

CAAN Academy of Nursing

"Educating Nurses Woven In the Moral Fibers of Care and Compassion"



License Practical Nursing (LPN) – Registered Nursing (RN) Associate Degree in Nursing (ADN) Student Catalog LPN-RN ADN Student Catalog 2020– 2021

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*CAAN Academy of Nursing Registered Nursing (LPN-RN) Program is Accredited by the Accrediting Bureau of Health Education Schools (ABHES)
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ACCREDITED INSTITUTION

*Institutional Certificate of Approval To Operate Issued By: the Illinois Board of Higher Education (IBHE)
431 East Adams, 2nd Floor, Springfield, Illinois 62701
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**Program Approved by the Illinois Department of Finance and Professional Regulation (IDFPR)
320 W. Washington St. - 3rd Floor, Springfield, IL 62786
217 782 0458**



CAAN Academy of Nursing has prepared this Student Catalog on the basis of the best information available at the time of printing. Additional consumer information/disclosures and school policies can be found on school website www.CAANAcademy.org

CAAN Academy of Nursing is strongly committed to Equal Opportunity and does not discriminate on the basis of race, color, religion, sex, national origin, age veteran status, disability, marital status, or sexual orientation.



Main Campus

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4747 Lincoln Mall Drive - Suite 420
Clinical Skills Labs – Suite 400 & 405
Matteson, IL 60443
Phone: 708-983-1645/1616 Fax: 708-248-5927



Welcome to CAAN Academy of Nursing

Congratulations! On taking the initiative to advance your Career in the Spectacular Profession of Nursing! As a Licensed Practical Nurse (LPN) you are opening new doors to limitless personal and professional growth opportunities in the profession as a Registered Nurse (RN). We Welcome You into our Licensed Practical Nurse (LPN) to Registered Nurse (RN) Associate of Science Degree in Nursing (ADN) LPN-RN ADN Program.

Nursing is an art and science that focuses upon ethical, culturally competent holistic care that encompasses prevention, promotion, maintenance, and the restoration of health. The nursing process provides the methodology of progressive scientific problem solving and critical thinking process by which nurses provide care within their scope of practice. The delivery of nursing care is governed in accordance with the role differentiation of the LPN and the RN in accordance with the Illinois Nurse Practice Act.

The nursing curriculum is built upon a foundation acknowledging learning as a dynamic lifelong process. We believe nursing education must instill professionalism and leadership characteristics within students that promotes effective communication demonstrating caring compassion. We acknowledge advance nursing education as a systematic process designed to facilitate positive patient outcomes through the application of knowledge, practice, and experiences proceeding from simple to complex. Nursing is also, the number one trusted profession in the world. Here at CAAN we proudly accept this as being the status of our profession and recognize it as our responsibility to uphold. Therefore, Our Vision is “to inspire, motivate, cultivate, and educate nurses woven in the moral fibers of care and compassion.” In order to achieve our vision and mission we have established the following:

- An environment with an inviting and nurturing atmosphere
- A caring and concerned Faculty that mentor, support and promote academic success
- A culture of acceptance, guidance, and reassurance
- An individualized learning experience supporting the development of critical thinking and the application of theoretical knowledge in various clinical settings

We are extremely excited that you have chosen CAAN Academy to be the vehicle for continuing your educational journey in nursing. As being Nurses ourselves, we can affirm that you have made an excellent Career choice and we are here to support you on your journey. “As Diamonds Cut Diamonds” and “Steel Sharpens Steel” here at CAAN Academy you will find that we will take every initiative and opportunity to help introduce and navigate you into your future Destination in Nursing.

Welcome to CAAN Academy!

