In the truth, no one had ever adequately prepared me for the wonders of nursing: the emotional ups and downs; the spiritual element that can tax one’s faith, can shake it to its very foundation, the observation of miracles; and the growth and development that occur beyond one’s wildest imagination. In the final analysis, nursing puts us in touch with being human.

M. Patricia Donahue, RN
WSWHE BOCES COMPLIANCE STATEMENT

The Washington-Saratoga-Warren-Hamilton-Essex BOCES does not discriminate in its programs and activities, including employment and admission as applicable, on the basis of actual or perceived race, color, creed, sex, sexual orientation, national origin, religion, age, economic status, marital status, veterans’ status, political affiliation, domestic victim status, use of a guide dog, hearing dog or service dog, disability, or other classifications protected under federal or state law, and provides equal access to the Boy Scouts and other designated youth groups. The designated district compliance officers will coordinate compliance with the nondiscrimination requirements of Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, as amended, the Boy Scouts of America Equal Access Act, and the New York State Human Rights Law. The BOCES Compliance Officers are: Turina Parker and Ronald Black, Washington-Saratoga-Warren-Hamilton-Essex BOCES, 1153 Burgoyne Avenue, Suite 2, Fort Edward, NY 12828, phone: (518) 746-3310, email: tuparker@wswheboces.org or rblack@wswheboces.org. Complaints may also be filed with the Office for Civil Rights, New York Office, U.S. Department of Education, 32 Old Slip, 26th Floor, New York, NY 10005-2500, phone (646) 428-3800, fax (646) 428-3843, email: OCR.NewYork@ed.gov
ADULT PRACTICAL NURSING PROGRAM

SOUTHERN ADIRONDACK EDUCATION CENTER
1051 Dix Avenue
Hudson Falls, NY 12839
Phone: (518) 746-3400 / 581-3400
Fax: (518) 746-3409 / 581-3409

FACULTY

Diane Balog, M.S.N., R.N., PN Program Supervisor

Kayla Hallanan, M.S.N., R.N., Classroom Instructor and Clinical Instructor

April Cosey, A.A.S., R.N., Clinical Instructor

Constance Forand, R.N., Clinical Instructor
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MISSION of WSWHE BOCES PN Program:

The Washington-Saratoga-Warren-Hamilton-Essex BOCES ADULT PN Program, a educates tomorrow’s Licensed Practical Nurses by:

- Providing a solid foundation of both knowledge and skills;
- Preparing graduates for successful careers in the dynamic, rapidly changing and challenging field of health care;
- Integrating academic excellence with the highest professional standards;
- Stressing the humanistic side of nursing, and;
- Preparing students to successfully complete the NCLEX Practical Nursing Exam.

MISSION OF BOCES:

The Washington Saratoga Warren Hamilton Essex Board of Cooperative Education Services provides cost-effective shared educational programs and support services that complement component school districts in strengthening the quality of living and learning in their communities.

ACCREDITATION:

Washington-Saratoga-Warren-Hamilton-Essex BOCES is accredited by the New York Board of Regents and New York State Department of Education Office of the Professions.

HEGIS CODE: 5209.20
Central to the WSWHE BOCES Practical Nursing Program’s philosophy are beliefs about people, nursing and education. We view people as holistic, unique human beings with complex physical, emotional, social and spiritual needs. We also feel they, as clients, have a right to decide how to meet their health care needs and to participate in the process of meeting those needs. Practical Nurses make a unique and valuable contribution in helping clients to achieve an optimum level of health and wellness in a variety of health care settings. We feel it is important that Practical Nurses consider their clients’ lifestyles, values and cultures as they care for their clients.

All nursing practice is adjusted to meet the needs of clients at their stage in the life cycle and to attain an optimum level of wellness as determined by actual or potential health problems. Nursing is always governed by legal and ethical parameters.

We believe learning is a continuous process moving from the simple to the complex that leads to changes in student behavior. Learning is enhanced by active involvement on the part of the learner as well as interaction with faculty, both of which promote students’ critical thinking and problem-solving abilities. We believe Practical Nursing education should provide students with learning skills that prepare them for the changing needs and dictates of the health care delivery system and society through active learning.

The conceptual framework for the WSWHE BOCES program aligns with Quality, Safety and Education in Nursing (QSEN), the program and curriculum outcomes. All courses progress in a systematic format from simple to complex.
End-of-Program Student Learning Outcomes (EPSLO)

The program student learning outcomes reflect the Standards of Practice for the Licensed Practical Nurse as outlined by the National Association of Practical Nurse Education and Service (NAPNES). Additional concepts have been derived from the Quality and Safety Competencies (2007) from the Quality and Safety Education for Nurses (QSEN) and have been incorporated into the curriculum.

Upon completion of the Practical Nursing program, the graduate will:

<table>
<thead>
<tr>
<th>Concept</th>
<th>EPSLO’s</th>
</tr>
</thead>
<tbody>
<tr>
<td>Client-Centered Care</td>
<td>Provide nursing care that is client-centered, caring, and culturally sensitive and based on the physiological, psychosocial and spiritual needs of clients with commonly occurring health alterations in a variety of settings.</td>
</tr>
<tr>
<td>Teamwork &amp; Collaboration</td>
<td>Collaborate with the client and members of the inter-professional health care team to promote continuity of client care.</td>
</tr>
<tr>
<td>Evidence-Based Practice</td>
<td>Use current evidence from various sources as the basis for nursing practice.</td>
</tr>
<tr>
<td>Quality Improvement</td>
<td>Participate in quality improvement activities determining their effect on client outcomes.</td>
</tr>
<tr>
<td>Safety</td>
<td>Provide an environment that is safe for clients, self, and others.</td>
</tr>
<tr>
<td>Informatics</td>
<td>Use information and client care technology in the provision of client care.</td>
</tr>
<tr>
<td>Professionalism</td>
<td>Demonstrate accountability for client care that incorporates legal and ethical principles, regulatory guidelines, and standards of nursing practice.</td>
</tr>
<tr>
<td>Leadership</td>
<td>Use leadership skills that support the provision and coordination of client care.</td>
</tr>
<tr>
<td>Communication</td>
<td>Use communication skills that promote an effective exchange of information and development of therapeutic relationships.</td>
</tr>
</tbody>
</table>


Program Requirements

2019-2020 ENTRANCE REQUIREMENTS:
   a) Candidates must show satisfactory results on the Test of Essential Academic Skills Exam (TEAS).
   b) Candidates must submit a completed application, three professional reference letters (work or educational), an assigned essay and an official copy of their High School Diploma or High School Equivalent / GED (TASC).
   c) Candidates must be at least 17 years of age to enter the program
   d) Candidates must interview with the interviewing committee.
   e) All candidates must be of good moral character
   f) All candidates must show documented proof of legal status
   g) Candidates must meet with the Senior Information Processing Specialist for Financial Aid.
   h) Candidates must- submit a satisfactory physical examination (at their own expense), complete a personal health history and provide a record of immunizations and current PPD/TST screening per New York State Department of Health guidelines and requirements for health care workers. This information must be submitted PRIOR to the start of classes.) Candidates must be certified with valid and current Basic Life Support (BLS) for Health Care Providers CPR from the American Heart Association or the American Red Cross (at their own expense). The CPR card must be submitted prior to the start of class.

TRANSFER STUDENTS:
WSWHE BOCES does not allow for any transfer credit due to the variations in curriculum and hours for each Practical Nurse Program.

2019-2020 TUITION: Cost of tuition is $16,940 which includes online textbooks and support. There may be some additional expenses for supplies, uniforms and other textbooks.

PROGRESSION REQUIREMENTS:
- Students must pass each course content area with a minimum of 75% to complete the program.
- Students must “PASS” supervised clinical experiences. This includes mastery of specific skills and continuous growth in their ability to critically solve problems and apply academic knowledge in all care settings. Students must attend all clinical experiences.
- HIPPA violations may be grounds for dismissal
- Serious client safety issues (i.e. administering medications without an instructor present, client falls, falsification of documentation/records, assault, violating facility policies, unprofessional behavior and use of cell phones are examples of violations that may be grounds for immediate dismissal.

GRADUATION REQUIREMENTS:
Practical Nursing students will be required to successfully complete subjects and clinical experiences that are necessary for preparation for the New York State Licensing Examination.

   a) Students must complete the full 1200 hours of instruction.
   b) Pass each grading (course) area with a minimum of 75%
   c) Complete all practical lab and clinical requirements
   d) Students must be recommended by the staff for the State boards.
   e) Students must meet all financial obligations.

