

Joseph F. McCloskey
School of Nursing

2023-24 Handbook





Tina VanBuren, DNP, MSN, RN, CCNS



Jennifer Jones-Lapp, DNP, RN, NEA-BC

Welcome

Dear Students,

This is an exciting time for the profession of nursing and our school. Joseph F. McCloskey School of Nursing at Lehigh Valley Health Network (LVHN) has its deep roots in Schuylkill County, Pennsylvania. The faculty and leadership at the school have been educating prospective nurses for over 128 years. Though nursing education has changed, the fundamentals of educating and creating excellent practitioners remain the same. The leadership and faculty of LVHN's School of Nursing are dedicated to honoring the long-standing traditions of the school, while looking to the future and changing our course as the landscape of health care continually changes.

LVHN's Joseph F. McCloskey School of Nursing is committed to preparing our students to meet challenges, by fostering their ability to think critically and develop solutions within a learning environment where they feel supported and valued. We feel by creating this environment we will enable our students to become nurses that uphold our commitment to further the health and wellness of the communities we live in.

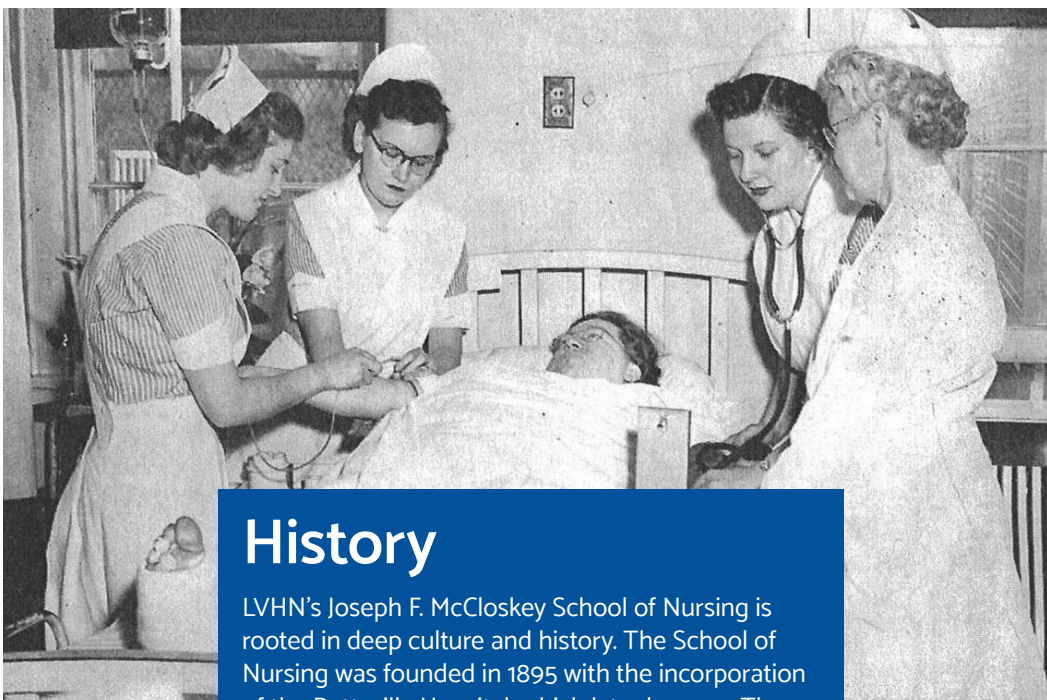
We are excited that you have an interest or have invested in us with your education and know together we will do wonderful things.

Tina VanBuren, DNP, MSN, RN, CCNS
Director of Nursing

Jennifer Jones-Lapp, DNP, RN, NEA-BC
Director of Strategic Development

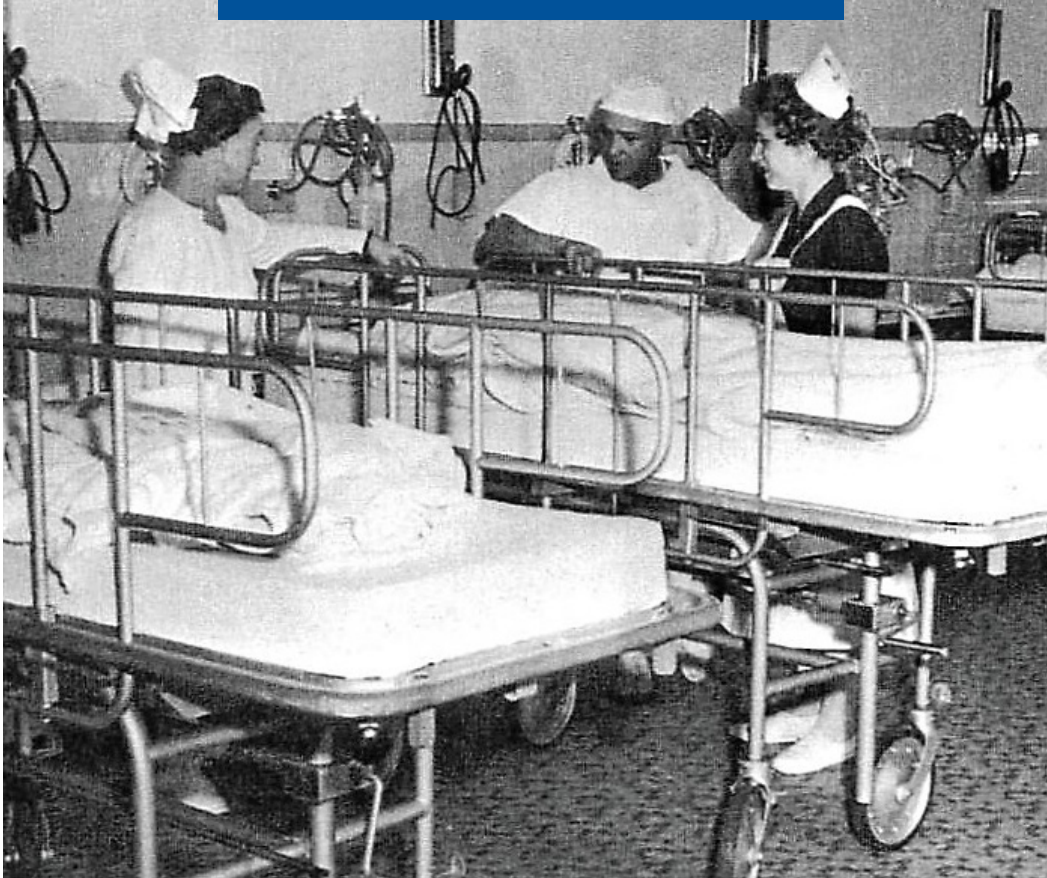
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History

LVHN's Joseph F. McCloskey School of Nursing is rooted in deep culture and history. The School of Nursing was founded in 1895 with the incorporation of the Pottsville Hospital, which later became The Pottsville Hospital and Warne Clinic, then Schuylkill Medical Center South Jackson and now Lehigh Valley Hospital (LVH)-Schuylkill S. Jackson Street, part of Lehigh Valley Health Network in Schuylkill County. The school has produced over 2,500 graduates and continues to be the primary educator of registered nurses for Schuylkill and surrounding counties.



FUTURE STUDENTS

LVHN's School of Nursing has a unique approach to preparing you for your future role in nursing. The school offers a wide range of clinical experiences.

The program is designed to meet the challenges that RNs (registered nurses) face every day in hospitals and other medical centers. Our classes are small and personalized, with opportunities to assist you in your success as a nursing student. The educational program consists of one year (two semesters) of university studies and two years (six terms) of nursing and university courses. The Alvernia University – Pottsville College Towne nursing course component is built on a foundation of 28 credits. If you complete related courses in other colleges or universities, they will be considered for transfer before enrollment.

The program's graduates will receive an RN (registered nurse)

diploma as well as an associate degree in applied science. Graduates are eligible to take the NCLEX-RN licensure exam.

The nursing school located at Washington and Jackson streets is a commuter school housing classrooms, offices, laboratories, libraries, faculty and administration.

Students get clinical experiences that complement classroom instructions. Students gain experience in:

- Medical-surgical perioperative
- Maternal/child
- Mental health
- Emergency care
- Home health and a variety of clinics and ancillary health services

Dual-Enrollment Program with Alvernia University

Dual enrollment means you enroll in LVHN's Joseph F. McCloskey School of Nursing RN Diploma Program and Alvernia University's Associate of Science Degree. Graduates will get credentials to sit for NCLEX after completing the program. Graduates can take

Alvernia University's RN-BSN Completion Program online and earn 33 additional credits to complete their Bachelor of Science in Nursing (BSN) degree.

