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2022-2023 PRACTICAL NURSING HANDBOOK



**Adult & Continuing
Education Center**
at York County School of Technology

Practical Nursing

2179 South Queen Street, York, PA 17402 | EducationThatPays.com

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Purpose of Practical Nursing Handbook

This handbook is published in order to inform practical nursing students of the Adult & Continuing Education Center at York County School of Technology (YCST) policies which have been established to provide the framework for each unit of study, as well as the calendar, tuition, fees, administration, and faculty. This handbook is for informational purposes only and is not intended as a contractual agreement between YCST and any individuals. The information provided is current and accurate as of the date of publication. YCST expects its students to read and understand the information published in this catalog. Failure to read and understand this catalog will not excuse any student from the application of any requirement of policy published herein.

YCST may make changes in organizational structure, policies and procedures, equipment and materials, and modify the curriculum as regulatory and instructional circumstances dictate. YCST reserves the right to make changes within the terms of this handbook, which may affect any of the information published, and to make such changes, if necessary, without prior notice to individual students. As such, changes may occur. These will be published in a handbook addendum, which is intended as, and is to be regarded as, an integral part of this handbook. Students are expected to be familiar with the information presented.

This student handbook has been developed to guide and assist the practical nursing students at YCST in achieving their educational and professional goals. The administrators, instructors, and support staff of YCST are ready to assist you in any way possible to attain your goals and leave YCST for gainful employment. Our best wishes to you as you begin your training.

Your conduct in school, in the clinical agencies, or away from school reflects upon you, the practical nursing program, the school and the faculty. Violations of the procedures and rules outlined in this handbook may result in disciplinary action against you up to and including your dismissal from the Practical Nursing Program.

These rules are not meant to restrict creativity but allow for individual growth. These rules do assist in establishing and maintaining the safety and academic integrity of the practical nursing program as well as the unity of the student body and are the basis for your graduation from the practical nursing program of the York County School of Technology (YCST).

In addition, all students are subject to the authority of all YCST faculty, staff, and administrators, Adult Faculty, and Adult Nursing Supervisors.

York County School of Technology reserves the right to modify or change this Student Handbook as needed.

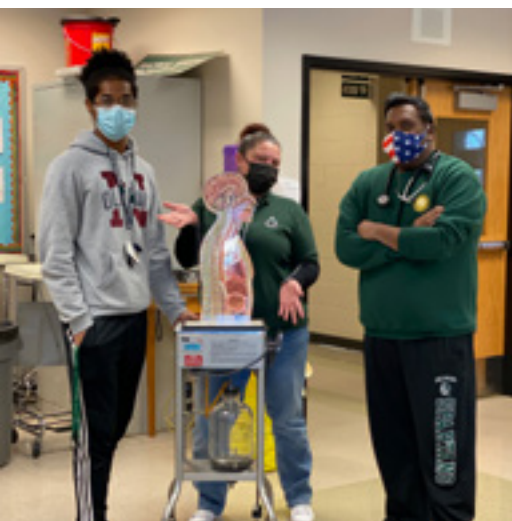
Approved by Pennsylvania State Board of Nursing

Pennsylvania State Board of Nursing
PO Box 2649, Harrisburg PA 17105-2649
717.783.7146

Continuing Accreditation by the Accreditation Commission for Education in Nursing

The ACEN acknowledges the York County School of Technology for quality and excellence in nursing education.

ACEN
3390 Peachtree Road NE Suite 1400, Atlanta, GA 30326
404.975.5000



SECTION 1: Institution Information

Governance & Joint Operating Committee

The York County School of Technology (YCST) is governed by a Joint Operating Committee (JOC), the members of which are representatives from each member district of YCST. The JOC of YCST, in accordance with applicable state and federal laws and regulations, establishes policies and procedures for the governance of the JOC and for the safe and orderly operation of the school.

Joint Operating Committee

Dr. Scott A. Deisley (Superintendent of Record)—Red Lion Area School District

Vickie Guth (Member)—Central York School District

William A. Lytle (Member) (Chairperson)—Dallastown Area School District

Dennis Dacheux (Member)—Dover Area School District

Darvin Shelley (Member)—Eastern York School District

Jill Keeney (Member)—Hanover Public School District

Jamie Lagana (Member)—Northeastern School District

John Blevins (Member) (Vice Chairperson)—Red Lion Area School District

Christina Markel (Member)—South Eastern School District

M. Ann Rinker (Member)—South Western School District

Danielle Weaver-Watts (Member)—Southern York School District

David Trettel (Member)—Spring Grove School District

Shawn Harlacher (Member)—West York School District

Diane Glover-Brown (Member)—School District of the City of York

Lois Ann Schroeder (Member) (Treasurer)—York Suburban School District

John Boyer (Board Secretary)—York County School of Technology

Superintendent of Record

Dr. Scott A. Deisley—Red Lion Area School District

York County School of Technology Administration

Dr. David Thomas—Administrative Director

Scott Rogers—Assistant Administrative Director

Kirk D. Schlotzhauer—Director, Adult & Continuing Education Center

Vance Miller—Assistant Director, Motor Vehicle Academy & Trade Programs

Frances Bietsch—Nursing Education Programs Supervisor

Jon Boyer—Business Manager

Jim Roberts—Information Technology Director

Gerard Mentz—Director of Student Services

Adult & Continuing Education Staff

Merideth Edgar—Workforce Development & Outreach Coordinator

Tiffany Graham—Career Services Coordinator

Donna Humer-Dill—Student Services/Compliance Officer

Tawney Hensley—Adult & Continuing Education Administrative Assistant

Carol Sablosky—Adult & Continuing Education Administrative Assistant/Registrar

Vicki Hake—Administrative Assistant

Adult & Continuing Education Nursing Staff

Laura Bond, BSN, RN—Practical Nursing Instructor

Tara Hogue, MSN, RN—Practical Nursing Instructor

Karyn Pifer, MSN, RN—Practical Nursing Instructor

Occupational Advisory Committees

Programs at the Adult & Continuing Education Center at York County School of Technology (YCST) 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 YCST by making recommendations for program improvements and providing support (via employment, scholarships, etc.) for YCST students. Although the committee is only advisory and does not have administrative or governing authority, their involvement is invaluable to the success of YCST's programs.

About the Adult & Continuing Education Center at York County School of Technology

Welcome

Welcome to the Adult & Continuing Education Center at York County School of Technology, one of the finest career and technical schools in the state. Your decision to enhance your education with career and technology training is to be commended.

The staff and administration of YCST will do everything possible to ensure that your experience with us is rewarding and successful. Your instructor will be able to answer any questions you might have.

Postsecondary students enrolled at YCST are required to comply with all of the policies and procedures established for the technical high school. YCST reserves the right to remove any postsecondary student from the program for violation of its policies and procedures. Students removed from the program will meet with the administration to discuss reasons for removal and the student's right to appeal.

History

The Practical Nursing Program was established under the direction of the School District of the City of York in 1963 and became part of the York County Area Vocational-Technical School in 1965. In July 2000 the school became known as the York County School of Technology. The first class of nineteen students graduated in 1964. The program is partially financed through the Pennsylvania Department of Education.

York County School of Technology Mission

The York County School of Technology is dedicated to providing high quality, dynamic academic and technical education for students, emphasizing professional skills while fostering the development of compassionate, lifelong learners who appreciate unique differences of other individuals and cultures.

Adult & Continuing Education Center Mission Statement

In support of the York County School of Technology (YCST) mission, it is the Adult & Continuing Education Center's goal to provide quality adult career, technical and basic skills education, training and services in a professional, customer-focused atmosphere that fosters continuous learning and promotes workforce development.

Licensed Practical Nursing Mission

The mission of the YCST LPN nursing program is to provide quality nursing education to the adult student population. Help the student to develop knowledge and skills in the area of nursing with hands on technical application used in the healthcare settings while upholding the values of the professional nurse: compassion, caring, empathy, critical thinking, and problem solving to facilitate the goal of maximizing each patient's physical, mental, emotional, and spiritual self.

Vision

The vision of the YCST LPN Program is to provide quality nursing education which focuses on safe and effective nursing practice and allows our students to obtain a career in the nursing field as entry level LPN's.

Approvals, Accreditations and Licensures

The Adult & Continuing Education Center programs are approved and accredited by the Pennsylvania Department of Education (PDE) and reflect the employment needs of the York County Region. Additionally, most Adult & Continuing Education Center training programs are credentialed by a nationally accredited industry organization.

YCST is accredited for public postsecondary education under the authority of the Pennsylvania State Board of Vocational Education under the Pennsylvania Department of Education (PDE), 333 Market Street, Harrisburg, PA 17126-0333, Telephone: 717.783.6672 / FAX: 717.783.6672, www.education.pa.gov/postsecondary-adult.

Statement of Nondiscrimination (Title IX)

The YCST shall not discriminate against any student, employee or applicant for admission or employment, or in its activities or programs, on the basis of race, color, religious creed, ancestry, union membership, age, gender, sexual orientation, gender expression or identity, national origin, AIDS or HIV status, or disability. Inquiries may be directed to Mr. Gerry Mentz, Director of Student Services, at 2179 S. Queen Street, York, PA 17402; Telephone: 717.741.0820 x5108. gmentz@ytech.edu.

La Escuela de Tecnología del Condado de York no discriminará a ningún estudiante, empleado o solicitante de admisión o empleo, ni en sus actividades o programas, por raza, color, credo religioso, ascendencia, afiliación sindical, edad, sexo, orientación sexual, la expresión o la identidad de género, el origen nacional, el SIDA o la condición de VIH, o la discapacidad. Las preguntas pueden dirigirse al Sr. Gerry Mentz, Director de Servicios Estudiantiles, al 2179 S. Queen Street, York, PA 17402; Telefono 717.741.0820 x5108. Correo electrónico gmentz@ytech.edu.



Family Educational 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 YCST 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 are 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 to 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 Procedure section of this catalog and handbook.

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 YCST 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 YCST who performs an institutional service or 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 YCST.

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.” YCST 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 YCST the right to disclose such information.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by YCST 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).

The Licensed Practical Nurse

The Practical Nurse is a valued member of the health team. This one-year program provides both the academic background and clinical experience necessary for a career as a Licensed Practical Nurse. As a Practical Nurse, you will function under the direction of a licensed professional nurse, physician, or dentist. Your education and clinical experience will prepare you to use sound judgment and nursing skills when providing care to patients. Continuing education will prepare you to assume more responsibility in complex nursing situations.

Students who successfully complete the program are eligible to sit for the National Council Licensure Exam-Practical Nursing (NCLEX-PN) and upon passing this exam are licensed to practice in Pennsylvania.

As an LPN, you will:

- Employ the nursing process in all settings where nursing takes place.
- Perform nursing functions such as:
 - Patient care
 - Medication administration
 - Therapeutic treatments
- Appropriately communicate pertinent information regarding a patient’s status.
- Advise patients of available community resources.

Affiliating Agencies

- York Hospital
- UMPC Pinnacle Health Memorial
- SpiriTrust Lutheran
- Rest Haven—York
- Pleasant Acres
- Margaret E. Moul Home
- Merakey

Clinical experiences are planned at all of the above affiliating agencies. Clinical days are seven hour days and gradually increase from two to four days a week.

Theory hours	741
Clinical hours	799
Total Program Hours	1,540

The student is assisted in the affiliating agency to correlate nursing theory with nursing practice. He/she works under the guidance and supervision of the practical nursing faculty and learns to function as a member of the nursing team.

Clinical experience includes geriatric, medical-surgical, mental health, and maternal-child health nursing. Nutrition and pharmacology are integrated. Preclinical preparation and postclinical conferences are conducted.

Philosophy

- We further believe that:
- The **INDIVIDUAL** is a valued, integrated, whole being, capable of adapting to internal and external environmental variables, and performing self care activities to the extent of his/her abilities. They function biologically, psychologically, socially, and spiritually. He/she has the potential to make choices that will meet his/her own needs for self care. They are worthy of respect, understanding, and assistance.
- **SOCIETY** is an evolving, dynamic, multicultural, diversified body. Individuals interact within society and are influenced by internal and external environmental factors, cultural patterns, living conditions, family systems and economics.
- **PRACTICAL NURSING EDUCATION** is an educational program that progresses from simple to complex utilizing Maslow's Hierarchy of Needs, Nursing Process, and evidence-based practice. This allows the student to develop cognitive, psychomotor, and affective knowledge essential for the entry level skills necessary for practical nursing.
- **TEACHING/LEARNING** is an active, dynamic and continuous process of attaining and sharing knowledge. The role of the faculty is to guide, support, and facilitates learning. The role of the student is to use the guidance and resources provided to facilitate growth.
- **EDUCATION AS A LIFE-LONG PROCESS** should be developed as a continuum through articulation and continuing education programs, minimizing repetition of learning and facilitating progress. This is essential to maintain the necessary expertise in this fast paced technological world.
- **HEALTH** is a state of wholeness where illness and wellness are viewed as an ever-changing continuum. Regardless of age, all

unresolved self-care deficits become a basis for individuals to seek health care.

- **NURSING** is a caring, helping, theory based discipline focused on assisting the patient to achieve an optimal level of self-care. This discipline utilizes nursing systems and the nursing process applied through critical thinking, to manage individual needs. Nursing is based on scientific principles directed toward understanding health needs and promoting health practices.
- **PRACTICAL NURSING** provides basic therapeutic, restorative and preventative nursing care for individual patients in structured health care settings who have common well defined health problems. Practical nurses collaborate with health care team members, patients, and families and participate in the phases of the nursing process. Practical nurses function within the scope of practice within their state. They demonstrate safe, competent and ethical practice.
- **EVIDENCE-BASED PRACTICE** Evidence-Based Practice (EBP) is a thoughtful integration of the best available evidence, coupled with clinical expertise.

Standards

York County School of Technology Practical Nursing Program utilizes the standards established by the Pennsylvania State Board of Nursing and Accreditation Commission for Education in Nursing (ACEN).

PROGRAM STUDENT LEARNING OUTCOMES

Upon completion of this program, the student will:

- Demonstrate basic knowledge, skills, and abilities of a practical nurse.
- Participate as a member of the healthcare team to assist in meeting the holistic needs of the patient throughout the lifespan using Maslow's Hierarchy of Human Needs.
- Utilize the nursing process and evidence-based practice in meeting the health needs in any healthcare setting.
- Function within the legal scope of practice and the standards of nursing conduct related to practical nursing.
- Be eligible to sit for the NCLEX-PN Exam.
- Identify the need for personal responsibility in continuing education and the advantage of participation in professional organizations.

Facilities

YCST is located at 2179 South Queen Street (just off Interstate 83 at exit 16A in South Central Pennsylvania and situated about 30 miles south of Harrisburg) in York County. YCST operates from one main campus location in York County under one administration. Adult students meet in industry approved labs and classrooms. All classroom labs have the latest in hand tools, power equipment, machinery, and high tech equipment.

Information regarding the YCST campus and Adult & Continuing Education programs can be found by logging onto www.educationthatpays.com.

Parking and Transportation

Student parking is provided in the main parking lot adjacent to South Queen Street. All vehicles parked on the school grounds must be parked between the white lines. The speed limit on all school grounds is 15 mph. Cars parked in designated No Parking areas, in areas marked in yellow or red or in any other restricted areas will be ticketed by local police and may be towed at the owner's expense. Between 8:00 AM and 3:30 PM, only the Queen Street lot may be used for parking. For evening or Saturday classes, parking lots on the north side of the building (facing Pauline Drive) and the student parking lot on the south side of the building may also be used. Visitor parking at the Main Entrance lot **MAY NOT BE USED BY STUDENTS OR INSTRUCTORS.**

There is currently a bus route servicing YCST. The bus stop to the campus is approximately a 4 minute walk (0.2 miles). Also, route times are limited and may not provide transportation at all times necessary for class attendance. Students may also make use of taxi or ride share services for transportation to the facility. Transportation to and from YCST, as well as any clinical and/or affiliate sites, is the sole responsibility of the student.

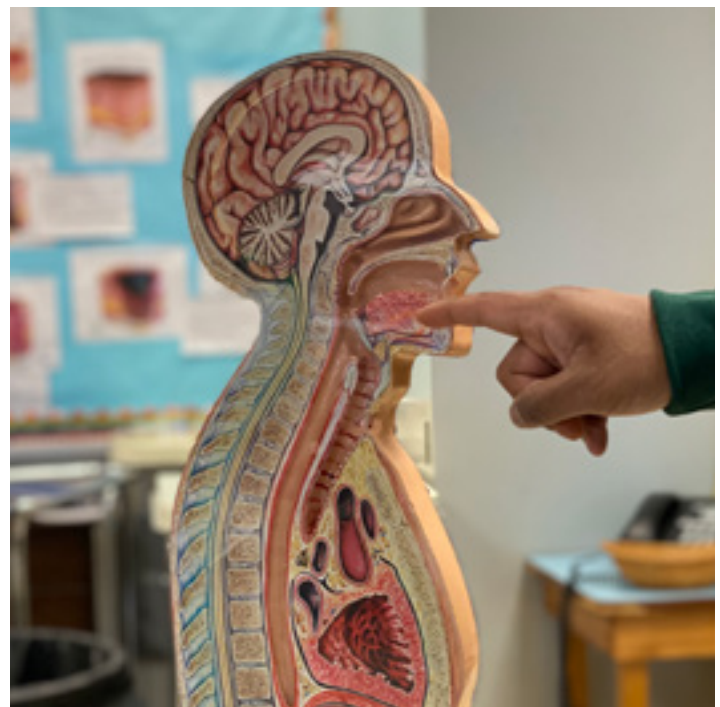
Building Access

All doors into the main campus building are locked at all times. Visitors are required to use the buzzer to gain access to the building at all times. All adult students are requested to park their automobiles in the South Queen Street parking lot and enter the building through the Adult & Continuing Education Center door #54 entrance toward the north end of the building.

Students will be issued an ID badge and key card to gain access during specified times for their program of study. Students should wear their ID badge at all times while on campus. Any student accessing the main campus building at a time outside their specified period should use the buzzer located inside the Adult & Continuing Education Center door #54.

Hours of Operation

OFFICE	HOURS	PHONE
Main Office	(Monday–Thursday) 7:45 AM–9:00 PM (Friday) 7:45 AM–4:00 PM	717.747.2130
Financial Aid	(Monday–Friday) 8:00 AM–4:00 PM	717.464.7050
Bursar	(Monday–Friday) 8:00 AM–4:00 PM	717.747.2130 ext. 5502
Business Office	(Monday–Friday) 8:00 AM–4:00 PM	717.741.0820
Admissions	(Monday–Friday) 8:00 AM–4:00 PM	717.747.2130
Learning Resource Center	(Monday–Thursday) 8:00 AM–8:00 PM (Friday) 8:00 AM–3:00 PM	



2022/2023 Adult & Continuing Education Center Practical Nursing Academic Calendar



JULY 2022						
SU	MO	TU	WE	TH	FR	SA
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

July

- 1: Last Day AE Cosmetology (Day)
- 4: Independence Day - School & Office Closed
- 6: AE Open House - No classes
- 15: Last Day AE MBC (Eve)
- 21: Last Day AE AT/HVAC/Weld (Eve)

AUGUST 2022						
SU	MO	TU	WE	TH	FR	SA
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August

- 3: AE Graduation (No Classes - Offices Open)
- 9: AE Orientation (Day & Evening Programs)
- 16-17: Act 80 / Teacher In-Service (No Day Classes)
- 18: No Classes - Offices Open - HS Back to School
- 22-23: Act 80 / Teacher In-Service (No Day Classes)
- 25: First day of AE FT Program Fall Classes

SEPTEMBER 2022						
SU	MO	TU	WE	TH	FR	SA
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

September

- 1: First day of PT FLEX Classes
- 2: No Classes - Offices Open
- 5: Labor Day - School & Office Closed
- 28: No Afternoon/Evening Classes - OAC Meetings

OCTOBER 2022						
SU	MO	TU	WE	TH	FR	SA
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

October

- 10: Make-up Day - Columbus Day (No Classes)
- 31: Act 80 / Teacher In-Service (No Day Classes)

NOVEMBER 2022						
SU	MO	TU	WE	TH	FR	SA
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

November

- 10: No Afternoon/Evening Classes - Open House
- 11: Act 80 / Teacher In-Service (No Classes)
- 11: Last Day AE FT Dental Assist & Medical Assistant (Eve)
- 21: Act 80 Day (No Day Classes) Last Day AE FT Weld(Eve)
- 22: Act 80 / Teacher In-Service (No Classes)
- 23: Make-up Day - No Classes - Offices Open
- 24-25, 28: Thanksgiving - School & Offices Closed

DECEMBER 2022						
SU	MO	TU	WE	TH	FR	SA
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

December

- 23, 26: Winter Holiday - School & Offices Closed
- 27, 29: No Classes - Offices Open
- 30: New Years Holiday - School & Offices Closed

JANUARY 2023						
SU	MO	TU	WE	TH	FR	SA
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January

- 2: New Years Holiday - School & Offices Closed
- 4: AE Orientation (Jan Evening FT Programs)
- 9: AE Evening FT Programs Begin (Weld)
- 16: MLK Holiday - School & Offices Closed
- 23: Act 80 / Teacher In-Service (No Day Classes)

FEBRUARY 2023						
SU	MO	TU	WE	TH	FR	SA
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

February

- 6: AE Evening FT Programs Begin (MA/DA)
- 17: Make-up Day (Offices Open/School Closed)
- 20: Presidents Holiday - School & Offices Closed

MARCH 2023						
SU	MO	TU	WE	TH	FR	SA
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

March

- 10: Act 80 / Teacher In-Service (No Classes)
- 31: HS NOCTI Performance Day #1 (No Classes)

APRIL 2023						
SU	MO	TU	WE	TH	FR	SA
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

April

- 3: HS NOCTI (No Classes) (TBD)
- 4: Act 80 / Teacher In-Service (No Classes)
- 5: Make-up Day (Offices Open/School Closed)/AE Open House
- 6: No Classes - Offices Open
- 7: Spring Holiday - School & Offices Closed
- 10: No Classes - Offices Open
- 14: Last Day AE FT Medical Assistant - Externship (Day)

MAY 2023						
SU	MO	TU	WE	TH	FR	SA
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

May

- 3: No Afternoon/Evening Classes - HS Orientation
- 4: Last Day AE Mechanicals (Day)
- 12: Last Day for PT FLEX Students
- 19: Act 80 / Teacher In-Service (No Classes)
- 26: Make-up Day (Offices Open/School Closed)
- 29: Memorial Day - School & Offices Closed

JUNE 2023						
SU	MO	TU	WE	TH	FR	SA
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

June

- 1, 2: HS Early Dismissal (AE Cosmetology Normal Sched)
- 5: Act 80 / Teacher In-Service (AE Classes in Session)
- 7: Act 80 / Teacher In-Service (AE Classes in Session)

July

- 7: Last Day AE FT Cosmetology (Day)
- 14: Last Day AE FT Medical Billing/Coding (Eve)
- 18: Last Day AE FT Auto/HVAC/Weld (Eve)

Calendar/Schedule subject to change due to weather or other business reasons. Additional makeup days may be scheduled as needed and may include Fridays and/or Saturdays.

KEY

- Act 80 / Teacher In-Service (No Classes)
- First Day / Last Day of Classes
- No Classes - School & Offices Closed
- No Classes - Offices Open
- Early Dismissal / 2-Hour Delay (Day Classes)
- No Afternoon/Evening Classes
- Make-up Day (Offices Open/School Closed)
- AE Graduation (No Classes / Offices Open)
- Program Orientations

Tuition & Fees

A \$200 acceptance fee (non-refundable) will be due no later than two weeks after notification of acceptance. Acceptance fee is deducted from tuition. Please note; failure to submit acceptance fee could cause your slot in the program to be forfeited.

Tuition and related program fees for new students become due ten (10) business days prior to the first day of class unless the student has made alternate arrangements with the financial aid office. Alternate arrangements may include various forms of financial aid or entering into a payment plan with YCST.

For the purposes of pricing of tuition, a verification of PA Driver’s license and completion of Residency form will be required.

Failure to address program charges will result in dismissal by YCST. Students in the Practical Nursing program will not be permitted to sit for final exams if any current tuition and fees are unpaid. Students who are up-to-date with their payment arrangements (i.e. monthly payment plan, financial aid requirement) are considered paid for testing purposes.

Please note that tuition and fees are subject to periodic adjustment. For additional information regarding tuition and/or fees, contact the Practical Nursing program office.

FULL TIME DIPLOMA PROGRAM	TUITION	LAB/ TECH FEE
Practical Nursing (In-State)	\$14,230	\$1,050
Practical Nursing (Out-of-State)	\$16,090	\$1,050

Payment Policy

All students who enroll in Adult & Continuing Education courses and any other programs at York County School of Technology (“School”) are expected to pay their tuition, fees and related charges on their accounts, in full for the current term(s) as of either the published due date, first day/night of class, or have already enrolled in, and been approved for, a YCST payment plan (not all programs have a payment plan) prior to the start of classes. The due dates for the payment of tuition, fees and related charges are determined by the dates of enrollment, the date a course/program starts or the terms of the payment plan.

Payment can be made by credit card (MasterCard®, VISA® or Discover®), by check or money order. There is a service fee that is charged for returned checks, and individuals who repeatedly submit returned checks will be required to remit payment via only a money order or a certified check.