NOTE: Acceptance into or completion of the practical nursing program does not guarantee that you will ultimately obtain a license.
**PN PROGRAM SEQUENCE AND HOURS OVERVIEW**

**PROGRAM OUTLINE:**

<table>
<thead>
<tr>
<th>COURSE</th>
<th>HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Term 1</strong></td>
<td></td>
</tr>
<tr>
<td>Success in Practical Nursing</td>
<td>12</td>
</tr>
<tr>
<td>Anatomy and Physiology</td>
<td>132</td>
</tr>
<tr>
<td>Fundamentals of Nursing</td>
<td>144</td>
</tr>
<tr>
<td>Care of Elderly</td>
<td>24</td>
</tr>
<tr>
<td>Nutrition</td>
<td>24</td>
</tr>
<tr>
<td><strong>Term 2</strong></td>
<td></td>
</tr>
<tr>
<td>Medical and Surgical Nursing</td>
<td>240</td>
</tr>
<tr>
<td>Mental Health</td>
<td>18</td>
</tr>
<tr>
<td>Maternal and Newborn Born Care</td>
<td>50</td>
</tr>
<tr>
<td>Human Development and Care of Children</td>
<td>50</td>
</tr>
</tbody>
</table>

Total academic Hours include 102.5 lab hours 690
Total Clinical Hours 510
Total Combined Hours 1,200

**SCHEDULE:**

Classrooms are located at:
Southern Adirondack Education Center (SAEC), 1051 Dix Avenue, Hudson Falls

Class Schedule beginning August 26, 2019 through June 25, 2020:

- **Class:** M/W/F 8:00 AM to 2:30 PM
- **Laboratory:** TU/TH 7:00 AM to 3:30 PM
- **Clinical:** TU/TH 7:00 AM to 3:30 PM

Class will not be in session on the following days:

<table>
<thead>
<tr>
<th>September 2, 2019 – Labor Day</th>
<th>January 20, 2020 – Martin Luther King Day</th>
</tr>
</thead>
<tbody>
<tr>
<td>October 14, 2019 – Columbus Day</td>
<td>February 17, 18, 19, 2020 – Mid-Winter Break</td>
</tr>
<tr>
<td>November 11, 2019 – Veteran’s Day</td>
<td>April 13, 14, 15, 2020 Spring Recess</td>
</tr>
<tr>
<td>November 5, 2019 – Election Day</td>
<td>May 25, 2020 – Memorial Day</td>
</tr>
<tr>
<td>November 27-28, 29, 2019 – Thanksgiving</td>
<td>Graduation: June 25, 2020</td>
</tr>
<tr>
<td>Dec 23, 24, 25, 26, 27, 30, 31, 2019 – Jan 1 - Recess</td>
<td></td>
</tr>
</tbody>
</table>

**School Terms**

- Term 1: August 26, 2019 - December 20, 2019
- Term 2: January 2, 2019 – June 12, 2020

Rotations will end when all clinical hours are met.

NCLEX Review: June 15-19, 2020
COURSE DESCRIPTIONS – ADULT PRACTICAL NURSING

TERM 1

Success in Practical Nursing: 12 hours
This course explores current issues in nursing and health care. The emphasis is on effective communication, professionalism, legal and ethical issues faced by nurses.

Anatomy and Physiology: 132 hours
This course begins with introductory information concerning micro-organisms, their classification, characteristics, the chain of infection and epidemiology. This provides the foundation for the nurse’s role in infection control. After a general overview of the basic relationship of cells, tissues, organs and systems, each system of the human body is explored in greater detail. The anatomical and physiological functioning of the systems provides the foundation upon which the nursing care is integrated in the medical surgical nursing portion.

Fundamentals of Nursing: 144 hours
This course provides students with the knowledge and basic skills required to care for clients in a competent and safe manner. Nursing skills are introduced beginning with the most basic tasks and progressing to the more complex tasks common to the LPN scope of practice. Skills are practiced in a laboratory setting before progressing to a clinical site. This course also introduces the growing importance of gerontology in the health field. Students will gain the knowledge needed to promote and maintain the health of the older adult.

Care of the Elderly: 24 hours
This course will provide students the basic knowledge needed to care for elderly clients in a competent and safe manner. Course will focus on special needs of older adults including physical, mental and emotional concerns as a holistic approach. End-of-life care will be covered including physical comforts for the dying person and coping mechanisms utilized by families.

Nutrition: 24 hours
This course is an introduction to the sources and roles of nutrients in the body. Basic dietary guidelines are introduced and provide a foundation for disease prevention as it relates to nutrition.

TERM 2

Medical and Surgical Nursing: 240 hours
This course provides understanding on how diseases impact the human body. Students integrate and apply the knowledge of fundamentals, anatomy and physiology, nutrition, pharmacology, diagnostic testing, mental health and age-related changes to every system of the human body.

Mental Health: 18 hours
This course helps the student to differentiate between normal and abnormal mental health conditions and provides a background in current treatments and general nursing care.

Maternal and Newborn Care: 50 hours
This course will cover information on the pregnant, laboring, and postpartum woman including gestation and prenatal care. Normal newborn care will be covered along with nutritional approaches focusing on breastfeeding.
Human Development and Care of Children: 50 hours

Development of the human following the theories of Maslow, Freud, Erikson, Piaget and Kohlberg will be discussed. The life cycle from infancy to adulthood will look at childhood diseases and disorders, as well as the role of the family.

Supervised Clinical Experiences: 510 hours

This unit is designed to allow students to apply classroom theory to clinical practice within a reasonable time period. A variety of clinical sites are blended with additional observations in specialty areas and community health sites to enhance and expose students to the many facets of nursing. The nursing process and Maslow’s basic needs are used as a theoretical foundation for providing care to clients at all stages of the life cycle. The student is expected to integrate appropriate knowledge and skills as they progress through the program demonstrating increasing competence and proficiency as they near completion. Within this purview, students will be scheduled for outbound experiences in various settings to gain greater understanding of the medical field. Outbound shadowing experiences require the student to observe a nursing professional providing care and treatment in specialized areas where the student is not yet qualified to practice.

ATTENDANCE POLICY

WSWHE BOCES Practical Nursing Program expects that its students will recognize that they have entered a profession in which commitment to full participation in the learning environment is an essential component of providing safe and competent care. Attendance is expected in all educational activities. Reliable and prompt attendance at the assigned time and nursing unit is both a professional responsibility and a minimal expectation of employers of entry level practical nurses. Therefore, during the nursing program, students must demonstrate reliable attendance and promptness. Whenever an absence or tardy occurs, it is entirely the responsibility of the student to obtain any handouts or assignments and to contact the instructor. Students must also complete an Absence Remediation Form for any absence and the form must be approved by faculty. Any assignment due on the day of absence must be turned in the day the student returns to class or lab, and any missed exam must be completed that day.

Classroom/Lab Attendance Requirements

- The program is divided into classroom instruction, laboratory practice and clinical experiences.
- Each student must sign in and out daily, including for a 30 minute lunch break as a record of attendance, as this is a requirement to prove attendance for clock hour programs.
- A student must complete a minimum of 1200 hours to satisfactorily complete the program.
- It is the responsibility of the student to notify the clinical instructor when he/she will be late or absent from class or clinical prior to reporting time.
  - Classroom and lab – call at least 30 minutes before the start of class on the classroom phone.
  - Clinical – contact the instructor per their instructions at least 30 minutes prior to the start of clinical.
- Failure to contact the instructor may result in dismissal from the program.
- No tardiness or early departures allowed for clinical. Either of these will result in an absence.
  - Clinical experience must be made up per faculty discretion.
- Students are expected to attend all class, lab and clinical days.
- Instances of students arriving tardy or leaving early in classroom and lab, need prior faculty
approval, will result in time being subtracted in fifteen-minute increments (i.e.: 1-14 minutes equals 1/4 hour, 15-30 minutes equals 1/2 hour, etc.).

- Failure to obtain prior faculty approval for late arrival to class or lab may result in the student being sent home, and counted as absent for the day.
- All missed classroom work must be made up. Your instructor may assign you an appropriate amount of make-up work to replace the lesson that was missed. The student is responsible for going to the instructor to receive all missed assignments and make-up work.
- If a student misses a lab day, the student is responsible for scheduling time with the instructor to learn, and be signed off on the necessary skill required to continue in the program. This must be done within one week of the missed lab. Lab time cannot be made up, but students are responsible for mastering the skills missed and having the instructor sign off. Missing more than one lab day may result in dismissal from the program.

Excessive tardiness is unacceptable behavior. Time accruals will accumulate as an absence, and may ultimately result in dismissal from the program.