Accreditation and Approvals

LVHN's Joseph F. McCloskey School of Nursing

The school of nursing is accredited by the Accreditation Commission for Education in Nursing (ACEN). The nursing program offers education focusing on knowledge and skill required for entry-level RN (registered nurse) practitioners and includes clinical experiences in specialty areas such as pediatrics, maternity, mental health and intensive care.

Accreditation Commission for Education in Nursing (ACEN)

The diploma nursing program at LVHN's School of Nursing located in Pottsville, Pa. is accredited by the:

Accreditation Commission for Education in Nursing (ACEN)

3390 Peachtree Road NE, Suite 1400,
Atlanta, GA 30326
[404-975-5000](tel:404-975-5000)
acenursing.org.

ACEN will return for a reaccreditation site visit in 2026.

The Pennsylvania State Board of Nursing

The diploma nursing program at LVHN's Joseph F. McCloskey School of Nursing is approved by the:

Pennsylvania State Board of Nursing

2525 N. 7th St., Harrisburg, PA 17110
[1-833-367-2762](tel:1-833-367-2762)

dos.pa.gov/ProfessionalLicensing/BoardsCommissions/Nursing

Mission Statement

Joseph F. McCloskey School of Nursing at Lehigh Valley Health Network is committed to providing quality nursing education that prepares graduates to seek licensure as a registered nurse and to provide safe quality, evidence-based, patient-centered nursing care in a variety of health care settings.

Vision

To be recognized as a nationally accredited, excellent nursing education program by students, peers, employers and the community.

Philosophy

The Faculty of LVHN's Joseph F. McCloskey School of Nursing believe that:

NURSING is a process by which theoretical and scientific knowledge is combined with caring and compassionate behaviors for the purpose of assisting patients to move in the direction of optimal health. Nursing recognizes that health is a dynamic state of equilibrium that exists on a continuum and is unique to the patient's values and beliefs. Nursing encompasses the promotion of wellness, the care and prevention of illness or disability, and the rehabilitation of patients, families and groups in health care and community settings. The patient or designee is recognized as the source of control and a full partner in providing compassionate and coordinated care that respects the patient's preferences, values and needs. Nursing involves direct care, therapeutic communication, teaching and application of the nursing process to facilitate holistic care. Through critical thinking and inter-professional collaboration, the nurse develops and implements a plan of care for preventative, supportive and rehabilitative services across the patient's lifespan.

EDUCATION is a life-long learning process by which behavior is changed through the acquisition of knowledge, skills and attitudes. Nursing education guides and encourages these behaviors in learning and practice, preparing the student for fulfillment of his/her role in nursing. Nursing education correlates theoretical and scientific knowledge and evidence-based nursing practice with varied learning experiences. Evidence-based nursing practice integrates the best current evidence with clinical expertise and patient/family preferences and values for delivery of optimal and safe health care. Nursing education is founded on evidence-based practice and promotes wellness in the community through health screening and patient education. The educational process is enhanced when there are clearly defined learning outcomes and educational experiences that progress from simple to complex, requiring knowledge and skills that emphasize the nursing process, caring, problem solving and critical thinking.

LEADERSHIP AND MANAGEMENT is the knowledge and understanding of the role and responsibility of nurse leaders in health care systems. The integration of theories, principles and concepts of leadership and management provides a framework for enhancement of interpersonal skills to accomplish goals that foster an environment of mutual respect. The nurse coordinates resources and nursing informatics to monitor outcomes of care and continuously improve the quality and safety of patients, families and community.

ACCOUNTABILITY is taking responsibility for one's own actions and judgments related to the delivery of safe, quality patient care. The nursing education program, its curriculum and associated learning experiences are designed to promote personal and professional growth, and to foster professional, legal and ethical accountability, critical thinking, and self-direction in the student and graduate.

The educational program furnishes learning experiences in Principles of Nursing, Medical-Surgical, Maternal-Child, Mental Health, and Community Health Nursing. It is designed to develop the student's evidence-based nursing knowledge and skills, enabling them to provide safe, culturally and socially sensitive care to patients in all settings. It further promotes personal and professional growth through continuing education and fosters accountability, critical-thinking and development of leadership and management skills. The program emphasizes inter-professional collaboration and community responsibility as imperatives for the new graduate in their adaptation to the evolving role of the professional nurse in the health care delivery system.

End of Program Student Learning Outcomes

1. Provide safe, compassionate, evidence-based, patient-centered care to patients, families and groups in health care and community settings.
2. Employ effective communication techniques when interacting with a diverse patient population, families and groups in health care and community settings.
3. Collaborate with members of the interprofessional health care team to promote safe, quality patient care.
4. Implement patient education and health screening activities that promote wellness in the community.
5. Plan to engage in lifelong learning to enhance professional practice.
6. Participate in the quality improvement process to improve patient outcomes.
7. Utilize nursing informatics when prioritizing patient care.
8. Utilize theories, principles and concepts of leadership and management in nursing practice.
9. Practice within the legal, ethical and professional standards of nursing.
10. Actively participate in the evaluation of the curriculum.

Program Outcomes

Class	Graduation Rates (within 6 semesters)	1st Time Pass Rate % by Class	1st Time Pass Rate % by SBON Year	Employment %	Placement Rate %	Retention Rate %
2023	80%	15/15 (100%)	pending	100%	100%	80%
2022	82.1%	56.6%	60.87%	100%	100%	85.7%
2021	75%	71.40%	65.52	100%	100%	87%

Curriculum

YEAR 1 Alvernia University – 15 weeks		Alvernia University – 15 weeks	
FALL/SEMESTER 1 BIO 107: Human Anatomy & Physiology I.....3 credits BIO 117: Human Anatomy & Physiology I lab.....1 credit MUS 220: Music and Health.....3 credits COM 101: Composition & Research.....3 credits PSY 101: Intro to Psychology.....3 credits MAT 109: Principles of Nursing Math.....1 credit <div>14 Credits</div>		SPRING/SEMESTER 2 BIO 108: Human Anatomy & Physiology II.....3 credits BIO 118: Human Anatomy & Physiology II lab.....1 credit BIO 220: Clinical Microbiology with lab.....4 credits COM 103: Fund. of Speech.....3 credits PHI 105: Intro. to Philosophy.....3 credits <div>14 Credits</div>	
YEAR 2* Nursing Theory – 1 credit = 15 hrs. Nursing Clinical – 1 credit = 45 hrs. Corequisite Theory – 3 credits = 42 hrs. <div>Total Nursing Credits – 25</div> <div>Total Credits – 31</div>			
FALL TERM – 12 weeks = 9 credits NURS 100: Principles of Nursing9 credits Theory = 6 (90 hrs.) Clinical = 3 (135 hrs.)		WINTER TERM – 12 weeks = 11 credits NURS 101: Medical-Surgical/Psychosocial Nursing I8 credits Theory = 5 credits (75 hrs.) Clinical = 3 credits (135 hrs.) BIO 410: Pathophysiology3 credits Theory = 42 hrs.	
		SPRING TERM – 12 weeks = 11 credits NURS 102: Medical-Surgical/Psychosocial Nursing II8 credits Theory = 5 credits (75 hrs.) Clinical = 3 credits (135 hrs.) BIO 216: Nutrition & Diet Therapy3 credits Theory = 42 hrs.	
YEAR 3** Nursing Theory – 1 credit = 15 hrs. Nursing Clinical – 1 credit = 45 hrs. Corequisite Theory – 3 credits = 42 hrs. <div>Total Nursing Credits – 25</div> <div>Total Credits – 31</div>			
FALL TERM – 12 weeks = 11 credits NURS 200: Advanced Medical-Surgical Nursing (1/2 class).....8 credits Theory = 5 credits (75 hrs.) Clinical = 3 credits (135 hrs.) <div>OR</div> NURS 201: Maternal/Child Health Nursing – 8 credits (1/2 of class) Theory = 5 credits (75 hrs.) Clinical = 3 credits (135 hrs.) PSY 208: Growth & Development3 credits Theory = 42 hrs.		WINTER TERM – 12 weeks = 11 credits NURS 200: Advanced Medical-Surgical Nursing (1/2 class).....8 credits Theory = 5 credits (75 hrs.) Clinical = 3 credits (135 hrs.) <div>OR</div> NURS 201: Maternal/Child Health Nursing – 8 credits (1/2 class) Theory = 5 credits (75 hrs.) Clinical = 3 credits (135 hrs.) THE 210: Medical Moral Theology – 3 credits Theory = 42 hrs.	
		SPRING TERM – 12 weeks = 9 credits NURS 300: Transition to Professional Nursing Practice9 credits Theory = 4 credits (60 hrs.) Clinical = 5 credits (225 hrs.)	