For many programs, the school offers a tuition payment plan designed for students to pay tuition and related charges over a period of time rather than all at one time. Please contact the office for more information on the payment plan. For students who receive financial aid or some other form of third party payment, please be aware that said student is responsible for any portion of their balance due, not covered by their aid package or third party payment. Students have five days from the disbursement/ receipt of their aid package to pay the remaining balance due or enter into an approved payment plan. Failure to make payment or enter into a payment plan may result in dismissal from the program. The School reserves the right to refuse to issue grades, transcripts records, program completion certification as well as deny registration or readmission to students who owe money to the School, or who have failed to return School books or equipment. Any and all debts owed to the School must be paid in full prior to the completion of a course/program, certification exam, third party exam or graduation from the School. Students that withdraw with accounts in good standings will be given a maximum of 30 days to address any debts owed to the school. Any accounts that are in arrears more than 30 days could be subject to collections. The Student will be responsible for any and all costs or fees (including collection agency costs) incurred by the School to collect any debt or obligation owed to the School.

Regardless of the methods a student uses to pay his tuition bill (financial aid, third party pay, loan or other form of financial assistance), ultimately it is the student’s obligation to pay for all debts incurred. In the case where a financial aid disbursement or other form of third party payment do not cover the total cost of a program, the student is responsible for promptly paying the balance owed to the School. Students who owe a balance to the School, after all financial aid or third party payments for the current payment period has been disbursed, must pay the balance due, or enter into a payment plan. Any student who has an account that is in arrears will not be permitted to continue attending classes. Student agrees to be responsible for all costs and charges on unpaid balances including, but not limited to, collection fees up to 50%, court costs and reasonable attorney’s fees and all costs incurred by the School in the collection of debts (including collection agency costs).

Student Right-to-know Crime Awareness and Campus Security Act of 1990

POLICIES

The following information is relative to the Student Right-To-Know and Campus Security Act signed into law November 8, 1990. This information relates to any enrolled student, employee, or applicant for enrollment or employment in this program.

York County School of Technology (YCST) – Practical Nursing Program is located at 2179 South Queen Street, York PA. The policies and procedures formulated by the Joint Operating Committee govern operation of this facility.

STATEMENT OF POLICY REGARDING REPORTING OF CRIMINAL ACTIONS OR OTHER EMERGENCIES

There is no campus security department associated with this program. Incidents related to criminal actions must be reported first to the nearest school official or the Supervisor of Adult and Continuing Education who will then contact the York Township Police in Spry at 741-1259. In the case of an emergency, such as fire or natural disaster, call 911. In the absence of a Nursing Supervisor, an employee may notify the appropriate services.

STATEMENT OF POLICY, REGARDING SECURITY AND ACCESS TO CAMPUS FACILITIES

The Practical Nursing Program is part of the YCST. The building is open during regular operation hours of the Practical Nursing Program and secured during shut-down hours. There is adequate lighting around the building and an efficient fire alarm system.

STATEMENT OF POLICY REGARDING CAMPUS LAW ENFORCEMENT

There is no security department associated with the program. Any criminal activities are reported to the York Township Police Department. There is a resource officer located in the building.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

This has been amended because of “Crime of Violence” and may permit disclosure of educational records to authorized representatives of the U.S. Attorney General in specified circumstances.

CAMPUS SECURITY ACT

DESCRIPTION OF PROGRAM DESIGNED TO INFORM STUDENTS AND EMPLOYEES ABOUT CAMPUS SECURITY POLICIES AND PROCEDURES

Students should report emergencies of any type to a Nursing Supervisor or an employee of the school. The appropriate agency will then be notified.

There is no formal educational program relative to prevention of crimes. Students are notified that they are responsible for their own personal articles. The school is not responsible for lost or stolen goods. There are no off-campus student organizations or housing facilities.

The Practical Nursing Program participates with the YCST by designating all school properties to be a Drug and Smoke Free Zone and/or Workplace. Students and employees are aware that the unlawful distribution, dispensing, possessing, or use of a controlled substance is prohibited in the school/workplace and any persons violating such prohibition shall subject themselves to disciplinary action. Students will be dismissed without probation. Employees are subject to disciplinary action which could result in a suspension or dismissal of employment.

Students are informed when they apply to the program and again after they are enrolled that a previous conviction of a felony may make them ineligible to take the licensing exam for Practical Nursing. The State Board of Nursing considers each case individually.

All students are required to have a criminal history record check done by the Pennsylvania State Police and a Child Clearance Report. The cost is the responsibility of the student.

SECURITY REPORT FOR 2021-2022

Statistics are available in the Practical Nursing Office.

As we are housed in a Pennsylvania Public High School, all visitors and new students must have their Driver's License scanned through the schools “Raptor” system or its successor system.

It is the opinion of York County School of Technology (YTECH) Adult and Continuing Education Center administration that the welfare of YTECH's secondary students and students enrolled in the Daycare are better served if there is little to no interaction between these students and the students enrolled in the adult and postsecondary programs. Therefore, the YTECH Adult and Continuing Educating Center administration does not condone, support, or encourage fraternization or socialization between adult students and students enrolled in the secondary school and /or the Daycare.

POLICY: While it is understood that Adult and Continuing Education Center students have the right to access necessary areas of the building for their successful completion of their classes and programs, (to include the Adult Ed center, the cafeteria, the Spartan Inn, areas where their classes are taking place, the parking lot and other designated areas) students enrolled in adult or post-secondary programs and courses at YTECH are not permitted to fraternize or socialize with students enrolled in the secondary school and/or Daycare. This policy extends from casual socialization to, and including, developing close personal relationships. The YTECH administration assumes that adult students understand their super ordinate position relative to the secondary students and Daycare students: therefore, the adult student becomes the party responsible should any type of relationship develop. With the exception of administratively authorized interaction, or where there are jointly operated classes containing both Adult and High School students, adult students are expected to have little to no contact with the aforementioned students. Adult students arriving at York Tech before their classes begin should stay in the training area provided their instructor is present. If the instructor is not present, adult students are expected to stay in the main lobby or cafeteria when not in use until their classes begin. Adult students should only be traversing between their assigned locations, classes and areas they have been directed to by appropriate staff members; they should not be roaming the halls of the school or loitering in proximity to the secondary and/or Daycare classrooms while classes are in session.

BREAKING POLICY: Depending on the circumstances, adult students who break the fraternization and socialization policy for the first time may receive a verbal and/or written warning from either the Administrative Director of the school, the Director of Adult Education or designee. A second offense may result in suspension or involuntary discharge from the school based upon the decision of the Director of Adult Education.



Practical Nursing

The Licensed Practical Nurse (LPN) is an in-demand nursing career. The YCST Practical Nursing Program is approved by the Pennsylvania State Board of Nursing and accredited by the Accreditation Commission for Education in Nursing (ACEN).

Upon completion of the Practical Nursing Program, students will be prepared to demonstrate basic knowledge, skills and abilities of a practical nurse. They will function within the legal scope of practice and the standards of nursing conduct related to practical nursing. Students completing the program will be eligible to sit for the NCLEX-PN Exam.

Please visit www.onetonline.org for specific information about the labor market, including employment opportunities and salary information.

This program is designed to prepare students to:

- Demonstrate basic knowledge, skills and ability of the practical nurse
- Participate as a member of the healthcare team to assist in meeting the holistic needs of the patient throughout the lifespan using Maslow's Hierarchy of Human Needs
- Utilize the nursing process in meeting the healthcare needs in any healthcare setting
- Function within the legal scope of practice and the standards of nursing conduct related to practical nursing
- Be eligible to sit for the NCLEX-PN Exam upon successful completion of the LPN Program having met all the learning and behavioral criteria for graduation
- Identify the need for personal responsibility in continuing education and the advantage of participation in a professional organization

FULL TIME	1540 hours/44 weeks
DAY	Classroom: Mon–Fri, 7:45 AM–3:15 PM Clinical: Mon–Fri, 6:45 AM–2:15 PM
DATES	July 6, 2022–June 15, 2023 January 3–December 13, 2023

TUITION INFORMATION

Pre-Entrance Expenses*	
<i>Application Fee</i>	\$ 0
<i>Pre-entrance Exam (TEAS)</i>	\$ 115
<i>Non-Refundable Acceptance Fee</i> <i>(This fee is included in the tuition)</i>	\$ 200
<i>Physical Examination/Immunizations</i> <i>(Current 2-step PPD, Tetanus)*</i>	\$ 150
<i>Drug Screen*</i>	\$ 50
<i>Criminal History Report, FBI, &</i> <i>Child Clearance Report*</i>	\$ 60
Program Tuition	
<i>Base Tuition</i>	\$ 14,230
<i>Lab/Technology Fee</i>	\$ 1,050
<i>Assessment Technologies Institute</i>	
<i>NCLEX Review Fee</i>	\$ 1,700
<i>Supplies Fee</i>	\$ 800
Program Tuition (Out-of-State)	
<i>Base Tuition (Out-of-State)</i>	\$ 16,090
<i>Lab/Technology Fee</i>	\$ 1,050
<i>Assessment Technologies Institute</i>	
<i>NCLEX Review Fee</i>	\$ 1,700
<i>Supplies Fee</i>	\$ 800
Out-of-Pocket Expenses*	
<i>Textbooks*</i>	\$ 600
<i>Uniforms*</i>	\$ 200
<i>Certification—Healthcare Professional</i> <i>w/CPR & AED</i>	\$ 0
<i>Temporary Permit to Practice</i>	\$ 70
<i>State Board Application to Test</i>	\$ 95
<i>NCLEX Testing Application</i>	\$ 200
ESTIMATED COST OF PROGRAM*	\$ 19,320
ESTIMATED COST OF PROGRAM* (OUT-OF-STATE)	\$ 21,180



Practical Nursing

Please note: While every effort is made not to delay or cancel classes, YCST reserves the right to do so due to low enrollment.

*Amounts noted are approximations of typical expenses, but inform applicants of types of expenses to be expected.

All figures are subject to change without notice.

Revised April 2022

SECTION 2: Curriculum

Curriculum Plan

The curriculum of the Practical Nursing program is designed to provide a learning experience whereby the individuals are prepared to render safe and competent health care as an Licensed Practical Nurse. Students must successfully complete a level to progress to the next level.

LEVEL I – 11 WEEKS

UNITS

Fundamentals of Nursing Practice	129
Personal and Vocational Relationships	22
Mental Health Concepts I	10
Anatomy and Physiology	80
Gerontology	20
Nutrition	20
Immunology	12
Total hours	293
92 Lab Clinical hours	

LEVEL II – 11 WEEKS

UNITS

Gastrointestinal Nursing	29
Orthopedic Nursing	32
Math	22
Genitourinary Nursing	19
Endocrine	24
Clinical Pharmacology	58
Sensory/Integumentary Nursing	23
Oncology and Hospice Nursing	19
Total hours	226
159 Lab Clinical hours	

LEVEL III – 11 WEEKS

UNITS

Neurological Nursing	19
Gynecological Nursing	21
Mental Health Concepts II	12
Respiratory Nursing	16
Cardiovascular Nursing	25
Intro to Obstetrical Nursing	22
Intro to Pediatric Nursing	14
Total hours	129
256 Clinical hours	

LEVEL IV – 11 WEEKS

UNITS

Obstetric Nursing	24
Pediatric Nursing	30
Contemporary Family	28
Personal & Vocational Relationships II	11
Total hours	93
292 Clinical hours	
Total Theory – 741	
Total Clinical – 799	
Total Program Hours – 1,540	

**Subject to change*

Level I

At the completion of Level I, with experience and guidance, the student learner will:

- Relate the structure of the human body to its normal functioning.
- Explain the relationship of optimal nutrition to health prevention, maintenance, and restoration.
- With supervision or guidance, safely and effectively utilizes the nursing process in the care of adults with moderately complex nursing needs.
- Identify his/her role in the health care team utilizing the legal and ethical codes related to practical nursing.
- Describe the nursing care which meets the holistic needs of the older adult.
- Describe how alterations in the immune system affect the individual, family and community.
- Demonstrate beginning skill in therapeutic communication with patients using basic mental health concepts.
- Describe various factors that influence and promote health and wellness and identify illness.
- Develop skills in utilizing Maslow's Hierarchy of Needs to plan and provide holistic nursing care.
- Maintain personal safety, use proper body mechanics, and utilize principles of infection control.
- Demonstrate the ability to provide a therapeutic environment for the patient.
- With supervision, apply knowledge of basic nursing principles in performing nursing procedures and skills in the **delivery of patient care**.

UNIT DESCRIPTIONS

FUNDAMENTALS OF NURSING:

This unit enables the student to gain knowledge and practice fundamental nursing principles and skills necessary for providing safe and competent holistic care for the adult patient in a variety of healthcare settings. At the completion of this unit, the student will demonstrate basic nursing care for the adult patient with beginning skills in critical thinking.

PERSONAL AND VOCATIONAL RELATIONSHIPS (PVR I):

This Unit will introduce the student to practical/vocational nursing through a review of the history of nursing, nursing standards, ethical/legal aspects of nursing, communication skills, continuing education, and nursing organizations.

ANATOMY AND PHYSIOLOGY (A&P):

This unit is designed to provide a general knowledge of the A&P of the human body.

Through an understanding of normal A&P, the nurse can recognize departures from a healthy state. Understanding the structure and function of the human body should guide all nursing care.

NUTRITION:

This unit will discuss the beneficial effects of proper nutrition for the student and healthcare consumer in times of health and illness.

MENTAL HEALTH CONCEPTS I (MHC I):

Through information gained in lecture and practice the student will gain a better understanding of basic mental health. This unit is based on the fact that coping with stress is the most important factor contributing to being mentally healthy and that mental health is an integral part of the total patient care.

GERONTOLOGY:

The student will be introduced to the older adult as a person employing his/her capabilities to the fullest and enjoying the best possible health. The ways in which to meet the holistic needs of the older adult in the acute and long-term care facility, as well as in the community will be addressed.

IMMUNOLOGY:

The student will gain an understanding of the body's basic physical defense mechanisms. The implications of altered immune status for the patient, family and community will be explored.

Level II

At the completion of Level II, with experience and guidance, the student learner will:

- Assess the holistic needs of patients with common health problems.
- Apply knowledge of common medical-surgical disorders to assist with formulation of a nursing diagnosis.
- Assist in formulating expected outcomes and planning nursing interventions for actual or potential health problems.
- Describe the principles underlying the safe and competent administration of medications.
- Perform basic nursing interventions competently with indirect supervision.
- Evaluate the effectiveness of nursing care provided.
- Communicate pertinent data concerning the status or change in status of the patient's health to healthcare team members.
- Independently and accurately record significant data using appropriate medical terminology and abbreviations.
- Demonstrate the establishment of therapeutic nurse-patient relationships.
- Demonstrate effective therapeutic communication skills with all members of the health care team to ensure continuity of care.
- Demonstrate the ability to adapt nursing care to meet the needs of patients with specialized needs.

UNIT DESCRIPTIONS

GASTROINTESTINAL NURSING:

This unit will introduce the student to the common medical and surgical disorders of the gastrointestinal system. In addition, testing procedures and alternate feeding methods will be reviewed. Specific nursing care is stressed with some attention focused on pathophysiology.

MATH:

This unit will prepare the student to administer medications safely and competently with an emphasis on accuracy. The student will develop skills in mathematical problem solving using solid, liquid, and IV medication calculations. Calculators are not permitted on course exams.

CLINICAL PHARMACOLOGY:

The student will gain knowledge and understanding of medication therapy and the safe, competent administration of medications. The student will become familiar with selected commonly used pharmacologic agents. IV Therapy and venipuncture techniques will be demonstrated utilizing the nursing process.

ORTHOPEDIC NURSING:

This unit provides an introduction of the basic principles and concepts of perioperative nursing care. Enables the student to gain knowledge and provide competent care to a patient with a bone/soft tissue and/or connective tissue disorder. The Unit emphasizes the common disorders of the bones and joints, including basic pathophysiology, assessment findings (signs and symptoms and diagnostic findings), medical and surgical treatment and nursing management of a patient with these disorders.

GENITOURINARY NURSING:

This unit enables the student to gain knowledge and provide competent care to a patient with a genitourinary disorder. The unit emphasizes the common disorders of the genitourinary tract, including basic pathophysiology, assessment findings (signs and symptoms and diagnostic findings), medical and surgical treatment and nursing management of a patient with these disorders.

ENDOCRINE NURSING:

This unit enables the student to provide knowledgeable and competent care to a patient with an endocrine disorder. The unit provides information on the common disorders of the endocrine system (with emphasis on Diabetes Mellitus) including basic pathophysiology, assessment findings (signs and symptoms and diagnostic findings), medical and surgical treatment and nursing management of a patient with these disorders.

SENSORY/INTEGUMENTARY NURSING:

This unit will enable the student to gain knowledge and provide competent care to a patient with a common eye/vision, ear/hearing or skin disorder. This Unit includes information on basic pathophysiology, assessment findings (signs and symptoms and diagnostic findings), medical and surgical treatment, and nursing management of a patient with these disorders.

ONCOLOGY HOSPICE NURSING:

This unit will acquaint the student with general information of the disease of cancer, detection, treatment and subsequent nursing care. The holistic problems of the patient/family with cancer and/or the terminally ill patient will be presented.

Level III

At the completion of Level III, with experience and guidance, the student learner will:

- Identify the holistic needs of patients with common medical surgical disorders and adapt this knowledge to nursing practice.
- Perform basic nursing procedures with indirect supervision.
- With minimal guidance, safely and effectively utilizes the nursing process and evidenced base practice in the care of adults with moderately complex nursing needs.
- Recognize and report pertinent observations.
- Demonstrate effective communication with patients, families, associates, and members of the health team.
- With direct supervision, safely and accurately administer medications.
- With direct supervision administer IV meds within the scope of practice of the LPN.
- Identify patient maladaptive behavior and intervene therapeutically.
- Discuss support groups and community agencies applicable to patient's needs.
- Differentiate between Mental Health and Mental Illness.
- Discuss fetal development and environmental influences.
- Identify the physical and psychological changes that take place in the pregnant woman and state nursing implications.

UNIT DESCRIPTIONS

MENTAL HEALTH CONCEPTS II (MHC II):

This unit will increase student awareness of contemporary mental health issues/ psychiatric diagnoses which will enable them to provide knowledgeable and competent care. Health and human services in the community will also be presented.

CARDIOVASCULAR NURSING:

This unit will enable the student to provide knowledgeable and competent care to patients with disorders of the circulatory and coronary systems. The unit will enable the student to understand assessment, signs and symptoms, medical and surgical treatment in nursing care of a patient with a cardiovascular disorder.

RESPIRATORY NURSING:

This unit will enable the students to provide knowledgeable and competent care to patients with common disorders of the respiratory system. The unit will also provide information on assessment of signs and symptoms, treatment, related nursing care, and teaching for selected respiratory disorders.

NEUROLOGICAL NURSING:

This unit will enable the student to provide knowledgeable and competent care to individuals with neurological disorders. Pathology, signs, symptoms, treatment and related nursing care will be discussed. Prevention and life style changes will also be discussed.

GYNECOLOGICAL NURSING:

This unit is designed to acquaint the student with the common disorders of the female reproductive system including the breasts. Signs and symptoms, diagnosis, treatment, and related nursing care will be included. Emphasis on prevention with pap tests, mammogram, and new vaccines will be discussed.

OBSTETRICS—INTRODUCTION:

This introduction includes terminology and care of the pregnant female and developing fetus. The unit prepares the student to implement appropriate teaching regarding diet, drugs, smoking, exercises, danger signals and personal hygiene during the pregnancy.

PEDIATRICS—INTRODUCTION:

This unit is an intro of basic information necessary to care for the health needs of the pediatric patient.



Level IV

At the completion of Level IV, with experience and guidance, the student learner will:

- Provide knowledgeable and competent care for the baby and the mother in the intrapartum and post-partum periods.
- Assess for signs and symptoms of complications during pregnancy, labor & delivery, and post-partum periods.
- Teach appropriate information to the post-partum mother on care of herself and baby.
- Identify the basic needs of the hospitalized child and his/her family and provide knowledgeable and competent nursing care of the pediatric patient in all stages of growth and development.
- Plan and implement safe care for patients with acute, chronic respiratory and cardiac conditions.
- Assist the professional nurse in the care of a patient with chest tubes and/or tracheostomy.
- Demonstrate increasing nursing competence in the care of patients with more complex medical-surgical problems.
- Identify and meet the needs of the dying patient.
- Teach patient harmful effects of smoking, benefits of quitting, measures to help him/her quit, and organizations specific to smoking cessation.
- Identify risk factors relevant to specific cardiac patients.
- State untoward effects of cardiac/pulmonary medications.
- Explain discharge cardiac or pulmonary rehabilitation instructions with patient.
- Utilize critical thinking skills in the care of selected patients in various settings.
- Safely and competently employ the nursing process in caring for patients in any setting where nursing takes place.
- Function effectively within his/her scope of practice in selected health care settings.
- Demonstrate the ability to provide leadership in an extended care facility.
- Under supervision, will administer medications with minimal guidance in an extended care facility.
- Under guidance of the RN, perform skills in the home care setting.
- Inform consumers of health care services available in the community.
- Identify the advantages of continuing education and participation in professional organizations.

- Describe the procedure for obtaining Licensure in the Commonwealth of Pennsylvania.
- Identify the role of the Pennsylvania State Board of Nursing.

UNIT DESCRIPTIONS

OBSTETRICS:

The purpose of this unit is to assist the student in providing knowledgeable competent care to the mother and baby during the intrapartum and post-partum periods. Signs and symptoms of complications of the antepartum, intrapartum, and post-partum periods will be discussed.

PEDIATRICS:

This unit will enable the student to gain an increased understanding of growth and development of the newborn through adolescence. The unit will also assist the student in identifying the special needs of the hospitalized child. Interventions the nurse can implement to decrease the stress of hospitalization will be discussed. Common disorders of each stage of development will be addressed. The unit will also discuss child abuse and role of the nurse.

CONTEMPORARY FAMILY:

This unit is designed to assist the student in viewing the patient as a member of a family and community whose life is altered by illness and other life stresses. The student will research and present in a creative manner information on selected topics that deal with individuals across the life span. The student will also identify appropriate community resources to assist the individual in maintaining their optimal level of functioning.

PERSONAL AND VOCATIONAL RELATIONSHIPS II (PVR II):

This unit will acquaint the student with the responsibilities of the charge nurse and team leader. Ethical and legal concepts necessary for the beginning practitioner will be presented. Information on applying for the Licensure exam and the state license will be distributed and explained.

Transcription of orders will be included in theory and practice.

NCLEX PREDICTOR TESTS

NCLEX predictor tests/ modules are given throughout the program. Attendance and participation are mandatory and required for graduation.

Medication Administration Unit

The Medication Administration component is part of the Level III and Level IV clinical experience. Evaluation of the student will include a hands-on medication administration experience, dosage calculation test and a verbal exam. A medication list to prepare the student will be distributed. Students must demonstrate safe and competent medication administration at the clinical sites to be evaluated for safety and medication administration competency in the program. It is mandatory that the student be present for all medication administration clinical days.

** If the student exceeds the allotted errors (actual and/or potential), this is considered a clinical failure in administration of medications. The student will be provided only ONE opportunity to re-test in medication administration.



SECTION 3: Academic Policies, Procedures & Resources

Admissions Policy

The Adult & Continuing Education Center at York County School of Technology (YCST) has an open admissions policy, serving the needs of all who apply for admission. However, this doesn't mean that there are no entrance requirements. Prerequisites and entrance requirements for Practical Nursing are detailed in the following section. YCST's Adult & Continuing Education programs are approved by the Pennsylvania State Board of Nursing and accredited by the Accreditation Commission for Education in Nursing and reflect the employment needs of the York County Region.

Be advised that training space may be limited and enrollment is based on "first to apply, first accepted." Further information can be found at www.educationthatpays.com or by contacting the admissions counselor at 717.747.2130.

Most of our Adult & Continuing Education programs are postsecondary programs and many of them are eligible for Title IV federal financial aid. Students registering for any of our Title IV eligible programs must be a graduate from an approved high school, or have obtained their PDE-approved high school equivalency credential (GED® Test or HiSET® Exam) and must submit a copy of their diploma or official transcripts prior to admission. Non-US diplomas must be evaluated by a NACES accredited foreign evaluation service and comply with PDE Certificate of Preliminary Education application process prior to enrollment. Students must be 18 years old or older to participate unless otherwise authorized by the Director of Adult & Continuing Education or Designee.

As we are housed in a public high school and in accordance with specific programming needs, we reserve the right to require appropriate clearances for current and prospective students regardless of program. We require all new visitors or prospective students to be processed through our Raptor (or successor system) ID system on their first visit, at a minimum.

Prior to enrollment, prospective students should seek out possible funding sources for their training. YCST participates in various federal, state and local financial aid programs. Listed below are the financial aid resources available to students who qualify. For more information about financial aid options or to receive financial aid application instructions, contact the Office of Financial Aid at 717.464.7059.

- Federal Pell Grant
- Federal Direct Stafford Student Loans, Subsidized & Unsubsidized
- Federal Direct PLUS Loan
- PA CareerLink York County WIOA/ITA/TAA funding 717.767.7600
- PA CareerLink Adams County WIOA/ITA/TAA funding 717.334.1173
- Veteran's Education Assistance 888.442.4551
- Office of Vocational Rehabilitation 800.762.6306
- Your Local Area CareerLink WIOA/ITA funding]

Admission Requirements

All applicants for admission to practical nursing programs must meet the following requirements:

Official High School transcripts/ GED

- An official copy of an approved high school transcript or GED as required by the State Board of Nursing prior to enrollment.
- Non US diplomas must be evaluated by a NACES accredited foreign evaluation service and comply with PDE Certificate of Preliminary Education application process prior to enrollment.
- Out of State GEDs must be processed through PDE/TIMS. Typically, there is a fee for the above services. This fee is the responsibility of the student.

An interview with the Practical Nursing Supervisor/ Staff member

- The interview is scheduled after the PN applicant has turned in the following documents to the Adult Education office:
 - Two letters of recommendation from current/previous teacher/employer
 - Official high school transcript/ GED certificate
 - Copy of Driver's License (PN applicants with Out-of-State Driver's License do not qualify for In-State tuition.
 - Satisfactory scores on the ATI proctored TEAS exam
 - Completed application form
 - One page essay
 - Completed and signed copy of PN Candidate Interview questions.