Clinical/ Lab Attendance Requirements:

Students are required to attend all lab and clinical rotations. Attendance is required for the total scheduled clinical/lab time.

Lab hours are 6:45am to 2:45pm at SAEC. Clinical is from 6:45am to 3:15pm so that you may be able to receive your clinical assignment and debrief at the end of shift.

1. Students are expected to have the designated clinical days free from other obligations. This includes not working night shifts before clinical days.
2. Students must have transportation to the clinical facilities and a backup plan in the event of unforeseen problems.
3. Tardiness is not acceptable. Students who arrive later than the scheduled clinical start time will be sent home and counted absent unless the clinical instructor has been notified and has approved the late arrival, where time tardy will be accrued in 15 minute increments. Please refer to the Attendance Policy.
4. The student must speak to the clinical instructor at least thirty minutes before the scheduled beginning of the shift if he/she is going to be absent. It is not acceptable for anyone else to call in for the student. If you cannot reach your instructor by phone, please text or email.
5. Cancellation of school due to inclement weather may result in clinical cancellation. However, if there is a delay, clinical will still be in session at the delayed time (one or two hours).
6. Clinical absences of greater than one day (1) day per program year may constitute grounds for dismissal from the program.

- Failure to attend or to call will be considered a clinical failure. Students must attend all clinical and have no more than one (1) clinical fail.
Attendance Probation

➢ When a student is absent, tardy, or leaves early, including overstaying breaks, the Absence Remediation Form must be completed by the student, submitted to and signed off by the instructor. The student is responsible for completing the form immediately upon return to class.
➢ When a student reaches 20 hours of unexcused time, they may be put on attendance probation.
➢ The total number of hours in class, lab and clinical must be 1200 clock-hours.

If a student is absent:

Student absences are important for us to tract, not only for financial aid, but for the general 1200 clock hours that must be met. Students will be counseled if they reach ten and/or twenty hours of missed time. No more than 36 cumulative hours can be missed before possible dismissal.

Extenuating Circumstances

A student in jeopardy of dismissal for attendance, who is passing academically and clinically, with a recommendation of a full-time faculty instructor and documentation of extenuating circumstances, may apply to the PN Supervisor for a one-time consideration in regards to their attendance. This may only be done once during the course of the program. If approved, missed clinical days must be made up by the student at the daily rate of $325. If multiple students are completing a make up on the same day, the shared expense will be no less than $200 per student. Make-up time will be completed during scheduled vacation time. The assigned fee must be paid prior to the make-up. Payment must be made in cash, by credit card, or money order at least three class/clinical days prior to the scheduled date in order for make-up clinical instruction to be provided. The only exception will be if the Program Supervisor has given approval, in advance, for the clinical instruction to proceed while payment is forthcoming. Program completion certification will not be sent to the Office of Professions until all program hours are completed and paid for.
Closing Policy*
In the event that the Southern Adirondack Education Center has to close due to bad weather or problems, school closings will be announced on the WSWHE BOCES website at www.wswheboces.org and on the following stations:

- WWSC 1450 AM  WRGB Channel 6
- WYJB 95.5 FM  WXXA Fox 23 News
- WCKM 98.5 FM  Spectrum News Channel
- WQAR 101.3 FM  WTEN Channel 10
- WGY 810 AM  WNYT Channel 13
- WRVE 99.5 FM  *School Closings do not count as days in attendance

School closings impacting clinical/class/lab days must be made up. Students are advised to leave scheduled school closing/vacation days free, as these days will be used to make up any weather/emergency related missed clinical/class/lab days if SAEC closes for any reason. All missed hours must be made up. Failure to attend a school-related clinical make-up day may result in a clinical fail and dismissal from the program. Please refer to the clinical attendance policy.
Attendance Remediation Form

Name: ________________________________

Today’s Date: ________________________

Date (s) of absence: __________________

Reason for absence: __________________

Length of absence (hours, minutes): __________________

Approved absence: ____________ (Yes or No)

Type of hours missed (class/lab/clinical): ________________

Cumulative total hours missed: ________________

Actual content missed: ________________________

Make-up Assignment Due Date: ________________

Plan of Remediation (use additional space on back if needed):

_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________

Student signature: ________________________ Date: ________________

Instructor signature: ________________________ Date: ________________

Referred to Program Supervisor: YES or NO Date Referred: ________________

Instructor Signature: ________________________ Date: ________________
STUDENT BEHAVIOR EXPECTATIONS

Classroom Code of Conduct

1. Students must maintain a professional attitude in class, in the laboratory, in the clinical setting and towards others. Unprofessional conduct may result in dismissal.
   a. A conference with the assigned teacher and student will follow the incident. This meeting will occur as soon as possible to discuss remediation and consequences.
   b. Some examples of unprofessional behavior are: swearing, disruptive behavior and cell phone use. The above list is not all inclusive and provides a sample only.

2. **Cell phones are not permitted in class, lab, or clinical.** At the beginning of each instructional day phones are to be turned off and placed in student mailboxes or left at home. Messages can be checked during breaks. No text messaging, cameras, audiotaping or videotaping during class, clinical or lab is permitted. Online access is allowed only with faculty permission. **Cell phones are not to be used as calculators.** Unauthorized use may result in dismissal. Students are cautioned about the use of social media and are expected to behave on social media sites in a professional and respectful manner.

3. Students are expected to behave in a professional and respectful manner to all members of the class, staff, and other building users.

4. Disruptive behavior during class will result in the student being asked to leave the class for the day.
   a. Electronic devices are to be turned off during class, clinical and lab, and stored appropriately.
   b. Any student with an electronic device on during class, lab, and/or clinical will be dismissed for the remainder of the day, marked with an unexcused absence, and may result in dismissal.

5. Honesty and integrity should be practiced by students as they complete assignments, research papers and sit for tests. Cheating and plagiarism are examples of unethical academic practices and such behavior will result in disciplinary action and/or negatively impact grades as deemed appropriate by the faculty.
   a. Cheating may include, but is not limited to, any of the following behaviors: looking at another student’s test paper, text messages, passing or receiving answers from a fellow student, obtaining unauthorized copies of an exam prior to a test, using crib notes and changing an answer when a test is returned.
   b. Plagiarism is defined as stealing and using another’s ideas. Examples can range from not citing work correctly to copying work directly from a source such as a book, article, online source, or another student.

6. Students are allowed to have a beverage during class. Food and snacks should be consumed during the allotted break time. No beverages or snacks are to be consumed in the computer labs or clinical labs.

7. Sleeping in class will result in the student being dismissed for the day and no credit given for the hours missed.

8. Attendance is required within the stated guidelines.

9. Conflicts will be dealt with in an adult and professional manner between the involved individuals only. Students may ask an instructor to help mediate and resolve the conflict. All WSWHE BOCES policies are to be adhered to, including those regarding conduct, drugs, alcohol, smoking, etc.

10. **Family emergencies should be handled through the classroom phone. 518-746-3463. (NO EXCEPTIONS)**

11. Use of any personal electronic equipment during class and clinical is prohibited (including but not limited to Apple Watch, iPod, MP3, PDAs, etc.). Laptop/tablet use is at the instructor’s discretion. See WSWHE BOCES Internet policy.

12. Students are expected to dress in a professional manner; one that is clean, appropriate, and non-offensive. Clean scrubs are considered appropriate professional attire. If a student(s) do not adhere to dress code, supervisor reserves the right to require students to wear scrubs to class.

13. Cleanliness is important as classmates are in close proximity (daily bathing, clean hair, oral hygiene, etc.)
GRADING PRACTICES:

Program Grading Policy

A grade is given for every curricular content area

- The passing average in each of the course content area is 75%.

- The passing grade for dosage/medication calculations is 100% Students will be given 3 total opportunities to pass the dosage calculation final exam with a score of 100%. Students who are unsuccessful in doing so may be dismissed from the program. Proficiency in dosage calculation is a critical component of medication administration.

Clinical and Lab grades are based on a “Pass’ and “Fail” criteria. Please refer to the Clinical Grading Policy.

- All quizzes and exams must be made up the day the student returns to class. If a student misses a final exam they can only retake it if they show documented proof as to why it was missed. This includes but is not limited to a note from a medical provider, court, obituary showing direct relation to the deceased or a prior excusal from the instructor. Content is not to be discussed between students until make-up exam is completed.

- All assigned projects will be collected on the due date and counted as either a quiz or test grade. Any assignment not handed in will be considered late with point deductions made. Grading practices are pursuant to the standards outlined for attendance

The program parameters for grading are as follows:

- Quizzes 25%
- Tests 35%
- Projects/Papers/ATI 20%
- Final Exam 20%
Student Testing Requirements

Students should read this document before taking their exam.