* Year 2 – no summer sessions

**Year 3 – See RN to BSN Completion Option with Alvernia University.

Course Descriptions

BIO 107 I Anatomy and Physiology I (3.0 credits) Homeostatic mechanisms of the human body with emphasis on structure and function are studied. Gross and microscopic structures are correlated with the function of cells, tissues, organs, and systems of the body. Major topics include skeletal, muscular and nervous systems. Three hours of lecture per week. Co-requisite: BIO 117

BIO 108 I Anatomy and Physiology II (3.0 credits) Emphasis is on structure and function of endocrine, cardiovascular, respiratory, lymphatic, digestive, urinary, and reproductive systems. Gross and microscopic structures are correlated with functions of cells, tissues, organs, and systems of the body. Three hours of lecture per week. Co-requisite: BIO 118

BIO 117 I Human Anatomy and Physiology LAB I (1.0 credit) Experimental approach to the study of human anatomy and physiology is used to reinforce lecture concepts. The exercises present the core elements of the subject matter in a hands-on manner. The labs are presented in the same time period the material is being discussed in lecture. One two-hour lab per week. Co-requisite: BIO 107

BIO 118 I Human Anatomy and Physiology LAB II (1.0 credit) Experimental approach to the study of human anatomy and physiology is used to reinforce lecture concepts. The exercises present the core elements of the subject matter in a hands-on manner. Labs are presented in the same time period as the material is being discussed in the lecture. One two-hour lab per week. Co-requisite: BIO 108

BIO 216 I Nutrition & Diet Therapy (3.0 credits) Overview of nutritional requirements of individuals in the healthful state as well as modification of those requirements during illness. Three hours of lecture per semester week. Does not fulfill the lab science core requirement.

BIO 220 I Clinical Microbiology (4.0 credits) Study of the morphological and physiological nature of microorganisms and their relationship to humans in both the normal and diseased states. Emphasis on bacteriological techniques such as cultivation, staining, identification, and other techniques important in a clinical setting. Integrates laboratory and classroom work.

BIO 410 I Pathophysiology (3.0 credits) Effects of internal and external stressors on body functions are examined. Normal human physiological principles and homeostatic mechanisms are reviewed. Genetic and nutritional aspects are integrated into the discussion of disease. Three hours of lecture per semester week. Prerequisites: BIO 107/117, 108/118 or permission of instructor.

COM 101 Composition and Research (3.0 credits) Core writing requirement, reviews fundamental principles of rhetoric, grammar, punctuation and spelling. Requirements include a research paper using MLA documentation guidelines and several expository papers.

COM 103 Principles of Public Speaking (3.0 credits) Basic course in the development of communication attitudes and skills with a view to enabling the student to feel comfortable and competent in public speaking ventures. Includes exercises in the oral interpretation of literature; the organization, delivery and evaluation of various types of speeches; and participation in panels or symposiums. Offered Fall and Spring

MAT 109 Principles of Nursing Math (1.0 credit) This course focuses on basic mathematical calculations as applied to clinical nursing practice accurate medication dosage calculation. Nursing math skills are developed and practiced through application exercises involving clients across the lifespan. Critical thinking skills are developed through the interpretation of medication orders. Professional standards related to quality and safety of medication administration are integrated throughout the course.

MUS 220 Music and Health (3 credits) Basic music course in the theories and techniques of music as an agent of wellness. Explores music therapy, recent research and healing practices of non-Western cultures as they relate to music. Especially recommended for students planning a career in health care or human services. No prerequisites, no prior musical experience or performance required

PHI 105 Introduction to Philosophy (3.0 credits) Historical introduction to fundamental problems and methods of philosophy based on readings in ancient, medieval and modern literature.

PSY 101 I Introductory Psychology (3.0 credits) Introduction to major concepts and findings in psychology with emphasis on basic processes underlying human behavior.

PSY 208 I Human Development Across the Lifespan (3.0 credits) Focuses on physical, cognitive, social, personality, and moral development through lifespan from infancy to old age. Cross-cultural, gender, and minority issues are integrated when appropriate. Prerequisites: PSY 101

THE 210 Medical Moral Theology (3.0 credits) Investigation of moral problems, which can arise in the area of bioethics. Introductory survey of the basic Christian principles of morality is followed by treatment of various medical moral situations. A natural law methodology is applied throughout the course.

Classes: 12 week -long

NURS 100: Principles of Nursing: (9 Nursing Credits: Theory = 6 (90 hours) Clinical = 3 (135 hours) Nursing 100 is a fundamental nursing course that introduces the student to the profession of nursing. Basic nursing concepts are presented with emphasis on the Nursing Process. Essential nursing and communication skills are developed to meet patient needs in a medical-surgical setting. Opportunities for implementation of these skills are provided in concurrent simulation and clinical experiences. The course incorporates American Nurses Association (ANA) scope and standards of practice, Quality and Safety Education for Nursing (QSEN) competencies, and The Joint Commission (TJC) national patient safety goals.

NURS 101: Medical-Surgical/Psychosocial Nursing: (8 Nursing Credits: Theory = 5 (75 hours) Clinical = 3 (135 hours) Nursing 101: Medical-Surgical Nursing I/Psychosocial Nursing I is built on the knowledge and basic nursing skills taught during the previous term. This course provides the student with various learning experiences in utilizing the nursing process to provide safe, evidenced-based nursing care and to meet the needs of the patients, family and the community. The topics taught in this course are respiratory, cardiovascular, hematologic, endocrine, psychosocial, and gastrointestinal disorders. The Joint Commission National Patient Safety Goals, the Quality and Safety Education for Nurse Competencies, and the American Nurses Association Scope and Standards of Practice are integrated throughout the course. Students receive concurrent simulation and clinical experiences. Observational experiences are provided in the hospital and in community settings.

NURS 102: Medical-Surgical/Psychosocial Nursing II: (8 Nursing Credits: Theory = 5 (75 hours) Clinical = 3 (135 hours) Medical-Surgical Nursing II is a continuation of Medical Surgical I taught during the previous term. This course provides the student with various learning experiences in utilizing the nursing process to provide safe, evidenced-based nursing care and to meet the needs of the patients, family and the community. The topics taught in this course are oncology, sensory-motor, renal and urinary, and male and female reproductive disorders. The Joint Commission National Patient Safety Goals, the Quality and Safety Education for Nurse Competencies, and the American Nurses Association Scope and Standards of Practice are integrated throughout the course. Students receive concurrent simulation and clinical experiences. Observational experiences are provided in the hospital and in community settings.

NURS 200: Advanced Medical-Surgical Nursing: (8 Nursing Credits: Theory = 5 (75 hours) Clinical = 3 (135 hours) Nursing 200 (Advanced Medical Surgical & Community Nursing) introduces the student to advanced medical-surgical and community health nursing concepts. This occurs through interactions with individual patients and groups of patients in critical care, emergency/trauma, perioperative and community settings. The course incorporates American Nurses Association (ANA) Scope and Standards of Practice, Quality and Safety Education for Nursing Competencies, and Joint Commission National Patient Safety Goals.

NURS 201: Maternal/Child Health Nursing: (8 Nursing Credits: Theory = 5 (75 hours) Clinical = 3 (135 hours) Nursing 201 (The Biopsychosocial Care of the Individual, Families and Groups) introduces the student to the normal and abnormal adaptations of individuals, families and groups to stressors. This occurs through interaction with the individual and groups of patients in acute maternal and child health settings. The course also focuses on the role of the nurse in helping individuals, families and groups in various settings to adapt to biopsychosocial changes. Opportunities for implementation of these skills are provided in concurrent clinical experiences. The course objectives and outline are based on The Joint Commission National Patient Safety Goals, QSEN competencies, and ANA Standards and Scope of Practice.

NURS 300: Transition to Professional Nursing Practice: (9 Nursing Credits: Theory = 4 (60 hours) Clinical = 5 (225 hours) Transition to Professional Practice provides the student with learning experiences that simulate the future role of the entry-level professional nurse. The course addresses modalities of nursing care, concepts of leadership and management, nursing theories, research, and legal/ethical aspects of care. Synthesis of previous and concurrent learning occurs as students perform as entry-level professional nurses in complex nursing situations. Goals include development of independence in nursing practice, skill and accountability in clinical decision-making, and application of nursing leadership and management theory and skills. The course incorporates American Nurses Association Scope and Standards of Practice, Quality and Safety Education for Nursing Competencies, and Joint Commission National Patient Safety Goals. The course includes class hours for comprehensive standardized testing.

ADVANCED PLACEMENT FOR LPNs

Advanced placement for currently licensed and practicing LPNs can be requested for advanced placement into the RN program.

