

Lackawanna College

RN-BSN Nursing Student

Handbook

2025-2026



Lackawanna
COLLEGE

Lackawanna College
RN-BSN Nursing Student Handbook Acknowledgment
Form
2025-2026 Academic Year

Dear RN Nursing Student,

Please read /review the *RN-BSN Nursing Student Handbook* and return this signed Handbook Acknowledgment Form to the Nursing Department within the first two (2) weeks of the Fall semester classes. Failure to do so will result in a meeting with the Director of Nursing Programs.

I acknowledge that by reviewing and reading this *RN-BSN Nursing Student Handbook*, I understand the vital information about Lackawanna College Nursing Program's policies and procedures. If there are any concerns or questions about the content of the *RN-BSN Nursing Student Handbook* or a question or concern not answered in the handbook, I understand that I should contact my course instructor(s) or faculty advisor.

The information and policies provided and described in the *RN-BSN Nursing Student Handbook* are subject to change if deemed by the nursing faculty as necessary, and therefore by signing this, you are acknowledging that revisions to the handbook may occur. Any such changes will be made through the proper channels of department procedures, as well as College procedures, and be communicated through official notices. I further understand that if any changes or revisions do occur, they will supersede or eliminate the previous existing policy. The most current edition of Lackawanna College's *RN-BSN Nursing Student Handbook* is located on the Lackawanna College Nursing Department webpage.

I understand it is my responsibility to read, understand, and comply with the policies and procedures listed in this handbook, along with any revisions made to it.

Date

RN Nursing Student Signature

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INTRODUCTION

This *RN-BSN Nursing Student Handbook* has been compiled by the Lackawanna Nursing Faculty to provide information about the policies of the Nursing Program at Lackawanna College. The mission of Lackawanna College is to provide quality education to all persons who seek to improve their lives and better the communities in which they live. The College's vision is to be the nationally recognized, premier two-year college of choice.

Accreditation and Memberships

Lackawanna College is accredited by The Middle States Association of Colleges and Schools (Middle States Association or MSA).

Address: Middle States Commission on Higher Education
3624 Market Street
Philadelphia, PA 19104
Main Phone Number (267) 284-5000
Fax (215) 662-5501T

Program

Accreditation: The Lackawanna College RN-Bachelor of Science in Nursing program (via distance education) is accredited by the National League for Nursing Commission for Nursing Education Accreditation (NLN CNEA), located at 2600 Virginia Avenue, NW, Washington, DC, 20037, 202-909-2526.

Lackawanna College Mission and Vision

Mission: Lackawanna College's mission is to provide quality education to all persons who seek to improve their lives and better the communities in which they live.

Vision: The College's vision is to be the nationally recognized, premier open-enrollment college of choice.

Institutional Learning Outcomes and Goals:

The individual learning goals that have emerged from this statement are as follows:

Goal #1. Critical Thinking Students will demonstrate critical thinking by applying recognized principles of logic to make sound judgments.

Goal #2. Effective Communication Students will demonstrate effective communication through active listening, nonverbal communication, empathy, adaptability, and a clear and concise way of exchanging

information.

Goal #3. Community Leadership 6 Through experiential learning, students will demonstrate community leadership skills by applying knowledge learned in the classroom to act as change catalysts in their communities through passion, commitment, collaboration, and teamwork.

Goal #4. Global Citizenship Students will demonstrate global citizenship through openness, empathy, and goodwill toward all lifestyles and global philosophies.

Goal #5. Quantitative and Scientific Reasoning Students will demonstrate quantitative and scientific reasoning by utilizing data to solve problems and make evidence-based decisions.

Goal #6. Information and Technology Literacy Students will demonstrate information and technology literacy skills by gathering, analyzing, and applying information to make informed judgments.

Standards

The standards or outcomes which students strive to attain as demonstrations of competence in the six goal areas are as follows:

Goal #1. Critical Thinking

ILO #1: Apply logical reasoning to devise practical solutions for complex problems. ILO #2: Construct ethical and moral solutions to contemporary problems.

Goal #2. Effective Communication I

LO #1: Convey complex ideas through strong written and verbal skills.

ILO #2: Demonstrate effective interpersonal communication through clarity, confidence, and adaptation.

Goal #3. Community Leadership

ILO #1: Establish ethical leadership and social responsibility through serving the community.

ILO #2: Identify personal and professional leadership strengths.

Goal #4. Global Citizenship

ILO #1: Develop informed perspectives on complex global challenges.

ILO #2: Discuss key concepts of global perspectives, including their interconnectedness and relevance in various contexts.

Goal #5. Quantitative and Scientific Reasoning

ILO #1: Employ scientific methods to analyze data and make evidence-based decisions.

ILO #2: Interpret quantitative data using various formats, such as mathematical equations, graphs, tables, and charts.

Goal #6. Information and Technology Literacy

ILO #1: Apply digital technologies, including artificial intelligence (AI), to ethically address challenges, complete tasks, and accomplish goals.

ILO #2: Demonstrate information literacy through gathering, evaluating, and utilizing information for desired outcomes.

Division of Health Sciences Mission

Aligned with the mission of Lackawanna College, the mission of the

Division of Health Sciences is to facilitate integrative healthcare to serve the community better; accomplished through high ethical standards and excellent and affordable education.

Nursing Program Mission

The mission of the Lackawanna College RN to BSN Nursing Program is to educate nursing professionals to assume a variety of professional roles in which they can provide, influence, and advocate for the care of individuals, families, and populations informed by the lifelong pursuit of continuing education, nursing scholarship, and social justice.

Nursing Program Goal

The goal of the Lackawanna College RN to BSN Nursing Program is to prepare RN nurses to contribute meaningfully to society through the practice of professional nursing aimed at relieving human suffering, engaging in research, preventing disease, enriching population health, and enhancing social justice.

Core Values of the Nursing Program

The nursing core values essential to baccalaureate education include caring, integrity, accountability, social justice, and empowerment.

- Caring - encompassing compassion and concerns for others.
- Integrity - sustaining strong moral and ethical principles.
- Accountability - displaying a sense of obligation, intent, willingness, and ownership in nursing practice.
- Social Justice - performing fair treatment for all populations.
- Empowerment - mobilizing and motivating oneself and others to achieve optimistic goals.

These core values for the Lackawanna College RN to BSN program are demonstrated in teaching, learning, practice, and service-learning. The integration of the core values throughout the RN student's educational experiences will be represented and strengthened for the imminent nursing workforce.

Program Description

The Bachelor of Science in Nursing is often considered a requirement for RNs who wish

to pursue increased professional responsibilities and career opportunities. Our RN to BSN Program is designed for busy registered nurses attempting to juggle career, family, and other responsibilities.

Consistent with The Institute of Medicine recommendations that 80% or more of practicing nurses have a baccalaureate degree in nursing by the year 2020, Lackawanna College has committed itself to help professional nurses earn their bachelor's degree. Program graduates may pursue administrative positions, specialty certifications, or continue their studies at the graduate level.

RN-to-BSN Program Outcomes

The RN-to-BSN program outcomes at Lackawanna College adheres to the Essentials of Baccalaureate Education established by the American Association of Colleges of Nursing. By the end of the program, the RN nursing student will be able to:

1. Synthesize theories and concepts from the arts and humanities and the natural and social sciences in professional practice. (Essential I)
2. Apply critical thinking, decision making, and clinical reasoning skills in providing quality nursing care to individuals, families, groups, and communities. (Essential II)
3. Translate research findings to provide evidence-based practice of nursing. (Essential III)
4. Manage information and technology to deliver quality patient care in a variety of settings. (Essential IV)
5. Use leadership skills and knowledge of the healthcare, financial, and regulatory systems to advance high quality, safe professional practice. (Essential V)
6. Demonstrate effective inter-professional communication and collaboration to provide quality, patient-centered care. (Essential VI)
7. Apply principles of prevention and health promotion in providing care to individuals, families, groups, and communities. (Essential VII)
8. Integrate professional values and ethical, moral, and legal aspects of nursing into one's professional practice. (Essential VIII)
9. Engage in a lifelong process of learning in the development of one's self, nursing practice, and the profession. (Essential I)
10. Demonstrate evolving competence in a professional role within a dynamic, multicultural, global society. (Essential IX)

Nursing Program Conceptual Framework

The conceptual framework for the Nursing Program's curriculum is consistent based on the pillars of professional nursing practice and consistent with the National League for Nursing's values and include the concepts of caring, diversity and inclusivity, ethics and integrity, a liberal arts foundation, social sciences and nursing science both reciprocally and collectively interacting in order to help the learner achieve professional excellence. A visual representation of the interrelationships of these concepts can be found in Figure 1.

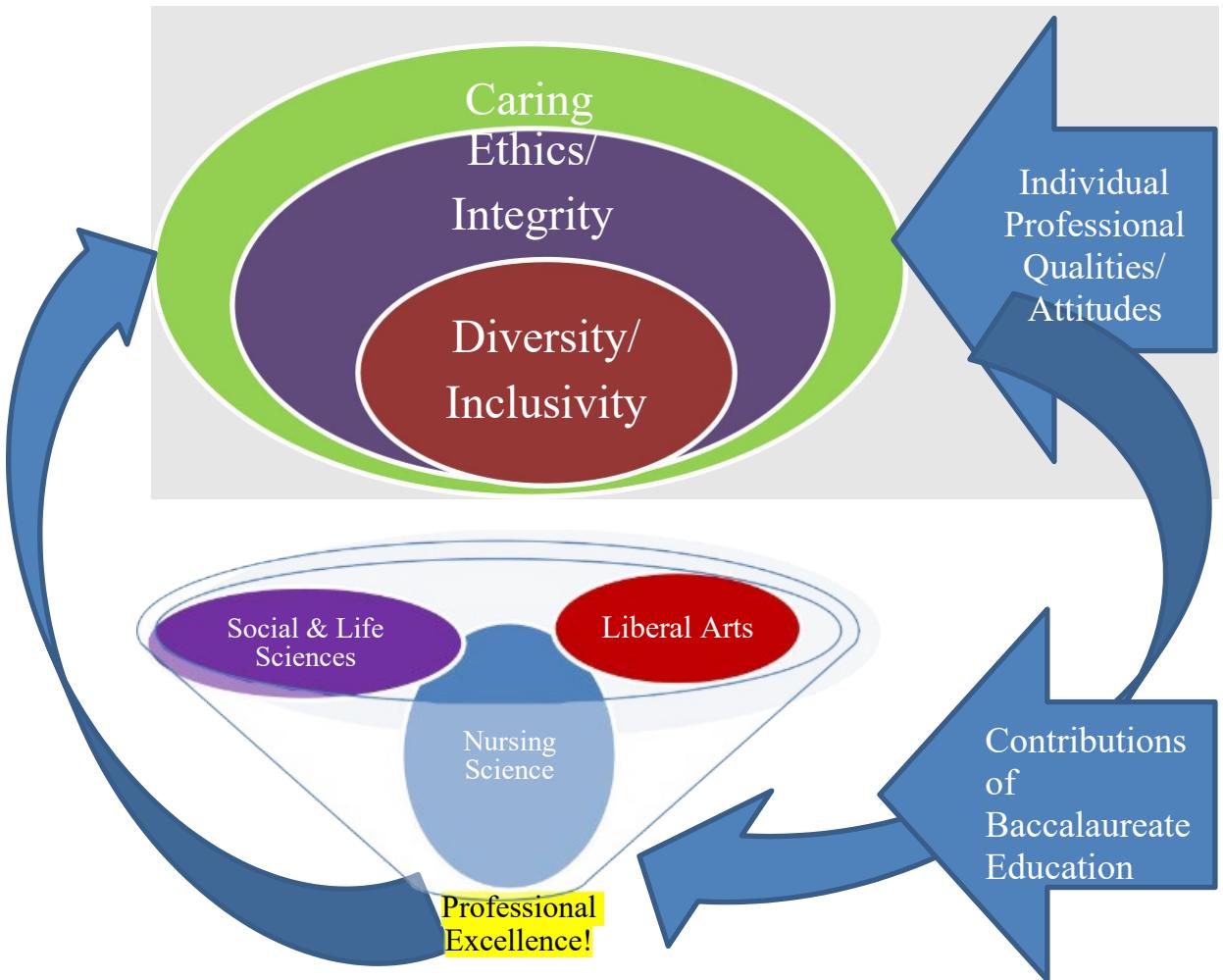


Figure 1. Nursing Program Conceptual Framework

STUDENT POLICIES

New RN Nursing Student Orientation Policy

Every RN nursing student at Lackawanna College is contacted by the Education Quality Specialist, Dr. Kiernan Riley, via email regarding orientation information which includes information on technology as well as applicable policies/procedures, contact information, technology information, and support services for the new RN nursing student. The new RN nursing student is provided a copy of the RN-BSN Nursing Student Handbook for review and has the opportunity to contact the Education Quality Specialist with any questions or concerns. At the present time, the Director of Nursing Programs and/or the Education Quality Specialist is the advisor for all the RN nursing students and reaches out to each student at least twice a semester. The new RN nursing student also has the opportunity to contact the eLearning Director and Enrollment Counselor with any questions or concerns regarding the RN to BSN Nursing Program, computer access, and platform Canvas LMS