Sincerely,

Carol L. Alexander DNP, APRN, ACNS-BC
President, CAO

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ACADEMIC CALENDAR *

Year 2021 - 2022

Winter Term 2020-2021

January 04	Classes Resume
January 18	Martin Luther King Day, No Class
February 01	PN 128 Orientation*PM
February 08	PN 128 Program Begin* PM
February 15	President's Day/Washington Birthday, No Class
February 22	Last Day PN 128 to Drop Course*
February 26	PN 129 Application Deadline* AM
March 15	PN 129 Orientation*AM
March 22	PN 129 Program Begin* AM

Spring Term 2021

April 02	Good Friday, No Class
April 05	Last Day PN 129 to Drop Course*
April 05-09	Spring Break
April 12	Classes Resume
April 30	PN 131 Application Deadline* AM
May 31	Memorial Day, No Class

Summer Term 2021

June 07	PN 131 Orientation* AM
June 19	Juneteenth
June 21-July 02	Summer Break
July 05	Independence Day, No Class
July 06	PN 131 Program Begin* AM
July 06	Classes Resume
July 20	Last Day PN 131 to Drop Course*
August 30	PN 130 Application Deadline* PM

Fall Term 2021

September 06	Labor Day, No Class
September 13	PN 130 Orientation* PM
September 20	PN 130 Program Begin* PM
October 04	Last Day PN 130 to Drop Course*
October 11	Indigenous Peoples' Day, No Class
November 11	Veteran's Day
November 12	PN 132 Application Deadline* PM
November 24	RN 103 Application Deadline* AM
November 25 - 26	Thanksgiving, No Class
November 29	Classes Resume
November 29	PN 132 Orientation*PM

Winter Term 2021-2022

December 06	RN 103 Orientation*AM
December 06	PN 132 Program Begin*PM
December 13	RN 103 Program Begin*AM
December 20	Last Day PN 132 to Drop Course*
December 20 - 31	Winter Break
December 27	Last Day RN 103 to Drop Course*
January 03	Classes Resume
January 17	Martin Luther King Day, No Class
February 21	President's Day/Washington Birthday, No Class

***Scheduled class start dates and deadlines are subject to change due to enrollment volume**

Scheduled class starts are subject to change due to enrollment volume

Academic Calendar reflects all programs offered at CAAN Academy

VISION STATEMENT

“To Inspire, Motivate, Cultivate and Educate Nurses Woven in the Moral Fibers of Caring and Compassion”

MISSION STATEMENT

To provide comprehensive academic instruction on the highest level that promotes and facilitates Personal and Professional Development in Nursing, which centers upon the client: with dedication to community health awareness and education, career building, life-long learning and most importantly the administration of Caring Compassion within the Health Care Profession.

PHILOSOPHY

Nursing is a calling that one must possess a passion for. Nursing is also a service driven professional discipline, which values and respects the total human person (mind, body, and spirit), and its relationship with the environment. Understanding that humans are open systems, with the ability to adapt to the environment within which they exist and maintain variable levels of health and wellness. Those practicing within the discipline of nursing must utilize a varied body of knowledge drawing from the arts and the sciences. Nursing is both an independent and interdependent discipline which interacts with all the disciplines within the health care team and regulatory bodies. As nurse educators, we must respect the humanness within us all. We must serve by providing clearly defined attainable objectives to promote and facilitate personal, communal, professional and career development that embraces Caring and Compassionate values for our students. We must utilize methodologies and instruct by example the principles of integrity, honesty, academic scholarship, service, and life-long learning. We must unceasingly provide positive encouragement, mentorship, and knowledge while actively embracing diversity.

HISTORY

The Coalition of African American Nurses (CAAN) was incorporated in 2002 after attending a Cancer Prevention Workshop for HBCU Educators by Dr. Carol Alexander and Rose Murry. The two were inspired with a mission to decrease the health care disparity in the African American community. Dr. Alexander continued research in this area finding that a diverse nursing workforce is critical to decrease the healthcare disparity. With this concept in mind the vision and mission for CAAN Academy of Nursing was born and realized in 2006.

CAAN Academy of Nursing addresses three (3) needs:

- (1) The need to reduce the national and regional nursing shortage.
- (2) The need to increase diversity in the nursing workforce and
- (3) The need to provide the traditionally underserved with career opportunities that can be realized upon completion of program and receiving licensure.

