# *CATALOG*

Central School of Practical Nursing (CSPN)
4700 Rockside Road, Summit I, Suite 250 Independence, OH 44131
Phone: (216) 901-4400
cspnohio.edu

Auxiliary aids and services are available upon
the request of individuals with disabilities.

Equal Opportunity Employer/Program
The Ohio Relay Service number is 711

**ACCREDITED THROUGH 2/2027**
*Accrediting Bureau of Health Education Schools*
*7777 Leesburg Pike, Suite 314N, Falls Church, VA 22043*
*(702) 917-9503*
*Institutionally accredited by ABHES as a non-degree, certificate-granting program*

**APPROVED THROUGH 5/2029:**
*The Ohio Board of Nursing*
*17 South High Street, Suite 400, Columbus, OH 43215-3413*
*(614) 466-3947*

***APPROVED THROUGH 9/2028***
Ohio State Board of Career Colleges and Schools (OSBCCS) #2158
30 E Broad St. Ste 24
Columbus, Ohio 43125
(614) 466-2752

U. S. Department of Education Registration Number: 012248
*CSPN delivers the practical nursing program in English only*

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CSPN reserves the right to revise the School Catalog at any time

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## *Mission Statement and Purpose*

The Board has identified in its Code of Regulations the following as the Mission and Purposes:

**Mission**

Central School of Practical Nursing is dedicated to preparing compassionate, competent, and community-focused nurses. Grounded in Jean Watson's Theory of Human Caring, we empower our students to integrate knowledge, skill, and empathy to elevate healthcare delivery and promote healing within Cleveland and beyond."

Reviewed 1/14, 1/15, 9/16, 1/17, 9/17, 8/18, 1/2020, 12/20, 1/2021, 5/2022, 9/2025
Revised 2/06, 9/2025

**Purpose**

- To conduct and operate on a not-for-profit basis a School, or Schools, offering a practical nursing education and assistance in preparing for a competitive job market.
- To instill in its student population the highest standards of practical nursing while being involved in the advancement of nursing standards and helping to meet the healthcare needs of the community.
- To support national standards for practice nurse education, to provide continuing education for CSPN graduates and other LPNs in the community and to interpret the Program to the community.
- To solicit, receive and maintain funds and other property, real and personal, and to apply the income and principal thereof to aid and promote the activities of the Corporation through such means as shall seem expeditious to its Board of Trustees.

## *Philosophy*

The faculty of Central School of Practical Nursing holds the following beliefs:

- Each person is a unique individual, a member of a family, and a member of a community. Society is a system of community life within which an individual lives. It is composed of culturally diversified individuals who interact in families, groups and communities and is affected by environmental, economic and political factors, which influence the ability to meet health care needs. Each individual requires fulfillment of basic human needs in order to maintain independent living and optimal functioning as one progresses through the life cycle. Each individual has the right to be involved in decisions affecting himself/herself and makes choices directed toward meeting physiological, psychological, cultural and spiritual needs. Individuals constantly strive to attain the highest level of wellness, which is the maximum level of functioning attainable at that time and place on the health/wellness continuum.
- Nursing, as a caring profession, is sensitive to cultural and ethnic influences and is characterized by the use of therapeutic interpersonal relationships. The practical nurse is an integral part of the health care team. Practical nursing consists of a basic knowledge of biological, behavioral, and social sciences, and nursing procedures and attitudes acquired through correlation of theory and practice. The practical nurse utilizes the nursing process to assist the individual or individuals in the community to meet their health care needs or attain a peaceful death. This service is performed at the direction of a registered nurse, advanced practice nurse, licensed physician, podiatrist, dentist, optometrist, or chiropractor.
- Learning is an ongoing process of acquiring, analyzing, theorizing, implementing, and evaluating information. Learning results in problem solving, decision making, and survival. Curiosity and enrichment provide the stimulus which initiates the process of learning. Learning results in a cognitive, attitudinal, or behavioral change which occurs through the reinforcement of practice when faculty and students interrelate and recognize one another's uniqueness and dignity.
- Education is a lifelong process requiring active participation of both the instructor and the student. It is a continuously evolving system enabling the student to acquire knowledge, attitudes, and skills; to maximize potential; and to maintain competency through ongoing study. Emphasis upon self-awareness, self-direction, self-discipline, self-evaluation and responsibility for continuing growth facilitates the learning process.
- Practical nurse education utilizes a process, coordinating theory with practice, enabling the student to use knowledge and skills required to deliver competent nursing care to patients in a variety of settings. Nursing requires a close relationship with what is taught in the classroom and the practice of nursing in the clinical setting. Expecting the student to be goal-directed and accountable, the faculty accepts the responsibilities of

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planning, directing, and evaluating the student's learning experiences according to the objectives of the educational program.

## *History*

In 1937 there were very few nurses available for older adults at home. Two Cleveland philanthropists, Mrs. Edward B. Greene and Mrs. S. Homer Everett, recognized the need and initiated an educational program for practical nurses. The first class of ten women graduated under the guidance of the first Director, Miss Etta A. Creech, R.N., B.S., M.Ed. The course, which provided the first training for practical nursing in Ohio, later became known as the Central School of Practical Nursing.

In 1951, the Board of Trustees of the Visiting Nurse Association invited the school and the Family Health Association to complete and occupy the third floor of the newly built Visiting Nurse Association Building at 3300 Chester Avenue. A number of generous donors made this move possible. In 1961, Central School became an independent, non-profit institution, separate from the Family Health Association.

In January 1969, Central School announced its accreditation by the National League for Nursing. It was the first school of practical nursing in Ohio to be given this mark of approval for its' program. Since 2004 CSPN has been accredited by the Accrediting Bureau of Health Education Schools (ABHES).

From 1946 to 1988, Central School was affiliated with University Hospitals for the clinical training of its students. Supervision of the home nursing program was conducted by the nursing staff of the Visiting Nurse Association from 1961 through 1987. In 1969, MetroHealth, Saint Luke's Medical Center and Margaret Wagner House of the Benjamin Rose Institute became cooperating agencies offering their facilities for the clinical experiences of Central School students. In 1977, Meridia Hillcrest Hospital became another cooperating agency offering its facilities for obstetrical clinical experience of Central School students. Today, CSPN is affiliated with McGregor PACE, Cleveland Clinic, MetroHealth, Signature Health, University Hospitals, and other community affiliations.

Now, as in the past, changes in community health needs are being paralleled by continuous reappraisal of the curriculum, the school facilities, and affiliations with other health agencies. Central School graduates are well prepared to work in a variety of health care settings.

CSPN, a non-profit organization, is overseen by the Board of Trustees and is operated as a 501(c) (3).

## *CSPN Building*

CSPN is located at 4700 Rockside Road, Independence, Ohio, in Summit Office Park, Suites 250 and 120. The school offers three classrooms, a simulated learning lab, a library resource center, and a large student lounge. The student lounge has two (2) refrigerators, a sink, and microwave ovens.

Each student may select a locker upon starting the program. Students are responsible for supplying their own lock for their locker (suite 120). CSPN is not responsible for lost or stolen items.

Students dismissed from the program, other than academics, will not be able to re-enter the school property at any time.

## *Central School of Practical Nursing Goal*

The goal of CSPN is to prepare the student for a career as a practical nurse. The 46-week residential blended program comprised of 1,240 clock hours. CSPN enrolls in January, April and October. The type of instructional delivery is residential; blended (didactic virtual and on-site clinical lab/off-site clinical and Vsim). At the completion of the program, the graduate receives a diploma and a certificate of completion, which allows the individual to sit for State LPN licensure. Licensure allows the individual to work in the field of practical nursing in various settings (e.g., acute care, long-term care, community settings) (See Privileges of the Graduate).

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## *Written Standards of Academic Progress*

CSPN has written standards of satisfactory academic progress and attendance requirements for all students as published within this Catalog as well as the Student Handbook. These standards are consistently applied equally to all students regardless of financial aid status**.** The institution strictly adheres to its published standards of satisfactory academic progress.

The Dean/Program Administrator makes all decisions regarding student's ability to attend the graduation ceremony.

The School has an appeal policy entitled the "Grievance Resolution Procedure" as published within this Catalog as well as the Student Handbook.

## *Career Services/Employment Assistance*

The Student Success Advocate offers assistance with resume writing. Additionally, students have an opportunity to hear from healthcare employers during the healthcare employer panel held during the 4th quarter of the program. Job postings are made available to the students through the Learning Management System, Facebook, and the postings in the student lounge. Students receive instruction within their coursework in the areas of interviewing skills, application completion, and professional appearance. Completion of this program does not guarantee employment.

## *Rules and Regulations*

Rules and regulations of the School are found in the Student Handbook. The Student Handbook and Catalog are given to each student prior to the start of the PN program. Students sign a letter of acknowledgment upon receipt and understanding of the content of the Student Handbook and Catalog. Changes in policy are emailed to the students at least one level ahead of implementation.

## *Testing Fees*

- Entrance Exam Fees is $0, and subject to change.

## *Application Processing*

The status of financial information has no bearing on the applicant's ability to apply to the PN program. Only All individuals that have served in the military, as well as civilians, are eligible for advanced placement in the areas of Nutrition, Anatomy and Physiology I & II, and Growth and Development/Human Life Span. Military applicants may have additional opportunities for clinical skills review if they have served in a medical capacity.

## *Tuition and Fees*

Tuition and fees are $19,500 and consist of the items in the list below except for where detailed:

1. A first half tuition payment of $9,750 which is for the first two levels of the academic year is generally due prior to the start of the program.
2. A tuition payment for the second half of $9,750 is due two (2) weeks prior to the start of the third level and covers the third and fourth levels.
3. Books, uniforms and supplies are included in the tuition cost above
4. The required background check (BCI) costs are included in the tuition cost above if the student is accepted to the program.
5. Additional FBI check (non-resident of state for 5 consecutive years) is $40.
6. The drug screening fee is included in the tuition cost above and will be administered upon admission to the program.
7. There is a $25 charge for late payments.
8. There is a $35 charge for returned checks unpaid for any reason.
9. Students will be issued one student ID free of charge. Replacement or extra IDs will cost $10 to replace.
10. There are no graduation fees.
11. There are no lab fees.
12. Parking at the school is free. There may be a fee for parking at some clinical sites. Fees are determined by the clinical sites. CSPN has no control over parking fees charged by clinical sites.
13. Tuition balances are **due on or before the due dates** as outlined in the signed Enrollment Agreement. Student requests for a payment plan and/or a payment extension will be considered by CSPN and granted or denied at the school's discretion on a case by case basis.

***Tuition and fees may increase upon discretion of the School, but will not change after the Enrollment Agreement is signed. There are no additional charges for distance education at CSPN.***

Tuition balances are due on or before the due dates as outlined in the signed Enrollment Agreement. Student requests for a payment plan and/or a payment extension will be considered by CSPN and granted or denied at the school's discretion on a case by case basis.

If the student takes an approved Leave of Absence (LOA), the student is also guaranteed the same tuition and fee rates per the original signed Enrollment Agreement as long as the student returns within 6 months. After 6 months, a student on an approved LOA will be considered withdrawn. If the student wishes to return after 6 months, they must reapply as a new student and are then subject to the current tuition and fee rates for that program. The Refund Policy and R2T4 procedures will be applied to any student not returning from an approved LOA within 6 months.

