AWARDS

Awards are conferred annually upon students who best demonstrate outstanding excellence and competence in nursing and commitment to professional organizations and community service.

- a) ***Class Valedictorian:*** This award is presented to the graduate with the highest quality point average.
- b) ***Student Scholar Certificates:*** Presented to graduates with a quality point average of 3.0 or higher.
- c) ***Bedside Nurse Award:*** This award is presented to the graduate who exemplifies care, compassion and excellent clinical skills at the bedside.
- d) ***Attendance Certificates:*** Presented to graduates who have missed less than 1% of the total program hours. Special recognition is given to graduates with perfect attendance.

LICENSURE

Prior to taking the National Council Licensure Exam for Practical Nurses (NCLEX-PN), those graduates who elect to be employed must apply for a temporary practice permit. Students in the Advanced Medical-Surgical Nursing Course are given information to obtain a temporary practice permit. **Graduates may not practice nursing until they have obtained a temporary practice permit back from the State Board of Nursing in the state in which they intend to practice.** A temporary practice permit is awarded for a one year time period. The temporary permit expires immediately if the licensing examination is failed.

Indiana County Technology Center's School of Practical Nursing is approved by the Pennsylvania State Board of Nursing (following approval). Graduates are eligible to take the practical nurse licensing examination (NCLEX-PN) by Computer Adaptive Testing (CAT), and may apply for licensure in any state in accordance with the requirements of the respective licensing authority.

All applicants for a nursing license must demonstrate to the Pennsylvania State Board of Nursing satisfaction that they are of good moral character. Good moral character is defined, in part, as an absence of proven conduct or acts which have been historically considered as manifestations of moral turpitude. Pennsylvania Courts have defined moral turpitude as "anything done knowingly contrary to justice, honesty or good morals."

To determine whether an applicant with a criminal record will be permitted to take the examination, the board will review the facts of the applicant's case including the type of conviction(s), the length of time that has elapsed since the conviction(s), whether or not drugs/alcohol were involved, and whether the crime could be classified as one involving moral turpitude, etc.

Generally, the less egregious the crime, the greater amount of time that has elapsed since the offense, the more persuasive the evidence that an individual can practice nursing with reasonable skill and safety and that there is a low likelihood of recidivism, the greater the chance of receiving approval to take the licensure examination.

As of January 1, 1986, the State Board of Nursing will not issue a license to an applicant who has been convicted of a felonious act prohibited by the act of April 14, 1972 (P. L. 233, No. 64), known as "The Controlled Substance, Drug, Device and Cosmetic Act" or convicted of a felony related to a controlled substance, in a court of law of the United States or any state, territory or country unless:

1. At least ten (10) years have elapsed from date of conviction;
2. The applicant satisfactorily demonstrates to the Board significant progress in personal rehabilitation since the conviction such that licensure should not be expected to create a substantial risk or harm to the health and safety of patients or the public or a substantial risk of further violations; and
3. The applicant otherwise satisfies the qualifications contained in this act.

As used in this subsection, the term "convicted" shall include a judgment, an admission of guilt, or a plea of nolo contendere. Any student or prospective student, to whom this policy may apply, should contact the State Board of Nursing.

A person convicted of any felonious act may be prohibited from licensure by the Board of Nursing at any time.

TRANSCRIPTS

The school will send an official transcript to another agency upon receipt of a written request from the graduate and payment of \$5.00.

Transcripts will be held for failure to meet financial obligations to the school, for default of government or school loans, or failure to return outstanding library books and other property.

PROFESSIONAL DEVELOPMENT **PROFESSIONALISM**

The Faculty of Indiana County Technology Center School of Practical Nursing assumes the responsibility for contributing to and improving the profession of practical nursing and nursing practice. Commitment to practical nursing implies responsibility and service to others. Practical nurses are concerned about how they are perceived by others and are self-dedicated in the pursuit of personal and professional growth. Therefore, students are encouraged to:

- ❖ Become involved in and take responsibility for their own learning
- ❖ Assume personal responsibility for their behavior, appearance, verbal, nonverbal and written communications
- ❖ Participate in student, nursing organizations, activities, and community service projects.

ORIENTATION

Orientation is essential for student professional and personal growth. It is also a crucial factor for success in the nursing program. Small group sessions are scheduled prior to the beginning of formal classes to inform students about their

rights and responsibilities during the nursing program.

STUDENT ORGANIZATIONS

All students are members of the Student Service Association that is governed by elected student officers. The Student Service Association plans educational programs, social activities and organizes community service projects. Student representatives, elected by their peers to serve on school committees, have full voting privileges and are presented with the opportunity to develop leadership skills. (Refer to Rules and Regulations for Student Service Organization).

PROFESSIONAL INTEGRITY

Is the moral-ethical-legal responsibility of every individual in a profession to monitor other individual's patterns of practice to insure maintenance of the highest standards of practice within a profession.

Therefore, students have the responsibility to monitor the practice of their peers in order to participate in providing quality nursing care and to elevate the standards of the profession. Concealing errors and mistakes of peers serves to lower standards of the profession. In addition, the person who conceals the mistake of another is as guilty of that error as the actual participant. Disciplinary action will be taken accordingly.

ACADEMIC INTEGRITY

Faculty and students of Indiana County Technology Center School of Practical Nursing have a responsibility to maintain academic integrity.

Academic Integrity is the expectation that a student's grade will reflect only that student's achievement. The student/faculty's conduct in the pursuit of knowledge, understanding and truth is done in an honest manner.

Academic Dishonesty is participating in deceptive practices regarding one's academic work. Academic dishonesty includes acts of

cheating, lying and plagiarizing and may result in immediate dismissal from the program.

- **Cheating** is the use of unauthorized assistance in taking exams, tests and quizzes, writing reports, carrying out assignments, completing virtual clinical excursions or acquiring tests or other academic materials belonging to faculty/others without permission, or giving or receiving information relevant to the content of an exam.
- **Lying** is the verbalization of an untrue statement.
- **Plagiarizing** is to use the work of another in any form without acknowledging that one, in doing so, is dishonest. To call the work of another as one's own if done without the other person's consent is theft.

Students have a responsibility to attend classes and are expected to be prepared for learning activities. Theory and clinical experiences are correlated in courses in order to accomplish the objectives of the curriculum. Students should be aware that absenteeism may result in the inability to achieve learning objectives or the inability of faculty of effectively evaluate the student's application of classroom theory, skill development and critical judgment abilities.

Absence from class on a day in which an assignment is due, does not excuse the student from obligation to have the assignment in on time.

TEST TAKING POLICY

Faculty members have the responsibility of encouraging learning for its own sake and of maintaining conditions conducive to honest work; but they are primarily educators, not proctors. Multiple versions of the exam are utilized during testing.

The following test taking procedures will be maintained. Exams are primarily scheduled at the beginning of class.

1. The student is permitted pencils at their desk during the exam. All other personal items should be stored in individual lockers or

placed in a designated place in the room. NO food or beverages are to be on the desks during exams.

2. Once an exam is in progress, the late student will not be permitted to start the exam and will be required to follow the make-up exam policy.

GRIEVANCE COMMITTEE AND PROCEDURE

The purpose of the Grievance Committee is to:

1. Provide communication between faculty and students.
2. Promote individual freedom and responsibility.
3. Promote an opportunity to verbalize non-academic grievances.

The function of the Committee is to:

1. Protect the individual rights of students as outlined in the **NSNA Student Bill of Rights and Responsibilities**.
2. Provide an objective means of handling **non-academic** grievances.
3. Incorporate the NSNA Student Bill of Rights into the educational system of the School of Practical Nursing.

Membership: One (1) faculty member is appointed as necessary. One (1) student is elected at the second class meeting to serve as necessary.

Protocol

1. Student attempts to resolve grievances with involved parties within three (3) days.
2. If unable to resolve the issue, student must notify the faculty member of this committee in writing within three (3) days indicating the grievance and the attempts to resolve it with involved parties. Grievance committee will convene within three (3) days of notification.
3. A decision will be rendered within twenty-four (24) hours.
4. An appeal can be filed with the Administrator of the Practical Nursing Program.
5. The decision of the Administrator is final.

ACADEMIC DEVELOPMENT

Students are expected to make a personal commitment to nursing. This commitment involves, not only attending scheduled classes and clinical practicums; but also taking **full advantage** of all learning experiences offered to them.

Student generated study groups and/or peer tutoring is encouraged. Every effort will be made to provide a classroom to accommodate study groups. Study groups are not mandatory but are encouraged for any students who wish to enhance their understanding of theory in class.

Computer programs are available to assist students with remedial development and information enhancement.

STUDENT EMPLOYMENT

To maintain good health and to be successful in the program, it is recommended that students not be employed. If part-time employment is necessary, it cannot interfere with the responsibilities of class and clinical laboratory attendance.

It is required by Pennsylvania Licensure Law, when students are employed they may not be employed as practical nurses unless they are currently licensed as such. Student's are not permitted to work 11pm – 7am prior to clinical days.

DRUG AND ALCOHOL POLICY

Indiana County Technology Center School of Practical Nursing is a drug free campus. The sale or use of illegal drugs and/or alcohol on the school or hospital property is strictly prohibited and can result in termination from the nursing program. The responsibility for patient safety is paramount, and safe patient care is each student's responsibility.

Students have the responsibility not to engage in conduct that damages or tends to damage client and patient relationship, public image and/or reputation of the School of Practical Nursing and the Technology Center. Certain behaviors and events do cause or risk causing such damage. These include being charged or indicted for or convicted of violation of the Criminal Drug Laws, and driving while

intoxicated. Therefore, Students who are charged, indicted, or convicted under any Criminal Drug Law or under any law prohibiting driving while intoxicated must notify the Administrator of such charge, indictment, or conviction within five (5) days of the event. Students are subject to disciplinary action up to and including termination.

Students must comply with all other aspects of the School's Drug & Tobacco Free Workplace Policy. Students will submit evidence of a negative drug test prior to the beginning of the program.

DRUG AND ALCOHOL ABUSE PREVENTION PROGRAM

In conjunction with each hospital or clinical site's Drug & Tobacco Free Workplace Policy, each student is required to participate in a Controlled Substance Testing prior to admission to the nursing program. Positive results will preclude entrance into the school

GUIDANCE AND COUNSELING PROGRAM

The guidance and counseling program is designed to assist students to understand their abilities, to self-direct and self-evaluate, to discuss preventative measures before critical problems arise, and for the enhancement of professional growth. Guidance is offered when the individual first contacts the school and continues throughout the educational process. During orientation, the student is provided with an explanation of all aspects of the guidance and counseling program.

Academic Counseling

Initiation of academic counseling is the mutual responsibility of the student and the faculty member of each course. Students are informed by the faculty member of the course when academic difficulties will affect the status at school. Students will receive written verification from the Administrator to discuss the situation. The following are available: group reviews, individual plan for success, test taking strategy programs located in the computer center, and enrichment software or texts.

Personal Counseling

Personal counseling can be offered at the Indiana County Technology Center by professional academic and personal counselors. Guidance counselors are available at the Indiana County Technology Center, Steel Center Area Vocational-Technical School, and Pennsylvania Highlands County Community College. Appointments are encouraged. A student may also select a personal counselor of choice. Support groups of nursing students can also be arranged off campus for peer support.

Career Counseling

The Administrator and faculty provide career guidance throughout the nursing program. Students receive placement assistance in the form of job opportunity counseling. Career enhancing strategies such as resume writing and interviewing skills are presented in small group sessions after classroom hours. Additionally, information regarding continuing education opportunities is posted throughout the year by various nursing programs. Articulation agreements are being formulated for transition into the area registered nursing programs.

STUDENT HEALTH SERVICES

The student health services program provides the opportunity to promote and maintain student health. Each student is expected to assume the responsibility of maintaining high standards of physical, dental and mental health necessary to meet the demands of the program. Students are responsible for their own health insurance coverage and assume the cost for their own health care. Each student is encouraged to provide for his/her own health care by selection of a primary care physician which will be identified on the student health form.

Following completion of the physical examination, lab testing, drug screen, etc. mandatory for entrance into the program, the records will be uploaded into the online data management system (Castle Branch) by the student. Should there be a medical emergency at the School; the completed student information card will be utilized. All health policies follow the policies of the Indiana County Technology Center.

Responsibilities of the School:

1. Send the health related form and medical questionnaire to the student for completion prior to the beginning of the program.
2. Maintain the student's cumulative Record via Castle Branch.
3. Verify health care insurance coverage or obtain signed waiver or have the student sign a health insurance waiver.
4. If the student becomes ill or injured, the student will be referred to their primary care physician or emergency department.
5. Valid absences due to illness occasionally occur. If the student is persistently absent due to illness, faculty may refer the student to their primary care physician.
6. Ill time is permitted according to the Attendance Policy.

Responsibilities of the student include:

Prior to the beginning of the program a health screening is required. It is to include:

1. Urine drug testing at a federally approved site (Specific details of date & time will be provided).
2. Titers for MMR and Varicella.
3. Evidence of a history of a Tdap immunization.
4. Required immunizations against:
Tetanus-Diphtheria (if none within 10 years), Measles, Mumps, Rubella/German Measles, (if titer does not show immunity), Poliomyelitis, Varicella (if titer does not show immunity), Hepatitis B Vaccines.
5. Two-step TB testing (Chest x-ray if skin is initially positive)
A student with positive skin tests must have evidence of adequate follow-up and treatment prior to clinical practice.

6. The student must have completed the necessary health information forms and emergency cards.
7. The student should have health insurance and submit documentation of coverage to the School. If the student does not carry health insurance, a waiver must be signed by the student.

Upon admission:

Some health care facilities may offer Hepatitis B vaccines to students at a free or reduced charge.

During the program:

1. Students who become ill or require medical care will do so at their own expense. When students become ill at the clinical site, emergency care is provided in the emergency room at the cost to the student.
2. Students are responsible for reporting illness/absenteeism at least one hour prior to the beginning of class or clinical (depending on the site). Information that is needed to be provided to the **clinical site & School secretary** includes:

Name
Identify clinical unit or class day
Expected date of return

Students who do not utilize proper clinical call-off procedure will receive an Unsatisfactory on their weekly clinical evaluation. Contact number will be provided on orientation day for clinical site.

STUDENT RESOURCES

Career Services

The Indiana County Technology Center does not guarantee employment or any particular level of compensation following graduation or completion of your program of study.

Library Services

The Indiana County Technology Center provides library resources to students in their program area. Resources in program libraries are tailored to the discipline of the program/course.

School Property & Equipment

The Indiana County Technology Center (ICTC) provides a variety of clinical, clerical, and technical equipment for student use. It is the expectation that students will treat this equipment with respect and care. Failure to demonstrate appropriate care, resulting in damage to any property or equipment on the school premises, will not be tolerated. Such misconduct will result in the student's account being charged for the cost of repairing/replacing the equipment, and may also result in the student being banned from further use of ICTC equipment.

Required Equipment: Students will be given guidance on the necessary and appropriate equipment required to perform stated program/course objectives in addition to equipment provided for use at the ICTC.

Facility: Students will be notified where their classes are scheduled during their course of study. With the exception of common areas, such as the lobby, restrooms, etc., students are not permitted to enter other program areas without being accompanied by ICTC Personnel.

Appropriate Use: Equipment located in the student's classroom is provided for student use in completing the educational requirements of their program/course. It is anticipated that students will be respectful in the use of this equipment. All copiers/scanners/fax machines in the building are for use by ICTC personnel ONLY, and should not be used by students at any time. All clinical and classroom equipment should be used at the direction of ICTC instructors. Students should only print items pertaining to ICTC assignments.

Student E-Mail

Each student in an Adult Education Program at the Indiana County Technology Center (ICTC) is assigned an email address for school communications. The ICTC utilizes the email system as the official communication avenue to students. Administration, financial aid, and

instructors will use this venue to distribute important information to students. It is the responsibility of the student to check their email account regularly. Information sent via the school's email system is considered to have been delivered to the student. Students will be held accountable for deadlines communicate through this venue.