In 2007 the Illinois Department of Finance and Professional Regulation (IDFPR) with the Illinois State Board of Education (ISBE) granted approval to CAAN Academy for the PN Program in Thornton Fractional High School District 215. In 2010 the Illinois Board of Higher Education (IBHE) authorized the adult post-secondary PN program. The program received national accreditation February 9th, 2015, from The Accrediting Bureau of Health Education Schools (ABHES).

CAAN has partnered in several grants such as the Workforce Innovation Act (WIA) Dislocated Workers Grant in 2015, Governors State University in a US Department of Labor (*USDOL*) grant in 2010, training >70 students and in 2011 partnered with Southland Healthcare Forum (SHCF) in an Illinois Department of Health and Human Services (*IDHHS*) training 20 students. The WIA and SHCF grants provided total student funding while the GSU grant provided inadequate funding.

CAAN Academy has graduated >200 PN students in the past twelve years, maintaining an overall 85% NCLEX-PN licensure pass rate. CAAN's program has a professional development component threaded throughout. The professional development objectives include but are not limited to; nurturing students to become lifelong learners, introducing and instilling characteristics and values of professionalism, supporting them to become caring and compassionate individuals desiring to uplift those within their circle of influence. This component promotes a holistic approach to teaching nursing education encompassing mind, body, and spirit. CAAN has also established many collaborations for networking in order to provide health awareness

and education within the community with organizations such as SkillsUSA, American Kidney Fund, American Cancer Society, Cook County Department of Public Health and the Post 311 Veterans of Foreign War Auxiliary.

APPROVALS & ACCREDITATION

- Accrediting Bureau of Health Education Schools (ABHES) Institutional Accreditation.
- Illinois Department of Finance and Professional Regulation (IDFPR) Operational Approval.
- Illinois Board of Higher Education (IBHE) Operational Approval.

INSTITUTIONAL OBJECTIVES

- (1) To reduce the national and regional nursing shortage, through providing accessible certificate and degree programs that lead to a professional career in nursing.
- (2) To increase diversity within the nursing workforce in effort to decrease the health care disparity.
- (3) To provide nursing students with a comprehensive curriculum, environment, qualified faculty, and support staff that supports student success.

END OF PROGRAM STUDENT LEARNING OUTCOMES (EPSLO)

Upon successful completion of LPN-RN program and award of Degree students will be able to

1. Provide safe, quality, evidence-based, patient-centered nursing care in a variety of healthcare settings to diverse patient populations across the lifespan.
2. Engage in clinical reasoning/nursing judgement to make patient-centered care decisions and to function within the complex healthcare environment.
3. Participate in quality improvement processes to improve patient care.
4. Participate in collaboration and teamwork with members of the interprofessional team, the patient, and the patient's support persons.
5. Use information management principles, techniques and systems, and patient care technology to communicate, manage knowledge, mitigate error, and support decision-making.
6. Assimilate management, legal and ethical guidelines in practice as a professional nurse.
7. Promote a culture of caring to provide holistic, compassionate patient care.

STATEMENT OF NON-DISCRIMINATION

CAAN Academy of Nursing is strongly committed to Equal Opportunity and does not discriminate based on race, color, religion, sex, national origin, age veteran status, disability, marital status, or sexual orientation.

LPN – RN AND HYBRID PROGRAM DESCRIPTION

CAAN Academy of Nursing LPN to RN Transition Hybrid Program is an IBHE and IDFPR approved, accredited program through ABHES that offers an Associate of Science Degree in Nursing (ADN). For students who do not possess a Pharmacology certificate one will be provided during their program. Classes are provided within an IDFPR/IBHE approved location. Program completion requires a minimum of sixty-one (61) credit hours + unincumbered LPN licensure = seventy-one (71) Total Credit Hours.