LPNs who have met all of the requirements of the first-year students: BIO 107, BIO 117, BIO 108, BIO 118, BIO 220, COM 101, COM 103, MAT 109, MUS 220, PHI 105, PSY 101 (or equivalent as deemed by Alvernia University), will be offered the opportunity to take the ATI (Assessment Technologies Institute) Fundamentals Mastery Assessment. A score of a level 2 or higher is required to receive advanced placement for NURS 100.

Applicants who meet or exceed the level 2 status on the exam will be granted advanced placement and will begin the Nursing Program in the winter term beginning at the end of each year in November in NURS 101. Those who receive less than or equal to a level 1 will begin their enrollment in NURS 100 and proceed through the program as established.

Testing fees may apply.

Health and Regulatory Requirements

For the safety of all care providers, students, faculty, and patients, Lehigh Valley Health Network Joseph F. McCloskey School of Nursing requires all students to meet health and regulatory requirements. As a student in our program, it is an expectation that you meet and maintain all guidelines in good standing. This includes criminal background checks, CPR for health care providers, and fit for duty work status. Any changes in these statuses must be reported to the school of nursing promptly.

BACKGROUND (VIA CASTLEBRANCH)

- Pennsylvania State Police Criminal Record Check
- FBI (Federal Bureau of Investigation) Fingerprint Screen code: 1KG756 (Department of Public Welfare)
- Child Protective Services Check (any findings under ChildLine will result in dismissal from the program)
- Drug Screen

All students must have completed and have on file a Pennsylvania State Police Criminal History Clearance, a Pennsylvania Child Abuse History Clearance, an FBI Fingerprint report and a drug screen before starting the first nursing course. The file will be maintained via CastleBranch account, as per professional law in Pennsylvania Act 69.

Students found to have a positive history may be prevented from beginning nursing courses.

Students acquiring a positive history during enrollment in nursing courses may be prevented from continuing in the program. It is the student's responsibility to address concerns regarding this to the Director of the School.

Clinical facilities have the right and/or responsibility to preclude students who have a history of criminal activity, child abuse, and/or violation of the Older Adults Protective Services Act from the facility. Inability to complete required clinical practice will prevent students from achieving course objectives and meeting requirements for graduation.

The Pennsylvania State Board of Nursing may deny licensure based on an applicant's criminal history, child abuse history, and/or fingerprint screen result.

Questions and concerns regarding these issues may be addressed to the Director of the School of Nursing and to the Pennsylvania State Board of Nursing (717) 783-7142.

STUDENT HEALTH AND IMMUNIZATION REQUIREMENTS

The student must provide evidence of being in good health prior to beginning the second-year nursing component of the program (prior to clinical classes). Health examination forms and requirements for immunizations are provided to the students at

a mandatory May welcome session. The student must have the following immunizations or evidence of immunity:

- Complete history and physical signed by a licensed provider noting "fit for duty"
- Immunizations
 - **Tuberculosis:** IGRA (i.e., QuantiFERON Gold or T-spot) or baseline TB screening using two-step Tuberculin Skin Test (TST)
 - New students with documentation of a prior two-step TST will require only one-step testing. (Updated TST must be less than three months old.)
 - Individuals with a previously documented positive Tuberculin Skin Test (TST) or positive IGRA will be exempt from Tuberculin Skin Testing. A current chest X-ray (within six months) will be required to confirm no active disease.
 - **Measles:** Documented administration of two doses of live measles virus vaccine or laboratory evidence of immunity will be required
 - **Mumps:** Documented administration of two doses of live mumps virus vaccine or laboratory evidence of immunity will be required.
 - **Rubella (German Measles):** Documented administration of one dose of live rubella virus vaccine or laboratory evidence of immunity will be required (administration of one dose of live Rubella or MMR vaccine must occur on or after first birthday).
 - **Varicella (Chicken Pox):** Documented administration of two doses of varicella vaccine or laboratory evidence of immunity will be required (administration of vaccines must occur on or after first birthday).
 - **Tetanus, Diphtheria, Pertussis (Whooping Cough):** Documented administration of one dose of Tdap vaccine will be required (must be within 10 years).
 - **Hepatitis B:** Documented administration of a completed (three) dose Hepatitis B vaccine series or if documentation is not available testing for positive (+) Hepatitis B surface antibody will be required. (Documentation of at least one vaccine must be submitted prior to starting the program.)
 - **Influenza (Flu):** Documentation of annual influenza (flu) vaccination or an approved exemption (medical/religious) will be required during flu season.
 - **The forms,** completed and signed by a licensed health care clinician (nurse practitioner, physician assistant, or physician) must be uploaded into CastleBranch.
 - **COVID 19:** All students must be vaccinated with the COVID-19 vaccine (no boosters required).
 - **Proof of current medical insurance coverage.**

Admissions

- Students at LVHN's School of Nursing are carefully selected to include individuals who can meet the educational requirements for a dual enrollment registered nurse program.
- The school reserves the right to deny admission or readmission or to revoke admission to any applicant if, in the opinion of the school, it is not in the best interest of the student or school.
- LVHN's School of Nursing operates without distinction of age, race, color, religion, gender, disability, sexual orientation or economic means.
- High school requirements with an earned grade of C or better
 - English four units
 - Social Studies three units
 - Mathematics two units including Algebra I
 - Science two units lab sciences including Chemistry

CRITERIA

- United States citizenship or documentation of proof of permanent residency (or student visa)
- A high school transcript or GED equivalent official transcript
- The high school transcript must reflect three mathematics courses, algebra as one of them. Additionally, it must have three science courses with laboratory components and one of them with chemistry included.
- Failure to disclose all previous educational transcripts or employment history will result in the right to revoke admission.
- Beginning August 1, 2023: All prospective students must submit a professional resume that includes: a professional goal, any coursework (high school or other) that supports health science learning (CPR, Lifeguard, Anatomy & Physiology, etc.), and any paid or volunteer work experience in the past five years.
- A copy of current LPN license (if applicable)
- Must be able to read, write and speak English and communicate in an understandable manner.

Every effort within reason is made to accommodate students with disabilities. Any student with a documented disability reserves the right to request special accommodation by notifying the director of nursing or designee.

- Contact admissions for specific details for foreign-educated students.
- Decision letters will be communicated in writing to applicants by the Office of Admissions. All accepted students must attend all orientation and information sessions directed by the school of nursing.

READMISSION

This is the process that students requesting readmission to the school must follow:

1. Former students seeking readmission to the program must submit a written request to the admissions office.
2. Former students requesting readmission to the program will be evaluated individually.
3. Former students wishing to reenter the school must meet all the course requirements for the class they are entering.
4. If readmission follows course failure, the failed course will be the first course scheduled upon reentry to the program. (See Promotion Policy.)
5. Returning students will be given the opportunity to audit previously completed courses. (See policy: Student Auditing of Courses.)
6. A former student who withdrew for personal or academic reasons is allowed only one non-petitioned readmission to the school.
7. If a second failure occurs due to extenuating circumstances, a petition for readmission can be submitted to the director of nursing for committee review. All situations will be assessed on a case-by-case basis, and all committee decisions are final.
8. Students requesting readmission within one year do not need to repeat all background and health care requirements (except for the yearly flu vaccine). A request will be made to transfer their CastleBranch account into the new class.
9. Students returning after one year must request and complete a new CastleBranch account, which will include redoing all admission requirements.
10. Students who have been dismissed from the program due to acquisition of a positive Criminal Record, positive Child Protective Services Check, and/or positive drug screening test will have no opportunity for readmission.

TRANSFER CREDIT CONSIDERATION

All applicants must submit all previous post-secondary transcripts to LVHN's School of Nursing for review. All applicable transcripts are forwarded to Alvernia University for transcript review and approval. (See the Transfer Policy.)

Tuition and Fees for 2023-2024

Pre-Entrance Fees (nonrefundable)

JOSEPH F. McCLOSKEY SCHOOL OF NURSING AT LEHIGH VALLEY HEALTH NETWORK

Application Fee: \$50.00

Commitment Fee: \$75.00 (due with letter of intent)

Total: \$125.00

FRESHMAN YEAR ALVERNIA UNIVERSITY			JUNIOR YEAR LVHN's SCHOOL OF NURSING				SENIOR YEAR LVHN's SCHOOL OF NURSING		
	Fall Term	Spring Term		Fall Term	Winter Term	Spring Term	Fall Term	Winter Term	Spring Term
Tuition	\$6,580	\$6,580	Tuition	\$4,857*	\$4,857*	\$4,857*	\$4,857*	\$4,857*	\$4,857*
	14 credits* \$470 per credit**	14 credits* \$470 per credit**	Technology Fee	\$717	\$717	\$717	\$717	\$717	\$717
Lab Fee	\$60	\$120	Activity Fee	\$35	\$35	\$35	\$35	\$35	\$35
			Nursing Skills Lab	\$170	\$170	\$170	\$170	\$170	\$170
			Graduation	\$0	\$0	\$0	\$0	\$0	\$350
Total Cost Each Term	\$6,640	\$6,700	Total Cost Each Term	\$5,779	\$5,779	\$5,779	\$5,779	\$5,779	\$6,129

Total cost of freshman year courses: **\$13,340**

Total cost of second- and third-year nursing courses: **\$35,024**

*The tuition published is for full-time status. Full-time status is eight or more credits per term. Students transferring course work or receiving advanced standing carrying fewer than eight credits will be billed at \$470 per credit.