Satisfactory scores on the pre-entrance exam required by the Program

- All prospective students are required to take the TEAS exam. All applicants are encouraged to study and utilize TEAS exam resources prior to taking the test. Applicants must register to take the TEAS exam, instructions for registration and resources are available on the YCST Practical Nursing website: <http://www.ytech.edu/cms/one.aspx?pageId=20615142>
- Non-refundable payment of \$115.00 is due at the time of registration for the ATI Proctored TEAS exam using a credit card. PN Program applicants may take the ATI Proctored TEAS exam within their own home with the understanding that a computer with video and audio capabilities are required to take the exam.

TEAS Scores > 50% in all 4 categories

Applicants achieve “contingent acceptance” status and are scheduled for an interview with the Practical Nursing Supervisor/ Staff member.

- TEAS Scores < 50% in 1 or more categories

Applicants achieve “contingent alternate” status and Math and Science are evaluated and are listed with other applicants’ scores. Applicants with the highest Math and Science, minimum being 40% in both categories, are scheduled for an interview with the Practical Nursing Supervisor/ Staff member if requirements listed under #2 are met.

- If the applicants chooses, they may have the option to take the TEAS exam a 2nd time at least 30 days after taking the exam the 1st time to attempt a higher TEAS score. Studying and utilization of TEAS exam resources are highly recommended.
- The YCST PN program does not guarantee a higher TEAS score if the applicant takes the TEAS exam a 2nd time, nor does the PN program guarantee that the applicant will be accepted into the PN Program. Applicants have the option to take the TEAS exam 6 months after the 2nd attempt.
- All applicant status is contingent until all clearances have been submitted and are free of convictions that would prohibit employment and participation in clinical experiences with older adults, children, and medication administration.

Satisfactory physical and mental health as evidenced by

- Complete physical examination:
 - PN applicants must have the ability to lift 50 pounds and be in satisfactory physical and emotional health necessary to fulfill the objectives of the program.
 - Please see Essential Components on page 18, all components must be met when applying to the PN Program.
 - Tattoos considered to be offensive or vulgar must be covered at all times prior to entering the YCST campus and clinical facilities (ie: pornography, naked bodies, profanity).
- Medication disclosure:
 - Any student admitted to the program and throughout the year who are prescribed medications that may alter their cognition must disclose this information to the nursing supervisor immediately.
- Laboratory tests:
 - Positive titers for Measles, Mumps, Rubella, Varicella, and Hepatitis B.
 - 10 Panel Drug Screening (A positive drug test will prohibit you from entering. You may retest in six months. If the drug test comes back “insufficient amount or dilute,” the student must provide another specimen with a witness present).
 - Random and reasonable suspicion of drug and alcohol testing is conducted throughout the duration of the program.
- Vaccination history:
 - Recent Flu Vaccine (current flu season) and Tetanus (within 10 years).
 - Annual PPD.(two step) or a current chest x-ray or Quantiferon Gold within three years of admission.

Criminal History Record (CHR)/FBI Report

- All prospective students seeking admission into the YCST Practical Nursing program are required to submit current criminal background checks obtained from the Pennsylvania State Police and Federal Bureau of Investigation.
- No prospective students will be admitted into or allowed to continue enrollment in the program if they have criminal convictions that would otherwise prohibit employment under the Older Adults Protective Services Act, Child Protective Services Law or Public School Code.
- Prospective students are also required to disclose all pending misdemeanor or felony criminal cases, and admission and/or continued participation in the program will not be permitted if any pending charges would result in prohibition against employment under the above referenced law as a result of a criminal conviction.
- Student is responsible for maintaining current and up to date record report throughout enrollment in the program and must provide a copy of report two weeks prior to expiration date. Failure to do so will result in suspension from attending clinical sites, hence absence hours will accrue.

Child Abuse History Clearance Report

- All prospective students seeking admission into the YCST Practical Nursing program are required to submit child abuse clearance statements obtained through the Pennsylvania Department of Human Services.
- No prospective students will be admitted into and/or allowed to continue enrollment in the program, if they are identified as a perpetrator in a founded or indicated child abuse report as determined under the Child Protective Services Law.
- Prospective students will not be admitted into the program, if they have are alleged to be a perpetrator of child abuse in a report that remains under investigation.

Certification in Health Care Provider Cardio-Pulmonary Resuscitation Techniques

- All students are required to take “HEALTHCARE PROVIDER BLS – CPR/AED” through the American Heart Association. No other certification will be accepted. This certification must not expire while a student is in the program. The school offers the CPR unit prior to the start of admission.

Student Health Insurance Coverage

- All students admitted to the YCST Practical Nursing program must demonstrate that they have health insurance for the duration of the program.
- Upon acceptance to the Practical Nursing program, please bring your original health insurance card to the Practical Nursing Office. A copy of your health insurance card will then be placed in your school record. Students may not begin the program without documentation on file of their current and valid health insurance coverage and may be removed if insurance coverage lapses.
- If you do not have health care coverage, the program can provide you information with a range of options for short-term health insurance coverage that can be purchased monthly or for up to one year.

Proof of the above requirements must be submitted one month prior to the first day of class. Prospective students with “Contingent Alternate” status must submit documents prior to the first day of class.

Advanced placement

- Advanced placement is contingent upon a thorough review of college transcripts and based on the decision of the Nursing Supervisor approval.
- Credit for previous education related to nursing may be given. Official transcripts from an approved program must be provided.
- Credit may be given for previous college courses completed with a grade of “B” or better and taken within the last two (2) years. These courses are Nutrition, A&P (labs must have been completed), and Mental Health (General Psych).

The YCST Practical Nursing (PN), program does not guarantee PN graduates eligibility to take the NCLEX-PN exam or PN Licensure.

The PN program also cannot guarantee that the graduate will pass the NCLEX exam.

Prospective students must meet the Technology requirements.

Entrance will be permitted at various levels, but ALL applicants will be required to attend a minimum of two or more levels.

COVID Pandemic and Enrollment

The YCST Practical Nursing Program is approved for In-Person training and education, as such, the nursing program is not approved for distance or remote training and education. Students who choose to enroll and are granted acceptance into the program, are continuing with enrollment with the understanding that receipt of the COVID-19 vaccine is mandatory in many, if not, all clinical facilities. Due to the fluid nature of the COVID-19 pandemic and the community’s efforts to control the spread of COVID-19, it is not guaranteed that clinical facilities will continue to accept COVID-19 vaccine exemptions from schools of nursing.

In order to graduate from the nursing program, students are required to attend clinical rotations at the clinical facilities utilized throughout the program. The program’s curriculum or delivery of the curriculum is approved by the Pennsylvania State Board of Nursing cannot be altered per a student’s request. Therefore, clinical rotation participation and attendance is required to meet graduation requirements. Students who cannot meet graduation requirements as a result of lack of clinical attendance may be withdrawn from the program. The student may choose to return at a later time if they so desire.

Patient interaction at clinical rotations requires close contact with patients, healthcare workers, and families. Since nursing students enter various clinical sites, the nursing program must continue to advocate for patients by providing care that will not pose a risk to the community it serves.

According to the National Council of State Boards of Nursing (NCSBN) “health care organizations and societies advocate that all health care and long-term care employers require their workers to receive the COVID-19 vaccine. This is the logical fulfillment of the ethical commitment of all health care workers to put patients as well as residents of long-term care facilities first and take all steps necessary to ensure their health and well-being....Vaccination is the primary way to put the pandemic behind us and avoid the return of stringent public health measures. Unfortunately, many health care and long-term care personnel remain unvaccinated. As we move towards full FDA approval of the currently available vaccines, all health care workers should get vaccinated for their own health, and to protect their colleagues, families, residents of long-term care facilities and patients. This is especially necessary to protect those who are vulnerable, including unvaccinated children and the immunocompromised. Indeed, this is why many health care and longterm care organizations already require vaccinations for influenza, hepatitis B and pertussis....The health and safety of U.S. workers, families, communities, and the nation depends on it.”

Essential Components

Communications

Must be able to:

- Read and write English at a proficient level
- Comprehend and speak fluent English, must be able to read and answer test questions on their own
- Have the ability to view, read and physically manipulate health record information and pertinent data in a variety of formats including paper handwritten documents typed, reports and computerized records and databases.

Visual

With aid of corrective lenses if needed:

- Must read labels on pharmacy prepared medications, and standard unit dose packages.
- Must be able to identify marking on standard syringes. Must be able to read markings on sphygmomanometer.

Hearing

- With use of hearing aid and/or amplified stethoscope, if needed, must be able to: (after instruction)
 - Hear blood pressure readings + or -2mmHg
 - Hear apical pulse + or -2 beats
 - Hear and identify various breath sounds
 - Hear bowel sounds
 - Hear directives with the speakers mouth covered with a surgical/isolation mask
 - Hear call bells and equipment alarms
 - Hear amplified phone.

Manual Dexterity

Must be able to: (after Instruction)

- Open suture packages

- Don surgical gloves
- Open unit dose medications

Physical Stamina

Must be able to:

- Stand, without sitting, for 2 hours
- Walk up 1 flight of stairs and down 2 flights
- Lift 50 lbs. on a regular basis
- Work continuously with only a 15 min. break am, 30 min. lunch break, and 15 min. break pm
- Push and maneuver a stretcher and wheel chair containing adults of various sizes

Technology Requirement

Basic Competency

Students are required to have basic computer skills—use a mouse, print a document, and use Micro Office or similar software. These skills are necessary to learn documentation skills required in the clinical areas. Students will be oriented to technology available in program or clinical areas prior to use.

Student's must have access to technology at home. It is important and necessary to have internet access, a workable computer/printer.

Students are required to have an e-mail address and check e-mail for Schoology LMS updates daily. The program and faculty may communicate with the student regarding any school business. Instructors use "Learning Management System—ie: "Schoology" to post power point and handouts. Website access to this information will be given by the individual instructor.

The Adult & Continuing Education Center requires that all students provide a valid mailing address, up to date phone number and non-school private e-mail address for standard communication from the school to students. Should any of these change it is the student's responsibility to promptly provide updated contact information to the school. With regard to e-mail, in the cases where a student is provided a YCST e-mail for access to the Learning Management System (Eg. Schoology), the separate non-school private e-mail is still required. This non-school e-mail will also be utilized for Portal Access. Students are expected to utilize the Portal for review of their accounts, grades and attendance on a regular basis.

The clinical facilities continue to increase technology used for patient care and documentation. After an orientation, the student is expected to achieve basic competency of use quickly and to use such technology safely. Student must have availability to access the internet outside of school.

Remote Learning Policy

To ensure the effectiveness of Zoom room lectures and discussions, we ask that students to follow the same guidelines in a Zoom room that they would a class or clinical setting.

- Become familiar with the technology. A tutorial can be found on Schoology through the Zoom tutorial website, or this link: <https://support.zoom.us/hc/en-us/articles/206618765-Zoom-video-tutorials>

- Join 5 minutes before the start of each meeting.
- Turn on your camera, the faculty will be maintaining face to face contact during remote learning. The faculty will communicate changes to camera settings prior to the meeting.
- Find a quiet area and stay in one place, this is a class.
- Be aware of your environment and background as instructors and classmates will be viewing what is around and behind you. Zoom allows users to create a neutral background, please review the Zoom tutorial for these options.
- Please ensure that you are presentable and wearing proper attire.
- Place your microphone on "Mute" upon entering the Zoom class and when you are not speaking.
- Be respectful of the instructor, other classmates, and guest speakers.
- Wait your turn to speak.
- Be prepared with pen and paper to take notes.
- Engage in Zoom sessions and be supportive of each other.
- Communicate with instructors extenuating circumstances that prevent you from attending a Zoom session.
- Again, communicate with your instructor with the need for exception other please be aware that poor professionalism will results in SAPS or in the case of clinicals it is part of your clinical evaluation.

Tests

During the course that remote learning is deemed necessary, the Practical Nursing Program has developed procedures to meet established guidelines of the program and governing organizations. Academic honesty is an expectation in all aspects of the program. Please review the policies and procedures of Academic Dishonesty in the Student Handbook.

Testing will be scheduled during regular program hours, please check with your instructor for specific times. If a student cannot complete a test as scheduled, the student is required to notify their instructor before the exam using the Schoology messaging system. The student is required to confirm the new scheduled date of the test with the instructor on Schoology. Please review the policies and procedures of Make-up Work in the Student Handbook.

Proctored tests may occur through the use of computer technology, therefore, a computer or electronic device with video and sound capabilities will be required. Students may also be required to come to the school to complete a test.

The student should ensure that the environment in which they take the test is quiet and free of distractions. The environment for testing should be free of books, papers, pens, bags, course materials, handouts, additional computers/electronic devices. However, courses such as Math, may require a blank sheet of paper and pen/pencil. Instructors will provide specific testing guidelines and the use paper during a test.

Attendance Policy

The York County School of Technology LPN Program is a clock hour program. **ALL HOURS ARE IMPORTANT AND COUNTED PER PA State Board of Nursing and Financial Aid Requirements.**

Success in the job environment is greatly dependent upon regular attendance at work. The Practical Nursing program attendance policy is designed to prepare the student for the work environment. Students are accountable for their actions and are responsible for their own learning. Class and clinical attendance is a critical aspect of the teaching/learning process. The school will not be responsible for any student's failure of a course/unit/clinical due to absenteeism. The LPN program tracks attendance, it is our expectation that students are aware of their own attendance in respect to the requirements. Students are welcome to request a copy of their attendance to date once per week. 100% perfect attendance is our goal.

Students are expected to attend 100% of classroom and clinical days and meet ALL course/unit objectives.

Each student's attendance record and cumulative health record constitute part of the student's permanent record that is retained by the Program.

- *Absences will be accrued in 15 minute segments*, meaning that if a student misses 15 minutes, or any portion thereof, this will count as a 15 minute absence at the discretion of the instructor. Late arrivals and early departures are a form of absence.
- The LPN program is a clock hour program as per Title IV, all hours not in attendance do count and accumulate from start to finish.
 - Bereavement Absence. Death in the immediate family (absence not in excess of 3 days) (immediate family is defined as parent, parent in-law, sibling, spouse, child or near relative who resides in the same household or any person with whom the person has made his/her home)
 - Death of near relative or friend (absence on day of funeral) (near relative is defined as cousin, grandparent, aunt, uncle, niece, nephew, son in-law, daughter in-law, brother in-law, sister in-law)
 - Jury Duty Absence. Subpoena to appear in court or jury duty (Documentation required – see Nursing Supervisor)
- Absence of three or more consecutive days due to illness or injury must be verified by a family physician or specialists. A written excuse must be submitted before admission to the classroom or clinical area is granted.
- Attempts should be made to request court appearances during hours the program is not in session. Please contact the Practical Nursing Supervisor if you are called for Jury Duty so that we can attempt to assist you in having it postponed until after graduation.
- If scheduled/offered by the Nursing Supervisor, any clinical unexcused absence could be made up at the end of the Level II & IV at the student's expense. This does not imply that we will offer make up time, as this is at the discretion of the Nursing Supervisor.
- When a student's absence exceeds 28 hours during Term 1 (Levels I and II combined), a warning letter will be given to the student alerting them to the hours absent. If a student exceeds 35 hours (theory and clinical combined), the student can be dismissed from the program. Extenuating circumstances are evaluated by the Nursing Supervisor.
- When a student's hours exceeds 28 hours during Term 2 (Levels III and IV) (combined), a warning letter will be given to the student alerting them to the hours absent. If a student exceeds 35 hours (theory and clinical combined), the student can be dismissed from the program. Extenuating circumstances are evaluated by the Nursing Supervisor.
- At 35 hours missed, the student will sign an attendance contract in either Term 1 or Term 2. Once the contract is signed, any further missed time (ie: tardy, leaving early, absent) can result in dismissal from the program. Total absences in the program is 10 days (70 hours). If 5 days (35 hours) or more are clinical, they must be made up at the end of the program at the student's expense. Extenuating circumstances are evaluated by the nursing supervisor of Practical Nursing.
- Absences at or over 35 hours of the total program must be made up at the student's expense (this includes acts of nature—snow, floods, etc). Any time which needs to be made up at the end of the program will be charged at the rate of \$50.00 per hour divided by the number of students making up the time. The rate will vary depending upon the number of students making up the day. Up to 3.5 hours is ½ day. Over 3.5 hours will be one make up day. The make up time will be scheduled based on availability of a clinical facility and instructor. A student must attend 75% of the scheduled time in any one clinical rotation in order for the instructor to evaluate the student's clinical performance. Failure to do so can result in clinical failure.
- The make-up time does not erase the absence time accrued.
- Advanced Placement transfer students will be given 21 hours maximum within the level they enter for missed time in the program.
- In such an intense program, extended absence of more than five (5) consecutive classroom and/or clinical days without prior notification to the school will result in dismissal from the program. If a student is aware of a situation needing a extended absence of more than five (5) consecutive days, they will be given the opportunity to withdraw.
- Students should arrange for routine doctor, dentist, or any other appointments at times other than school hours.
- For those students who are entering level III / IV with accumulated hours already missed in levels I / II, the total program cumulative hours that can be missed is 70. Please note your previous hours in level I / II count towards the total 70 hours.

- Any excessive time spent outside of scheduled class or clinical hours will be counted against the student in 15 minute intervals at the discretion of the instructor or Nursing Supervisor.
- Maximum hours that can be missed for the entire program is 70.
- Students will require approval from the Practical Nursing Supervisor to attend class on Zoom. Permission to attend on Zoom is based on extenuating circumstances that are evaluated on an individual basis and will require supporting documents.

Clinical Absences

- If scheduled/offered by the Practical Nursing Supervisor, any clinical unexcused absence could be made up at the end of the Level II & IV at the student's expense (see pg. 22 for cost). This does not imply that we will offer make up time, as this is at the discretion of the nursing supervisor. If offered, any time which needs to be made-up at the end of Level II/IV will be charged at the per diem hourly rate. Regardless of whether make up time is offered or not for any given term, students are still held accountable for the 75% attendance threshold for each clinical rotation.

A student must attend 75% of the scheduled hours in any one clinical rotation in order for the instructor to evaluate the student's clinical performance. Failure to do so can result in clinical failure.

Tardiness/Leaving Early

- Tardiness is anything greater than 2 minutes late from the posted start time or leaving before the end of the day; however, any incident of leaving early or tardiness is recorded in increments of 15 minutes from the scheduled start time. Tardy is defined as: two minutes or more of missed time either coming in late or leaving early from the program on any given classroom/clinical day.
- If there is excessive tardiness three or more times per level in reporting to class or clinical, the student will receive a written counseling/SAP form. With the next incident, the student will meet with the Nursing Supervisor and sign an attendance contract. Any further incidence of tardiness could result in dismissal from the program.
- The student must notify the school (Administrative Assistant) or appropriate clinical setting if he/she is going to be absent/tardy. Failure to call in appropriately will be addressed in accordance with the information below. If a test is given the day a student is late, the student will take the test per the faculty discretion/convenience. Students are responsible for any material missed due to tardiness, and in the case of tests/quizzes/projects, the ability to make this up is at the direction and discretion of the instructor/Nursing Supervisor. The intent is that any missed item must be made up that day. Please refer to the Make-Up Work policy on absences and tardiness.

- Tardiness in the clinical area cannot be tolerated since this could be potentially dangerous to a patient's plan of care. Instructors must be notified if lateness is anticipated so that assignments can be adjusted. If you are going to be more than 30 minutes late to a clinical day with an instructor, you may not attend that day of clinical experience and it will be considered a clinical absence, make-up work will not be provided. Any student who has been late reporting to the clinical area two times will receive a written counseling form by instructor. As this is a clinical setting and patient safety is paramount, subsequent tardiness, leaving early, being late will result in dismissal.
- Failure to appropriately notify the school or clinical facilities about absences or tardiness will be considered a lack of responsibility and the following disciplinary action will occur:
 - First Occurrence: The student will be given a written warning.
 - Second Occurrence: The student will sign a behavioral contract with the Nursing Supervisor or designee.
 - Third Occurrence: The student will be dismissed from the program. Extenuating circumstances are evaluated by the Nursing Supervisor of Practical Nursing.
- If a student must leave early (prior to dismissal), the student must report to the appropriate instructor prior to leaving school. The lost time accrues towards the 70 total hours for the program.
- After three incidents of tardy, the student will receive a counseling form from the instructor. With the next incident, the student will meet with the Nursing Supervisor and will sign an attendance contract. Any further incidence(s) thereafter of tardiness/leaving early will result in dismissal from the program. It is the student's responsibility to discuss extenuating circumstances with the Nursing Supervisor, each case is evaluated on an individual basis.

Reporting of Absence or Tardiness

Class

If you are going to be late or absent for class, you must:

- Call the Adult Nursing Office by 7:00 a.m. (717-747-2135) to notify your instructors of the reason for delay or absence and your estimated time of arrival.
- Leave a message with the Administrative Assistant for the instructor.
- If you are in the building but must, step out of the classroom and will not be back in the classroom at the appropriate start time, you must notify your instructor in advance. Excessive occurrences (more than once) of this will be written up as tardy or absent as the situation warrants and the time will count against attendance in 15 minute segments.

Clinical

- Call the Administrative Assistant (717-747-2135)
- Call the Instructor
- Call the Clinical Site.

Clinical Contact Information

- **York Hospital** – 717-851-2345
 - Notify the clinical area to which you are assigned before 6:30 a.m. The operator will not take messages.
- **Pleasant Acres** – 717-840-7100
 - Notify the clinical area to which you are assigned before 6:30 a.m.
- **UMPC Pinnacle Health Memorial** – 717-843-8623
 - 1-West rotation: Ask for 1 West before 6:30 a.m. They will relay messages to the clinical instructor.
 - OB rotation: Ask for 3rd Floor before 6:30 a.m. They will relay messages to the clinical instructor.
- **Rest Haven-York** – 717-843-9866
 - Leave message with the operator (call before 6:30 a.m.).
- **SpiriTrust Lutheran** – 717-767-5404
 - Notify the clinical area to which you are assigned before 6:30 a.m.
- **Northwestern Human Services** – 717-846-4490
 - Leave message with the receptionist before 6:30 a.m.
- **Margaret E Moul Home** – 717-767-6463
 - Leave message with the receptionist before 6:30 a.m.
 - Leave message with the operator (call before 6:30 a.m.).

Please refer to clinical schedule key for out-rotations when reporting clinical absence or tardiness.

It is the student's responsibility in reporting an absence, to make calls personally and record the receiver name.

PLEASE NOTE THAT MANY CLINICAL EXPERIENCES BEGIN AT 6:45 AM AND YOU MAY NEED TO MAKE ARRANGEMENTS FOR CHILDCARE ACCORDINGLY.

Nursing Lab Policies

- Lab time is open during the scheduled hours of the building; use your time wisely and work on being proficient in nursing skills. If you are absent during a lab in which nursing skills were presented – it is YOUR responsibility to obtain the information as soon as you return to school. Being absent during this time is NOT an excuse for not being able to carry out a skill.
- Stay with your assigned group.
- NO FOOD, DRINK OR CELL PHONES IN THE LAB.
- Stay in the lab or designated area—breaks will be scheduled/assigned.
- Make sure you have your procedure binder with you during lab time and remember to record the date a procedure was practiced.
- Not being able to stay after school is NOT an excuse for not practicing and becoming proficient with nursing skills. Review your textbooks, handouts, and skills checklist AT HOME. Also available are online software for selected skills and library resources.
- It is unacceptable for any student not to be prepared in the clinical area following instruction in the classroom and/or laboratory of a nursing skill unless otherwise stated by the instructor. Clinical time is not practice time.
- Instructors are available most days after school for individual assistance. If you need/want assistance with any nursing skill, please schedule a time with an instructor.
- The lab needs to be put back in the SAME ORDER as you found it or BETTER.
- Nursing Lab policies and evaluation of student performance will be provided by the instructors and may be modified as needed.

REMEMBER: YOU are responsible for learning your clinical nursing skills! The only way to do this is to PRACTICE! PRACTICE! PRACTICE!

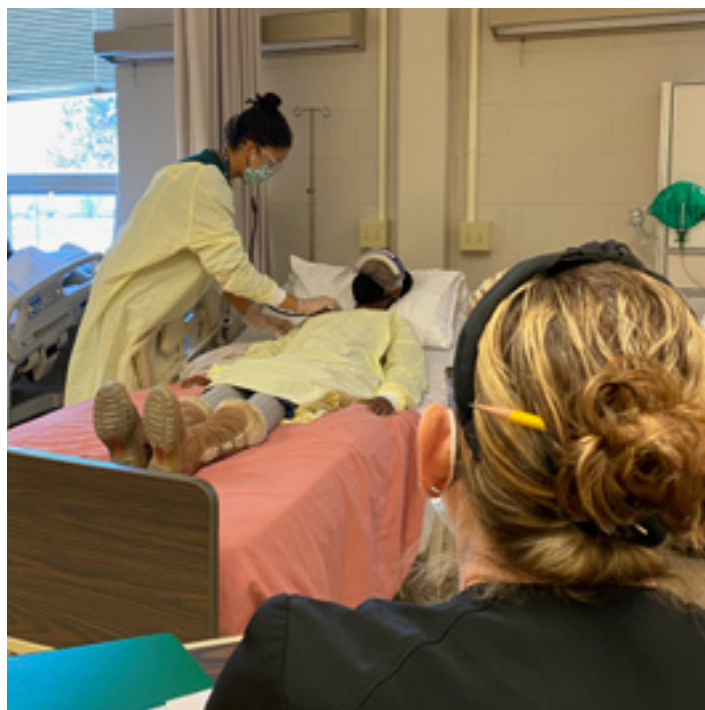
Academic Integrity Standards

The Adult & Continuing Education Center at YCST 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 YCST 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.