The Practical Nursing Program reserves the right to offer exams in both computerized and/or paper/pencil format.

Exams may be given during lab or lecture hour.

It is the student’s responsibility to arrive on time for the exam. If the student arrives late for an exam, the student forfeits the time they are late. No extra time will be given for students arriving late.

Only one student will be permitted to use the restroom at a time and cannot carry any instructional materials or devices. Faculty has the option of having another faculty accompany the student to the restroom.

The following items may not be accessed at all during the exam (including restroom break):
- Any educational, test preparation or study materials.
- Cell/mobile/smart phones, tablets, cameras, pagers, jump drives or other electronic devices.

Turn off cell phones completely (do not put them on vibrate).

No borrowing or sharing calculators.

No using cell phones or PDA’s as a calculator.

The student will refrain from engaging in any disruptive behavior during the exam, including, but not limited to, walking around, talking, and standing up, etc.

A student must raise their hand before asking a question during the administration of a test.

No wearing of electronic devices including, but not limited to, watches, electronic bracelets and/or wrist bands may not be worn during an exam.

Hats, gloves, hoods, scarves, jackets, coats, or dark glasses may not be worn during an exam.

All Nursing Students should be aware that any disclosure of examination items before, during or after the examination is a violation of the WSWHE BOCES Academic Integrity Policy.

The only material that can be used during your exam will be provided by faculty. Please note that all scrap
paper must be turned into faculty with the completed quiz/exam.

All personal belongings will be placed in front of the room. This includes:

- Cellular, mobile, smart phones, PDA
- Any electronic devices including, but not limited to pens, calculators, watches, electronic wrist bands, eye glasses, etc.
- Bags, purses, wallets
- Books, study materials
- Cameras
- Coats, hats, scarves, gloves
- Food or drink
- Gum or candy
- Lip balm

You will be given approximately 1.5 minutes per question:

- 45 minutes for a 30 question exam
- 75 minutes for a 50 question exam
- 150 minutes for a 100 question exam

For Paper and Pencil Exams:
Answers written on the exam paper, but not placed on the scantron, will not be scored.

When the student is finished with their exam:
The student will raise their hand, and the instructor will come and pick up the exam and scantron.

For computerized exams:
When you are finished with your exam, log off the exam site and follow instructions from faculty.

Make-Up Exam Policy
A make-up exam will be given the day the student returns from the absence. Faculty have the right to provide an exam in an alternate format (including, but not limited to fill in the blanks, matching column, short answer, etc.). Students will not be allowed to take a make-up exam more than once. In the event of a death in the family, the student should speak directly with their faculty and the program supervisor.
Clinical Grading Policy:

Clinical performance will be rated “pass” or “fail” each week by the clinical instructor. **The student may be dismissed from the program if they receive 2 clinical failures during the year. Serious client safety and HIPPA violations may result in student being sent home for the day with no credit for hours and disciplinary action which may include dismissal from the program.**

- Examples of student actions in the clinical setting which may result in a clinical failure and/or possible dismissal from the program include, but are not limited to:
  - **Client Safety:**
    - Performs skills without first notifying nursing instructor for appropriate supervision
    - Places client in a dangerous situation, such as leaving the bed in high position, improper use of restraints, positions client inappropriately
    - Client falls to actions of the student
    - Medication errors

- **Nursing Process:**
  - Does not inform nursing instructor and co-assigned nurse of changes in client condition
  - Sets inappropriate priorities

- **Critical Thinking:**
  - Makes clinical decisions that endanger the client

- **Communication:**
  - Does not maintain client confidentiality (HIPPA)
  - Does not receive or give report to instructor and co-assigned nurse

- **Responsibility and Accountability:**
  - No Call/No Show
  - Hostile/Bullying and/or any Unprofessional Behavior
  - Is unprepared for clinical; paperwork is not completed, medications have not been researched, procedures have not been reviewed, etc.
  - Does not assume responsibility for own actions
  - Does not interact appropriately with staff and peers
  - Not fit for duty to actively participate in the clinical setting. This includes but not limited to being heavily perfumed, or under the influence of foreign substances (i.e.: alcohol, illegal drugs etc.)
  - Having cell phone in a client environment in the clinical setting. **Cell phones are not permitted in class, lab, or clinical.**
  - Establishing/pursuing relationships with clients/residents/caregivers including but not limited to soliciting work, money, social media networking, and any relationships outside of established standards of care and professionalism within the health care industry, that would be considered to be inappropriate or potentially benefit the student outside of school.
Additionally:
- Instructors may assign remedial assignments if the student fails to demonstrate expected progress.
- The clinical instructor shall meet with each student at the end of each week to discuss the student’s progress in the clinical area. This will be documented on the weekly clinical progress report form.
- Students are expected to adhere to the dress code outlined in the WSWHE BOCES Practical Nursing Student Handbook.
- Clinical make-ups will be at the discretion of the faculty and will be reviewed on a case-by-case basis. Cost of clinical make-ups are at the expense of the student.
- Students may be required to return to the classroom Lab to practice skills if deficiencies are identified by the clinical instructors. When this occurs, proficiency of skill must be demonstrated to the instructor before student returns to clinical.

**Academic Probation:**
- Students are required to maintain a 75% or better in each content area and must also have a “Pass” in the clinical and Lab.
- Individuals who have grades below 75% after the second unit exam will be placed on academic probation until the end of the course. The student must bring the grade back to the minimum requirement of 75% upon completion of the course to remain in the program. If unsuccessful in improving the average grade, dismissal from the program may result.
- Students who are placed on academic probation must fulfill remediation requirements per faculty and supervisor direction, based on individual student needs.
- Students may only receive two separate probation periods during the school year.

**Dismissal Procedure & Appeal:**
When situations arise which may result in a student’s dismissal from the program, the student will be asked to attend a meeting with the program coordinator, and any appropriate WSWHE BOCES personnel. The following process will be followed when students are in jeopardy of being dismissed:

1) A hearing will be scheduled by the PN Supervisor
2) The student in jeopardy of dismissal will be notified 3 class days prior to the date of the hearing
3) The PN Supervisor will review and consider the documentation and evidence or testimony pertaining to the grounds for the hearing
4) At the hearing, the student will be allowed to provide relevant information for consideration related to their potential dismissal.
5) Within 3 school days of the conclusion of the hearing, the PN Supervisor will issue a written determination, which will be provided to the student. If the student disagrees with the determination, they may appeal, pursuant to the procedures set forth below.

The following process will be followed to appeal a Dismissal Determination following a hearing:

1) Within 3 school days of delivery of the written determination from a Dismissal Hearing, a student may submit a written letter intending to appeal to the Assistant Superintendent for Instructional Programs.
2) An Appeal Hearing with the Assistant Superintendent for Instructional Programs or their designee and
other relevant WSWHE BOCES employee(s) will be scheduled within 3 school days of receipt of letter.

3) Student may submit any additional relevant information for consideration at the Appeal Hearing.
4) A written determination will be made within 3 days of the Appeal Hearing by the Assistant Superintendent for Instructional Programs or the designated Appeal Officer.
5) The determination from the Appeal Hearing is FINAL and BINDING.

**Returning Students:**
Students who have attempted the program twice but have been unsuccessful, may not apply for a third attempt.

**Medical Leave of Absence:**
Generally, no medical leaves of absences will be granted. However, a request for a medical leave of absence may be submitted and the administration will review such request, and make a determination on a case-by-case basis whether leave will be granted. Request for a medical leave of absence must be made to the Program Supervisor and the Assistant Superintendent for Instructional Programs. Any relevant documentation or information the student would like to be considered in conjunction with their medical leave request must be submitted simultaneous to their request. The PN Supervisor and the Assistant Superintendent of Instructional Programs will review the request in conjunction with the BOCES administration. A written determination will be issued following review of the request.