The Education Quality Specialist's goal within the RN-BSN program is to enhance the quality of education provided to our online student community. Please contact the Education Quality Specialist for any questions, comments, compliments, or concerns about the RN-BSN program or for any academic advising topics. Contact information:

Dr. Kiernan Riley, PhD, RN
Education Quality Specialist
rilevk@lackawanna.edu
Phone Number: 570-702-5546 (Call or Text)

Degree Requirements

The nursing program consists of 123 credits, which is composed of 78 nursing credits and 45 general education credits. A student who enrolls into the RN-BSN program will need to provide proof of unincumbered licensure as a Registered Nurse. Students must be working as a Registered Nurse in order to meet pre-requisite requirements for NUR-401 Capstone Experience.

Lackawanna College offers an “open” admissions policy (please see admission requirements for the college and the RN to BSN Nursing Program). This policy affords every individual an equal opportunity to set educational goals that are attainable and challenging for him or her. Lackawanna College encourages students to concentrate on career goals in the pursuit of their college education. Admissions advisors are available to assist individuals of every age and academic background with admission to courses and programs suitable to their interests and aptitudes. Transcripts and other documents submitted will become the property of Lackawanna College and cannot be returned to the applicant. Physical and/or instructional limitations of the College may compel restricted admission in certain curriculum.

Admission

In addition to the admissions requirements for all undergraduate students, Bachelor of Science in Nursing candidates must:

- apply online or submit a paper application for admission. There is no application fee for admission to Lackawanna College.
- submit an official copy of his/her college transcript(s) that supports the Associate or Diploma RN degree.
- provide documentation of a current, unencumbered license to practice as a registered nurse in at least one U.S. state, or its territories, including the state/territory in which any clinical or practicum experiences will be completed.

Progression and Retention

Progression and retention in the nursing major are dependent upon the RN nursing student’s cumulative grade point average and timely completion of program courses per the 18-month curriculum guide. If a student is unable to progress in the program and withdraws or intends to withdraw, a meeting with the Education Quality Specialist and/or Nursing Program Director take place. Students are encouraged to meet with the Education Quality Specialist and/or Program Director via Teams or in-person based on availability. Systematic progression through the Bachelor of Science in Nursing program is dependent upon.

In addition to meeting Lackawanna College's requirements, RN nursing students must achieve a minimum grade of "C" in each of the major or core requirements for the program (see degree plan) and attain a minimum GPA of 2.0.

- The student will follow the 18-month RN-BSN curriculum guide to progress through the program. A copy of this curriculum guide must be updated by the student when advising meetings are scheduled. A copy of the curriculum guide will also be kept in the student file.
- An RN nursing student will be asked to withdraw from the program if unable to successfully complete a major or core course on the second attempt.
- The RN nursing student is expected to uphold the professional standards that are outlined in the American Nurses Code of Ethics and the Clinical/Classroom Behavioral Expectations documents.
- The program is intended to be completed with the student's initial cohort in an 18-month period, with an option for a 6-month LOA if needed and meeting approval requirements. All students are required to complete the program within 24 months of their start date.
- If a student is inactive for a 12-month period (or 2 consecutive academic year semesters (Spring, Fall)), they will be unenrolled from the College and must reapply to the College.

Grading System for the Nursing Department and GPA Score

The nursing department adheres to Lackawanna College's standard grading system. This system is as follows:

Letter Grade	Numeric Range	Quality Points	
A	96 – 100	4.0	
A-	90 – 95	3.67	
B+	87 – 89	3.33	
B	83 – 86	3.0	
B-	80 – 82	2.67	
C+	77 – 79	2.33	
C	73 – 76	2.0	
C-	70 – 72	1.67	
D+	67 – 69	1.33	
D	60 – 66	1.0	
F	0 – 59	0	
I		0	Incomplete
W	NONE		Withdrawal

AU	NONE		Audit
AW		0	Administrative Withdrawal
F#		0	Failure to Complete

The cumulative grade point average (GPA) is computed by multiplying the credits of each course by the quality points earned, adding the products, and dividing this sum by the total credits attempted. The grades of W and AU are not used in computing the quality point index. The RN nursing student needs a cumulative score of 73 or better to pass each nursing course. Before enrolling in any future nursing courses, the RN nursing student must have an overall GPA of 2.0 in the nursing courses. The RN nursing student must continue to uphold an overall GPA of 2.0 to remain in the program. However, if an RN nursing student has less than a 2.0 overall GPA of less than 2.0 in the nursing courses, the RN nursing student will be allowed one semester only, probationary period. If an overall GPA of 2.0 is not achieved after the probationary period, dismissal from the program will result.

The RN nursing student needs to be aware of all prerequisites for each nursing course and an incomplete grade in a nursing course may prevent the RN nursing student from progressing forward in the nursing program.

Nursing—RN to BSN Completion

Program Degree Plan Curriculum

In addition to meeting Lackawanna College's core curriculum requirements, the following courses are required in order to graduate:

NUR - 305: (3 credits)
NUR - 310: (3 credits)
NUR - 315: (3 credits)
NUR - 320: (3 credits)
NUR - 325: (3 credits)
NUR - 330: (3 credits)
NUR - 335: (3 credits)
NUR - 410: (3 credits)
NUR - 415: (3 credits)
NUR - 420: (3 credits)
NUR - 425: (3 credits)
NUR - 401: (4 credits)

Probation

Immediate Probation

Any RN nursing student who receives a grade of “D” or below and/or whose GPA has fallen below 2.0 will be placed on immediate probation. The RN nursing student will be given one term to raise the GPA to the required status.

Final Probation

If an RN nursing student has two terms with a GPA below 2.0, the RN nursing student is then placed on final probation. The RN nursing student then has one additional term to restore his/her GPA to 2.0 (thereby being removed from probation) or face academic dismissal from the nursing program.

Leave of Absence Policy

One leave of absence, for a time of up to one academic year, maybe granted when circumstances are deemed necessary. Because of the chronological nature of the program and curriculum, the RN nursing student needs to wait until the course is offered again. Therefore, it is essential to consider this and plan appropriately.

To request a leave of absence:

- Convene with your faculty advisor to discuss your request and to develop a revised plan of study.
- File an official leave of absence with the Registrar and have it signed by the Director of Nursing Programs and the Dean of Health Sciences.
- The RN nursing student will receive a letter confirming or denying the request. If approved, the terms of leave will be outlined, and any conditions that must be met before requesting to return will be provided.

Graduation

In addition to the general requirements for graduation, the RN-BSN Nursing Program requires that the RN nursing student must:

- Achieve a minimum grade of “C” in each of the major and core requirements for the program

- Comply with all applicable policies and requirements related to the practicum educational experiences

The RN nursing student must complete all general requirements for graduation that are required for the RN-BSN program. The RN nursing student is required to attain an overall GPA of 2.0 in the nursing courses and a cumulative GPA of 2.0 for graduation. Please review the *Lackawanna College Graduation Handbook* for further information.

Tuition and Fees

The following is tuition and fees information on Lackawanna College's RN to BSN Nursing Program. The tuition and fees are subject to change at the discretion of Lackawanna College. Please contact Student Financial Services for accuracy of Tuition and Fees related to the Nursing Program. RN to BSN fee is \$299.00 per credit with a technology fee of \$350.00 (5 or more credits), per semester, \$60.00 (less than 5 credits), per semester.

Student Financial Services

Lackawanna College makes every effort to provide financial assistance to all eligible students. The Student Financial Services program operates in harmony with the principles of student financial aid administration. The primary goal is to help meet the financial needs of students by enabling them to secure a college education, while realizing that the students and parents have the primary responsibility to provide a reasonable amount of financial assistance toward a student's college expenses. Financial aid is regarded as a supplement to students' and parents' resources.

To apply for all federal, state, and campus-based financial aid programs and/or student loans, a student must first complete the Free Application for Federal Student Aid (FAFSA). When this information is processed, financial aid offers are developed after first determining the expected family contribution (EFC). The types of aid awarded will vary with the individual student's needs and may consist of a combination of grant, loan, work-study, and scholarship assistance.

The deadline for submitting applications is May 1. Applications received after May 1 will be processed, as funds are available. Forms must be filed on a yearly basis. Eligibility is contingent on need, academic progress from the prior year, and funds available. Financial Aid is not automatically renewed.

Lackawanna College reserves the right to make changes in the amount and type of a student's financial aid at any time during a year in which the student either receives additional unanticipated assistance from an outside source or the College receives information about current family income, which varies from the income reported on the FAFSA. Such changes are made to protect the fairness of financial aid offers and to meet mandated federal program requirements on aid eligibility.

Each financial aid offer includes a statement of Terms and Conditions. It is important that students read and understand these conditions. Withdrawing from classes may have a serious effect on financial aid eligibility. Be certain to contact a Financial Aid Counselor for information before withdrawing from any classes. The College adheres strictly to all regulations governing the distribution and administration of student aid. The College holds in

strict confidence all family financial information and considers any financial aid package to be a confidential matter between the College and the applicant. Students are encouraged to contact Student Financial Services to discuss financial aid, payment questions, or concerns. **Withdrawals from Course or College/Exit from LC**

Student withdrawals without academic penalty will be accepted up to and including the final date to withdraw as indicated on the Academic calendar. To officially withdraw from a course or from the College, a student must obtain the withdrawal from Course/College/Exit from Lackawanna College form on the portal and process with the Student Success Center or Center Advisor. This form must be completed, signed by the persons specified, and filed with the Registrar's Office before the last day to withdraw without academic penalty as indicated on the calendar.

The Athletic Department MUST sign for any athlete who wishes to withdraw from a course or courses and the Chair of Academic Development or Center Advisor MUST sign for those students withdrawing from developmental courses. Refund of tuition for properly filed withdrawal forms will be based on the refund policy (the refund policy is maintained on the portal under the Financial Services page: Financial Services>my account information>tuition & fees refund policy.

If a currently registered student decides not to return to Lackawanna College for the next semester, he/she should complete the "Exit from Lackawanna College section of the form. This should be completed ONLY if the student is not registered for classes for the next semester (a withdrawal form is then required). Current students are advised that they may break enrollment for one academic year (two full semesters) before needing to return to the College as an admissions reentrant. If a student knows that they plan to return after an exit or withdrawal, they should fill out a leave of absence form with the Student Success Center.

