



CITIZENS SCHOOL OF NURSING

Academic Catalog

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About the School

Citizens School of Nursing owned and operated by Allegheny Health Network's Allegheny Valley Hospital has been producing quality nursing professionals since 1913. Currently, the School of Nursing is in Tarentum, Pennsylvania, a few miles from Allegheny Valley Hospital.

Citizens School of Nursing partners with Geneva-Portage Learning to provide general education courses that support the nursing curriculum. Clinical learning occurs primarily at Allegheny Health Network hospitals, Children's Hospital of UPMC, and various outpatient and community sites.

Citizens School of Nursing is one of two Allegheny Health Network diploma nursing programs. Citizens offers two program options, a full-time 20-month (2 year) curriculum, and a part-time 32-month (3 year) evening weekend curriculum.

Mission

The Allegheny Health Network (AHN) Schools of Nursing commit to excellence in nursing education by preparing competent, compassionate nurses who provide safe, high-quality healthcare to diverse patients, families, and communities.

Vision

The vision of the AHN Schools of Nursing is to develop competent, safe, and compassionate graduate nurses utilizing effective and current educational strategies. We will contribute to the nursing profession through our commitment to quality improvement, communication, collaboration, and evidence-based practice to meet the unique needs of our students and the changing landscape of healthcare.

Philosophy (Our Beliefs)

We, the faculty believe that nursing is a dynamic caring profession that facilitates health promotion, disease prevention, advocacy, and healing for patients, families, and communities. We believe in individualized, compassionate care for patients across the lifespan. The focus on diversity, equity, inclusion, and social determinants of health allow the nurse to optimize the well-being of populations.

Utilizing Knowles Adult Learning Theory and constructivism as a foundation, faculty enhance learning environments to foster student success in their journey to becoming a professional nurse. We believe that student success is achieved through self-motivation, an individual's lived experience, and ongoing support.

Faculty integrate Tanner's Clinical Judgment Model across the curriculum to guide a student's ability to "think like a nurse." Clinical reasoning and judgment, utilizing a variety of teaching strategies, are introduced early and progress from simple to complex. Faculty believe it is important to minimize the gap between academia and clinical practice. The development of clinical reasoning in a student allows for seamless transition from graduate to professional nurse.

We believe in building a strong educational foundation that improves the quality and safety of healthcare for a diverse patient population. Utilizing the competencies of Quality and Safety Education for Nurses (QSEN), faculty incorporate contemporary and evidence-based nursing practice into learning environments.

End of Program Student Learning Outcomes (EOPSLO)

At the end of the program, the graduate will be able to:

1. Integrate clinical reasoning and judgment grounded in evidence-based practice to meet the changing needs of patients.
2. Function effectively as an inter-professional team member to achieve continuity of care and safe patient outcomes.
3. Incorporate principles of communication in the role of a professional nurse.
4. Act as an advocate to guide patients toward health promotion, disease prevention, and healthcare decision making.
5. Incorporate socioeconomic, cultural, and spiritual aspects into the care of a diverse patient population.
6. Manage the care of patients within various settings to ensure safe and quality health outcomes

Non-discrimination Policy

It is the policy of the AHN Schools of Nursing to provide equal educational opportunity in accordance with federal, state, and local laws and/or regulations related to nondiscrimination. The AHN Schools of Nursing administration, faculty, and staff are responsible for the implementation of equal opportunity for all applicants and students, and does not discriminate in the recruitment, admission, transfer, education, progression, dismissal, termination, graduation or financial support of students or in the operation of any of its educational programs and activities.

Equal opportunity to applicants and students is provided regardless of race, color, religion, ancestry, national origin, gender, gender expression, age, disability, marital status, sexual orientation, military status, veteran status, or other legally protected groups. The AHN Schools of Nursing will continue to support and promote equal educational opportunity, human dignity, racial, ethnic, and cultural diversity.

All applicants and enrolled students must be able to complete the essential functions of a student nurse with or without reasonable accommodation. Required clearances include Act 33 PA Child Abuse History Certification, Act 34 PA Criminal Record Check, and Act 73 Fingerprints for program admission and continued enrollment.

Title IX of the Education Amendments of 1972 prohibits any person in the United States from being discriminated against on the basis of sex in seeking access to any educational program or activity receiving federal financial assistance. The U.S. Department of Education, which enforces Title IX, has long defined the meaning of Title IX's prohibition on sex discrimination broadly to include various forms of sexual harassment and sexual violence that interfere with a student's ability to equally access educational programs and opportunities.

Diversity and Inclusion

The AHN Schools of Nursing are committed to diversity and the creation of an inclusive educational environment where everyone is valued for both their similarities and their differences. The AHN Schools of Nursing respects the unique attributes and diverse thinking of each person and recognizes and embraces the many diverse perspectives and life experiences that each individual brings to the classroom. A diverse and inclusive faculty and student body ensures the capacity to serve all communities and to reach new and emerging markets.

Accreditation and Approval Information

The diploma nursing program at Citizens School of Nursing, located in Tarentum, Pennsylvania, is accredited by the Accreditation Commission for Education in Nursing (ACEN).

The most recent accreditation decision made by the ACEN Board of Commissioners for the diploma nursing program is Continuing Accreditation.

For more information about ACEN accreditation, or concerns regarding the nursing program please contact:

Accreditation Commission for Education in Nursing (ACEN)
3390 Peachtree Road NE, Suite 1400
Atlanta, Georgia 30326
(404) 975-5000
Fax: 404-975-5020



View the public information disclosed by the ACEN regarding this program by using the ACEN Program Search at www.acenursing.org.

The diploma nursing program at Citizens School of Nursing is approved by the Pennsylvania State Board of Nursing.

For more information about approval of the nursing program please contact:

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

For concerns regarding the nursing program, please visit: [Students Complaints \(pa.gov\)](http://Students.Complaints.pa.gov)

Curriculum

Full Time Progression Plan – Daylight

Fall Term

Course	Title	Credits	Theory Hours	Clinical/ Lab Hours	Average Nursing course hours per week	Total Semester Credit
NURS 111	Foundations of Nursing	12	105	Clinical 135 Lab 60	Class hours 7 per week	16
* BIOD 151	Essential Human Anatomy & Physiology I w/ Lab	4	Online		Clinical/lab hours 12 per week	

Spring Term

Course	Title	Credits	Theory Hours	Clinical/ Lab Hours	Average Nursing course hours per week	Total Semester Credit
NURS 211	Nursing Care of the Adult with Medical Surgical Patient	12	105	225	Class hours 9 per week	18
NURS 212	Pharmacology for Nursing	2	30		Clinical hours 15 per week	
*BIOD 152	Essential Human Anatomy & Physiology II w/ Lab	4	Online			

Summer Term

**General Education Courses Only*

Course	Title	Credits	Theory Hours	Clinical/ Lab Hours	Total Semester Credit
*PSYC 140	Developmental (Lifespan) Psychology	3	Online		7
*BIOD 171	Essential Microbiology w/ Lab	4	Online		

Fall Term

Course	Title	Credits	Theory Hours	Clinical/ Lab Hours	Nursing course hours per week	Total Semester Credit
NURS 311	Nursing Care of Patients and Families Across the Lifespan	12	120	180	Class hours 8 per week Clinical hours 12 per week	12