Disability Services

The Indiana County Technology Center seeks to acquire reasonable and appropriate accommodations for and support the scholastic success of those who have disabilities. The ICTC is committed to providing qualified students with a disability an equal opportunity to access the benefits, rights and privileges of services, programs, and activities in compliance with The American with Disabilities Act and Section 504 of the Rehabilitation Act of 1973.

Students wishing to utilize these services must self-disclose their disability, and provide current and comprehensive documentation from a qualified professional to support their claim, to school administration. Services should be requested in a timely manner to allow staff sufficient time for evaluation of the request and implementation of reasonable accommodations and/or services. It is recommended that self-disclosure be done at least six weeks prior to the beginning of a term/course so that accommodations can be in place when classes begin.

For more information about our facilities that are accessible to and usable by handicapped persons, contact the Principal, who is the Title IX and Section 504 Coordinator at ICTC, at 441 Hamill Road, Indiana, PA. 15701, 724-349-6700.

ACADEMIC POLICIES, PROCEDURES & RESOURCES

Transferability of Hours

Transfer of Hours to Other Schools: The Pennsylvania Department of Education is a State accrediting agency recognized by the U.S. Department of Education. However, the fact that a school is accredited is not necessarily an

indication that hours earned at that school will be accepted by another school. In the U.S. higher education system, transferability of hours is always determined by the receiving institution. The Indiana County Technology Center (ICTC) does not imply, promise, or guarantee that any hours earned at the ICTC will transfer to or be accepted by any other institution. If considering transfer to another school, it is the student's responsibility to determine whether that school will accept the education experience at the ICTC. Students are encouraged to make this determination as early as possible.

Transfer of Hours to The ICTC: Students previously attending an accredited postsecondary institution recognized by the U.S. Department of Education may be granted transfer hours at the sole discretion of the ICTC. Official transcripts and catalog descriptions are required to make a determination. It is the responsibility of the student to secure these documents for the ICTC, and any cost associated with this is the responsibility of the student.

Use of School Logo/Brand

Students are not permitted to use Indiana County Technology Center (ICTC) Logos or any other branding materials, including fonts, statements, or other identifying content, for any reason without prior authorization from the Adult Education Office.

Family Education Rights & Privacy Act

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution). These rights include:

- 1. The right to inspect and review the student's education records within 45 days after the day the Indiana County Technology Center receives a request for access.**

A student should submit to the administration a written request that

identifies the record(s) the student wishes to inspect. School administration will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the school to amend a record should write the school official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student's right to file a complaint regarding the resolution of the request for amendment. Additional information regarding the process for handling complaints is located in the Student Complaint/Grievance Procedure section of this Catalog.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The school discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the Indiana County Technology center in an administrative, supervisory, academic, or support capacity; a person serving on the board of directors; or

a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of the Indiana County Technology Center who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the ICTC.

Upon request, the school also discloses education records without student consent to officials of another school in which a student seeks or intends to enroll.

Directory Information: The school will also disclose items from a student's educational record that are considered "directory information". The Indiana County Technology Center designates the following items as Directory Information: student name, address, telephone number, e-mail address, date and place of birth, major field of study, class status, participation in officially recognized activities, dates of attendance, enrollment status (including hours enrolled), degrees and awards received, and most recent previous school attended.

The school may disclose any Directory Information without prior written consent from the student unless the student has provided notification in writing denying the ICTC the right to disclose such information.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Indiana County Technology Center to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

Further Notice: This notice is not intended to be fully explanatory of students' rights under the Family Educational Rights and Privacy Act (FERPA).

Term grades are distributed at the close of each term in the form of an unofficial transcript or report card. Additional information regarding grading specific to a program is provided in each program's Student Handbook.

Diplomas: Diplomas will bear the signature of the School Director and another authorizing signature from the Indiana County Technology Center. Students are automatically issued a Diploma upon completion of their program. Diplomas will not, however, be issued to any student with a balance on their student account until that balance has been paid in full. Balance must be paid in full in order to sit for the final exam.

Leave of Absence (LOA)

A leave of absence is defined as a temporary interruption in a student's education and allows the student to resume their education, at most likely, at an alternate location. An approved leave of absence extends the time allowed to complete a program of study. A leave of absence is approved for a specified number of days not to exceed 180 days. The Indiana County Technology Center (ICTC) may grant either a Medical or Personal LOA. A student wishing to take a leave of absence must see the Practical Nursing Administrator to apply for a LOA. Certain conditions must be met for a student to be eligible. All paperwork documenting and approving a student's LOA must be in the students file prior to any absent days.

If a student is granted a LOA, the student's funding agency(s), if any, will be notified of the

change in student status. Please note that a LOA may impact a student's financial aid.

Cancellation of Enrollment and Withdrawal

Once an applicant has signed an Enrollment Agreement, and paid the enrollment fee for the program of study, he/she is considered a student.

Students may cancel enrollment (withdraw) without any penalty or obligation at any time prior to 5:00 pm of the fifth business day after the enrollment agreement is signed. Enrollment may also be canceled if, upon a doctor's order, the student cannot physically receive the services. (Please refer to the Cancellation/Withdrawal & Refund Calculation section of this catalog for more information on financial implications of cancellation under other circumstances).

A student who wishes to officially withdraw from the school should notify the Practical Nursing Office in writing via a signed notice of withdraw. This notification should include the students full name, program of study, and date. The date the letter of withdraw is postmarked or, in cases where the notice is hand carried, the date that the notice is delivered to the Indiana County Technology Center(CTC), will be the date the school determines the student has withdrawn. The Official Withdraw Date of the student will be their last date of attendance.

Upon receipt of a withdraw notice from the student, the Practical Nursing Administrator will schedule a meeting with the student to validate the student's request and to complete withdrawal documentation. Timely and accurate completion of the withdrawal process is important as it impacts financial aid. Failure of the student to properly withdraw may affect future financial aid decisions as well as decisions on re-admittance.

For students who are involuntarily withdrawn or who fail to provide proper notification (unofficial withdrawal), the best available information will be utilized to process withdraw.

1. For a student on an approved leave of absence who fails to arrive for class following conclusion of their leave, the Official Withdraw Date will be the last date of attendance.
2. If a student does not formally notify the Indiana County Technology Center of their intent to withdraw, the determination that the student withdrew will be made after the student fails to attend classes for fourteen (14) consecutive regularly scheduled class days. The last date of attendance will become the students Official Withdraw Date.

Termination of Enrollment by the Indiana County Technology Center

Termination of enrollment by Indiana County Technology Center (ICTC) administration may occur for any of the following reasons:

- Failure to make Satisfactory Academic Progress (SAP).
- Failure to maintain regular class attendance.
- Malicious damage to school property.
- Insubordinate acts against staff or other ICTC employees or vendors.
- Failure to abide by ICTC policies, procedures, and regulations as outlined during the admissions process, in the Enrollment Agreement, in this Course Catalog (including updated information distributed in addenda), and in the student's program specific Student Handbook.

Last Date of Attendance

When a student withdraws or is dismissed from the Indiana County Technology Center (ICTC), his/her official date of separation from the school is determined to be the Last Date of Attendance (LDA), that is, the last date on which he/she attended a class. This date is determined after the student has failed to attend class for fourteen (14) consecutive regularly scheduled school days or upon notification from the student. The LDA is used in calculating applicable refunds, and may determine the extent of the student's financial obligation to the ICTC.

Class Breaks and Lunch Periods

Breaks during scheduled class hours are given to promote good academic performance. The timing, frequency, and availability of breaks is directed by the instructor. All breaks should be considered floating, indicating that there is no specific time at which breaks must be given and that they may be different each day. Students should remain engaged in class activity until verbally dismissed from class for breaks or lunch periods by the instructor.

Lunch periods are scheduled for classes with five (5) or more hours of instruction in one twelve hour period. The length and timing of these periods will vary among programs depending on their structure. If applicable, students will be notified of their lunch period during orientation or on their first day of class.

Homework

In addition to attendance for all scheduled classes, students will be required to devote additional time each week outside the classroom studying and working on assigned projects. The amount of time required for such activities will vary through the student's program.

Academic Integrity Standards

The Indiana County Technology Center (ICTC) seeks to develop an environment where trust, honesty, ethical principles, and personal integrity guide interactions with others. Students are expected to be honest in meeting the requirements of the program in which they are enrolled. Therefore, it is the policy of the ICTC to be pro-active in dealing with issues that are not in line with standard academic practices, such as cheating or plagiarism, and to impose sanctions on students who violate these standards.

Actions in violation of ICTC's Academic Integrity Standards include but are not limited to:

- Providing or receiving unauthorized assistance in assigned work;
- Using unauthorized materials or devices during exams or quizzes;

- Plagiarism on any assignment by misrepresenting or passing off the ideas, words, formulas, or data of another's as one's own;
- Using the same paper or work more than once without authorization of the Instructor to whom the work is being submitted;
- Possessing course examination materials before administration of the exam, without prior knowledge or consent of the instructor;
- Falsifying information, including forging signatures on various forms/documents or altering/adding answers on academic exercises or exams after work has been graded;
- Computer dishonesty, including obtaining or using a computer/email account of another student;
- Buying, selling, stealing, or engaging in unauthorized exchange or improper use of any assignments, papers, projects, or exams.

The ICTC reserves the right to discipline any student for the above acts and any other act that would compromise the Academic Integrity of the school. Students who observe or become aware of a violation are strongly encouraged to report it to their Instructor. Students who engage in any such acts will be subject to academic sanctions, such as a lowered or failing grade in a course, probation, or suspension. The ICTC also reserves the right to terminate any students who has violated the Academic Integrity Standards as outlined above.

Post-Graduation Follow-Up

The Indiana County Technology Center (ICTC) may survey graduates to gather feedback regarding the facilities, education, and the student's program as a whole. After graduation students may also receive a brief survey inquiring as to their current employment status and their level of preparedness for their position. The information gathered through these surveys is utilized to improve the value of ICTC's educational programs.

The ICTC may also send surveys to your employer to gather their feedback with regard to your preparedness as an employee through completion of our program.

STUDENT CONDUCT

Professional Dress and Appearance

Appearance is an important indication of professionalism. The School of Practical Nursing allows street clothes for the classroom setting and a specific clinical attire. Students are required to abide by these requirements. The ICTC reserves the right to advise any student that his/her appearance is immodest, offensive, or otherwise distracting in the educational environment, and to require the student to take immediate steps to comply with reasonable expectations. Refusal to observe reasonable decorum in appearance may be cause for disciplinary action. All students will receive a copy of the dress code specific to their program/course of study during orientation or on the first day of class.

Audio/Visual Recording

Audio/Visual recording and/or screen shots are not permitted at the Indiana County Technology Center (ICTC) as a general rule. Students may request an exception to this rule by submitting a Recording Permission Form to the Adult Education Office. Such a request should be accompanied by any documentation that would support a valid reason why tape recording is necessary to the student's academic success.

Students who are granted an exception will adhere to the following conditions for tape recording:

1. Audio/visual recording of lectures is permitted ONLY with the permission of the instructor and ALL students present
2. Audio/visual recorders must be within full view and not concealed.
3. Audio/visual recording lecture material does not constitute class attendance.
4. Students are NOT permitted to record test

- review, case study presentations, audio/visual materials, department meetings, or any other form of communication not specified in the request.
5. Any student or instructor has the right to request the audio/visual recorder to be turned off for any material or discussion perceived as personal and/or confidential.

Acceptable Use of Technology

Usage of technology while enrolled at the school is subject to the terms and conditions of the Indiana County Technology Center (ICTC) Email and Local Area Network (LAN) Access Acceptable Use Policy. Failure to abide by the guidelines outlined in this policy will result in suspension of the student's right to utilize technology at school, including but not limited to the internet and email, and may result in further disciplinary action. The ICTC Adult Education Office can be contacted with questions regarding this policy.

Email and Local Area Network (LAN) Access Acceptable Usage Policy

All access to the Internet and LAN (Local Area Network) is limited to school-related activities and purposes and is restricted to faculty members and students. Student access will only be permitted after the student has signed their Enrollment Agreement. Once this agreement has been turned to the Practical Nursing Office, the student will be issued a password. Access will be permitted under the direct supervision of the instructor and will be limited to educationally related activities and purposes. All Internet and LAN access is to be accomplished only through school-owned and/or authorized equipment. The ICTC prohibits possession and/or use of any personally owned equipment for these purposes within the ICTC school zone without prior permission.

The following rules and regulations also apply to Internet access and usage:

1. The use of telecommunications and/or electronic devices is a privilege, not a right;

and inappropriate use will result in the cancellation of those privileges. Administration shall have the authority to determine when misuse has occurred. When it has been determined that misuse has occurred, appropriate disciplinary action will be taken. Administration may also deny access at any time for inappropriate behavior.

2. Students and staff are expected to act in a responsible, ethical and legal manner in accordance with district policy, accepted rules of network etiquette, and federal and state law. Specifically, but not limited to, the following uses are prohibited:
 - Attempting to invade or damage facilities, equipment or software.
 - Stealing equipment, time, services, software or supplies.
 - Use of the technology resources for purposes not directly related to class or class assignments.
 - Use of another person's network account or sharing of your account ID and password with another user. Instructors may enable a student to log in with a generic account.
 - Use of the technology resources for personal or private business.
 - Use of the technology resources for product advertisement or personal gain.
 - Use of the technology resources for political lobbying.
 - Use of the technology resources or the Internet to produce or reproduce copyrighted material (music, graphics, or text).
 - Use of technology resources or the Internet to play games unless they are used for educational purposes and have been assigned by a teacher.
 - Use of technology resources or the Internet to access inappropriate or pornographic material.
 - Use of technology resources or the Internet for entertainment/personal purposes (gaming, chat rooms, listening to music, viewing streaming video, watching network broadcast sporting events,

- tracking personal financial information, etc.)
- Making or using threatening, obscene, or harassing remarks or obscene language.
 - Building, maintaining or supporting Web sites that are not ICTC related.
 - Attempting to violate or circumvent security procedures.
 - Trespassing in, copying, changing or sharing another's folders or files (teachers/administrators have full access to student files).
 - Intentionally wasting resources, such as disk space, bandwidth or printing capacity.
 - Downloading, installing or using unauthorized software, including but not limited to: shareware, freeware, games, audio/video files, and network snooping software.
 - Attempting to evade or ignore any ICTC policies and procedures for the protection of technology resources (i.e. not following anti-virus policies, ignoring warnings and/or directions published by the technology department).
 - Use of chat rooms, Internet Messaging, blogging, etc.
 - The Electronic Communications Privacy Act places electronic mail in the same category as messages delivered by the U.S. Postal Service. Therefore, it is illegal to tamper with, interfere with or intercept another user's e-mail.
3. If the user can identify a security problem on the system, he/she must notify administration immediately. Please do not demonstrate this problem to others. Attempts to login to any system under assumed identification will result in the cancellation of the user's privileges. Any user identified as a security risk or identified as having a history of problems with other computer systems may be denied access to any additional system.
4. The ICTC utilizes a "technology protection measure" with respect to any of its computers with Internet access. Technology protection measure means a specific technology that blocks or filters Internet access to visual depictions that are obscene, child pornography, harmful to minors and/or known to be considered to be objectionable sites. In addition, the procedure shall include, but not be limited to, maintaining and securing a usage log and monitoring online activities of minors.
5. The ICTC shall not be responsible for any unauthorized charges or fees that are a result of access to the Internet. The ICTC reserves the right to log network use and to monitor fileserver space utilization by users. All files on the network are considered property of the ICTC and are subject to normal review and will be deleted if deemed necessary.
6. Users are responsible for any damage to the equipment, systems or software resulting from the user's deliberate or willful act. Discipline action will be in accordance with the Student Conduct Policy and/or other applicable laws or policies. Illegal use of the network; intentional deletion or damage to files of data belonging to others; copyright violations; and theft of services will be reported to the appropriate legal authorities for possible criminal or legal action. General rules for behavior and communications apply with using the Internet, in addition to the stipulations of this policy.
7. Loss of access and other disciplinary actions shall be consequences for inappropriate use. Administration, in consultation with the instructor, shall have the final authority to determine what is inappropriate use and the consequences of the determined misuse.
8. Adult students may be given email accounts depending on class(es) enrolled. The student understands that the ICTC owns all communication sent via email through their ICTC account. Administration and other authorized staff have the right to access any material in a student's email at any time. By enrolling at the ICTC, the student indicates

intent and willingness to use their email account in a manner consistent with its intent and to refrain from any misuse.