Attendance Policy – Online Courses

Students enrolled in credit-bearing courses at Lackawanna College will be administratively withdrawn from any course(s) in which they accumulate absences beyond the maximum number allowed. This pertains to online courses as well. Attendance is defined by participating in an academic activity within the online classroom, which includes making posts and replies in a course-related graded discussion forum or submitting a course-related written assignment. Students who fail to participate in an academic activity as described above in the online classroom prior to the last day to drop/add, will automatically be dropped from the course. • Students are required to engage in discussion by making an initial post to the instructor's prompt by the assigned day of the week (Wednesday), and then submitting the required number of replies by the end of the week (Sunday). Please note that the initial post by Wednesday is separate from the three replies due by Sunday. Students are encouraged to responsibly manage their time, participate in the online course as early in the week as possible (while also being mindful of other obligations and responsibilities). • Students who do not participate in any course-related discussions AND who do not submit any course-related assignments for any ONE week (prior to the last day to withdraw for the sub term) will be DROPPED from the course. • Students who do not participate in any discussions AND who do not submit any assignments for any ONE week (after the last day to withdraw for the sub term) will receive zeros on all missed discussions/assignments. Students who have a course grade of F and do not submit any assignments for any ONE week after the last day to withdraw for the Subterm may be dropped by the instructor. • It is the responsibility of the student to formally withdraw from the course through the Advising Center or center advisor, per the withdrawal policy. • If a student anticipates missing class for an extended period, 3 days or longer, the student should reach out to the Student Success Center, prior to the absence, to discuss options regarding the Active Military Service Leave Policy or the Medical Exigency Policy.

Policy on Refunding Fees and Tuition

The College must engage its faculty and make other costly commitments in advance of each semester on the basis of anticipated revenue from tuition. When students withdraw, they leave a financial void that cannot be filled after a semester has begun. Therefore, the following refund policy has been established for standard semesters (fall and spring semesters only):

- The following is a refund of tuition during the Fall and Spring semesters:
 - Until the end of the second week of scheduled classes: 100%
 - Until the end of the third week of scheduled classes: 75%
 - Until the end of the fourth week of scheduled classes: 50%
 - After the fourth week of scheduled classes: No refund
- The following is a refund of tuition during the Summer sessions and Intercession:
 - Prior to the start of scheduled classes: 100%
 - After the start of scheduled classes: No refund
- With the exception of tuition and meal plan, no refund is made on any other fees after classes have commenced.
- If a student's financial aid is impacted negatively because of withdrawal or drop/add adjustments, the student will remain responsible for any balance owed and any costs incurred by the College to collect the monies owed. Separate refund policies have been established for the summer sessions, online courses, non-traditional terms, and all non-credit courses. Refund policies are posted on the Lackawanna College website and Canvas each semester. Contact the Bursar's Office for exact dates and refund amounts.

Academic Advising

Strong academic advising is the key to student retention. The best way to keep students enrolled is to keep them stimulated, challenged, and progressing toward a meaningful goal. Lackawanna College's Student Advising Program is based on the premise that there is no substitute for academic advisors who serve as role models and mentors to their students. The academic advising services provided by our faculty and professional staff are some of the most powerful tools available to our students. More than 40 academic advisors are available on campus to make long-lasting connections with students to help them complete their coursework and get on the road to a career or the four-year institution of their choice. Students will be assigned to a faculty advisor on a cohort basis.

Minimum advising requirements include two (2) required meetings between nursing faculty advisors and their student advisees each semester. Their availability helps students make the right decisions to meet their education- and career- related goals. Academic advisors are equipped to help students with various educational needs, including:

- Schedule adjustments
- Withdrawal from a course or the College

- Change of major
- Leave of absence
- Request for the excess of 18 credits (per semester).

Academic advisors help students coordinate their academic plans while at Lackawanna College; however, students bear the ultimate responsibility for ensuring that they meet the requirements for their degrees.

While there is no substitute for the advisor/advisee connection, students may also visit the Advising Center in Suite 105 of Angeli Hall, which is staffed with two full-time academic advisors who can work with students when assigned academic advisors are not available. The Advising Center is open Monday through Thursday from 8 a.m. until 5 p.m. (Friday from 8 a.m. until 4 p.m.) during the semester with extended hours during the first week of each semester. The students' first contact for questions and concerns should always be directed to their faculty advisor.

Faculty advisors for the RN-BSN Program are

- Tracey Sebastianelli, MSN, RN email: sebastianellit@lackawanna.edu
- Dr. Kiernan Riley, PhD, RN

Academic Success coaching is a strategic partnership between a coach and a student to foster success skills in an educational environment. Coaches individualize their approach with every student by engaging in the process of reflection, goal setting, and planning. A student is encouraged to make an appointment with the Academic Success Coach for issues such as making a smooth transition from high school to college, study skills, note-taking strategies, test-taking tips, managing time effectively, learning strategies, academic planning, goal setting, academic orientation, utilizing college resources, study environment tips, reading academic texts, and financial awareness.

The Advising Center can be reached via e-mail at advising@lackawanna.edu or (570) 961-7836.

The mission of the Student Wellness Program is to promote the overall wellness and personal effectiveness of our students, to improve their personal and academic functioning while ensuring campus and community safety. We aim to assist students in enhancing their social, emotional, physical, intellectual, and spiritual development to reach their academic goals and assist them in making the most of their educational experience at Lackawanna College. We also strive to provide prevention and education to our students about mental health, alcohol, drugs, and sexual misconduct, as well as teach them about healthy lifestyle choices. Our goal is to assist students in acquiring the skills, attitudes, and resources necessary to both succeed in the college environment and better the communities in which they live. The Student

Wellness Program offers support, assessment, and referral services to all students of Lackawanna College. The Student Wellness Program provides a confidential atmosphere and an objective perspective for the student. For additional information, visit the Student Wellness Program page on Canvas.

Emergency and crisis consultation are also available through the Student Wellness Program. Situations of a serious nature are referred to community agencies or local hospitals with the support and assistance from the Student Wellness Program. The Student Wellness Program offices hours are Monday through Friday, 8:30 a.m. - 4:30 p.m. (except during College observed holidays). To schedule an appointment, please call (570) 955-1478 or (570) 955-1466. All services are free and confidential. Please review Lackawanna College 2022-2023 Student Handbook for further information.

Career Services

The primary mission of Career Services is to assist students in determining their personal interests and aptitudes, utilizing this information to develop specific career goals. A variety of resources are available to assist students in their career exploration and job searches including labor market information, job search preparation, job lead information, assistance with preparation of employment documentation such as résumés and cover letters. Full- and parttime employment opportunities are posted regularly to the Student Success Weekly Newsletter email. In addition, Career Services acts as a liaison between the College and the business community to facilitate job placement opportunities for Lackawanna students and graduates and to organize on-campus employer recruitment of Lackawanna College students. For more information, view the Career Services page on our website. To contact Career Services, locate the service in Starfish or email career@lackawanna.edu.

Confidentiality Statement/The Family Educational Rights and Privacy Act (FERPA)

Annually, Lackawanna College informs students of The Family Educational Rights and Privacy Act of 1974 (FERPA). This act, with which the institution complies fully, was designed to protect the privacy of education records, to establish the right of students to inspect and review their education records and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students also have the right to file complaints with the FERPA Office concerning alleged failures by the institution to comply with the act. A directory of educational records maintained on students in this institution is available at the Registrar's Office located on the first floor of Angeli Hall at the main campus. Questions concerning The FERPA may be referred to the Registrar. Please review Lackawanna College 2020-2021 Student Handbook for further information.

Title IX

Sex Discrimination Reporting, Support, and Response

Lackawanna College is committed to creating a learning environment free from sex discrimination including, but not limited to, sex-based harassment; domestic and dating violence; sexual assault; stalking; and discrimination or harassment on the basis of pregnancy or a related condition, sexual orientation, or gender identity, in accordance with Title IX of the Education Amendments of 1972.

Lackawanna College designates all faculty, staff and administrators as Mandated Reporters, unless specifically identified otherwise by policy. Under Lackawanna College's Title IX policy, all Mandatory Reporters

must report all disclosures of sex discrimination, including those made in relation to an assignment and/or educational prompt, to the Title IX Coordinator for Lackawanna College. The Title IX Coordinator will reach out to the individual(s) reported to have experienced the discriminatory conduct to provide resources, support, and information after receiving a report, but community members are not required to respond to such outreach. Reported information will remain private.

If you have (or someone you know has) experienced any form of sex discrimination and wish to speak with someone confidentially, please contact: Title IX Resources (Confidential Resources) URL: https://www.lackawanna.edu/wp-content/uploads/2024/08/TIXresourceList_2425.pdf

For more information regarding Lackawanna College's Title IX procedures, reporting, or support measures, please visit Title IX Webpage URL: <https://www.lackawanna.edu/offices-and-departments/campus-life/title-ix/>

Division of Health Sciences

Student Confidentiality Agreement

The Division of Health Sciences of Lackawanna College has developed this Confidentiality Agreement in order to assist the Clinical/Practicum Site, which has agreed to participate as a clinical/internship/practicum site, in maintaining HIPAA Compliance and confidential information.

The Student Confidentiality Agreement is an agreement between Lackawanna College, the Health Sciences Program student and the Clinical/Practicum Site at which a student within the Division of health Sciences may be completing Clinical/Internship/Practicum requirements. This agreement applies to all Health Sciences Program functions in which a student may be participating. This agreement also includes any organizations providing electronic resources to the Division of Health Sciences or student.

Due to the confidential nature of information, to which I will have access during the routine execution of any duties under the Clinical/Internship/Practicum requirements I, _____ understand, and agree to the following:

1. I agree to maintain as confidential all Protected Health Information as defined by HIPAA or any other state or federal legislation which protects such information, all Protected Health Information which includes but is not limited to, patient health information. I will also maintain as confidential all facility or organizational financial information, other matters of a business or proprietary nature such as information about business operations, prospects, business plans or affairs, financial or otherwise costs, profits, pricing policies, marketing, sales, suppliers, patients, customers, product plans, marketing plans, strategies, or other information related in any other manner to the operations of such Facilities or organizations ("Confidential Information").
2. I understand that as a student/intern of the Lackawanna College RN to BSN Program, come in contact with, have access to, and be responsible for Protected Health Information as defined by HIPAA. I agree to keep all information in strict confidence and will not at any time, during my enrollment period, disclose or disseminate any confidential information that I may be exposed to as a result of my association with any patient, facility or organization. I understand I am obligated to maintain patient confidentiality at all times and agree not to disclose any Protected Health Information related to my participation in the Lackawanna College RN to BSN Health Sciences Program to unauthorized people or use such information for personal gain.
3. I understand that all the medical information/records regarding a patient are Protected Health Information. This information will not be given to other individuals unless proper authorization is obtained. I understand that it is not appropriate to discuss a patient's care and treatment in public places (e.g., hallways, elevators, cafeteria, etc.) or with people that are not involved in the case

or have no reason to know the information and I agree that I will not do so.

4. I have no need to collect, record, or provide to Lackawanna College any information (name, address, telephone number, cell phone number, social security number, e-mail, and social networking contact or avatar) that may be used to identify a specific individual for the purpose of completing Clinical Internship requirements or documentation.
5. I agree not to disclose any Confidential Information as described in this agreement. I agree to comply with all Hospital Privacy Policies and Procedures, including those implementing the HIPAA Privacy Rule.
6. If for any reason I receive a court order or subpoena requiring me to release Confidential information, I will first provide immediate notice to Lackawanna College and the specific Facility or Organization and give Lackawanna College and the specific Facility or Organization a reasonable time in which to respond.
7. I understand this agreement is not a contract for employment, but the release of any Confidential Information, intentional or unintentional may result in termination of my relationship with a Clinical Site. Violation of confidentiality may result in disciplinary action, including termination from the Lackawanna College Division of Health Sciences Department or without the possibility of re-enrollment. I am also aware that violations of the Privacy and Confidentiality Laws as outlined in HIPAA and this Agreement may result in legal actions against Lackawanna College, the Clinical Site and myself and may further result in criminal and /or civil liability or fines.
8. As a student of Lackawanna College's RN to BSN Program, I understand that if I have any questions or concerns about the Privacy Rule or disclosure of Protected Medical Information, I agree to ask my Program Director or Clinical Supervisor.
9. The above confidentiality considerations have been explained to me, and I was afforded the opportunity to ask questions. I have read and agree to all of the above conditions regarding my status as a student/intern. I understand the importance of privacy and confidentiality of patient and facility and organization related data as outlined in the HIPAA Privacy Rule.