Spring Term

Course	Title	Credits	Theory Hours	Clinical/ Lab Hours	Nursing course hours per week	Total Semester Credit
NURS 411 8 week (1)	Nursing Care of the Critically Ill Adult.	6	60	90	Class hours 8.5 per week Clinical hours 12 per week	12
NURS 412 8 week (2)	Transition to Professional Nursing Practice	5	30	135	Class hours 5.5 per week	
NURS 413 8 week (2)	NCLEX-RN Preparation	1	15		Clinical hours 16 per week	

CREDIT CALCULATIONS

1 Theory Credit = 15 Contact Hours

1 Clinical Credit = 45 Contact Hours

1 Lab Credit = 30 Contact Hours

Total Credits: 65: 50 Nursing: 15 General Education Support

Total Program Length: 20 months

- Total Nursing Theory Hours - 465
- Total Nursing Lab Hours - 60
- Total Nursing Clinical Hours – 765

**General Education Courses taught by affiliate Geneva College – Portage Learning*

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

Nursing Course Descriptions

NURS 111 Foundations of Nursing (12 credits)

This course serves as the foundation for the practice of professional nursing and focuses on the acquisition of the knowledge and skills required to assess the basic healthcare needs of patients. The key concepts of foundational nursing are used to develop the student's beginning understanding of the patient's physiological and psychological response to health and illness. Nursing skills are introduced in the laboratory and are reinforced in the clinical setting.

NURS 211 Nursing Care of the Adult Medical Surgical Patient (12 credits)

This course focuses on the care of the adult patient in the medical-surgical setting. A holistic approach is incorporated to address the health promotion, maintenance, and illness management of patients. Building on skills and knowledge from Foundations of Nursing, clinical reasoning and judgment will be emphasized in the classroom and clinical environment. The clinical component allows the student to implement the nursing process while collaborating with the interdisciplinary healthcare team to assist the patient to achieve optimum health.

NURS 212 Pharmacology for Nursing (2 credits)

This course will cover the basic principles of pharmacology and medication therapy necessary for general nursing practice. Students will be introduced to major drug classifications and their pharmacokinetics which will be reinforced in the clinical setting to promote health and treat illness across the lifespan. Students will apply the nursing process to ensure safe medication administration and evaluate the therapeutic effect of medications. Drug calculation skills will be reinforced. Genetic variations, patient health beliefs, and cultural influences impacting drug therapy will also be considered.

NURS 311 Nursing Care of Patients and Families Across the Lifespan (12 credits)

This course focuses on the care of patients and families in various stages throughout the lifespan. The management of patients during the reproductive and child-bearing years will be explored, along with the newborn, child, adolescent, and aging adult. Additionally, those patients with alterations in psychosocial integrity will be emphasized. Growth and developmental milestones, family-centered care, health promotion, illness prevention, and strategies to ensure optimal mental health and well-being will be explored. Clinical experiences in various specialized in-patient and out-patient settings will be utilized.

NURS 411 Nursing Care of the Critically Ill Adult (6 credits)

This course focuses on the care of the patient with critical illness and advances the students' clinical reasoning and judgment in the management of the patient with complex health problems. Collaboration and communication with patients, families and the interdisciplinary healthcare

team are incorporated to maximize positive patient outcomes. Prioritization, implementation, and evaluation of care in the management of critically ill patients in the acute care setting will be emphasized.

NURS 412 Transition to Professional Nursing Practice (5 credits)

This course focuses on the management of care delivery with an emphasis on bedside leadership, organization, and delegation in an effort to facilitate the student's transition into the professional nursing role. Principles of safe, quality patient care will be the focus. Students will be paired with a professional registered nurse preceptor and are expected to integrate knowledge, skills, and experience to manage the nursing care of multiple patients.

NURS 413 NCLEX-RN Preparation (1 credit)

This course is designed to prepare students to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN). Utilizing clinical reasoning and judgment, students will integrate knowledge from courses throughout the program and apply test-taking strategies to promote NCLEX- RN success.

College Course Descriptions: Geneva College – Portage Learning

BIOD 151 Essential Human Anatomy & Physiology I w/ Lab (4 credits)

A systematic integration of the structure and function of the cells, tissues, organs, and systems of the human body. The systems discussed are the respiratory system, digestive system, skeletal system, axial and appendicular musculature, endocrine system, and the integumentary system. This course also includes an overview of basic anatomical terminology, cell composition, and a discussion of the cellular membrane. Modules include discussions of anatomy and physiology of the individual systems as well as common pathology and treatments associated with each. The laboratory component of this course is delivered using virtual labs and interactive simulations with detailed instruction and demonstrations from an experienced instructor.

BIOD 152 Essential Human Anatomy & Physiology II w/ Lab (4 credits)

A continued systematic discussion of the anatomical and physiological systems within the human body. The systems discussed are the nervous system and the special senses, circulatory system, reproductive system including discussions of mitosis/meiosis and heredity, and the urinary system with a discussion of fluid and electrolyte balance. Modules cover the common pathology and treatments associated with each of the systems outlined above. The laboratory component of this course is delivered using virtual labs and interactive simulations with detailed instruction and demonstrations from an experienced instructor.

BIOD 171 Essential Microbiology w/ Lab (4 credits)

A systematic examination of the microbial world, with an emphasis on pathogens. Topics covered include morphology, physiology, and genetics as well as the metabolic and enzymatic reactions associated. Strategic techniques for the growth, isolation and visualization of microbes are included as are microscopic and diagnostic methods. The causative agents and treatment strategies of various pathogens are emphasized. Viral composition, replication and the associated disease states are also covered in detail. The laboratory component of this course is delivered using virtual labs and interactive simulations with detailed instruction and demonstrations from an experienced microbiologist.

PSYC 140 Developmental (Lifespan) Psychology (3 credits)

PSYC 140 studies human growth and development across the lifespan. From conception to death, physical, cognitive, and socioemotional development is examined. Key developmental theorists and theories are integrated throughout the course as well as developmental milestones across the lifespan. Research methods in developmental psychology are addressed explicitly and are also addressed alongside each major research study and theory discussed. This course includes discussion on current issues such as child obesity, younger menarche, and adults caring for children and parents. Thus, this course addresses classic developmental theories and research as well as provides an overview of current developmental topics across the lifespan.

Part Time Progression Plan – Evenings and weekends

Spring Term

Course	Title	Credits	Theory Hours	Clinical/ Lab Hours	Average Nursing course hours per week	Total Semester Credit
NURS 111A	Foundations of Nursing A	6	52.5	Clinical 67.5 Lab 30	Class hours 3 per week Clinical/lab hours 7 per week	10
* BIOD 151	Essential Human Anatomy & Physiology I w/ Lab	4	Online			

Summer Term

Course	Title	Credits	Theory Hours	Clinical/ Lab Hours	Average Nursing course hours per week	Total Semester Credit
NURS 111B	Foundations of Nursing B	6	52.5	Clinical 67.5 Lab 30	Class hours 3 per week Clinical/lab hours 7 per week	10
*BIOD 152	Essential Human Anatomy & Physiology II w/ Lab	4	Online			

Fall Term

Course	Title	Credits	Theory Hours	Clinical/ Lab Hours	Average Nursing course hours per week	Total Semester Credit
NURS 211A	Nursing Care of the Adult Medical Surgical Patient A	6	52.5	Clinical 112.5	Class hours 3 per week Clinical/lab hours 7 per week	8
NURS 212	Pharmacology For Nursing	2	30			