If an email account is provided the following apply:

- Do Not consider your electronic communication, storage or access to be private.
- Do Not send pornographic jokes or stories via email.
- Do Not discriminate against anyone via email; whether for race, gender, nationality, religion, etc.. Such behavior will be dealt with according to the Student Conduct policy and Sanctions as outlined.
- Do Not use your school email account for non-school related communications or activities.
- Do Not use your email account for any illegal activities, conducting a business unless part of the curriculum or to misrepresent your position other than that of a student of ICTC.
- All email is stored and can be accessed by administration or their designee to verify compliance with this policy.

Electronic Devices

All personal electronic devices (cell phones, iPods, etc.) must be turned off while students are in class. (See Visitors and Messages section for information on unexpected emergency situations). Failure to comply with this regulation may result in disciplinary action, including but not limited to removal from class for the day (hours must be made up). Use of electronic devices may be required as part of classroom instruction in certain programs. This will be identified and specified by the instructor.

Social Media Policy

The Indiana County Technology Center (ICTC) recognizes that social media can be a useful tool. However, use of social media also presents certain risks and carries with it certain responsibilities. To assist students in making responsible decisions about the use of social media, the following guidelines are established for appropriate use of social media.

Students should carefully read these guidelines, as well as the policies outlined in the ICTC Course Catalog, Enrollment Agreement, and the program specific Student Handbook, and ensure that all postings are consistent with these policies. Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject the student to disciplinary action up to and including termination.

Definition: When referring to social media, it includes all means of communicating or posting information or content of any sort on the Internet, including your own or someone else's blog, journal or diary, personal web site, social networking or affinity web site, web bulletin board or a chat room, whether or not associated or affiliated with the ICTC, as well as any other form of electronic communication.

Students should carefully read these guidelines, as well as the policies outlined in the ICTC Course Catalog, Enrollment Agreement, and the program specific Student Handbook, and ensure that all postings are consistent with these policies. Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject the student to disciplinary action up to and including termination.

The same principles and guidelines found in the Student Conduct Policy and three basic principles apply to activities online:

1. You are solely responsible for what you post online. Before creating online content, consider some of the risks and reward that are involved. Keep in mind that any conduct that adversely affects a student's performance or that of their peers or others associated with the ICTC, or otherwise adversely affects affiliates and/or partners of the ICTC may result in disciplinary action up to and including termination. Also be aware that you are legally liable for anything you post on the Internet that violates Federal or State laws.

2. Always be fair and courteous. Keep in mind that complaints are more likely to be resolved by speaking directly with ICTC Staff than by posting complaints to a social media outlet. Nevertheless, if a student decides to post complaints or criticism, they should avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, that disparages the ICTC or those associated with the ICTC, or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile environment at school on the basis of race, sex, disability, religion, or any other status protected by law or ICTC policy.
3. Be honest and accurate. When posting information or news, make sure to always be honest and accurate, and if a mistake is made correct it quickly. Be open about any previous posts that have been altered. When appropriate, students should direct others to the official website and social media accounts of the ICTC for information. Students are discouraged from posting online anonymously, using pseudonyms, or false screen names. Never post any information or rumors that are known to be false about the ICTC or those associated with the ICTC.

Students should be aware that the ICTC may observe content and information made available by students through social media. Students should also keep in mind that the Internet archives almost everything; therefore, even deleted postings can be searched.

Students should also adhere to the following guidelines when posting via social media:

- Express only your personal opinions. Never represent yourself as a spokesperson for the ICTC. If the ICTC is a subject of content, be clear and open about the fact that you are a

student and make it clear that your views to not represent those of the ICTC or those associated with the ICTC. Make it clear that the words and thoughts written online are your own and not those of the ICTC, other ICTC students, or others affiliated with the ICTC. If a student chooses to publish online content regarding school related activities or topics associated with the ICTC, to make it clear they are not speaking on behalf of the ICTC it is best to include a disclaimer such as "The postings on this site are my own and do not necessarily reflect the views of the ICTC".

- Do not create a link from your blog, website, or other social networking site to an ICTC website without identifying yourself as a student at the ICTC.
- Students are not permitted to use social media while class is in session or on school equipment, unless it is school-related and authorized by the instructor. DO NOT use an ICTC email address to register on social networking sites, blogs, or other online tools utilized for personal use.
- Never release any confidential or proprietary information via social media venues.
- Do not speak to the media on the ICTC's behalf. Direct all media inquiries to ICTC administration.

The ICTC prohibits a student from taking negative action against any student and/or associate for reporting a possible deviation from this policy or for cooperating in an investigation. Any individual who retaliates against another for reporting a possible deviation or cooperating with an investigation will be subject to disciplinary action up to and including termination.

Copyright Material

The Indiana County Technology Center (ICTC) emphasizes that Federal Law makes it illegal for anyone to duplicate copyrighted material without permission unless the use falls within the bounds of the Fair Use Doctrine. The ICTC acknowledges that severe penalties are provided for anyone engaging in Copyright Infringement.

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. Audio, visual, software, online and printed materials are all protected by copyright law.

Computer Use and File Sharing

In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. File sharing, through popular peer-to-peer (P2P) networks, or the direct download of copyrighted works can be used in legal and enriching ways; however, these services can also be utilized to obtain and share content to which users have no legal right. United States copyright law protects the creators of this content (often the media of music and film) against infringement by providing severe penalties in cases of copyright violation. Students who engage in unauthorized distribution of copyrighted material, through downloading and sharing, are subject to the full extent of U.S. copyright law; including both civil and criminal penalties. 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 attorneys' 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 at www.copyright.gov.

Reportable Criminal Offenses

For programs where Background Check clearance is required as a component of

enrollment, these checks are crossed against the Reportable Offenses List (below). Once enrolled, it is the responsibility of the student to notify the school's administration within seventy-two (72) hours if arrested for or convicted of a Reportable Offense which occurs after the time of enrollment. A student can be required to submit current Background Checks at any time during enrollment if the school has a reasonable belief that the student was arrested for or convicted of a Reportable Offense but has not reported it. Such occurrences may affect the student's ability to remain enrolled.

Reportable Offenses

Any offenses listed below, or those which are similar in nature, must be reported to the school within the guidelines listed above.

(1) An offense under one or more of the following provisions of Title 18 of the Pennsylvania Consolidated Statutes:

- Chapter 25 (relating to criminal homicide)
- Section 2702 (relating to aggravated assault)
- Section 2709.1 (relating to stalking)
- Section 2901 (relating to kidnapping)
- Section 2902 (relating to unlawful restraint)
- Section 2910 (relating to luring a child into a motor vehicle or structure)
- Section 3121 (relating to rape)
- Section 3122.1 (relating to statutory sexual assault)
- Section 3123 (relating to involuntary deviate sexual intercourse)
- Section 3124.1 (relating to sexual assault)
- Section 3124.2 (relating to institutional sexual assault)
- Section 3125 (relating to aggravated indecent assault)
- Section 3126 (relating to indecent assault)
- Section 3127 (relating to indecent exposure)
- Section 3129 (relating to sexual intercourse with an animal)
- Section 4302 (relating to incest)
- Section 4303 (relating to concealing death of child)
- Section 4304 (relating to endangering welfare of children)

- Section 4305 (relating to dealing in infant children)
- A felony offense under section 5902(b) (relating to prostitution and related offenses)
- Section 5903(c) or (d) (relating to obscene and other sexual materials and performances)
- Section 6301(a)(1) (relating to corruption of minors)
- Section 6312 (relating to sexual abuse of children)
- Section 6318 (relating to unlawful contact with minor)
- Section 6319 (relating to solicitation of minors to traffic drugs)
- Section 6320 (relating to sexual exploitation of children)

Please note: This is not an all-inclusive list.

- (2) An offense designated as a felony under the act of April 14, 1972 (P.L. 233, No. 64), known as "The Controlled Substance, Drug, Device and Cosmetic Act."
- (3) An offense **SIMILAR IN NATURE** to those crimes listed above in clauses (1) and (2) under the laws or former laws of:
 - The United States; or
 - One of its territories or possessions; or
 - Another state; or
 - The District of Columbia; or
 - The Commonwealth of Puerto Rico; or
 - A foreign nation; or
 - Under a former law of this Commonwealth

*Refer to course packet for further information.

Student Conduct Policy

The Indiana County Technology Center (ICTC) recognizes its post-secondary students as responsible and dedicated individuals who are preparing for career employment. An integral part of career and professional development is the expectation that students conduct themselves at the ICTC in the same manner as will be expected in workforce.

Students of the ICTC have responsibilities and

duties commensurate with their rights and privileges. The ICTC's Student Conduct Policy provides guidance to students regarding those standards of student conduct and behavior that are considered essential to its educational mission. This policy also provides guidance regarding the types of conduct that the ICTC finds disruptive to its educational mission.

All students are expected to embody the following characteristics:

- Initiative, enthusiasm, and cooperation related to their learning experiences.
- Respect and courtesy toward instructors, staff, administration, and classmates.
- Responsibility and dependability.
- Professionalism in appearance and attitude at all times.
- Appropriate response to constructive criticism.
- Behavior that contributes to a positive learning environment for all.
- Uphold high standards of integrity which will reflect positively upon his/her and the ICTC.
- Adherence to all policies and procedures of the ICTC.

Students must also adhere to the Ethical Codes and standards of conduct in their program of study (which are designed around the student's intended profession). The following are examples of behaviors that would be considered to be in violation of ICTC's Student Conduct Policy. This list is not comprehensive.

- Persistent or gross acts of willful disobedience or defiance toward school personnel.
- Assault, battery, or any other form of physical abuse of a student or school employee.
- Verbal abuse of a student or school employee.
- Conveyance of threats by any means of communication including, but not limited to, threats of physical abuse and threats to

- damage or destroy school property or the property of other students or school employees.
- Any conduct that threatens the health or safety of another individual.
 - Harassment by any means of any individual, including coercion and personal abuse. Harassment includes but is not limited to, written or verbal acts or uses of technology, which have the effect of harassing or intimidating a person.
 - Any form of unwanted sexual attention or unwanted sexual contact.
 - Theft, attempted theft, vandalism/damage, or defacing of school property or the property of another student, faculty, or staff member.
 - Interference with the normal operations of the school (i.e., disruption of teaching and administrative functions, disciplinary procedures, pedestrian or vehicular traffic, or other school activities).
 - Use of cell phones or other electronic devices during scheduled classroom times.
 - Unauthorized entry into, or use of, school facilities.
 - Forgery, falsification, alteration, or misuse of school documents, records, or identification.
 - Dishonesty, including but not limited to cheating, plagiarism, or knowingly supplying false information or deceiving the school and/or its officials.
 - Disorderly, lewd, indecent, or obscene conduct. This would include but is not limited to any type of clothing or materials worn or brought onto the premises by any student or guest deemed to be lewd, indecent, or obscene as determined by school officials.
 - Violation of school safety regulations, including but not limited to setting fires, tampering with fire safety and/or fire equipment, failure to exit during fire drill, turning in false fire alarms, and bomb threats.
 - Use, sale, possession, or distribution of illegal or controlled substances, drugs or drug paraphernalia on school property or at any function sponsored or supervised by the school. Being under the influence of illegal or controlled substances on school property or at any school function is also prohibited.
 - Use, sale, possession, or distribution of alcoholic beverages on school property or at any function sponsored or supervised by the school. Being under the influence of alcohol on school property or at any school function is also prohibited.
 - Possession or use of firearms, explosives, dangerous chemicals, or other weapons on school property or at school sponsored functions
 - Tobacco possession and/or use on the ICTC campus.
 - Failure to comply with direction of school officials, faculty or staff who are acting in the performance of their duties.
 - Failure to identify oneself or display ID card when on school property or at a school-sponsored or supervised functions, upon request of school official acting in the performance of his/her duties.
 - Violation of federal, state, or local laws and school rules and regulations on school property or at school-sanctioned or school sponsored functions.
 - Any act considered inappropriate or as an example of misconduct that adversely affects the interests of the ICTC and/or its reputation.
 - Any violation of the institutions policies on the responsible use of technology.
 - Harassment based on gender, race, color, national origin, religion, sexual orientation, age, disability, or any other criteria protected by state, federal, or local law.
- Students should be aware that guests are considered the responsibility of the student who invited them on campus, therefore, students are responsible for the actions of their guests.**

Non-Fraternization Policy

Because of the unequal status that exists between faculty/staff and students, as well as the possibility of favoritism, personal relationships between Indiana County Technology Center administration/faculty/staff and students or potential students is strictly prohibited.

Unlawful Harassment Policy

Including Sexual Harassment

It is the policy of Indiana County Technology Center (ICTC) to promote a productive educational environment and not to tolerate verbal or physical conduct by any student or member of ICTC staff that constitutes unlawful harassment or sexual harassment. Students and ICTC staff are expected to act in a positive manner and contribute to a productive educational environment that is free from unlawful harassment or sexual harassment.

For purposes of this policy, **unlawful harassment** shall consist of verbal, written, graphic or physical conduct relating to an individual's race, color, national origin/ethnicity, gender, age, disability, sexual orientation or religion when such conduct:

1. Is sufficiently severe, persistent or pervasive that it affects an individual's ability to participate in or benefit from an educational program or activity or creates an intimidating, threatening or abusive educational environment.
2. Has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance.
3. Otherwise adversely affects an individual's learning opportunities.

For purposes of this policy, **sexual harassment** shall consist of unwelcome sexual advances; requests for sexual favors; and other inappropriate verbal, written, graphic or physical conduct of a sexual nature when:

1. Submission to such conduct is made explicitly or implicitly a term or condition of a student's academic status.
2. Submission to or rejection of such conduct is used as the basis for academic or work decisions affecting the individual.
3. Such conduct deprives a student of educational aid, benefits, services or treatment.
4. Such conduct is sufficiently severe, persistent or pervasive that it has the purpose or effect of substantially interfering with the student's school performance or creating an intimidating, hostile or offensive educational environment.

If any such physical or verbal conduct takes place, the offended student must inform the Practical Nursing Administrator or Administrative Director, as provided in the complaint procedure for unlawful harassment set forth in this Course Catalog and the Enrollment Agreement, so that the problem can be investigated immediately.

If a student or an ICTC staff member's actions or words constitute unlawful harassment or sexual harassment, the student has a responsibility to make a written report or written complaint about the situation immediately. ICTC will then investigate all allegations of harassment in a prompt and confidential manner and will take appropriate corrective action when warranted. The student must cooperate in the investigation to the extent deemed necessary by ICTC. Any student or ICTC staff member who is found, as a result of such an investigation, to have engaged in unlawful or sexual harassment or discrimination in violation of this policy will be subject to appropriate disciplinary action, up to and including termination of employment or enrollment. Furthermore, retaliation in any form against a student who exercises his or her right to make a complaint under this policy or any student or ICTC staff member who cooperates in the investigation of any such complaint is strictly prohibited, and will itself be cause for appropriate disciplinary action. Any questions regarding this policy should be addressed either to the Practical Nursing Administrator or Administrative Director.

If a student believes they have been subjected to unlawful or sexual harassment while at an external training site, a written report of the matter must be made immediately to the Practical Nursing Administrator or Administrative Director.