My signature below certifies my understanding and agreement of the above requirements and verifies receipt of a copy of this agreement.

Date: _____ RN Nursing Student _____

Signature: _____

Health Sciences Policy: Division of Classes into Two or More Sections

Due to increase enrollments in our Division of Health Sciences, and the need to add students to classes in a quick timeframe, it may be necessary to split already scheduled classes into two or more sections.

The responsibility of splitting these classes will be accomplished through the Registrar's Office. This process of selecting students to be divided into multiple sections will not be performed in any Health Sciences Program or by any Health Sciences Personnel. The Registrar's Office will assume total responsibility to perform the split. All students will be required to follow the rules of Class Splitting mandated through the Registrar's Department.

Any student not following the registrar's guidelines on Class Splitting will be subject to the Steps found in the Behavioral Dismissal Policy found in both Program and Student Handbooks.

Student Rights

Students are urged to develop the capacity for critical judgment and freedom to learn responsibly. Lackawanna College School of Nursing must establish policies and procedures which provide a basis for learning. Every student is treated fairly. It is each student's responsibility to learn the content of any course of study for which they are enrolled and attending. The student has the right to protection through arranged procedures against prejudiced academic evaluation, but the student is accountable for maintaining standards of academic performance established for each course in which the student is enrolled.

Student beliefs, political views, or personal life, which instructors learn, should be considered confidential and not publicized without the knowledge or consent of the student, and most importantly, should not be used as a basis of evaluation. The student has the right to provide honest feedback and evaluate the overall program anonymously. A student and student organizations should be free to express opinions publicly and privately on campus. The student body should have the ability to participate in school policy affecting academic and student affairs through representation on faculty committees. The student should know the regulations of disciplinary proceedings for various violations (published in the *Lackawanna College Student Handbook*) and to be aware of the grievance procedures available for every student.

Chain of Command

If an issue and/or complaint should arise for any RN nursing student in the nursing program, the chain of command must be followed. The RN nursing student should follow these steps:

- First, meet with the instructor with whom there is an issue

- If the situation is not resolved, the RN nursing student should consult with his/her nursing faculty advisor and/or Education Quality Specialist.
- If the situation persists, the RN nursing student should arrange a meeting with the Director of Nursing Programs
- If there is still no resolution after following the process above, the RN nursing student then has the right to contact the Dean of Health Sciences for final resolution.

Please refer to *Appendix A* for the Nursing Program's Organizational Chart for additional information.

Lackawanna College Student Grievance Procedure

Electronic form is located in Lackawanna College Student Portal under quick links, Student Grievances

I. Purpose and Scope

- A. The purpose of this procedure is to provide Lackawanna College students an opportunity to file Non-Academic grievances. Students are expected to attempt to resolve the matter informally prior to filing a formal grievance.
- B. While the Student Grievance procedure may be used for complaints alleging discrimination, students are encouraged to use the Affirmative Action Complaint process for resolution prior to bringing a complaint of sexual harassment under the Student Grievance Procedure
- C. The Student Grievance procedure should **not** be used for complaints alleging sexual harassment. Any student wishing to file a complaint of sexual harassment should consult with the College's Title IX Officer and the Title IX Handbook.

II. Definitions

- A. **Student:** An individual who is officially enrolled as a non-degree student, a degree-seeking student, or enrolled in a College-approved certificate program.
- B. **Respondent:** The person designated to answer or respond to the complaint. Generally, the respondent would be the head of the department in which the violation allegedly occurred, or the Associate Vice President of Student Engagement.
- C. **Time/Days:** All time periods referred to in this procedure refer to **calendar** days, excluding summer term and inter-semester recesses. If the designated time period ends on a Saturday, Sunday or designated College holiday, the time period will be extended to the following working day. The time periods designated in this procedure may be extended only where there is good cause and notice of the extension is provided to all parties.
- D. **"In Writing":** should be understood to include email, except where written signature is required.

III. Department Level Resolution

- A. **Informal Process:** Before filing a grievance under this Policy, a student should attempt to resolve the matter informally with the person alleged to have committed the violation, or with the head of the department in which the alleged violation occurred, or both of them. The student may contact the Office of Student Engagement for assistance with informal resolution. Attempts to resolve the matter informally should be completed within thirty (30) days from the time at which the student knew or could reasonably be expected to have known of the action being grieved.
- B. **Formal Process:** If the department fails to provide notice of resolution to the student within 30 days of receiving the complaint, or if the response is unsatisfactory to the student, the student may file a formal student grievance within ten (10) days from when the response should have been received, or within ten (10) days of receiving the unsatisfactory response.

IV. Formal Resolution Procedure

- A. **Filing:** Student grievances can be filed by completing the Grievance Form published on the College's portal, or by contacting the Associate Vice President of Student Engagement directly. Students electing the latter must put their grievance in writing prior to, or within, 2 days of contact. Grievances must be signed and dated and contain the student's email address and telephone number to the extent available, a detailed statement of the specific action being grieved, the approximate date when the action took place, the resulting injury or harm, and description of the evidence supporting the grievance, whether informal procedures were taken to remedy the matter and relief requested. It is the responsibility of the student filing the grievance to update the Vice President of Student Affairs of any changes to contact information.
- B. **Initial Review:** Upon receipt of a formal student grievance, the Associate Vice President for Student Engagement shall promptly review and make an initial determination regarding whether the grievance is complete, timely, within the jurisdiction of the Student Grievance Procedure, and alleges facts which, if true, would constitute a violation of law or College policy.

If the grievance is found to be incomplete, the student will be notified in writing and will have ten (10) days from the written notice to complete the missing information. If the student fails to do so, the grievance will be dismissed.

If the grievance is dismissed, the student will be provided with a written explanation of the basis for dismissal. The student will have ten (10) days from the written notice to request an appeal from the Associate Vice President of Student Engagement. The request for appeal must be a signed, written document stating why the grievance should not be dismissed. The Associate Vice President for Student Engagement will respond to the request for appeal within ten (10) days.
- C. **Investigation:** If the grievance is not dismissed for reasons outlined above, a prompt investigation into the matter will begin. The Associate Vice President of Student Engagement will send a copy of the written grievance to the head of the department involved, with a copy to the Human Resources Department. Each allegation will be investigated to determine whether or not it has merit.
- D. **Resolution:** Upon conclusion of the investigation, the student will be provided with a written response summarizing the outcome. If the outcome of the grievance involves a recommendation for disciplinary action, the matter will be referred to the appropriate personnel.
- E. **Request for Reconsideration:** The student may seek reconsideration of an adverse determination by filing a written request for review with the College Provost. This written request must be submitted within ten (10) days of receiving the written notice of determination and must be supported by evidence that the Student Grievance procedure was not followed, and the failure to follow procedure resulted in an adverse decision.

Essential Functions in Nursing Education and Practice

Essential functions for an RN nursing student suggests that certain behaviors and attributes are required to complete the nursing program and eventually enter the nursing practice. These essential functions are a requirement for the initial and continued progression in the Lackawanna College RN to BSN Nursing program.

Students must be able to execute each of the following essential functions with or without reasonable adaptations:

- Clinical judgment requires having the ability for critical thinking and critical reasoning. For example, the RN nursing student must develop care plans to address the needs of the various patients/clients.
- Communication and interaction abilities need to be therapeutic and effective when dealing with patients, individuals, families, and various groups. For example, the RN nursing student must be able to interact and communicate with peers and patients/clients. The RN nursing student is required to explain intervention, perform health teaching to patients/clients and family members, interpret medical records, and document professionally and accurately using medical terminology.
- Sufficient mobility abilities are required in accessing patients and performing adequate interventions. For example, the RN nursing student needs to move around a client/patient's room, the medication room, work spaces, and administering CPR.
- For providing effective and safe nursing care, the utilization of gross and fine motor abilities need to be sufficient. An example such as assessing a patient/client, manipulating assessment tools, typing on a computer, utilizing various medical equipment, and repositioning patients are demonstrations of using gross and fine motor abilities.
- The use of auditory abilities required to monitor and assess healthcare clients'/patients' needs. Examples of having sufficient auditory abilities include hearing basic conversations, monitoring alarms on medical equipment, auscultating lung and bowel sounds, and hearing clients'/patients' cries for assistance.
- The ability to visualize must be sufficient when assessing and observing clients'/patients' activities and providing nursing care. Examples of having sufficient visual capabilities include observing changes with clients/patients, identifying nonverbal communication, reading medical record information, reading calibrations on syringes, sphygmomanometers, thermometers, and any digital waves and readings.

- For physical assessment, tactile abilities must be sufficient. Examples include performing, palpation, percussion, identifying temperature changes, completing a physical examination, and implementing other therapeutic interventions that require sufficient tactile abilities.
- Having sufficient behavioral and social abilities is essential when dealing with various situations. For example, the RN nursing student needs to be able to demonstrate emotional stability, maintain composure in stressful conditions, demonstrate therapeutic nurse-patient relationships, and using stable, unimpaired judgment in class and practicum events.

The information provided on essential functions for nursing education and practice is not a complete list but a sampling of the types of abilities that are required for an RN nursing student in meeting the objectives and requirements of the RN to BSN Nursing Program.

Lackawanna College RN to BSN Nursing Program and affiliated healthcare agencies may identify additional essential functions related to behaviors and abilities.

Lackawanna College Division of Health Sciences (DHS) Code of Conduct Violations (updated July 2025)

Students in health sciences programs are expected to demonstrate specific professional behaviors essential for developing into skilled, competent, and compassionate healthcare providers. Given the critical responsibility of working with human lives, violations of the DHS Code of Conduct will be taken seriously and may result in immediate dismissal from the program.

These behavioral expectations are in addition to the Lackawanna College Student Code of Conduct and apply to students enrolled in DHS programs at Lackawanna College. This policy will be used in conjunction with the Lackawanna College Student Conduct policies (please refer to the Lackawanna College Student Handbook for policy details). This policy is focused on conduct only and is NOT to be followed if a student does not meet minimum academic requirements for progression within a program.

The consequences below for the stated violations will supersede those of any other college policies when offenses listed in this policy are committed. Due to the egregious nature of some of the violations, items noted by an asterisk* in front of the item will not be allowed an appeal process. All dismissals resulting from violations of the code of conduct below will be reviewed and approved by the AVP of Academic Affairs/Dean of Health Sciences prior to execution. Students who violate any of the policies listed below will not be eligible for any other program in the DHS.

1. Disregard/disrespect in speech or action toward a classmate or instructor, either in person or on social media.
2. Disregard/disrespect in speech or action during a fieldwork/clinical site internship.
3. *Negligent or unsafe behavior with a client/patient, fieldwork/clinical site supervisor.
4. *Failure to register for/submit/complete all required paperwork for clinical or fieldwork rotations by mandated deadline decided by each individual DHS program.
5. *Violation of HIPAA as per the clinical site policies and guidelines.

6. Violations of Lackawanna College's DHS Social Media Policy.

7. *Positive Drug Test whether prior to clinical or fieldwork rotations or anytime while in attendance at these sites. This includes refusal to follow the random drug testing protocol at an outside institution.
8. *Inability to pass critical skill proficiencies or affective competencies at the required level.
9. Dismissal from a clinical or fieldwork based on recommendations of the clinical or fieldwork site personnel.
10. *Illegal use or unauthorized possession or distribution of weapons, explosives and chemicals on Lackawanna College and clinical/fieldwork premises.

Dismissal from Health Sciences Program Appeal Process

Students **may** have the right to appeal a dismissal from a specific DHS program.