## *Withdrawal Policy*

Students requesting to withdraw must email jforee@cspnohio.edu. The Admissions and Promotions Committee documents student withdrawals. Arrangements for meeting financial obligations and return of School and/or facility property must be made before withdrawal is complete. Students who withdraw from the program can reapply to the program one year after the initial withdrawal date.

## *Military Assignment/Involuntary Withdrawal*

Students withdrawing from the program due to active military assignments will be permitted to return to the program at no cost to either the student and/or the institution providing the scholarship to the student.

Students returning to the program following a military assignment will be placed in the level that is deemed appropriate as determined by the Admissions and Promotions Committee. Every attempt will be made to reinstate the student in the level that will facilitate their competency as a nurse and passage of the licensure examination (NCLEX-PN), as well as minimize repetition of previous learning.

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## *Location & Facilities for Instruction*

The School is located at 4700 Rockside Road Summit 1, Suite 250 in Independence, OH 44131. The main floor is dedicated entirely to student education with three classrooms, learning lab, library, faculty and administrative offices. On the first level, there is a student lounge and library. This lounge (Suite 120) includes lockers, a TV, desk/chair combination, couches, 2 refrigerators, and 2 microwaves.

The library collection includes nursing journals, OVID, and current textbooks, as well as other reference materials that can be utilized by the students. CSPN's library is a reference library, only.

Experience in patient care takes place at the school's cooperating agencies under the direct guidance and supervision of a nursing instructor who works closely with each student. Students receive clinical instruction at facilities located throughout Northeast Ohio; therefore, all students must have their own transportation. One instructor supervises a maximum of 8-10 students in the clinical area at any one time. Classrooms, conference rooms, nursing laboratories, lockers and library facilities in the cooperating agencies are available to students and instructors. Fourth Level students receive experience in a community setting.

## *Educational Program*

Central School of Practical Nursing offers a 46-week Blended (a combination of distance and on-site learning environments including didactic, learning lab, clinical and virtual simulation) comprised of 1,240 clock hours that prepares the student for a career as a practical nurse. The program is divided into two 12-week levels and two 11-week levels. There are vacation periods between the four levels. Students attend classes two days a week, virtually or on campus, depending on level, beginning at 8 a.m. and ending at 4 p.m. The daytime clinical day begins as early as 6:45 a.m. and ends at 3:00 or 3:30 p.m. Two days per week are spent in a clinical facility administering patient care under faculty guidance and supervision. The type of instructional delivery is Blended learning for didactic and virtual simulation experiences. Clinical labs are onsite. The program is offered in English only. Returning students must complete the practical nursing program within 18 months from the original start date. Students unable to complete the program within 18 months will be terminated and ineligible for readmission or graduation.

## *Program Objectives/Competencies*

The Program Objectives are formulated from the Philosophy, which reflects the faculty's concept of the practical nurse graduate as a beginning practitioner. Upon completion of the Program, the graduate: Program Objectives are achieved through a blended/distance learning environment.

- Applies principles of therapeutic relationships with members of the health care team, family, and significant others
- Performs nursing procedures safely for patients in a variety of settings
- Incorporates principles of safety in the administration of medications to patients in a variety of settings
- Integrates scientific principles in the care of patients, families, and significant others
- Complies with the role of the practical nurse as outlined in the State of Ohio Nurse Practice Act
- Integrates the nursing process in the delivery of care to the individual, family, and significant others in a variety of settings

## *Applicant Admissions Criteria*

- Eligibility Criteria Form found on the online application is completed by the applicant
- Applicant must be 18 years of age upon application
- Applicant must currently be an Ohio resident
- Entrance exam with a passing rate of 70% Reading and 68% Math (one test allowed per enrollment period).
  - Passing scores do not guarantee admission and subject to academic dishonesty policy
  - Accommodations must be emailed in writing to zbailey@cspnohio.edu at least 72 hours prior to the exam date. Letter must be from a provider and contain learning difference diagnosis and recommended accommodation(s).
  - Applicant must arrive at test with picture ID and applicant must take both sections at the same time/day
  - Applicant repeats the whole exam for next enrollment period, if one section is failed.
  - Passing Entrance Exam scores are valid for one year from the test date.

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- Entrance Exam is waived for applicants meeting one of the following criteria:
    - Applicant with a minimum of a two or four-year degree from an accredited college
    - HESI scores reflecting a minimum score of a 70% both in reading and math (up to 3 years)
    - ACT reflecting a minimum score of a 19 for math, and a 20 for reading (up to 3 years)
    - WorkKeys reflecting a minimum score of a 3 (72-75 scale) in math and a minimum score of a 4 (76-77 scale) in reading.
- If English is not applicant's first language, applicant must have taken the TOEFL iBT within the past 2 years, and achieved a minimum score of:
  ➔ 18 listening ➔ 18 reading ➔ 26 speaking and ➔ 17 writing
- High school graduate with official transcript or official GED results.
  - High school GPA of 2.0 is required, unless college GPA meets or exceeds 2.0
  - GED results will be reviewed and considered according to test series
  - If an applicant's high school grades/GPA were achieved in another country, they must be translated to English prior to submission (translated at applicant's expense). CSPN does not offer translation services.
- Prospective students with an online high school transcript/diploma must have a minimum of six academic college-level courses from an accredited college, completed after high school (or transcripts from an approved OSBCCS online high school). ESL courses will not be accepted as part of the six college courses.
- College transcript(s) – official, or a copy of the official transcript
- Student Nursing Perspective questionnaire
- Signed Statistical Data Form
- Background check, and drug screening
    - Applicant that has not lived in Ohio for the past 5 years, is required to complete a federal background check (FBI) at the same time as the State criminal background check (BCI screening).
    - BCI - Background check is completed at Integrity Verifications
    - BCI report must not contain any convictions other than traffic violations, DUI/OVI, and disorderly conduct (no weapon involvement)
    - Drug screening: All applicants must submit a drug screening. CSPN has a zero-tolerance policy and drug screening results must be negative.
    - Applicants may submit fingerprinting (BCI-Background Check) and Drug Screening results, directly from an employer that is no older than 60 calendar days from the date of application to the program. Drug screening must be a minimum of a 9-panel screening. Both results must be sent directly from the employer to apply@cspnohio.edu

To be considered for enrollment, the applicant must submit the information listed above by applying online and following all instructions. Each applicant is reviewed on an individual basis by the Admissions and Promotions Committee. The Admissions and Promotions Committee does not guarantee enrollment, as CSPN is a private, non-profit school, and reserves the right to select the best candidates.

## *Enrollment Requirements (for accepted students only)*

- Completed and Signed Physical Exam
- Immunization Records or Titers for MMR, TDAP, HEP B, Varicella
- Proof of COVID Vaccine and Flu shot (or medical exemption proof)
- Proof of Medical Insurance
- TB blood work test (QuantiFERON-TB Gold - QFT) or if cost-prohibitive, 2-Step TB
- **American Heart Association** BLS/CPR for Healthcare
- Signed Enrollment Agreement (students are enrolled twice per year in October and April)
- Signed State of Ohio Student Disclosure Form
- Administrative Paperwork
- All accepted students must meet the assigned deadline on enrollment requirements as reflected in admissions packet or they are unable to attend class, clinical, and labs, take exams and may be subject to dismissal.

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## *Fingerprinting*

All prospective students are required to submit to a Bureau of Criminal Identification and Investigation (BCI) through Integrity Verifications. Additionally, FBI background checks are required for applicants that have not lived in Ohio for 5 consecutive years. Returning applicants must submit a new BCI/FBI check, as well as a drug screening. Once submitted, background checks become part of the prospective student's confidential admissions file and are subject to review. At no time will Central School of Practical Nursing (CSPN) copy, mail, or release this information to a third party. The Ohio Board of Nursing (OBN) requires FBI checks prior to sitting for state boards and reserves the right to deny a graduate the ability to test (based on their criminal history) please refer to OBN website. An applicant's failure to disclose any criminal history within the state of Ohio or nationally upon application to CSPN may result in dismissal. A student admitted with a contingent BCI/FBI is subject to be put on a Leave of Absence (LOA) if results are not received by the last day of the first month of the program.

## *Checking the Validity of a High School Diploma:*

CSPN does not require students to provide a diploma. CSPN requires elevated proof of graduation or GED passage by requesting the student provide their official high school transcript or GED results. However, if CSPN or the Secretary has reason to believe the documentation provided is not valid or was not obtained from an entity that provides secondary school education, CSPN will take the following steps to confirm the validity of that documentation:

1. CSPN will obtain either the student's official transcripts or other written descriptions of course requirements or written and signed statements by principals or executive officers at the high school attesting to the rigor and quality of the coursework at the high school directly from the high school.

2. CSPN will make sure the high school is approved and meets the state's requirements by searching for the website that oversees the institution from which the student graduated. For example, in Ohio, this information can be found searching for the school here: https://reportcard.education.ohio.gov/
   A list of approved GED programs in Ohio can be found here:
   https://education.ohio.gov/Topics/Testing/Ohio-Options-for-Adult-Diploma/HSE/GED-Testing-Centers

   Prospective students with an online high school transcript/diploma must have a minimum of six academic college-level courses from an accredited college, completed after high school (or transcripts from an approved OSBCCS online high school). ESL courses will not be accepted as part of the six college courses. CSPN will take the actions listed above to approve the validity of the college transcripts if it has reason to believe they are not valid. If necessary, CSPN will search https://ope.ed.gov/dapip/#/home to make sure the college is accredited.

3. The Secretary does not maintain a list of high schools that issue invalid high school diplomas. However, if the school is not able to prove the validity of the provided graduation documentation or GED results, the school will treat that documentation as invalid.

The student should also be aware of the following information:

A high school diploma is not valid if it:

1. Did not meet the applicable requirements established by the appropriate state agency, Tribal Agency, or Bureau of Indian Education in the state where the high school is located;
2. Has been determined to be invalid by the Department, the appropriate state agency in the state where the high school was located, or through a court proceeding; or
3. Was obtained from an entity that requires little or no secondary instruction or coursework to obtain a high school diploma, including through a test that does not meet the requirements for a recognized equivalent of a high school diploma under 34 CFR 600.2.

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Students who indicate on their FAFSA form that they graduated high school must give the name, city, and state of the high school. The FAFSA form on the Web will not allow students to skip these items, and it will have a drop-down list of both public and private high schools populated by the National Center for Education Statistics (NCES). Inclusion on the list does not mean that a diploma from the school is valid, nor does exclusion from the list mean that the diploma is invalid. Acceptable documentation for checking the validity of a student's high school diploma is listed above.

A student's self-certification is not sufficient to validate a high school diploma that is in question. If there is conflicting information between the student's certification on the FAFSA form and other documentation or information obtained from the student, the institution must resolve this conflict. For an institution to be a Title IV eligible institution, it must admit as regular students only those with a high school diploma or the recognized equivalent, and/or those who are beyond the age of compulsory school attendance in the state where the institution is located. As in other areas of FSA administration, schools have final authority in meeting this requirement. The Department does not plan to have an appeal process or to intervene in reasonable determinations made by school administrators, such as a decision to move a high school from a college acceptable to unacceptable list or a case where one school has different lists than another.