**Fitness for Duty Practices:** (A Zero Tolerance Offense)
The program has a vital interest in ensuring a safe and healthy working and educational environment for students, instructors, administrators and those we serve. Students may not possess or use any non-prescribed controlled substances, or illegal drug or substance, except for that possession which occurs in the scope of their instruction or clinical practices within the program. At time of orientation, all students must give consent to be tested for illegal substances if there is reasonable suspicion that the student may be under the influence of illegal or non-prescribed controlled substances at any time during the program. Students may not report to the program or perform any duties related to their program while under the influence of alcoholic beverages or non-prescribed or illegal substances, and any consumption of alcoholic beverages, non-prescribed or illegal substances at or during the program is strictly prohibited. The WSWHE BOCES reserves the right to require drug screening based upon reasonable suspicion that the student may be under the influence of alcohol, or illegal or non-prescribed controlled substances, or the any combination thereof. A "reasonable suspicion" must be based upon specific, reliable observation that the BOCES employee or Clinical Site supervisor can articulate concerning the appearance, behavior, speech or smell of the student. The following observations may indicate drug or alcohol use: unsteady gait, odor of alcohol on the breath, thick or slurring speech, aggressive or abusive language or behavior, and disorientation or lethargy. The Glens Falls Hospital Center for Occupational Health will be the primary provider of this service.

If at any time there is a reasonable suspicion is identified and articulated that the student may be under the influence of an illegal substance, the student will be immediately removed from the class, lab, or clinical setting and must be tested within eight (8) hours. Testing will occur at the Glens Falls Hospital Center for Occupational Health, located at 135 North Road, Wilton, NY 12831. The student will be required to arrange for transportation by another person to- and from- the testing center. Testing will be through a sample designated by the BOCES. The student may not return to class, lab, or clinical settings until the
testing is completed and the results are known. In the event a student is taking medication prescribed by a physician, or an over-the-counter medication, the student will be asked to take the test anyway. **Students who refuse testing, including by failing to present at the Center for Occupational Health for testing within eight (8) hours, will be dismissed from the program.** Cost of testing is at the student’s expense.

In the event of a confirmed “positive” result for any alcohol, illegal or other non-prescribed controlled substance, dismissal will be immediate. If the test reveals the presence of a prescribed medication, the student will be asked to show proof of prescription. Failure to provide proof of prescription will result in the student’s dismissal.

In the event a student is using controlled substances or medication prescribed for them, under the direction of a physician or any other person authorized to prescribe controlled substances, the student is responsible for discussing with the prescriber their specific duties and responsibilities in this program, in order to determine whether the prescribed medication may cause any adverse impact or effect on the student’s ability to perform and participate in the program. If the prescribed medication may have an adverse effect, the student must obtain from the physician or other prescriber, a letter detailing any recommended restrictions. Upon being prescribed a medication which may have an adverse impact on the student’s performance or participation, the student will immediately provide the letter to the Program Supervisor, who will, in consultation with the BOCES administrator, review the information and will make a determination whether the student is safely able to continue to participate in the program. If a prescription or over-the-counter medication has been prescribed and is necessary for the student BUT renders the student unsafe in the class, lab or clinical setting, the BOCES reserves the right to remove the student from the class, lab or clinical setting. If the removal exceeds the absences allowed in the attendance policy, the student may be dismissed from the program.

**Student Remediation and Conflict Resolution:**

_The Conflict Resolution and Student Remediation process is the same whether the issue is initiated by the student or the faculty._

**Stage 1:** Students will be addressed by their primary instructor whenever a problem requires remediation. This may involve behavior, grades, attendance, clinical performance or any other area related to their education and success in the program. Effort will be made to identify underlying issues and a solution developed to correct the problem. This will be documented.

**Stage 2:** In the event an issue continues without resolution, the instructor and other program faculty will meet with the student to discuss and modify the plan to achieve long-term success in the program. This will also be documented as above. The instructor for the student will provide assistance and support to the students. The Program Coordinator will receive copies of documentation towards resolution.

**Stage 3:** The third stage will involve the Program Coordinator as needed. The severity of the issue will dictate the outcome; another plan for remediation, discipline, or potentially dismissal. Students will receive written notification of the decision.

**Stage 4:** If no satisfactory resolution has occurred students may request a meeting with the Assistant Superintendent for Instructional Programs after the steps above have been taken. Beyond these steps a student may follow the grievance policy.
PN CLINICAL TERM EVALUATION SUMMARY

Term period of ____________________________
STUDENT: ________________________________  GRADE: PASS  FAIL

During the marking period this student has demonstrated the following strengths in their clinical practice:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

During the marking period this student should demonstrate improvement in the following areas in their clinical practice:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

This student does/does not demonstrate the appropriate level of professional growth for a student at this point in their educational experience.

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

________________________________________________________________________

Student Signature/ Date ____________________________  Instructor Signature /Date ____________________________
**Clinical Dress Code**

The Clinical Dress Code will be enforced. Lack of compliance in clinical dress code will result in immediate dismissal for the day and result in a clinical failure.

<table>
<thead>
<tr>
<th>UNIFORMS</th>
<th>All students shall wear complete uniform as designated by school policies. They shall be freshly laundered, wrinkle-free and of appropriate length and fit. Underwear worn appropriate for uniform, special area dress codes will be followed when applicable. Uniforms are required for all clinical experiences. The WSWHE BOCES Student Patch must be visible at all times.</th>
</tr>
</thead>
<tbody>
<tr>
<td>SHOES</td>
<td>All students shall wear clean, white shoes. They shall be appropriately sturdy and supportive. Shoes must cover toes, have a strap on the heel and if sneakers are chosen they must be all white. Shoes with open holes (such as Crocs) are not permitted.</td>
</tr>
<tr>
<td>SWEATERS</td>
<td>No sweaters shall be worn while in clinical area. Blue lab coats (matching scrub color) are permitted, with school patch on left sleeve.</td>
</tr>
<tr>
<td>HAIR</td>
<td>Hair length shall be above top of collar and away from face. Long hair should be pulled up and secured in a neat arrangement. Males must be clean-shaven, although beards and mustaches are acceptable. No outlandish hair colors.</td>
</tr>
<tr>
<td>COSMETICS</td>
<td>Light use of make-up is allowed. No perfume or cologne is allowed. No nail polish or artificial nails are permitted.</td>
</tr>
<tr>
<td>JEWELRY</td>
<td>No costume jewelry may be worn. Plain wedding bands are the only rings allowed. Small posts may be worn in pierced ears; one earring per ear lobe. <strong>No visible body/tongue piercing</strong></td>
</tr>
<tr>
<td>TATTOOS</td>
<td>Tattoos are to be covered during clinical rotations.</td>
</tr>
<tr>
<td>I.D</td>
<td>The BOCES picture ID is required at all times during clinical.</td>
</tr>
<tr>
<td>ACCESSORIES</td>
<td>Pen, pad, bandage scissors, stethoscope, blood pressure cuff, gait belt, drug books, pen light and a watch with a second hand are <strong>required</strong> as part of the uniform. Accessories such as coats, purses and book bags should be stored in the areas provided by the clinical sites. Security is not provided. Valuables should be secured at home or in your car.</td>
</tr>
<tr>
<td>PERSONAL</td>
<td>No food, drink, gum, chewing or smoking tobacco is allowed. No cell phone should be brought into the clinical site. Lunch is to be brought to the clinical site each day as students are not permitted to leave the premises during clinical hours.</td>
</tr>
</tbody>
</table>

**DRESS CODE WILL BE ENFORCED**
**WSWHE BOCES LPN PROGRAM**

**Weekly Progress Report of Clinical Performance**

**Student:**

**Assignment:**

**Dates:**

**Evaluation:** Pass / Fail / Needs improvement / Improving

**SKILLS ACOMPLISHED**

<table>
<thead>
<tr>
<th>Professional/Technical Skills</th>
<th>S</th>
<th>U</th>
<th>NI</th>
<th>I</th>
</tr>
</thead>
<tbody>
<tr>
<td>Performs tasks using correct technique</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Performs task efficiently</td>
<td></td>
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<tr>
<td>Maintains patient safety*</td>
<td></td>
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<tr>
<td>Applies academic theory to clinical</td>
<td></td>
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<td></td>
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<tr>
<td>Maintains Aspects*</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Communication/Interpersonal Skills</th>
<th>S</th>
<th>U</th>
<th>NI</th>
<th>I</th>
</tr>
</thead>
<tbody>
<tr>
<td>Utilizes appropriate verbal/non-verbal communication</td>
<td></td>
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<td></td>
<td></td>
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<tr>
<td>Communicates effectively with peers, staff, patients &amp; instructor &amp; adheres to HIPPA regs.*</td>
<td></td>
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<tr>
<td>Uses effective listening skills to interpret communication from others</td>
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<td></td>
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<tr>
<td>Documents reports patient info accurately &amp; effectively (written, verbal, computer)</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Personal Qualities</th>
<th>S</th>
<th>U</th>
<th>NI</th>
<th>I</th>
</tr>
</thead>
<tbody>
<tr>
<td>Possesses a positive attitude &amp; optimistic attitude</td>
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<tr>
<td>Demonstrates appropriate self-confidence &amp; assertive behavior</td>
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<tr>
<td>Takes initiative to learn or do tasks without being told</td>
<td></td>
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</tr>
<tr>
<td>Functions effectively as a team member</td>
<td></td>
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</tr>
</tbody>
</table>

**Instructor Comments:**

**Instructor signature:**

**Date:**

* are considered critical elements and are heavily weighted in the overall performance of the student daily. NI = Areas needing further work & remediation; improvement is expected following remediation or you will receive a U or clinical failure.
Bureau of Labor Employment Statistics

Employment and salary statistics for Licensed Practical Nurses are available from the United States Department of Labor at: https://www.bls.gov/oes/current/oes292061.htm#nat

Emergency Response Procedures

Emergency Response Procedures are posted in all classrooms and are to be followed.