**Freshman students will be billed by Alvernia University only. All financial aid will be administered through Alvernia's Aid Office for that year. Junior and senior students will be billed by Joseph F. McCloskey School of Nursing. All financial aid for junior and senior year will be administered through Joseph F. McCloskey School of Nursing. A \$25 fee will be charged to reactivate a previously reviewed application. Returning students who previously withdrew from the program will be charged a \$150 fee to re-enroll in the program.

Costs are subject to increase at any time.

Notes: Junior Year – Nursing Courses

- Students are expected to order at least two school uniforms prior to beginning the second year. Proper clinical shoes, waterproof wristwatch with a second hand, and stethoscope must also be purchased.

The estimated cost of uniforms and clinical supplies is \$500.

- Students are required to have a health examination and certain immunizations before starting the second (junior) year. It is the student's responsibility to assume the financial cost of these examinations. Health forms and specific directions are sent to students four months prior to the start of the Junior year. Students are expected to have their own health insurance coverage. Proof of medical insurance coverage is required prior to beginning nursing courses.
- Students are expected to purchase all required textbooks and supplies needed to begin each nursing course. Textbooks purchased for fall term will also be used throughout all nursing terms. The estimated cost of the textbooks is \$750 for second (junior) year and an additional \$750 for senior year.
- Students are required to have an FBI fingerprint screening, Pennsylvania Child Abuse History clearance, a criminal record check and a negative drug screen

completed prior to beginning the nursing courses. Positive results could prevent matriculation into nursing courses. It is the student's responsibility to assume the financial cost of these clearances. The estimated cost of these clearances is \$60. Further information will be provided.

Notes: Senior Year – Nursing Courses

- Students are required to sit for the NCLEX-RN exam at the end of the program. The cost of the test is \$200.
- Students wishing to work as a graduate RN before passing NCLEX-RN exam will need to purchase a temporary practice permit – \$70. Students wishing to be licensed by the state of Pennsylvania will need to pay a \$95 Pennsylvania RN license fee.

Additional information regarding Joseph F. McCloskey School of Nursing tuition, fees and length of program can be obtained from:

Accreditation Commission for Education in Nursing

3390 Peachtree Road NE
Suite 1400 Atlanta, GA 30326
404-975-5000
acenursing.org

Billing and Payment

Tuition and fees for all first-year courses are billed by Alvernia University, and all financial aid is administered by Alvernia University for first-year coursework. First year students should refer to Alvernia for directions on financial procedures at alvernia.edu/admissions-aid/office-student-financial-services.

Tuition and fees for the second and third year courses are billed by LVHN's School of Nursing and all financial aid is administered by LVHN's School of Nursing for second and third year coursework (including any Alvernia courses taken during years two and three).

LVHN's School of Nursing Financial Procedures

All billing, payments and receipts for second and third year are processed by the Bursar's office located on the ground floor of the School of Nursing.

LVHN's School of Nursing Billing

Approximately 30 days (about four and a half weeks) prior to each semester, all students will receive an electronic notice to their school Populi account letting them know that their account has been updated with their current academic charges.

Payments

Students must pay their tuition bills one week before the start of each term or sign-up for the SON Payment Plan Option one week before the start of each new term. Students can make their tuition payments online via their Populi account or by mail. The school accepts personal checks, money orders and all major credit/debit cards. Checks and money orders should be made payable to Joseph F. McCloskey School of Nursing and mailed to: Bursar's Office, Joseph F. McCloskey School of Nursing, 420 South Jackson St., Pottsville, PA 17901. Any questions should be referred to the Bursar's office at **570-621-5448**.

Financial Disclosure

By registering for a course, or multiple courses, a student accepts responsibility for all charges associated with the enrolled term, regardless of payment method.

Federal FAFSA Codes:

Alvernia University (first year students)	003233
Joseph F McCloskey School of Nursing (second and third year students)	011715

Financial Aid Counseling

Approximately 90 percent of our students receive financial aid. The Joseph F. McCloskey School of Nursing at Lehigh Valley Health Network participates in federal and state financial aid programs. A financial aid administrator is available to advise students about possible sources of financial assistance. In addition, the financial aid administrator will assist students with application procedures and financial planning.

LVHN's School of Nursing also has a VA Certifying Official on-site who can assist with funding for veterans and their families.

The Financial Aid Office is designed to assist students in understanding financial resources available for post-secondary education. Counseling and assistance are provided to help make it financially possible for admitted students to attend the program. Financial Aid Application Instructions are included in the Information Packet given to accepted students at their information session – look for it in the Financial Aid section.

The Financial Aid Office at Joseph F. McCloskey School of Nursing is open Monday through Friday 8 a.m. -4:30 p.m. A full-time financial aid administrator is available. For questions, contact the Financial Aid Office at **570-621-5027**.

Financial Aid Application Instructions

To ensure full consideration for all types of financial aid, please be sure to complete each of the steps.

Applying for Financial Aid

Step 1: Complete the Free Application for Federal Student Aid (FAFSA). We strongly advise you to apply no later than May 1 so that you do not miss any deadlines. You will need to reapply each year you are enrolled as a student. The FAFSA form can be completed online at **studentaid.gov** or you can download the MyStudentAid app to complete your FAFSA application. Remember to list your school correctly according to your grade level on your FAFSA form.

Step 2: If a student chooses to borrow money under the Federal Direct Loan program, a Master Promissory Note (MPN), Entrance Counseling, and the Annual Student Loan Acknowledgement form must be completed on the **studentaid.gov** website.

Step 3: The Financial Aid Office will request any additional forms needed to determine financial aid eligibility. Carefully review any communication you receive from the Financial Aid Office, the Federal Student Aid programs, or PHEAA, the state agency. Please contact the Financial Aid Office if you need assistance or have questions.

Sources of Financial Aid

Gift Aid

- Federal Pell Grant
- PA State Grant
- Employer Tuition Assistance
- Scholarships
- VA Funding

Loan Aid

- Federal Direct Subsidized Loan
- Federal Direct Unsubsidized Loan
- Federal Direct PLUS Loans
- Private Alternative Loans.

A complete listing and explanation of aid sources along with their eligibility requirements is available at **studentaid.gov**.

Refund Policy

First Year – Alvernia University

First Year students are directed to Alvernia University's catalog – see refund policy **alvernia.edu/current-students/course-catalog**

Second and Third Year – Joseph F. McCloskey School of Nursing

If a student withdraws before the first day of the term, the school will refund 100% of the tuition billed and fees and all scheduled financial aid will be canceled. If a student withdraws (WD) anytime up to the end of the sixth week of the term, a refund of billed tuition and fees will be made as published below: WD during first week of classes – 90%. WD during second week of classes – 80%. WD during third week of classes – 60%. WD

during fourth week of classes – 40%. WD during fifth week of classes – 20%. WD during sixth week of classes – 10%. If a student withdraws after week six of a term, NO REFUND WILL BE MADE TO THE STUDENT. Counted weeks do not include published break weeks.

Return of Title IV Funds

If a student receiving financial aid from Federal Title IV funds withdraws or is terminated from the program, any refund due must be made to the organization providing the aid according to applicable governmental regulations before any refund can be made to the student. The refund policy is in accordance with the requirements of 34 CFR 668.22, code of Federal Regulations, which determine the amount of federal aid that has been earned and how much aid must be returned to any Title IV program. The order of repayment of Title IV funds is: (1) Federal Direct Unsubsidized Loan (2) Federal Direct Subsidized Loan (3) Federal Direct PLUS Loan (4) Federal Pell Grant (5) Other Title IV programs. If you have questions about Title IV program funds, you may contact the Financial Aid Office at **570-621-5027**.

Financial Aid Academic Progress Policy

Students at the Joseph F. McCloskey School of Nursing must have successfully completed 24 credits for each full year (or eight credits for each term) of full-time financial assistance the student received. Students who do not meet progress requirements will be denied additional financial assistance until they earn the required number of credits to continue with financial assistance. Repeat coursework will not count in the student's total credit count. Since students are limited to only one repeat semester before being terminated from the program, a student can only receive financial assistance for a total of seven semesters during their second and third year of the program.