Spring Term

Course	Title	Credits	Theory Hours	Clinical/ Lab Hours	Average Nursing course hours per week	Total Semester Credit
NURS 211B	Nursing Care of the Adult Medical Surgical Patient B	6	52.5	Clinical 112.5	Class hours 3 per week Clinical/lab hours 7 per week	10
*BIOD 152	Essential Human Anatomy & Physiology II w/ Lab	4	Online			

Summer Term

Course	Title	Credits	Theory Hours	Clinical/ Lab Hours	Average Nursing course hours per week	Total Semester Credit
NURS 311A	Nursing Care of Patients and Families Across the Lifespan A	6	60	Clinical 90	Class hours 4 per week Clinical/lab hours 5.5 per week	9
*PSYC 140	Developmental (Lifespan) Psychology	3	Online			

Fall Term

Course	Title	Credits	Theory Hours	Clinical/ Lab Hours	Average Nursing course hours per week	Total Semester Credit
NURS 311B	Nursing Care of Patients and Families Across the Lifespan B	6	60	Clinical 90	Class hours 4 per week Clinical/lab hours 5.5 per week	6

Spring Term

Course	Title	Credits	Theory Hours	Clinical/ Lab Hours	Average Nursing course hours per week	Total Semester Credit
NURS 411	Nursing Care of the Critically Ill Adult	6	60	Clinical 90	Class hours 4 per week Clinical hours 5.5 per week	6

Summer Term

Course	Title	Credits	Theory Hours	Clinical/ Lab Hours	Average Nursing course hours per week	Total Semester Credit
NURS 412	Transition to Professional Practice	5	30	Clinical 135	Class hours 3 per week	6
NURS 413	NCLEX-RN Preparation	1	15		Clinical hours 8.5 per week	

CREDIT CALCULATIONS

1 Theory Credit = 15 Contact Hours

1 Clinical Credit = 45 Contact Hours

1 Lab Credit = 30 Contact Hours

Total Credits: 65: 50 Nursing: 15 General Education Support

Total Program Length: Eight 16 week terms (32 months)

- Total Nursing Theory Hours - 465
- Total Nursing Lab Hours - 60
- Total Nursing Clinical Hours – 765

**General Education Courses taught by affiliate Geneva College – Portage Learning*

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

Nursing Course Descriptions

NURS 111A Foundations of Nursing A (6 credits)

Foundations of Nursing A is the first of a two part course. This course overall serves as the foundation for the practice of professional nursing and focuses on the acquisition of the knowledge and skills required to assess the basic healthcare needs of patients. The key concepts of foundational nursing are used to develop the student's beginning understanding of the patient's physiological and psychological response to health and illness. Nursing skills are introduced in the laboratory and are reinforced in the clinical setting.

NURS 111B Foundations of Nursing B (6 credits)

Foundations of Nursing B is the second half of a two part course. This course serves as the foundation for the practice of professional nursing and focuses on the acquisition of the knowledge and skills required to assess the basic healthcare needs of patients. The key concepts of foundational nursing are used to develop the student's beginning understanding of the patient's physiological and psychological response to health and illness. Nursing skills are introduced in the laboratory and are reinforced in the clinical setting.

NURS 211A Nursing Care of the Adult Medical Surgical Patient (6 credits)

Nursing Care of the Adult Medical Surgical Patient A is the first part of a two part course. This course focuses on the care of the adult patient in the medical-surgical setting. A holistic approach is incorporated to address the health promotion, maintenance, and illness management of patients. Building on skills and knowledge from Foundations of Nursing, clinical reasoning and judgment will be emphasized in the classroom and clinical environment. The clinical component

allows the student to implement the nursing process while collaborating with the interdisciplinary healthcare team to assist the patient to achieve optimum health.

NURS 211B Nursing Care of the Adult Medical Surgical Patient (6 credits)

Nursing Care of the Adult Medical Surgical Patient B is the second part of a two part course. This course focuses on the care of the adult patient in the medical-surgical setting. A holistic approach is incorporated to address the health promotion, maintenance, and illness management of patients. Building on skills and knowledge from Foundations of Nursing, clinical reasoning and judgment will be emphasized in the classroom and clinical environment. The clinical component allows the student to implement the nursing process while collaborating with the interdisciplinary healthcare team to assist the patient to achieve optimum health.

NURS 212 Pharmacology for Nursing (2 credits)

This course will cover the basic principles of pharmacology and medication therapy necessary for general nursing practice. Students will be introduced to major drug classifications and their pharmacokinetics which will be reinforced in the clinical setting to promote health and treat illness across the lifespan. Students will apply the nursing process to ensure safe medication administration and evaluate the therapeutic effect of medications. Drug calculation skills will be reinforced. Genetic variations, patient health beliefs, and cultural influences impacting drug therapy will also be considered.

NURS 311A Nursing Care of Patients and Families Across the Lifespan (6 credits)

Nursing Care of the Patients and Families Across the Lifespan A is the first part of a two part course. This course focuses on the care of patients and families in various stages throughout the lifespan.

The management of patients during the reproductive and child-bearing years will be explored, along with the newborn, child, adolescent, and aging adult. During the second half the course, those patients with alterations in psychosocial integrity will be emphasized. Growth and developmental milestones, family-centered care, health promotion, illness prevention, and strategies to ensure optimal mental health and well-being will be explored. Clinical experiences in various specialized in- patient and out-patient settings will be utilized.

NURS 311B Nursing Care of Patients and Families Across the Lifespan (6 credits)

Nursing Care of the Patients and Families Across the Lifespan B is the second part of a two part course. This course focuses on the care of patients and families in various stages throughout the lifespan. The management of patients during the reproductive and child-bearing years will be explored, along with the newborn, child, adolescent, and aging adult. During the second half of the course, those patients with alterations in psychosocial integrity will be emphasized. Growth and developmental milestones, family-centered care, health promotion, illness prevention, and

strategies to ensure optimal mental health and well-being will be explored. Clinical experiences in various specialized in-patient and out-patient settings will be utilized.

NURS 411 Nursing Care of the Critically Ill Adult (6 credits)

This course focuses on the care of the patient with critical illness and advances the students' clinical reasoning and judgment in the management of the patient with complex health problems. Collaboration and communication with patients, families and the interdisciplinary healthcare team are incorporated to maximize positive patient outcomes. Prioritization, implementation, and evaluation of care in the management of critically ill patients in the acute care setting will be emphasized.

NURS 412 Transition to Professional Nursing Practice (5 credits)

This course focuses on the management of care delivery with an emphasis on bedside leadership, organization, and delegation in an effort to facilitate the student's transition into the professional nursing role. Principles of safe, quality patient care will be the focus. Students will be paired with a professional registered nurse preceptor and are expected to integrate knowledge, skills, and experience to manage the nursing care of multiple patients.

NURS 413 NCLEX-RN Preparation (1 credit)

This course is designed to prepare students to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN). Utilizing clinical reasoning and judgment, students will integrate knowledge from courses throughout the program and apply test-taking strategies to promote NCLEX- RN success.

Admissions

The Allegheny Health Network (AHN) Schools of Nursing strive to provide an open, inclusive, and supportive academic setting. AHN Schools of Nursing recognize that students come from diverse backgrounds and life experiences. We welcome the benefits that a diverse study body can bring to the program and the nursing profession. Therefore, the AHN Schools of Nursing use a holistic approach to student admission. This holistic approach utilizes both quantitative and qualitative criteria to evaluate an applicant for admission.