Complaint Procedure for Unlawful Harassment (including sexual harassment)

Step 1 – Reporting

A student who believes s/he has been subject to conduct that constitutes a violation of this policy must submit a written Complaint of Unlawful Harassment to the Practical Nursing Administrator. The student is encouraged to use

the report form available in the Adult Education office, but written complaints in other formats will be accepted.

If the Practical Nursing Administrator is the subject of the unlawful harassment complaint, the written complaint must be submitted directly to the Administrative Director.

An employee of the ICTC who suspects or is notified that a student has been subject to conduct that constitutes a violation of this policy shall immediately report the incident to the Practical Nursing Administrator.

Step 2 – Investigation

Upon receiving a written complaint of unlawful harassment, the Practical Nursing Administrator shall immediately notify the Administrative Director. The Administrative Director shall authorize the Practical Nursing Administrator to investigate the complaint, unless the Practical Nursing Administrator is the subject of the complaint or is unable to conduct the investigation.

The investigation may consist of individual interviews with the student, the accused, and others with knowledge relative to the incident. The investigator may also evaluate any other information and materials relevant to the investigation. The obligation to conduct this investigation shall not be negated by the fact that a criminal investigation of the incident is pending or has been concluded.

The student must cooperate with the investigation to the extent deemed necessary by the investigator.

Step 3 – Investigative Report

The Practical Nursing Administrator shall prepare a written disposition of the complaint within fifteen (15) days, unless additional time to complete the investigation is required. The written disposition shall include a summary of the investigation, a determination of whether the complaint has been substantiated as factual and whether it is a violation of this policy, and any recommended disciplinary or remedial action. The findings of the investigation shall be provided to the student, the accused, and the

Administrative Director.

Step 4 – Action to the Complaint

If the investigation results in a finding that the complaint is factual and constitutes a violation of this policy, the ICTC shall take prompt, corrective action to ensure that such conduct ceases and will not recur. Disciplinary or remedial actions shall be consistent with the Discipline Code, Joint Operating Committee policies and the Center's procedures, applicable collective bargaining agreements, and state and federal laws.

If it is concluded that a student has knowingly made a false complaint under this policy, such student shall be subject to disciplinary action.

Appeal Procedure

1. If the student is not satisfied with a finding of the written disposition from the Practical Nursing Administrator, s/he may submit a written appeal to the Administrative Director within fifteen (15) days of the issuance of the written disposition.
2. The Administrative Director shall review the investigation and the written disposition from the Practical Nursing Administrator, and may also conduct further investigation. The student must cooperate with the investigation to the extent deemed necessary by the Investigator.
3. The Administrative Director shall prepare a written response to the appeal within fifteen (15) days. Copies of the response shall be provided to the student, the accused and the Practical Nursing Administrator who conducted the initial investigation. The decision of the Administrative Director in the written response shall be final.

Student Complaint/Grievance Procedure The Indiana County Technology Center (ICTC) and the Joint Operating Committee recognizes that students have the right to request redress of complaints. A **student complaint** is defined as one that arises from actions that directly affect the student's participation in an approved educational program.

Students who have a complaint or problem should initiate the following Student Complaint Procedure in order to seek resolution:

1. The student should discuss the complaint(s)/concern with the individual(s) most closely involved or with whom the issues has occurred. If the concern is related to the student's program of study, initial discussion should be held with the person most knowledgeable of the issues involved or with immediate decision-making responsibility, such as an instructor. These parties should attempt to resolve the issue informally and directly.
2. If the complaint has not been resolved after Step 1, the student must prepare a formal written complaint and submit it to the Practical Nursing Administrator. The written complaint should include the following:
 - ✓ student's name and phone number
 - ✓ specific nature of the complaint and brief statement of relevant facts
 - ✓ manner and extent to which the student believe s/he has been adversely affected
 - ✓ steps the student has already taken to remedy the situation
 - ✓ relief sought by the student and why the student feels entitled to the relief sought.
3. If the student is not satisfied with the results of the meeting with the Practical Nursing Administrator, an appeal may be filed with the school's Director. The appeal should be in writing and contain the student's name and phone number. The student should summarize the steps taken since the written complaint to remedy the situation and indicate why the results are not satisfactory.

The original written complaint should be attached to the appeal. The student will be notified in writing of the results of appeal to the school's Director within a reasonable period of time from the date the appeal is received by the Director. The result of the appeal to the Director shall be final.

HEALTH AND SAFETY

Campus Security

The Indiana County Technology Center (ICTC) is committed to the safety and welfare of our students, employees, and visitors. We encourage everyone to report crimes promptly to the Adult Education Coordinator.

The ICTC is not responsible for loss or damage to any personal possessions and/or property. Student's personal property is not covered by the school's insurance.

Information concerning campus crime statistics is available by request. These reports of crime are compiled in accordance with the provisions of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998. Disclosure is on the School of Practical Nursing website & provided on the first day of class.

Student Identification & Key Cards

Students in certain programs and courses are supplied with photo identification cards that must be visibly worn at all times. The first identification card issued will be at no charge. However, if the identification card is lost or stolen, there is a Badge Replacement Fee of \$10.00 per card.

Students will also be issued a Key Card for access to the building through the student entrance. It is expected that students will use their Key Card for personal access only. Lending a Key Card to anyone or allow another access to the building is not permitted, and is considered a violation of ICTC policy.

If a Key Card is lost or stolen, the student should contact the Practical Nursing Office immediately to have it deactivated.

Replacement Key Cards will incur a \$20.00 Replacement Fee.

ID badges & Key Cards are the property of the school. In the case of a withdraw/termination or upon completion of the program, students are required to return their ID badge and Key Card to the Practical Nursing Office within three (3) days of the last date the student attended school. Failure to adhere to the specified timeframe will result in a \$20.00 non-refundable fee and a hold being placed on the student's account. Please note: for graduates, a diploma will not be processed until the student has returned their ID Badge/Key Card to the Practical Nursing Office and/or their account balance is paid in full.

Drug and Alcohol Free Facility

The Indiana County Technology Center (ICTC) is committed to protecting the safety, health, and wellbeing of all students. It is recognized that alcohol and drug use presents a significant threat to our school and to the safety of students.

The ICTC is a drug free/alcohol free school. Students are not permitted to possess, consume, or distribute alcohol or illegal drugs while on school property. Students are also not permitted to attend class while under the influence of any illegal substance or alcohol.

If a student is visibly under the influence, the student will be required to submit to mandated drug screening and be required to leave class immediately. ICTC staff will assist such student in securing transportation off of the premises. Any hours missed will be the responsibility of the student to makeup in accordance with their program's makeup policy.

Although one of the goals of having a drug free/alcohol free environment is to encourage students to seek help with alcohol and/or drug problems, if an individual violates this policy the consequences are serious. Treatment for alcoholism and/or other drugs use is

mandatory for the student as a requirement to return to class. The financial responsibility for treatment belongs to the student. In addition, students found responsible for violating this policy are subject to the jurisdiction of the State of Pennsylvania.

Tobacco Free Facility

It is illegal to possess or use tobacco on the Indiana County Technology Center (ICTC) premises or in/on any property, buses, vans, and vehicles that are owned, leased, or controlled by the school. Violating this policy will result in a fine. Any reports of student violation of this policy will be explored by ICTC administration. Disciplinary action for violation of this policy may not be limited to legal ramifications and may include school disciplinary action such as suspension or termination.

Search of Student Property

The Indiana County Technology Center (ICTC) reserves the right to search the contents of students' personal property or belongings when there is reasonable suspicion on the part of ICTC staff that a serious risk to the health, safety, and welfare of students and/or the school community exists. This includes but is not limited to vehicles brought onto school property, lockers, backpacks, and clothing.

Injuries and Accidents

No healthcare facilities are available at the Indiana County Technology Center (ICTC) and Steel Center Area Vocational Technical School (SCAVTS). First Aid supplies are available through the Main office. Students with health problems should consult their family physician. The ICTC cannot assume responsibility for injuries or losses sustained on or off campus by any student.

Notification: Students/visitors should notify the Faculty immediately of all injuries and/or accidents that occur on the property of the ICTC. Students with preexisting

conditions/chronic health issues are encouraged to provide related information and an emergency contact in the event an incident occurs. An incident report will be completed for any occurrence.

Weapons

Possession of any weapon is prohibited on Indiana County Technology Center (ICTC) property and at school sponsored events. This policy applies to employees, students, and individuals visiting or conducting business on ICTC property. Weapons stored in vehicles are considered to be on ICTC property, and therefore are in violation of this policy.

A Weapon is defined as:

- Any device that shoots a bullet, pellet, flare, or any other projectile, whether loaded or unloaded, including those powered by CO₂. This includes but is not limited to rifles, shotguns, handguns or other firearm, BB/pellet gun, flare gun, stun gun, or dart gun and any ammunition for any such device. Any replica of the foregoing is also prohibited.
- Any explosive device including firecrackers and black powder.
- Any device that is designed or traditionally used to inflict harm, including but not limited to any hunting knife, fixed blade knife, throwing knives, dagger, razor or other cutting instrument the blade of which is exposed.

Any weapon on campus in violation of this policy will be confiscated. Violation of this policy by students will be adjudicated in accordance with ICTC's policies for student conduct. Depending on the circumstances, violation of this policy may subject the offender to discipline up to and including dismissal from ICTC.

Children On Campus

The presence of children on the Indiana County Technology Center (ICTC) campus can be a disruption to the education process; therefore, students are not permitted to bring a child/children to the school when reporting for

class under any circumstances. Students should also refrain from leaving children unattended in the halls, offices or any other location on school property.

Visitors and Messages

Visitors are not permitted on the Indiana County Technology Center (ICTC) campus during class time without prior permission from administration. It is a main priority of the ICTC to provide an uninterrupted atmosphere for class and studies.

The ICTC cannot operate a telephone message service for a student. However, if a call does come in, the caller will be asked to describe the nature of the call and a determination will be made by the appropriate school personnel. If the call is determined to be an emergency, a reasonable attempt will be made to reach the student. Students are encouraged to inform their family/friends of this policy and provide them contact information for the school.

Weather Delays and Cancellations

School closing due to inclement weather or other school schedule changes or cancellations will be posted on the Adult Education page of the Indiana County Technology Center (ICTC) website via ICTC ClassCAST. Students should be aware that although they may receive notification of weather cancellations via other means.

Class may be canceled during the day, but open in the evening (and vice versa). It is the student's responsibility to check ICTC ClassCAST for updates on class status. Delays and cancellations may also be announced on local TV and/or radio stations.

Please note that students attending a satellite location may experience additional methods of communication for site-specific weather delays and cancellations. Any such systems will be discussed at orientation.

Tuition Policies

Tuition and Fees

The listing of the required tuition and fees and other related expenses for the program are listed at the end of the school catalog.

Tuition and fee payments are due at the beginning of Academic Year 1 and Academic Year 2. Tuition and fee notices are distributed one month in advance and must be paid prior to the beginning of the academic year, unless other arrangements have been made with the Financial Aid Coordinator/Business Manager. Students will be unable to attend classroom or clinical experience without payment arrangements.

Charges for Repeated Courses

Students who are unsuccessful in their first attempt at coursework and are required to repeat class work, clinical experiences or an entire payment of training are NOT eligible to continue to receive financial aid during the repeat period nor are they eligible to apply for additional financial aid to cover the cost of the repeated coursework. All financial aid is cancelled during the repeat period and then reinstated when the next payment period is reached, as long as the student maintains the ability to complete the training with 150% of the scheduled clock hours. Students are responsible to pay costs incurred for repeated coursework on their own. Students who withdraw from training for 180 days or more and then return to training regain financial aid eligibility upon their return.

FINANCIAL AID

The Indiana County Technology Center (ICTC) participates in a variety of financial aid programs. Students must meet the eligibility requirements of these programs in order to participate. It is recommended that students apply for financial aid as early as possible in order to allow sufficient time for application processing. Financial aid must be approved, and all necessary documentation completed, before the aid can be applied toward tuition and fees. Financial aid is awarded on a yearly basis; therefore, depending on the length of the program and date of enrollment it may be necessary to reapply for aid for each award year, or to apply for financial aid more than once during the calendar year.

Please note that all financial aid programs and agencies, including Federal Financial Aid, have their own independent criteria for eligibility. Not all programs and/or students will qualify for all types of financial aid.

Questions can be directed to the Financial Aid Office at 724-349-6700 x160.

FA Department Privacy Policy

The Indiana County Technology Center (ICTC) is committed to providing students (and prospective students) with the most protection possible to safeguard their personal information. To this effect, the ICTC utilizes secure computer operations and a confidential filing system.

The ICTC collects information from students for enrollment or financial aid purposes that may require disclosure to other parties, such as student loan lenders, the U.S. Department of Education, and others. The ICTC will only share personal student information that is required by our accrediting agency or by law, and does so within the guidelines of Family Education Rights & Privacy Act (FERPA) regulations.

Student Eligibility for Federal Aid

Students seeking enrollment at the Indiana County Technology Center (ICTC) are advised to complete the Free Application for Federal Student Aid (FAFSA). Completion of the FAFSA allows the ICTC to determine eligibility for Federal PELL Grants and/or Federal Direct Student Loans. The FAFSA may be completed online at www.fafsa.ed.gov.

Federal Financial Aid recipients, in addition to demonstrating need, must meet the following minimum eligibility requirements:

1. High school diploma or GED recipient
2. Enrolled as a regular student working toward a certificate or diploma in an eligible program
3. U.S. citizen, national or permanent resident, or other eligible noncitizen
4. Valid social security number
5. Satisfactory academic progress maintained for program of study
6. Satisfactory attendance maintained for program of study
7. Registration with Selective Service (if required)

A past drug conviction may or may not affect aid eligibility. Applicants should still file a FAFSA. Students who are in default on a previous student loan or owe an overpayment to the U.S. Department of Education must resolve the default or overpayment prior to being eligible to receive aid.

FAFSA Application Process

1. Apply to the Indiana County Technology Center (ICTC) for your selected program of study, indicating that you intend to seek financial assistance.
2. Create an FSAID at www.fafsa.ed.gov.
3. Complete the appropriate Free Application for Federal Student Aid (FAFSA) with the ICTC School Code **023502** at www.fafsa.ed.gov
4. Respond promptly to any request for verification of the information on your FAFSA.

Federal Student Aid Resources

Agency	For questions regarding:	Phone/Website
IRS	Tax Return Transcripts	800-908-9946 www.irs.gov
Selective Services	Status Information Letter or Waiver	www.sss.gov
Social Security Administration	Correction of Social Security discrepancies	800-772-1213
National Student Loan Data System	Information on all of your FSA Funding	www.nslds.ed.gov
Federal Student Aid	FSA programs	www.studentaid.gov

Cost of Attendance

Cost of Attendance is comprised of the tuition, books, supplies & fees and the estimated Cost of Living during enrollment. The school determines the estimated Cost of Living which is uniform for all students based upon their categorization.

The ICTC Cost of Living allowances are:

- Independent Student - \$1,200/Month
- Dependent Student - \$500/Month

Federal Pell Grant

The US Department of Education determines the student's eligibility for Pell Grants based on completion of the Free Application for Federal Student Aid (FAFSA). Federal Pell Grants do not have to be repaid unless a student withdraws from the program and is determined to owe an over award to the government. The Financial Aid Office will notify the student of their Federal Pell Grant award in their Estimated Financial Award letter. Students who have earned a Bachelor's degree are not eligible for Federal Pell Grants. Students enrolled in programs that are less than an academic year will have their Pell award prorated.

Verification

Upon student's completion of the Free Application for Federal Student Aid (FAFSA), a student may be selected for Verification by the Department of Education. This means that the school is required to verify information that has been submitted on the FAFSA.

The Financial Aid Office at the Indiana County Technology Center (ICTC) will notify the student if he/she is selected for verification and the elements that require documentation, as specified by the Department. **Please respond promptly to verification requests.** The student's promptness in completing verification will expedite the financial aid determination process.