Students enrolled in years two and three of the program must successfully complete each term with a grade of C or higher to remain eligible for financial aid. Students who do not meet this requirement may repeat the term (assuming that this course is their first unsuccessfully completed course), after waiting until the course is taught again the following year ON A PROBATIONARY STATUS. Students must complete the probationary term successfully with a minimum grade of C to remain in the program and retain eligibility for future semesters. Each student is only eligible for one probationary term of financial aid. Students who encounter mitigating circumstances may appeal against the loss of financial aid by submitting a letter of appeal to the financial aid office. This letter must include an explanation of the mitigating circumstance that prevented the successful completion of the coursework with the required minimum grade and an explanation of what action the student has taken to ensure success.

Grade Level Advancement Policy for Financial Aid

Second year students are defined as students who have completed all 28 credits of required first year courses with a grade of "C" or higher.

Third year students are defined as students who have completed all 31 credits of required second year courses with a grade of "C" or higher, as well as all 28 credits of required first year courses with a grade of "C" or higher.

VETERAN'S EDUCATION BENEFITS

LVHN's Joseph F. McCloskey School of Nursing is committed to providing veterans and military students with their available VA Education Benefits. The Financial Aid Administrator at the School of Nursing is a VA Certifying Official. There is also a Certifying Official located in the Office of Student Financial Services at Alvernia University. First year/Freshman students will have all VA benefits administered from Alvernia University. Second year and Third year students will have all VA benefits administered from "LVHN's Joseph F. McCloskey School of Nursing."

Steps To Receiving VA Funds

There are several steps a receiving VA Education Benefits:

1. You must be accepted and enrolled in the program.
2. You must complete the required application for the GI Bill or other Department of Veteran Affairs (VA) education benefits.
3. Contact the Certifying Official at the appropriate school to submit all necessary paperwork such as your Certificate of Eligibility and DD-214.

VA Programs

- **Montgomery G.I. Bill** (Chapter 30) You are eligible if you enlisted after July 1, 1985; served at least two years on Active Duty; your pay was reduced by \$100 per month for the first 12 months of service; you have an honorable discharge; and you have not passed the 10-year delimiting date.
- **Post 9/11 Veterans Educational Assistance Act of 2008** (Chapter 33) You may be eligible if you served at least 90 aggregate days on active duty after September 10, 2001, and you are still on active duty, in the selected reserves, or were honorably discharged from U.S. Armed Forces.
- **Montgomery G.I. Bill – Selected Reserves** (Chapter 1606) You are eligible if you incurred a six-year enlistment in the Selected Reserves or the National Guard after July 1, 1985; completed initial active-duty training; are serving in good standing in your unit; and you have not passed the 14-year delimiting date.
- **Montgomery G.I. Bill – Reserve Education Assistance Program** (Chapter 1607) You are eligible if you were a member of the Selected Reserves or the National Guard and were deployed in a contingency operation for 90 consecutive days or more.
- **Survivors and Dependents Educational Assistance** (Chapter 35) Dependents of veterans (spouses and children ages 18-26) are eligible if the veteran has a 100% service-connected disability or the veteran's death was service connected.
- **Vocational Rehabilitation** (Chapter 31) Veterans who suffered a service-connected disability while on active duty and need vocational rehabilitation because of their disability (normally 20% or greater) may be eligible for benefits. Contact the VA Vocational Rehabilitation Counselor at the Federal Building, Harrisburg, PA or call (717) 221-3476 or (717) 221-4445.
- **Tuition Assistance Members of the Selected Reserves and National Guard and Active-Duty** personnel may be eligible for tuition assistance from your respective service. Contact your unit of assignment or service education office for eligibility criteria and application forms.
- **Education Assistance Program (EAP)** Pennsylvania Army National Guard and Pennsylvania Air National Guard members may be eligible for 100% tuition payments for full-time attendance (12 credits or more per semester) or 50% tuition payment for part-time attendance. Contact your unit of assignment for eligibility criteria and application forms.
- **State Grant for Veterans** Former active-duty personnel who have been residents of Pennsylvania for 12 months; have an honorable discharge; have been enrolled at least one-half time in an approved program of study of at least two academic years; and are not in default of an educational loan may be eligible for the grant. Contact PHEAA at **1-800- 692-7392** for additional information and application procedures.
- **Other Financial Aid for Veterans** Additional financial aid may be available depending on your need and eligibility in the form of Federal Pell Grants, Federal Stafford Loans, Federal PLUS Loans, and college-based aid. You must complete a Free Application for Federal Student Aid (FAFSA) to apply for these programs.

VA Memorandum of Record

In accordance with the Veterans Benefits and Transition Act of 2018, LVHN's Joseph F. McCloskey School of Nursing will permit any covered individual to attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 (a "Certificate of Eligibility" can also include a "Statement of Benefits" obtained from the Department of Veterans Affairs (VA) website e-Benefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates: **1.** The date on which payment from VA is made to the institution. **2.** 90 days after the date the institution certifies tuition and fees after receiving the certificate of eligibility.

LVHN's School of Nursing will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, institutional facilities, etc., or the requirement that a covered individual borrows additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under Chapter 31 or 33.

LVHN's School of Nursing requires a covered individual to complete, sign and return the "VA Enrollment Form" to a School Certifying Official (SCO) each semester to authorize the SCO to submit the covered individual's certification. NOTE: A covered individual is any individual who is entitled to educational assistance under chapter 31, Vocational Rehabilitation and Employment, or chapter 33, Post-9/11 GI Bill® benefits.

Student Lending Code of Conduct

LVHN's School of Nursing is committed to providing students and their families with the best information and processing alternatives available regarding student borrowing. In support of this and to rule out any perceived or actual conflict of interest between LVHN's School of Nursing officers, employees or agents and education loan lenders, LVHN's School of Nursing has adopted the following:

- LVHN's School of Nursing does not participate in any revenue-sharing arrangements with any lender.

- LVHN's School of Nursing 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 value than a nominal value from any lender, guarantor, or servicer.
- LVHN's School of Nursing 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.
- LVHN's School of Nursing 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. LVHN's School of Nursing 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.
- LVHN's School of Nursing does not assign a lender to any first-time borrower through financial aid packaging or any other means.
- LVHN's School of Nursing recognizes that a borrower has the right to choose any lender from which to borrow to finance their education. LVHN's School of Nursing 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.
- LVHN's School of Nursing 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.
- LVHN's School of Nursing will not request or accept any assistance with call center or financial aid office staffing.



STUDENT SERVICES

Library and Computer Lab Information

Health Sciences Librarian 570-621-5033

Library and Computer Lab Hours

The computer lab and library are always accessible to students. Access to the school of nursing is obtained by student card access via their school ID.

Available Resources and Services

- Populi Learning Resources Group
- Remote access information, instructional materials, search tips for electronic resources, APA resources, email, and more.
- Lehigh Valley Health Network LIBRARY SERVICES e-Resources available via the LVHN (Lehigh Valley Health Network) Intranet homepage the "FIND FAST" drop down menu.
- Journals (E-Journal articles are accessed via the LVHN Digital Library Website).
- Request service for journal articles (via email; PDF)
- Note: Reference Copyright Compliance: Library and Classroom policy and guidelines for Fair Use in the Student Handbook.
- Computer lab with 21 computers and a black and white printer.

- Thirty laptops for student use are available in the library.
- Tutor/conference room with whiteboard, desk, chairs, TV/DVD player.
- Research assistance as needed or by appointment. Can be done by phone, email, in person or Webex.

Library and Computer Lab Policies

- Be respectful in action, words, and noise level and remember, HIPAA still applies.
- Violation of rules can result in loss of privileges.
- Books can be checked out for three weeks with the option to renew (if there is no hold/reserve on the title).

Program For Advising And Guidance – Students

The Counseling and Guidance program is designed to assist students in the School of Nursing to:

1. Examine their basic needs and goals.
2. Identify their responsibilities within the school.
3. Evaluate their attitudes and behaviors.
4. Become self-directed and self-sufficient through utilization of available programs.

Guidelines

1. The student is assigned to a faculty advisor.
2. All advisors will be available during the week of orientation with time slots for scheduling. The student must meet with their advisor during orientation week and at least once per semester. It is the student's responsibility to schedule mandatory appointments. A semester summary must be submitted from each advisor, or the student cannot advance to the next semester.
3. Academic and/or clinical advising is initiated by the faculty of the individual courses. Academic or clinical conferences for students on probation will be held with appropriate faculty and/or assigned advisor.
4. Additional conferences may be requested by the student with the current faculty, advisor or with the Director of the School.
5. Faculty and advisors will refer students for tutoring assistance following any unsuccessful examination or curriculum concern.
6. Students may also seek tutoring assistance at any time.