Reviewed 9/2025

## *Advanced Placement/Transfer Credit*

Individuals with military experience and training will have credentials assessed individually for awarding advanced placement credit(s). Advanced Placement will be considered for all enrolled applicants that have achieved a C grade or better (in the past 5 years at accredited college) in the areas of Nutrition, Anatomy & Physiology I and II, and/or Growth and Development/Life Span. If an applicant has attended any other nursing school(s), transcript(s), and course description(s) must be submitted from all other attended programs. The accepted student should notify us in advance if this applies.

## *Refund Policy*

If the student is not accepted into the program, all monies paid to the School shall be refunded. Since books and supplies and other consumables are purchased from sources other than the School, the student may seek refunds from those vendors. There are two academic payment periods for this program. Refunds for tuition and refundable fees shall be made in accordance with the following provisions as established by Ohio Administrative Code section 3332-1-10.

(1) A student who withdraws before the first day of class and after the 5-day cancellation period shall be obligated for any tuition paid, the Seat and Administrative fees. (2) A student who starts class and withdraws before the academic term is fifteen per cent (15%) completed will be obligated for twenty-five per cent (25%) of the tuition and refundable fees for the current academic term. (3) A student who starts class and withdraws after the academic term is fifteen per cent (15%) complete but before the academic term is twenty-five per cent (25%) completed will be obligated for fifty per cent (50%) of the tuition and refundable fees for the current academic term. (4) A student who starts class and withdraws after the academic term is twenty-five per cent (25%) complete but before the academic term is forty per cent (40%) completed will be obligated for seventy-five per cent (75%) of the tuition and refundable fees for the current academic term. (5) A student who starts class and withdraws after the academic term is forty per cent (40%) completed will not be entitled to a refund of the tuition and fees for the current academic term.

Refunds will be made to the student via check. If CSPN is able to determine that a payment was made by an individual on behalf of the attending student, the refund will be made to that individual and not the student.

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## *Cancellation Policy*

The student is allowed to cancel enrollment in the program within three (3) business days of signing the Enrollment Agreement.

## *Return of Title IV Funds Policy*

Federal funds are returned to the Department of Education, as required by law, using the Departments R2T4 (Return Two Title Four) computer program. The program is available to the school on the Internet. Title IV funds may not be granted to students with a drug conviction.

## *Last Day Attended*

A student's last day of attendance is considered the last day a student had academically related activity.

## *Determination Date of Withdrawal*

When a student's enrollment status is in question, the determination date, which is the date that CSPN determines that a student is no longer enrolled, is made by The Admissions & Promotions Committee. The Admissions and Promotions Committee meet at a minimum of once per month. As required by the Department of Education, the date of withdrawal cannot be longer than two weeks after the last day attended.

## *Dismissal Policy*

Academically, when a final course grade is below 75% or a clinical grade of Unsatisfactory, dismissal from the program will result.

Clinically, dismissal will result when the student has received an "Unsatisfactory" in one or more starred clinical objectives for that level. Those dismissed due to clinical failure do not have the option of reapplying to the program.

Students academically dismissed from the program may be readmitted only once. The individual's written request for readmission will be presented to the Admissions and Promotions Committee.

Grounds for academic or clinical dismissal include, but are not limited to: academic dishonesty, academic failure; attendance infractions; failure to comply with School's medical forms policy, administrative forms policy and/or affiliated agencies' policies; or if the student's behavior is, at any time, unprofessional or disruptive, detrimental to the well-being of the patient, faculty, and peers. When dismissal is considered, it is the responsibility of the entire faculty to vote on the dismissal of a student. If dismissed, an email and letter are sent to the student by the Dean/Program Administrator. If dismissed for any reason other than academic (theory classwork), a student is not eligible to return.

## *Financial Assistance*

A Student Financial and Financial Aid Handbook is available online through the website. The Financial Aid officer communicates with prospective (and current students) through email/phone/in-person. Additionally, financial aid information is provided within the School brochure and is available through the Financial Aid Office. These resources are in the Policy and Procedures Manual in the Financial Office. The tuition refund policy is written in the School Enrollment Agreement form which is signed by every student (contained in the acceptance packet) and is also in the above-mentioned handbook. Students must be in good academic/attendance standing in order to be eligible for federal student aid funds.

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## *Scholarship Funds*

The John Huntington Fund awards CSPN grant monies (earmarked by the fund as tuition scholarships for Cuyahoga County residents only). Monies go to enrolled students only. These monies are distributed directly towards tuition and have no cash value. The Fund's Board of Trustees determines the amount of grant monies distributed to CSPN, and at any time, reserves the right to discontinue granting monies to CSPN. CSPN applies for a renewed grant annually in April. The Director of operations/student services submits a grant request and prior year report of fund distribution at this time.

The John Huntington Fund for Education has permitted CSPN to distribute student scholarship monies based on the discretion of the CSPN Financial Officer, along with the oversight of the President of the Board of Trustees. Each student that is a Cuyahoga County resident is eligible. There are no academic prerequisites to qualify. Typically, the monies are evenly distributed between students and distributions are made at each half of the program when payment is required.

## *Graduation Requirements*

The student is eligible to graduate when the School Objectives and the Curriculum Objectives have been met, demonstrating satisfactory achievement in both nursing theory and clinical practice.

To qualify for graduation from Central School of Practical Nursing a student must achieve at least 75% in all coursework and a satisfactory final clinical evaluation in each rotation. All four levels of study must be taken at the School. The format of educational delivery does not change this policy. Graduating students must complete the "Graduate Exit Survey" prior to the signing of the Certificate of Completion.

The Dean/Program Administrator makes all decisions regarding student's ability to attend the graduation ceremony.

## *Health Insurance*

It is required that the students carry their own health insurance in effect by the first day of class. No student will be permitted to go to clinical without health insurance.

## *Liability Insurance*

Each student is covered during clinical hours by a Nurse's Professional and Personal Liability Insurance Program made available through the School.

## *Attendance*

***General Rules***

A significant component of the development of the Licensed Practical Nurse is the integration of a responsible attitude toward learning and attendance. The policy of CSPN is that students are to attend all scheduled theory classes and clinical experiences.

**Students are allotted 64 hours of unexcused absence throughout the program. Missed hours are tabulated in fifteen minute increments (example: 1 minute-15 minutes missed equals 1/4 hour missed. 45 minutes to 1 hour missed equals one hour missed, etc.). Additional hours of excused absence (see below) are permitted at the discretion of the Dean/Program Administrator.**

Hours for returning students will be pro-rated.

***Classroom Attendance***

**There will be no excused absences with the exception of funeral leave (see p.18 of Student Handbook)**

- Students are responsible for all materials covered in class and will be expected to reach out to their individual instructors via email when missing class on online days. They will be expected

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to make up all missed assignments. Students must email his/her instructor to report their absence no later than 9:00 AM on the date of absence. On in-person days, the student must call the school at (216) 901-4400 and leave a message to say if they will be absent or late. If a student fails to call by 9:00 AM on the date of absence/tardy, the student will be considered a "no-call, no-show" (see below). Additionally, students must alert the school if they are arriving late or leaving early. Students are permitted to arrive late or leave early once in a school day. Students are not permitted to come and go throughout the school day.

- **Make-up Exams**

  Students who are absent will be required to make up all missed exam(s). Time to be determined.
  - A five-percentage point penalty will be subtracted from the examination score. The format of the make-up exam(s) is up to the discretion of the instructor. If a student does not make up exam(s) on the scheduled test make-up day, a zero grade will be given. If a student is a "no-call, no-show" on a test day, they will also get a zero.
  - When a student is tardy on class days and a test or quiz is in progress, the student will take the test on the scheduled test make-up day. A five-percentage point penalty will be subtracted from the examination score.
  - A student may be sent to the Admissions and Promotions Committee for calling off two or more times a month on test days (unless it is the same week).

**No call, no show for class:**

a) First offense: Referral to the Admissions and Promotions Committee. If it is an exam day, a 20-percentage point reduction will be imposed on the make-up exam. Committee decides on placing the student on academic probation or academic warning.

b) Second offense: Second referral to the Admissions and Promotions Committee. Student will automatically be put on academic warning. If it is an exam day, there will be no make-up test, and the student will receive a zero on that exam.

c) Third and final offense: Referral to the Admissions and Promotions Committee, and dismissal from the program.

d) The student will be ineligible to reapply.

### *Clinical Attendance*

A. Attendance is required for clinical. Students are expected to meet all clinical objectives. Health and safety of your patients is paramount, you are not to report to clinical if you are ill. If a student reports ill to clinical, he or she will be sent home. If you consult a physician for an illness or injury, you must obtain a medical release from the physician or emergency room or utilize the CSPN Medical Release Form.

B. If clinical time is missed, the missed hours must be made up. (See d.) Successful completion of course/clinical objectives is mandatory for progression in the program. Continuous monitoring of attendance will occur.

C. Missed clinical time:

a) Tardy - If patient care has commenced and the student arrives late, he/she/they will be sent off the unit and not allowed to participate in clinical practice that day. Early departures will be dealt with on an individual basis with the clinical faculty. First offense: warming; Second offense: A&P referral and clinical probation; Third offense: A&P referral and possible dismissal.

b) Absence - **If you will be absent from clinical, at least ONE (1) HOUR prior to the time due on the clinical unit, call the following:**

**• Email the instructor that you will not be present at clinical**

c) Successful completion of course/clinical objectives is mandatory for progression in the program. Continuous monitoring of attendance will occur.

**The Dean/Program Administrator will evaluate individual absences/tardiness (for patterns) and reasons for these absences in determining regarding students' ability to complete program.**

**Tutoring:** If a student is a second time "no call, no show" to a tutoring appointment, he/she/they forfeit the right

to schedule tutoring for the remainder of the level. It is expected that any cancellations will occur no less than two hours prior to the scheduled tutoring time. It is expected that any cancellations occur no less than two hours prior to the scheduled tutoring time. Tutors are reachable via text and/or email. Information is posted on Blackboard.

## *Absences Due to Illness/Injury, Prolonged and Extended*

A. Prolonged illness which exceeds three (3) consecutive days off requires a signed medical release completed by the student's physician (Refer to Handbook for example of form).
B. Extended illnesses will be handled on an individual basis.

## *Students Receiving Financial Aid*

CSPN adheres to all requirements made by the U.S. Department of Education.

## *Student Health*

## *Leave of Absence*

A student requesting a leave of absence must email school administration.
The request may be granted by The Admissions and Promotions Committee and/or the Dean/Program administrator. School administration may place a student on an LOA when it has been identified that this is in the best interest of the student and/or the school. A student may also request an LOA, voluntarily until the last day of week 6. A request to take an LOA after day 1 of week 7 will be an automatic withdrawal. A student requesting an LOA must submit a request in writing or email to Administration. The student may return to the program at the discretion of the Dean/Program administrator, and/or the Admissions and Promotions Committee.

Upon return, the student must meet the requirements of the class into which they are placed. All students enrolled in the nursing program must complete the program within eighteen months (150% of the normal program length) of their initial admission. Students unable to complete the program within 18 months will be terminated and will be ineligible for readmission or graduation. A new background check (paid for by the school) and drug screen (paid for by the School) must be submitted to CSPN twelve weeks or less prior to returning to the program. Re-admittance to CSPN will align with all guidelines set forth by House Bill 327. Upon return, tuition is calculated by the Financial Officer for repeat courses.