Academic integrity is the expectation that a student's grade will reflect only that student's achievement. Academic dishonesty is participating in deceptive practices regarding one's academic work. Actions in violation of YCST'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



Grading Scale/Course/Projects/Assignments

GENERAL GRADING SCALE

A = 92 – 100%
B = 83 – 91%
C = 75 – 82%
D = Below 75% – FAILURE

Grades are the responsibility of the individual faculty member in keeping with the grading system above. The relative importance of examinations, quizzes, and other activities in determining the final grade is determined by the individual instructor. Grades will be weighted so that the resulting grade may be considered fairly representative of the student's knowledge of the subject area.

Students must maintain an overall average of 75% in every subject within each course/unit in order to remain in the program (except Math – See below).

Grading for Math

The passing grade for Math is 84%. EACH unit test must be passed with at least an 84% before the next one can be taken. Each unit test may be taken once and each unit retest may be taken once. Students are encouraged to setup tutoring with a faculty member. A student will be dismissed from the program after two unsuccessful attempts to pass a unit test. The final exam must also be passed with at least an 84%. Failure to complete the final exam with at least an 84% will result in a failure for the course/unit. After a one-week period, a comprehensive retest will be given. This must be passed with at least an 84% to remain in the program. Regardless of a retest grade over 84%, the course/unit grade will be an 84%.

Course Failure/ Retests

If a final course/unit grade falls below 75%, the student will be given a retest following a one-week probation period after receiving their grade. Typically, the retest will be given at 3:15 p.m. The retest grade must be at least an 80%. If the retest is passed with an 80%, a grade of 75% will be given for the course/unit. Failure to pass this retest will result in dismissal from the program. If the student elects to take the retest before the one-week period is up, a release form must be signed by the student.

Retests will require mandatory tutoring at the discretion of instructor/Nursing Supervisor or designee. The student is responsible for scheduling tutoring with the instructor.

Oral/Written Clinical Projects

All oral/written projects must be satisfactorily completed and passed with a minimum of 75%. If incomplete or failed, the student will be given one attempt to pass with a satisfactory grade of 75%. Failure to pass clinical project on 2nd attempt will result in a clinical failure and withdrawal from the program.

Written/Clinical Assignments

All written assignments must be typewritten (submitted electronically in a word format) unless otherwise advised by the instructor. Failure to submit written assignments when due where adequate time has been given for completion could lead to an unsatisfactory evaluation or grade.

Make-up exams may not be made up on a Friday afternoon unless it is agreed upon by the instructor/Nursing Supervisor.

It is the student's responsibility to seek tutoring with the appropriate faculty member. Tutoring is available Monday thru Thursday 3:15 pm.– 4:15 pm, tutoring is not offered before 7:45 am, unless approved by administration.

Requests for accommodations should be made prior to the beginning of each course/unit program. This will allow for the LPN/Instructor to plan accordingly. See Disability Section of this handbook.

Make-up Work

A student must consult faculty about making up quizzes and tests the next classroom day before 7:45 a.m. or the resulting grade could result in a zero. The time granted for make-up work will be at the discretion of the individual faculty member and or Nursing Supervisor. Arrangements must be made with the instructor for make-up tests. All make-up quizzes/ tests must be completed prior to the day of the final exam. A missed quiz/test occurs when a student is not present at the time that a quiz/ test is started.

Make-up exams may not be made up on a Friday afternoon unless it is agreed upon by the instructor/Nursing Supervisor.

In the case of a student making up a missed test/quiz due to being absent/ tardy the same day of the quiz/test , the maximum grade the student will receive for that make up test/quiz is 75%. The student is responsible for discussing extenuating circumstances that resulted in missing a quiz/test, each case is evaluated on an individual basis.

Course/Unit Exams

All quizzes/tests are administered in person, unless otherwise specified by an instructor. Students completing quizzes/tests remotely must contact the Nursing Program Administrator for approval and must meet the testing environment requirement checklist.

Within each of the four program levels there are multiple units/courses, each unit/course typically has a final exam/final project. Unless otherwise stated in this handbook, a student may only take two Final Re-test per level for a failed unit/ course. However, cumulatively a student may only fail three units/courses in the program. Upon the third course/unit failure the student will be dismissed due to academic failure. A student must successfully complete an entire level to progress to the next level. All cases are evaluated individually and reviewed by Administration. Three is the maximum number of failures in the program, which also applies to returning students.

A student who scores a grade below 75% on course quizzes/ tests may be placed on a remediation plan that the student and instructor will develop together. If the student fails or refuses to abide by the remediation plan that was agreed upon by the student and instructor, the student is placed on academic probation. A student has five (5) business days from the day that a quiz/test is administered, to address concerns regarding that quiz/test. The student is encouraged to request a meeting with their instructor to discuss these concerns. Afterwards, the student's quiz/test grade is final.

In accordance with Federal Regulations we do monitor Student Academic Progress (SAP) for attendance and academic/clinical grades. This information is reported back to financial aid. An excessive amount of absenteeism and poor grade performance could affect financial aid funding.

Medication Administration Unit

The Medication Administration component is part of the Level III and Level IV clinical experience. Evaluation of the student will include a hands-on medication administration experience, dosage calculation test and a verbal exam. A medication list to prepare the student will be distributed. Students must demonstrate safe and competent medication administration at the clinical sites to be evaluated for safety and medication administration competency in the program. It is mandatory that the student be present for all medication administration clinical days.

** If the student exceeds the allotted errors (actual and/ or potential), this is considered a clinical failure in administration of medications. The student will be provided only ONE opportunity to re-test in medication administration.

Evaluation Opportunities

Students have multiple opportunities to demonstrate competency in medication administration. These opportunities include: one day at Rest Haven, two days in the Skills Lab/Clinical Facility, and three days at a UPMC facility.

Satisfactory medication administration occurs when a student meets criteria below the Medication Error threshold. Please refer to the criteria on the following page.

Absences on Medication Days

If a student is absent during one of the scheduled medication administration days, this will result in clinical probation with remediation. Please refer to clinical evaluations regarding clinical probation.

A final demonstration of competency in medication administration occurs in Level IV. If the student is absent on day one or day two, the student will have ONE opportunity to complete the medication administration pass and testing at the discretion of the nursing instructor/administrator.

Failure to meet two days of satisfactory medication administration criteria as listed below may result in dismissal from the program. If a student fails to obtain 100% on any medication calculation test, the student will be given ONE opportunity to obtain 100% on a 10-question retest. Failure to obtain 100% on the retest may result in dismissal from program.

Medication Administration Criteria

The following criteria must be met when administering medications at the following facilities:

LEVEL III:

- Skills Lab/Clinical facility (one day clinical experience the student may have no more than:
 - One actual error and three potential errors or
 - Four potential errors
 - The student is required to demonstrate one (1) day of satisfactory performance.
- UPMC Hospital (up to five days clinical experience)—the student may have no more than:
 - One actual error and three potential errors or
 - Four potential errors
 - The student is required to demonstrate at least three days of satisfactory performance.
- UPMC Hospital (one day IV therapy) The student may have no more than:
 - One actual error and two potential errors or
 - Three potential errors
 - The student is required to demonstrate one (1) day of satisfactory performance.

LEVEL IV:

- Skills Lab/Clinical facility (two days clinical experience)—the student may have no more than:
 - One actual error and three potential errors or
 - Four potential errors
 - The student is required to demonstrate two days of satisfactory performance.
 - Day 1: Pass meds with instructor then complete medication calculation test.
 - Day 2: Pass meds with instructor then complete oral medication test.

** Failure to pass the medication administration retest will result in a clinical failure.

Dosage Calculation Test (Unit/Course)

A separate written dosage calculation test for PO/IM/SQ medications as well as IV medications will be given to the student at various clinical rotation sites. Students are required to score a 100% on all dosage calculation tests. Additionally,

students are highly encouraged to seek tutoring with an instructor or an external agency if they have had to retest on any of the math course exams.

All dosage calculation tests must be completed with 100% accuracy and consist of three dosage calculation problems, except for the IV Math calculation test which consists of four calculation problems.

If the student fails to pass the three dosage calculation test, the student is placed on a Clinical Probation with a remediation plan and will be given one opportunity for a 10 question re-test. Failure to pass the retest with 100% is considered a clinical failure. A student can only fail two of the Dosage Calculation Tests at the clinical facilities and do a retest. If a student fails a third math calculation test at a different facility, it is considered a clinical failure and will lead to dismissal.

Within the LPN Program, there are four Dosage Calculations Tests throughout the program.

- Rest Haven–York/ Alternate site: Math dosage calculation test
- UPMC Hospital (Clinical Floor): Math dosage calculation test
- UPMC Hospital (IV Medication): IV Math dosage calculation test
- Skills Lab/Clinical Facility: Math dosage calculation test

Unusual circumstances may alter clinical testing sites, and will be addressed at the discretion of the instructor/Nursing Supervisor.

Verbal Medication Test (Unit/Course)

During medication administration in each of the above facilities a verbal medication test will be given. Failure to pass this test with an 80% will result in the student taking a written test within one week. Failure to pass the retest with an 80% is considered a clinical failure. The verbal medication test must be completed in 30 minutes to be considered for a passing grade. The student can ONLY retest ONE time throughout Level III/Level IV.

Clinical Evaluations

Clinical evaluations will be given at the completion of each clinical rotation. All evaluations in accordance with the clinical Rubric grade must be satisfactory in order to remain in the program and to progress from one level to the next. The student may be given a counseling form for good clinical performance as well as a poor clinical performance.

If the student is not accomplishing level objectives at a progressive rate, he/she will be placed on clinical probation. When a student is placed on clinical probation, they must attend all clinical days. At the end of the probationary period, an evaluation will be given. An unsatisfactory evaluation will be cause for dismissal.

A student will be placed on clinical probation due to lack of clinical progression, unprofessional behavior, and failure to comply with turning in clinical assignments and projects within the timeframe set by the instructor. A student can only be placed on clinical probation one time per term. A second clinical probation within the same term or a third within the program year will result in dismissal. A third clinical probation will result in dismissal.

Individual counseling, remediation, and guidance will be offered by the faculty in an attempt to correct the condition that caused the probation. All disciplinary contacts are personal and will be held in private.

Term 1: LEVEL I & II

If a student receives three or more Needs Improvement (NI's) for any clinical criteria, this will result in an Unsatisfactory (U) for that criteria at the end of the clinical rotation. An unsatisfactory grade will result in dismissal from the program after review by the Nursing Supervisor or designee.

Students will be given a maximum of five times to successfully perform a required nursing skills procedure. Failure to safely complete a skill on the fifth attempt without prompting will result in dismissal.

The mandatory nursing skills are listed below and successfully performing these are mandatory before the student performs nursing care on a live patient.

- Bed alarm/chair alarm
- Applying restraints
- Performing hand hygiene
- Bed baths
- Perineal care
- Bed making (occupied and unoccupied)
- BP, TPR, Pulse Oximetry
- Apical pulse
- Peripheral pulses
- Head to toe assessment
- I/O
- Transfers

- Mechanical lift
- Sterile gloving
- Maintaining a sterile field
- Donning and removing PPE

Term 2: LEVEL III & IV

If a student receives three (3) or more Needs Improvement (NI's) in a clinical rotation, this will result in a clinical failure. An Unsatisfactory grade will result in dismissal from the program after review by the Nursing Supervisor of designee.

Failure to safely complete a skill can result in dismissal.

A student who has not satisfactorily met level objectives will not progress to the next level.

Progression

Requirements for progression to each successive level and graduation are:

- Grade average of 75% in each course/unit except Math which is 84%.
- Adhere to attendance policy and hourly requirements.
- Successfully complete level theory and clinical objectives.
- Maintain a professionalism grade of at least 75%.
- Successfully complete:
 - ATI Capstone assessments with a total of 75%
 - ATI NCLEX—Predictor tests/modules
 - ATI NCLEX—Live Review dates
 - ATI Virtual modules with a total of 75%.

Students who do not meet progression requirements are placed on probation with a remediation plan. Students are required to complete the Redemiation requirements as outlined by individual instructors.

The student will be considered a graduate from the Practical Nursing Program at the York County School of Technology when the student has satisfactory completed the course of study as approved by the Pennsylvania State Board of Nursing.

Upon completion of the program the graduate will be eligible to sit for the National Council Licensing Exam for Practical Nursing (NCLEX-PN).

The maximum amount of time to complete the program is 150% or 18 months.

Student Assistance Program

Academic Recovery Program

It is the intention of the program and Faculty for all students who enter the program to successfully complete the program. The Program will assist students in many ways to accomplish their goal to acquire PN education and licensure. Students will understand how to monitor grades, attendance, and clinical progression through tools and feedback from instructors. Students are expected to study 2-3 hours daily or as necessary for every class. Progression with resources such as Prep U and Math Software will show student's commitment to learning. Progression with demonstrated use of resources will show a student's commitment to learning.

If a student demonstrates low achievement in academic or clinical practice, the instructor will notify the student, faculty team, and the Nursing Supervisor of concerns about the student. The instructor will help the student to identify issues with study or understanding of materials. It is the student's responsibility to begin self-identification of issues so the faculty can better assist the student.

A student who scores a grade below 75% on course quizzes/ tests will be placed on probation with a remediation plan that the student and instructor will develop together. If the student fails or refuses to abide by the remediation plan that was agreed upon by the student and instructor, the student will be dismissed.

If a student scores lower than a passing grade (less than 75-82%, except math is 84%) on any type of test or written assignment, the student will be asked to analyze the test/ assignment and correct it with rationales within 48 hours of receiving the document. The instructor will help the student to plan for higher achievement on the next test/written assignment. The LPN Program offers tutoring (additional academic assistance). Tutoring is available Monday thru Thursday. Please refer to the tutoring schedule/calendar outside the teachers office. A 24-hour notice is required by the student to request tutoring. Faculty may also recommend the student to attend tutoring sessions (additional academic assistance).

If the student continues to struggle with achievement in the academic portion of the program arrangements the instructor will recommend to the Nursing Supervisor to assist with finding tutoring for the student. There is an additional cost to the student. This intense focus should assist the student to better master the subject matter. Effort will be made to arrange tutoring at the student's convenience, however the student must make him/herself readily available for this assistance.

If the student is having issues with clinical performance, the instructor will share with the student the concerns both verbally and written on the weekly clinical evaluation. The student will be guided on ways to improve performance. If additional assistance is needed, a clinical tutor can be arranged at additional cost to the student. It is an expectation that students schedule and use the clinical skills lab to practice

and gain confidence in their clinical skills.

Written counseling and/or probation will be given to the student to alert them to the concerns and progress being made. If the student is unable to achieve a 75% by the end of the course the student will not be able to continue in the program.

Counseling and Guidance

Counseling is provided to:

- To keep the student informed of his/her progress.
- To encourage student self-evaluation and personal growth.
- To appraise the student's professional growth.
- To provide assistance to students with personal problems.

Students are counseled by the faculty concerning personal, professional, and academic matters. Personal counseling is provided through referrals to a local Mental Health Center, and other persons and agencies as appropriate. Counseling may be initiated by the student or faculty member.

Faculty members are available for personal, professional, and academic counseling and guidance initiated either by a student or faculty member. When further professional assistance is needed for personal problems, students will be referred to the Practical Nursing Supervisor or community agencies.

If a student is having an issue with an instructor, the student should first discuss the issue with the instructor before meeting with the Nursing Supervisor. If the instructor and the student cannot agree, the student, instructor, and Practical Nursing Supervisor will meet to correct the issue.

Disciplinary Problems

In the event of a student disrupting a class or unsafe clinical practice, the student will be dismissed from class or the clinical area immediately and the matter will be reported to the Adult Nursing Supervisor for further action.

Students violating rules and regulations are subject to probation or dismissal from the program. Your cooperation in understanding and complying with these rules and regulations is essential to the total operation of the YCST.

Involuntary Withdrawal

YCST reserves the right to terminate the enrollment of a student who does not meet academic standards or financial obligations. Termination of enrollment by YCST administration may occur for any of the following reasons:

- Failure to meet YCST Standards for Academic Progress
- Failure to maintain regular class attendance
- Failure to meet financial obligations to the school
- Malicious damage to school property
- Insubordinate acts against staff or other YCST employees or vendors

- Failure to abide by YCST policies, procedures, and regulations as outlined during the admissions process and in this handbook (including updated information distributed in addenda).
- Dishonesty
- Theft
- Unprofessional Conduct in classroom or clinical.
- Students who attempt to sleep in class, use their cell phones in class, or otherwise display inattentive or disruptive behavior may be asked to leave the classroom and the missed time may be counted as absence. Excessive occurrences of these types of behavior could result in failing a course and/or being dismissed from a program.
- Unsafe clinical practice
- Negligence
- Endangering the physical and/or mental well-being of a patient
- Unethical conduct—rudeness, disrespect, using foul language, insubordination, and loudness.
- Safety violations
- Disregard for the rules and regulations of the affiliating agencies and/or the Practical Nursing Program Student Handbook. (ie: cell phones, attendance, tardy...etc)
- Any form of harassment, bullying, or disrespectful behavior, etc.
- Any student who is either dismissed or withdraws from the program must reenter at the beginning of the level they did not complete. Only in extenuating circumstances where less than 12 months has transpired and with Nursing Supervisor approval may any other options be considered.

Student Bullying, Discrimination & Harassment

York County School of Technology is committed to providing every student with a learning environment that is free from bullying, discrimination, and harassment. York County School of Technology strongly supports State and Federal laws that protect all students from acts of discrimination, harassment and bullying. A copy of the school's policy that prohibits this type of behavior is available in the office.

The affiliating agencies reserve the right to recommend to the York County School of Technology that any student in the Practical Nursing Program for reasons of unsatisfactory performance, violation of rules or other misconduct, not be allowed to practice in the agency. Students cannot graduate without clinical practice. It is a requirement of the educational program.

A student shall be dismissed without probation if conditions merit such action. For example:

- Unsatisfactory clinical performance
- Unprofessional conduct

Withdrawal/Dismissal/Readmission

If a student decides to withdraw or is dismissed from the program and wishes to re-enter, they must do so at the beginning of the level they did not complete provided the following conditions are met:

- A vacancy must exist in the class desired. No more than fifteen students per instructor in clinical areas is permitted.
- Upon re-admission if tuition has increased, the student is responsible for paying the new tuition rate for all courses/unit, levels or clinicals not successfully completed at the time of their withdrawal/dismissal from the program. All past charges and tuition must be paid at least two weeks prior to readmission or re-entry to the program.
- Less than 12 months have elapsed since withdrawal. If readmission is desired after this 12-month period, the student must reapply completely for the program.
- Regardless of the reason for withdrawal/dismissal from the program, new applicants and continuing students have priority registration. Typically, one and no more than two opportunities will be given for re-entrance. Those seeking a second re-entry opportunity must present compelling evidence to the Nursing Supervisor for review. Decisions on second re-entry requests will be made on a case by case basis by the Nursing Supervisor.
- Regardless of the reason for repeating or retaking a Unit/Level, when a student re-enters the program, the student is responsible for paying the current tuition for that Unit/Level upon retaking said Unit/Level.

If a student is dismissed for academic reasons, and then readmitted to the program, an academic improvement plan will be created to advise the student to be successful. The student must follow the objectives of the academic improvement plan as prescribed in order to remain in the program. A conference with the Practical Nursing Supervisor and/or Director of Adult Education shall precede the final dismissal of any student from the program for reasons other than academic failure. In serious circumstances, at the sole discretion of the Practical Nursing Supervisor or his/her designee, a student may be suspended from the program pending such pre-dismissal conferences. Should the conferences result in reinstatement after such a suspension, the cost to make up clinical time shall be borne by the student, unless relief is requested and granted by the Practical Nursing Supervisor and the Director of Adult Education.

Students who are dismissed from the program due to failure to meet established academic and professional standards will not be readmitted unless satisfactory evidence can be shown that deficiencies have been corrected. The student must reapply to the program. Administration reserves the right to consider documented extenuating circumstances in the adjudication of the rules in this handbook.

Academic Improvement Plan for Student Withdrawals and Return to the Program

Upon leaving due to academic issues or upon return to the LPN Program, the student will be given an academic improvement plan. The academic improvement plan is a plan of action in order to facilitate the success of the student in completing the diploma. The student must satisfactorily follow and complete the course of action. The student then meets with the Nursing Supervisor to assess any further areas of need. The intent is that the student will demonstrate the ability to be successful with the nursing curriculum and rules of the program. This academic improvement plan is required for further financial aid funding.

Grievance Procedure

Student Grievance Procedure for Disciplinary Matters

Students enrolled in Adult Education Programs offered by the YCST are expected to abide by all programs rules outlined in Joint Operating Committee Policies, the applicable Student Handbook as well as their individual instructor's reasonable expectations regarding student behavior and the course syllabus. Students may be subject to disciplinary action for violating these policies, rules and expectations. The grievance procedure outlined below is the procedural mechanism to be used when a student wishes to challenge or review a student being placed on probation; or when students are suspended, dismissed or removed from an Adult Education Program. This procedure is not for academic matters. For students in the Nursing program, the appropriate administrator is the Nursing Supervisor.

Definition

For purposes of this procedure, a "grievance" is defined as a disagreement of a student enrolled in an adult program with an administrative decision that either results in the student being placed on: (1) academic or disciplinary probation; (2) temporarily suspended from an adult program for disciplinary reasons; or (3) dismissed or permanently removed from an adult program for any reason. NOTE: All complaints alleging bullying, hazing, sexual harassment, racial harassment, unlawful discrimination or unlawful retaliation shall be submitted to the administration pursuant to the procedures outlined in YCST Policies 103 (Nondiscrimination in School and Classroom Practices); 247 (Hazing); 248 (Unlawful Harassment); 248.1 (Sexual Impropriety) and 249 (Bullying).

An aggrieved student is defined as a student enrolled in an adult education program which to bring a grievance under this procedure.

A grievance to be considered under this procedure must be initiated within five (5) school calendar/business days of the aggrieved person's notification of being placed on probation or being suspended, dismissed or removed from an adult program.

A school calendar/business day is a day the school is scheduled to be open.

Grievances must be delivered to the appropriate administrator (or designee) in writing, with an original signature, not by e-mail or fax. Correspondence between the aggrieved student and YCST during the review of their properly received grievance is permitted by e-mail and fax.

Purpose

The purpose of this procedure is to provide students enrolled in Adult Education programs at the YCST with a procedure to challenge or review administrative decisions involving students being placed on probation or being suspended, dismissed or removed from the adult education program.

Nothing herein contained shall be construed to limiting the right of any students having such a grievance to discuss the matter informally with an appropriate member of the administration and having the grievance adjusted without availing themselves to the procedures outlined herein.

Procedure

Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level shall be considered as a maximum and every effort shall be made to expedite the process. The time limits may, however, be extended by mutual agreement. If a grievance is not filed and/or appealed within proper time limits by the aggrieved person, the grievance shall be considered to be untimely and no further administrative action shall be required.

In the event a grievance is filed at such time that it cannot be processed through all the levels in the grievance procedure by the end of the aggrieved student's completion of the program, the limits set forth herein may be adjusted so that the grievance procedure may be exhausted in a timely manner. The following procedural rules shall apply to all grievances filed under this procedure:

Failure at any level of this procedure to appeal a grievance to the next level within the specified time limit shall be deemed to mean that the aggrieved student finds the administrator response to be acceptable and the matter shall be considered resolved.

It is understood that students shall, during and notwithstanding the pendency of any grievance, continue to observe all assignments and applicable rules and regulations of the school until such grievance and any effect thereof shall have been fully determined. However, if an aggrieved student is suspended, dismissed or removed from an adult education program, the administration, in its sole discretion, shall decide whether or not a student shall be permitted to attend adult program classes while a grievance is pending.

Level I—Any aggrieved student who has a grievance shall submit it in writing, with an original signature, first to the appropriate program administrator (or designee) in an attempt to resolve the matter. This must occur within five

school calendar/business days of notification the decision that is the subject of the grievance.

Level II—If as a result of the review of the grievance at Level I, the matter is not resolved to the satisfaction of the student, within five school calendar/business days he or she shall set forth his or her grievance in writing, with an original signature, to the Adult Education Director (or designee) of the York County School of Technology specifying, (1) the decision which is the subject matter of the grievance including the date it occurred, (2) the specific conduct or decision that is to be disputed (3) the relief being sought by the student, (4) the reason the student is dissatisfied with the decision previously rendered. The Adult Education Supervisor (or designee) of the YCST shall communicate his or her decision to the student in writing five school calendar/business days of receipt of the grievance.

Level III—If as a result of the discussion in Level II, the matter is not resolved to the satisfaction of the student, within five school calendar/business days he or she shall set forth his or her grievance in writing, with an original signature, to the Administrative Director of the YCST (or designee) specifying, (1) the decision which is the subject matter of the grievance including the date it occurred, (2) the specific conduct or decision that is to be disputed (3) the relief being sought by the student, (4) the reason the student is dissatisfied with the decision previously rendered. The Director of the York County School of Technology (or designee) shall communicate his or her decision to the student in writing five school calendar/business days of receipt of the grievance. The Director's decision shall be considered final.

Leave of Absence (LOA)

A leave of absence is defined as a temporary interruption in a student's education. 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. YCST may grant either a Medical or Personal LOA. For some programs and/or in some cases, a LOA is not possible due to curriculum and/or schedule.

A student wishing to take a leave of absence must see the Director/Practical Nursing Supervisor 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 student's file prior to any absent days.

A Leave of Absence request that is submitted after a determination that a student has been absent fourteen (14) or more consecutively scheduled school days will not be approved. In the case fourteen (14) class days is reached prior to a documented LOA, the student would be withdrawn in accordance with the YCST withdrawal policy.

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.

Last Day of Attendance

When a student withdraws or is dismissed from YCST, 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 YCST.