General Information

- Voter Registration forms can be found in financial aid office for your convenience or located online at https://www.elections.ny.gov/NYSBOE/download/voting/voteform

- Constitution Day is September 17. We commemorate this day in accordance with Title IV regulations.

- Student financial aid reference websites: studentaid.gov, nslds.ed.gov
DISCLOSURES FOR FEDERAL FINANCIAL AID

NOTICE OF AVAILABILITY OF INSTITUTIONAL AND FEDERAL FINANCIAL AID

Adult Practical Nursing students may apply for Federal Title IV financial aid. Federal Title IV financial aid available at the WSWHE BOCES are Pell, SEOG and Direct Student Loans. All students wishing to receive Federal Financial Assistance must submit a Free Application for Federal Student Aid (www.fafsa.gov). All applications for Title IV aid must be submitted by the Federal deadlines in order to receive financial aid.

General Federal Student Aid Eligibility Requirements:

- Demonstrate financial need (FAFSA) - will determine expected family contribution (EFC)
- Have a high school diploma or GED
- Be a US citizen or eligible non-citizen
- Not be in default on any federal student loan or owe a refund on a federal grant or loan
- Provide all required documents to the BOCES financial Aid office by specific deadlines
- Have a valid social security number
- Be registered with Selective Service, if male
- Maintain satisfactory academic and attendance progress as defined by the school- See Progression Requirements and Attendance Policy

Federal Pell Grants:
Grant that typically does not have to be repaid except in some cases such as, if student withdrawals from school. Lifetime limits for Pell eligibility do apply. The financial aid office will provide you with the amount of Pell award, if any, at your individual appointment. Expected family contribution (EFC) derives financial aid offer amounts.

Federal SEOG Grant:
FSEOG grant provides funds for exceptionally needy undergraduate students. Priority order for FSEOG recipients are based on Pell grant eligibility and lowest EFC. This grant is a combination of federal funds (75%) and BOCES institutional match (25%).

William D Ford Federal Direct Stafford Loan Program: These are LOANS and must be repaid
This program offers low interest Stafford Loans or the Plus Loan to parents and students to help pay educational costs. Student loan monies must be repaid within ten (10) years of completion or withdrawal from the program. The following are types of loans covered in this program:

- **Subsidized Loans**- Based on financial need; US Dept. of Education pays interest while you're in school at least half-time and during grace and deferment periods. Six months after completing course or withdrawal from class, you must begin repaying the loan. Certain time limits apply to 1st time borrowers.
- **Unsubsidized Loans**- Students who borrow through this program will be charged interest from the time the loan is disbursed. Six months after completing course or withdrawal from class, you must begin repaying the loan. Students can however, choose to pay the interest while attending school.
- **Plus Loans**- Available to parents of dependent students (based on credit history). If a parent has adverse credit, student may be eligible for additional unsubsidized loans. Repayment begins 60 days after the full disbursement of the loan. Interest begins from the time the loan is disbursed.

Students must complete a master promissory note and entrance counseling before loan disbursements will be made available. Before a student leaves school, by either withdrawal or graduating, exit loan counseling is mandatory prior
to graduation. Both entrance and exit counseling and master promissory note can be completed by going to student’s account at www.studentloans.gov. Contact the financial aid office for assistance, if needed, students applying for financial aid will receive an estimated financial aid offer letter from the financial aid specialist prior to each academic year (August and April typically). The estimated financial aid offer letter will consist of an estimated grant amount for Pell and FSEOG, if applicable, along with an estimated amount of direct loans available to borrow at each payment period during that academic year.

Federal Financial Aid Disbursement Requirements:

The Practical Nursing Program is a 1200 clock hour program. Student’s eligibility and percentage rates for Title IV financial aid earned is based on the number of clock hours completed. An academic year for Title IV funding is defined as 900 clock hours, which is what payment periods and disbursements are based on, for an academic year.

Direct loan payment periods within an academic year are broke down by the number of clock hours earned.
(0-450) & (450-900) Academic Year 1
(900-1050) & (1050-1200) Academic Year 2

Pell funds are distributed in 2 equal payments in academic year 1 and one remaining payment in academic year 2.

FSEOG funds are distributed in 2 equal payments in academic year 1.

Federal Financial aid Title IV Disbursements Schedule: (Must be maintaining Satisfactory Progress and Attendance)

Academic Year 1 (0-900 hours) Direct Loan/Pell/FSEOG

1st disbursement approximately September (within reasonable time frame from start of class)

2nd disbursement approximately December (450 hours completed)

Academic Year 2 (901-1200 hours) Direct Loan/Pell

1st disbursement approximately April (900 hours completed)

2nd disbursement approximately May (1050 hours completed)- Direct Loans Only

Right to Cancel

Prior to disbursement of Title IV funds, a student will receive notification of right to cancel.

The financial aid specialist will provide the student with a notification of anticipated date of disbursement, which will indicate amount of funds being disbursed and if said disbursement will create a credit on the student’s account for that particular payment period. This notice also indicates the intentions of the student’s right to cancel, should they wish to cancel all or part of the anticipated disbursement. Should a student wish to exercise their right to cancel they must contact the financial aid specialist within the allowed time frame indicated.

Satisfactory Academic Progress/Attendance for Title IV eligibility

Students receiving Title IV aid must maintain Satisfactory Academic Progress (SAP) before federal aid can be released and applied to tuition or refunded to the student for use for other educational expenses. Please refer to program requirement section of handbook under progression requirements for details on SAP guidelines. Financial aid evaluation periods for SAP and attendance are at the following scheduled clock hours (450, 900, 1050). Students who miss twenty hours of unexcused time and/or fail to meet the
minimum requirements for SAP will be placed on financial aid warning. The student will continue to receive Title IV assistance for the following payment period. The student will be notified in writing that they are being placed on financial aid warning and will meet with the program instructor and/or coordinator to review actions required to attain SAP by the next evaluation. If at the end of the warning period, the student has not met both the attendance and academic requirements the student will be placed on financial aid probation and may be deemed ineligible to receive Title IV funds.

**TUITION PAYMENT AND REFUND REGULATIONS**

**Tuition Payment Regulation**

A tuition payment plan will be established for each adult student enrolled in the WSWHE BOCES Practical Nursing Program prior to beginning their program. This plan may include a combination of monthly payments, Federal Financial Aid, outside agency funding or scholarships. Any student being sponsored, in part or in whole, by outside sources, including scholarships, must provide the WSWHE BOCES with verification of these sources prior to including them as part of their payment plan. The cash component of the plan will be due to the WSWHE BOCES on the dates specified in the individual payment plan.

**Institutional Regulation**

Students who withdraw officially or unofficially from any of the WSWHE BOCES programs, or are officially dropped from the program, are responsible for payment of tuition as outlined below. Chargeable tuition will be based on the date the student officially withdraws or is officially dropped. If a student is sponsored by an outside agency, that agency will be billed accordingly as stated in this WSWHE BOCES regulation, not to exceed the terms of their fiduciary agreement.

<table>
<thead>
<tr>
<th>Official Withdrawal Date:</th>
<th>Percent of Tuition Required:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Upon or before the completion of week 1 (ends day 5)</td>
<td>0% Tuition Required</td>
</tr>
<tr>
<td>Upon or before the completion of week 2 (ends day 10)</td>
<td>20% Tuition Required</td>
</tr>
<tr>
<td>Upon or before the completion of week 3 (ends day 15)</td>
<td>30% Tuition Required</td>
</tr>
<tr>
<td>Upon or before the completion of week 4 (ends day 20)</td>
<td>40% Tuition Required</td>
</tr>
<tr>
<td>Upon or before the completion of week 5 (ends day 25)</td>
<td>50% Tuition Required</td>
</tr>
<tr>
<td>After week 5 in the program (begins day 26)</td>
<td>100% Tuition Required</td>
</tr>
</tbody>
</table>

**Title IV Refunds**

The practical nursing office is required by federal guidelines to recalculate federal financial aid eligibility for students who withdraw/drop out or are dismissed or take a leave of absence prior to completing 60% of a payment period.