If corrections need to be made to the student's FAFSA based on the documentation provided, the Financial Aid Office will submit the corrections. The Financial Aid Office will notify the student of any change in financial aid eligibility resulting from verification. The student will also receive an updated Student Aid Report from the Department of Education.

Incomplete verification will result in ineligibility for federal student aid. The student will be fully responsible for all school charges.

How Financial Need is Determined

Financial need is determined using the student's and parents' financial information or the student's (and spousal information if applicable) information as specified on the FAFSA. The Department of Education receives and processes the information that the student has submitted on the FAFSA. The Department of Education then provides the student with a Student Aid Report and the school with an Institutional Student Information Record. The Expected Family Contribution (EFC), as calculated by the Department of Education, establishes student financial aid eligibility. Calculation of student's financial need is described below.

Cost of Attendance
- Expected Family Contribution
= Financial Need
Circumstances and Appeal:

If the student has experienced an extreme change in their Financial situation, the student may contact the Financial Aid Office. It may be possible to reevaluate the student's financial aid eligibility.

With regard to Financial Aid, you have the right to:

- Privacy. All information submitted with your financial aid application will be treated as confidential.
- An explanation of the financial aid process. If you do not understand how your financial aid award was determined, please contact the Financial Aid Office.
- Appeal. Please contact the Financial Aid Office if you have any concerns about the results from your application for financial aid.
- Request that your financial aid package be reconsidered if your financial circumstances change.
- Know the effect of withdrawal/ceased attendance from the School and the impact it will have on your financial aid.
- Know where to go for advice regarding other financial aid alternatives.

You Are Responsible For:

- Submitting honest and accurate information on all forms.
- Promptly responding to requests and inquiries from the Financial Aid Office for documentation or additional information.
- Using financial assistance solely for expenses related to education at the Indiana County Technology Center (ICTC).
- Reporting any financial assistance, such as scholarships, loans or grants, received from sources outside the ICTC promptly upon

notification of the award. The Financial Aid Office is required by law to consider all sources of aid when awarding federal student aid funds.

- Maintaining Satisfactory Academic Progress (SAP) as defined in ICTC Policy.
- Reporting changes in status. If there is an address change, a drop below full time, change in marital status, a withdrawal from school, or other like change, the student must notify the Practical Nursing Office immediately.
- Repaying your loans. Acceptance of any loan carries a serious legal and financial obligation. Failure to meet this obligation will adversely affect the students credit rating and may prohibit the student from receiving federal financial aid in the future.

Federal Direct Student Loans

Federal Direct Student Loans are funds that students are eligible to borrow while attending school. Direct Loans must be repaid.

The student, as the borrower, should be aware that:

- They have up to 10 years to repay the loan depending on the size of the student's debt.
- Amount borrowed is based on the student's academic level at the time the loan is processed. If the student receives other financial aid, the loan amount may be less.

- The loan MUST BE REPAYED to the US Department of Education.
- Payments are deferred while students are attending school.
- They will enter repayment six months following graduation or date of withdraw.
- During the repayment period, under certain circumstances, the US Department of Education may grant deferments or forbearances. A list of deferments and forbearances is provided at the time the student signs their Master Promissory Note.
- The school can refuse to certify a student's loan application OR certify the loan for an amount less than the student would otherwise be eligible. The school must document the reason for its action and explain the reason to the student in writing.
- Loan Origination fees are charged by the Federal Direct Loan Program and are deducted from the total loan amount at the time of disbursement.

Types of Federal Direct Student Loans: There are two types of Direct Loans: Subsidized and Unsubsidized.

Federal Subsidized Student Loan	Federal Unsubsidized Student Loan
Eligibility based on financial need as determined by criteria set forth by the Federal Government.	Eligibility is NOT based on financial need.
The Federal Government pays the interest on the loan during the student's enrollment.	The Federal Government DOES NOT pay the interest on the loan. Interest is charged from the time the loan is disbursed until it is paid in full.
Repayment begins SIX months after the student graduates or withdraws from training.	

Federal Direct Loan Entrance Counseling Requirement: The Federal Government requires that Federal Stafford Loan borrowers complete an entrance counseling session before they receive loan funds. This session is designed to provide the borrower with important information about the Federal Direct Loan program, including your rights and

responsibilities as a borrower.

This counseling session is provided through a link on the U.S. Department of Education's Direct Loan web site www.studentloans.gov.

Federal Direct Student Loan Master Promissory Note: Direct Loan borrowers must complete the Master Promissory Note to be eligible for Federal Student Loan disbursements. Borrowers Rights and Responsibilities and loan disclosures are acknowledged and agreed upon by the borrower through completion of the MPN online. Students must complete eMPN at www.studentloans.gov. Completion of the eMPN initiates the Direct Loan process.

Loan Limits: Independent students are eligible to borrow up to a total of \$9,500 in their first academic year. Dependent students, as defined by government criteria during the FAFSA application process, are not permitted to borrow more than \$5,500 in their first year. However, parents of dependent students may obtain a Federal Direct PLUS loan if additional funds are needed (See the Federal Direct PLUS Loan Section for more information). If a parent is denied a Federal Direct PLUS loan, the dependent student then becomes eligible to apply for additional loan money on his/her own.

There is a limit on the maximum period of time (measured in academic years) that new loan borrowers can receive Direct Subsidized Loans. In general, you may not receive Direct Subsidized Loans for more than 150% of the published length of your program.

SCHOOL OF PRACTICAL NURSING ACADEMIC YEAR

Academic Year Definition Full-time=950 hours and 30 weeks.

Academic Year Definition Part-time=950 hours and 40 weeks.

The School of Practical Nursing spans 1550 hours. In order to benefit the student and maximize financial aid eligibility, the program is divided in to two academic years. Academic

Year 1 = 950 hours and Academic Year 2 = 600 hours.

Students who have coursework transferred in to the program will have their financial aid awards prorated by the number of hours enrolled in the academic year.

All financial aid for the 2nd academic year will be prorated based on the student's remaining period of enrollment within the program.

Loan Limits for Transfer Students: Students who are granted transfer hours into a Certificate or Diploma program at the Indiana County Technology Center (ICTC) may see lower loan amounts available to them for the completion of the first academic year. This occurs when the academic year at the school from which the student is transferring overlaps the academic year at ICTC. In this situation, the student is restricted to receiving only the remainder of the original annual loan limit until the completion of the first academic year.

Loan Cancellation: Students must notify the Financial Aid Office in writing within 30 days of the date of disbursement if they wish to cancel all or a portion of their subsidized and/or unsubsidized loan disbursement. If students request this cancellation after the 30 day period, the school is not required to cancel the loan proceeds. The school will notify students in writing of the outcome of the cancellation request.

Federal Direct Student Loan Exit Counseling Requirement: The Federal Government requires that all Federal Stafford Loan borrowers who withdraw or graduate complete an exit counseling session. This session is designed to provide borrowers with important information regarding rights and responsibilities as well as repayment information. Exit Counseling is required and MUST be completed before students complete their program of study. This session is provided through a link available when you visit www.studentloans.gov.

Federal Student Loan Delinquency and Default: You are responsible for making your monthly payments to your lender ON TIME. Your loan becomes "delinquent" if your monthly payment is not received by the due date. If you fail to make a payment, you will receive a reminder that your payment is late. If your account remains delinquent, you'll receive warning notices reminding you of the consequences of default and of your obligation to repay your loans.

If you are delinquent on your loan payments, contact your loan servicer immediately to find out how to bring your account current. Make every effort to make your payment on time and not allow your account to DEFAULT. If you default:

- You will be required to immediately repay the entire unpaid amount of your loan.
- The government may take all or part of your of your federal and state tax refunds and other federal or state payments, and/or garnish your wages so that your employer is required to send to the Federal Loan Program part of your salary to pay off your loan.
- You will be required to pay collection fees and costs, plus court costs and attorney fees.
- You may be denied a professional license.
- You will lose eligibility for other federal student aid and assistance under most federal benefit programs.
- You will lose eligibility for loan deferments.
- Your default will reported to national consumer reporting agencies (credit bureaus).

Federal Direct PLUS Loans

Federal Direct PLUS loans are available to parents of dependent students to assist in meeting the costs of education. Parents of dependent students may complete a PLUS application and Master Promissory Note at www.studentloans.gov. To be eligible for a Federal PLUS Loan, parent cannot have an adverse credit history. Parents who are declined have the option of requesting reconsideration due to extenuating circumstances or an endorser for the loan. PLUS loan borrowers who have been granted reconsideration or an endorser must complete PLUS Loan Counseling at www.studentloans.gov. Repayment of the

PLUS loan principal and interest begins within 60 days after receipt of the loan proceeds. Parents can request to have their payments deferred until the student completes their training. Parent submits request to loan servicer.

Other Options for Financial Assistance

- PA CareerLink of Indiana County 724-471-7220
- CareerT.R.A.C.K., Inc. www.tricountyct.com
- Trade Readjustment Act www.doleact.gov/tradeact
- Office of Vocational Rehabilitation 814-255-6771 (Cambria, Indiana, Somerset and Westmoreland counties)
- Veterans Affairs www.gibill.va.gov

These agencies should be contacted directly to obtain information regarding their specific funding options. The ICTC does not handle the processing of aid through these venues. Any funding secured through outside sources will be applied to the student's account.

Disbursement of Financial Aid

Federal Pell Grants and Direct Student Loan proceeds are disbursed to students in multiple installments aligning with payment periods. The first payment period begins at the start of the student's program and ends when the student reaches the Mid-Point of the scheduled academic year at which time the second payment period begins. The Mid-Point is defined as the student successfully completing half of the scheduled hours AND half of the weeks in the scheduled academic year.

The first disbursement of federal financial aid funds occurs approximately thirty (30) days after the first day of enrollment. Disbursements are transferred electronically to the school and credited directly to the student's account card. Students are notified in writing when loan funds have been disbursed and posted to their account. ***Students then have 30 days in which they can cancel all or a part of their loan. Students must make this notification in writing to the Financial Aid Office.***

Scholarships and payments from other sources are posted to the student's account as they arrive at the school.

To be eligible for the second disbursement of federal grant and/or loan proceeds, students MUST have successfully reached the Mid-Point of the program's academic year AND meet the Standards of Academic Progress for Financial Aid. Failure to meet both requirements will result in financial aid funds being either delayed or cancelled.

Federal Financial Aid Penalties for Drug Law Violations

A student who has a drug conviction for any offense, during a period of enrollment for which the student was receiving Title IV program funds (Federal Pell, Federal Stafford Loans, Federal PLUS Loans) under any federal or state law involving the possession or sale of illegal drugs, will result in the loss of eligibility for any Title IV program funds.

Over-award of Federal Student Aid

An over-award is created whenever a student receives Federal Student Aid (FSA) funds that exceed his/her eligibility. Over-awards can also be caused by misreported FAFSA information, miscalculated costs or EFC, payments to an ineligible student, or payments in excess of grant or loan maximums.

In the case where the school is liable for repayment of the over-award, the school will immediately restore an amount equal to the over-award to the appropriate FSA account. If the restoration of the over-award leaves a balance due to the school from the student, the student will be responsible to pay the balance due.

In the case where the student is responsible for repaying the over-award, the student will be notified in writing requesting full reimbursement of the over-award. If, after notification, the student has not repaid or made satisfactory arrangements to repay the over-award, the school will refer the over-award to the United States Department of Education Student FSA's Management Collections (ED Collections) and notify NSLDS. At this point, the student becomes ineligible to receive Title IV funds until the over-award is resolved.

Credit Balances

Credit balances occur when funds posted to a student's account exceed the tuition and fees charged to the student. Credit balances can be returned to the USDE to reduce loan debt, held on account for a future tuition bill or refunded to the student to be used for living and/or transportation expenses. A credit balance will be refunded to the student in the form of a check from the school unless the school has been directed otherwise in writing.

Refunds to students will be processed through the school's Business Office. When refund checks are ready, they are available for pick up by students from the Practical Nursing Program Administrator's office. All checks not picked up are mailed to the student's address on file.

Student Lending Code of Conduct

The Indiana County Technology Center (ICTC) is committed to providing students and their families with the best information and processing alternatives available regarding student borrowing. In support of this and in an effort to rule out any perceived or actual conflict of interest between ICTC officers, employees or agents and education loan lenders, ICTC has adopted the following:

- Indiana County Technology Center does not participate in any revenue-sharing arrangements with any lender.
- Indiana County Technology Center does not permit any officer, employee or agent of the school who is employed in the financial aid office or is otherwise involved in the administration of education loans to accept any gifts of greater than a nominal value from any lender, guarantor or servicer.
- Indiana County Technology Center does not permit any officer, employee or agent of the school who is employed in the financial aid office or is otherwise involved in the administration of education loans to accept any fee, payment or other financial benefit (including a stock purchase option) from a lender or affiliate of a lender as compensation for any type of consulting

arrangement or contract to provide services to a lender or on behalf of a lender relating to education loans.

- Indiana County Technology Center does not permit any officer, employee or agent of the school who is employed in the financial aid office or is otherwise involved in the administration of education loans to accept anything of value from a lender, guarantor, or group of lenders and/or guarantors in exchange for service on an advisory board, commission or other group established by such a lender, guarantor group of lenders and/or guarantors. Indiana County Technology Center does allow for the reasonable reimbursement of expenses associated with participation in such boards, commissions or groups by lenders, guarantors, or groups of lenders and/or guarantors.
- Indiana County Technology Center does not assign a lender to any first-time borrower through financial aid packaging or any other means.
- Indiana County Technology Center recognizes that a borrower has the right to choose any lender from which to borrow to finance his/her education. Indiana County Technology Center will not refuse to certify or otherwise deny or delay certification of a loan based on the borrower's selection of a lender and/or guarantor.
- Indiana County Technology Center will not request or accept any offer of funds to be used for private education loans to students from any lender in exchange for providing the lender with a specified number or volume of Title IV loans, or a preferred lender arrangement for Title IV loans.
- Indiana County Technology Center will not request or accept any assistance with call center or financial aid office staffing.

Scholarships

Scholarships can help to defray the costs of attending school. The Indiana County Technology Center (ICTC) encourages students to search and apply

for scholarships as applicable. The following are suggestions for actions that may help students locate and secure scholarships for their program of study.

- Check with local organizations such as religious and community based organizations.
- If you volunteer for an organization, check with the organization's leadership.
- Talk to your high school guidance counselor.
- Search online at www.educationplanner.org for scholarships and review important messages regarding the awareness of scholarship scams.

As the ICTC Financial Aid Office becomes informed of scholarships for which students may apply, the information will be distributed to students.

Payment Plan

If a student elects not to receive financial aid or has a financial aid award that does not cover the cost of their program, they may enter into a payment plan with the Indiana County Technology Center (ICTC). These payment plans are offered at no interest to the student, and are considered part of the student's enrollment agreement with the school.

The payment plan will outline a minimum payment amount which is due the fifteenth (15th) of each month. Students will not receive bills or reminders, and it is the responsibility of the student to make timely payments. Students may pay more than the minimum payment at any time. These payments reduce the students total balance due, and may shorten the length of their payment plan. The minimum payment is always due the fifteenth (15th) of each month until the total balance due is zero (0).

A student's payment plan will remain in effect until ALL payments as outlined are received by the ICTC or upon receipt of payment for the entire balance due. Failure by the student to comply with a payment plan, including but not limited to making an incomplete or late payment, may nullify the payment plan at which

point any unpaid balance will be due immediately. If a student's account at any point becomes more than thirty (30) days delinquent the student will be removed from their program of study. Any balance remaining on a student's account at the end of their program will make them ineligible for graduation.

SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY

A student's academic standing and their financial aid awards are intertwined. Per federal guidelines, the student must maintain satisfactory academic progress to remain eligible for financial aid. Satisfactory academic progress for financial aid purposes is determined by one of the following:

- The student maintains a 75% or higher in their nursing classes and a minimum of a "C" in their college classes within the current term.
- If their current grade is below a 75% at the SAP certifying point, consideration will be made as to the ability for academic success. Determining this ability focuses on the remaining coursework scheduled in the term.
- Maintain satisfactory attendance as outlined in the Attendance Policy.