## *Privileges of the Graduate*

The graduate of Central School of Practical Nursing will receive a Diploma and a Certificate of Completion (sent to the Ohio Board of Nursing) following the completion of the "Graduate Exit Survey." Graduation ceremony is at the discretion of the Dean/Program Administrator. A graduate is qualified to take the NCLEX-PN examination to become a Licensed Practical Nurse (LPN).

## *Drug Policy*

It is the policy of Central School of Practical Nursing to maintain an educational environment that is free from drug and alcohol use. The possession, use/and or distribution of illicit drugs and alcohol or controlled substance abuse represents a danger to all students and employees of Central School of Practical Nursing, Inc. CSPN recognizes its responsibility to maintain a drug-free environment. In keeping with the Drug-Free Schools and Communities Act Amendments of 1989, Central School of Practical Nursing will not tolerate the distribution, dispensation, possession or use of illegal drugs, controlled substances, or alcohol in the School environment which includes clinical settings off of CSPN property and any occasion on which an individual is in the role of a student. Central School reserves the right to have students screened for drugs/alcohol whenever there is reasonable suspicion.

Per the guidelines of CSPN's clinical affiliations, all students are required to submit a clean drug screening as part of the admission process.

The following guidelines are non-negotiable and must follow under penalty of discipline, up to and including dismissal from CSPN:

- Central School of Practical Nursing has a **zero-tolerance policy** for drug and alcohol abuse.
- Students undergoing drug/alcohol testing must remain with administration from the time they are



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notified until they begin the test. Students are **not** permitted to go to lockers, etc.

- Refusal to submit to a drug/alcohol screening **at the time requested** will result in non-acceptance.
- Drug/alcohol testing results are considered final and binding. **The School will neither consider nor grant requests from students to be retested.**
- Students taking controlled prescription drugs, prescribed for them, must acknowledge these medications upon admission or whenever prescribed. If a student tests positive for controlled substances, and no acknowledgement has been made, this will result in immediate dismissal. *(See below).
- Any attempt to tamper with a specimen will be viewed as a positive test for drugs/alcohol and will result in immediate dismissal. An adulterated specimen will be treated as a positive specimen. Similarly, any specimen that is deemed unacceptable for testing, due to abnormal temperature or other tampering may also result in dismissal.
- Testing must occur in the manner and location prescribed by CSPN in order for the test to be valid.
- Decisions about students under the drug and alcohol policy are final and not subject to the Grievance Resolution procedures.

**Please note: The following medications are examples of drugs that must be disclosed:

- Opiates/painkillers (examples: Vicodin, Percodan/Percocet, Darvon/Darvocet, Oxycontin/Oxycodone, Demerol, codeine, morphine, etc.)
- Benzodiazepines/anti-anxiety medications/muscle relaxants (examples: Ativan, Xanax, Valium, Flexeril)
- Amphetamines/stimulants (examples: Adderall, Ritalin, diet pills)
- Barbiturates (example: Fioricet)

***Please note: The above are examples only, and do not constitute an exhaustive list of controlled medications. If in doubt, ASK about the medication you are taking or have been prescribed.***

## *Policy Regarding Special Needs of Students with Disabilities*

The Central School of Practical Nursing does not discriminate against any applicant or student on the basis of a covered disability, and reasonable accommodation will be made available for applicants and students with a disability. A reasonable accommodation is any academic adjustment and/or auxiliary aid and service that is necessary to ensure that the School does not discriminate on the basis of a disability, unless such a request would: a) fundamentally alter the nature of the School's service, program or activity; or b) would result in an undue financial or administrative burden to the School. In this regard, it should be noted that the School is not required to lower or substantially modify essential requirements of its program(s).

If an applicant or student feels he/she/they needs academic adjustments and/or auxiliary aids and services, he/she/they is to contact the School's Disability and Section 504 Coordinator, at 4700 Rockside Road, Independence, Ohio 44131, (216) 901-4400. The initial request may be verbal or in writing. After an initial discussion with the Section 504 Coordinator, the applicant or student may be requested to provide documentation as discussed below. Disabilities are defined as physical and mental impairments that substantially limit one or more major life activities. Major life activities, as defined in the Section 504 regulations at 34 C.F.R. 104.3(j)(2)(ii), include functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working. This list is not exhaustive. Other functions can be major life activities for purposes of Section 504. These include, but are not limited to, the following: hearing or visual impairments; reading or learning disabilities; conditions necessitating the use of medication or snacks and/or the use of any kind of special equipment or aids.

As noted above, requests for reasonable accommodations should be made to the School's Disability and Section 504 Coordinator.

Documentation requested **by the School** to substantiate a covered disability includes, but may not be limited to, the following letter:

- A letter from an appropriate professional practitioner confirming the specific diagnosis of the disability and identifying each diagnostic test administered, if applicable, with the test results, including the practitioner's interpretation. This letter should state the specific activities affected by the disability and the impact the disability has upon the student's ability to perform in the program, as well as any suggested accommodation(s).

The School, in consultation with appropriate faculty and other program personnel as necessary, will engage in an interactive process with a student requesting an accommodation due to a disability in order to determine, based on each student's individual disability-related needs and the nature of the program(s) in which the student is enrolled, what, if any, reasonable accommodation(s) may be needed and can be made without fundamentally altering a program. Determination of whether academic requirements are "essential" will be made by pertinent faculty or other relevant personnel after a careful and thoughtful deliberation that includes a review of program/course requirements and available options and alternatives, and determinations of any accommodation will be made by persons trained in the requirements of Section 504 and knowledgeable about the disability or disabilities in question, which decisions and the reasons supporting them will be documented by the group.

The School will provide timely notification to the student in writing of all specific academic adjustments that have been agreed to and of any denial of requested adjustments and the reason(s) for the denial, and informing them of the internal appeal procedure through the School's Grievance Procedure Relating to its Policy for Students with Disabilities, which is set forth below, that can be used to challenge the denial of adjustments or accommodation requests, as well as to address any complaints of disability discrimination under Section 504.

Upon notification from a student that any agreed-upon adjustments are not effective, the School staff will work with that student to resolve the problem within a reasonable time period and through an interactive process.

The School will maintain documentation in the student's case file regarding the date of the request of any

accommodation, the nature of the request and any supporting documentation received from the student, the reason(s) for any denial, and regarding the interactive process between the School and the student.

Please note that if you previously had a 504 plan, it may not be sufficient to demonstrate the existence of a disability at the post-secondary level of instruction. You also will have more responsibility in the program at the School than under any 504 plan in high school. Additionally, your parents may not be involved in the process, and you will need to be prepared to advocate for your own needs.

For further information about this Policy or to request an accommodation, please contact the School's Disability and Section 504 Coordinator.

## *Academic Achievement Criteria (Standards of Satisfactory Academic Progress)*

Federal law and regulations require that all students receiving financial aid maintain satisfactory academic progress (SAP) according to both qualitative and quantitative measures. The following policy represents the standards adopted by **Central School Of Practical Nursing, Inc. (CSPN)** and the **Student Financial Aid Office** and applies to all enrolled students including students receiving financial aid such as but not limited to Federal Direct Student Loans and Pell Grants. CSPN will treat all enrolled students the same regardless of their category (Full time or part time, etc) and program of study. CSPN currently offers only one course of study: Practical Nursing. The Practical Nursing program is a progressive program in which the student must successfully complete the courses in the order they are offered before they can progress to the next level.

In order for students in a clock-hour program to receive financial aid, they must maintain satisfactory progress toward completion of their diploma. The official Satisfactory Academic Progress is evaluated at the end of each payment period.

1) If satisfactory academic progress is not achieved at the end of the payment period, the student will be dismissed and become ineligible for financial aid in future payment periods until SAP has been regained.
2) If prior to the official SAP evaluation at the end of the payment period, a student fails a course in the first of the two levels within the payment period, the student will be dismissed and become ineligible for financial aid in future payment periods until SAP has been regained.

**Reestablishing Eligibility (Regaining SAP)**

A student may regain SAP by completing the following steps:

1) Make a successful appeal to the Admissions and Promotions (A&P) Committee to be readmitted to the school.
2) Repeat the failed courses and related clinical components (if any) and pass those courses.
   Note: If the A&P Committee approves the petition, the student will retake the failed courses and related clinical components (if any) the first opportunity those courses are offered by the School. Once the student has regained SAP, they will once again be eligible to receive Financial Aid for future payment periods.

Financial Aid Satisfactory Progress (SAP) is measured in terms of pace and grade point average (GPA). Pace is defined as the ratio of clock hours completed to clock hours attempted in a program.

## Conditions for Meeting Satisfactory Academic Progress Policy

**1. Qualitative Measure** (Minimum Standards)
Students must maintain a cumulative grade point average (GPA) of 2.5 or higher for each level of the program and a score of 75% or better in each individual course. A final grade below 75% in any one course will mean the student has not maintained SAP.

a) Complete course grades are A (100-90%), B (89-80%), C (79-70%), D (69-60) and F (59 and below).
b) Complete clinical grades are S (satisfactory) and U (unsatisfactory).

All final courses are rounded up from .5 (ex: 74.5% to 75%).

**2. Quantitative Measure** (Clock Hours)
You must complete at least 80% of clock hours attempted each level to remain compliant with the SAP Policy. For example, if there are 274 clock hours attempted in Level 1, the student must have completed at least 220 of those clock hours to maintain SAP. Students are responsible for all material covered in class regardless of attendance.
Additionally, a maximum of two clinical absences are allowed for each level for a total of 64 hours throughout the program.

**3. Maximum Timeframe to Complete a degree**
The maximum allowable timeframe for receiving aid is equal to 150% of the length the program.
If you are a transfer student, your accepted transfer coursework will be counted as both attempted and completed hours towards the student's educational program within the maximum timeframe.

## Academic /SAP Warning And Dismissal

**Warnings**:
All grades will be averaged at the midterm. Midterm exams are offered approximately half-way through each course. Any student who has an average below 75% in any course will receive an official written warning from the Admissions and Promotions Committee. The student will be notified of the warning and a copy of this warning will be placed in the student's file. The student must make an appointment with their instructor for assistance. The student will also be placed on academic probation by the Admissions and Promotions Committee. The student does not lose financial aid as a result of a warning.

## Dismissals (Involuntary Withdrawals):

a) When a final average for the level is below a 2.5 GPA or any one course grade is below 75%, dismissal from the program will result and the student will be considered withdrawn
b) The student is notified by the Program Administrator or her designee either verbally or written.
c) Students failing one course can petition the Admissions and Promotions Committee for readmission a maximum of one time only throughout the program's entirety.
d) Failure of any academic course requires repeating the failed course and related clinical component (if any) for that level. The student must achieve a passing grade in theory and a satisfactory in the related clinical component that is being repeated to successfully complete the course.
e) The student must pay for repeated courses and clinical components. Financial Aid is not available to cover the cost of repeated coursework

Upon dismissal, the student is no longer eligible for financial aid until the student once again maintains SAP by satisfying both items c) and d) above. Per the Appeals section below, a student who appeals to be readmitted to the school to retake a failed course is considered to have also made an appeal to regain their SAP and will automatically be given the opportunity to regain SAP by satisfying the minimum SAP requirements stated above.

**Incompletes:**

A student who has not completed a course or courses by the end of the corresponding level or payment period will be deemed to have not met the school's SAP policy under the quantitative measurement. The student will be considered withdrawn. The student may appeal the SAP evaluation per the policy below. Students who successfully appeal will be required to repeat all courses and clinicals for the affected level. For Purposes of SAP, an incomplete student will be treated the same as a Voluntarily Withdrawn student below.