Please know that dismissal and/or withdrawal from any program could have negative fiscal impacts with respect to any funding agency a student might be utilizing; ultimately all costs are the responsibility of the student.

Graduation Requirements

A student will be eligible for graduation and to receive a diploma from the YCST successful completion of:

- the designated number of clock hours as stated for their program within the YCST attendance policy
- all externship/clinical and/or classroom requirements related to their program of study with a passing final grade in all courses/components
- all program-specified requirements in addition to those listed above

Students should also be aware that all financial obligations to the school must be paid in full and/or any items that are YCST property returned to the school in order to receive their Diploma.

The Practical Nursing Program holds a graduation pinning ceremony at the end of each cohort.

All graduation requirements must be met in order to be considered a graduate of the Adult & Continuing Education Center at YCST. It is possible for a student to participate in the ceremony and not graduate from their program of study. Students should note that participation in a graduation ceremony does not necessarily indicate successful completion of their program. The School will notify students regarding upcoming ceremonial activities; however, it is the student's responsibility to notify the school if they wish to participate in the ceremony for which they are eligible.

Post-Graduation Survey

YCST 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 YCST's educational programs.

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

SECTION 4: Student Resources

At the Adult & Continuing Education Center at YCST, the focus is on education and support for our students. We work hard to keep our institution recognized as a valued community resource directed at all facets of career and workforce development. We provide a variety of educational opportunities and avenues open to adult students. Any student with a disability that wishes to receive reasonable accommodations must request support services and provide documentation indicating disability. We encourage participation in student organizations and offer general educational and career counseling assistance to help students adjust to and succeed in training by providing academic assistance and advice in the following areas.

- Counseling on concerns affecting academic performance
- Tutorial assistance
- Assistance for students with disabilities

**Please note that in order for us to best serve you and provide the support services above, it is recommended that students needing student support services notify their instructor or an adult education representative prior to or at the start of training.*

In addition, YCST assists students with decisions related to their occupational choices, career opportunities, and personal problems affecting progress at school.

Disability Services

YCST seeks to provide reasonable and appropriate accommodations for and support the scholastic success of those who have disabilities. YCST 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 Americans 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.

Those needing to disclose a disability for accommodation consideration should request additional information and appropriate forms from the Adult Education/Practical Nursing office.

For more information about our facilities that are accessible to and usable by handicapped persons, contact Mr. Gerry Mentz, Director of Student Services, who is the Title IX and Section 504 Coordinator at YCST, at 2179 S. Queen Street; York, Pennsylvania 17402; Telephone 717.741.0820 x5108 or GMentz@ytech.edu.

Career Services

YCST does not guarantee employment or any particular level of compensation following graduation or completion of your program of study. Graduates may need to relocate to attain employment after program completion.

Career guidance is provided in many programs in the form of guest speakers, mock interviews, facility tours, and other such activities that expose students to the opportunities in their career field.

Students are encouraged to keep in touch with program instructors, since each instructor maintains a list of employers who may provide employment in their training area. Students will be informed of who these employers are and be encouraged to contact them for part-time or full-time employment.

Also, prospective employers are invited to visit the YCST labs as guest speakers and consultants to ensure that skill training is relevant to the employment market.

Career Counseling

Career counseling services are available to Adult & Continuing Education students and other community members. Counseling is provided at no charge to students who need assistance in selecting programs and courses that will enable them to pursue specific career options at the YCST. The Adult & Continuing Education Center office should be contacted to schedule counseling.

Learning Resource Center/Library

There are two computer labs that are reserved by instructors to meet individual student needs or classroom instructional needs. Resources include the intranet, copiers, and internet access.

The YCST classroom labs contains various media, including reference books, technical manuals, videos, computers, and internet access. Each program maintains industry-specific reference materials in the lab area and computers are readily available via mobile laptop carts. YCST maintains a full-time Technology Coordinator and IT Technicians to perform user support, computer repairs and technical support of media services.

YCST subscribes to an online library database that is available to students 24 hours/day at no additional cost.

Use of Library

The Practical Nursing Library is located in the Adult Nursing Multimedia Room.

It is maintained for students and staff in the Practical Nursing Program. Materials can be signed out for one week. If materials are not returned after one week, a fee of 25 cents a day is charged to the student. Materials must be signed out appropriately with the Adult Nursing Education Secretary.

Students are responsible for returning books as soon as possible to afford everyone the opportunity to use the books. Any lost book is the responsibility of the person borrowing the book and must be paid for by the student. A student will not be issued a diploma if all library materials have not been returned.

Student Records

YCST maintains day-to-day student records using classroom management software which contains electronic information for all students attending YCST. Upon completion of the program, any paper records are consolidated and held at YCST. YCST agrees to store the records for 50 years in accordance with regulations and to make records available to students as needed.

Student school records are a valuable resource when furthering education and/or securing employment following graduation. If students have any questions or concerns related to their YCST school records, speak with Student Services.

As long as a student's account is in good standing, official transcripts are available upon request. If a student wants a copy of his/her grades sent to an educational institution, an employer or a sponsor, the student must sign a release form and pay a fee of \$5.00. If a student wishes to pick up a transcript of courses completed in previous terms, he/she must notify the Adult & Continuing Education office at least ten days in advance and must pay a fee of \$5.00 prior to receiving the copy.

Attendance is recorded daily by the instructor, and a student can request his/her progress at any given time.

Welcome Veterans

Thank you for your service! YCST is committed to helping current and former members of the United States Armed Forces attain their educational goals. Many of our programs are VA friendly and your educational training is very important to us. It is our goal to provide training and services in a professional, customer-focused atmosphere that fosters continuous learning.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by the VA is available at the official U.S. government website at <https://www.benefits.va.gov/gibill>.

APPLY FOR YOUR BENEFITS!

Go to <http://www.benefits.va.gov/gibill/>. Click on the Education & Training tab (left side of the webpage), then "For Students", "Get Started", "Apply for Benefits".

When you've completed the application, print out a copy of your application for your records. For questions about your application, call the VA at 1.888.442.4551. Depending on which program you're eligible to receive, you will receive a Certificate of Eligibility (COE) letter from the VA. You must provide a copy to the school's VA Certifying Official in order to have your enrollment certified.

Any amount not paid by the VA directly to the school is the student's responsibility.

Benefits for those receiving Chapter 30, 1606, 1607, or 35, will be paid directly to the student. Arrangements for payment of your bill are your responsibility.

It is also recommended that you apply for federal financial aid to assist you with payment of any additional expenses not covered by your GI Bill funds.

Apply through www.fafsa.gov for the Free Application for Federal Student Aid.

Chapter 30 – Montgomery GI Bill® – Active Duty Educational Assistance

Period of Service: 7/1/85 to present

Eligibility: Two or three years of active duty; Honorable discharge; Eligible 10 years from date of separation.

Chapter 1606 – Montgomery GI Bill® – Selected Reserve

Eligibility: Student must be currently enrolled in a Selective Reserve program such as the National Guard or the Army Reserves.

Chapter 1607 – Reserve Educational Assistance Program

Eligibility: Available to certain reservists who were activated for at least 90 days after September 11, 2001. Program ended 11/25/15. Please visit the VA website for additional information.

Chapter 31 – Vocational Rehabilitation

Eligibility: Student must have a service related disability which the Department of Veterans Affairs has rated at least 10% compensable. There must be an employment handicap and generally the student must complete the program within 12 years from the notice of the disability rating.

Chapter 32 – Veterans' Educational Assistance Program (VEAP)

Period of Service: 1/1/77 to 6/30/85

Eligibility: Active duty for at least 181 days, contribution to the program and other than dishonorable discharge. Eligible 10 years from date of separation.

Chapter 33 – Post 911

The Post-9/11 GI Bill® provides financial support for education and housing to individuals who served on active duty after September 10, 2001.

Eligibility: Must have 90 days of aggregate service on or after September 11, 2001, or individuals discharged with a service-connected disability after 30 days. You must have received an honorable discharge to be eligible for the Post-9/11 GI Bill®.

Chapter 35 – Survivors' and Dependents' Educational Assistance

Eligibility: A child (under 26) or a spouse of a veteran who is 100% disabled or who died because of service related injuries.

SECTION 5: Financial Aid

Institutional Definitions of Full-time/Part-time Programming

FULL-TIME PROGRAMS

*Duration of five months or more in length; three to five classes per week (on average) 600 hours or more in length, leading to a diploma, certificate, and/or other industry-specific credential.

PART-TIME PROGRAMS

*Fewer than three classes per week (on average); fewer than 599 hours in length, leading to a diploma, certificate, and/or other industry-specific credential.

FULL-TIME SHORT-TERM PROGRAMS

*Program designed for students pursuing continuing education or working to learn a new skill within a short period of time, two to five classes per week (on average) 300 hours or fewer in length to a diploma, certificate, and/or other industry-specific credential.

*This is an institutional definition of YCST. It is not in respect to Title IV financial aid or other third party payers.

The administration and faculty of the Adult & Continuing Education Center at York County School of Technology (YCST) believe that education is a family investment. Therefore, the primary responsibility for financing a student's education rests with the student and the student's family. Financial aid is intended to supplement, not replace, a family's resources. The Office of Financial Aid at YCST strives to assist qualified students needing financial assistance in obtaining aid to meet the economic responsibilities to attend school. This assistance includes counseling students to understand the financial expenses of attending school, informing students of the kinds of aid available and how to apply, and assisting students with the application process.

Financial Aid Application Process

Students are required to complete their financial aid applications online. The school cannot determine your financial aid eligibility until your financial aid applications have been processed and verified if required, so, it is important to complete your applications **as early as possible**. Some Free Application for Federal Student Aid (FAFSA®) applications are flagged for a process called verification. If your application is flagged, additional information will be required by our office. You will be notified in writing of what documentation is needed and no financial aid will be processed until it is received and verified. Once you have completed and submitted your financial aid applications AND the Office of Financial Aid has received all required paperwork from you, our office will have everything required to determine your financial aid eligibility.

GO MOBILE! The Department of Education has released its new myStudentAid mobile app which is available for download at the Google Play and Apple App Stores.

Before you begin completing the FAFSA application, you will want to gather the information required to apply. Listed below are some of the data items you will need in order to complete this application. You will be notified in writing if your application is flagged for verification.

- Your Social Security Number and your parents' Social Security numbers if you are providing parent information
- Your driver's license number if you have one
- Your Alien Registration Number if you are not a U.S. Citizen, but are an eligible non-citizen
- Information on savings, investments, and business and farm assets for yourself, your spouse if you are married, and for your parents if you are providing parent information. When calculating investments, do not include IRA accounts or the home in which you live.
- Child Support Received or Paid

Complete the current Free Application for Federal Student Aid (FAFSA).

School Code – 016526

Go to www.fafsa.gov and select "Start a New FAFSA" or, go mobile by downloading the myStudentAid app!

You must complete a FAFSA application in order to receive any federal assistance, be it a Pell grant or a Federal Student loan that must be repaid. This FAFSA application step cannot be omitted. If you have never completed a FAFSA application in the past, or if you previously had a PIN number that you used to sign your federal aid application, you will now be required to create a FSA ID prior to being able to complete your application. Instructions for creating a new FSA ID are located below.

When completing the tax section of this application, it is highly recommended that you import your required Tax Return information from the IRS. If you do not use the IRS Data Retrieval Tool when completing your initial FAFSA application, you can return to www.fafsa.gov, log in to your FAFSA record, select "Make FAFSA Corrections," and navigate to the Financial Information section. Follow the instructions to determine if you are eligible to use the IRS Data Retrieval Tool to transfer the most recent IRS income tax information into your FAFSA. It takes up to two weeks for IRS income information to be available for the IRS Data Retrieval Tool for electronic IRS tax return filers, and up to eight weeks for paper IRS tax return filers.

Complete Loan Entrance Counseling

Log in to the www.studentaid.gov website using the blue "Log In" button located at the top right corner of the screen. Once signed in, select the Loan Entrance Counseling option and follow the on-screen prompts.

Complete a Master Promissory Note

School Code – G05365

Log in to the www.studentaid.gov website using the blue “Log In” button located at the top right corner of the screen. Once signed in, select the Master Promissory Note option and follow the on-screen prompts.

Creating and Using the FSA ID

What’s an FSA ID?

The FSA ID is a username and password you use to log in to certain U.S. Department of Education websites, including fafsa.gov, StudentAid.gov, and StudentLoans.gov. The FSA ID is your legal signature and shouldn’t be created or used by anyone other than you—not even your parent, your child, a school official, or a loan company representative. You’ll use your FSA ID every year you fill out a FAFSA form and for the lifetime of your federal student loans.

How do I get an FSA ID?

Visit StudentAid.gov/fsaid to create an FSA ID. You’ll need your Social Security number, full name, and date of birth. You’ll also need to create a memorable username and password, and provide answers to some challenge questions so you can retrieve your account information if you forget it. We strongly recommend that you provide a mobile phone number and email address when you make your FSA ID. Providing a mobile phone number and/or email address that you have access to will make it easier to unlock your account, retrieve your forgotten username, or reset your forgotten password. Important: An email address and mobile phone number cannot be used with more than one FSA ID. If you share an email address with someone else, then only one of you will be able to use that email address to create an FSA ID. This applies to your mobile phone number, too.

Eligibility and Financial Need Determination

Program Eligibility: YCST participates in various federal, state and local financial aid programs. The purpose of financial aid is to provide assistance to students of financial need who, without financial aid, would be unable to pursue an education. Listed below are the Financial Aid resources available to students who qualify.

- Federal Pell Grant
- Federal Direct Stafford Loan Program
 - Subsidized Stafford Loan
 - Unsubsidized Stafford Loan
 - Federal Direct PLUS Loan
- Veteran’s Education Assistance 1.888.442.4551
- York County CareerLink
 - WIOA/ITA—717.767.7600
 - TRA/TAA—717.767.7600
- Your Local County CareerLink Offices
 - WIOA/ITA funds
- Office of Vocational Rehabilitation 717.771.4407

Student Eligibility: Each applicant for Federal Financial

Assistance must complete and submit the FAFSA for processing. The FAFSA application is available online at www.fafsa.gov. It can be completed online or a paper copy can be downloaded from the www.fafsa.gov website by selecting the FAFSA Filing Options located on the homepage or obtained by contacting the U.S. Department of Education (USDE) at 1.800.433.3243. Students attending a program that crosses over into the new award year which begins July 1 of each year are most often required to complete a renewal application annually.

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

1. Have a high school diploma, GED, or be home schooled in a setting that meets state law
 - *Students who previously attended an eligible Higher Education program prior to July 1, 2012 and need to establish Title IV eligibility may seek eligibility through the Ability-to-Benefit alternative*
2. Be enrolled as a regular student working toward a diploma or certificate in an eligible program
3. Be a U.S. Citizen or Eligible Non-Citizen
4. Have a valid Social Security Number
5. Maintain Satisfactory Academic Progress
6. Maintain Satisfactory Attendance
7. Register with Selective Service, if required
8. Have a financial aid transcript on file, if required
9. Not be in Default on a Previous Student Loan

The Higher Education Act of 1965 as amended (HEA) suspends aid eligibility for students who have been convicted under federal or state law of the sale or possession of drugs, if the offense occurred during a period of enrollment for which the student was receiving federal student aid (grants, loans, and/or work-study). If you have a conviction(s) for these offenses, call the Federal Student Aid Information Center at 1.800.4.FED.AID (1.800.433.3243) to find out how this law applies to you.

Even if you are ineligible for federal aid, you should complete the FAFSA because you may be eligible for non-federal aid from states and private institutions. If you regain eligibility during the award year, notify your financial aid administrator immediately. If you are convicted of a drug-related offense after you submit the FAFSA, you might lose eligibility for federal student aid, and you might be liable for returning any financial aid you received during a period of ineligibility.

Citizenship Requirements: In order to be eligible for federal financial aid, the student must be one of the following:

- A U.S. citizen
- A U.S. national (including natives of American Samoa or Swain’s Island)
- A U.S. Permanent Resident Card (Form I-551 since 1997) or Resident Alien Card (Form I-551 before 1997).
- Other proof of Permanent Residency.

OR

The student must have an Arrival-Departure Record (I-94 Form) from the Department of Homeland Security (DHS) showing one of the following designations:

- “Refugee”
- “Asylum Granted”
- “Indefinite Parole” and/or “Humanitarian Parole”
- “Cuban-Haitian Entrant, Status Pending”
- “Conditional Entrant” (valid only if issued before April 1, 1980)
- Victims of human trafficking
- Battered immigrants-qualified aliens

Students are **NOT** eligible for federal financial aid if they:

- Have only a Notice of Approval to Apply for Permanent Residence (I-171 or I-464)
- Have Nonimmigrant visas that include, but are not limited to the following. Someone with a nonimmigrant visa isn’t eligible for FSA funds unless she has a Form I-94 with one of the endorsements given in the eligible document section.
 - F-1, F-2, or M-1 Student Visa,
 - NATO Visas (NATO),
 - A2 and A3 Visas (foreign official, including attendants),
 - B-1 or B-2 Visitor Visa,
 - J-1 or J-2 Exchange Visitors Visa,
 - H series or L series Visa (which allow temporary employment in the U.S.),
 - G series Visa (pertaining to international organizations), or
 - U-Visa holders.
- Have been granted relief from deportation under the Family Unity Program (previously this category of students was eligible for federal student aid)
- Deferred Action for Childhood Arrivals (DACA)
- Are temporary residents allowed to live and work in the U.S. under the Legalization or Special Agricultural Worker program (previously this category of students was eligible for federal aid)
- I-94 forms stamped with “Temporary Protected Status.”
- Have another nonimmigrant visa, including those with work visas and foreign government officials and their dependents
- Are undocumented

Selective Service Requirements: Men over the age of 26 who have not registered with the Selective Service must contact the Selective Service office at 1.847.688.6888 and request a Status Information Letter. The Status Information Letter and a written explanation for your failure to register with the Selective Service must be submitted to the Office of Financial Aid prior to aid being processed. **A non-registrant may not be denied any benefit if he can “show by a preponderance of evidence” that his failure to register was not knowing and willful. Offer as much evidence supporting your case, and as much**

detail, as possible.

Default/Overpayment Requirements: 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.

Students Convicted of Possession or Sale of Drugs: Drug convictions no longer affect your federal student aid eligibility. When you complete the FAFSA form, you will be asked whether you had a drug conviction for an offense that occurred while you were receiving federal student aid. If the answer is yes, you will be provided a worksheet. Please answer the questions correctly; however, they won’t impact your eligibility.

How Financial Need is Determined

The Office of Financial Aid encourages all students to file the FAFSA: Excluding the Federal PLUS Loan, the FAFSA is used to determine what sources and amount of aid you are eligible to receive through the Student Financial Aid Programs.

Financial need is determined using the student’s and parents’ (if applicable) financial information specified on the Free Application for Federal Student Aid (FAFSA), FAFSA on the Web, or the renewal FAFSA, if you applied for aid last year. (The application was created to determine the student’s need for the Federal financial aid programs. The YCST also uses this information in awarding need-based financial aid from state, institutional, and private funding sources.) Frequently asked questions regarding parent information that must be included on the FAFSA are in the Frequently Asked Questions section of this handbook.

The information you provide on the FAFSA is processed using a formula, established by the U.S. Congress, which calculates your Expected Family Contribution (EFC), which is the amount you and your family are expected to contribute toward your education. *Please note: The outstanding balance of your bill and the EFC may differ. You are responsible for the outstanding balance.* The federal processor will send this information to you on your Student Aid Report (SAR) which also serves as an acknowledgment that the application was processed. You may receive this acknowledgment electronically (known as an e-SAR) via email if you provide an email address on the FAFSA. The federal processor also electronically transmits the analysis of the data you submitted to each of the institutions you specified on the FAFSA.

Each school determines how much it will cost for you to attend school, including tuition and fees, books and supplies, room and board, personal expenses, and transportation expenses. This is called your Total Cost of Attendance or Total Cost of Education and is unique to each school to which you apply. (This is one reason you may be eligible for more financial aid at one school than another—it may cost more to attend another school.) The Total Cost of Attendance at YCST is based upon research done by school staff members who review the costs annually to ensure that they are realistic.

To determine your financial need, your expected family contribution is subtracted from the Cost of Attendance as shown in the example provided below.

Cost of Attendance

- Expected Family Contribution
- = Financial Need

Example: Sara is a Pennsylvania Resident who is entering her first year of school at YCST for 2021-2022. Sara filed her FAFSA using her and her parents' information, since she is a dependent student. When she received her SAR, the EFC was listed at \$5,782. We determine her financial need by the following figures:

Cost of Attendance (<i>In-State, Undergrad, Off Campus</i>)	\$ 12,784
- Expected Family Contribution (EFC)	- 5,782
= Financial Need	<hr/> \$ 7,002

Special Circumstances: Although the process of determining your financial aid eligibility is basically the same for all applicants, there is some flexibility in specific circumstances. If your family experiences a change in income due to an unusual circumstance (loss of job or reduction in hours, separation or divorce, death in the immediate family), contact the Office of Financial Aid regarding your situation. It may be possible to reevaluate your financial aid eligibility.

If your family has high unreimbursed medical expenses or pays private school tuition for elementary or secondary school (K-12), your financial aid eligibility may be re-evaluated. If you feel you have any special circumstances that might affect the amount you and your family are expected to contribute, be sure to contact the Office of Financial Aid.

Students requesting special circumstances are required to complete the Verification Process prior to being eligible to have their application reviewed. See the Verification section of this handbook for additional information.

Satisfactory Academic Progress:

Federal and state regulations require that students receiving financial aid be enrolled in an eligible program for the purpose of obtaining a certificate or diploma. An eligible program is defined as a program leading to a vocational certificate or diploma that meets federal criteria. Financial aid recipients are required to maintain Satisfactory Academic Progress (SAP) in order to remain eligible to receive federal financial aid and are responsible for making satisfactory academic progress toward the completion of their program. The following sections outline the standards by which student progress will be measured. Three categories of academic progress are evaluated at the end of each payment period to determine Satisfactory Academic Progress; 1) cumulative GPA, 2) number of clock hours completed, and 3) maximum timeframe to complete the program of study. Federal regulations require that this policy apply to all students whether or not financial aid is received.

Students enrolled in Certificate or Diploma, Clock-hour programs will have their progress reviewed at the end of each scheduled payment period. Certificate and Diploma programs'

payment period consists of one half of the scheduled hours and weeks in a complete academic year (see Academic Year Definition section of this handbook).

It is the responsibility of the student to stay informed of YCST's SAP standards and to monitor their own progress. Students who fail to meet one or more of the SAP standards will have their financial aid assistance either delayed or cancelled and may be required to repay all or part of the funds received.

Satisfactory progress definitions

Appeal—A process by which a student who is not meeting SAP standards can petition the school for reconsideration of his eligibility for FSA funds.

Financial aid probation—A status a school assigns to a student who is failing to make satisfactory academic progress and who successfully appeals. Eligibility for aid may be reinstated for one payment period.

Financial aid warning—A status the school assigns to a student who is failing to make satisfactory academic progress. The school reinstates eligibility for aid for one payment period and may do so without a student appeal. This status may only be used by schools that check SAP at the end of each payment period and only for students who were making SAP in the prior payment period for which they were enrolled or who were in the first payment period of their program.

Academic / Attendance requirements:

Qualitative standard—A measurement of academic achievement must be maintained in order to receive financial aid. This measurement of achievement is defined as:

- Student must maintain a grade of 60% or higher in the work defined by the course guidelines and for the vocational technical clock hour (certificate or diploma) programs*

NOTE: incomplete, withdraw, and transfer credits are not calculated in the CGPA

Students who do not meet the above requirements will be placed on a financial aid warning status. Notification of the warning status will be provided to the student in writing. Student progress will be reviewed by the appropriate Adult Education Office during the subsequent grading period. The result of the review will be:

1. If the student doesn't meet SAP requirements, financial aid may be suspended.
2. If a student meets SAP requirements, warning status will be lifted.

The Financial Aid Representative will require an attendance/academic progress report from the instructor. Documentation supporting absences may be required and must be given to the Financial Aid Representative immediately upon the student returning to school for approval.

*Due to program accreditation or industry standards, some YCST programs have academic progress standards (grades/attendance) that supersede the above minimum standards. These programs are as follows:

1. Practical Nursing Program students should consult the Practical Nursing Student Handbook for academic progress standards.

Quantitative standard

Completion Rate (CR) is a measurement of progress towards completion of a program in a timely manner.

CR = Cumulative number of hours successfully completed / Cumulative number of hours attempted

Maximum Time Frame (MTF)

The student must complete a certain portion of the total program clock hours to maintain satisfactory academic progress.

Students enrolled in career and technical programs other than practical nursing may continue to receive their financial aid as long as they maintain the ability to complete their training within 125% of the scheduled program time. For example, a full-time student enrolled in a career and technical program which is designated as 52 weeks in length must complete this program within 69 weeks.

Practical Nursing students may continue to receive their financial aid as long as they maintain the ability to complete their training within 105% of the scheduled program time. For example, a full-time student enrolled in the Practical Nursing program which is designated as 11 months in length must complete this program within 12 months.

Considerations – Satisfactory Academic Progress

1. Financial Aid Satisfactory Academic Progress (SAP) is not the same as academic progress required for graduation.
2. Being declared ineligible for financial aid does not mean the student has been dismissed from YCST.
3. Any appeal of ineligibility is good for only one payment period. SAP must be reviewed each payment period.
4. Students failing to maintain SAP will be issued a financial aid warning. A financial aid warning means that YCST will reinstate the student's eligibility for aid for one payment period without the need for the student to file an appeal. If the student fails to maintain SAP after the warning period, their financial aid will be suspended.
5. Students who have failed to make SAP in the period following a warning period will have their aid suspended and are eligible to file an appeal. If the appeal is approved, the student is placed on financial aid probation during the next payment period and will have their eligibility for aid reinstated for one payment period only. Students who meet SAP by the end of the probationary period will have their aid fully reinstated.
6. No private loan funds, federal loans, or grants may be paid to the student's account for a subsequent term until AFTER grades for the probationary period have been reviewed and the student's status is determined to be satisfactory.
7. Failure to meet the SAP again after an appeal was approved, will place a student in ineligible status again.