Applicants to the School of Nursing must meet established criteria for acceptance and program enrollment. Current admission criteria and procedures are published on the school website. All applicants must be able to perform the essential functions of a nursing student with or without reasonable accommodation. Criminal background and record clearance, child abuse clearance and fingerprinting, urine drug screen and immunizations are required as a condition of

enrollment. Applicants must be citizens of the United States or have Permanent Resident status with the United States Immigration and Naturalization Service.

Criteria for Admission

Academic

In accordance with the Commonwealth of Pennsylvania Professional and Vocational Standards- State Board of Nursing Section 21.01, applicants shall have completed work equal to a standard high school course with a minimum of 16 units:

- English – 4 units
- Social Studies – 3 units
- Mathematics – 2 units (1 unit of Algebra required)
- Science – 2 units with a related laboratory (Biology and Chemistry preferred)

If the applicant does not meet the standard high school science requirements, they will be required to complete two science courses with related laboratory before being considered for admission.

In lieu of a High School diploma, a certificate of completion of a general educational development (GED) will be accepted. An original copy of the GED certificate is required.

Standardized Testing

Applicants to the AHN Schools of Nursing are required to submit standardized testing scores as part of the application process. Applicants may choose to submit SAT/ACT scores **OR** an Assessment Technologies Institute (ATI) Test of Essential Academic Skills (TEAS) composite score for consideration of admission.

Certain applicants are exempt from standardized testing requirements. Those exempt include:

- Applicants with a Bachelors Degree or above.
- Applicants with a current active LPN license

SAT/ACT Examination Scores

- Applicants who receive the following SAT or ACT scores will be considered for expedited acceptance.
- An SAT score of 1020 **OR**
- An ACT composite score of 20
- SAT or ACT scores must be within five years of application date.

Applicants who achieve either an SAT or ACT score that is below the minimum recommended score will be considered for admission based upon additional information provided to the School of Nursing Admissions Committee. Applicants may be advised to take the ATI-TEAS.

ATI TEAS Test

- The ATI-TEAS is a national standardized test that assesses an individuals' overall academic preparedness for a health science program.
- There are four sections to the test including reading, math, science and English and language usage. Each section must be completed to obtain a total adjusted individual score.
- TEAS Scores within five years of application will be accepted.

ATI TEAS Scores

- Applicants who achieve a composite score of 62% or above will be considered for expedited acceptance.
- Applicants who achieve a composite score between 58.7% and 61.9% will be considered for admission based upon additional information provided to the School of Nursing Admissions Committee.

Test of English as a Foreign Language (TOEFL)

A foreign educated student for whom English is a second language must submit an official score report from TOEFL®, Test of English as a Foreign Language, (<https://www.ets.org/toefl.html>). Applicants must score a minimum overall of 65 on the internet-based test (TOEFL iBT®), and each category must demonstrate at least low intermedia level of proficiency.

Application Procedures

1. Complete the application for admission.

- The application is located online on the AHN Schools of Nursing official website.
- Complete all elements of the application.
- All applications require a \$50 non-refundable fee. Applications will not be processed until the required fee has been submitted.
- The application fee will be waived for individuals who attend an AHN School of Nursing Information Session or for those who provide an approved fee waiver.

2. Submit SAT/ACT or ATI TEAS scores.

- SAT or ACT scores should be sent directly from the College Board/ACT Inc. to the admissions office.
- ATI TEAS testing is offered on the campus of AHN Schools of Nursing. Applicants may register by contacting the admissions office.
- Testing may also be completed at an alternative testing center. Scores from alternative testing centers should be sent from ATI to the admissions office.

3. Submit Required Transcripts and Proof of Eligibility to Study at the Post- Secondary Level.

- Submit an official copy of High School Transcript including required course work and date of graduation.
 - Official transcript must be sent directly to the admissions office from the secondary school.
 - Secondary school must be recognized as an approved provider in the state in which the secondary school is located.
- In lieu of a High School diploma, submit an original copy of the GED certificate with test scores.
- Post-secondary education transcripts
 - Official transcripts must be submitted for all prior post-secondary education that was completed. This includes any college, university, nursing, technical and/or vocational program.
 - Transcripts must be sent directly to the admissions office from the institution.

Foreign educated students are required to submit an official foreign transcript evaluation (General Evaluation with GPA) from a National Association of Credential Evaluation Services (NACES®) approved provider. (<https://www.naces.org/members>)

- Evaluations should be sent to the AHN Schools of Nursing Admissions Office by the provider.
- Evaluations should include all international documents (transcripts, marksheets, certificates, examination results, etc.)
- Foreign university, college, and/or high school transcripts that have not been evaluated by an approved NACES® provider will not be accepted for use in the admissions process.

4. Submit additional requirements as requested by admissions office.

- **Reference:** One reference addressing prompts regarding the applicants' abilities. Format provided by the admissions office.
- **Personal Statement/Essay:** Completion of specific essay prompts. Format provided by the admissions office.

LPN Advanced Standing

LPN applicants who seek an advanced standing option should complete the following in addition to the above admission requirements to be considered:

1. Current practical nursing license number for verification.
2. One professional reference completed by their direct supervisor or manager.
3. Resume highlighting current professional nursing experience.
4. A minimum score of level 2 on the ATI Nursing Fundamentals Proctored examination.

Admission Process

The admissions office will complete an initial review of the applicant's file after the receipt of a completed application and application fee. Following the initial application, an official correspondence will be sent to guide the applicant toward final completion of the application process.

Following submission of all required documents, a review of the applicants file will be completed by the admissions coordinator. Applicants may be offered expedited admission **OR** receive a request for additional information to be reviewed by the admissions committee.

Application Deadline

All required documents must be received prior to the posted application deadline to be considered for the semester start.

Offer of Admission

An applicant who meets all admission criteria will be notified with an official acceptance letter/correspondence from the admissions office.

An applicant who does not meet all established admission criteria and is not accepted into the program will be notified with an official rejection correspondence from the admissions office.

Deferment

Any applicant who has accepted admission and chooses to defer may do so for one additional start date. Any applicant deferring for a second time will require a new application.

Post Admission/Enrollment Requirements

To confirm enrollment, the accepted applicant must pay the required non-refundable \$100.00 fee prior to the stated deadline.

Enrollment is contingent upon successful completion of the required financial aid, academic, health, and compliance policy requirements. Failure to complete by the appropriate deadline will result in forfeiture of enrollment.

Enrollment is contingent upon successful completion of the following:

1. Completion of Criminal History clearances
 - Child Abuse History Clearance from Department of Human Services
 - Pennsylvania State Police Criminal Record Check (PATCH)
 - FBI Fingerprint clearance

- Clearances must be current, within 6 months of program start and/or re-start.
 - Any prospective student with has any type of criminal record and/or conviction will have their records reviewed by school administration.
 - **Students should be aware that certain felony convictions may make them ineligible for enrollment and/or subsequent licensure and eligibly as a registered nurse.** The Pennsylvania State Board of Nursing reserves the right to deny licensure based upon an individual’s criminal history, even if that individual has completed the nursing program.
2. Completion of all health required health screenings and immunization requirements:
 - Physical examination
 - Immunizations and/or Titer requirements: (MMR, Varicella, Tdap, Hepatitis B and Tuberculin skin test)
 - COVID-19 series, booster and seasonal Influenza vaccinations are highly recommended, but not required. Documentation of current vaccinations or declination may be required.
 3. Completion of urine drug screening:
 - Urine drug screen must be completed within 4 weeks prior to program start:
 - Cocaine
 - Amphetamines
 - Methamphetamine
 - Barbiturates
 - Benzodiazepines
 - Opiates
 - Phencyclidine
 - Oxycodone
 - Methadone
 4. Completion of Basic Life Support (BLS) healthcare provider training:
 - Certification in CPR which include adult, child and infant resuscitation and automatic external defibrillator (AED) training.
 5. Obtain professional liability insurance.
 6. Evidence of current health insurance
 7. Attend mandatory pre-enrollment and orientation sessions.