- Offenses noted by a red * on the DHS Code of Conduct will result in dismissal from a program **without possibility for appeal and re-entry into the program. Students with these violations will not be eligible for any other DHS programs.**
- The remaining offenses listed in the DHS Code of Conduct will be granted the opportunity for the appeal process. The appeal process can be found within the *Lackawanna College Student Handbook*. Should a student successfully appeal the proposed violation of these offenses, they will be granted re-entry into the DHS program.

The Impaired Student Nurse Policy

Lackawanna College does not condone the use of alcohol/illegal drugs and prohibits the use or possession of alcohol on campus or at off-campus sponsored functions, including athletic events.

Possession, use, or distribution of illegal drugs and/or alcohol or public drunkenness on any College property is strictly prohibited and can lead to disciplinary action, including separation from the College. Being present where an alcohol violation is occurring is treated as a possession. Open containers apply, as well, and will be treated as alcohol violations.

The behavior and attitudes associated with the use of illegal drugs are detrimental to the individual student and the student body, and contrary to the mission and philosophy of the College. If a student is found, charged, or arrested for possession of an illegal substance, or drug paraphernalia, use, or intent to distribute illegal drugs, the student is subject to college disciplinary action, including dismissal from the College, independent of any external legal actions. If the amount of controlled substance in possession of the student evidence intent to sell and/ or deliver to third parties, that student shall be immediately dismissed from the residence hall and the College. Also, eligibility for federal financial aid may be subject to suspension or termination. Loss of Title IV eligibility will result if a student is convicted of a state or federal offense involving the possession or sale of an illegal drug that occurred while the student was enrolled in school and receiving Title IV aid. It must be understood that the College cannot protect an offender against any penalties of the law. Law enforcement officers, when armed with proper documents, have a legal right to search any buildings and personal space on campus without prior notice. Marijuana (cannabis) is a controlled substance under federal law, and its possession and use, even for medical reasons, is prohibited on property owned or operated by the College. This also applies to college-sponsored or affiliated programs and events. While in the Commonwealth of Pennsylvania, all students are subject to Commonwealth law regarding the possession and/or use of illegal drugs:

- Possession of any amount of marijuana is a misdemeanor subject to fine, possible imprisonment, and a permanent arrest record.
- Possession of any other illegal substance including crack, LSD, cocaine, heroin, hashish, etc. are subject to one (1) year imprisonment, and/or a \$5,000 fine, and a permanent arrest record.
- Possession with intent to sell is subject to three (3) to five (5) years imprisonment, a \$10,000 to \$1,000,000 fine, and a permanent arrest record.

A student who experiences drug and/or alcohol-related problems, or who are concerned about another who may be having such difficulties are encouraged to seek assistance from any of the following:

- Student Wellness Program
- Dean of Students
- Student Health Services
- Public Safety (emergency)
- Anonymous reporting service

It must be understood that the College cannot protect an offender against any penalties of the law. Non-College law enforcement officers, when armed with proper documents, have a legal right to search any buildings and personal space on campus without prior notice.

Any student testing positive for Phencyclidine (PCP), or any substance that can contribute to violent behavior and threaten the safety of others, will be subject to dismissal from the College without appeal, regardless of the stage of testing. Any student testing positive for a controlled substance that has the potential to produce violent behavior will be referred to the Dean of Students for review. As part of this review, the Dean will consult with the Student Wellness Program to determine a course of action, which may include a recommendation of dismissal to the President of the College.

In the event of a situation that is life-threatening or a danger to the community, students can report the incident without the fear of reprisal for the situation in which the student assists in good faith effort. This refers to isolated incidents only and does not excuse or protect those who flagrantly or repeatedly violate College policy. Please review the Lackawanna College Student Handbook on the protocol for first and subsequent offenses.

To deliver efficient and safe patient care, the nursing student must be free of chemical impairment from alcohol and drugs. Signs and symptoms of someone who may be chemically impaired include, but not limited to, having an odor of alcohol, red eyes, unsteady gait, patterns of irresponsible behavior, frequent tardiness and absences, erratic performance, pupillary changes, and mood swings. If such actions are displayed, the clinical instructor or faculty should remove the student from the clinical, class, or lab areas and place the student in a secure area until the required testing is done as dictated by the healthcare institution or Lackawanna College policy. The student will be responsible for any cost associated with alcohol and drug testing. Failure to comply with recommended screening, the nursing program, and Lackawanna College will consider the student to be of the same status as having a positive test. Please review the Division of Health Sciences Code of Conduct regarding positive alcohol and drug tests and dismissal process.

Academic Integrity

Academic dishonesty in any form, such as plagiarism and cheating, will not be tolerated. Sanctions will include an automatic 0% grade for plagiarism on the assignment in question, but the severity or frequency of the violation may further result in a failing grade in the course, dismissal from an academic program, or dismissal from the College.

The following are among the forms of dishonesty for which sanctions may be applied:

- Using books, notes, or other materials during an examination, unless expressly permitted;
- Using purchased essays, term papers, or preparatory research for such papers;
- Copying others' work or engaging in unauthorized cooperation during an assignment or examination;
- Allowing another student to copy from an examination or other assignment intended to be performed independently;
- Borrowing from published works, whether material is taken verbatim or with minor alterations, without proper and/or sufficient acknowledgment;
- Submitting as one's own work originally done by someone else;
- Submitting the same written report in more than one course without prior approval from the instructor(s) involved;
- Stealing or purchasing examinations or assignments;
- Supplying or selling examinations or assignments;
- Misrepresenting statements concerning work submitted;
- Falsifying or fabricating experimental data or results;
- Falsifying or fabricating the need for extensions on papers or make-up examinations; and
- Misrepresenting identity in an online course.
- The submission of text or other material generated by AI (artificial intelligence) not expressly allowed by the instructor

The purpose of the Academic Integrity Policy is to ensure that faculty oversees the application of sanctions resulting from academic dishonesty and that due process is provided to all parties. The primary responsibility for maintaining personal integrity and honor in academic activities rests with the student. Lackawanna College reserves the right to use plagiarism detection tools, such as Plagiarism Check or similar.

Lackawanna College's faculty members have agreed to proceed in a uniform manner whenever they detect violations of academic integrity. Therefore, regardless of the form these violations take (see list above), and regardless of the class, location, or instructor, an offending student (or students) will incur the same penalty: a grade of 0% for the assignment. This action will be taken immediately after the violation has been reported and, unless reversed through the appeal process (see below), will remain in effect.

Disability Statement

Lackawanna College is an Affirmative Action, Equal Employment Opportunity institution. Students with disabilities and other needs should feel free to contact the instructor privately if there are services and adaptations which can be made to accommodate specific needs. Students who are having difficulties with class material are strongly advised to seek assistance in the Writing Center and/or Math Center. If you feel that you have a disability

that has not been formally documented, you may contact Mrs. Christine Kiehart (kiehartc@lackawanna.edu) in the Disability Services office in 110E Angeli Hall to discuss your options. Please note that disability services do not include exemption from participation requirements in courses considered part of the School of Distance Education, including online and hybrid courses.

Policy on Nondiscrimination

Lackawanna College is committed to providing a welcoming environment for all members of our community and to ensuring that all educational and employment decisions are based on individuals' abilities and qualifications. Lackawanna College does not discriminate in its educational programs, employment, admissions or any activities on the basis of race, color, religion or creed, national or ethnic origin, age, disability, pregnancy, sex/gender, gender identity and/or expression, sexual orientation, marital or family status, military or veteran status, genetic information, or any other protected category under applicable local, state, or federal law, including protections for those opposing discrimination or participating in any grievance process on campus, with the Equal Employment Opportunity Commission, or other human rights agencies.

Consistent with this principle, Lackawanna College will comply with state and federal laws such as the Pennsylvania Human Relations Act or other applicable state law, Title IX, Title VI and Title VII of the Civil Rights Act, the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1967, the Ethnic Intimidation Act of 1982 (P.L. 537-154) and other laws that prohibit discrimination.

As a recipient of federal financial assistance for education activities, Lackawanna College complies with Title IX of the Education Amendments of 1972 to ensure that all of its education programs and activities do not discriminate on the basis of the categories stated above, including in admissions and employment. Sexual harassment, sexual assault, dating and domestic violence, and stalking are forms of sex discrimination, which are prohibited under Title IX and this Policy.

This policy covers nondiscrimination in both employment and access to educational opportunities. Therefore, any member of the College community whose acts deny, deprive, or limit the educational or employment access, benefits and/or opportunities of any member of the College community, guest or visitor on the basis of that person's actual or perceived membership in the protected classes listed above is in violation of the College's policy on nondiscrimination.

When brought to the attention of the College, any such discrimination will be promptly and fairly addressed and remedied by the College according to the appropriate grievance process described below.

LACKAWANNA COLLEGE DIVISION OF HEALTH SCIENCES (DHS) SOCIAL MEDIA POLICY (updated July 2025)

Online communication through social media platforms is a recognized form of daily communication. Students enrolled in DHS programs should be concerned with any type of behavior that might reflect poorly on themselves, their families, their program and/or Lackawanna College. Lackawanna College's DHS programs have expectations for responsible, professional, and ethical behavior with social media interaction or expression.

The following guidelines are intended to more clearly define the Lackawanna College Nursing Program's expectations for student behavior related to social media. DHS will exercise the right to monitor public social media of all students enrolled in the program.

For the purpose of this policy, all content on social media platforms is considered "Social Media".

Listed below are the guidelines for safe and effective use of "Social Media" for Lackawanna College DHS programs:

1. Students should understand that there is no privacy when engaging in social media platforms.
2. Students should refrain from disparaging Lackawanna College, peers, and instructors on social media.
3. Students should refrain from any activity on social media which would disrupt the educational environment fostered by DHS programs.
4. Students should understand that inappropriate conduct on social media platforms could affect job opportunities.
5. Students should understand that obviously offensive and insulting comments should be avoided.
6. Students should use discretion when utilizing or updating their social media. This should not be done during classroom or clinical time.
7. Students must additionally abide by the policies and procedures regarding social media in the current addition of the Lackawanna College Student Handbook.
8. Student should follow HIPAA rules and regulations at all times when engaging with social media.

Violations of the Lackawanna College Division of Health Sciences Social Media Policy are considered to be violations of the behavior core and can result in dismissal from the Health Sciences Program.

Testing/Assignments

Nurse educators at the College will use a variety of testing and assignment strategies to assess and evaluate RN nursing student progress and ability. The testing and assignment strategies may include but are not limited to, hand-written tests, computerized testing, written assignments, demonstration, quizzes, case studies, and simulation. Each course' syllabi will have the testing and required assignments listed.

Lackawanna College Writing Center

The Writing Center is available for all RN nursing students. The RN nursing student can contact a trained collaborator for assistance during any stage of the writing process and in any writing project. The Writing Center is located in Room 109 of Angeli Hall on the Scranton Campus. Students may arrange for individual or small-group collaboration either in-person or online at their convenience.

Online Technology Policy

Lack of access to technology or the internet is not an excuse for submitting late or incomplete work. The RN nursing student will receive information regarding technology access at the beginning of each online course.

Information Technology

Lackawanna College provides computing and internet services to students, faculty, and staff for educational and administrative use. Use of these computing facilities is a privilege. All users of Lackawanna College's computing services are responsible for maintaining the integrity of these resources by using the system in a

responsible, ethical, and legal manner. Any attempt to violate the provisions of this policy may result in loss of computing privileges and can result in disciplinary action and/or legal sanctions under international, federal, state, and/or local law. Room 210 in Angeli Hall is a dedicated student computer lab. All other computer labs are available when classes are not in session.

Information Literacy and Library Services

Lackawanna College Library Services at Albright

Library Services advocates information literacy not only for Lackawanna College students but also for all individuals. Information literacy is a set of skills that enables learners to recognize the need for information, to competently locate it from appropriate sources, and effectively evaluate its use and potential. Included is the knowledge of how to ethically and legally access and use information while understanding the economic, legal, and social issues that surround it. The ability to critically evaluate and effectively use information aids student success and helps create independent lifelong learners who will thrive in the workplace and beyond.