Review of Satisfactory Academic Progress

At the end of each payment period, student progress will be reviewed to determine if academic requirements have been met. Students who complete all the courses in a term will be assigned a numeric or letter grade. Below is a list of codes assigned that indicate the technical training program (certificate or diploma) or are not considered complete:

W = Withdrawal

F = Failing

I = Incomplete

Suspension of Financial Aid

1. Financial aid will be suspended immediately if a student withdraws from training and the student may be required to repay all or part of the funds received.
2. If a student finishes a term or course(s) with an "I" (incomplete) grade or grades, the student must complete the course in the allotted time frame per policy (refer to Grading Requirements in this handbook). If the student receives an "F" (failing) grade for an incomplete course, the student may not be maintaining SAP and may receive a warning or suspension of their financial aid.

Reinstatement of Financial Aid

Once suspended from financial aid, students may have their eligibility reinstated by meeting all of the following conditions.

Without the benefit of aid, students on financial aid suspension must:

- a) complete 60% of the required minimum program competencies or meet program specific qualitative standards*, and
- b) maintain satisfactory attendance.

* Refer to the Practical Nursing Student Handbook for Qualitative academic progress standards that supersede these thresholds.

Appeal Process

Students may appeal financial aid probation, suspension or denial by submitting their appeal in writing to:

York County School of Technology
Attn: Student Services / Compliance Officer
2179 South Queen Street, York, PA 17402-4696

Students must clearly explain in the petition the extenuating circumstances that led to financial aid suspension or denial. Documentation may be required to support the student's petition.

If approved, students will be required to follow an educational plan for continuation of financial aid.

Advanced Placement: Students receiving advanced placement into any program are eligible to apply for financial aid, but will have their financial aid prorated based on the number of weeks and clock hours they have remaining in the program. Advanced Placement policies can be obtained through the Adult Education or Practical Nursing offices.

Grade Level Advancement: All students enrolled in programs that are more than one academic year in length are eligible for more than one academic year of financial aid. Upon successful completion of the first academic year, students are eligible to borrow additional pro-rated Stafford Loan funds at Grade Level 2 and receive additional grant assistance if crossing into a new Federal Fiscal year or have remaining grant eligibility in the current Federal Fiscal year. All financial aid for the second year of training will be prorated based on the student's remaining period of enrollment within the program. All programs at YCST are one academic year or less in length, therefore, students are not able to progress to Grade Level 2.

Repeated Course Work: Students who are unsuccessful in their first attempt at coursework and are required to repeat class work, clinical experiences or an entire term 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 canceled during the repeat period and then re-instated when the next payment period is reached, as long as the student either maintains the ability to complete the training within the maximum time frame as defined for their program of enrollment or has been placed on an approved academic improvement plan. 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 full financial aid eligibility upon their return, as long as the student either maintains the ability to complete the training within the maximum time frame as defined for their program of enrollment or has been placed on an approved academic improvement plan.

Academic Year Definition

The Adult & Continuing Education Center at York County School of Technology (YCST) academic year for financial aid purposes is defined in Clock Hours and Weeks of Attendance.

Students enrolled in Diploma Programs of at least 900 hours but less than 1100 hours in length are eligible to apply for aid for one academic year. Base academic years by program are defined below.

Automotive Technology evening—900 clock hours and 46 weeks

HVAC evening—900 clock hours and 46 weeks

Welding evening—900 clock hours and 46 weeks

Medical Billing & Coding evening—900 clock hours and 42 weeks

Dental evening—900 clock hours and 41 weeks.

Medical Assistant evening—900 clock hours and 41 weeks

Medical Assistant daytime—900 clock hours and 33 weeks

Mechatronics daytime—900 clock hours and 35 weeks

Cosmetologist daytime—900 clock hours and 32 weeks

Cosmetology Instructor daytime—900 clock hours and 30 weeks

Students attending the **Practical Nursing Diploma** program

are eligible to apply for aid in both their first and second year of training. The aid received for the second year in each program is prorated per federal guidelines based upon the number of hours and weeks remaining in the program. Base academic years by program is defined below.

Practical Nursing Diploma

11 month daytime program—28 weeks and 900 clock hours

*Please refer to the Student Financial Aid Handbook for specific program information.

Verification Policy

Verification is a process where the financial aid officer must verify that information reported on the financial aid application is true and correct. Applicants are selected for verification at random by school officials or through computer edits by the Department of Education. Applications selected for verification by the Department of Education are flagged with an “*” next to the EFC number on the Student Aid Report (SAR) and the student is notified of selection in Part I of the SAR as well as by a letter from the school. Applications selected by school officials will not have an “*” next to the EFC so these students will be notified of selection by a letter from the school only.

Specific items to be verified are:

1. Adjusted gross income (AGI)
2. U.S. Income Tax paid
3. Income Earned from work
4. Untaxed Portions of IRA Distributions
5. Untaxed Portions of Pensions
6. IRA Deductions and Payments
7. Tax Exempt Interest Income
8. Education Credits
9. Other Untaxed Income
10. Number of Household Members
11. Number in College
12. **High School Completion Status—Must submit to school verifiable documentation of high school completion or its equivalent.**
13. **Identity/Statement of Educational purpose—Required to be provided in person by the student to an authorized official at the school. The student must be prepared to present a valid government-issued photo ID, such as but not limited to a driver's license, other state-issued ID, or passport, etc.**

The Office of Financial Aid will notify all students selected for Verification by letter detailing what specific FAFSA items from above must be verified. Included with the letter will be all supporting documentation that must be completed, signed and returned to the school. In the event the student is selected for Verification of item 13 above, **Identity/Statement of Educational Purpose**, the student is required to report to the school in person, with appropriate ID, to sign all necessary documentation. Students who are unable to appear in person must notify the

Office of Financial Aid **immediately** to obtain appropriate forms that must be completed in the presence of a Notary. *The original notarized Statement of Educational Purpose form must then be provided to the school.*

Students are required to provide all Verification documentation as specified in letter within 30 days of receipt of notice. Late applicants may be provided a shorter time period in which they must return required documentation in order for verification to be completed and aid processed prior to the end of their award year or program, whichever is earlier. Failure to meet this deadline will result in non-payment of awards for Pell, and loans will not be originated. Students will be responsible to pay all tuition costs.

If corrections need to be made to the SAR, the school will make the required changes and the student will be notified in writing of the changes made on an updated SAR sent to the student from the US Department of Education. No payments for federal student aid will be made until the updated ISIR/SAR is received by the aid office. Students will be notified by the school in writing of award changes within 30 days of receipt of all required verification documentation.

The verification process is complete when all signed documents are reviewed by the aid officer and a valid ISIR/SAR is submitted to the aid office.

Students requesting a review of their application due to special circumstances whose FAFSA application was selected for verification must complete the verification process before the school can make any changes or adjustments to the students' cost of attendance or to the values of the data items required to calculate the EFC.

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

Federal Pell Grant (FAFSA Application)

Federal Pell Grants provide the "foundation" of financial aid to which other assistance may be added. Pell Grants provide money for tuition that does not have to be repaid unless a student withdraws from school and is determined to owe a refund. The U.S. Department of Education determines student's eligibility for this source. A student cannot receive a Pell grant if he/she already holds a bachelor's degree.

Although all Pell Grant awards are paid through the school, your eligibility and the actual amount of your award is determined by the U.S. Department of Education through the completion of the FAFSA application and your program of enrollment.

Students enrolled in programs that are 900 hours or more in length who qualify for a Pell Grant for 22-23 can receive between

\$672 and \$6,895.

The FAFSA application award year begins July 1 and ends June 30. Students attending any program that begins before June 30 and crosses over into the next award year beginning July 1, will have to complete two FAFSA applications, one for the current award year and one for the upcoming award year.

Federal Direct Stafford Loan Programs

Federal Stafford Loan Entrance Counseling: The Federal Government requires that all first time Federal Stafford Loan borrowers complete an entrance counseling session before they receive any loan proceeds. This session is designed to provide the borrower with important information about the Federal Stafford Loan program, including your rights and responsibilities as a borrower. Useful information to have to complete this session includes details on your income, financial aid, and living expenses. Some useful resources: a copy of the award letter from your school's financial aid office, if available, and a listing of the tuition and fees for your program.

It is important that you complete this session as soon as possible. You may not use your loan as credit against your bill until this requirement is satisfied. Disbursement of your loan funds will not occur before you complete this session. When you have successfully completed the required Loan Entrance Counseling, you will have the opportunity to print a Confirmation page that you can keep with your records.

The counseling session is provided through a link on the U.S. Department of Education's Direct Loan website—<https://studentloans.gov>. However, there are some specific issues of which you should be aware. Federal Stafford Loan borrowing levels are broadly defined on the Department's web site by the student's year in school. At the YCST, a student's year in school is specifically defined by the number of hours the student is scheduled to attend at the time of loan processing. Borrowing levels are described in the Loan Limits section of this handbook.

Federal Stafford Loan Exit Counseling: 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 also a graduation requirement for all programs and **MUST** be completed before students complete their program of enrollment.

Exit counseling is required when you graduate, leave school, or drop below half-time enrollment. Exit counseling provides important information you need to prepare to repay your federal student loan(s). At the end, you'll need to provide the name, address, e-mail address, and telephone number for your closest living relative, two references who live in the U.S., and current or expected employer (if known). Useful information to have in order to complete this session is any details on your financial aid, current or expected income, and living expenses.

This session is provided through a link on the Student Loans Data System website—www.studentloans.gov.

You should receive repayment information from your loan

servicer approximately 3 months after you leave school. If you do not receive this information, it is your responsibility to contact your servicer before the end of your 6-month grace period to arrange for the repayment of your loan. It is important that you plan for the repayment of your loan. You will have the opportunity to estimate your monthly payment as you proceed through the online exit counseling session. If you don't know your outstanding Stafford Loan balance but know who your loan is serviced through, you can contact them directly to receive your outstanding balance. If you do not know the name of your loan servicer and/or guarantor, you may search using the National Student Clearinghouse's Loan Based Services for Students at <https://studentaid.gov>.

At the end of the session, you will be asked to complete a Student Information Form. You must provide all required information. When you have entered the required information and it has been accepted, you will receive a congratulations page stating that you have successfully completed your exit counseling. You can print this page for your records. At this point, you have successfully completed the session and your information is available to the Office of Financial Aid.

Federal Direct Stafford Loan Programs: The Federal Direct Stafford Loan is a guaranteed student loan (only in the student's name). In order to obtain the Federal Direct Stafford Loan, all first-time borrowers must indicate on their FAFSA application that they want to take a student loan AND complete the Federal Direct Stafford Loan Master Promissory Note (MPN). This note is valid for a period of 10 years.

Direct Stafford loans are monies that students are eligible to borrow while attending school that must be repaid.

- The student is the borrower
- Student has 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. Students 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, forbearances, or cancellations. A list of deferments and cancellations 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. The decision of the school is final and cannot be appealed to the U.S. Department of Education.
- A student can receive a subsidized and unsubsidized loan for the same period

- Fees of up to 4% may be deducted from the total loan amount at the time of disbursement
- Loan funds are disbursed in at least two installments

Federal Subsidized Stafford Loan: Eligibility for a Subsidized Stafford Loan is based on family income and financial need established by standards set forth by the federal government. The federal government subsidizes the interest on behalf of the student by paying the interest for the student during the deferment period (or period of enrollment) if the family meets the federal income and financial needs standards. The maximum Subsidized loan eligibility for the first academic year is \$3,500. Subsidized loans are not originated for amounts less than \$100. These loans must be repaid and payments are deferred (or payments are put off) while you are in school and during a six-month grace period you are given after completing or discontinuing study. If you received a Direct Subsidized Loan that was first disbursed between July 1, 2012, and July 1, 2014, you will be responsible for paying any interest that accrues during your grace period. If you choose not to pay the interest that accrues during your grace period, the interest will be added to your principal balance.

- **Effective July 1, 2021-June 30, 2022**, interest on Subsidized Loans is a fixed rate of 3.73%

For current interest rate details and updates, visit StudentAid.gov/sub-unsub

Federal Unsubsidized Stafford Loan: The Unsubsidized Stafford Loan provides an opportunity for students to benefit from the low interest cost of the loan program. These loans are monies that students are eligible to borrow while attending school that must be repaid. Benefits of an Unsubsidized Loan are extended to other eligible applicants who fail to meet the federal income and financial need standards. The Unsubsidized Loan can be issued for the full amount of eligibility or in combination with a subsidized loan. On any portion of the Unsubsidized Loan the interest must be paid by the student on a quarterly basis while the student is enrolled in school, or the student can elect to capitalize the interest during the deferment period. These loans are deferred (or payments are put off) while you are in school and during a six-month grace period you are given after completing or discontinuing study.

- **Effective July 1, 2021-June 30, 2022**, interest on Unsubsidized Loans is a fixed rate of 3.73%

For details and updates, visit StudentAid.gov/sub-unsub

Federal Parent PLUS Loan

Parent PLUS loans are available to parents of dependent students to assist in meeting the costs of education. Parents are urged to apply for the PLUS Loan source of funding before submitting additional loan applications. In many situations, the combination of maximum Stafford Loans and PLUS loans will meet most of the financial need of the student. Repayment of the PLUS loan principal and interest begins within 60 days after receipt of the loan proceeds. Parents can elect to have the PLUS loan placed into forbearance until the student completes their training.

- **Effective July 1, 2021-June 30, 2022**, interest on Parent PLUS Loans is a fixed rate of 6.28%

For current interest rate details and updates, visit StudentAid.gov/plus

Differences between the Federal Subsidized and Unsubsidized Stafford Loans

Federal SUBSIDIZED Stafford Loan	Federal UNSUBSIDIZED Stafford Loan
Eligibility is based on financial need.	Eligibility is NOT based on financial need.
The Federal Government pays the interest on the loan as long as the student is enrolled. The Consolidated Appropriations Act of 2012 has eliminated the subsidy payment (the payment of interest) during the grace period for loans with a first disbursement on or after July 1, 2012 and before July 1, 2014.	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. The student has two options in the repayment of the interest. It can be paid while enrolled in school (check the box on the MPN indicating you wish to pay the interest) OR the loan interest can be capitalized—that is, the interest will be added to the principal amount of the loan and additional interest will be based upon the higher amount.
Repayment on both the interest and principal begins SIX months after the student graduates or withdraws from training.	Repayment on both the interest and principal begins SIX months after the student graduates or withdraws from training.
Fixed rate of 3.73%	Fixed rate of 3.73%

Loan Limits: For the Practical Nursing program and postsecondary programs that are one year in length, independent students are eligible to borrow up to a total \$9,500 for their program. Dependent students, as defined by government criteria during the FAFSA application process, are not permitted to borrow more than \$5,500. However, parents of dependent students may obtain a PLUS loan if additional funds are needed. If a parent is denied a Parent PLUS loan, the dependent student then becomes eligible to apply for additional loan money on his/her own.

Students enrolled in the various postsecondary programs that are less than one year in length are eligible to receive a prorated loan amount. Each program's loan amount varies based upon the required number of clock hours and scheduled weeks to be completed. For additional information on the total loan amounts for programs that are shorter than one academic year, please contact the Office of Financial Aid.

Loan Limits for Transfer Students: Students who transfer mid-year to YCST will see loan amounts that vary greatly from students who did not transfer mid-year into the same program. A transfer occurs when the loan academic year at the school from which the student is transferring overlaps the start of the training at YCST. In this situation, the student is restricted to receiving aid for the period of overlap in an amount that does

not exceed the Grade Level 1 annual loan limit or the Cost of Attendance for the overlapping enrollment period. For example, a student was enrolled at School A and has a current Grade Level 1 loan academic year setup at School A as beginning on September 3 and ending May 25. On March 4, the student then begins training in a YCST program. The loan amount for the remaining period of the *prior school's academic year*, March 4 to May 25, cannot exceed the amount of a full year's aid minus the loan amount already received at School A. Also, the loan amount for this remaining period cannot exceed the student's total cost of attendance for the period to which the loan applies.

Annual loan limits are based on an academic year, which is at least 26 weeks in length. The 26 week limit applies to all students including those who change programs or those who transfer to another school.

Third Party Loans/Alternative Loans: These loans are obtained by students on their own through a private lender. Private alternative Federal Pell Grants and Stafford Student Loan proceeds must be disbursed to students in multiple installments. Disbursements of these funds are made in periods of enrollment termed Payment Periods. The first payment period begins at the start of training and ends when the student successfully completes one half of the scheduled academic year at which time the second payment period begins.

Loan Cancellation: Students must notify the Office of Financial Aid 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 or loan disbursement. If students request to cancel their subsidized and/or unsubsidized loan after the 30 day period, the school is not required to return the loan proceeds, cancel all or a portion of the loan or loan disbursement(s) or do both. The school will notify students in writing of the outcome of the cancellation request.

**Please note: all loans rates subject to change. For more information, visit www.studentaid.gov.*

Your Financial Aid Package

Once the YCST Office of Financial Aid has received your FAFSA results and other required forms, a financial aid package is developed for you based on your financial need. At this time the Office of Financial Aid will package your aid and send you an award letter outlining the financial aid included in your package. Students who receive additional assistance from any additional sources are required to notify the Office of Financial Aid immediately.

Disbursement Policy

Federal Pell Grants and Stafford Student Loan proceeds must be disbursed to students in multiple installments. Disbursements of these funds are made in periods of enrollment termed Payment Periods. The first payment period begins at the start of training and ends when the student successfully completes one half of the scheduled clock hours at which time the second payment period begins.

The first disbursement of Pell Grant funds is transferred electronically to the school and credited directly to the student's tuition account. Pell Grant payments generally arrive within the first 30 days of training.

The first disbursement of student loan funds occurs after a student has been enrolled for 30 days. To be eligible for the second disbursement of grant and/or loan proceeds, students MUST maintain satisfactory academic progress as defined in the program's handbook and MUST have completed one half of the program's academic year. Failure to meet these standards will result in financial aid funds being either delayed or canceled.

Student Loan disbursements are transferred electronically to the school and credited directly to the student's tuition account. Students are notified in writing when loan disbursements have been posted to their account. Students then have 30 days in which they can cancel all or a part of the loan.

Scholarships and payments from other sources, such as a student's employer, a student's parent, or other, are posted to the students' accounts as they arrive at the school.

If at any time a student's account is overpaid creating a credit balance after all tuition and fees are paid, the credit balance will be refunded to the student in the form of a check from the school. Students can elect to have their credit balances returned to the USDE to reduce loan debt or held on account for a future tuition bill.

In the case where your financial aid disbursements do not cover your total cost of your program, you are responsible for paying the balance owed to the school. Students are required to either pay the balance owed in full or make satisfactory payment arrangements prior to being able to continue in the program. Students who owe a balance to the school after all aid has been disbursed will not be eligible to take their final exams until the account is paid in full. All records and grades are held if an account is not paid in full. Accounts in arrears more than 30 days could be subject to collections and additional charges may be incurred by student in the collection process.

Withdrawal/Refund Policy

Refunds for Class/Unit or Program Cancellation: If a class is canceled by the Adult & Continuing Education Center, all students will be refunded 100% of pre-paid tuition and fees.

Refund Policy for Registration and Administrative Fees: Application, Registration, Administrative fees, Books and Supplies (tool kits) are non-refundable.

Refunds for Students Who Withdraw On or Before the First Day of Class: If a student fails to start a class/unit in their

program or withdraws from the class/unit in their program on the first class day, the school may retain a portion of pre-paid tuition or fees. Failure to attend classes does not constitute a withdrawal.

Responsibility for withdrawing from program, unit or class remains with the student. A student must officially withdraw from their program or class/unit by notifying the Adult Education office personnel in writing by completing a withdrawal form. The official date of withdraw is determined when school personnel or office is notified in writing.

Never attending is not an allowable refund exemption or an excuse of the debt incurred through registration. Failure to attend classes does not equal a withdrawal.

Students who **officially withdraw** from a clock hour program or a class/unit will be refunded according to the student's current payment period and the program hourly rate.

Refund Policy for Clock Hour Tuition: Students withdrawing from their program of choice or an individual class may be eligible for refunds based on scheduled hours in the program/class to date. Clock hour tuition is assessed by scheduled class hours and the program hourly rate; hourly rates are different for each program. Tuition may be adjusted based on the information provided at the time of withdrawal and will be assessed on actual scheduled class time in the student's current payment period.

Students who attend more than 60% of the scheduled program hours in a payment period do not qualify for refunds.

Students who received student aid, depending on when you withdraw, will be adjusted according to the Federal Return of Title IV formula, state grant refund calculation and institutional policy.

Refund checks or credits will be issued to the individual, agency or entity that initially paid the tuition/bill or in accordance with the agencies policies.

Please Note: Regardless of when a student drops or withdraws after classes/unit or program has begun, the cost for required tools, books and supplies, program fees, tests and other required items already given to the student cannot be returned. They are deducted from any refund due to the student.

Title IV Refund Policy: Students benefiting from receiving Title IV federal funds will have their federal financial aid refunds calculated as per federal regulations.

The Department of Education (DOE) specifies that YCST must determine the amount of financial aid program assistance that you earn if you withdraw from your program of study. The DOE requires that when you withdraw during a payment period, the amount of the financial aid program assistance that you have earned up to that point is determined by a specific Title IV formula. If you received, or YCST received on your behalf, less assistance than the amount that you earned, you will be able to receive those additional funds. If you received more assistance than you earned, the excess funds must be returned by the school and/or you.

The amount of assistance that you earned is determined by using the Title IV Refund Calculation. That is, if you completed 30% of the payment period, you earn 30% of the assistance you were

originally scheduled to receive. Once you have completed more than 60% of the payment period, you earn all of your assistance for that payment period.

When a student withdraws and refunds are required to be returned, the following distribution list is used to return the funds. Funds are returned in the order listed until all required amounts have been returned.

1. Unsubsidized Federal Stafford Loan
2. Subsidized Federal Stafford Loan
3. Federal PLUS Loan
4. Federal Pell Grant
5. Iraq & Afghanistan Service Grants
6. PHEAA State & Special Programs Grant
7. Other Aid
8. Student

If YCST is not required to return all of the excess funds, you must return the remaining amount. Any loan funds that you (or your parent for a PLUS loan) must return shall be repaid in accordance with the terms of your loan agreement, or you make scheduled payments to the holder of the loan over a period of time.

If you are responsible for returning grant funds, you do not have to return the full amount. The law provides that you are not required to return 50% of the grant assistance that you receive that is your responsibility to repay. Any amount that you have to return is a grant overpayment, and you must make payment arrangements with YCST or the Department of Education to return the funds.

The requirements for Title IV program funds when you withdraw are separate from any school refund policies. The amount of refund determined by the Title IV calculation determines how much financial aid you have earned for the current payment period, whereas the school refund policy determines the amount of tuition owed for the current payment period. Therefore, you may still owe funds to the school to cover unpaid institutional charges and/or for any Title IV program funds that the school was required to return. The school's refund policies are located above.

Regardless for the reason for withdrawal or dismissal from a program; when a student who has withdrawn or been dismissed is seeking to return to the program, they are responsible for paying the current tuition of any Unit, level, externship or clinical they are re-taking and had not successfully completed at the time of withdrawal or dismissal as well as any past due balance. Typically students must restart at the beginning of the level they did not complete.

Overpayment of Federal Student Aid

An overpayment is created whenever the student receives FSA funds that exceed his/her eligibility. Over awards are one cause of overpayments; overpayments 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 the over award, the school will immediately restore an amount equal to the overpayment to the appropriate Federal Student Aid (FSA) account. If the restoration of the overpayment leaves a balance due to school from the student, the student will be responsible to pay the balance due.

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

Credit Balance Refunds

Credit balances occur when payments 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 or refunded to the student to be used for living/transportation expenses. If at any time a student's account is overpaid creating a credit balance, the credit balance is refunded to the student in the form of a check from the school unless the school has been directed in writing to return the money to the lender. Refunds to students will be processed through the school's Business Office and will be processed within 14 days of the credit balance being created. All checks to students enrolled in the Adult & Continuing Education evening program will receive their refund checks by mail.

Textbook Credit Balance Refunds: Students who are eligible to receive Pell grant funds may be eligible to receive excess federal aid in the form of a refund during the first week of school. The determination of issuing refunds will occur prior to the start of a student's program when a final determination of federal financial aid can be made. If a student has been awarded funds to assist with the payment of their tuition, fees and books, and the amounts awarded are greater than the amount owed to the school for tuition and fees, that student may be eligible to receive those excess funds. If eligible, excess funds for textbooks will be made available to students in the form of a check within the first seven days of school. In order to determine a student's eligibility for the textbook funds, students must meet all of the following requirements:

- Must be a Pell grant recipient
- Must have all required financial aid applications completed, and verified if needed, no less than two weeks prior to the start of the program
- Must have all awards set and an award letter in place no less than ten days prior to the start of the program
- Must have been determined to have a projected credit balance on account in the first period of enrollment
- Must commence training in the program

Students who do not meet the above criteria will not be issued a textbook refund during the first week of training.

Policies for Veterans Receiving Educational Assistance Allowance

Make-Up Work—Make-up work is not permitted for the purpose of receiving Veterans Affairs training allowance.

Class Cuts—Class cuts are not permitted and shall be recorded as unexcused absences.

Re-Admission—Students experiencing academic difficulties will be withdrawn from the program for the length of one term (9 weeks). Re-admission will be considered on an individual basis.

Transfer Credit—Transfer credit will be evaluated on an individual basis. Appropriate credit will be given and the length of the program will be decreased accordingly. VA will be notified.