Transfer Credit Policy

It is the policy of the AHN Schools of Nursing to accept transfer credit for newly admitted students. Transfer of college/general education credits will only be considered prior to admission to the nursing program. Students admitted and currently enrolled in courses at the AHN Schools of Nursing are required to take general education courses offered by the schools’ specific academic college and university partnerships.

1. To be eligible for transfer, students must provide an official transcript with evidence of course completion and grade from college and/or university for consideration. A course

must be comparable in content, credit(s) and/or contact hours. Course descriptions and syllabi may be required to determine whether courses are acceptable for transfer. Acceptable substitutes for required courses are determined by academic partners.

2. Courses for transfer must meet the following criteria:
 - Courses must be completed at an institution accredited by a regional or national accrediting association for colleges and universities.
 - A Grade of "C" or better attained in the course.
 - Anatomy and Physiology I & II and Microbiology must have been completed within three years of prospective admission.
 - Anatomy and Physiology I & II and Microbiology must have a laboratory component to be considered for transfer.
 - Nursing courses from other schools of nursing will **NOT** be accepted for transfer.
3. Those who have previously completed a certification/licensure program, bachelors, or master's degree in a science or medical field may petition for transfer of general education courses if the course falls outside of the established acceptance time-period. Students should complete the "*Transfer Credit Exemption form*" which can be requested from the School of Nursing registrar office.
4. LPN students who meet the minimum qualifications will be eligible to transfer 12 nursing credits from prior learning for advanced standing placement.
5. High school and college and/or university transcripts from a foreign country must be translated and evaluated for U.S. course equivalency by a translation and evaluation service acceptable to the AHN Schools of Nursing. Cost for this service is the responsibility of the applicant.
6. Any transfer of credit granted to the student will be considered attempted and earned prior to admission. The transfer of credit will not apply to the student's overall grade point average (GPA). The student will be notified of acceptance of credits prior to the start of the program.
7. During enrollment students are required to take general education courses from the following academic partnerships:
 - Students attending the Citizens School of Nursing campus may take courses offered by Westmoreland Community College and Geneva College-Portage Learning Division.
8. The AHN Schools of Nursing provide no guarantee that credits earned while enrolled will transfer to another educational institution.

Financial Aid and Student Accounts

Tuition Payments

Active Students

Tuition and fees are due, or a payment agreement must be submitted by the first day of the semester. Students can view their current tuition, fees, etc. via the student portal on Campus Café electronically. All financial aid will be listed on the student's statement page as pending to assist the student in determining their academic balance.

Citizens School of Nursing (CSON) is the primary biller. All tuition and fees for the college affiliate are collected by Student Accounts department. The nursing program pays the college affiliate on the students' behalf.

Payment options:

- Semester payment plan – pay the balance for each semester on the first day of each semester.
- Monthly payment plan – the semester balance is divided evenly over 4 months (2 months for summer semester). All monthly payments are due on the 15th of every month. The monthly payment plan is an estimate. Adjustments can occur due to changes in financial aid eligibility, origination fees and/or changes in enrollment during the academic year, etc. Any interruption in the student's enrollment may cause the student to owe CSON a balance.
- Students who sign up for a payment plan will sign a paper payment plan and then be able to submit their payment electronically via the student portal. Payment must be received by the Student Accounts via check, money order, or credit card via student portal on Campus Café each month either before or by the due date. Failure to submit a monthly payment will result in the student dismissal from the program.

Students who have not paid tuition in full or made payments according to the payment agreement may be withdrawn from all nursing and college courses on the 21st calendar day from the first day of the semester.

All semester balances must be paid in full. Students cannot progress from semester to semester and/or to their 2nd academic year if there are any prior year balances.

All balances must be paid in full prior to graduation. Failure to be paid in full at graduation will result in Diploma and State Board Educational Verification being held by the school until final payment is made. Graduates with a balance will not be able to receive an official transcript until all balances are paid in full.

Re-Entry Students

The student account balance for a re-entry student must be paid before they can return. Payment for any balance must be paid before the beginning of the new term.

A withdrawn CSON student planning to return to CSON must have all prior balances paid in full before the student can return. Payment for any balance must be paid before the beginning of the new term. CSON can use current academic year funds to satisfy prior-year charges for tuition and/or fees of a total not to exceed \$200.

Withdrawn, Dismissed or Terminated Students

Withdrawn students will be notified of their balance once the Return to Title IV calculation is processed. Any withdrawn student with a balance will need to contact the Student Accounts to set up payment arrangements. The student may either pay the entire balance in full or make a monthly payment until the balance is paid off. The Student Account Associate will mail 3 notifications to any student with a balance. A fourth notification will be sent to the student via certified mail. A minimum payment of \$50.00 must be made and if there is no payment and/or payments less than \$50.00 on the account after the 4th notification Student Accounts will submit the students' balance to a collection agency. CSON currently submits all past due balances to Delta Management Associates, P.O. Box 9191, Chelsea, MA 02150, Toll-free Phone: (800) 688-6337.

Financial Aid Information

Financial aid helps students, and their families afford the costs associated with attending a post-secondary institution. This financial assistance covers educational expenses including, but not limited to, tuition, fees, room and board, books, supplies, transportation, and more. There are several types of financial aid, including grants, scholarships, work-study, and student/parent educational loans.

FAFSA

The first step in applying for financial aid is to complete your Free Application for Federal Student Aid (FAFSA). The student, plus all contributors, will need to obtain a Federal Student Aid Identification (FSA ID) at studentaid.gov. The FSA ID is the legal electronic signature for all online federal financial aid applications. Once a FSA ID is validated for the student and all contributors they can then complete their FAFSA via studentaid.gov. The information provided on the FAFSA will be used to calculate a Student Aid Index (SAI). The SAI will determine what type and how much financial aid a student is eligible to receive.

Types of Financial Aid

The types of financial aid are as follows:

Grants are funds that do not need to be repaid. There are federal and state grants which are based on financial need. A student's grant eligibility is determined once they complete and have a valid FAFSA on file.

- **Federal Pell Grant** – is a federal grant applied for by using the FAFSA. Once a student completes a FAFSA they will receive a FAFSA Submission Summary via email. The Student Aid Index (SAI) will be listed on the FAFSA Submission Summary. The SAI will determine whether the student is eligible to receive any Federal Pell Grant. This aid does not have to be repaid. Students must apply each year for continued consideration.
- **Federal Supplemental Educational Opportunity Grant (FSEOG)** – is a small additional grant awarded to students who demonstrate the highest financial need. Maximum grants are dependent on academic year funding from the Department of Education.
- **PA State Grant** – All students receiving PA State grant must maintain academic progress to maintain grant eligibility. Students are eligible to receive a maximum of eight (8) semesters of PHEAA grant aid. The current award limit is set by PHEAA each year. Apply annually using the FAFSA by May 1 for continued assistance.