Students not meeting SAP or attendance policies are not eligible for financial aid.

Maximum Time to Complete a Program

According to federal regulations, the maximum time frame allowed for successful completion of any program must not exceed 150% of the normal length of time to complete a program. All students are evaluated on a regular basis to determine satisfactory academic progress. ICTC's SAP Policy is designed to ensure that students' progress at a rate at which they will complete their program within the maximum allowable time frame. Students should be aware that the ability to complete a program beyond 100% of scheduled program length is not guaranteed. Such ability is

dependent on the availability of courses and is offered at the discretion of administration.

Return of Title IV Aid

When a student withdraws from the Indiana County Technology Center (ICTC), the school is required to determine the amount of Federal Student Aid earned based on the Return of Title IV Aid Calculation. The amount of aid earned will be based on the percentage of the payment period that was completed in hours up to and including the last day of attendance. The school will divide the clock hours scheduled to have been completed at the last day of attendance by the total number of clock hours in the payment period.

If the student's account received more financial assistance than earned prior to withdraw, the difference must be returned to the appropriate parties in the order listed below until all required amounts have been returned.

- Unsubsidized Federal Stafford Loan
- Subsidized Federal Stafford Loan
- Federal PLUS Loan
- Federal Pell Grant
- Sponsoring Agency
- Student

Funds that must be returned by the school will be processed within 45 days of the date that the school determines the student has withdrawn.

If there are additional funds that must be returned, in excess of funds returned by the school, the student will be required to return the remaining amount. Direct Loan funds that must be return by the student (or the parent PLUS Loan borrower) must be repaid in accordance with the terms of the original loan agreement. If the student is responsible for returning any portion of Pell Grant funds, the student must repay the US Department of Education.

If the Return of Title IV Aid calculation indicates that the student is due a post-withdrawal disbursement, the student will be notified and informed of any additional steps that need to be taken to receive the disbursement.

The requirement of the Return of Title IV Calculation when a student withdraws from school is separate from the school's Tuition Refund Policy. The Return of Title IV Calculation determines how much financial aid the student has earned for the current payment period, whereas the school's Tuition Refund Policy determines the amount of tuition owed for the current payment period. Therefore, the student may owe the school any unpaid balance. The student is responsible for paying the balance in full. Refer to the school's Institutional Refund Policy for additional information.

Return of Other Financial Aid

In addition to the procedures of the Return of Title IV Calculation, the Indiana County Technology Center (ICTC) will comply with directives given by funding agencies, such as OVR, CareerTrack, TAA, Veteran's funding, when the sponsored student withdraws from school. If the school is required to return additional agency funds, resulting in a balance on the student's account, that balance will become the responsibility of the student and be due to the school immediately.

Institutional Refund Policy

Students withdrawing from their program may be eligible for partial tuition refunds. For the purposes of calculating refunds, the payment period begins on the first full class day for the current payment period. Refund calculations take into account the scheduled clock hours between the start of the payment period and the student's Official Withdraw Date. The following refund schedule is used when calculating any refund. All fees incurred during the current payment period will not be refunded.

% of Enrollment Scheduled Time	% Of Tuition Refunded
Withdrawal during the first 7 calendar days of payment period.	75% refunded
Withdrawal after the first 7 calendar days but within the first 25% of the start of the payment period.	55% refunded
Withdrawal after 25% but within 50% of the start of the payment period.	30% refunded
Withdrawal after 50% of the payment period is complete.	No refund

Pre-entrance, acceptance, health, and review program fees will not be refunded. Testing, computer, activity and graduation fees may be prorated and partially refunded. Books and uniforms are the property of the student; no refund may be requested or given for these items. Pennsylvania Highlands Community College tuition incurred will not be prorated nor refunded.

Consumer Disclosures

For information about graduation rates, median debt of students who completed the program, and other important consumer disclosures, please contact the Adult Education Coordinator or visit the Indiana County Technology Center website at www.ictc.edu.

Students can also visit **<http://nces.ed.gov/collegenavigator>** for information regarding the ICTC.

**Indiana County Technology Center
School of Practical Nursing**

**Tuition and Expenses Sheet
All Prices Subject to Change**

	Books, Fees, and Other Costs	Tuition	Total
Pre-Entrance Expenses (Estimated):			
Pre-Entrance Test	70.00		70.00
Registration Fee	150.00		150.00
Physical Examination	50.00		50.00
Medical Laboratory Test	200.00		200.00
Uniform, Shoes and Supplies	250.00		250.00
Castle Branch Check – (Pkg, Child Abuse, Criminal, FBI Fingerprint, 16 panel Drug Screen)	196.00		196.00
Total	916.00		916.00

Note: All pre-entrance expenses must be paid prior to the start of classes.

Program Tuition and Expenses:

Tuition – ICTC		12,490.00	12,490.00
Tuition – Pennsylvania Highlands Community College		3,180.00	3,180.00
CPR for The Healthcare Provider	40.00		40.00
Textbooks – (Excluding PHCC Textbooks)	950.00		950.00
Clinical Tote	93.00		93.00
Assessment Technologies and Review Program	556.00		556.00
Instructional Fees	200.00		200.00
Stat Nursing Review/NCLEX Prep Instruction	200.00		200.00
Graduation Fees	335.00		335.00
Total	2,374.00	15,670.00	18,044.00
Grand Totals of Program Tuition and Expenses and Pre-Entrance (estimated) Expenses			18,960.00

Schedule of charges to students' account cards			
1 st Academic Year			
1 st payment period	1,614.00	5,513.00	7,127.00
2 nd payment period		5,513.00	5,513.00
2 nd Academic Year			
1 st payment period	760.00	2,322.00	3,082.00
2 nd payment period		2,322.00	2,322.00
Total			18,044.00

**Indiana County Technology Center
School of Practical Nursing
Tuition Plan – Full-time Program
(Tuition costs and fees are subject to change)**

Community College - \$265.00 per credit

Indiana County Technology Center - \$233.00 per unit

Term I	Term II	Term III	Term IV
Fundamentals of Nursing (8.6 u)	2,004	Medical/Surgical Nursing (10.7 u)	2,494 Family Centered Nursing (12 u) 2,796 Advanced Medical/ Surgical Nursing/ 3,332
Diet Therapy for Nursing (3 cr)	795	Nursing Pharmacology (4 u)	932 Human Development across the Lifespan (3 cr) 795 Leadership And Delegation in Practical Nursing (14.3 u)
Anatomy & Physiology (4 u)	932	General Psychology (3 cr)	795 Introduction to Sociology (3 cr) 795

TOTAL: \$3,731

\$4,221

\$3,591

\$4,127

Total Tuition and Fees - \$15,670

Indiana County Technology Center
School of Practical Nursing Steel
Center Satellite
Tuition Plan – Part-time Program
(Tuition costs and fees are subject to change)

Community College - \$265.00 per credit

Indiana County Technology Center - \$233.00 per unit

Term I	Term II	Term III	Term IV
Fundamentals of Nursing (8.6 u)	2,004	Medical/Surgical Nursing (10.7 u)	2,494
Diet Therapy for Nursing (3 cr)	795	Nursing Pharmacology (4 u)	932
Anatomy & Physiology (4 u)	932	General Psychology (3 cr)	795
		Family Centered Nursing (12 u)	2,796
		Human Development Across the Lifespan (3 cr)	795
		Introduction to Sociology (3 cr)	795
TOTAL:	\$3,731	\$4,221	\$4,386
Total Tuition and Fees - \$15,670			

**Indiana County Technology Center
School of Practical Nursing
Student Handbook**

Indiana County Technology Center

Administration

Mr. Eric D. Palmer,
Administrative Director
Mr. Michael McDermott, Principal

Indiana County Technology Center

School Board Members

Mr. Anthony Canzano
Ms. Vicki Smith
Ms. Diana Paccapaniccia
Mr. Gregg Sacco
Mr. William Pearce
Mr. John Hardesty
Ms. Tommey Heming

Steel Center Area Vocational – Technical School

Administration

Mr. Kevin Rice, Director

Indiana County Technology Center

School of Practical Nursing School

Administrator

Dr. Diana Rupert, PhD, RN, CNE BSN,
Indiana University of Pennsylvania MSN,
Indiana University of Pennsylvania
Certificate, School Nursing, Carlow College
PhD, Indiana University of Pennsylvania
Certification, National League for Nursing
(NLN)
Certified Nurse Educator (CNE)

ICTC Mission

Our Mission is to educate all students for a competitive edge.

The Indiana County Technology Center is an innovative regional career development and technology center working in partnership with the community to provide a safe, caring environment that includes the integration of challenging vocational/technical skills and academic education. Emphasis is placed on the development of skills which provide pathways to further education and employment in an ever-changing world.

SCAVTS Mission

Adult Education as Steel Center AVTS provides both short-term and full-time vocational training which gives adults the opportunity to learn new job skills or to supplement present job skills. We believe that “learning lasts a lifetime.” We feel it is our duty and responsibility to provide programs which enable adults to upgrade their skills when necessary. We believe that the dignity of each adult individual is enhanced in relation to his or her ability to perform a useful service to society, while at the same time keeping abreast of changes in technology which will permit that individual to remain competitive in a highly complex economy and work environment.

ICTC Vision

For Our Students: To better help adults gain skills and confidence to transfer to the workplace and their everyday lives.

For Our Program: To truly become a Regional Workforce Training Center committed to serving area agencies, business and organizations.

STUDENT HANDBOOK **GENERAL INFORMATION AND** **POLICIES**

NON-DISCRIMINATORY POLICY

The School of Practical Nursing at the Indiana County Technology Center (ICTC) is an equal opportunity education institution and will not discriminate based on race, color, national origin, sex, sexual orientation, disability, age, religion, ancestry, union membership, or any other legally protected classification in accordance with federal and state statutes and regulations. For more information regarding civil rights, grievance procedures, services, activities, and facilities that are accessible to and usable by handicapped persons, contact Carol J. Fry, Title IX and Section 504 Coordinator, at the Indiana County Technology Center, 441 Hamill Road, Indiana PA, (724) 349-6700, between the hours of 7:45 a.m. and 3:45 p.m.

EDUCATION FACILITIES

The School of Practical Nursing is a commuter school with Administrative offices located at 441 Hamill Road in Indiana, Pennsylvania. Classroom and clinical lab facilities are located at Indiana County Technology Center (ICTC), Pennsylvania Highlands Community College (PHCC) & Steel Center Area Vocational Technical School (SCAVTS) for the Steel Center Satellite. The School of Practical Nursing has a skills nursing/learning laboratory, faculty offices, free parking, classrooms, a reading area for study and research, a student lounge with a microwave and refrigerator and a computer laboratory at the PHCC. Vending machines are also provided at all facilities.

COOPERATING AGENCIES

The School of Practical Nursing is pleased to offer a selection of area clinical facilities. For the full-time program the for clinical experiences which include: Memorial Medical Center in Johnstown, PA; Latrobe Hospital in Latrobe, PA; Westmoreland

Hospital in Greensburg, PA; St. Andrew's Village in Indiana, PA; Indian Haven in Indiana, PA; Indiana Regional Medical Center in Indiana, PA; Beacon Ridge in Indiana, PA. For the Steel Center Satellite, clinical sites include Country Meadows, Bridgeville, PA; Head Start Locations, Pittsburgh, PA; John J. Kane Regional Center in McKeesport, PA; Westmoreland Hospital in Greensburg, PA. The student is responsible for providing his/her own transportation to the cooperating agency experiences. The student assumes expenses to and from cooperating agencies and community activities. Students are expected to adhere to the rules and regulations of each cooperating agency. Out rotations are also scheduled at various agencies.

SCHOOL PROPERTY

The facilities and furnishings of the School are for the use and enjoyment of all. In the event of abuse, defacement, or damage to School property at ICTC, SCAVTS or PHCC, the student involved will be held financially responsible and may also be subjected to termination.

SMOKING

The School of Practical Nursing is a smoke-free facility in compliance with the Smoke-Free Status at ICTC/SCAVTS and PHCC.

INCLEMENT WEATHER POLICY

The safety of our students is of paramount concern to the faculty. The School recognizes that many students come from great distances to attend classes. The decision to close the School of Practical Nursing is made by the Administrator. A delay in scheduled hours or closure of the program is posted on a designated practical nursing website.

CAFETERIA

A cafeteria is located at each of the hospitals. A fee is charged for meals and a daily menu is posted at the entrance to the serving area. During clinical and classroom days, students are assigned a 30 – 45 minute time period for meals. Local area establishments may also be utilized for meals while in the classroom setting.

TELEPHONES/PERSONAL ELECTRONIC DEVICES

At all times, when answering the phones on the clinical unit, it is important that you identify the clinical area and yourself.

Personal electronic devices, such as cell phones and pagers, are disruptive in classrooms and inappropriate in clinical setting. It is **REQUIRED** that these devices be **turned off during classroom and clinical experience. This policy is strictly enforced.**

CHANGE OF NAME, ADDRESS, OR PHONE NUMBER

You are REQUIRED to notify the School's Secretary and the Financial Aid Office, in writing, stating name change, new address or phone number, immediately upon change, to maintain accuracy of records and for emergency purposes.

PARKING

School: There is NO CHARGE for parking at the School of Practical Nursing at ICTC/SCAVTS or PHCC. ICTC students have a designated parking areas.

Hospital: Free parking, with the exception of Excela Health System, is offered at designated sites. Designated sites and diagrams will be provided prior to the first clinical rotation.

BOOKS

It is the student's responsibility to plan and budget for the necessary text books. A list of required text books is distributed during the orientation program. Nursing text book

orders may be placed with the Secretary, School of Practical Nursing. Text books needed for Pennsylvania Highlands Community College courses can be obtained at the Pennsylvania Highlands Community College.

THE STUDENT BILL OF RIGHTS AND RESPONSIBILITIES

The National Student Nurse Association (NSNA) Student Bill of Rights and Responsibilities was initially adopted in 1972. The following updated version was adopted by the NSNA House of Delegates in 1991:

1. Students should be encouraged to develop the capacity for critical judgment and engage in a sustained and independent search for truth.
2. The freedom to teach and the freedom to learn are inseparable facets of academic freedom: students should exercise their freedom in a responsible manner.
3. Each institution has a duty to develop policies and procedures which provide and safeguard the students' freedom to learn.
4. Under no circumstances should a student be barred from admission to a particular institution on the basis of race, creed, gender, color, national origin, handicap, or marital status.
5. Students should be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled.
6. Students should have protection through orderly procedures against prejudiced or capricious academic evaluation, but they are responsible for maintaining standards of academic performance established for each course in which they are enrolled.
7. Information about student views, beliefs, political ideation, or sexual orientation which instructors acquire in the course of their work or otherwise, should be considered confidential and not released

- without the knowledge or consent of the student, and should not be used as a basis of evaluation.
8. The student should have the right to have a responsible voice in the determination of his/her curriculum.
 9. Institutions should have a carefully considered policy as to the information which should be a part of a student's permanent educational record and as to the conditions of this disclosure.
 10. Students and student organizations should be free to examine and discuss all questions of interest to them, and to express opinions publicly and privately.
 11. Students should be allowed to invite and to hear any person of their own choosing within the Institution's acceptable realm, thereby taking the responsibility of furthering their education.
 12. The student body should have clearly defined means to participate in the formulation and application of institutional policy affecting academic and student affairs, i.e., through a faculty-student council, student membership or representation on faculty committees.
 13. The institution 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.
 14. Disciplinary proceedings should be instituted only for violations of standards of conduct formulated with significant student participation and published in advance through such means as a student handbook or a generally available set of institutional regulations. It is the responsibility of the student to know these regulations. Grievance procedures should be available for every student.
 15. As citizens and members of an academic community, students are subject to the obligations which accrue to them by virtue of this membership and should enjoy the same freedoms of citizenship.
 16. Students have the right to belong or refuse to belong to any organization of their choice.
 17. Students have the right to personal privacy in their living space to the extent that the welfare and property of others are respected.
 18. Adequate safety precautions should be provided by nursing programs, for example, adequate street lighting, locks, and other safety measures deemed necessary by the environment.
 19. Dress code, if present in school, should be established with student input in conjunction with the school director and faculty, so the highest professional standards are maintained, but also taking into consideration points of comfort and practicality for the student.
 20. Grading systems should be carefully reviewed periodically with students and faculty for clarification and better student-faculty understanding.
 21. Students should have a clear mechanism for input into the evaluation of nursing faculty.