Probationary Period—The maximum length of the probationary period will be 9 weeks. VA will be notified if a veteran fails to make satisfactory progress.

Attendance—Any veteran who is absent more than 5% of the required program hours will not be eligible for co-op placement or a clinical experience. The VA will be notified if any veteran's attendance falls below 75%.

Pro-rata Refund Policy (Non-Accredited)—In the event that a veteran fails to enter, withdraws or is discontinued from the program at any time prior to completion, the amount charged to the veteran does not exceed the approximate pro rata portion of the total charges for tuition, fees and other charges accrued to date in respect to total program costs. This pro-rata determination will be based on the amount of a program in which the veteran was actively registered with the exclusion of any textbook, tool kit or supplies already received by the student. The student will be fully responsible for any additional costs incurred.

Tips on Finding Scholarships

Local Organizations—You can increase your odds of winning a scholarship by checking local organizations first. You may only be going up against a few other local students, versus the entire student population of the country.

Employers—Have your parents ask their personnel administrator if their company offers any sort of financial aid, tuition reimbursement, or scholarships, for employee's children. Most major companies do offer this benefit. If you have a job, ask your own company if they offer this benefit.

Volunteer Work—If you have done any volunteer work at your local hospital, food bank, etc., these organizations may provide scholarships in recognition for unpaid assistance.

Organizations—Check foundations, religious organizations, fraternities or sororities, and town or city clubs to see if they offer any kind of scholarship. Include community organizations and civic groups, such as the American Legion, 4-H Clubs, YMCA, Elks, Kiwanis, Jaycees, and the Girl or Boy Scouts in your search. If you are NOT a member of any organizations, check with the organizations that represent what you are planning on studying.

Unions—If you or your parents are members of a Union, check if the union offers scholarships for members and their dependent children (AFLCIO, Teamsters, etc.).

Church—Check with your church. Your local parish, the Diocese or headquarters may have scholarships available.

The Library—Your public library is an excellent source of information on state and private sources of aid. Ask the librarian to help you research sources of scholarships. Your financial need is usually considered, but other factors may also be taken into account.

Chamber of Commerce—Check with your local Chamber of Commerce. Many offer (usually small, less than \$500) grants to students in the community, especially those planning on careers in business or Public Service. Even if they do not offer any themselves, you can usually get a listing of members, and many of them may offer small scholarships to local students.

High School—Check with your high school guidance counselor, principal, teachers, and other high school administrators for scholarship information that has been sent to the school.

The Internet—Use major search engines to run searches on scholarships, financial aid, organizations, colleges, universities, and grants. Be wary of any organization or company that charges you a fee for their services. Please see the next section for information on "Scholarship Scams."

Scholarship Scams

Don't Pay Money to Get Money: Some deceitful companies will go about swindling dollars by promising students free scholarship money in exchange for an up-front fee. Others claim to have access to untapped sources of financial aid, charging students for information on various scholarship awards. Many parents will receive letters in the mail promoting "free financial aid seminars" or "open interviews" for financial assistance, not knowing that the real purpose of the event is to plug unnecessary products and/or services. When a sales pitch implies that purchasing such a product is a prerequisite to receiving federal student aid, it violates federal regulations and state insurance laws. While some of these profit-making companies do offer legitimate services, there are several alternative routes students can take to acquire a wealth of scholarship information—for FREE. The bottom line: if you have to pay money to get money, it's probably a scam and you're better off looking elsewhere.

Six Signs of a Scam: The Federal Trade Commission urges students/parents to look out for six signs that a scholarship offer is a scam:

1. “The scholarship is guaranteed or your money back.” No one can guarantee students that they’ll receive scholarship money. Always look for strings attached. FinAid (www.finaid.org), an acclaimed web site dedicated to providing students with comprehensive scholarship information, alerts that “some companies will not refund your money, but instead will offer to rerun the search for a specified number of times at no charge.” It also has found that numerous organizations define the word “receive” ambiguously—students will receive information about scholarships, not the scholarships themselves.
2. “We will need your credit card or bank account number to hold this scholarship.” Never give out an account number without getting all the information in writing first.
3. “You can’t get this information anywhere else.” Don’t believe a company that claims its search engine is entirely unique. Different scholarship databases overlap significantly since many utilize the same information-gathering techniques. There are several free search services on the Internet where students can enter information about themselves and instantly see valid scholarships for which they may qualify.
4. “The scholarship will cost some money.”
5. “We’ll do all the work for you.” There are thousands of legitimate scholarship opportunities out there. However, these award donors often require substantial materials from their applicants—essays, letters of recommendation, transcripts, etc. For these applications, you can’t hire a company to do the work for you.
6. “You’ve been selected” by a “national foundation” to receive a scholarship or “You’re a finalist” in a contest you never entered. Before sending anything, use a search engine to see if the company has a listing. Find out how the company acquired your information and then be on guard for hidden fees.

If you or someone you know suspects that a scholarship offer may be a scam, you can report it to the National Fraud Information Center at 1.800.876.7060, the Federal Trade Commission at 1.877.FTC.HELP, or by email to [Finaid.org](mailto:scams@finaid.org) at scams@finaid.org. You can also contact your State Attorney General’s Office, the Better Business Bureau, U.S. Postal Inspection Service (if any part of the transaction was through the mail), U.S. Department of Education Office of Inspector General, or your high school counselor for more assistance.

National Scholarship Databases: Listed below are several scholarship databases available to assist students in finding private sector scholarships, fellowships and loans for which he/she may be eligible. Upon entering student-specific information (i.e. grade level, major, email address...), the search will retrieve information about scholarships pertaining to that student and send this information to his/her email account. This may include more detailed information about the scholarship, as well as how to request an application.

Horatio Alger National Career & Technical Scholarship

<https://application.horatioalger.org>

Scholarship Databases <https://finaid.org/scholarships/>

- Major-Specific Database <https://finaid.org/otheraid/>
- Scholarships for Students with Disabilities <https://www.fastweb.com/college-scholarships/articles/scholarships-for-students-challenged-with-an-illness-or-disability>
- Scholarships for Minorities <https://www.fastweb.com/college-scholarships/articles/minority-scholarships>

For current high school seniors

<https://equitable.com/foundation/equitable-excellence-scholarship>

General Scholarships

- Scholarships <http://www.scholarships.com/>
- SuperCollege <http://www.supercollege.com/>
- Education Planner <http://www.educationplanner.com>

Disclaimer: The Office of Financial Aid at YCST does not monitor nor control the information provided on the web sites listed above.



Frequently Asked Questions

Numerous inquiries are made by students and their parents about financial aid programs available at our school. In anticipation of some of the questions you may have, the following information is provided for you to review:

FAFSA/APPLYING FOR FINANCIAL AID

How do I apply for financial aid?

To be considered for the Federal Pell Grant and/or Federal Stafford Student Loan programs you must complete the Free Application for Federal Student Aid (FAFSA). In addition, the federal government mandates that institutions verify at least 30% of its applicants. Students who are selected to undergo this process will be mailed a written notification of the selection. The written notification will include a Verification Form to complete and a list of specific documentation that must be returned to the Office of Financial Aid prior to financial aid being awarded.

Where do I get the applications?

The paper FAFSA is no longer available at high school guidance offices or at college/university financial aid offices. You must complete the FAFSA online at www.fafsa.gov. If you do not want to complete the FAFSA online, you can contact Federal Student Aid at 1.800.433.3243 to have one mailed to you.

Returning students who were awarded financial aid in the previous award year will be able to complete a Renewal FAFSA at www.fafsa.gov. If you do not want to complete the Renewal FAFSA online, you can contact Federal Student Aid at 1.800.433.3243 to have one mailed to you.

Do I need to be admitted before I can apply for financial aid?

NO. You can fill out the FAFSA and list up to 10 schools to receive the information before admission. However, to actually receive an award (estimated or actual) offer, you must be admitted to the school.

What are the deadlines or suggested completion dates for financial aid?

Our school enrolls students on a continuous basis. Students can generally complete their applications at any time prior to the start of the program. It is important that students contact the Office of Financial Aid to receive appropriate deadlines that are based upon their program of enrollment.

When will I receive information regarding the action taken on my applications?

The anticipated dates for receiving information are as follows:

- **Federal Pell Grants (FAFSA application)**—Four to six weeks after the FAFSA has been mailed to the federal processor, a Student Aid Report (SAR) will be sent to the student (sent via mail through the postal service or sent via email if an email address is provided or the application is done online). Please refer to the SAR for an initial indication of your eligibility for a Pell Grant.
- **Federal Stafford Loans**—The student's maximum eligibility

will be indicated on the student's award letter. Award Letters will be mailed to students prior to the start of their program.

I received a PHEAA state grant notice and it says I can't get a state grant. Why is that?

When you complete the FAFSA application you are actually completing two applications in one—both a Federal and State Grant application. You will receive a PHEAA State Grant notice in the mail explaining to you that you are not State Grant Eligible because our institution does not participate in this program. This is an accurate statement. We are not a 2- or 4-year degree granting institution, therefore, our institution is not eligible to participate in the State Grant Program. You do not have to complete and return the State Grant Notice.

Why do I have to put my parents' tax information on the FAFSA if they are not paying for school?

The federal government expects both the parents and the student to contribute to the student's educational cost. Regardless of whether a parent will or will not contribute to your education, their income and assets must be reported and be used to determine your financial aid. Even if you do not live with your parents, if you are considered dependent by the federal government, you are required to provide parental information. The Free Application for Federal Student Aid (FAFSA) has questions for you to answer to determine if you are dependent or independent. Refer to the FAFSA instructions for instructions regarding parental information.

What do I do when I'm considered dependent but my parent(s) won't provide information or sign my FAFSA? Can someone else sign it?

NO. No one other than your parent may legally sign the FAFSA (refer to the FAFSA to determine who is considered a parent). Unless your parent(s) provide the required information and sign the FAFSA, you cannot be considered for any need-based financial aid, including Federal Stafford Loans. If you find yourself in this situation, you should contact your financial aid counselor at the Office of Financial Aid to help you explore other possibilities.

I do not live with my parents, but live with another relative. Should I put their information on the FAFSA as my parent?

NO. No one other than your parent may provide financial information or sign the FAFSA. If you reside with grandparents, aunt/uncle, or someone other than your parents, contact the Office of Financial Aid as soon as possible to speak to a financial aid counselor about your situation.

My parents make a lot of money, so I probably won't qualify for financial aid. Should I still apply?

YES! Many families mistakenly think they don't qualify for aid and prevent themselves from receiving financial aid by failing to apply for it. In addition, there are sources of aid, such as low interest loans—Federal Stafford and Federal PLUS loans—that are available regardless of need. It is wise to have something to fall back on, in case your family finds themselves in a financial crunch.

I want to file my FAFSA but I have not yet completed my tax returns or my parents haven't filed theirs. What should I do?

By now you should have already filed taxes for the year being requested since the FAFSA now asks for tax data that is two years old. If you have not yet filed your taxes for the required year, first complete your taxes, submit them to the IRS, wait three to six weeks to allow for processing, and then try to import your taxes into your FAFSA. If that does not work, you will need to enter the amounts you reported on the 1040 form you submitted to the IRS onto your FAFSA for processing. However, be advised that we may be required to obtain a copy of your IRS Tax Return Transcript to show that the taxes were actually filed.

My parents are divorced. The parent I reside with is remarried. Do I have to provide my step-parent's income and assets on the FAFSA, even if I am not supported by the step-parent?

YES, provided that the parent you are living with is the one completing the FAFSA (your custodial parent). If your parent is married to your step-parent at the time you complete the FAFSA, both your parent and step-parent must report their income and assets, even if they weren't married the previous year (i.e. filed separate tax returns).

When will my financial aid award be ready?

To receive an award letter, the student must first complete the FAFSA. Once the school has received information from the FAFSA, an estimated award can be made for most students. Students can contact the Office of Financial Aid to discuss their estimated awards. Actual awards are made once the student has been admitted to school and all required paperwork has been submitted to the Office of Financial Aid.

- **For incoming students**—Award letters are sent to admitted students prior to the start of their program. Students who have not received an award letter prior to the start of school have either not completed the required applications or have not submitted all the required paperwork to the Office of Financial Aid. Students will continue to receive new award letters if their financial aid changes.
- **For transfer students**—Award letters are sent to admitted transfer students prior to the start of their program provided that the school has their complete financial aid transcript on file for determination of remaining eligibility and all remaining financial aid has been canceled at their previous school. Transfer students must contact the school they had previously attended and direct the school to cancel all remaining disbursements. Students will continue to receive new award letters if their financial aid changes.
- **For advance placed students**—Because advance placed students can continue to test out of classes even after the start of the practical nursing program, awards are determined and award letters are sent to students when a final determination has been made as to what the student has to actually complete. For all other programs advance placement must be determined prior to a student starting the program.
- **For students crossing over into a new FAFSA award year**—students who ARE currently enrolled in programs and are

crossing over into a new FAFSA award year (July 1)—your award letters will not be ready until approximately June of each year. In order to receive a new award for the new year, students must have submitted a new FAFSA application for the upcoming year. Students who do not receive their new award letter by June have either not submitted a new FAFSA application for the upcoming year or have not submitted all required paperwork.

PAYMENT/DUE DATES

What are the anticipated payment dates for school tuition and fees?

Because students enroll on a continuous basis, tuition and fees are charged and payments are made based on payment periods. Each academic year is divided into two equal payment periods. Payments generally begin to arrive one month following the start of the program for the first payment period with the second payment generally arriving at the start of the second payment period.

For Practical Nursing students the first loan payment generally arrives 30 days following the start of the program and the second loan payment arrives at the start of Term 3. Pell grant payments generally arrive in February and August.

Will the school extend credit to me until my aid is received?

For those individuals who have been officially approved for financial aid, the school will extend credit until financial aid is received. Any balance due to the school after all aid has been awarded is the responsibility of the student.

Are credit cards acceptable for payment?

Yes, the School will accept VISA®, MasterCard® and Discover®.

How do I pay for books?

Textbooks, uniforms, and supplies must be purchased by students prior to the start of the program, therefore, financial aid cannot be used to pay for these items.

MY TUITION ACCOUNT

How do I check on my financial aid?

You can check on your financial aid by contacting the Office of Financial Aid. Contact information is located in the contact information section of this booklet.

How do I check on my account balance?

You can check on your tuition account balance by contacting the Billing Office for your program of enrollment. Contact information is located in the contact information section of this booklet.

My Federal Direct Stafford Loan has not been credited to my account yet. Why is that?

If you have an award letter showing that loans are to be disbursed to your account and you have not yet received these amounts, it could be that you have not signed your electronic Master Promissory Note (MPN) online and have submitted it to the US Department of Education, or it may have been delayed due to an attendance issue. If all requirements are

satisfied and you have previously signed the MPN, contact the Office of Financial Aid for further information.

I received my award letter and I still need more money. What can I do?

If you are a dependent student, your parents may consider applying for a Federal Parent Loan for Undergraduate Students (PLUS). They can borrow any amount, up to the cost of your attendance. If they are denied for any reason, the student may borrow more money in Unsubsidized Federal Stafford Loans. A copy of the denial must be on file at the Office of Financial Aid and the student or parent must contact the Office of Financial Aid to indicate the additional amount the student wants to borrow in Stafford Loans. See the section on Loan Limits to determine the maximum amount the student can borrow. Students who are independent are automatically eligible for the additional Unsubsidized Federal Stafford Loans.

If your parents know they will be approved for a PLUS Loan, but do not want a loan in their name, you can apply for an Alternative Loan. Since Alternative loans are credit-based bank loans, you need a cosigner. Check the requirements for each individual loan. Independent students are also eligible to apply for an Alternative Loan. If denied, a cosigner is allowed.

Will the school allow me or my parents to make monthly payments to the school?

YES. Students and/or parents can setup a Monthly Payment Plan directly with the school. Contact the Bursar's office for your program of enrollment for details on how to initiate a payment plan. Students making payments to the school are required to have all tuition and fees paid before the end of each payment/billing period. Students who have not made satisfactory payments and have a balance at the end of the payment period will not be eligible to take their final exams, continue to the next period of enrollment, or graduate from their program.

SPECIAL CIRCUMSTANCES AFFECTING AID ELIGIBILITY

One of my parents lost his/her job and my family is in a financial bind. Can the office of financial aid help me out?

If your family experiences a change in income due to an unusual circumstance (loss of job, reduced hours, separation or divorce, death in the immediate family), contact the Office of Financial Aid regarding your situation. It may be possible to reevaluate your financial aid eligibility. If your family has high unreimbursed medical expenses or pays private school tuition for elementary or secondary school (K-12), your financial aid eligibility may be re-evaluated. Contact the Office of Financial Aid for further information.

LOANS (PLUS, STAFFORD, ALTERNATIVE)

My parents know they will be denied a Plus Loan. Is there a way to quickly apply for a Plus Loan?

If your parents know they will be denied, complete an Online Pre-Approval through the US Dept of Education website.

What is the difference between a Subsidized Stafford Loan and an Unsubsidized Stafford Loan?

The school determines the amount of Subsidized and Unsubsidized Loans the student is eligible to receive. You must have financial need in order to receive a Subsidized Federal Stafford Loan.

- A **SUBSIDIZED** loan means that the government subsidizes (or pays) the interest while you are in school - you are not required to pay interest, nor does it accrue on your subsidized loans until you are out of school and beyond your six-month grace period. The Consolidated Appropriations Act of 2012 has eliminated the subsidy payment (the payment of interest) during the grace period for loans with a first disbursement on or after July 1, 2012 and before July 1, 2014.
- An **UNSUBSIDIZED** loan means that you do not have financial need, therefore the federal government requires that you start paying the interest on your loan as soon as it is disbursed, or it will capitalize and you will have to pay it back when you start paying on your loans. It is recommended that, if you have an unsubsidized Stafford Loan, you pay the interest while you are in school to avoid larger payments when you enter into repayment on your loan. You will receive an interest statement every 3 months whether you elect to pay the interest now or have it capitalized.

How do I reduce the amount of my Federal Stafford Loan or cancel the entire loan?

Students may cancel all or a portion of the loan prior to receiving the loan or within 30 days after the date the school has sent notification that the loan funds have been disbursed and credited to the student's account. To cancel all of or a portion of your loan, contact the Office of Financial Aid to request a Loan Cancellation Request Form. Complete the loan cancellation request form and return it to the Office of Financial Aid for processing. If at the time you receive your award letter you know you want to cancel all or a portion of your loan, note that on the award letter and return it right away and we will process your request.

GENERAL QUESTIONS

Who may inquire about my financial aid record?

The Family Educational Rights and Privacy Act of 1974 (FERPA) protects the confidentiality of student records. Only those individuals, who provided information on a student's FAFSA, can request information regarding the student's financial aid file. Therefore, if a student would like their financial aid information released to another individual and/or agency, the student must complete the Authorization Release Form and submit it to the Office of Financial Aid.

What records should I retain?

Keep copies of all your applications along with the base year federal income tax form used to complete your FAFSA application to document your adjusted gross income or other data which appears on the 1040, 1040A, or 1040EZ form. Keep copies of all award letters and any letters you send to or receive from various agencies.

If I withdraw from a class or program, will it affect my financial aid?

If students are considering withdrawal from school, they are urged to discuss their student account status with someone in the Office of Financial Aid prior to making their final determination. Students who withdraw may end up owing a balance to the school, a balance to the U.S. Department of Education, a balance on a Stafford loan or a balance to all parties listed.

If I repeat a class, will it affect my financial aid?

If students are required to repeat a class or an entire level of training, it will affect your future financial aid disbursements. When students are required to repeat coursework, all financial aid is canceled during the period in which the student is repeating the coursework and then re-instated when they reach the next payment period within the program.

I was selected for verification. What does that mean?

The U.S. Department of Education requires that some students who apply for financial aid be verified. Verification is the process to make sure that the information reported on the Free Application for Federal Student Aid (FAFSA) is accurate. Some applications are selected because of inconsistent information, while others are randomly selected. Any student who is selected will be notified by the Office of Financial Aid. The items required to complete verification are outlined in the "Verification Policy" section of this handbook.

The Office of Financial Aid will compare the information to the Student Aid Report (SAR/ ISIR) and correct any errors. Any corrections made will generate a new SAR which will be sent to both the school and the student. After the verification process is complete, the student will be notified of his/her financial aid eligibility. Failure to complete the verification process will prohibit you from receiving any federal financial aid for the award year.

What is identity theft and should I be concerned about it?

Identity theft is a serious crime and can affect anyone. It occurs when someone uses your personal information without your permission to commit fraud or other crimes. As with any crime, you cannot completely control whether you will become a victim. But according to the Federal Trade Commission (FTC), the nation's consumer protection agency, you can minimize your risk by managing your personal information cautiously. You can help to protect your own identity by monitoring your own credit history report. A free copy of your credit report can be obtained from all three credit agencies one time per year by accessing the www.annualcreditreport.com website.

Student Lending Code of Conduct

The Adult & Continuing Education Center at York County School of Technology (YCST) 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 YCST officers, employees or agents and education loan lenders, YCST has adopted the following:

- YCST does not participate in any revenue-sharing arrangements with any lender.
- YCST 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.
- YCST 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.
- YCST 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. YCST 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.
- YCST does not assign a lender to any first-time borrower through financial aid packaging or any other means.
- YCST recognizes that a borrower has the right to choose any lender from which to borrow to finance his/her education. York County School of Technology 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.
- YCST 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.
- YCST will not request or accept any assistance with call center or financial aid office staffing.

Payment Policy

All students who enroll in the Adult & Continuing Education Center courses and any other programs at York County School of Technology ("School") are expected to pay their tuition, fees and related charges on their accounts, in full for the current term(s) as of either the published due date, first day/night of class, or have already enrolled in, and been approved for, a YCST payment plan prior to the start of classes. The due dates for the payment of tuition, fees and related charges are determined by the dates of enrollment, the date a course/program starts or the terms of the payment plan.

Payment can be made by credit card (MasterCard®, VISA®, or Discover®), by check or money order. There is a service fee that is charged for returned checks and individuals who repeatedly submit returned checks will be required to remit payment via only a money order, or a certified check.

The school offers a tuition payment plan designed for students to pay tuition over a period of time rather than all at one time. Please contact the office for more information on the payment plan. The School reserves the right to refuse to issue grades, transcripts records, program completion certification as well as deny registration or readmission to students who owe money to the School, or who have failed to return School books or equipment. Any and all debts owed to the School must be paid in full prior to the completion of a course/program, certification exam, third party exam or graduation/withdrawal from the School. Any accounts that are in arrears more than 30 days could be subject to collections. The Student will be responsible for any and all costs or fees (including collection agency costs) incurred by the School to collect any debt or obligation owed to the School.

Regardless of the methods a student expects to pay their tuition bill (financial aid, third party pay, loan or other form of financial assistance) ultimately it is the students' obligation to pay for all debts incurred. In the case where a financial aid disbursements or other form of third party payment do not cover the total cost of a program, the student is responsible for promptly paying the balance owed to the School. Students who owe a balance to the School, after all financial aid or third party payments for the current payment period has been disbursed, must pay the balance due, or enter into a payment plan. Any student who has an account that is in arrears will not be permitted to continue attending classes. Student agrees to be responsible for all costs and charges on unpaid balances including, but not limited to, collection fees up to 50%, court costs and reasonable attorney's fees and all costs incurred by the School in the collection of debts (including collection agency costs).

Consumer Disclosures

For information about graduation rates, median debt of students who completed the program, and other important consumer disclosures, please contact the Director of Adult & Continuing Education/Supervisor of Nursing Education or visit the YCST website at www.ytech.edu/Adult-Ed. Students can also visit <http://nces.ed.gov/collegenavigator> for information regarding the YCST.



SECTION 6: STUDENT CONDUCT

Student Conduct Policy

The Adult & Continuing Education Center at York County School of Technology (YCST) recognizes its postsecondary 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 YCST in the same manner as will be expected in the workforce.

Students of YCST have responsibilities and duties commensurate with their rights and privileges. The YCST'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 YCST 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 him/her and the YCST.
- Adherence to all policies and procedures of the YCST.

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 the YCST'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, or alcohol on school property or at any function sponsored or supervised by the school. Being under the influence of illegal substances, controlled substances, or 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 YCST 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 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 YCST and/or its reputation.
- Any violation of the institutions policies on the responsible use of technology.
- Harassment based on sex, race, color, national origin, religion, sexual orientation, age, disability or any other criteria protected by state, federal or local law.

Classroom Dress Policy

- Students must wear the YCST green polo school shirt/sweater.
- Black or Khaki colored scrub bottoms without holes, rips, or tears. These must be worn at waist level with both pant legs down at the same length.
- YCST ID badge that is issued by the PN program. Failure to do so will result in having to miss time from class to go home and return with proper attire. Time missed in the program will add to total hours of attendance.
- Students must wear fully enclosed shoes.
- NO CELL PHONES or ELETRONIC DEVICES IN THE CLASSROOM. (this includes smart watches, Apple watches, Google eyeglasses, etc.)
- Shorts/ skirts that of professional length and do not permit indecent exposure.
- Articles of clothing/dress that are NOT permitted:
 - Clothing that displays, advertises or promotes the use of alcohol, drugs, steroids or tobacco products.
 - Clothing that has holes, are ripped, torn, transparent or see through.
 - Pajama bottoms/leggings/yoga pants
 - Outerwear (any garment that would strictly be worn on the outside) including hats, hoods, bandannas, scarves and sunglasses may not be worn in any part of the building during regular school hours.
 - Flip flops/slippers/chanklas/open toed shoes/ sling backs/ crocs with a band.
- Display of any potentially derogatory or hate Speech symbolism and/or any item that is deemed offensive towards race, gender etc. and/or may have the potential to cause a disturbance. Final determination of the appropriateness of any item, sign, graphic etc. on school property will be made by YCST administration and will not be negotiable.