**Voluntary Withdrawals:**

1) A student who voluntarily withdraws from a course or courses will be considered to have withdrawn from the school entirely. If the student received federal financial aid, the Return To Title IV (R2T4) Process will be completed for that student. If the student wishes to return and is readmitted by the Admissions and Promotions Committee, the student must complete all courses and corresponding clinical rotation starting with the level from which the student had previously withdrawn. Students who voluntarily withdraw will be deemed to have not satisfied the school's SAP policy until they successfully complete the level from which they had withdrawn.

2) Approved Leave of Absence (LOA) requests must be made by the student prior to the official SAP evaluation in order to be considered by the Admissions and Promotions Committee. If the student is granted an LOA, the student will not have violated the school's SAP Policy. The student must return to the beginning of the same level or course the very next time it is offered by the school in order to finish the program within 150% of its length. Once the student returns, an official SAP evaluation can then be made at the end of the corresponding payment period. If a student on an LOA does not return in time (by the next time the level or course is offered by the school), then the student will be considered withdrawn. At that time, the student will not have satisfied the school's SAP Policy and will be subject to the school's dismissal and R2T4 Policies. Please refer to the school's LOA Policy for additional detail about leaves of absences.

**Repeated Courses:**

After successfully appealing the A&P Committee to repeat a previously failed course and related clinical rotation (if any), the student will remain in violation of the SAP under the qualitative measurement portion of the SAP policy. Once the student has successfully passed the previously failed course and related clinical (if any), the student will have regained eligibility and achieved SAP. The student will once again become eligible for federal financial aid for the future payment periods. Students who are dismissed for not maintaining the quantitative measurement are considered incomplete.

**Transferred Credits:**

The school does not accept credits from other institutions.

However, Program Administrator/Dean and Associate Dean can review and potentially approve an accepted student for Advanced Placement if they meet the following criteria:

- Advanced Placement will be considered for all enrolled applicants that have achieved a C grade or better (in the past 5 years at an accredited college) in the areas of Nutrition, Anatomy & Physiology I and II (must complete both AP I and II), and/or Growth and Development/Life Span.

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**Appeals:**

A student determined to have not achieved SAP and was subsequently dismissed from the program may appeal to the Admissions & Promotions Committee in writing to be readmitted to the school and repeat the failed course and related clinical rotation (if any). The student's appeal must, at a minimum, 1) explain why they failed to make SAP and 2) further explain how the student's situation has changed that will allow them to attain SAP at the next evaluation. Exceptions may be made based on extenuating circumstances including, but not necessarily limited to, documented illness, or change of program. The Program Administrator or designee will inform the student in writing of the decision, specifying the conditions, if any, under which an exception has been made, or explaining the reason(s) for denying the appeal and detailing the actions necessary for the student to regain eligibility. A student may request a review of this decision in a meeting of the student, the Director of Financial Aid, the Program Administrator and/or the Appeal Committee.

A student who appeals to be readmitted to the school to retake a failed course is considered to have also made an appeal to regain their SAP and will automatically be given the opportunity to regain SAP by satisfying the minimum SAP requirements stated above. Students who have not maintained SAP are by default dismissed from the program since they would have failed one or more courses in the payment period. Financial aid eligibility for the next payment period is regained only after a successful appeal has been made by the student and the student achieves SAP by passing a previously failed course. A student may appeal to repeat only one course and related clinical rotation (if any). A student may not appeal if they failed more than one course. A student who fails to achieve SAP after a successful appeal has been made will be dismissed from the program and no further appeals can be made.

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## General Probation

The Dean/Program Administrator and/or the Admissions and Promotions Committee reserve the right to place any student on probation at any time throughout the program for the following offenses:

- Unprofessional conduct
- Frequent tardiness
- Failure to comply with instructions or school policies and procedures
- Failure to make-up work (illness)

Students who do not adhere to their conditions of probation will be subject to dismissal throughout the program

## Promotion Policy

The Promotion Policy delineates the level of achievement a student must maintain in order to remain in the nursing program and progress from one level to another.

Progression is dependent upon successful completion of each of the four levels and continued satisfactory demonstration of mastery of previous course work and nursing skills. All students enrolled in the nursing program must complete the program within 18 months (150% of the normal program length) of their initial admission. Students unable to complete the program within 18 months will be terminated and ineligible for readmission or graduation.

## Readmission

A request for readmission must be submitted via email to the associate director of admissions and enrollment at jforee@cspnohio.edu within ten (10) School days of the last date of attendance.

Applicants for readmission will be evaluated on an individual basis and availability of class space. Applicants may be considered and readmitted only if one course is failed. Students must return the next time the failed class is offered.

Requests for readmission will be presented to the Admissions and Promotions Committee and administration will notify the applicant, in writing, of the committee's decision. Steps taken to improve deficiencies previously noted must be identified in the readmission request letter. A student may be readmitted to the program only once. The student must meet curriculum requirements effective at time of readmission.

All students in the nursing program must complete the program within 18 months (150% of the normal program length) of their initial admission. Students unable to complete the program within 18 months will be terminated and ineligible for readmission or graduation.

Prior to readmission students are required to submit a drug screening & Bureau of Criminal Investigations (BCI) report. CSPN will give specific directions to meet this requirement.

## Transcripts

A final transcript of grades can be requested by visiting the CSPN website, under 'Alumni' and will be available to students/graduates within fifteen (15) School days following completion of the last final examination.

## Ohio Board of Nursing (OBN) Licensure Refusal

The Ohio Board of Nursing (OBN) website contains all of the up-to-date information regarding licensure. You can visit the website at https://nursing.ohio.gov.

The OBN reserves the right to refuse licensure to any applicant not meeting criteria deemed appropriate by the Board. All candidates who wish to sit for the NCLEX-PN examination will be required to submit their fingerprints to the Bureau of Criminal Identification and Investigation (BCI&I) for processing. Any candidate requesting

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accommodation(s) must do so 6 months in advance of the examination.

## *Grievance Resolution Procedure*

The purpose of this procedure is to grant the student the right to appeal decisions that directly affect his/her progress in the program. This appeal process is a means to arrive at a fair and equitable solution in a timely manner. Confidentiality is to be maintained throughout the entire appeal process. A student who has been dismissed may not attend class or clinical while pursuing the grievance.

STEP 1

The student can appeal the dismissal decision by submitting in a letter in writing (via email to the Dean/Program Administrator at eslay@cspnohio.edu ) with the intent to appeal the decision of dismissal. The letter must include a description of the occurrence including date, time and signature (electronic or physically typed) within one (1) business day (from the date of the dismissal email letter). This statement will be shared by the Dean/Program Administrator with the Appeal Committee.

The Appeal Committee will convene within 5-7 business days of the date marked on the appeal letter (email). Should the school be on a "school break," the 5-7 window of the appeal (schedule) will be extended to begin from the date of return to the start of class.

The Appeal Committee will consist of the Dean/Program Administrator, the minute taker (school administrative support staff), two instructors, two students (one from each cohort), and a member of the CSPN Nursing Advisory Committee. The Dean/Program Administrator, will chair this committee and will vote only in case of a tie. The decision of the committee will be final and binding upon the student.

***If the scope of the issue requires immediate action or the student is not satisfied with the school's resolution, the student should contact the following outside entities:***

The State Board of Career Colleges and Schools (State Board). Students may write the State Board at 30 East Broad Street, Suite 2481, Columbus, Ohio 43215-3414. They can also be contacted by phone (614) 466-2752, Fax (614) 466-2219, Toll Free (877) 275-4219, Email bpsr@scr.state.oh.us or Website: http://scr.ohio.gov/

## *Grievance Procedure Relating to Policy for Students with Disabilities*

The School has adopted an internal grievance procedure to address any complaints arising under the above Policy Regarding Special Needs of Students with Disabilities. Any person who believes he or she has been subjected to discrimination, harassment or retaliation on the basis of a disability, or who believes he or she has not been provided a reasonable accommodation, may file a grievance under this procedure. The School will not retaliate against anyone who files a grievance or cooperates in the investigation of a grievance. Additionally, the School will maintain the confidentiality of the person who may file a complaint to the degree possible given the nature of the complaint.

**Procedure:**

- Grievances must be submitted to the Section 504 Coordinator, Zerrine Bailey, at 4700 Rockside Road, Independence, Ohio 44131, (216) 901-4400, zbailey@cspnohio.edu . The complaint must be in writing, contain the name and address of the person filing it, state the problem or action alleged to be discriminatory and the remedy or relief sought. The complaint should also include the identity of any potential witnesses to the alleged discriminatory action, and any documents that the grievant believes supports his/her grievance.

- The Section 504 Coordinator or, if appropriate, his or her designee, shall promptly conduct an impartial and thorough investigation of the complaint that will provide interested persons the opportunity to identify witnesses and to submit evidence relevant to the complaint, which evidence shall be maintained by the Section 504 Coordinator.

- The Section 504 Coordinator will issue a written decision on the grievance no later than thirty (30) calendar days after its filing.

- Should the School determine that discrimination, harassment or retaliation has occurred, it will take appropriate corrective and/or remedial action.

- If the complaining person is not satisfied with the decision of the Section 504 Coordinator, he or she may appeal the decision within ten (10) calendar days of receiving it by submitting a written notice of the appeal to the Dean/Program administrator of the School. The Dean/Program Administrator shall respond in writing with his or her decision no later than thirty (30) calendar days after receiving the appeal.

The availability and use of this grievance procedure does not prevent a person from filing a complaint of discrimination on the basis of disability with the U. S. Department of Education, Office for Civil Rights, Cleveland Regional Office, 1350 Euclid Avenue, Suite 325, Cleveland, Ohio 44115.