CHANNELS FOR RESOLVING ISSUES

General Course Concerns: If students have concerns related to a specific nursing course, the following communications network is to be utilized:

Involved Faculty Member



Administrator

School Policies: If students have concerns related to specific school and/or non-academic policies, the following communication network is to be utilized:

**Students discuss problem as a group
during class meeting.**



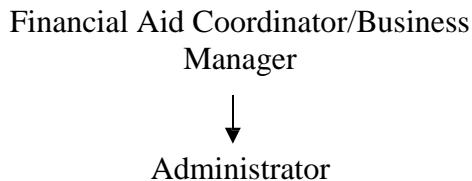
Class Advisor

Administrator

Student representative on the Faculty Organization Committee is also responsible for presenting issues the class would like to address to faculty during monthly Faculty Organization meetings.

Physical Facilities: Issues concerning the physical facilities (i.e. student lounge, classroom) should be directed to the Class Advisor.

Financial Aid: Issues relevant to financial aid are handled through the following communication network:



Unresolved Non-Academic Issues/Concerns are referred to the Grievance Committee

Academic Issues are handled in accordance with the Academic Grievance Policy

GRIEVANCE COMMITTEE AND PROCEDURE

A. The purpose of the Grievance Committee is to:

1. Provide for improved communication between faculty and students.
2. Promote individual freedom and responsibility.
3. Provide an opportunity to verbalize non-academic grievances.

B. The functions of the Committee are to:

1. Protect the individual rights of the students as outlined in the NSNA Student Bill of Rights and Responsibilities.
2. Provide an objective means of handling **non-academic** grievance.
3. Incorporate the Student Bill of Rights and Responsibilities into the

educational system of the School of Practical Nursing.

C. Membership:

1. One faculty member is appointed as necessary.
2. One student is elected to serve when necessary.
3. Vacancies:
 - a. An election will be held by the respective class to replace a student who is unable to fulfill the responsibilities due to:
 - i) health
 - ii) personal reasons
 - iii) failure to attend scheduled meetings
 - iv) breach of confidentiality
 - v) resignation from student body
 - b. A member unable to fulfill the responsibilities must immediately notify the Administrator in writing.
 - c. If a grievance is filed against or by a member of the Grievance Committee, the member will be replaced for that specific proceeding. The temporary member will be appointed by the Administrator.

D. Authority:

1. To hear problems relating to:
 - a. Violation of the Student Bill of Rights and Responsibilities.
 - b. Violation of criteria as stated in the School Catalog and Student Handbook.
2. To make decisions based on:
 - a. Interpretations of:
 - i) Student Handbook
 - ii) Student Catalog
 - iii) Written program requirements
3. Decisions made by the Grievance Committee are final, that is immediately enforced by both faculty and students.

E. Description and Procedure:

1. A grievance is defined as any and all non-academic disputes or complaints

- arising within the student body or between student/students/student body and faculty.
2. Grievances shall be processed and disposed in the following manner:
 - a. Student attempts to resolve grievance with involved parties within three (3) days.
 - b. If unable to resolve the issue, student must notify the faculty member of the Grievance Committee in writing within three (3) days, indicating the grievance and the attempt to resolve it with involved parties.
 - c. Grievance Committee will convene within three (3) days of notification.
 - d. A decision will be rendered within twenty-four (24) hours.
 - e. An appeal can be filed with the Administrator of the School of Practical Nursing.
 - f. The decision of the Administrator is final.
 4. As examinations are objective in nature and validated through item analysis, grades received as a result of poor academic performance are not subject to this process.

**STUDENT SERVICE ASSOCIATION
OF INDIANA COUNTY
TECHNOLOGY CENTER
SCHOOL OF PRACTICAL NURSING
RULES AND REGULATIONS**

**ARTICLE I – NAME OF
GOVERNMENT**

The name of this organization shall be: The Student Service Association of the Indiana County Technology Center School of Practical Nursing, Steel Center.

ARTICLE II – PURPOSE

- Section 1 To provide the students with the opportunity to voice their opinions and to provide input into the program services and actions of the School and their respective class.
- Section 2 To develop student/faculty relationships which foster cooperation in attaining the purpose of this organization.
- Section 3 To provide an environment in which the student practices self-direction and democratic participation.
- Section 4 To plan activities and/or programs which meet the professional, spiritual, social, recreational and cultural needs of the student body.
- Section 5 To promote active participation in professional organizations & community service.
- ARTICLE III – MEMBERSHIP**
- Section 1 Students currently enrolled in the School shall be a member of this association. The officers, members and advisors of the class are considered the Student Service Association.

ARTICLE IV – OFFICERS

- Section 1 Officers shall include a class president, vice president, secretary and a treasurer.
- Section 2 Officers will be elected by members of their respective class.
- Section 3 The regular term of office shall be one academic year.
- Section 4 Vacancies for elected offices:
- a. In the event that an officer or faculty advisor is unable to fulfill his/her duties, a written letter of resignation shall be presented to the president and to the Administrator of the School.
 - b. After a second unexcused absence from a regular meeting, the officer forfeits the office.
 - c. In the event of a vacancy in any of the above offices, a special class meeting shall be called for the purpose of filling the vacancy by election.

ARTICLE V – APPOINTMENT of CLASS ADVISORS

- Section 1 Each academic year, a faculty member shall be appointed by the Administrator of the School to act as an advisor.

ARTICLE VI – ELECTION of CLASS OFFICERS and FACULTY COMMITTEE REPRESENTATIVES

- Section 1 Election of the president, vice president, secretary, treasurer and committee representatives will take place at the second class meeting.
- a. All nominations shall be made from the floor.
 - b. All elections will be by secret ballot.

- Section 2 An advisor and/or the Administrator will preside over

the organizational meeting for the nominations of the class.

ARTICLE VII – DUTIES of ELECTED OFFICERS

- Section 1 The officers shall follow Robert's Rules of Order, revised*
- Section 2 President:
- a. Meet with class advisor in advance of the scheduled class meeting to plan the proposed agenda.
 - b. Preside at all class meetings and conduct each meeting according to correct parliamentary procedure.
 - c. Permitted to serve as an ex-officio member at all committee meetings.
 - d. Delegate specific duties to the vice president
 - e. In case of absence from duties, meeting or responsibilities, notify and brief the vice president concerning the fulfillment of responsibilities pertaining to the office.
- Section 3 Vice President
- a. Co-preside at all class meetings according to parliamentary procedure.
 - b. Work closely with the president and assume the duties of this office in his/her absence.
 - c. Organize all fundraising strategies for class.
- Section 4 Secretary:
- a. Post notices reminding the class of regular meetings.
 - b. Post notices of meetings at least two school days in advance.
 - c. Keep minutes of all class meetings.
 - d. Present minutes to the advisor for proof reading before typing.

- e. Submit a copy of the minutes of each class meeting to the Administrator of the School and to the advisor for permanent filing.
- f. Surrender all minutes and correspondence to the advisor within one week after the class meeting.

Section 5 Treasurer:

- a. Work with advisor in collecting fundraising money & placing money in student service association account.
- b. Report financial status including any deductions or additions to account at class meeting.
- c. Assist in planning class financial expenditures.
- d. Ensure money remains in the account upon graduation.
- e. Reconcile account prior to graduation with class advisor & business office.

**ARTICLE VIII – COMMITTEES of
THE STUDENT SERVICE
ASSOCIATION**

Section 1 Ad Hoc Committees:

- a. The president of the class shall have the power to appoint special committees as deemed necessary to carry on the class functions.
- b. Special committees shall be in existence until their functions are fulfilled.

**ARTICLE IX – STUDENT
REPRESENTATIVES ON FACULTY
COMMITTEES**

Student representatives are elected to serve on the following faculty committees.

Voting privileges are accorded to the student representatives with the exception of the student representative serving on the Admissions and Recruitment Committee whose voting privileges are restricted to

policy making, orientation and/or recruitment issues.

Section 1 Faculty Organization

- a. Student membership: One student from each class.
- b. Function: To provide student participation in the formulation of School policies and curriculum issues.

Section 2 Admissions and Recruitment

- a. Student membership: One student from each class.
- b. Function: To provide student participation in recruitment activities and orientation programs.

Section 3 Vacancies for Committees

Filled by the Student

- a. In the event of a vacancy, a new election will be held.

ARTICLE X-MEETINGS

Section 1 At least six (6) regular meetings shall be held on a designated day during the course of the program. All students and advisors are to attend the scheduled class meetings. **(Appointments with faculty, clinical preparation and use of computers are not to be scheduled at this time).**

Section 2 Special meetings of the class shall be called at any time upon request of the president of the class.

Section 3 The order of business of the regular meeting shall be:

- a. Call to order
- b. Roll call
- c. Reading of minutes
- d. Correspondence
- e. Report of president
- f. Report of standing committees (Faculty Organization and Admissions)
- g. Report of special committees
- h. Report of treasurer

- i. Report of the Administrator of the School and/or faculty advisor
- j. Old Business
- k. New Business
- l. Program
- m. Adjournment

ARTICLE XI – QUORUM

To constitute a quorum at class meetings, at least one-third of the membership including the president and/or vice president, secretary and treasurer must be present and one advisor.

ARTICLE XII – PARLIAMENTARY AUTHORITY

All meetings of this Student Association shall be governed by the Robert's Rules of order, revised.

ARTICLE XIII – AMENDMENTS

The proposed amendments are to be submitted for review and approval by the Administrator of the School.

The rules and regulations may be adopted and amended or repealed at any regularly scheduled meeting of the student association by a two-thirds vote of the members present, providing these were presented to the membership and officers at least four (4) days before the meeting.

CLASS AND CLINICAL MAKE-UP

Students who miss theory or clinical experience are responsible for contacting each instructor on the day they return from absence. **Examinations should be made up, but the right to make up an examination will be forfeited if the instructor is not contacted on the day of return.** This contact may be in the form of a note or email to the instructor if the instructor is not available. **Make up examinations must be completed within 24 - 48 hours.**

An alternate examination composed of short answer questions or new questions will be administered.

Students who miss the **clinical experience** must meet with the instructor to plan an alternate learning opportunity in order to achieve the learning objectives. This alternate learning assignment is not a substitution for clinical and will not be counted as clinical hours. Failure to do so may constitute an incomplete (I) for the course.

Students in good academic and/or clinical standing, who miss class or clinical for personal hospitalization, court appearances, or military responsibilities, may be provided the opportunity to achieve the learning objectives during the course of the program within reason.

With appropriate documentation, the time is not counted as part of the attendance policy. However, extended absence from the program may result in termination from the program.

In the event of a labor dispute, it may be required that lost clinical time be made up.

INCLEMENT WEATHER POLICY

In an effort to clarify the school's position regarding classes and normal business operations during periods of inclement weather, please refer to the following guidelines.

1. Reliability and professionalism as evidenced by good attendance are of paramount importance in the profession of nursing. The best nurse is no better than the worst when not at their appointed station. Therefore, excellent attendance habits must be maintained from the onset. Given the type of training provided and the necessity to instill reliability in students, the school generally will not close due to weather.
2. Given the range of locations from which our students attend, it is impossible for the school to determine the local

conditions under which those students must travel to assigned duty station. Therefore, the school will remain open in all but the most extreme circumstances.

3. As adults in an educational situation, we expect students to use discretion in deciding whether they can commute to class or clinical in reasonable safety. If personal health or safety is at issue in that decision, students are implored to use responsible judgment.
4. Should a student deem it necessary to miss school due to weather conditions, they must follow the school's stated call off procedure.
5. We would always prefer that students arrive late rather than be absent entirely in that they will have the opportunity to at least get some of the educational experiences that day. However, in no way want students to jeopardize personal safety.
6. In the event that school must be closed, a notice will be placed on a designated website.

REFERRALS

Referrals are sent for academic and/or non-academic matters by instructors. Students having difficulty meeting course and/or program requirements, who are in danger of failure, are referred to either the Administrator or Coordinator of the Simulation Laboratory.

Students with deficiencies will also receive a letter from the Administrator outlining conditions or behaviors that must improve and offer any and all appropriate assistance that is available to the student.

Students receiving a referral are **strongly encouraged** to meet with their instructor on a regular basis and to schedule an appointment with the Administrator or Coordinator to discuss the referral in more detail and to plan an improvement program.

MATH COMPETENCY POLICY

Proficiency in mathematics skill is necessary for safe medication calculation throughout the nursing program. To provide opportunities to develop and maintain mathematical skills, each nursing course will incorporate content to address medication calculation and dosage. In addition, examinations administered during each course will include medication calculations unique to the specialty content.

Academic Honors

Students achieving a 3.0 grade point average at the completion of each term will be recognized by the School for Academic Honor Achievement.

Conditional Status

Students who are not fulfilling course expectations may be placed on conditional status. The intent of this status is to help students improve on their limitations and to improve their standing in the school.

Conditional status applies only to:

1. Inconsistent clinical achievement
2. Chronic tardiness/absenteeism
3. Unprofessional conduct

Conditional status is not offered during or at the completion of the first term or for academic failure; with the exception of chronic tardiness or absenteeism.

Students on conditional status may progress to the next term. Students who are placed on conditional status must meet weekly with the faculty to discuss progress, and evaluate need for further improvement.

Should satisfactory progress not be met, the student will be withdrawn from the program.

Students remain on conditional status during the balance of the program.

- Behavioral problems that interfere with performance, such as, but not limited to, abuse or possession of illegal drugs on school or hospital property
- Failure to achieve the necessary quality point average
- Verbal, physical or emotional abuse of patients, faculty and peers
- Willful damage to hospital or school property
- Sale of services to patients
- Possession of firearms on hospital or school property
- Violence
- Sexual harassment

Students wishing to **voluntarily withdraw** from the program must make an appointment to discuss the matter with the Administrator of the School and submit a letter verifying the resignation.

A student may withdraw from a course prior to completing two-thirds of the term without incurring a failure for the courses.

Students withdrawing from the program for any reason must meet with the Financial Aid Coordinator/ Business Manager. **Transcripts will be held for failure to fulfill all financial obligations to the School.**

A student will not be eligible to take the Comprehensive Exam for a given level if the financial aid verification process is not completed or if any bills owed the school are unpaid.

NURSE AIDE CERTIFICATION

ELIGIBILITY

Since many nursing students seek employment as nurses' aides either during school or shortly after graduation, the student may be interested in applying to take the nurse aide competency examination. The Omnibus Budget Reconciliation Act of 1987 in sections 19/9 (f)(2)(A)(i) and (f)(2)(A)(i) and Amendments of 1989 and 1990 require that an individual employed as a nurse aide successfully complete a state-approved training and competency evaluation. The first level practical nursing curriculum includes the minimum areas to be covered in nurse aide training including basic nursing skills, personal care skills, recognition of mental health and social service needs, care of cognitively impaired, basic restorative services and resident rights.

After successfully completing the required curriculum, any student wishing to sit for the nurse aide competency evaluation must submit an application to determine eligibility to sit for the examination to the Pennsylvania Department of Education. The application is available in the Adult Education office. The following criteria must be met in order to register for the nurse aide competency examination.

The student must successfully complete Term I courses and Nutrition with at least a 75% average.