Areas of responsibility

1. Director of the School

- Has the responsibility for the operational leadership of the advising and guidance program.
- Assigns advisees to advisors.
- Changes advising assignments at the request of either the student or the advisor.
- Arranges for group advising as needed.
- Orients faculty members to the advising and guidance program.
- Provides individual advisement and referral in special situations.

2. Faculty advisors

- Implement the program according to the philosophy of the program.
- Remain objective and nonjudgmental.
- Monitor the progress of students throughout the program.
- Refer students to appropriate resource persons, as necessary.
- Maintain confidentiality.

3. Resources

Attempts are made to secure appropriate resources as indicated. The following is a representative (but not all-inclusive) list of resources utilized by this Program:

- | | |
|----------------------------------|-----------------------------|
| • Director of the School | • Faculty |
| • Student Assistance Program | • Adjunct tutors |
| • Parents and significant others | • Substance Abuse counselor |
| • Financial Aid Officer | • FERPA |
| | • Annual Security Report |

TUTORS

Adjunct Faculty serve as student tutors and are available to all students to support content mastery. Students are encouraged to contact tutors to set up group study sessions, 1:1 instruction on content, and support and learning on study skills. Students will be assigned a mandatory tutor if they are not successful in an exam or have class grades of less than 78%. Students to be assigned tutors will be notified by course faculty or faculty advisor.

Attendance Standards (Attendance Policy)

Attendance, punctuality and active participation in classroom, laboratory, clinical practice and related experiences are mandatory to fulfill all educational objectives and course requirements.

Guidelines

1. Classroom and Clinical practice attendance is mandatory. Unexpected absences will be handled individually.
2. It is required by the Pennsylvania Department of Health, The Joint Commission, and CDC (Centers for Disease Control) that all illnesses and injury of employees/students MUST be tracked and trended. This is for the protection of employees, patients and the public.
 - a. To comply with this regulation, students, when reporting off "sick," must indicate the nature of the illness and injury, etc., to the instructor. If leaving a message, the same information must be provided. If the student feels uncomfortable with providing this information, an appointment can be made with the Director of the School of Nursing.
 - b. Students failing to follow these guidelines will be contacted by the Student Health Nurse or School Administration.
3. If a student is absent from class/clinical due to illness, a health care clinician's statement verifying the illness and certifying that the student can resume classes/clinical may be required.

Attendance – Classroom

1. Students are expected to attend all classroom activities during the specifically scheduled times.
2. Students who will be tardy or absent from class are required to contact the following prior to the scheduled start time with reason for absence:
 - a. Their instructor
 - b. The Registrar/Coordinator of the School of Nursing (570-621-5035).
3. Specific requirements relating to attendance as part of the Class Participation Policy in any course are at the discretion of the instructor and will be communicated to students during course orientation.
4. Students who have been absent must meet with the individual instructor(s) who will determine how the missed learning experience will be made up.

Attendance – Clinical/Laboratory

1. Clinical attendance is mandatory for students to consistently demonstrate abilities to meet course objectives.
2. Students who will be absent from a clinical assignment are required to contact the following prior to the scheduled start time (a minimum of two hours):
 - a. Their instructor
 - b. The assigned nursing unit/agency
 - c. The Registrar/Coordinator of the School of Nursing (570-621-5035).
 - d. Relaying messages through other students is not acceptable.
3. Students unprepared for clinical and dismissed by the clinical instructor are charged with one clinical absence that will need to be made up.
4. All clinical make-up will occur on weekend days based on availability of the clinical sites.
5. Students must make up all missed clinical days. If students miss more than two days per term, they will have an UNSATISFACTORY clinical evaluation, resulting in course failure.

Clinical Tardiness

1. A student who is tardy to clinical will be evaluated and directed accordingly by the clinical instructor.

Clinical/Laboratory Make Up

1. All make up days for clinical/laboratory absences will occur in an equivalent clinical setting on assigned make up days or by an alternate assignment at instructor's discretion. (These dates will be scheduled on weekend days.)
 - a. All students will be allowed one clinical absence to be made up at instructor convenience.

- b. A second clinical absence make up will be scheduled at instructor convenience but will require a fee.
- c. A third clinical absence will result in clinical failure.

Change of Health Status – Students experiencing a change in behavioral and/or physical health status (including pregnancy) that may restrict delivery of patient care will be referred to the Change in Health Status Policy.

PROGRESSION STANDARDS

The academic and clinical performance of each student enrolled in the nursing courses will be evaluated as specified in course requirements.

Guidelines

A variety of evaluation methods are used in each course. Such methods may include the monitoring of the consistency and progression of student achievement of clinical objectives; the evaluation of written and oral assignments for classroom and clinical practice; and the results of tests. Standardized achievement tests are used with these evaluations.

Grade Scale

Beginning in Fall 2023 Semester: Due to the dual enrollment of LVHN's School of Nursing classes and Alvernia classes occurring in the same semesters, LVHN's School of Nursing will be required to convert to the Alvernia University grade scale.

Progression of the students to the next semester will require a semester GPA of 2.5 with all nursing grades to be equal to or greater than 78%

*Highest Honors will be awarded to students with an A average of 94-100%

**Honors will be awarded to student with an A- average 90-93%

Letter Grade	Alvernia	GPA
A	94-100%	4.0*
A-	90-93%	3.7**
B+	87-89%	3.3
B	83-86%	3.0
B-	80-82%	2.7
C+	77-79%	2.3
C	73-76%	2.0
C-	70-72%	1.7

Clinical Grades

Satisfactory Clinical Grade will be documented as PASS.

Unsatisfactory Clinical Grade will be documented as FAIL, resulting in failure of the didactic and clinical portion of the class.

More than two clinical absences will result in the failure of the didactic and clinical portion of the class.

Family Educational Rights and Privacy Act Standards

(FERPA policy)

General Policy Guidelines

We follow all federal and state regulations/policies. Please see the FERPA policy for complete details

1. All students enrolled in the School of Nursing will be notified annually of their rights under FERPA regarding their education records. Students will be required to sign an acknowledgement form confirming that they have been notified of their rights and that they are responsible for knowing their rights.
2. All School of Nursing faculty and staff will be educated about FERPA regulations during their orientation and will be asked to sign an acknowledgement form agreeing to comply with the regulations as outlined in the policy.
3. Financial information about a student will not be released without written consent. Information about the financial income and resources of students, spouses, and/or parents of students will not be released by the Financial Aid.
4. Employment references provided by Administration or faculty for students and/or graduates are only to be given if they have received written consent from the student and/or graduate.
5. Any student calling the school and requesting information about their education records or regarding their financial aid status will be asked to make an appointment with the appropriate member of the staff who can provide the requested information.
6. Information will not be transmitted to students electronically via personal or the course management system e-mail.
7. Student records will not be released unless all financial obligations are met or satisfactory arrangements made with the school.

Conduct Standards (Conduct policy)

Guidelines

- Students must adhere to all policies outlined in the student handbook and all pertinent policies of Lehigh Valley Health Network.
- Students must be in the classroom before the scheduled start time and be prepared to engage in all learning activities. Cell phones and all electronic devices must be turned off during all classroom activities.
- Students are required to be on the assigned clinical unit or at the assigned clinical agency at the time specified by the clinical instructor. Students are expected to be prepared for all clinical assignments as outlined in the "Clinical Practice Assignments" policy and the "Student Conduct, Grooming, and Attire Requirements" policy in the student handbook. Cell phone use is prohibited in the clinical practice setting.
- Students are not permitted to leave their assigned clinical areas to visit students, staff or patients in other clinical areas. Additionally, students may not leave the main hospital facility while participating in clinical activities (i.e., going off campus for lunch) without permission from the assigned clinical instructor.
- Students have a legal, ethical and professional obligation to maintain confidentiality relating to all patient information. Discussion of such information with the public or other personnel not directly involved in the patient's care is prohibited. Non-identifiable patient information may be used for educational purposes in the classroom and clinical setting. (Refer to the Lehigh Valley Health Network confidentiality (HIPAA) statement policy).

Facilities and Resources

The Nursing Program is located on the campus of Lehigh Valley Hospital–Schuylkill South Jackson Street, Pottsville, PA. The facilities include classrooms, a library, a computer lab, nursing simulation laboratory on the third floor of the main hospital as well as the faculty offices. The administrative offices are on the first and second floors of the nursing school.