Scholarships are funds that do not need to be repaid. Students have the option to apply for internal and external scholarships that may be offered through private agencies and organizations and are not affiliated with AHN Schools of Nursing. Criteria for these scholarships often include academic performance, financial need, underrepresented groups, volunteerism, heritage, community affiliations, or other unique factors important to the sponsoring individual or organization.

Loans are borrowed funds that must be repaid with interest. Repayment can often be deferred as long as a student remains enrolled at least half-time (6 credits). There are several types of loans available to help students and/or parents fund their education.

- **Federal Nursing Student Loan** – Funded and approved under guidelines set by the Federal Government. Applications can be obtained from the Financial Aid Office and returned for processing. The interest rate is 5% with a 9-month grace period. Maximum loan award is \$1500 per academic year; however, loan amounts are subject to available funds in the program and the student's financial aid eligibility. ECSI is the loan servicer.
- **Federal Loan Program** – This program consists of the federal student subsidized and unsubsidized loan and the Parent PLUS loan programs. Additional information and document requirements can be found at studentaid.gov.
- **Alternative Educational Loan** – alternative educational loans are offered through outside lenders. Depending on the lender, repayment usually begins 6 months after the student graduates or stops going to school, whichever comes first.

Academic Year Definition

Citizens School of Nursing is a credit hour, standard semester program consisting of 4 semesters and one summer term. The school uses an academic year definition of 24 credits and a minimum of 36 weeks of instruction to process financial aid. It is a two-year diploma program.

Tuition Refund Policy

Tuition and fees are charged at the beginning of each semester. All fees are non-refundable. The ATI Course Support and Testing fee cannot be prorated if a student begins the program in the middle of an academic year.

A student who drops a course or completely withdrawals from CSON is subject to the following institutional refund policy:

Citizens School of Nursing	
Withdrawal/Drop Date	Tuition Charges
Calendar Day(s) 1 - 7	0%
Calendar Day(s) 8+	100%

All fees are non-refundable.

Financial Aid Refunds

A financial aid credit balance is created when the total funds credited to a student's account exceeds the total educational charges on the student's account. This credit balance will be processed by Student Accounts within 14 days after the credit balance occurred. Student Accounts will submit a check request to AHN accounts payable department. Once the paper check is received Student Accounts will notify the student that the check is available for pick up. If a student is no longer enrolled at Citizens School of Nursing the refund check will be mailed to the student's permanent address on file. If the refund check is not cashed, the Citizens School of Nursing will cancel the check and return the stipend funds back to the Department of Education no later than 240 days after the date the school has issued the check. Students who wish to carry their credit balance due to federal aid can submit a credit authorization form to the Student Accounts Office.

Any credit balance that may occur due to a student withdrawal will be processed according to the policy and procedures notated in the Withdrawal/Return of Financial Aid policy.

Academic Policies

Academic Accommodations

The Allegheny Health Network (AHN) Schools of Nursing recognizes that a student with a disability has the right to appropriate reasonable accommodations and appropriate academic adjustments under Section 504 of the Vocational Rehabilitation Act of 1973 and Title III of the Americans with Disabilities Act, and to be free from discrimination based on disability. Under the ADA and Section 504, a disability is an impairment that substantially limits one or more major life activities.

Students with disabilities must meet and follow the same academic policies and procedures as students without disabilities. The institution is not required to make accommodations or curriculum modifications that would significantly alter the scope or purpose of the nursing programs and classes. The AHN Schools of Nursing cannot guarantee student success. The nursing program may academically dismiss a student with a disability if the student is unable to meet the programs academic requirements.

A reasonable accommodation is a modification or adjustment to a course, program, service, activity, or facility that enables a student with a disability to have an equal opportunity to enjoy the benefits, opportunities, and privileges that are available to all students (with or without disabilities) while simultaneously not reducing or eliminating curriculum standards. Reasonable accommodations do not fundamentally alter or eliminate essential course requirements, and any accommodation that would do so is considered unreasonable and would not be recommended nor approved.

It is the student's responsibility to initiate and utilize their services, Students must request accommodations in accordance with specified deadlines, allowing enough time administration, staff and/or instructors to approve and arrange for any accommodations.

A student may request an academic accommodation according to the following established guidelines:

1. Students requesting an academic accommodation must make an appointment with the Director or Assistant Director to discuss the nature of the request.
2. All students requesting academic accommodations must have their treating provider complete the appropriate *Academic Accommodations Request Form*.
3. Only licensed professionals may validate the necessity of the accommodation:
 - a. Licensed/certified psychologist or psychiatrist with experience or specialized background in identifying/treating learning disorders or mental health conditions.
 - b. Medical physician or specialist with experience in treating medical conditions or physical disabilities.
4. Documentation must include a description of the diagnosis or disability and how it substantially limits a major life activity, specific functional limitations, and the specific accommodation(s) required. The evaluation, psychological report, or other appropriate documentation should be within three (3) years of the accommodation request.
5. The Director and the Assistant Director will review the requested accommodation after all required documentation has been received. Generally, an accommodation may be granted providing that (a) reasonable accommodation is required due to the presence of a protected disability and (b) it is possible to provide such accommodation without undue hardship while still satisfying program requirements.
6. The student will be granted academic accommodations only after documentation is completed and submitted to the Director or Assistant Director.
7. If the accommodation is required for longer than one semester, the Director and/or the Assistant Director will inform the faculty in the subsequent course(s) of the terms of the academic accommodation.

All student records related to academic accommodations will remain confidential and be maintained in the student's academic record.

Satisfactory Academic Progression (SAP) and Student Graduation Requirements

The AHN Schools of Nursing (Citizens and Western Pennsylvania Hospital School of Nursing) monitor satisfactory academic progress in accordance with federal guidelines to ensure that all students are meeting the necessary requirements for progression to completion and eligibility for federal financial aid. Each student must satisfactorily meet specified criteria to progress through the nursing program.

Credit Hours

All courses within the program are measured in credit hours. Per the Commonwealth of Pennsylvania Department of Education, a credit hour is a unit of measure, not necessarily a measure of transferability of credit. Credit hours are used for measuring nursing hour equivalents.

- One (1) credit hour is equivalent to 15 hours of didactic instruction.
- One (1) credit hour is equivalent to 30 hours of laboratory instruction.
- One (1) credit hour is equivalent to 45 hours of clinical instruction.

Qualitative Aspects of Academic Standing

1. The AHN Schools of Nursing define an acceptable grade point average (GPA) standard of satisfactory academic progression as a minimum GPA of 2.0 (C or better) and a satisfactory clinical performance evaluation. All passing grades will be considered credits attempted and earned toward the overall GPA. All failing grades will be considered attempted credits toward the overall GPA.
2. One failed grade during enrollment in the AHN Schools of Nursing will result in an academic dismissal from the program with possible return (*refer to School of Nursing Readmission and internal transfer policy*). If a clinical failure occurs within the semester, the student will not be permitted to remain in the failed course. The student has the option of completing their non-nursing college courses if enrolled during the semester.
3. Students will receive an official grade report at the end of each semester. Students failing to meet standards of satisfactory academic progression will be notified in writing of their program progress status.