Lackawanna College and Scranton's Albright Memorial Library entered into a cooperative agreement in December 2014. Lackawanna's library resource materials are now located at the Albright. Students, faculty, and staff interested in borrowing any of these items at the public library must first obtain a Lackawanna County Library System library card.

At the Albright Memorial Library, you can explore a vast collection of books, print and electronic resources, and tools available for downloading to your computer, tablet or mobile device. Patrons can download an eBook, improve their financial literacy, rent a DVD or listen to music, get homework help, read an eZine, or access a number of informational databases.

Lackawanna College Library at Albright provides:

The Albright Memorial Library is located directly across from Lackawanna College's Angeli Hall at 500 Vine St., Scranton, PA 18509. If you have any library questions or need assistance finding information, please contact Shelley Gower, Library and Information Literacy Specialist, at gowers@lackawanna.edu. The Library and Information Literacy Specialist serves as a resource for students as well as a liaison to the resources available at Albright Memorial Library. You can also search the Albright Memorial Library catalog online [HERE](#).

- Academic Reserve	- eBooks
- Books for Leisure Reading	- Electronic Audio Books
- Books for Research	- Electronic Databases
- Computers	- Free Movie Streaming Apps
- DVDs	- Research Assistance

Databases

Most faculty at Lackawanna College hold database research in high regard especially as it relates to their assignments for students. Students are often required to utilize library databases for their research or term papers. Scholarly or peer-reviewed from different sources are frequently a faculty requirement.

When it comes to this type of research, students find that library databases facilitate the process by being fast and precise. Most contain an interface that simplifies navigation and features a variety of search tools intended to refine one's work.

Unlike the open web, authorship and publication information is completely visible. A researcher can quickly

generate a citation, locate full-text articles, choose only scholarly or peer-reviewed writings, or even center their search on a particular timeframe. These electronic resources empower LC students by allowing them to spend less time searching for information and more time devoted to research. The intention is for students to get the most out of their work and achieve success in the classroom.

The following databases are available to currently enrolled Lackawanna College students, faculty, and staff. All databases are accessible through the Library Services webpage.

1. Albright Resources  Has over 80 resources and databases that you can access.

2. AMA Manual of Style

 American Medical Association Manual of Style 11th edition not only has the citation styles necessary for the medical student and professional but also has valuable resources.

3. Britannica Online (Now Britannica Academic)

 This is not only an academic online encyclopedia, but a scholarly resource with contributors that include experts, Nobel laureates, and prominent world leaders. Britannica Academic highlights daily headlines from both the NY Times and BBC News.

4. Business Book Summaries (EBSCO)

 Business Book Summaries include book subjects such as business strategy, leadership, management, productivity, technology, and book summaries on health care. There is also a weekly summary.

5. Business Source Complete (EBSCO)

 Provides comprehensive full-text coverage on a range of business disciplines, including management, marketing, entrepreneurship. This database also includes over 200,000 eBook and audio book titles.

6. CINAHL Complete (EBSCO) CINAHL

 Complete is the definite research tool for nursing and Health Sciences students and professionals. Users get fast and easy full-text access to top journals, evidence-based care sheets, and more!

7. JSTOR Books

 Does not only provide a list of books for specific topics for your research paper but has several full-text articles in the humanities.

8. MeSH Subject Headings

 MeSH Heading (Medical Subject Headings) by the National Library of Medicine is a thesaurus for vocabulary used for indexing, cataloging, and searching of biomedical and health-related information.

9. ProQuest

 ProQuest's Academic Complete is ProQuest's award-winning subscription database trusted by libraries around the world. For more than a decade, students have relied on Academic Complete's unlimited access, multidisciplinary coverage, and powerful research tools

10. ProQuest Ebook Central

 With the widest selection of content, the most flexibility, and backed with the market's most sophisticated administrative engine, Ebook Central enables libraries to significantly improve users' Ebook research outcomes.

11. SIRS Issues Researcher (ProQuest)

 SIRS Issues Researcher is a fantastic source for topics that one might need in a College writing class for persuasive essays.

1. Additional Free Online Resources Include:

 Bartleby.com

 CDC Centers for Disease Control and Prevention: Environmental Health

 Child Care & Early Education Research Connections

 Directory of Open Access Journals

- » FracFocus Chemical Disclosure Registry
- » Genetics Home Reference » GovSpeak: A Guide to U.S. Governmental Acronyms & Abbreviations
- » GreenFILE
- » Household Products Database
- » Medline Plus
- » NBR: The National Bureau of Asian Research
- » National Council on Disability
- » National Gallery of Art
- » NREL: National Renewable Energy Laboratory
- » Open Library
- » The Pennsylvania Digital Library (PADL)
- » Project Gutenberg
- » PubMed Central
- » Scirus0
- » WorldCat
- » ArchiveGrid

The Albright Memorial Library has a number of eResources that are available with a public library card. They are also accessible through the Library Resources webpage.

Student Record Access/Registrar

An RN nursing student may request to read and review his or her education records by submitting a written request to the College Registrar that identifies what record(s) the RN nursing student wishes to review. The Registrar will send copies of the RN nursing student's request to the appropriate offices to hold the requested files. In this case, the nursing office would contact the RN nursing student and invite him or her to read and review the records. Please note that a request to inspect and review "all records" is not usually granted, as it is typically on a case by case basis.

RN Nursing Student Record Maintenance and Retention

The Lackawanna College RN to BSN Nursing Program will create and maintain an official file electronic and hard copy for all RN nursing students. All hard copy files are secured in a locked filing cabinet. While registered, the RN nursing student file for all enrolled RN nursing students will include the admission review of qualifications, advising information, course selections for each semester, capstone evaluation, and miscellaneous section for other necessary documentation such as emails. The RN nursing student's advisor will maintain an electronic copy of any relevant advisement-related materials and note advising meetings with all RN nursing students in the computer every semester. Advisors in the nursing department will keep an academic advising electronic file for each RN nursing student.

When the RN nursing student graduates, the RN nursing student's file will be placed in a

secure holding room.

Student Governance within Lackawanna College

The Student Government Associate (SGA) is the executive and legislative branch of the student body, serving as a liaison amid the students and the college's administration. The SGA plays an important role in the planning and coordination activities on campus. An officer sits on the student judicial board for student disciplinary appeals and the Student Policy Reviewteam as part of the student government's role in institutional governance. SGA officers work to solicit opinions and perspectives from the student body through surveys, conversations, and polls to be able to facilitate desired change with the administration.

The nursing department has several departmental committees: Faculty Committee, the Curriculum Committee, and the Assessment Committee, which provide opportunities for student representation. In May, all RN nursing students are solicited to volunteer as a representative for one of the above nursing department committees. The volunteer position's term is one Academic year, and the RN nursing student has the opportunity to serve for two terms.

Service-Learning Policy

Service learning permits an RN nursing student in the RN to BSN Nursing Program to expand their commitment to Lackawanna College's mission by utilizing their nursing knowledge to help those who require assistance. **The nursing faculty also appreciate service-learning as an essential component of education and have set forth an obligation to complete five (5) hours of service learning for each semester. The service-learning hours are required for any semester where the RN nursing student is registered in a nursing course.** An RN nursing student taking multiple nursing courses for that semester will only need to complete five (5) hours of service- learning. The service-learning hours must be pre-approved and submitted through the Director of Nursing Programs. All service-learning hours associated with the nursing course(s) must be completed within the designated semester. student must complete the service-learning hours and submit the completed form (located on the Lackawanna College RN to BSN Nursing website) no later than two weeks before the final examination. The RN Nursing student not meeting the service-learning requirement for a given semester will receive an I grade for the nursing course in which they are enrolled until the hours are completed. Please see the College policy regarding I grades.

Lackawanna College

RN-BSN NURSING PROGRAM SERVICE-LEARNING PRE-APPROVAL FORM

RN Nursing Student Name: _____

Course Number and Title: _____ Professor: _____ Semester: _____

Community Partner/Service-Learning Site: _____ Address: _____

Site Supervisor Name: _____

Telephone: _____ E Mail: - _____

Based on the above information the student is Approved or Disapproved.



Reason for Disapproved Service-Learning:

Signature of Director of Nursing Programs: _____

Date: _____

Lackawanna College

RN-BSN NURSING PROGRAM SERVICE-LEARNING TIME

SHEET

RN Nursing Student Name: _____ Course Number and Title: _____

Professor: _____ Semester: _____

Community Partner/Service-Learning Site: _____

Address: _____

Site Supervisor Name: _____

Telephone: _____ E Mail: - _____

RN nursing student is responsible for maintaining and ensuring the accuracy of the time sheet and turning it into the professor upon the completion of the service.

Date	Time In	Time Out	Description of Activities	Total Hours	Site Supervisor Initials

Total Hours Completed(semester): _____

RN Nursing Student Signature: _____ Date: _____

Site Supervisor Signature: _____ Date: _____

REQUIREMENTS FOR RN NURSING STUDENT

College Health Services

Scranton Primary Health Care Center (SPHCC) provides on-campus student health services at Seeley Hall, 406 N. Washington Ave., Scranton. Information regarding SPHCC hours of operation can be found on the Student Health Services Page. Otherwise, services are provided at their office at 959 Wyoming Ave., Scranton, which is within walking distance from campus.

Students may reach SPHCC at (570) 344-9684 or (570) 969-9662. More information regarding oncampus health services can be found by visiting the Portal. Emergency medical treatment can be sought at one of the following local hospitals:

Geisinger Community:
1800 Mulberry St. Scranton, PA 18510 Scranton, PA 18510
(570) 969-8000

The Regional Hospital Medical Center of Scranton
746 Jefferson Ave.
(570) 348-7951

Health Insurance All students are required to have adequate health and accident insurance coverage.

Health Requirements for Capstone Practicum

The RN nursing student is responsible to identify the health requirements required for their particular capstone practicum. It is the responsibility of the RN nursing student to obtain whatever health requirements are needed. The RN nursing student will provide the contact information along with health information and clearances that are required and forward the information to the Director of Nursing Programs. The director will contact the facility and verify the health requirements and clearances that the RN nursing student is required to obtain prior to the start of capstone practicum.

Some of the requirements might include the following:

- Health History and Examination
- Special Laboratory Tests
- Drug Screening
- CPR/BLS
- Background Check, Fingerprinting

Lackawanna College's RN-BSN Nursing Program uses Exxat to manage health requirements and clearances as needed per student request. All RN nursing students are required to establish their own account. The student is responsible for incurring all fees if an account is established. The Director of Nursing Programs will provide the information necessary for the student to establish their Exxat account. Please review the Division of Health

Sciences Code of Conduct Policy.

Exxat

Exxat is one of the best ten background check and compliance management companies in the nation to provide the RN nursing student with a secure account to manage time- sensitive school and clinical requirements. After the RN nursing student completes the order process and creates an account, the RN nursing student can log in to the account to monitor order status, view results, respond to alerts, and complete clinical requirements. HIPAA and OSHA training will be provided through Exxat.

Lackawanna College

Division of Health Sciences

Immunization Form

RN Nursing Student's Name _____

Please attach a copy of immunization records and/or current titers to this document.

1. M.M.R. (Measles/Rubeola, Mumps, Rubella): Requires documented proof of two MMR's in a lifetime or a positive titer for each of these diseases.