The Clinical Laboratory is designed to complement classroom instruction. LVHN offers outstanding clinical laboratory facilities, serving as a regional center for the care of patients with numerous specialties and available experiences at their main tertiary care center in Allentown, PA. Students are involved in community settings that provide observational experience throughout their course work in the current curriculum. Throughout the program, qualified nursing instructors plan and supervise the students in their clinical experiences.

The Nursing Simulation Laboratory provides the student with simulated clinical settings to practice nursing skills and procedures. This setting enables the student to become proficient in basic and advanced skills using state-of-the-art equipment, clinical simulation, interactive learning, and instruction by experienced staff. The non-threatening learning environment reinforces classroom learning and helps to prepare students for the clinical patient care assignments. The lab is available to students during the day, with evening hours available by appointment.

The Computer Resource Room provides computer-assisted instruction that helps the student learn and apply nursing theory in an interactive environment. The student can learn at a self-directed pace and practice problem-solving, critical thinking and decision-making in a non-threatening environment. All exams at the school of nursing are completed on a computer-based platform through ATI.

The library is in LVHN's School of Nursing on the second floor. The student can utilize the library to complete research, study, access the internet, email, and read a variety of professional journals associated with nursing, medicine and other allied health subjects. The students may also choose to utilize the resources at LVHN and Alvernia University.



Graduation Requirements

To graduate from the School of Nursing, a student must complete all program requirements as outlined below:

1. Complete all course requirements.
2. Earn at least a minimum cumulative grade point average (GPA) of 83%.
3. Complete the last three terms at the School of Nursing.
4. Fulfill all financial obligations.
5. Complete an exit interview with the Director of LVHN's School of Nursing.

When 1-5 above are met, the student is eligible to receive a diploma (RN in Nursing) from LVHN's Joseph F. McCloskey School of Nursing. Additionally, the class of 2024 and beyond will receive an associate in applied science degree from Alvernia University.

Permission to sit for the NCLEX- RN licensure exam is authorized by the Pennsylvania State Board of Nursing contingent on:

- a. Verification of completion of all program requirements by the Program Director.
- b. Submission of electronic application for RN license and related fees.

In addition, the student is expected to attend graduation unless extenuating circumstances exist.

If the student is unable to attend graduation, they must:

- a. Notify the Director of the School of Nursing, for planning purposes, in writing, one month before the scheduled graduation date.

Criteria for Graduation with Honors

- Highest Honors will be awarded to students with an A average of 94-100%.
- Honors will be awarded to student with an A- average 90-93%.

Administration, Faculty and Staff

LVHN's School of Nursing

LVHN's School of Nursing Office – first floor	570-621-5035
Tina VanBuren, DNP, MSN, RN, CCNS Director of Nursing – second floor	570-621-5035
Jennifer Jones-Lapp, DNP, RN, NEA-BC, Director of Strategic Development – second floor	570-621-5035
Michelle Siminitus, Admissions Coordinator/ Financial Aid Administrator – first floor	570-621-5027
Sharon Lehman, Registration/Coordinator – first floor	570-621-5084
Jennifer Hepler, Bursar – first floor	570-621-5448
Jeffrey Wagner, Librarian – second floor	570-621-5033

Nursing Faculty

Judith Baker	Sim Center third floor Hospital – Office #1	570-621-5038
Christiane Benner	Sim Center third floor Hospital – Office #8	570-621-5538
Donna Marie Cowan	Sim Center third floor Hospital – Office #7	570-621-5028
Sharon Weaver Gallo	Sim Center third floor Hospital – Office #6	570-621-5040
Karen Lightcap	Sim Center third floor Hospital – Office #5	570-621-5536
Jamie Miller	Sim Center third floor Hospital – Office #3	570-621-5535
Karen Schulze	Sim Center third floor Hospital – Office #3	570-621-5124
Shaina Whitecavage	Sim Center third floor Hospital – Office #2	570-621-5039

Adjunct/Tutoring Nursing Faculty

Dr. Amber Handwerk	Amber.Handwerk@lvhn.org	
Dr. Dawn Christensen	Dawn.Christensen@lvhn.org	
Lillian Decker	Lillian.Decker@lvhn.org	
Micah Kidd	Micah.Kidd@lvhn.org	
Barbara Morrison	Barbara.Morrison@lvhn.org	
Leslie Padilla	Leslie.Padilla@lvhn.org	
Marianne Wollyung	Marianne.Wollyung@lvhn.org	
Simulation Center	Sim Center third floor Hospital	570-621-5454
Computer Laboratory – second floor	LVHN's School of Nursing	570-621-5233

Lehigh Valley Hospital-Schuylkill South Jackson Street

General Number (Switchboard) 570-621-5000

Dining Room 570-621-2980

Nurses' Stations-South

IBH 570-621-5500

AIBH 570-621-5551

SBHU 570-621-4960

Lehigh Valley Hospital-Schuylkill East Norwegian Street

General Number (Switchboard) 570-621-4000

Nurses' Stations-East

5 North 570-621-4750 or 4752

6 North 570-621-4760 or 4761

SBHU 570-621-4724

ICU 570-621-4740

Maternity 570-621-5239

Pediatrics 570-621-4480

Stine Rehabilitation 570-621-4910

Same Day Surgery 570-621-4232

ED 570-621-4938

Alvernia University Directory

John R. Loyack, MBA, President

Glynis Fitzgerald, Ph.D., Senior VP and Provost

Cynthia M. Mensch

Director of Schuylkill Campus 570-385-2382 Cynthia.Mensch@alvernia.edu

Dr. Frank A. Franco Library 610-796-8223 library.calender@alvernia.edu

Academic Success Center (ASC) 610-796-5613 Academic.support@alvernia.edu

Accessibility Services Office 610-568-1499 Accessibility.services@alvernia.edu

Registrar's Office 610-796-8201

Office of Student Financial Services 610-796-8201 sfs@alvernia.edu

Office of Student Accounts 610-796-8201 Student.accounts@alvernia.edu

Frequently Used Extension/Contacts

South Security	5474	LVHN Lab.....	5880
Bill Russel (East Security)	4330 pager 570-640-1108	LVHN Technology.....	4106 or 610-402-8303
Chef Doug Kulp.....	717-271-9292	MPR.....	4169
Cheryl Miller (HR).....	4695	Payroll.....	484-884-0152
Cheryl Moyer (Nsg Admin).....	5205	Pharmacy.....	4016
Computer Lab.....	5233	Sabrina Brobst (Home Health).....	5046 or 5047 or 570-621-5050
Dawn Gugliuzza (Payroll VP).....	484-884-0136	Sherry Sinclair (HR).....	570-501-4386
Diane Best (Maintenance).....	4471	Sim Center	5454
Diane Bickleman (HR).....	4050	Sim Debriefing.....	5300
Dietary.....	2727 or 5275	Sim Nurses' Station.....	5454 or 5354
Doug Mark (Maintenance)	5080	SON first floor Fax.....	570-621-5066
Employee Health	4351 or 570-476-3779	SON East Office.....	4207
Evan Goodwyn (Payroll).....	484-884-0152	South Desk Security.....	6144
Gail Blasko.....	4542	South Front Desk.....	5985
Harold Hendon Bucky (Mail).....	4331 or 4216 or 9561	South Security	5474
Housekeeping.....	9603	Stephen Prutzman (HSKPG)	4097
Jack Brobst (Emergency Mgt).....	570-621-1108	Supply Room.....	9563
Jim Young (Mailroom).....	4023	Tom McPhillips (HR)	4066
Karen Hoak (HR).....	4065 or 4086		

Academic Calendar

Aug. 14, 2023	Faculty Return
Aug. 21, 2023	Junior Orientation Class of 2025
Aug. 28, 2023	Fall Term/Academic Year Begins
Sept. 4, 2023	Labor Day Holiday/No Classes Held
Nov. 17, 2023	Fall Term Ends
Nov. 18, 2023	Fall Break Begins
Nov. 27, 2023	Winter Term Begins
Dec. 23, 2023	Winter Break Begins
Jan. 8, 2024	Winter Term Continues
March 1, 2024	Winter Term Ends
March 2, 2024	Spring Break Begins
March 11, 2024	Spring Term Begins
March 29, 2024	No Classes Held
May 27, 2024	Memorial Day/No Classes Held
May 31, 2024	Spring Term Ends
June 1, 2024	Summer Break Begins
June 5, 2024	Preceptor Breakfast
June 4, 2024	Pinning (Class of 2024)
June 6, 2024	Commencement (Class of 2024)
Aug. 12, 2024	Faculty Return
Aug. 19, 2024	Junior Orientation Class of 2026
Aug. 26, 2024	Fall Term/Academic Year Begins

Joseph F. McCloskey
School of Nursing