Grading Policy, Grade Point Equivalent (GPE) and Grade Point Average (GPA)

1. All students must demonstrate the achievement of course outcomes by attaining a minimum grade of a "C" to successfully pass a nursing course and achieve a satisfactory rating in any clinical laboratory or practicum associated with the course.
2. Any student with a final grade of less than a "C" and/or an unsatisfactory rating in clinical laboratory or practicum will receive a failure for the course.
3. A student receiving a failure in theory may still earn quality points for the failing grade according to the Grade Point Equivalent (GPE) scale.
4. A student receiving an overall unsatisfactory in clinical performance will result in a clinical failure and will not earn quality points toward the GPA. If the clinical failure occurs prior to the term/semester end, the student will not be permitted to continue in the nursing course and will be dismissed from the program.
5. Should a student repeat a course due to withdrawal or failure, the most current achieved grade and quality points will factor into the GPA. The prior course attempt and grade will remain on the student's transcript but will not factor into the overall GPA.
6. During enrollment, general education courses taken with current AHN Schools of Nursing college/university affiliates will be calculated in the term and overall GPA. The grading system from the affiliated college/university will be followed. All students must attain a "C-" or above in all non-nursing courses to progress in the program.
7. Transfer credit hours accepted from another institution will be counted as attempted and earned credit for program completion. Transfer credit will not be calculated into the GPA.
8. A grade point average (GPA) is computed each term and cumulatively. The grade point average is computed by:
 - Multiplying each grade point equivalent by the number of credits for the corresponding course.
 - Adding the products and dividing by the sum of credits.

Grade	Quality Points	Percentage	Grading Scale
A	4.0	93-100%	Excellent
B	3.0	85-92%	Very Good
C	2.0	78-84%	Good
D	1.0	71-77%	Fail

F	0.0	Below or equal to 70%	Fail
I		Quality Points attempted. No credits earned until successful completion.	Incomplete
Clinical Failure	0.0	Quality Points attempted but none earned – affects GPA	
W (Withdraw) WP (Withdraw Pass) WM (Withdraw Medical) Nursing Courses		No Quality Points attempted or earned. Does not affect GPA. Affects pace to program completion time.	
WF (Withdraw Fail) Nursing Courses	0.0	Quality Points attempted. No credits earned until successful completion. Affects pace to program completion time.	
W (Withdraw) College Courses		No Quality Points attempted. Does not effect on GPA. Affects pace to program completion time.	
TC (Transfer Credit)		Quality Points attempted and completed for graduation purposes only. Does not affect GPA. Does not affect pace to program completion time.	

**Final course percentage (%) grades will not be rounded.*

Definitions of Progression

1. Incomplete

- A student has the option to apply for a course “Incomplete” if there are extenuating circumstances, beyond the control of the student, that legitimately prevent completion of the required course work by the end of a term in which the student is enrolled.
- Authorization for a course "Incomplete" may only be approved by the Director or Assistant Director.

- Students must complete all relevant course work by the beginning of the next scheduled term, or the end of the academic year for the summer term.
- Should a student fail to complete course work by a designated deadline, the incomplete grade will be converted to a “Fail” on the transcript.
- Incomplete courses that convert to a “Fail” will affect pace to program completion time.

2. Withdrawal

A student who wishes to voluntarily withdraw after the stated add/drop period.

a. Procedure

- Students who choose to withdraw from a course and/or the program must complete a Withdrawal Request Form and submit it to the Director or Assistant Director.
- Students who withdraw from a course(s) are subject to financial obligations to the school. Students should consult with the Director of Financial Aid and/or Coordinator of Student Accounts and Registration regarding their student account.
- Grades are calculated on the date of the withdrawal. A grade of WP (withdraw pass) or WF (withdraw failure) will be assigned by the course chairperson.
- At the time of withdrawal, students will be evaluated on an individual basis to determine an appropriate progression plan.
- A student may only withdraw one time during the program.
- A student who has withdrawn may be eligible for readmission to the program (*Refer to Readmission and internal transfer policy*).

3. Medical Withdrawal

A student who has a medical condition that prevents them from regularly attending class or clinical may request a medical leave withdrawal.

a. Procedure

- Students must submit documentation to the Director or Assistant Director from a physician outlining an estimated length of medical absence and expected date of return.
- A medical withdrawal (WM) will be noted on the transcript regardless of the grade earned at the time of medical leave.
- A student may only have one medical withdrawal during the program.
- A student who has a medical withdrawal will be eligible for readmission to the program (*Refer to Readmission and internal transfer policy*).

4. Involuntary Withdrawal

A student who has failed to participate in any academic activity for a period of fourteen days will be involuntary withdrawn from the program.

a. Procedure

- Students will receive an email from the Director or Assistant Director that the student has not attended for the previous fourteen day period.
- The student will be provided the opportunity to attend activities within the next seven days. Should the student fail to attend, they will be involuntarily withdrawn from the program.
- Grades are calculated on the date of the withdrawal. A grade of WP (withdraw pass) or WF (withdraw failure) will be assigned by the course chairperson.
- Students who withdraw from a course(s) are subject to financial obligations to the school. Students should consult with the Director of Financial Aid and/or Coordinator of Student Accounts and Registration regarding their student account.
- Readmission to the program for those who had an involuntary withdrawal is at the discretion of the Director (*Refer to Readmission and internal transfer policy*).

Student Academic Status

1. Dismissed

The following will result in an academic dismissal from the program:

- A student who has failed to achieve the minimum passing nursing theory grade of a "C" or above.
- A student who has failed to achieve a clinical or laboratory rating of Satisfactory.
- A student who has failed to achieve the minimum passing grade of "C-" in non-nursing course.

a. Procedure

- At the time of academic dismissal, students will be evaluated on an individual basis to determine an appropriate progression plan.
- A student who has an academic dismissal may be eligible for readmission to the program (*Refer to Readmission and internal transfer policy*).

2. Terminated:

- A student who has failed **two** nursing courses.
- A student who has been terminated is not eligible for readmission to the AHN Schools of Nursing.

Program Enrollment and Pace

1. While withdrawn or dismissed from the AHN Schools of Nursing students may continue to enroll in non-nursing college courses. During the time of withdrawal or dismissal, students are not considered enrolled as an AHN School of Nursing student.
2. Non-nursing courses taken during this time will be considered as transfer credit and will not factor into the overall GPA or pace to program completion.
3. All students must complete the nursing program within 150% (allotted time and one half) of normal program length time from the enrollment in their first nursing course.

Academic Probation

Any student not meeting the required aspects of satisfactory academic progression will be placed on academic probation. Academic probation is a formal notification for the student to correct academic issues related to GPA to meet graduation criteria and remain eligible for federal financial aid. All students placed on academic probation will be required to meet with the AHN Student Success Nursing Coordinator or designee for academic advisement.

1. A student will be placed on academic probation for the following:
 - A GPA below 2.0 in an academic term.
 - Failure of a Nursing Course.
2. A student will be removed from academic probation when an achieved term/semester and cumulative GPA of at least 2.0 or better.
3. If a student fails to achieve a cumulative GPA of 2.0 or above after one academic term on academic probation, the student will not be eligible to receive federal financial aid for the following term. Federal financial aid may be reinstated should the student be removed from academic probation in subsequent terms.
4. A student must achieve a cumulative GPA of 2.0 or above to be eligible for graduation at the end of the program.