1st. MMR Date: _____ 2nd MMR Date: _____

OR

Date and results of titer: Measles/Rubeola _____ Mumps _____
Rubella _____

2. Varicella (Chickenpox): Requires documented proof of two (2) vaccinations or positive IgG titer.

1st Varicella Date: _____ 2nd Varicella Date: _____

OR

Date and results of IgG titer: _____

3. TdAP (Tetanus, diphtheria, pertussis) History of 1 Tdap required. Tdap Date: _____

4. Hepatitis B: Documented evidence of completed series or positive antibody titer or declination form.

Date of 1st injection: _____ Date of 2nd injection: _____

Date of 3rd injection: _____

OR

Hepatitis B Titer date: _____ Titer _____ Results: _____

OR

Signed Declination Form Attached

**5. Tuberculosis- 2 step PPD required annually:
Two-Step Testing**

Use two-step testing for initial skin testing of adults who will be retested periodically

Initial Test:

Test Given _____ Date read: _____ Result: _____

Second Test (1-3 weeks after initial test):

Test Given: _____ Date read: _____ Result: _____

OR

Previous Positive PPD test:

Provide documentations of negative chest X-ray/evidence of TB disease free status

Date of chest x-ray _____ Result: _____

6. Influenza: Documented evidence of influenza vaccination within the past year or declination form.

Date of injection: _____

OR

Signed Declination Form attached.

7. COVID-19: Documented evidence of COVID-19 vaccine series or declination form.

Date of Dose #1: _____

Date of Dose #2: _____

OR Signed Declination Form attached.

MD/PA/CRNP Signature: _____ Date: _____

Lackawanna College Division of Health Sciences Medical Form
ANNUAL PHYSICAL EXAMINATION FORM

Part One:

Name: _____

Date of Exam: _____

Address: _____

Date of Birth: _____

Male Female

Name of Physician: _____

DIAGNOSES/SIGNIFICANT HEALTH CONDITIONS (*Attach Lifetime Medical History Summary and Chronic Health Problems List*)

CURRENT MEDICATIONS (*Attach a second page if needed*):

Medication Name	Dose	Frequency	Diagnosis	Prescribing Physician Specialty	Date Medication Prescribed

Allergies/Sensitivities: _____

Contraindicated Medication: _____

Part Two: GENERAL PHYSICAL EXAMINATION

Blood Pressure: _____ Pulse: _____ Respirations: _____ Temp: _____

Height: _____ Weight: _____

EVALUATION OF SYSTEMS

System Name	Normal findings?		Comments/Description
Eyes	Yes	No	
Ears	Yes	No	
Nose	Yes	No	
Mouth/Throat	Yes	No	
Head/Face/Neck	Yes	No	
	Yes	No	
Lungs	Yes	No	
Cardiovascular	Yes	No	
Extremities	Yes	No	
Abdomen	Yes	No	
Gastrointestinal	Yes	No	
Endocrine	Yes	No	
Musculoskeletal	Yes	No	
Integumentary	Yes	No	
Renal/Urinary	Yes	No	
	Yes	No	
Lymphatic	Yes	No	
Nervous System	Yes	No	
VISION SCREENING	Yes	No	Is further evaluation recommended by specialist? Yes No
HEARING SCREENING	Yes	No	Is further evaluation recommended by specialist? Yes No

Part Three: Additional Information

Lifetime medical history summary reviewed? Yes No

Medication added, changed, or deleted (*from this appointment*): _____

Special medication considerations or side effects: _____

Free of communicable diseases? Yes No (*if no, list specific precautions to prevent the spread of disease to others*): _____

Limitations or restrictions for activities (*including work day, lifting, standing, and bending*) No Yes (*specify*): _____

Change in health status from previous year? No Yes (*specify*): _____

Specialty consults recommended? No Yes (*specify*): _____

Seizure Disorder present? No Yes (*specify type*): _____

Date of Last Seizure _____

Any Additional Comments:

Name of physician (*please print*) _____

Physician's Signature: _____ Date: _____

Lackawanna College
Division of
Health Sciences

Hepatitis B Vaccination Declination Form

Student Name _____ ID# _____

(If you have started and not yet finished the Hepatitis B series, please sign the declination. You may rescind the declination once the series is completed and you have updated your information with the program.)

Hepatitis B Vaccination Declination

I understand that due to my exposure to blood or other potential infectious materials during the clinical portion of my Health Sciences program, I may be at risk of acquiring Hepatitis B virus (HBV) infection. The health requirements for the program in which I am enrolled, as described in the Student Handbook, include the Hepatitis B vaccination series as part of the program's immunization requirements. I have been encouraged by the faculty to be vaccinated with Hepatitis B vaccine; however, I decline the Hepatitis B Vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring Hepatitis B, a serious disease. By signing this form, I agree to assume the risk of a potential exposure to Hepatitis B virus and hold Lackawanna College, as well as all health care facilities I attend as part of my clinical experiences, harmless from liability in the event I contract the Hepatitis B virus.

Student Signature _____ Date _____

Faculty Signature _____ Date _____

Lackawanna College

Division of

Health Sciences

Influenza Vaccination Declination Form

Student Name _____ ID# _____

Influenza Vaccination Declination

I understand that due to the nature of health care and the volume of individuals that I may come into contact with, I may be at risk of acquiring an influenza virus. The health requirements for the Health Sciences Program in which I am enrolled, as described in the Student Handbook, include the current influenza vaccination as listed by the CDC or Centers for Disease Control as a requirement of the Health Sciences Programs. Despite being encouraged by the Faculty to be vaccinated, I decline influenza vaccination at this time for the current influenza season. I do understand that by declining this vaccination, I will be at increased risk of acquiring influenza.

By signing this form, I agree to assume the risk of potential exposure to Influenza and hold Lackawanna College, as well as all health care facilities I attend as part of my clinical experiences, harmless from liability in the event I contract the Influenza virus. In addition, I understand that due to the very contagious nature of the influenza virus, a Clinical Site or Health Care Setting many not accept my placement if I refuse vaccination.

Student Signature _____ Date _____

Faculty Signature _____ Date _____

Physician Address: _____

Physician Phone Number: _____

*Lackawanna College
Health Sciences Division*

COVID-19 VACCINATION DECLINATION FORM

Student Name _____ ID# _____

COVID-19 Vaccination Declination

I understand that due to the nature of health care and the volume of individuals that I may come into contact with, I may be at risk of acquiring a COVID-19 virus. The health requirements for the Health Sciences Program in which I am enrolled, as described in the Student Handbook, include the current COVID-19 vaccination as listed by the CDC or Centers for Disease Control as a requirement of the Health Sciences Programs. Despite being encouraged by the Program Staff to be vaccinated, I decline the COVID-19 vaccination at this time for the current academic year. I do understand that by declining this vaccination, I will be at increased risk of acquiring COVID-19.

By signing this form, I agree to assume the risk of a potential exposure to COVID-19 and hold Lackawanna College, as well as all health care facilities I attend as part of my clinical experiences, harmless from liability in the event I contract the COVID-19 virus. In addition, I understand that due to the very contagious nature of the COVID-19 virus, that a Clinical Site or Health Care Setting may not accept my placement if I refuse vaccination.

Student Signature _____ Date _____

Program Staff Signature _____ Date _____

Bloodborne Pathogens & HIV Policy

Students must report all incidents, including body fluid splashes, needle sticks, and other events that could endanger the health of the student. Such incidents should be reported to either their academic or clinical faculty. Lackawanna College and its RN to BSN Nursing Program are not responsible for medical care in the result of such injuries. Visitors to campus, students in labs, etc. shall be directed to seek medical care within two hours at a major hospital or Urgent Care facility. Treatment and evaluation costs are the responsibility of the person seeking treatment.

Post Exposure Procedure for RN-BSN Students

If a student has been exposed to a contaminant parenterally (needle stick or cut) or superficially through a mucous membrane (eye or mouth), they are to follow the following procedure:

1. Immediately wash the affected area with the appropriate solution (soap and water, alcohol, water)
2. Seek appropriate medical attention through their physician (students are responsible for their medical care). This may include baseline testing for HIV antibody at this time, followed by a recommended series of testing. (Physicians may also inquire about the student's status regarding tetanus and hepatitis immunization at this time.)
3. Follow institutional (agency) policy regarding determining HIV and hepatitis status of the patient, (students are responsible for the cost of any testing)
4. Maintain the confidentiality of patient
5. Seek appropriate counseling regarding the risk of infection

Guidelines for HIV Positive Health Care Providers

1. The Center for Disease Control has specific guidelines for health care workers, which are revised periodically. They have been incorporated into these policies and are reviewed annually.
2. There shall be no routine serological testing or monitoring of students for Hepatitis B or HIV infection.
3. Barrier or standard blood and body fluid precautions are to be used routinely for all patients. These include:
 - a. The use of glove(s) when
 - i. Cleaning rectal and genital areas
 - ii. Carrying soiled linen
 - iii. Bathing patients, if the student has a cut on the hand
 - iv. Suctioning or irrigating even if the orifice does not require sterile technique

- b. There is, at any time, a possibility of spillage of blood or body fluid onto the student's hands
 - i. (i.e. accucheck, discontinuing an I.V., I.M.s) regardless of the presence of open lesions
 - ii. Emptying urine drainage bags
 - iii. Suction catheters, colostomy and ileostomy pouches
 - iv. Providing mouth care
- c. The use of masks, goggles or glasses and/or aprons when there is a possibility of fluids splashing onto the face or body and clothing.

Specific Guidelines for Known HIV - Infected Health Occupation Students

1. HIV positive health occupations students who do not perform invasive procedures need not be restricted from work/clinical experience unless they have other illnesses or signs and symptoms for which such restrictions would be warranted.
2. HIV positive health occupations students should wear gloves for direct contact with a mucous membrane or non-intact skin of patients.
3. HIV positive health occupations students who have exudative lesions or weeping dermatitis should refrain from direct patient care and from handling patient care equipment and utensils.
4. Reasonable accommodations will be made within the curriculum to assist the HIV positive student to meet course/program objectives.
5. The policy of agencies utilized for clinical experience will supersede college policy if they are more stringent.
6. Confidentiality will be maintained whenever possible, with only the appropriate individual(s) being informed of the HIV status of health occupations students.

Health Insurance for Capstone Practicum

Proof of health insurance is a requirement of the contracted capstone practicum healthcare agencies, Lackawanna College. A copy of your health insurance card must be uploaded to Exxat. Primary care services are provided; however, if a medical emergency were to arise at a clinical site, the student would be taken to the emergency department at the cost of the student.

Policy on Professional Code of Ethics

All RN nursing students at Lackawanna College must adhere to the conduct expectations outlined in the *American Nurse Association (ANA) Code for Nurses*, and the behaviors described in the *RN-BSN Nursing Student Handbook*. These policies intend to ensure professional conduct and client safety by appropriate ethical and legal practice for all RN nursing students. The

expectation is that all RN nursing students will exhibit professional behavior in the classroom, the clinical agency, on campus, the online community, and the general community as well. RN nursing students represent the nursing program, Lackawanna College, and the nursing profession.

As RN student nurses who are in training, learning to care for clients/patients and families; professional behavior is not just a rule; it is an expectation. Any violation of professional conduct will be taken seriously and not be tolerated. If a supervising faculty member believes that an RN nursing student's behavior is inappropriate and/or unprofessional, the RN nursing student will be requested to depart the practicum area. Additionally, the incident will be written up, and further disciplinary action may be instituted at the discretion of the Director of Nursing Programs and Dean of Health Sciences.

Professional requirements in both the online classroom and practicum setting stipulate RN nursing students will refrain from abusive use of substances, both legal and illegal. Because of the need for nurses to sustain long periods of concentration to make appropriate decisions, there is a zero-tolerance policy for an RN nursing student being under the influence of alcohol or drugs. If an RN student nurse is suspected of substance abuse, legal or illegal, in the clinical setting, he/she will be subject to the hospital or clinical agency policy of drug testing. Being under the influence of alcohol or any other substance will result in immediate removal from the practicum and prompt urine and/or blood drug testing. If the RN nursing student tests positive, immediate dismissal from the nursing program may result without the option for program readmission. The case would be reviewed by the Director of Nursing Programs and the Dean of Health Sciences.