## *Description of Courses – Level I – 11 weeks*

| Course Number | Name and Summary |
|---|---|
| 140 | Clinical Experience - 83 clock hours<br>This clinical experience is spent in adult patient contact situations. The student has supervised clinical experiences on a long-term care division and is introduced to the practical nurse role as part of the health care team. Time is spent in a supervised clinical lab at the Learning Center. The nursing process and nursing procedures taught in course 162 will be practiced in the clinical area and in the Learning Center at a basic level. |
| 121 | Mathematics for Nursing – 22 clock hours<br><br>This course is designed to review basic mathematic skills which are necessary in solving dosage calculation problems. The student is then introduced to the three systems of measurement used in dosage calculation problems. The student must become proficient in calculating drug dosages in order to prevent medication errors and ensure safe administration of medications. |
| 131 | Nutrition – 33 clock hours<br><br>This course is designed to alert the student to the central role that diet plays in the growth, development, maintenance and repair of the body. By studying the roles of the six basic nutrients in the daily diet, the student practical nurse will be able to make safe and economical choices regarding foods for patients. Through discussion of the nursing process and Daily Food Guides, the student develops a basic ability in the selection and planning of diets necessary for normal development and maintenance of health. |
| 134 | Human Growth and Development – 33 clock hours<br><br>This course presents an overview of one's growth and development throughout the life cycle. During each life stage, one's general physical, psychosocial, and sexual development is discussed and integrated with Erickson's developmental tasks and Freud's developmental stages. Emphasis is placed on identifying the norms found in each phase of development. The effects of changing environments and hereditary factors on one's development are examined. Specific life stages are emphasized in nursing courses 434, 435 and 436. |
| 143 | Anatomy and Physiology I – 44 clock hours<br><br>This course is the study of the normal structure and function of the adult body beginning at the cellular level and continuing through the integumentary, skeletal, muscular and nervous systems. The interaction between the physical and physiological processes and the need to maintain homeostasis are stressed. Basic anatomical planes, positions, and directional terms are presented. The course serves as a foundation for Anatomy and Physiology II. |
| 162 | Introduction to Patient Care – 66 clock hours<br><br>This is a course of correlated theory, as well as laboratory and clinical practice, planned to present concepts basic to clinical nursing. The course is designed to provide students with an introduction to the practice of nursing, and to give a solid foundation of basic knowledge and skills on which to build in subsequent courses. |

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## *Description of Courses – Level II – 12 weeks*

| Course Number | Name and Summary |
|---|---|
| 250 | Clinical Experience – 144 clock hours<br><br>This clinical experience will be provided in adult acute care settings. As a member of the health care team, students implement the nursing process and practice nursing procedures taught in Courses 162 and 242. Time is spend in a supervised clinical lab at the Learning Center. |
| 242 | Nursing Care Procedures – 44 clock hours<br><br>This course of correlated theory, laboratory and clinical practice is planned to present principles and therapeutic skills of nursing care, based on the nursing process that builds on Course 162. |
| 243 | Anatomy and Physiology II – 44 clock hours<br><br>Anatomy and Physiology II is a continuation of Anatomy and Physiology I. The normal structure and function in the adult of the endocrine, digestive, respiratory, cardiovascular, urinary and reproductive systems are presented. Anatomical and physiological processes and the need to maintain homeostasis are continued. |
| 244 | Pharmacology I – 44 clock hours<br><br>This course presents major classifications of pharmacologic agents with prototype drugs in each class, as well as their actions, uses, side effects, dosages, and nursing interventions. The nursing process is presented as it applies to the study and administration of drugs. |
| 251 | Medical-Surgical Nursing I – 55 clock hours<br><br>This course is designed to assist the student in applying the nursing process to the common health problems associated with the immune, integumentary, musculoskeletal, respiratory, sensory, urinary, and gastrointestinal systems. Basic knowledge of anatomy and physiology is expanded to include the disease process, symptoms, nursing care, and treatments that are necessary to assess and meet the needs of the medical-surgical patient. An attempt is made to correlate class presentations with the twelve weeks of planned clinical experience in the medical-surgical areas. |

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## *Description of Courses – Level III – 11 weeks*

| Course Number | Name and Summary |
|---|---|
| 350 | Clinical Experience – 137 clock hours<br><br>This clinical experience is spent in adult acute care settings. Nursing process, advanced nursing procedures, practice of pharmacological principles and IV therapy, and beginning team leading are implemented in the clinical areas. |
| 332 | Psychological Aspects of Nursing – 33 clock hours<br><br>This course is intended to help the student provide more holistic nursing care. The concept of nursing is seen as an interpersonal process with emphasis on meeting the psychosocial needs of the individual. The principles of mental health are taught so that the student can gain an understanding of the various reactions which patients have to stress, illness, and hospitalization. Concepts of psychological development, communication, and behavior dynamics are introduced. Specific mental disorders are presented, along with current techniques used to treat and rehabilitate the mentally ill. |
| 335 | Advanced Nursing Procedures – 33 clock hours<br><br>This course is the continued study of principles and therapeutic skills of nursing care; it correlates with clinical experience on Medical-Surgical divisions. The focus is to teach the student to perform advanced nursing skills utilizing scientific principles. |
| 344 | Pharmacology II – 44 clock hours<br><br>This course is a continuation of Pharmacology I, #244. The presentation of drug categories is correlated as much as possible with the altered levels of wellness presented in Medical-Surgical Nursing. The remainder of the course is spent reviewing pharmacology content. The student administers medications to adult and geriatric patients under direct supervision of the clinical instructors. |
| 353 | Medical-Surgical Nursing II – 55 clock hours<br><br>This course is a continuation of Medical-Surgical Nursing I, #251, and is designed to assist the student in acquiring knowledge and skills to carry out the nursing process in both acute and chronic health problems associated with the gastrointestinal, neurological, endocrine, cardiovascular, circulatory, lymphatic and reproductive systems. This course continues to provide knowledge of the disease process and related nursing care as well as diet therapy as it relates to specific health problems. |

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## *Description of Courses – Level IV – 12 weeks*

| Course Number | Name and Summary |
|---|---|
| 480 | Clinical Experience – 183 clock hours<br><br>This clinical experience is spent in supervised patient situations (facility and simulation) in geriatric, long-term, skilled, obstetric, and pediatric areas. The student has supervised clinical experiences and is asked to be more proficient in application of the nursing process, communication skills, patient teaching and nursing sciences taught in the previous levels. The clinical settings include both acute and long-term facilities. The student will have the opportunity to perform advanced nursing care procedures, to implement the dynamics of a nurse-patient relationship, to refine skills in medication administration, and to implement patient teaching. In addition, the students have a clinical component in the community. This experience allows the student to accompany a home health nurse to patient's homes. During this time, the student will recognize that community health nursing encompasses both nursing and public health practice, which includes the treatment and prevention of illness and injury, and the rehabilitation and promotion of health. |
| 422 | NCLEX-PN Review Course – 22 clock hours<br><br>This course is designed to prepare the fourth level student for success on the nursing licensure exam (NCLEX-PN). The course will be taught utilizing a nationally known nursing preparation curriculum, preparing graduates in all subject areas related to practical nursing. Benchmarks for student success will be based on nationally recognized scores, as defined by the company supplying the course material. |
| 426 | Home Care/Community Nursing – 22 clock hours<br><br>This course gives the student the opportunity to utilize past academic and clinical knowledge in caring for and teaching wellness behaviors to patients in the community and from different cultures. Students are taught necessary skills to encourage creative planning for and implementation of individualized nursing care. Basic principles of sociology are discussed, introducing the student to the concepts of community health nursing. The student learns to appreciate the patient's needs after discharge into the community. Emphasis is placed on utilization of the nursing process for stress management and crisis intervention in community nursing. The student learns to recognize resources available for support and assistance; and learns to view the patient in relation to family and society. |
| 434 | Pediatric Nursing – 33 clock hours<br><br>The effects of alterations in wellness and inpatient admissions to health care facilities on children and their families are examined. Using a body systems approach, the nursing process, well childcare, and growth and development are discussed. Nursing interventions are delineated that include nutrition, homecare and pharmacological therapy. |
| 435 | Geriatric Nursing – 33 clock hours<br><br>This course is designed to assist the student in increasing knowledge of the aging process and its effect on the individual. The aging process is inspected from a physical, psychological and spiritual aspect, allowing the student to identify optimum functioning in the elderly adult. The student is taught to identify problems and benefits of healthy aging. This course also explores the effect of illness on the older adult's total life style. |

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Utilizing the nursing process students are taught how to administer care to chronic and acutely ill elderly, with special emphasis on rehabilitation, nutrition and maintenance of health. Students also explore the different environments of care where the elderly adult resides. Community agencies offering aid to the aged are identified and discussed. The End-of-Life process will be taught as the student becomes comfortable with life's final stage.

436 Obstetrical Nursing – 33 clock hours

This course focuses on the physical and psychosocial aspects of the childbearing family. Basic concepts of reproduction and the childbearing cycle are presented. The role of the practical nurse is presented as it relates to caring for, supporting, and teaching the childbearing family. The nursing process is utilized in discussing the care and treatment of the patient and family throughout the obstetrical cycle. Nutrition is discussed as it applies to each obstetrical stage. Common complications of these stages are presented emphasizing the nursing interventions and pharmacological applications.

## *Typical Class/Clinical Schedule*

| LEVEL | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY |
|---|---|---|---|---|---|
| 1st & 2nd | Clinical/Class | Clinical/Class | Clinical/Class | Clinical/Class | Study day |
| 3rd & 4th | Clinical/Class | Clinical/Class | Clinical/Class | Clinical/Class | Study day |

## *Instructional Methodology*

The faculty of CSPN may utilize multi-media while lecturing. Media may include but is not limited to DVD, NGN Software, Epson Smart Board, Simulation Mannequins, YouTube Videos, Blackboard (LMS) and PowerPoint. Instructors may invite guest speakers to lecture on topic-specific issues. Finally, instructors engage students in classroom participation through interactive assignments, discussion posts, and in-person review sessions.

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## *Faculty*

| Faculty Name | Education | Work Status | Course/Clinical Level Delineation |
|---|---|---|---|
| Sarah Paradis, BSN, RN<br>Academic Program Manager & Lab/Clinical Coordinator | BSN- Ohio University<br>ADN-Lorain County Community College LPN-Wayne County Schools Career Center | Full-Time Faculty | Procedures (Level II)<br>Clinical (Level I, IV) |
| Rachel Mattson, MSN, BSN, RN | MSN -Cleveland State University<br>BSN – Ohio University<br>ADN – LCCC<br>LPN - CSPN | Adjunct Faculty | Math for Nursing (Level I) |
| Anita Mckaney, DHum (hc), MSN – Ed, RN | DHUM (Honorary Doctorate) - Global International Alliance<br>MDY - CICA International University<br>MSN - Western Governors University<br>BSN - Malone University | Full-Time Faculty | Medical Surgical Nursing (Level II)<br>Medical Surgical Nursing (Level III)<br>Geriatrics (Level IV) |
| Gladys Noble, BSN, RN | BSN – Case Western University, Bolton Scholar | Adjunct Faculty | Anatomy & Physiology<br>(Level I, #143)<br>(Level II, #243) |
| Kate Zito, MSN, RN | MSN - Cleveland State University<br>BSN - Kent State University | Full – Time Faculty | Growth and Development Level 1<br>Clinicals-all levels |
| Andrea Russo, MSN, RN | MSN – Ursuline College<br>BSN – University of Akron | Adjunct Faculty | NCLEX review (Level 4)<br>Skills Lab – all levels |
| Greg Horvath, RN | MBA – Baldwin Wallace<br>BA – Miami University<br>Diploma – St. Vincent Charity Hospital | Teaching Assistant | Adv. Procedures (Level 3) |
| Ronald Rock, CNS, MSN | MSN - | Adjunct Faculty | Community Nursing (Level 4)<br>Skills Lab – all levels |
| Stephanie Kubitza, MSN, RN | MSN - Cleveland State<br>BSN - University of Akron | Adjunct Faculty | Obstetric Nursing (Level 4)<br>Skills Lab – all levels |
| Svetlana Murphy, APRN, MSN | MSN – Ursuline College<br>BSN – Ursuline College<br>ADN – Tri-C | Full Time Faculty | Pharmacology I (Level 2)<br>Pharmacology II (Level 3) |
| Megan Loughrie, RN | Diploma – EHOVE<br>LPN – Brown Mackie | Teaching Assistant | Nutrition (Level 1)<br>Clinical – all levels |

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| | | | |
|---|---|---|---|
| Madison Butrey, BSN, RN | BSN – University of Akron | Adjunct Faculty | Pediatrics (Level 4)<br>Intro to Nursing (Level 1) |
| Kathleen Christy, APRN, MSN, RN | MSN –<br>BSN - | Adjunct Faculty | Psychiatric Nursing (Level 3) |