To register for the nurse aide competency examination, contact the American Red Cross at 1-800-852-0518.

CLINICAL DEVELOPMENT

At the completion of each nursing course, students are scheduled for a clinical competency evaluation. The knowledge, skills and abilities tested in the Skills Laboratory reflect the content and learning objectives of the current nursing course. Students are provided ample opportunity for

practice prior to the scheduled lab. Students who do not perform in a satisfactory manner are required to meet with the Administrator to discuss a **mandatory remedial plan**.

Students are also scheduled throughout the program to take **clinical achievement tests** (such as Assessment Technology Inc. (ATI) tests) to measure their knowledge related to specific areas of nursing practice. These achievement tests are **mandatory** and assist faculty in identifying student progress and areas for improvement. Clinical time is allotted for these examinations. Students scoring below the established norm are required to meet with the Administrator for remedial assistance.

In order to assist the student in developing the necessary knowledge, skills and abilities for success in the clinical practicum, **students are required to meet with their clinical instructor each week**. This learning opportunity provides the student verbal and written feedback regarding their clinical performance. Student progress regarding planning nursing care is discussed, strengths and areas for improvement are presented, and plans are designed to assist the student in improving their clinical performance.

Instructors provide all students with a written progress report at midterm. **Students with deficiencies are expected to follow the improvement plan developed between student and faculty to promote clinical success.**

ACCOUNTABILITY

Practical nurses are responsible and accountable for their actions. Students must be familiar with, and abide by, school and hospital regulations and expectations. Students are expected to behave in a manner that will promote respect for themselves, the school, the hospital and the discipline of nursing.

Poor grooming, inappropriate dress, vulgar and profane language are undesirable behaviors for professional people and will not be tolerated. A student who, after being cautioned about such behavior, does not adhere to the expected standards can be dismissed from the school.

DRESS CODE

Appropriate dress and good grooming are essential characteristics for all who aspire to be professional people. When assigned to the **clinical area**, students will wear the complete, approved student uniform with appropriate undergarments. **The Indiana County Technology Center photo identification badge is also part of the complete uniform. White socks and white shoes are required.**

Good grooming includes hair that is neat and clean, daily bathing, frequent mouth care and use of deodorant. In accordance with principles of infection control:

1. Hair must be off the collar and away from the face. (Hair color of unnatural tone is NOT permitted, i.e. purple, green, blue, etc.)
2. Fingernails must be short and ***free of all nail polish***
3. Jewelry is limited to a wedding band, one post earring per ear and watch ***only***
4. Make-up and cologne should be kept to a minimum.
5. Uniform must be clean and neatly pressed.
6. All visible tattoos must be covered.
7. ***Chewing gum is not permitted in the clinical area.***

ANYONE WHO APPEARS IN UNIFORM THAT DOES NOT MEET THE ACCEPTABLE STATED STANDARDS WILL BE ASKED TO LEAVE THE CLINICAL UNIT UNTIL THE INADEQUACY IS CORRECTED.

Appropriate attire for **class** includes clothes that are neat, clean and professional in manner. Jeans may be worn but must not be

torn or frayed. Tee-shirt logos cannot be offensive in nature. Miniskirts, shorts, and halter-tops are not considered appropriate attire.

ADMINISTRATIVE POLICIES GOVERNING STUDENT AND GRADUATE RECORDS

MAINTENANCE OF RECORDS

All records are confidential and maintained in fireproof locked files and electronic forms under the supervision of the Administrator of the School of Practical Nursing. Maintenance and retention of student records are in accordance with the Family Educational Rights and Privacy Act of 1974, as amended, Pennsylvania Code of the Pennsylvania State Board of Nursing, federal and state financial aid regulations.

FINANCIAL RECORDS are confidential and are located in a locked file in the Financial Aid Office. The records are accessible to the Business Manager and to the Administrator of the School of Practical Nursing. After graduation or withdrawal, records are maintained by the financial aid office in a locked file for three (3) years.

HEALTH RECORDS are maintained via the online record management system (Certified Background) with access by the student and nursing program administration.

STUDENT ACADEMIC RECORDS are located in a locked file of the record room and are accessible to faculty, school secretary and the Administrator of the School of Practical Nursing.

1. Eliminated when student completes the program and passes licensure examination:
 - a. Application for admission
 - b. Reference letters
 - c. Interview with applicant
 - d. Acceptance letter
 - e. Communications with student
 - f. Pre-entrance Test results

2. Retained five (5) years:
 - a. Pre-entrance college transcripts, high school transcript or GED certificate
3. Retained ad infinitum:
 - a. Final official transcript

This school provides the student the right to inspect his/her own record and to challenge them. A student sends a written request to the Administrator of the School of Practical Nursing. A time is scheduled with the student to review the file. If the student believes the record contains inaccurate information, a meeting is conducted with the Administrator to evaluate the information. If the meeting does not resolve the issue, the student may attach a comment page to the record.

Final Student Academic Record

1. Transcripts are compiled and signed by the Administrator and imprinted with the official seal. An electronic copy is maintained.
2. Academic transcripts for withdrawn students are also kept ad infinitum.

Release of Records

1. An official transcript is one that is signed by the Administrator and imprinted with the official seal. An official transcript is issued only to the institution or agency named by the student or graduate.
2. An unofficial transcript is one that is not imprinted with the official seal of the school. An unofficial transcript may be released directly to the student or graduate.
3. Transcripts are requested from the Administrator by a written statement from the student or graduate. The cost of \$5.00 must accompany this request.
4. Transcripts will not be faxed due to the confidential nature of the information.

***NO RECORDS MAY BE REMOVED
FROM THE INDIANA COUNTY
TECHNOLOGY CENTER SCHOOL
OF PRACTICAL NURSING***

LIBRARY SERVICES PROGRAM

A reference library is located at Indiana County Technology Center (ICTC) and Steel Center Area Vocational Technical School (SCAVTS) within the classroom/skills lab area. Care plan aids are also available. The Indiana County Technology Center School of Practical Nursing students who are enrolled in any PHCC class are also able to use the complete library resources of PHCC which include online nursing journals.

Furthermore, library resource utilization is also secured at each clinical agency, many of which have a medical librarian present. Basic library services at the clinical sites of Conemaugh Health Systems Memorial Medical Center's library, Excela Health System's library and Indiana Area Regional Medical Center's library include access to library selection and borrowing privileges, electronic database access, research assistance, and personalized training services. Any fees or fines are the responsibility of the student. Orientation to library services will be completed during clinical orientation to each clinical site. Library hours and services vary depending upon clinical site. Some off-hour access to the library is available via electronic photo-id system.

COMPUTER LEARNING CENTER

The Computer Learning Center is located at Pennsylvania Highlands Community College, Indiana County Technology Center and Steel Center Area Vocational Technical School campuses. Its purpose is to enhance and augment classroom and clinical instruction. Students use the resources for independent study, NCLEX-PN preparation, instructor assigned projects, academic and clinical enrichment, Internet access, Health Sciences online access and word processing.

GUIDELINES

- 1. No food or beverages are permitted in the computer learning center.**
- 2. Student software may not be installed in any computer.**
- 3. All student personal electronic devices must be virus scanned prior to each use or a portable access device utilized.**
- 4. Students are not to use the computer lab for printing services.**

ACCESS

The Computer Learning Center at all institutions will be open Monday through Friday according to building hours. Students may use the Center at their convenience during the hours of operation. Computer assistance is available from the faculty or staff when possible. **According to the Indiana County Technology Center's Acceptable Use Policy #815, all students who have access to electronic technology must sign an Acceptable Use Policy Form.**

USE OF SOFTWARE

All software must be used in the Computer Learning Center. Software **MAY NOT BE COPIED** for personal use or removed from the Center. The copying of copyrighted software is considered a felony offense. This behavior can result in termination from the School since it is considered an act of gross misconduct.

COMPUTER VIRUS PREVENTION

In order to prevent a computer virus from being introduced into the computer center system, **Student-Owned Software is NOT TO BE INSTALLED** on the computers in the Learning Center at PHCC, ICTC or SCAVTS. Students may utilize flash drives, or removable storage disks for school related projects. The introduction of a computer virus to any computer at the School, deliberately or inadvertently, can be a felony. This behavior can result in termination from the nursing program since it is considered an act of gross misconduct.

SAVING OF DOCUMENTS

Students are to save any school related projects (resumes, assignments, etc.) on a removable storage device. **NO STUDENT DOCUMENTS ARE TO BE SAVED ON THE HARD DRIVE.**

ORIENTATION/TRAINING

Term I students will receive instruction on use of all Computer Centers. Content will include an introduction to the use of personal computer and methods to access nursing and remedial software on the menu.

COMPUTER PROGRAM ASSIGNMENT

Each of the nursing courses may have computer assignments that are required or recommended. A student may be assigned to complete a computer program(s) at the instructor's discretion based on learning needs identified in the classroom or clinical area.

***Printing services are not included within computer fees.**

STUDENT RESPONSIBILITY AND CONDUCT

The Indiana County Technology Center School of Practical Nursing expects every student and employee to observe commonsense rules of honesty, courtesy safety, attendance and attention to their work and to refrain from any action which reflects discredit on the School or its services. The purpose of such rules is not to restrict any individual's rights but to maintain high standards of care, service and efficiency.

The great majority of our students and employees will voluntarily comply with these rules. In dealing with those who do not, the School has adopted and will be guided by the following general principles:

1. All students shall be treated in a fair and equitable fashion free from any form of illegal discrimination.
2. Students who engage in similar types of conduct will be treated in a similar fashion, unless their length of service or records of performance or conduct justify different treatment.
3. Students whose improper conduct appears to be unintentional and/or correctable will normally be given a reasonable opportunity to improve through corrective action such as counseling, warnings, or suspension.
4. Students who engage in conduct demonstrating a deliberate or careless disregard for the rights of others or their duties to the Indiana County Technology Center, the clinical sites & patients must and shall be terminated/discharged.

Published list of violations of rules of conduct and performances is not all-inclusive, but illustrates some of the types of behavior which ordinarily warrant imposition of disciplinary action or discharge. The disciplinary action to be imposed will be determined in accordance with established practice which considers, among other things, the seriousness of the conduct, prior infractions, and past record. All questions concerning the implementation or interpretation of this policy should be addressed to the Administrator of the School of Practical Nursing.

VIOLATIONS OF RULES OF CONDUCT AND PERFORMANCE

1. Neglect of, abuse of, or failure to properly care for any patient.
2. Insubordination: failure or refusal to comply with the instructions, assigned duties or directions of faculty or staff.
3. Neglect of or failure to properly perform assigned duties.
4. Unauthorized absence from clinical assignment or unit, unauthorized tardiness, leaving work or workstation without authorization.
5. Excessive absence or tardiness as outlined in Attendance Policy.
6. Failure to properly report any expected absence or tardiness.
7. Use of intemperate, foul, abusive or profane language, rude or discourteous behavior.
8. Disorderly conduct: fighting, causing or threatening to cause injury to any person or property, harassing, intimidating, coercing or abusing any person or interfering with operations.
9. Possession or use of any weapon or concealed possession of any article which could serve as a weapon.
10. Possession or use of alcohol or any non-prescribed controlled substance (illicit drugs).
11. Destruction, damage, misuse or abuse of School or Hospital property or records, or the property of others.
12. Dishonest behaviors, including theft, misappropriation, attempted theft or misappropriation, or unauthorized possession of school/clinical facility/property of others.
13. Violation of the Indiana County Technology Center's fair employment practices policy, including any form of illegal discrimination against or harassment of any person.
14. Interfering with the work of others.
15. Failing to properly report any accident or injury which occurs on school or clinical facility or property or which is related to a student's work.
16. Concealing any act or conduct in violation of any school/clinical facility rule.
17. Inducing others to violate any school/clinical facility rule.
18. Reporting to school/clinical or engaging in school/clinical in a condition unfit for work.
19. Engaging in any careless or reckless act.
20. Performing clinical work in an inefficient, ineffective or improper manner or causing any other to do so.
21. Falsifying records, reports or other information.

22. Engaging in any illegal, immoral or unethical act.
 23. Violating or failing to observe safety rules, policies or practices.
 24. Failure to give notice of any medical or physical condition which could interfere with work performance or create a risk of harm to yourself, any other employee, clinical facility/school property or records or the property of others.
 25. Unprofessional or unbusiness-like appearance.
 26. Divulgling confidential information.
 27. Smoking in unauthorized areas or at unauthorized times.
 28. Violation of or failure to observe or follow any other hospital departmental rule, policy, practice or requirement.
 29. Any unauthorized act or statement, which might expose the school/clinical facility or any person, connected with it to loss or liability, or damage the school/clinical facility reputation.
 30. Any form of dishonesty or cheating.
- allowed to cross apparent paths of travel or create tripping hazards.
6. Use of liquids near computers and other electrical equipment should be avoided.
 7. Electric plugs should be removed from receptacles by grasping the plug. Do not pull plugs from receptacle by the wires.
 8. Students and employees are encouraged to be alert for hazardous conditions of floor surfaces. Spills should be cleaned immediately. Problems such as torn carpet and loose or broken tile should be reported and repaired promptly.
 9. On orientation to each clinical site, the security assistance number will be communicated.
 10. In office and clinical areas only one file drawer should be opened at a time. All file drawers should be closed when not in use.
 11. Heavy items and chemical products should be stored on lower storage shelves.

SAFETY POLICY

General Safety

1. Students and employees are directed to be familiar with and comply with all hospitals safety policies as found in the Fire Safety Disaster manual at the clinical sites.
2. Students and employees are directed to be familiar with and comply with the fire plan for the Indiana Center of Westmoreland County Community College.
3. Equipment and supplies will not be placed so as to block safe and convenient passage in aisles and hallways.
4. Students and employees are directed to be alert for deficiencies in electrical equipment. Problems such as broken insulation, loose wires, and damaged plugs or receptacles should be reported to Maintenance and repaired promptly.
5. When setting up audio-visual equipment, necessary electrical cords will not be

FIRE SAFETY

Fire safety means more than just knowing the proper response to a fire alarm. It also means the avoiding of those practices which make a fire more likely or which interfere with the ability to deal with the fire. The following items are suggested as basic fire safety precautions:

1. Smoking is not permitted. Smoke only in outside designated smoking areas.
2. Avoid the use of extension cords. Household type extension cords are especially dangerous.
3. Avoid overloading electrical outlets. Octopus adapters should not be used.
4. Avoid using space heaters. Space heaters with glowing elements are particularly dangerous.
5. Exercise caution with heat generating appliances. Never place such appliances near combustible materials.
6. Be alert for deficiencies with electrical equipment. Problems such as broken insulation, loose wires and cracked or broken receptacles should be repaired promptly.

7. Do not block open corridor doors.
8. Equipment and supplies should not be placed so as to block safe and convenient passage in any aisle or corridor.
9. Equipment and supplies should not be placed so as to block access to exits or fire equipment.
10. Storage of common combustible materials (paper, wood and fabrics) should be orderly and uncluttered. Such materials should be stored on shelving and not directly on the floor. Storerooms should be arranged to allow access to all areas of the rooms. Storage should never be higher than 18" below the ceiling to avoid blocking the sprinklers.
11. All occupants should be made aware of the location of building fire extinguishers.
12. Avoid the use of wedge type doorstops. They can prevent the closing of a door during a fire.

Statement of Affirmative Action

The Adult Education Department and School of Practical Nursing at the Indiana County Technology Center are an equal opportunity education institution and will not discriminate based on race, color, national origin, gender, sexual orientation, disability, age, religion, ancestry, union membership or any other legally protected classification in accordance with federal and state statutes and regulations. For more information regarding civil rights, grievance procedures, services activities, and facilities that are accessible to and usable by handicapped persons, contact Carol J. Fry, Title IX and Section 504 Coordinator, at the Indiana County Technology Center, 441 Hamill Road, Indiana PA, (724) 349-6700, between the hours of 7:45 a.m. and 3:45 p.m.