ANA Code of Ethics

The Lackawanna College RN to BSN Nursing Program supports the ANA Code of Ethics. The Code, consisting of nine provisions and the accompanying interpretive statements:

- Provides a brief explanation of the ethical values, obligations, and duties of every individual who enters the nursing profession
- Serves as the profession's nonnegotiable ethical standard
- Expresses nursing's understanding of its commitment to society

The Code reiterates the fundamental values and commitments of the nurse (Provisions 1–3), identifies the boundaries of duty and loyalty (Provisions 4–6), and describes the duties of the nurse that extend beyond individual patient encounters (Provisions 7–9).

- **Provision 1** - The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person.
- **Provision 2** - The nurse's primary commitment is to the patient, whether an individual, family, group, community, or population
- **Provision 3** - The nurse promotes, advocates for, and protects the rights, health, and safety of the patient.

- **Provision 4** - The nurse has authority, accountability, and responsibility for nursing practice; makes decisions; and takes action consistent with the obligation to promote health and to provide optimal care.
- **Provision 5** - The nurse owes the same duties to self as to others, including the responsibility to promote health and safety, preserve wholeness of character and integrity, maintain competence, and continue personal and professional growth.
- **Provision 6** - The nurse, through individual and collective effort, establishes, maintains, and improves the ethical environment of the work setting and conditions of employment that are conducive to safe, quality health care.
- **Provision 7** - The nurse, in all roles and settings, advances the profession through research and scholarly inquiry, professional standards development, and the generation of both nursing and health policy.
- **Provision 8** - The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy, and reduce health disparities.
- **Provision 9** - The profession of nursing, collectively through its professional organizations, must articulate nursing values, maintain the integrity of the profession, and integrate the principle of social justice into nursing and health policy.

American Nurses Association. (2015). *Code of ethics for nurses with interpretive statements*. Washington, D.C.: American Nurses Publishing.

Critical Incident Policy

If a critical incident occurs, it must be reported to practicum faculty immediately. Examples of critical events may include but are not limited to, a medication error, an injury to an RN nursing student, patient, client, or family member while under the RN nursing student's care or a needlestick. The purpose of the critical incident policy is to provide documentation of the type of incident for further evaluation individually and to monitor the frequency of events as a whole.

Critical Incident Report

Course Number and Name: _____

Date and Time of Incident: _____

RN Nursing Student Name: _____

Instructor: _____

Institution: _____ **Area of Occurrence:** _____

Incident # 1: _____ **Incident # 2:** _____ **Incident # 3:** _____

This Incident was **Actual** **Potential**

Was anyone harmed?

Student Account of Incident:

Instructor Account of Incident:

Other Account of Incident:

Remediation Plan:

Specific Requirements to Remain in/Return to Practicum:

Other Notes:

RN Nursing Student Signature: _____ **Date:** _____

Instructor Signature: _____ **Date:** _____

Faculty Signature: _____ **Date:** _____

Director Signature: _____ **Date:** _____

Policy on Professional Conduct at Practicum Site

All RN nursing students are expected to adhere to the conduct expectations outlined in the *American Nurses Association Code of Nurses* and the behaviors described in the **RN-BSN Nursing Student Handbook**. Client safety and professional conducts are top priorities and the responsibility of all RN nursing students. Every RN nursing student is expected to be responsible for their actions. An RN student's failure to adhere to the outlined expectations at any time will initiate faculty evaluation of a RN nursing student's ability to continue in the practicum site and therefore, the Nursing Program. It is an expectation that all RN nursing students must be dressed professionally based on the healthcare agency policy. The following are requirements added to the professional attire:

- The RN nursing student is prohibited in wearing any jeans with holes, dirt, stains, or designs in the practicum area. The RN nursing student will be asked to leave if not professionally dressed for the practicum area.
- All visible tattoos are to be covered up.
- Hair must be off neck area and tied back if possible.
- No perfumes are allowed in the practicum area due to allergies from staff or patients.
- Only jewelry is a wedding band or tiny loop/post earrings. It is a safety precaution for the RN nursing student. All lip, nose, eyebrow earrings are prohibited.
- Clear nail polish is acceptable. Fake nails not allowed due to infection control reasons.
- Long fingernails are prohibited. Please review with preceptor if the length is acceptable.

Guidelines on professional conduct are listed below:

- Behavior that inhibits learning and/or functioning in the practicum site by oneself, or towards preceptor or staff, will lead to removal from the practicum site, and potentially, dismissal from the program.
- The RN nursing student is responsible for knowing the rules of the practicum site and must respect the preceptor.
- The RN nursing student is responsible for seeking support from the preceptor.
- Any performance deemed dangerous to client safety in any way may result in dismissal from the program.

- The RN nursing student is required to contact the preceptor and the healthcare agency if the RN nursing student is to be absent from the practicum site.
- Any RN nursing student in a practicum site believed to be under the influence of a substance will be dismissed from and follow the testing policy. The RN nursing student will be disciplined accordingly after meeting with the Director of Nursing Programs and the Dean of Health Sciences.
- The RN nursing student is expected to behave professionally toward faculty, staff, and clients at all times. This behavior includes responsibility for one's actions, courtesy, honesty, ethical activities, and respectful intercommunication skills. Any acts that interfere with online classroom/practicum/agency/staff/faculty relationships will be cause for dismissal from Lackawanna's RN to BSN Nursing Program.
- In all situations, the RN nursing student must act to protect patient confidentiality. Breaches of confidentiality or HIPAA laws concerning clients or fellow RN nursing students will be taken seriously and may warrant dismissal from the RN to BSN Nursing Program.
- An RN nursing student is responsible for reporting unsafe practice or conditions to their preceptor immediately and providing documentation.
- **Under any circumstances**, RN nursing student is never allowed to remove or copy any agency documents or client chart forms, original or copies from the practicum site. The possibility of dismissal may occur if this professional conduct is violated in the practicum site.
- RN nursing student takes ownership of their learning opportunities. Capstone practicum is not only a required course component; it is a crucial learning experience. The RN nursing student is assumed to actively engage at the practicum site. The RN nursing student is expected to increase independence and improve critical thinking and efficiency at the practicum site.

Capstone Practicum

The RN nursing student will have the opportunity to complete a 45-hour capstone practicum with NUR 401 Capstone Experience. The practicum will be the RN nursing student's last nursing course before graduation.

RN Nursing Student's Responsibilities include the following:

- The RN nursing student will collaborate with the preceptor to arrange for practicum hours and schedule. The RN nursing student is required to complete 45 hours.

- The RN nursing student is responsible for selecting a practicum site and preceptor.
- The RN nursing student is responsible for contacting the faculty regarding the selected practicum site and preceptor.
- The RN nursing student is responsible in collaborating with the preceptor in developing practicum objectives which are shared and approved by the faculty.
- The RN nursing student will contact the faculty on a weekly base with the internship hours and days or as designated by the faculty. Any changes to the schedule require the RN nursing student to notify the faculty immediately.
- The RN nursing student will maintain open communication with the faculty, the staff, and the preceptor.
- The RN nursing student will adhere to principles and standards associated with safety, legal, and ethics.
- The RN nursing student is responsible for nursing actions and learning activities in the practicum setting.
- The RN nursing student will contact faculty via phone or email, as needed.
- The RN nursing student will notify the faculty immediately with any clinical incident. The RN nursing student will complete the required incident forms required by the healthcare facility and Lackawanna College.
- The RN nursing student will develop greater competency in the management of nursing care.
- The RN nursing student will complete all evaluations related to the internship experience.
- The RN nursing student will complete all course requirements that relate to the internship experience (see syllabus).
- The RN nursing student will submit the signed practicum log that is signed by the preceptor for each clinical opportunity.

Formative & Summative Evaluations

The Nursing Program summative evaluation will be based upon the program outcomes. While each course in the program adds to the formative evaluation, NUR-401: Capstone Experience serves as the primary basis for the summative evaluation process.

LACKAWANNA COLLEGE
RN-BSN NURSING PROGRAM
NUR 410 – Capstone Experience
Preceptor's Evaluation of Student

Date: _____ Semester: _____ Preceptor: _____
 Agency/Organization: _____ RN Nursing Student: _____
 Total Number of Internship Hours: _____

Preceptor – This form needs to be reviewed with the RN nursing student before the start of the practicum hours. It is the responsibility of the RN nursing student to submit the final and completed evaluation form with the final grade (Satisfaction or Un-satisfaction) to the faculty or Director of Nursing Programs for NUR401 – Capstone Experience at the last conference meeting.

Please evaluate the following statements regarding the RN nursing student.

Professionalism and Objectives	Midterm			Final	
	S	N	U	S	U
RN nursing student displays motivation in the practicum setting.					
The RN nursing student demonstrates professionalism in manner and appearance in the practicum setting.					
RN nursing student exhibits self-direction and ownership of learning.					
The RN nursing student arrives at practicum site on time.					
The RN nursing student notifies preceptor promptly if unable to meet obligations in coming to the practicum site.					
RN nursing student displays professional values,					
RN nursing student demonstrates caring behavior for all patients/clients with a focus of autonomy by respecting the rights of patient/client with self-determination.					
RN nursing student satisfactorily addresses all 10 objectives which include:					
RN nursing student reveals competence in critical thinking and making clinical judgement.					
RN nursing student exhibits effective and therapeutic communication skills in dealing with patients, clients, families, staff, and other members of healthcare disciplines					
Overall performance in the clinical setting					

Preceptor's comments: _____

Signature of Agency Preceptor: _____ Date: _____
 RN Nursing Student Comments: _____

Signature of RN Nursing Student: _____ Date: _____

LACKAWANNA COLLEGE RN-BSN NURSING PROGRAM
NUR 401 Capstone Experience
Evaluation of Internship Program

RN Nursing Student or Preceptor: _____ **Date:** _____

Practicum Site: _____ **Semester:** _____

Evaluate the following statements about the Practicum:

	Strongly Agree	Agree	Disagree	Strongly Disagree	NA
Structure of the practicum provided opportunities for RN nursing students to apply knowledge at a novice level.					
Course and clinical objectives were met through the various learning opportunities					
The course objectives are appropriate for this level RN nursing student.					
The duration of the practicum is adequate to meet course objectives.					
The practicum is a valuable experience for RN nursing students in this practicum area and should be continued.					
Faculty available for preceptor and/or RN nursing student for support and collaboration when necessary.					
Overall evaluation of the Practicum Experience					

Comments:

RN Nursing Student's or Preceptor's Signature: _____
Date: _____

LACKAWANNA COLLEGE RN-BSN NURSING PROGRAM
NUR 401 Capstone Experience
RN Nursing Student's Evaluation of Preceptor and Practicum Site

RN Nursing Student: _____ **Internship Site:** _____
Semester: _____ **Date:** _____

Evaluate the following statements about the preceptor:

	Strongly Agree	Agree	Disagree	Strongly Disagree	NA
The preceptor displayed values, skills, and attitudes that were beneficial for the student's academic development.					
The preceptor provided learning opportunities to meet the objectives for the internship.					
The preceptor provided constructive feedback and reinforcement.					
The preceptor supported the RN nursing student's strengths and provided opportunities to strengthen weaknesses					
The preceptor displayed professionalism and leadership skills					
The preceptor included the RN nursing student in the evaluation process and considered it fair					
Overall evaluation of the preceptor					

Evaluate the following statements about the practicum site:

	Strongly Agree	Agree	Disagree	Strongly Disagree	NA
The practicum site had adequate resources to support the RN nursing student's internship.					
The practicum site supplied a favorable learning environment					
The practicum site provided learning opportunities to address the internship objectives.					
Overall evaluation of the practicum site					

Comments:

RN Nursing Student's Signature: _____ Date: _____

**LACKAWANNA COLLEGE RN-BSN NURSING PROGRAM
NUR 401 Capstone Experience
Internship Clinical Unit Sign-In Log**

RN Nursing Student's Name: _____ Facility/Unit: _____

NURSING PROGRAM'S ORGANIZATION CHART