Graduation Requirements

To successfully graduate, receive a diploma and approval to take the National Council Licensure Examination (NCLEX-RN) a student must meet all graduation requirements. Graduation requirements include academic, community service and financial.

A student must fulfill each of the following to be considered for graduation. Failure to meet any of these criteria will result in a student's ineligibility to graduate from the program.

1. Academic Requirements

- Minimum cumulative GPA of 2.0
 - Minimum grade equivalent of a “C” in all nursing courses.
 - Satisfactory clinical performance in all nursing courses.
 - Minimum grade equivalent of “C-” in all non-nursing courses.
- Complete a minimum total of 65 credits. (*credit minimum requirement based upon curriculum track*).
- Successfully complete all required NCLEX-RN preparation exit requirements.

2. Community Service Requirements

- Complete eight (8) community volunteer service hours.
 - Submit community service form with description of service and contact information.

3. Financial Requirements

- Student account balance of \$0.00.
- Complete required federal financial aid exit counseling.

Technology Requirements

The AHN Schools of Nursing utilize various electronic platforms to support the curriculum and student learning outcomes. All students are required to have a laptop for use during the program. The laptop will not be provided by the school of nursing, each student must purchase their own.

The following serve as an outline of required technology guidelines:

- The laptop must have internal or external camera and microphone.
- The laptop must have headset or earphone/earbud capability.
- The Google Chrome (Windows) or Safari (Apple) browser must be downloaded to the laptop.
- Microsoft Office (Word) is required for completion and submission of assignments. Google docs or other software are not supported by faculty AHN computers.

**NOTE: Chromebooks and Tablets such as iPads and Kindles do not support functionality of all platforms.*

Windows computer:

- Windows 10 64 bit or later
- Google Chrome (Enable “Third Party Cookies” under “Cookies and other site data” for both websites)
- Javascript and cookies must be enabled in browser
- An Internet speed of at least 5Mbps
- Microphone: Any microphone, either internal or external
- Webcam: 320X240 VGA resolution (minimum) internal or external
- Non-ARM CPU
- At least 4Gb of hard drive space
- At least 4Gb of RAM (8Gb of RAM Recommended)

Apple computer:

- Safari 11 or later (disable the “prevent cross-site tracking” setting under Safari’s privacy settings.)
- Catalina, Big Sur, and Monterey
- An Internet speed of at least 5Mbps
- Microphone: Any microphone, either internal or external
- Webcam: 320X240 VGA resolution (minimum) internal or external
- CPU: Intel or M1 processor. Devices using Apple’s M1 processor and Apple Rosetta 2 are supported
- At least 4Gb of hard drive space
- At least 4Gb of RAM (8Gb of RAM Recommended)

The link to review the technical requirements for ATI, D2L, and ExamSoft are:

1. ATI Technical Requirements <https://www.atitesting.com/educator/technical-requirement>
2. Brightspace/D2L Technical Requirements
https://documentation.brightspace.com/EN/brightspace/requirements/all/browser_support.htm?Highlight=browser%20support
3. ExamSoft Technical Requirements <https://examsoft.com/resources/examplify-minimum-system-requirements/>
4. Lippincott Technical Requirements:
<https://wkhlrp.my.site.com/LippincottOnlineHelpCenter/s/article/Lippincott-Browser-Requirements-and-Network-Best-Practices>

Attendance

The administration and faculty of the Allegheny Health Network (AHN) Schools of Nursing (SON) believe that punctuality, attendance, and engagement in the learning process are essential determinants for students' success in class and clinical experiences. Therefore, students' class and clinical experience attendance will be monitored by the faculty.

Clinical attendance is considered mandatory for all students. Students must be present for the entire clinical experience to receive credit for the day, otherwise they will be considered absent. Students with four (4) clinical absences within a course will result in failure of the course. Clinical experiences include hospital, laboratory, conference, and simulation activities.

Academic Advisement

The availability of student support and academic advisement is an essential component of the AHN Schools of Nursing. Student support and advisement is aimed at assisting nursing students with the academic demands of the program. Additionally, support and advisement are integrated with the intent to enhance student retention, progression, and program success.

All students will be assigned a designated faculty advisor. In addition, the AHN Schools of Nursing employs a Student Success Nursing Coordinator (SSNC) for additional support and advisement. The SSNC supports students with advanced study skills, advanced test taking strategies, test anxiety, and time management.

Students may be referred to the SSNC for poor attendance or a significant increase in absenteeism, consistent poor academic performance, multiple faculty advisement attempts, and/or newly discovered information that may impact student success.

Student Life

Student Activities

Citizens School of Nursing offers various opportunities for student involvement. Students are encouraged to participate to further enhance their professional development, leadership, communication, and networking skills.

Examples of activities include: Student class and committee representation, student mentorship, community service, and the Citizens chapter of the Nursing Student Association (NSA).

Student Health Services

Health and wellness are an essential component of success for students enrolled at the AHN Schools of Nursing. The goals of the program are to promote the continued physical and emotional health of students and support the concept of the student accepting responsibility for maintenance of their own health.

General Health and Wellness

Any student requiring immediate medical attention may be seen in the Emergency Department at Allegheny Health Network. Students assume financial responsibility for all emergency room visit charges.

Annual vaccinations such as influenza and COVID-19, as well as Tuberculosis skin testing are provided by AHN and the Schools of Nursing free of charge.

Emotional Health and Counseling

Students enrolled at the AHN Schools of Nursing are eligible to receive services from Magellan Healthcare. Magellan Healthcare offers counseling services for those students who are experiencing personal problems such as depression, family issues, emotional difficulties, work-life stress, grief, etc. Magellan Healthcare contact information is provided to each student at the beginning of the academic year (800-424-5805 or www.Magellanascend.com) and available in the School of Nursing administrative offices.

The AHN Schools of Nursing also provides onsite mental health support through the AHN Chill Project. Students have access to the School of Nursing designated Behavioral Health Educator for support with stress, anxiety and mindfulness strategies.

Drug and Alcohol Free Workplace

All students enrolled at the AHN Schools of Nursing are expected and required to report to the classroom and clinical setting in appropriate emotional, mental, and physical condition. Drug and

alcohol testing is one component that can be used to assist in determining fitness for duty. There are three primary reasons for conducting drug/alcohol testing: 1) as part of the continued annual enrollment process; 2) when there is a reasonable suspicion of impairment when reporting to class or clinical and 3) as a part of the re-enrollment assessment process following a lapse in enrollment.

Any refusal to submit to drug/alcohol testing or a verified positive drug/alcohol test will be grounds for revocation of program admission, re-admission, and dismissal from the program.

Campus Safety and Security

Citizens School of Nursing campus is locked 24 hours a day, 7 days a week. Eight security cameras are present though the campus (two in the parking lot, one outside of mall entry, and rest of them in the hallways and common areas). Campus is equipped with a total of fourteen panic buttons (seven in hallways and seven in the offices).

Entrance into the building requires individual ID badge access. Those individuals without ID badges will be “buzzed” into the building by the receptionist or other authorized employee (should the receptionist be off duty). All visitors are required to show identification and sign-in at the receptionist desk.

Citizens School of Nursing complies with annual federal *Clery Act* reporting regarding Campus Safety and Security. Statistics and information regarding campus crime and detailed safety policy and procedures are be located in the Student Handbook and may be requested from administration.