Clinical Dress Policy

- Students are responsible to conduct themselves in a manner that will reflect favorably upon themselves as well as the York County School of Technology.
- Any student not in proper uniform attire will be asked to leave clinical for the day and these hours will add to the total hours absent from the program.
- The following policy meets the organizational standards for appearance in the clinical sites utilized throughout the practical nursing program.
- Students that disregard this policy will be subject to disciplinary action up to and including dismissal.
- Gum chewing is not permitted on the clinical area.

Hygiene

- Students will adhere to professional standards of cleanliness and personal hygiene. Offensive odors must be minimized.

Fragrances/Odors

- Fragrance products such as perfume, cologne, scented lotions, body washes, etc. may have significant health effects for many patients and staff and/or may be offensive, therefore, they cannot be worn.
- Students must be free of the smell of smoke per policy of our clinical partners as a SMOKE FREE campus and offensive odors can cause adverse reactions/outcomes for patients.

Face/Hair

- Hair should be neat, clean and of a natural color (no green, purple etc.) and style (no Mohawks etc.).
- If the hair length extends past the collar, it must be pulled back in a bun or braided, it must be kept off of the face and shoulders. No “messy buns”, and no “bangs” over the face.
- Facial hair must be neatly trimmed.
- Makeup is permitted but must be used in moderation.
- False eyelashes are not permitted

Fingernails

- Nails must be the natural nail and be kept short and well-manicured. Nails may not extend past the pad of the fingernail more than 1/8th inch.
- NO nail polish, gel polish, acrylics, French tips, etc.
- NO artificial nail application including but not limited to items glued to the surface of the nail, items piercing the nail, wraps, gels, nail extensions.

Footwear

- Shoes must be black in color with a rubber sole. The material must allow for liquids to easily roll off the shoe. Shoes cannot be made of canvas or mesh material.
- Shoe must cover entire foot. No open toe or open heeled shoes. No Crocs or clogs.
- Shoes must be kept clean, and polished.

Uniforms

- Students will wear only the approved uniform. Uniforms must be kept clean, be free of discolorations/stains. Any student not in proper uniform attire will be asked to leave clinical for the day and these hours will add to the total hours absent from the program.
- Uniforms need to fit properly (not too tight or too loose, pants are not touching the floor or frayed), and are neat, clean and wrinkle free.
- Student YCST ID Badge and assigned Facility ID Badge are required for clinical facilities for security purposes. Student without badges will be sent home.

- Warm-up jackets are allowed to be worn with a practical nursing patch that are purchased from the approved uniform company. Cherokee brand- Hunter Green is the approved color.
- Uniform tops and pants are the Cherokee brand, Hunter Green is the approved color. Uniforms are to be purchased by students from the vendor affiliated with the PN program (this does not include the clinical shoes).
- Outerwear (any garment that would strictly be worn on the outside) including hats, hoods, bandannas, scarves and sunglasses are not allowed to be worn in the clinical area.
- Graduation pinning uniform: refer to clinical dress policy. Graduation attire is a nursing dress or white scrub top and bottom provided by the PN program.

Jewelry

- No facial peircings/additional jewelry except for what is listed below:
 - The watch provided by YCST.
 - Medical alert jewelry (Bracelet or necklace)
 - 1 pair of stud earrings per ear, no larger than 1/4 inch.
 - Plain wedding band.

****Any other jewelry not listed is not acceptable to wear at the clinical setting.**

NOTE: OB/Peds rotation has special requirements, students must follow the requirements as failure to follow the requirements can pose a risk to the patients.(ie. No rings or earrings).

Tattoos

- All visible tattoos must be covered.

Skills Booklet

- Each student will receive a green clinical booklet in Level I.
- Students must successfully perform all mandatory skills listed on page 28 prior to performing nursing care on a live patient. Failure to do so may lead to probation or dismissal due to failure to progress.
- Instructors do not need to watch students practice individual skills after instructions and practice have been provided in the clinical skills lab.
- Other skills are taught and practiced but not mandatory prior to entry to clinical sites. Not all students may have the opportunity to complete skills on “live” patients.
- Initially, personal care, bedmaking, and vital signs/ documentation are the only procedures that you may perform without your instructor present.
- When students satisfactorily perform any procedure in the skills lab, the clinical instructor will date and initial that procedure, that does not imply that students may perform these procedures on their own.
- Students may not perform any procedure alone. Students may only perform procedures with their instructor or a Registered Nurse (RN) in facilities where the instructor is present.
- Most skills will require more than 3 practices.
- Students are responsible for bringing their skills booklet to class and clinicals to obtain instructor documentation.

Lockers

Each LPN student will be assigned his/her own hall locker in the Adult & Continuing Education wing. Lockers may not be shared.

Students are advised not to bring anything of value to school. The school is not responsible for lost or stolen articles. The combination to the locker will be given to each student individually. If the student encounters a problem with the locker, the problem should be referred to the LPN office. Only items related to the educational process may be stored in the lockers. No food items may be stored overnight in the lockers. No items that are banned from school property may be in lockers.

All lockers are school property. Therefore, if the school authorities have a reasonable suspicion that the locker may contain materials which pose a threat to the health, welfare, and safety of students in school, the lock may be removed and the locker searched. School authorities may search a student's locker and seize any illegal materials or items that are not permitted on school property.

Prior to a locker search, students shall be notified and given an opportunity to be present; however, where school authorities have a reasonable suspicion that the locker contains materials which pose a threat to the health, welfare, and safety of students in the school, student lockers may be searched without prior warning. Students are responsible for any item

found in your locker.

If a lock needs to be cut off the locker for a search, the school is not responsible for the loss or replacement of the lock.

Students are only granted access to these lockers if they are currently enrolled, and during normal school hours. Any student who withdraws, or is dismissed from the program must empty their locker within 2 business days.

Smoking/Tobacco

No smoking is permitted in the building or on the school grounds at any time. Failure to abide by these smoking rules can result in suspension, Police Citation and expulsion. For the purpose of this policy, smoking is defined to include the possession of a lighted cigarette, cigar, pipe or other lighted smoking product and smokeless tobacco in any form, including vaping.

The purpose of this tobacco use policy is to encourage healthy living and decrease exposure to second hand smoke for all students, faculty, staff and patients/residents. Tobacco use cessation education is included in the nursing curriculum. Students, faculty and staff members who desire information about tobacco use cessation support groups should see the Adult Nursing Supervisor or Adult Nursing Secretary.

Student Break Area

A student break room is located in the Adult Education wing of the building and it is available both day and evening. The student break room contains vending machines, a microwave and refrigerator for student and instructor use. The back of the school cafeteria also contains vending machines for student use in the evening. All food and food containers, wrappers, drink cans and bottles should be disposed of in available trash containers. Students are expected to leave all areas clean and orderly. If food or drink is brought into the classroom, make sure that the food waste is disposed of OUTSIDE THE CLASSROOM.

Students are encouraged to bring their lunch and something to drink. A refrigerator and microwave ovens are available. Lunch can be purchased at the YCST School cafeteria of Spartan Inn.

Students may leave campus to get lunch however this is greatly discouraged. Most eating establishments are at a distance or busy. This may not allow the student adequate time for travel and eating. Eating in class is not permitted.

Clinical at York Hospital—Restaurants are available on campus. Students may not leave campus or return to Memorial Lot during lunchtime due to time constraints. Students returning to the clinical floor past the posted time is considered tardy.

Clinical at Margaret Moul Home, Pleasant Acres, and UPMC Pinnacle Memorial—It is recommended that students do not leave campus during lunchtime due to time constraints. Students returning to the clinical floor past the posted time are considered tardy.

Student Identification

School photo ID badges must be worn at all times with the lanyard provided by the school or clip style pin. Badges must be worn on the upper torso of the body with the name facing outward and visible to others. Students will be sent home to retrieve badge, and time missed in the program will add to total hours of attendance.

Students, visitors and prospective students are required to be processed through our Raptor ID system on their first visit to our facility.

When at clinical facilities, the school and facility photo ID must be worn at all times.

Key Fobs—Students enrolled in certain programs may be issued key fobs for entry into the Adult Education department. If a fob is lost, there will be a \$10 replacement fee. Upon completion of a program or withdrawal from a program, students are required to return the key fobs to the Adult Education office.

Student Interaction

It is the opinion of the Adult & Continuing Education Center at YCST administration that the welfare of YCST's secondary students and students enrolled in the daycare are better served if there is little to no interaction between these students and the students enrolled in adult and postsecondary programs. Therefore, the Adult & Continuing Education Center at York County School of Technology (YCST) administration does not condone, support, or encourage fraternization or socialization between adult students and students enrolled in the secondary school and/or daycare.

Policy: While it is understood that Adult & Continuing Education Center Students have the right to access necessary areas of the building for the successful completion of their classes and programs, (to include the Adult Ed center, the cafeteria, the Spartan Inn, areas where their classes are taking place, the parking lot and other designated areas) students enrolled in YCST are not permitted to fraternize or socialize with students enrolled in the secondary school and/or daycare. This policy extends from casual socialization to, and including, developing close personal relationships. The YCST administration assumes that adult students understand their superordinate position relative to the secondary students and daycare students; therefore, the adult student becomes the party responsible should any type of relationship develop. With the exception of administratively authorized interaction, or where there are jointly operated classes containing both adult and high school students, adult students are expected to have little to no contact with the aforementioned students. Adult students arriving at YCST before their classes begin should stay in their training area, provided their instructor is present. If the instructor is not present, adult students are expected to stay in the main lobby area or cafeteria, when not in use, until their classes begin. Adult students should only be traversing between their assigned locations, classes and areas they have been directed to by appropriate staff members; they should not be roaming the halls of the school or loitering in proximity to the secondary and/or daycare classrooms while classes are in session.

Breaking the Policy: Depending on the circumstances, adult students who break the fraternization and socialization policy for the first time may receive a verbal and/or written warning from either the Administrative Director of the school, the Director of Adult Education, or designee. A second offense may result in probation, suspension or involuntary discharge from the school, based upon the decision of the Director of Adult Education.

Acceptable Use of Technology

Usage of technology while enrolled at the school is subject to the terms and conditions of the York County School of Technology (YCST) 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 Director of Adult & Continuing Education/Supervisor of Nursing Education 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. 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. YCST prohibits possession and/or use of any personally owned equipment for these purposes within the YCST school zone without prior permission.

Cell Phone Use

- Students on clinical are NOT permitted to have a cell phone AT ANY CLINICAL FACILITY.
- Cell Phones are not permitted in the classroom, or clinical facility.
- Please refrain from having conversations on the cell phones while in the hallways while other classes are in session. As this may be disruptive to other student's learning and may violate FERPA and HIPAA Laws.

Due to HIPPA Regulations Recording devices are not permitted in the classroom. Exceptions may apply.

HIPAA & Violations

- Confidential information of patients, patient family members, visitors, physicians, nursing staff, faculty, fellow students, and class and clinical situations should never be discussed in any form online. The Health Insurance Portability and Accountability ACT (HIPAA) guidelines are to be upheld at all times. A student is subject to dismissal from the nursing program for any violation of HIPAA.
- Personal information and photos with students, faculty, staff, classroom and clinical sites may only be posted with written permission from all individuals involved. Students should avoid using names and never post photographs of patients/staff, etc.
- The posting of unauthorized pictures, videos, course materials, quizzes/tests or plagiarizing online information is prohibited.
- Harassing, threatening, belittling photos, e-mails, or videos that are demeaning, insulting, or discriminating against anyone are not to be posted.

Cellular phones, cameras, recorder equipment, or beepers are NOT permitted in the classroom, hallway, or clinical sites/premises. They may be used in the student breakroom or outside the building when on break.

Failure to comply with this policy may result in:

- First Offense—Counseling Form by Instructor
- Second Offense—Program/Behavioral Contract
- Third Offense—Could result in dismissal

Cellular phones or beepers are NOT permitted at any clinical facilities.

On the clinical areas any HIPPA violations is very serious with stricter consequences including dismissal.

Social Media Policy

The Adult & Continuing Education Center at York County School of Technology (YCST) 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 who identify themselves as YCST adult education students, when posting content to any social media site should not represent that they are speaking on YCST's behalf, and are strongly encouraged to refrain from making disparaging, harassing or threatening comments regarding YCST, its students/faculty/staff and clinical/externship sites. Inaccurate, inappropriate, threatening, or harassing postings that substantially disrupt YCST's educational environment may result in disciplinary action being taken against students, including but not limited to removal from the program. Postings that attempt to describe any patient and/or patient care situation at clinical/externship sites, directly or indirectly, will be considered a violation of patient confidentiality and will result in dismissal

from the program. If you have any doubt whether a potential subject of a social media post is permissible, check with your instructor first before posting.

Internet Use at Clinical Sites

Students should not be using any electronic devices at the clinical/externship site while training unless prior permission from the site is obtained to do so. If permission is granted by the site, students are required to adhere to all rules, policies and expectations that the site facility has regarding the use of electronic devices, including the use of its wireless internet on students' own personal electronic devices. Students have no expectations of privacy when using the Internet at the sites. YCST reserves the right to prohibit students from using electronic devices at clinicals sites, if such usage is deemed to be disruptive to the educational program.

Change of Personal Information

Please keep the school advised of any change by a written note given to the Administrative Assistant. If a student has no phone, the phone number of a nearby resident who could relay information to the student should be submitted. Current email address must be on file. Please also note that it is wise and courteous of you to continue this practice after graduating. Proof of name change must be officially documented before changes are made on school documents.

Children

No children are to be brought to school, class, clinical, or other related activities during school hours.

Disciplinary Procedures

Any student who is found to have violated the Student Conduct Policy is subject to disciplinary sanctions up to and including suspension or permanent dismissal, as further described below.

Complaint

- Any member of YCST (i.e. faculty, staff, student) may file a complaint against any student for misconduct or for otherwise being in violation of YCST's policies. The complaint shall be submitted, in writing, to the Director of Adult & Continuing Education/Supervisor of Nursing Education. Complaints should be submitted as soon as possible after the alleged violation occurred.
- The Director of Adult & Continuing Education/Supervisor of Nursing Education shall review and investigate the complaint to determine if the allegations have merit, to identify violations of the Student Conduct Policy, and to impose sanctions for such violations.
- Unless otherwise provided by law, YCST generally will not disclose the name of the person making the complaint to the accused student unless it determines in its sole discretion that the circumstances warrant it.

Notification and Adjudication

- Within a reasonable period of time after the complaint is received, the Director of Adult & Continuing Education/Supervisor of Nursing Education will notify the student of the complaint and the alleged violation of the Student Conduct Policy. This notification may be in written form or through oral communication. The student will meet with the Supervisor to discuss the complaint and alleged violation. The Supervisor will render and communicate the decision to the student.
- If a good faith effort has been made to contact the student to discuss the alleged violation and the student fails to appear for the meeting, the Director of Adult & Continuing Education/Supervisor of Nursing Education may make a determination of violations of YCST policies on the basis of the information available, and impose sanctions for such violations. This decision shall be communicated to the student.
- The determination shall be made on the basis of whether it is more likely than not that the student violated a rule, regulation or policy of YCST by the Director of Adult & Continuing Education/Supervisor of Nursing Education.

Appeal Procedure for Disciplinary Action: Any student wishing to appeal a disciplinary decision may do so following the Student Complaint procedure as outlined in Appendix 2 of this handbook.

Breaking the Policy: Depending on the circumstances, adult students who break the fraternization and socialization policy for the first time may receive a verbal and/or written warning from either the Administrative Director of the school, the Director of Adult Education, or designee. A second offense may result in probation, suspension or involuntary discharge from the school, based upon the decision of the Director of Adult Education.

Notification and Adjudication

- Within a reasonable period of time after the complaint is received, the Director of Adult & Continuing Education/Supervisor of Nursing Education will notify the student of the complaint and the alleged violation of the Student Conduct Policy. This notification may be in written form or through oral communication. The student will meet with the Supervisor to discuss the complaint and alleged violation. The Supervisor will render and communicate the decision to the student.
- If a good faith effort has been made to contact the student to discuss the alleged violation and the student fails to appear for the meeting, the Director of Adult & Continuing Education/Supervisor of Nursing Education may make a determination of violations of YCST policies on the basis of the information available, and impose sanctions for such violations. This decision shall be communicated to the student.
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Appeal Procedure for Disciplinary Action: Any student wishing to appeal a disciplinary decision may do so following the Student Complaint procedure as outlined in Appendix 2 of this handbook.

SECTION 7: HEALTH & SAFETY

Campus Security

The Adult & Continuing Education Center at York County School of Technology (YCST) is committed to the safety and welfare of our students, employees and visitors. We encourage everyone to report crimes promptly to the Adult & Continuing Education Center.

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

Information concerning campus crime statistics is available by request from the Adult & Continuing Education Center. 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.

Individual Health Care and Insurance

Health care is the primary responsibility of the individual student. Students are required to carry health insurance.

If you do not have health care coverage, the program can provide you information with a range of options for short-term health insurance coverage that can be purchased monthly or for up to one year.

E.J. Smith and Associates
899 Skokie Blvd, Northbrook IL 60062
Phone: 847-564-3660
ax: 847-564-3069
www.ejsmith.com

Drug-Free and Alcohol-Free Facility

YCST 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.

YCST is a drug-free/alcohol-free school. Students are not permitted to possess, consume or distribute alcohol or illegal drugs while on school property or at clinicals. Students are also not permitted to attend class or clinicals while under the influence of any illegal substance or alcohol. If a student is visibly under the influence, they will be required to leave class or clinicals immediately. The YCST staff will assist such student in securing transportation off of the premises. Any hours missed will be the responsibility of the student to make up in accordance with their program's makeup policy. The student may be asked to submit to random urine, drug screening and/or blood alcohol tests upon request.

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 student is required to provide release of information from any treatment center or hospital. 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 YCST 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 the YCST 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

YCST reserves the right to search the contents of students' personal property or belongings when there is reasonable suspicion on the part of the YCST 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.

Driving and Parking

Students are responsible for providing their own transportation to school and clinical facilities.

Instructions for parking at the clinical facilities will be reviewed prior to the clinical rotation.

All students will be required to purchase car ID's (\$3.00) in the Adult Nursing Office for their automobiles. Automobiles without car ID's could be towed from the YCST parking lot.

All adult students are requested to park their automobiles in the South Queen Street parking lot and enter the building through the Adult Nursing Education door #54 entrance toward the north end of the building.

No parking is permitted on the lot on snow days before 7:00 a.m. This will allow for the building crew to clear the parking lots slippery conditions.

Injuries and Accidents

No healthcare facilities are available at YCST. Basic first aid supplies are available through the Adult & Continuing Education Center. Students with health problems should consult their family physician. The YCST cannot assume responsibility for personal illness, injuries, or losses sustained on or off campus by any student.

Notification: Students/visitors should notify the Adult & Continuing Education Center immediately of all injuries and/or accidents that occur on the property of YCST. 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.

Illness

- If you become ill or have an accident on the clinical area, report to your instructor immediately. Your instructor will determine the action to be taken.
- Herpes Simplex (cold sores, fever blister) and Herpes Zoster (shingles) may not be allowed on selected clinical areas. This will be decided at the discretion of the instructor and facility personnel. (ie: OB, Peds, and Nursery)
- Facility policies for employees/students will be followed. i.e. needle stick
 - Referred to Workfirst for a screening of HIV and Hepatitis B & C.
 - Chicken Pox
- Incident reports must be filled out on the day of the incident.

Weapons

Possession of any weapon is prohibited on YCST property and at school sponsored events. This policy applies to employees, students and individuals visiting or conducting business on YCST property. Weapons stored in vehicles are considered to be on YCST 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 firearms, BB/pellet guns, flare guns, stun guns, or dart guns 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 conduct policy by students will be adjudicated in accordance with YCST'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 YCST.

Personal Protective Equipment

For personal safety, students are required to wear appropriate personal protective clothing and equipment in accordance with their program requirements. Students are required to wear safety glasses at all times in shop programs where full eye protection is deemed necessary. **No exceptions will be made.** Students must provide their own safety glasses and protective gear. Students may be required to wear safety shoes, hairnets, aprons, gloves or other protective clothing as necessary depending on the particular program in which the student is enrolled. Safety is a priority in every class and safety rules will be strictly enforced.

Fire Alarms

In the event of a fire in the building, fire bells will sound. Fire instructions are placed in all rooms and every shop and students should familiarize themselves with these instructions. All students must leave the building at the sound of the alarm and proceed at once to the area designated for their classroom or shop. Students should assemble in a class group so that the instructor can take roll. Any individual found tampering with or setting off false alarms will be prosecuted to the full extent of the law.

Emergency Evacuation of the Building

In the event that it becomes necessary to evacuate the building, you will be informed over the school's public address system. Please follow all instructions given at that time.

Closing of the School

Please refer to the Adult & Continuing Education Academic Calendar in this handbook and in the course brochure for the schedule of adult classes, office closings and holidays. Specific make-up days are built into the school calendar. This calendar is subject to change.

Weather Delays & Cancellations

In the event of inclement weather or any other emergency situation, students will be notified via the School's "One Call" system. Information may also be posted on the York County School of Technology website and social media channels.



Practical Nursing

Lockers (Adult Ed/LPN HALLWAY)

Each Adult Ed LPN student will be assigned his/her own hall locker in the Adult Ed wing. Lockers may not be shared.

Students are advised not to bring anything of value to school. The school is not responsible for lost or stolen articles. The combination to the locker will be given to each student individually. If the student encounters a problem with the locker, the problem should be referred to the LPN office. Only items related to the educational process may be stored in the lockers. No food items may be stored overnight in the lockers. No items that are banned from school property may be in lockers.

All lockers are school property. Therefore, if the school authorities have a reasonable suspicion that the locker may contain materials which pose a threat to the health, welfare, and safety of students in school, the lock may be removed and the locker searched. School authorities may search a student's locker and seize any illegal materials or items that are not permitted on school property.

Prior to a locker search, students shall be notified and given an opportunity to be present; however, where school authorities have a reasonable suspicion that the locker contains materials which pose a threat to the health, welfare, and safety of students in the school, student lockers may be searched without prior warning. Students are responsible for any item found in your locker.

If a lock needs to be cut off the locker for a search, the school is not responsible for the loss or replacement of the lock.

Students are only granted access to these lockers if they are currently enrolled, and during normal school hours. Any student who withdraws, or is dismissed from the program must empty their locker within 2 business days.

☐ I have read and accepted this acceptable use locker guidelines.

Student signature verifies understanding and agreement to the above policy.

(Seal)

Student's Printed Name

Student's Signature

Date



Practical Nursing

Substance Abuse

The student will:

1. Remain free from all mood altering chemicals including alcohol.
2. Submit to random urine, drug screening, and/or blood alcohol tests upon request.
3. Provide release of information from any treatment center or hospital.
4. Be subject to disciplinary procedures up to and including dismissal.

(Seal)

Student's Printed Name

Student's Signature

Date

Adult Nursing Supervisor Printed Name

Signature

Date



Practical Nursing

Photo Release Form

I hereby grant the York County School of Technology Adult & Continuing Education Center permission to use photographs taken of myself and my likeness in any and all of their publications, including but not limited to website entries, Facebook, and brochures without payment or any other consideration. I understand and agree that these materials are the property of the York County School of Technology Adult & Continuing Education Center.

I hereby irrevocably authorize the York County School of Technology Adult & Continuing Education Center to edit, alter, copy, exhibit, publish or distribute these photos for purposes of publicizing and promoting the York County School of Technology Adult & Continuing Education Center's programs or for any other lawful purpose. In addition, I waive the right to inspect or approve the finished product, including written or electronic copy, wherein my likeness appears. Additionally, I waive any right to royalties or other compensation arising or related to the use of the photograph(s).

I hereby hold harmless and release and forever discharge the York County School of Technology Adult & Continuing Education Center from all claims, demands, and causes of action which I, my heirs, representatives, executors, administrators, or any other persons acting on my behalf or on behalf of my estate have or may have by reason of this authorization.

I am 21 years of age and am competent to contract in my own name. I have read this release before signing below and I fully understand the contents, meaning, and impact of this release.

(Seal)	Student's Printed Name	Student's Signature	Date
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If the person signing is under age 21, there must be consent by a parent or guardian, as follows:

I hereby certify that I am the parent or guardian of _____, named above, and do hereby give my consent without reservation to the foregoing on behalf of this person.

(Seal)	Parent/Guardian's SPrinted Name	Parent/Guardian's Signature	Date
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Practical Nursing

Disability Services Accommodations Profile

Student Name Student ID

Director of Adult Education

This student has presented documentation indicating the presence of a disability. The following accommodations are recommended based upon this student's disability.

Test Accommodations:

- ☐ Extended Time 1 1/2 X or 2 X Note Taker
- ☐ Reader
- ☐ Use of Computer
- ☐ Distraction Free Environment
- ☐ Enlarged Print Handouts/Tests
- ☐ Other Accommodations:

Class Accommodations:

- ☐ Note Taker
- ☐ Recorded Lectures
- ☐ Oral Directions
- ☐ ☐ Recorded Lectures

In order to provide professional services, School Counselors, Supervisor of Adult Education, faculty and staff may confer with one another. All information will be treated confidentially.

I have read and understand this information. I understand my responsibility and obligation to discuss my need for accommodations with my instructors and staff at the beginning of each class/term and provide them with a copy of this document. I also understand that an instructor is provided the opportunity to ask questions to the Supervisor of Adult Education should they feel that the accommodation request will alter the curriculum, negatively impact regular class standards or inhibit meeting expected outcomes for the class.

(Seal)	Student's Printed Name	Student's Signature	Date
	Director of Adult Education	Signature	Date

- ☐ Office Copy
- ☐ Student Copy



Touching Lives For More Than 50 Years



**Adult & Continuing
Education Center**
at York County School of Technology

Practical Nursing

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