## *Administration*

| **Administrative Name** | **Education** | **Work Status** |
|---|---|---|
| Anne M. Kolenic, DNP, AOCNS<br>Dean/Program Administrator | DNP- Case Western Reserve University, Frances Payne Bolton School of Nursing<br>MSN-Case Western Reserve University Frances Payne Bolton School of Nursing<br>BSN- University of Toledo, Medical College of Ohio<br>BA-in Psychology-University of Toledo | Salaried Administration |
| Erin Slay, DNP, MHA, RN<br>Associate Dean | DNP - Case Western Reserve University Frances Payne Bolton School of Nursing<br>MHA - University of Phoenix<br>BSN - Ursuline College<br>ADN - Kent State University | Salaried Administration |

## *Administrative/Support Staff*

| **Staff Name/Title** | **Education** | **Work Status** |
|---|---|---|
| Carrie Caldwell<br>Associate Director of Distance Learning Technology | BA – Bowling Green State University | Part Time |
| Joy Foree<br>Director of Admissions and Enrollment | MBA – Indiana Wesleyan University<br>BS – Indiana Wesleyan University | Full Time |
| Thomas B. Vickroy Financial Officer | BBA – Ohio University | Full Time |
| Zerrine Bailey<br>Student Success Advocate | BA – Kent State University | Full Time |

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## *Board of Trustees*

| |
|---|
| Chandler H. Everett, President |
| Rebecca B. McNish, Secretary |
| Adrienne Shadd |
| Ellen Brzytwa |
| Donna Leseman |
| Seana Rutherford, MSN, APRN, FNP-C, MSW |
| Sharell Thaxton, DNP, APRN, FNP-C, PMHNP-BC |

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## *Clinical Affiliations*

| | | | | |
|---|---|---|---|---|
| McGregor PACE<br>26310 Emery Rd<br>Warrensville Heights, Ohio 44128<br><br>14800 Private Drive<br>Cleveland, Ohio 44109 | 3, 4 | outpatient managed care clinics | Clinics at Both Sites Depending on Pt. Census | 353 – Med/Surg II<br>355 – Adv. Nursing Procedures<br><br>426 – Community Nursing |
| St. Augustine Manor<br>7801 Detroit Ave.<br>Cleveland, Ohio 44102 | 2 & 3 | long-term<br>skilled care<br>rehab care<br>post-acute care | 1st and 2nd floor | 162 – Intro to Pt. Care<br>242 – Nursing Care Procedures<br>251 – Med-Surg I |
| The Woods on French Creek<br>37845 Colorado Avenue<br>Avon, Ohio 44011 | 1 | skilled and long term care | All facility | 162-Intro. to pt. care |
| Altenheim Senior Living<br>18627 Shurmer Road<br>Strongsville, Ohio 44136 | 1, 2, 3, 4 | Skilled and long-term care/rehab | All facility | 162-Intro to Pt. Care<br>242-Nursing Care Procedures<br>251-Med-Surg I<br>353 Med-Surg II<br>355-Adv. Procedures<br>435-Geriatric Nursing |
| Riverview Pointe Care Center<br>9027 Columbia Road<br>Olmsted Falls, Oh 44138 | 3 | Skilled and long-term care/rehab | All facility | 242-Nursing Care Procedures<br>251-Med-Surg I<br>353 Med-Surg II<br>355-Adv. Procedures |
| University Hospitals Ahuja<br>3999 Richmond Road<br>Beachwood, Ohio 44122 | 2 | Med Surg/Acute Care/ED/OR | Varies | 242-Nursing Care Procedures<br>251-Med Surg I |
| University Hospitals Elyria<br>630 East River Street<br>Elyria, Ohio 44035 | 2 | Med Surg/Acute Care | Varies | 242-Nursing Care Procedures<br>251-Med Surg I |
| University Hospitals St. John Medical Center<br>29000 Center Ridge Road<br>Westlake, Ohio 44145 | 2, 4 | Med Surg/Acute Care<br>Perinatal/Post-partum | Varies | 242-Nursing Care Procedures<br>251-Med Surg I<br>436-OB Nursing |
| Rainbow Babies and Children's Hospital<br>11100 Euclid Ave.<br>Cleveland, Oh 44016 | 4 | Pediatrics | Varies | 434-Pediatric Nursing |

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## *Curriculum Design of Practical Nurse Program*

| SUBJECT | **Theory Clock Hours** | **Lab Clock Hours** | **Clinical Clock Hours** | **Total Clock Hours** |
|---|---|---|---|---|
| **LEVEL 1 (11 weeks)** | | | | |
| Clinic/Lab | - | - | - | 83.0 |
| Introduction to Patient Care | 66.0 | 41.0 | 42.0 | 66.0 |
| Anatomy & Physiology I | 44.0 | - | - | 44.0 |
| Nutrition | 33.0 | - | - | 33.0 |
| Human Growth & Development | 33.0 | - | - | 33.0 |
| Mathematics for Nursing | 22.0 | - | - | 22.0 |
| **TOTAL HOURS LEVEL I** | **198.0** | **41.0** | **42.0** | **281.0** |
| **LEVEL II (12 weeks)** | | | | |
| Clinic/Lab | - | - | - | 144.0 |
| Medical Surgical Nursing I | 55.0 | 12 | 60 | 55.0 |
| Anatomy & Physiology II | 44.0 | - | - | 44.0 |
| Pharmacology I | 44.0 | - | - | 44.0 |
| Nursing Care Procedures | 44.0 | 12 | 60 | 44.0 |
| **TOTAL HOURS LEVEL II** | **187.0** | **24.0** | **120.0** | **331.0** |
| **LEVEL III (11 weeks)** | | | | |
| Clinic/Lab | - | - | - | 137.0 |
| Medical Surgical Nursing II | 55.0 | - | - | 55.0 |
| Pharmacology II | 44.0 | - | - | 44.0 |
| Psychological Aspects of Nursing | 33.0 | - | - | 33.0 |
| Advanced Nursing Procedures | 33.0 | 16 | 121 | 33.0 |
| **TOTAL HOURS LEVEL III** | **165.0** | **16.0** | **121.0** | **302.0** |
| **LEVEL IV (12 weeks)** | | | | |
| Clinic/Lab | - | - | - | - |
| Geriatric Nursing | 33.0 | - | 39.75 | 72.75 |
| NCLEX-PN Review Course | 22.0 | - | - | 22.0 |
| Pediatric Nursing | 33.0 | 39.75 | - | 72.75 |
| Obstetrical Nursing | 33.0 | 39.75 | - | 72.75 |
| Home Care/Community Nursing | 22.0 | - | 63.75 | 85.75 |
| **TOTAL HOURS LEVEL IV** | **143.0** | **79.5** | **103.5** | **326.0** |
| **TOTAL PROGRAM HOURS (46 weeks)** | **693.0** | **160.5** | **386.50** | **1240.0** |

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## *2026 School Calendar*

| | |
|---|---|
| *January 5, 2026 (Monday)* | *Class resumes for 2nd and 4th levels (188/187)* |
| January 12, 2026 (Monday) | *Class begins for 1st level (Class 189)* |
| **January 19** | **Martin Luther King Jr. Holiday** |
| March 4 | Tuition due for Class 189 |
| March 25 | Tuition due for Class 189 |
| March 28 | Graduation for Class 187 |
| March 30 – April 3 | Students' Vacation Week |
| April 6 (Monday) | Class resumes for 1st, 2nd, and 3rd levels (190/189/188) |
| April 19 (Sunday) | Graduation for Class 187 |
| **May 25** | **Memorial Day Holiday** |
| June 17 | Tuition due for 190 |
| June 18 | Last Day of Semester |
| June 19 (Friday) | Juneteenth Holiday |
| June 22 – July 3 | *Student's vacation weeks – 1st and 3rd levels (189/187)* |
| June 29 – July 3 | *Student's vacation weeks – 2nd level (Class 188)* |
| *July 6 (Monday)* | *Class resumes for 2nd, 3rd, and 4th levels* (190/189/188) |
| **September 7** | **Labor Day Holiday** |
| September 9 | Tuition due for Class 190 |
| September 18 | Last Day of Semester |
| September 23 | Tuition due for Class 189 |
| September 21 – October 2 | *Student's vacation weeks – 2nd level (Class 189)* |
| September 28 – October 2 | *Student's vacation weeks – 1st and 3rd levels (191/190)* |
| September 20 | Graduation for Class 188 |
| *September 28 (Monday)* | *Class resumes for 4th level (Class 189)* |
| *October 5 (Monday)* | *Class resumes for 1st and 3rd levels (191/190)* |
| **November 26 – 28** | **Thanksgiving Holiday Recess** |
| December 18 | Last Day of Semester |
| **December 21 – January 1, 2027** | **School and Offices are closed** |
| *January 4, 2027* | *Class resumes for 2nd, and 4th (191/190)* |
| January 11, 2027 (Monday) | *Class begins for 1st level (192)* |

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## *VA Policy Addendum*

- Effective July 9, 2025, Central School of Practical Nursing (CSPN) is approved for veterans training under provisions of Title 38, United States Code, Section 3675.
- NOTE: A Covered Individual is any individual who is entitled to educational assistance under chapter 31, Vocational Rehabilitation, chapter 33, Post 9/11 GI Bill benefits or chapter 35 Survivors and Dependent. Additionally, this requirement is limited to the portion of funds paid by VA.
- A covered individual may attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement to educational assistance under chapter 31, 33 and 35 and ending on the earlier of the following dates:
    1. The date on which payment from the VA is made to the institution.
    2. 90 days after the date the institution certified tuition and fees following the receipt of the COE
- CSPN will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement of funding from the Department of Veterans Affairs under chapter 31, 33 or 35.
- If there a policy in this catalog or the Student Handbook that conflicts with this VA Policy Addendum for a VA Covered Individual, then the VA Policy will supersede

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## *Online Testing Policy Addendum*

Tests will be taken online the day and time assigned by the individual instructor. Make-up exams will be administered, and scheduled by the instructor.

CSPN subscribes to a zero-tolerance policy as it relates to cheating and security breaches on examinations. Should a student engage in any act of cheating and/or security breach, the student will be immediately dismissed.

**Cheating and security violations are as follows:**

- Taking a screen shot of the exam
- Copy and/or saving questions or answers
- Sharing answers with other classmates before, during, and/or after testing
- Utilizing textbook(s), notes, electronic devices (phones, laptops) or other materials to complete your examination
- Taking an exam without a proctor present

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## *Addendum to Social Networking and Electronic Media Usage Policy*

CSPN recognizes the desire of students to communicate via social media during this time of on-line classes, and it therefore adopts the following addendum to its existing Social Media Policy.

Students may create and communicate via a CSPN Facebook or other social media page under the following guidelines and rules:

- CSPN expects students to exercise common sense and good judgment with respect to social media. It is important to keep in mind that information that you post could be viewed by anyone with an internet connection.
- Post in such a manner that it is clear to your readers that the views that you express are yours alone and that you do not speak on behalf of CSPN.
- Do not post or share Protected Health Information ("PHI"), including, but not limited to, information about a patient's identity, his/her physical or mental health, the receipt of health care, or the payment for that care.
- Do not post information about clinical procedures or the names of clinical facilities.
- Do not post answers to assignments.
- Do not include information or items in your posts that is confidential, non-public, sensitive, and/or proprietary information about CSPN.
- You must not post anything that is discriminatory, harassing, vulgar, obscene, sexually explicit, profane, bullying, threatening, intimidating, defamatory or unlawful, whether about CSPN, its staff, students or patients.
- You must adhere to copyright laws and not post any images or photos that you do not have the right to use.