If a student leaves the program prior to completing 60% of a payment period, the practical nursing office recalculates eligibility for Title IV funds. Recalculation is based on the percentage of earned aid using the federal return to Title IV funds formula.

If a student earned less aid then what was disbursed, WSWHE BOCES would be required to return a portion of the funds, and the student would be required to return a portion of the funds. **When Title IV funds are returned, the student borrower may owe a balance to WSWHE BOCES.**
ALL UNPAID TUITION / FEES ARE SUBJECT TO THE BOCES COLLECTION POLICY.

Refund Regulation

The WSWHE BOCES will provide a fair and equitable refund by utilizing our institutional regulations in conjunction with the required Federal “Return to Title IV” refund policy. Any cash excess remaining after determining the “Return to Title IV” calculation and institutional calculations will be issued directly to the student or, with the student’s direction, returned directly to the student’s lender to reduce their student loan debt.

The PN Application Fee and PN Acceptance Fee (seat reservation) are non-refundable and are not included when calculating Title IV refunds. For students entering a PN program, the PN Acceptance Fee (seat reservation) will be applied to the student’s account.

Kits, books and supplies purchased from the WSWHE BOCES are considered non-reusable and fees paid for such are non-refundable. Unpaid balances must be satisfied before a student re-enters any BOCES program.
Notification of Rights under FERPA for Postsecondary Institutions

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 at any age.) These rights include:

1. The right to inspect and review the student's education records within 45 days after the day the WSWHE BOCES Adult PN Program (“School” or “Institution”) receives a request for access. A student should submit to the registrar, program coordinator, or head of the academic department a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

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

   A student who wishes to ask WSWHE BOCES to amend their student record should write the program supervisor and clearly identify the part of the record the student wants changed, and specify why it should be changed.

   If WSWHE BOCES decides not to amend the student record as requested, WSWHE BOCES will notify the student in writing of the decision and the student’s right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

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

   WSWHE BOCES 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 typically a person employed by WSWHE BOCES in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the school.

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

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

   See the list below of the disclosures that postsecondary institutions may make without consent.

   FERPA permits the disclosure of PII from students’ education records, without consent of the student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, § 99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student —

   • To other school officials, including teachers, within WSWHE BOCES whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the
school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(i)(B)(1) - (a)(1)(i)(B)(3) are met. (§ 99.31(a)(1))

- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student’s enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))

- To authorized representatives of the U. S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university’s State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §§99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§ 99.31(a)(3) and 99.35)

- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))

- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§ 99.31(a)(6))

- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))

- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))

- To comply with a judicial order or lawfully issued subpoena. (§ 99.31(a)(9))

- To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))

- Information the school has designated as “directory information” under § 99.37. (§ 99.31(a)(11))

- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of § 99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§ 99.31(a)(13))

- To the general public, the final results of a disciplinary proceeding, subject to the requirements of § 99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school’s rules or policies with respect to the allegation made against him or her. (§ 99.31(a)(14))

- To parents of a student regarding the student’s violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))

NOTICE OF AVAILABILITY OF FEDERAL FINANCIAL AID AND PREFERRED LENDER ARRANGEMENTS

The WSWHE BOCES does not have any preferred lender arrangements at this time. For financial aid information please visit our website: https://www.wswheboces.org/page/Practical-Nursing
WASHINGTON SARATOGA WARREN HAMILTON ESSEX
BOARD OF COOPERATIVE EDUCATION SERVICES

NOTICE OF FEDERAL STUDENT FINANCIAL AID PENALTIES FOR DRUG LAW VIOLATIONS

A federal or state drug conviction can disqualify a student from federal financial aid programs. Convictions apply if they were for an offense that occurred during a period of enrollment for which the student was receiving Title IV federal financial aid; convictions do not count if the offense did not occur during such a period. A conviction that was reversed, set aside, or removed from the student’s record does not count toward federal financial aid eligibility. Furthermore, a conviction received when the student was a juvenile does not apply, unless that student was tried as an adult.

The following table illustrates the period of ineligibility for federal financial aid programs. Note eligibility is dependent upon the nature of the conviction and number of prior offenses:

<table>
<thead>
<tr>
<th></th>
<th>Possession of Illegal Drugs</th>
<th>Sale of Drugs</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Offense</td>
<td>1 year from date of conviction</td>
<td>2 years from date of conviction</td>
</tr>
<tr>
<td>2nd Offense</td>
<td>2 years from date of conviction</td>
<td>Indefinite period</td>
</tr>
<tr>
<td>3 or more Offenses</td>
<td>Indefinite</td>
<td></td>
</tr>
</tbody>
</table>

Moreover, those students convicted of both selling and possessing illegal drugs will be subject to ineligibility for the longer period as prescribed under the circumstances.

A student regains eligibility the day after the period of ineligibility ends or when the student successfully completes a qualified drug rehabilitation program. Additional drug convictions will make the student ineligible again for federal financial aid programs.

Students denied eligibility for an indefinite period can regain it only after successfully completing a rehabilitation program (see below). Furthermore, eligibility can be resumed if a conviction is reversed, set aside, or removed from the student’s record so that fewer than two convictions for the sale or three convictions for the possession of illegal drugs remain on the student’s record. In such cases, the nature and dates of the remaining convictions will determine when the student regains eligibility. It is the student’s responsibility to certify to the College that a qualified drug rehabilitation program has been completed.

For purposes of financial aid eligibility, a qualified drug rehabilitation program must include at least two unannounced drug tests and must satisfy at least one of the following requirements:

• Be qualified to receive funds directly or indirectly from a federal, state, or local government program.
• Be qualified to receive payment directly or indirectly from a federally or state-licensed insurance company.
• Be administered or recognized by a federal, state, or local government agency or court.
• Be administered

Additional information regarding illegal drug conviction and financial aid eligibility is available on the Free Application for Federal Student Aid (FAFSA) website, www.fafsa.gov. Report any convictions involving illegal substances on question #23 of the FAFSA. If a student receives a drug conviction while receiving aid at WSWHE BOCES, the student is required to notify the Financial Aid Office immediately.
2017 Campus Security Report as required pursuant to
The Student Right to Know and Campus Security Act
Public Law 101-542, as amended by the higher education
Technical Amendments of 1991, Public Law 102-26

The Washington-Saratoga-Warren-Hamilton-Essex Counties BOCES has designated School Safety Officer, as the contact persons for any issues relating to campus security at the Southern Adirondack Education Center.

Reporting Criminal Activity, Emergencies and Suspicious Behavior:

The Washington-Saratoga-Warren-Hamilton-Essex Counties BOCES request that students and employees report any criminal activity/actions on campus to the individual designated. The designated individual will assist the student/employee in reporting the incident to local police authorities.

Security Procedures:

The following Security Procedures are part of our Operations and Maintenance manual. They are conducted on a daily basis.

- Make security tour, making certain all exit doors and windows are locked;
- Look into each class/shop for signs of water, smoke, vandalism, etc.;
- Check coolers and freezers in the areas designated by the Supervisor of Buildings and Grounds;
- Check out buildings and vehicles for signs of vandalism.

Campus Security Authorities:


Disclosing Information to the Community:

This Student Right to Know Act is disseminated to all adult Licensed Practical Nursing students who are recipients of financial aid and program employees or any potential program employees.

Crime Prevention Programs on Campus:

Because WSWHE BOCES has an extremely low crime rate and no residence halls there is no need for additional programs/services to inform about the prevention of crime on campus. Additionally, as WSWHE BOCES does not have any non-campus buildings or properties the local police do notify the institution of criminal activity which students engage in at off campus locations.