CSPN reserves the right to monitor the Facebook page and to request students to take down any posts in violation of this policy, and students who violate this policy are subject to disciplinary action.

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## *Faculty Supervision of Students*

Students are required to sign an acknowledgement that they will be supervised by a CSPN Class/Clinical instructor while serving in the role of "student nurse" in the assigned clinical facility and/or virtual classroom. Further, students will adhere to all virtual classroom and clinical guidelines and policies set forth by the instructor (and the clinical facility, where applicable).

## *Student Records Access*

*Family Educational Rights and Privacy Act (FERPA)* CSPN adheres to all FERPA guidelines. Per the OBCCS, CSPN is required to keep students records for at least 5 years - these records include tuition and fees paid, admission requirements, enrollment and withdraw dates, student evaluations, and certificates of completion. Academic transcripts are retained permanently. Title IV Financial Aid records will be kept for a minimum of 3 years. In no case will Title IV Financial Aid records be destroyed before the last day of the third FAFSA Award year that starts after the student graduates.

For FERPA guidelines and compliance-related issues, please refer to: https://studentprivacy.ed.gov/ferpa

For further inquiry, you may contact:

- **1-800-USA-LEARN** (1-800-872-5327)
  Speakers available in Spanish and more than 170 languages.
- **Mailing address:**
  U.S. Department of Education
  400 Maryland Avenue, SW
  Washington, D.C. 20202
- **Ask a Question:** answers.ed.gov

Reviewed
11/2024, 3/2026
Revised 11/2024

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## Grievance Form

Central School of Practical Nursing
4700 Rockside Rd, Summit I, Suite 250, Independence, Oh 44131
tel: 216.9014400 I fax 216.9014020 I www.cspnohio.edu

Date:

First name: Middle initial: Last name:

Address:

Phone: Email:

This greivance is being filed for Central School of Practical Nursing? ☐ YES

Start date: Class number:

Graduation Date (or anticipated graduation date):

Nature of Grievance: (please use an additional sheet of paper to specifically describe your grievance.I

Person(s) at the school you have contacted regarding the above grievance:

Date of Contact:

Outcome of Contact:

Your solution / expectation regarding the grievance:

Please attach copies of any documentation(s) you feel are pertinent to your grievance.

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## Title IX Grievance Procedure

This Procedure is to be used for resolution of complaints made under Title IX and in violation of School Policy regarding sexual and gender-based harassment, sexual assault, violence, stalking, and any other matters covered by Title IX. It covers conduct that occurs on School property, as well as off-campus conduct that is in the context of a class, clinic or activity that is part of the School's program.

**Formal Complaint.** An individual may submit a Formal Complaint using the form provided by the School. The Title IX Coordinator will conduct an initial assessment of any Formal Complaint to determine whether the allegations set forth a violation of the School's Title IX/Anti-Discrimination-Harassment Policy. This initial assessment may include contacting the Complainant and offering Supportive Measures to the Complainant. The Title IX Coordinator may also, in his/her discretion, consolidate multiple Formal Complaints where the allegations arise out of the same facts or circumstances.

**Notice of Formal Complaint.** Upon receipt of a Formal Complaint and determination that it sets forth a potential violation of School Policy, the Title IX Coordinator will provide written notice to the Complainant and the Respondent of the filing of the Formal Complaint, a copy of the Complaint, and a copy of this Grievance Procedure, which provides a summary of the investigation and adjudication process. A Respondent is not presumed responsible for the alleged conduct by the mere filing of a Formal Complaint, and he/she does not need to respond to the Complaint, but may do so if they like within three (3) business days of being notified of the Complaint. In all stages of the Grievance Procedure and process, the School will apply the preponderance of the evidence standard (more likely than not) when determining whether School Policy has been violated.

**Advisers.** At any interviews, meetings or hearing, the Complainant and Respondent are entitled to be accompanied and assisted by an Adviser of their choosing, including an attorney, for purposes of providing support during the process. A party may change advisers during the Grievance Process, but only one adviser may be present at each meeting, interview or hearing. An adviser may not speak for or answer on behalf of a party, but they may ask to take a break to consult with their party, and during any hearing they may ask questions on behalf of a party during the cross-examination phase. If a party does not have someone they can use as an adviser and they desire to have an adviser, the School will appoint an adviser of its choosing who may not be an attorney.

**Informal Resolution.** Either party may request that a Formal Complaint be resolved by Informal Resolution or mediation, but an informal resolution will only be pursued if both parties voluntarily agree to engage in such process and only if the Title IX Coordinator also agrees that such a process is appropriate to the circumstances. It is anticipated that any informal resolution process will conclude within twenty (20) business days from the filing of the Formal Complaint.

If a party agrees to engage in an informal resolution process, he/she may withdraw from the process at any time, and any information obtained during an informal resolution process will not be used in a subsequent investigation of the Formal Complaint. If a Formal Complaint is resolved through an informal resolution process, the matter will be closed, there is no right of appeal, and the informal resolution and the terms of such will be kept confidential, provided, however, that: 1) if a party fails to comply with the terms of the resolution, the information obtained during the informal resolution process may be used during investigation of the Formal Complaint; and 2) if a subsequent allegation of similar conduct is made against the same Respondent, the relevant portions of the prior Formal Complaint may be shared with the investigator of the subsequent allegation and

the prior Complainant may be called as a witness.

**Investigation.** If a matter is not resolved in an informal process, the Title IX Coordinator will appoint an investigator to investigate the allegations in the Complaint. The role of the investigator is to summarize relevant facts and evidence that has been gathered by interviewing the Complainant, the Respondent and any witnesses, and reviewing relevant documents and other evidence. The Complainant and the Respondent may provide documents and other evidence, and the names of potential witnesses, to the investigator. The investigator will determine the relevance of any documents, evidence and information, and he/she may assess a person's credibility upon interviewing them. After completing his/her investigation, the investigator will prepare a preliminary report of his/her findings, but the report will not contain any determination as to whether a violation of School Policy has occurred or any recommended sanctions.

A preliminary draft of the report shall be shared with the Complainant and the Respondent, who will have ten (10) business days to review and comment on it. The investigator shall consider any such comments and prepare and issue a final report at least ten (10) business days prior to any hearing. The final report also will not contain any determination as to whether a violation of School Policy has occurred or any recommended sanctions.

**Hearing.** The School will appoint a Hearing Officer (other than the Title IX Coordinator or the investigator) to conduct a live hearing at which the Hearing Officer will consider testimony of the parties and witnesses, and documents and evidence presented, in determining whether the Respondent engaged in the alleged conduct. At the request of either party, the School will arrange for the live hearing to be conducted in separate rooms connected virtually so that parties can see and hear any witnesses who are testifying. A typed transcript or an audio or audiovisual recording will be made of the hearing. A party's advisor may not speak on behalf of a party, but may conduct cross-examination of a party or witness.

The Hearing Officer will issue a written determination within ten (10) business days from the conclusion of the hearing, unless a longer time is agreed to by the parties. The determination shall include a summary of the allegations, the procedural steps taken prior to the hearing, findings of fact, conclusions regarding the allegations and application of the School's Policy, the rationale for the conclusions, and the appropriate discipline to be issued for any violations of School Policy.

**Appeal.** Any party may appeal the decision of the Hearing Officer. The grounds for appealing a determination are limited to: 1) material procedural errors that affected the outcome; 2) material, new evidence that was not available at the time of the hearing; 3) findings, conclusions or discipline that are contrary to the weight of the evidence; and 4) conflict of interest or bias on the part of the Title IX Coordinator, the investigator or the Hearing Officer. Any appeal must be submitted within five (5) business days and be served on the other party, who may respond within five (5) business days. The School will assign an Appeal Officer to hear the appeal, who is not the Title IX Coordinator, investigator or Hearing Officer, but may be the Dean/Program Administrator of the School. The sole determination to be made on appeal is whether the appeal meets the limited grounds for an appeal, and a decision shall be issued within five (5) business days of submission of the opposing party's response, which decision shall set forth the result of the appeal and the rationale for the decision. If the appeal is granted, the Appeal Officer may: 1) remand the matter to the Hearing Officer or to a new Hearing Officer, who will act in accordance with the Appeal Officer's instructions and render a final, non-appealable decision; or 2) modify the Hearing Officer's determination as appropriate. If the appeal is

denied, the Hearing Officer's determination stands and the matter is closed.

**Recordkeeping.** All records relating to Formal Complaints, supportive measures, investigations, informal resolutions, hearings, determinations, appeals, and remedies/sanctions, and anything else related to Title IX proceedings, as well as any training provided under Title IX, shall be maintained by the School for no less than seven (7) years.

**Retaliation Prohibited.** Retaliation against an individual who has filed a Formal Complaint, or against an individual who has participated in any way in the Grievance Process, is expressly prohibited. Any complaint of retaliation may be filed under this Grievance Process.

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## *Mandatory Deadlines and Requirements*

Throughout the program, students may be required to attend mandatory Zoom and/or in-person meetings/training with faculty, staff, and administration. Additionally, students will be asked to complete tasks related to enrollment, distance education, and financial aid. If mandatory deadlines are set for task completion, meetings/training (virtual or otherwise), or any paperwork/uploads/Castle Branch relating to enrollment, they must be met by the deadline established (verified via email). Those students not meeting deadlines will be required to sit out of class/clinical until the deadline is met and/or the task is complete. Any student missing class/clinical will be docked clock hours and will be penalized 10% for missing any test (test to be made up at the discretion of the instructor). Students that have missed a deadline pertaining to satisfying clinical requirements (medical, safety/security, training, etc.) are subject to immediate dismissal. Students with a pattern of missing general deadlines will be subject to a student status review by the Admissions and Promotions Committee and will be subject to immediate dismissal.

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# *Addendum: Virtual Learning on Inclement Weather Days*

When weather conditions create unsafe travel and the campus is closed for in-person instruction, CSPN will continue learning through virtual (remote) instruction to maintain program continuity and meet required clock hours and clinical objectives.

1. Notification of Virtual Learning
Students will be notified of a school closure and switch to virtual learning via text message, email, and the CSPN website. Announcements will indicate whether the entire day or specific classes/clinicals are moving remote.

2. Expectations for Students
Students must log in to the LMS and Microsoft Teams/Zoom at the scheduled class time, be prepared with functioning technology, participate fully, remain on camera unless instructed otherwise, and submit assignments on time. Virtual attendance counts as regular attendance.

3. Technology Requirements
Students are responsible for reliable internet, a computer/tablet, and a quiet environment. Technology issues must be communicated to the instructor prior to class when possible.

4. Virtual Exams
Exams on virtual days follow the Online Testing Policy Addendum. Academic integrity standards apply. Students experiencing power or connectivity issues must email the instructor immediately; make-up exam policies apply.

5. Clinical on Inclement Weather Days
Clinical cancellations are determined by the clinical instructor. If the clinical site remains open and safe, students may still be required to attend. Missed clinical hours must be made up per CSPN policy and may include virtual simulation.

6. Professional Conduct
All existing conduct, professionalism, social media, and confidentiality policies apply in virtual settings.

7. Support During Virtual Days
Students may contact instructors, Student Services/504 Coordinator, or IT support as needed. Advising and tutoring may be virtual.