Substance Abuse Policy

The Washington-Saratoga-Warren-Hamilton-Essex Counties BOCES Board of Education prohibits:

- The possession, use, transportation, abandonment or sale of drugs, drug paraphernalia, or alcohol in school or on school property;
- Being under the influence of drugs or alcohol in school or on school property;
- Misusing any non-controlled substances for the purpose of achieving an intoxicating or narcotic effect on themselves or others in school or on school property.
Crime Statistics:

From January 1 through December 31 for the past three years, there was “Disciplinary Action” for the following crimes on campus:

<table>
<thead>
<tr>
<th>Offense</th>
<th>2015</th>
<th>2016</th>
<th>2017</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Murder/Non-Negligent Manslaughter</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Negligent Manslaughter</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Rape</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Aggravated Assault</td>
<td>0</td>
<td>1</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>Burglary</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Motor Vehicle Theft</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Robbery</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Illegal Weapons Possession</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Drug Law Violations</td>
<td>0</td>
<td>1</td>
<td>5</td>
<td>6</td>
</tr>
<tr>
<td>Crimes Against Women Reauthorization Act of 2013 (VAWA)</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Liquor Law Violations</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

From January 1, 2015 through December 31, 2017, there were “Arrests” for the following crimes on campus:

< One (1) Unlawful Possession of Marijuana.
< Two (2) Harassment.
< One (1) Disorderly Conduct.
< Three (3) Criminal Mischief.
< Two (2) Attempted Assault.
< One (1) Forcible Touching.
< Zero (0) Liquor law violations.

The Washington-Saratoga-Warren-Hamilton-Essex BOCES in an attempt to prevent similar occurrences will report any instances to the campus community of crimes considered to be a threat to other students and employees. These crimes would be of murder, rape, robbery, aggravated assault, burglary, motor vehicle theft and crimes against women.

Because Washington-Saratoga-Warren-Hamilton-Essex BOCES does not have any on campus housing we do not have any Fire Safety Disclosures. However, the log of fire drills is available upon request.
AFFILIATING INSTITUTIONS

Adirondack Pediatrics
84 Broad St # 3,
Glens Falls, NY 12801

Fort Hudson Nursing Home
319 Upper Broadway, Fort Edward, NY 12828
518-747-2811

Northern GI Endoscopy
5 Iron Gate Center
Glens Falls, NY 12801

High Peaks Hospice & Palliative Care Inc.
309 County Route 47, Suite 7, Saranae Lake NY, 12983
518-891-0606

Saratoga Center Rehabilitation & Skilled Nursing
149 Ballston Avenue, Ballston Spa, NY 12020
518-885-2288

Pediatric Associates of Glens Falls & Saratoga
154 Warren Street
Glens Falls, NY 12801
518-587-3823

Pines of Glens Falls Nursing Home
170 Warren Street, Glens Falls, NY 12801
518-793-5163

Rubin Dialysis
59 Myrtle Street #200, Saratoga Springs, NY 12866
518-587-1919

Saratoga Hospital
211 Church Street, Saratoga Springs, NY 12866
18-886-5800

The Centers Health Care
Various Sites

Wesley Health Care Center
131 Lawrence Street, Saratoga Springs, NY 12866
518-587-3600
June 5, 2002

To: Directors, Practical Nursing Programs

From: Gail A. Rosettie, Ph.D., R.N., Coordinator of Professional Education

The purpose of this memorandum is to ensure that all institutions offering practical nursing education programs in the State are aware that the New York State Education Department will assist in the resolution of student complaints about academic quality, refunds, and proper application of published institutional policies in professional programs. All practical nursing programs are required to provide notice of the Department’s complaint process in published student documents. Students should be informed in writing that the Department will not take action until all grievance procedures at the institution have been followed. Additionally, students should be informed that the Department will not intervene when the complaint concerns a grade or examination result. Complaints about discrimination against enrolled students on the part of the institution or faculty should be filed with the U.S. Office for Civil Rights, 26 Federal Plaza, New York, NY 10278.

A copy of the NOTICE TO COMPLAINANTS, a copy of the complaint form, and Guidelines for Staff Processing Complaints about Professional Education Programs are attached for your information. If you have any questions concerning this notification, please contact the Department.
Guidelines for Staff Processing Complaints about Professional Education Programs:

Persons requesting information on how to file a complaint are provided with a copy of “Notice to Complainants” with an attached “Complaint Summary Form.” As indicated on the “Notice” complaints about a program in a college or university in the State University System or the City University System should be sent to the respective central system offices for review and resolution. The State Education Department processes complaints regarding programs in independent or proprietary colleges. When a complaint is received involving a professional education program, staff review and attempt to resolve the matter within 90 days according to the following guidelines:

**Within two weeks of Receipt of the Complaint:**
Send an acknowledgement letter to the complainant that indicates that a letter has been sent to the institution seeking information about the allegations and that we will contact the complainant once we hear from the institution and complete our review of the allegations and the school’s response.
Send a letter to the institution’s chief administrative officer that states the allegations of the complainant and requests that the institution address the concerns and submit any documentation related to the complaints by a definite date (usually three weeks from the date on the letter of request).

**Within seven weeks of the Institution’s Response:**
Staff review the allegations and the School’s response. [Staff may need to contact either the complainant or the institution for additional information.]
Send a letter to the complainant that provides our findings in relation to the State Education Department’s authority and the standards for program registration. The letter would include any resolution or other suggestions.
Send a letter to the institution acknowledging the response to the allegations and information regarding resolution or suggestions.
NOTICE TO COMPLAINANTS

The Professional Education Program Review Unit will attempt to assist in the resolution of complaints about academic quality, refunds, and proper application of published institutional policies in professional programs (i.e., related to the licensed professions) at postsecondary institutions in New York State. Please note that the Department will not take action until all grievance procedures at the institution have been followed and all avenues of appeal exhausted. These steps should be documented in the complaint.

Additionally, the Department will not intervene when the complaint concerns the following matters:
- grades or examination results, which are the prerogative of the college faculty.
- discrimination against enrolled students on the part of the institution or faculty; Complaints should be filed with the U.S. Office for Civil Rights, 26 Federal Plaza, New York, NY 10278

Complaints about a college in the State University system should be sent to:
Vice Chancellor for University Life/Public Safety
System Administration
State University of New York State University Plaza Albany, NY 12246

Complaints about a college in the City University system should be sent to:

The City University of New York
Central Administration
535 East 80th Street
New York, NY 1002

In addition to the financial aid office of the institution, complaints regarding financial aid should be sent to:
Higher Education Services Corporation
1 Commerce Plaza
Albany, NY 12210
Complaints involving implementation of the Americans with Disabilities Act should be sent to:

Advocate’s Office for Persons with Disabilities
Empire State Plaza
Agency Building 1, Suite 1001
Albany, NY 12223

Counsel, Advocate for the Disabled
Governor’s Office The Capitol Albany, NY 12224

Vocational and Educational Services for
Individuals with Disabilities (VESID)
One Commerce Plaza
Albany, NY 12210

Every effort will be made to respond within 90 days of receipt to complaints filed with the Professional Education Program Review office.
Complaint Summary for Programs Related to the Licensed Professions

Mail completed form to: New York State Education Department
Office of the Professions
Professional Education Program Review
89 Washington Avenue, 2nd Floor West Wing
Albany, NY 12234

Please use this form to record all information about your complaint. A reviewer will be assigned to examine the situation and will, if necessary, contact you for additional information. The results of the review will be communicated to you in writing. You should be aware that in order to properly evaluate your complaint and assess your records, your name must be revealed to the school at some point during our review.

Please print or type all information:

1. Name __________________________________________________________
2. Name of Student (if Different) _____________________________________________
3. Street Address: __________________________________________________________
   City: ___________________________________ State: ___________ Zip Code: ___________
4. Daytime Telephone #: (____) ___________ Evening Telephone #: (____) ___________
5. Social Security #: ___________ - _______ - _______
6. Date of Birth: ______/_______/_______
7. Date of Alleged Incident: ______/_______/_______
8. Name of Institution which your complaint concerns: _____________________________
9. Address of Institution: _______________________________________________________
10. Did you attempt to utilize the school’s internal resolution process? _____YES _____NO
   If not, why? ________________________________________________________________

11. Check the applicable box which best describes your status with the institution:
    ☐ Student ☐ Family Member of Student ☐ Faculty ☐ Family Member of Faculty
    ☐ Other _____________________________________________________________________

12. If a student, are you still at this institution? _____YES _____NO
    If no, please check which box applies: ☐ Graduated ☐ Terminated ☐ Withdrew
    Date: ______/_______/_______
    If faculty, please check which box applies:
    Currently Employed: ___________/_______/_______
    Former Employee: Resignation, Termination Date: ______/_______/_______
13. Name of Program: __________________________________________________________
14. Date Program Began: ______/_______/_______
15. Please provide a brief description of your complaint. Attach additional paper if necessary and of
    all referral documents. _______________________________________________________
    __________________________________________________________________________

I hereby acknowledge that by signing this complaint form I am giving the Commissioner of Education or
his representative authority to review and secure any and all of my student records in order to
appropriately review and respond to this complaint.
Signature: _____________________________________________ Date: _________________