The **LPN - RN** program is designed to prepare the student with the knowledge, skills, and attitude necessary to successfully pass the NCLEX-RN licensing exam. As well as to provide comprehensive competent nursing care throughout the Life Span, at various levels of the wellness continuum of health care; in accordance with the Illinois Nursing Practice Act of 2010.

The program contains fifteen (15) courses which include the advance application of knowledge related to; mental health, the nursing process, therapeutic communication, teaching and learning, collaboration, clinical competence, pharmacology, and professionalism. Students must complete Nursing 111/112 Introduction to LPN - RN, Nursing 113/114 Mental Health Nursing, Nursing 211/212 Childbearing and Childrearing, Nursing 213/214 Complex Medical Surgical Nursing and Nursing 217 RN Role Synthesis and supportive elective courses (see curriculum table) with a minimum grade of 77.5% = C to successfully complete the program. On completion of the program the Associate of Science Degree in Nursing (ADN) will be awarded. The student is then eligible to sit for the NCLEX-RN exam for licensure as a Registered Nurse (RN).

The student is prepared to practice in multiple health care settings utilizing intricate nursing care knowledge and skills to performing extended roles such as team leader, manager, and coordinator in appropriate health care settings. The registered nurse works under the guidance and direction of licensed professionals, Advance Practice Registered Nurse, Physician, Physician Assistants, Dentist or Podiatrist.

The program offers a hybrid and face-to-face instructional delivery systems. The hybrid option offers eLearning with all examinations conducted on campus. Both program options provide simulated clinical, face-to-face lab experiences along with off-campus clinical practicum experiences at our partnering affiliate agencies.

ADMISSION REQUIREMENTS AND PROCEDURES

Each applicant must provide/submit:

1. Submit a completed Application for Admissions.
2. Provide Official Transcripts to confirm grade of “C” or better in the following courses.
 - a) Psychology 101
 - b) English 101
 - c) Math 090 or Higher
 - d) Demonstration of basic computer skills and online competency with Passing Proficiency Exam.
 - e) BIO 110: A&P 1
3. Must Pass TEAS Admissions Exam with Score of 66.1%. If TEAS is no \leq 60% Student are required to take TABE Reading & Math exams to confirm proficiency of 12th Grade Levels.
4. Submit a 500 Word Original Essay (Why I Want to Advance My Nursing Career).
5. Submit a current employment performance appraisal
6. Submit Two (2) letters of reference: (1) professional (must be on letterhead) and (1) personal
7. Complete Drug/Alcohol and Background Screening (must be completed prior to 1st clinical).
8. Attend Student interview(s) conducted by Admissions Committee.
9. Must submit evidence of health insurance.

***Proficiency Credit:** eligible student (LPNs – *in good standing*) may take a competency exam – administered to demonstrate proficiency for the identified prerequisite requirement).

VERIFICATION AND EVALUATION OF HSD/GED, TRANSCRIPTS

Proof of HSD or GED must be submitted to the school at the time of enrollment. Students must provide an official transcript for prerequisite courses. An academic grade of “C” or above is required for all pre-requisite courses for admission to the program. Transcripts are recognized by United States Department of Education (USDE) or the Council for Higher Education Accreditation (CHEA). (In certain rare specific instances where conditions prevent the procurement of required verification of graduation the Academy may opt to coordinate testing or independent third-party review in lieu of normally required verification. These instances include specific documented events and/or conditions which render the high school record unavailable. All such instances require the approval of the school Director or President.) **It is at the discretion of other educational institutes to accept courses taken at CAAN Academy of Nursing as to be transferable.**

There is no advance placement and/or credit given for experiential learning.

LICENSURE AND REGULATION

Prior to enrolling in programs students are advised to review the applicable licensure/certification procedures and requirements and state laws of the profession to ensure that they are eligible to receive a license/certification following completion of the program at CAAN Academy. Eligibility for licensure may be limited by the results of a criminal background investigation. The program and licensure are regulated by IDFPR.

Notification of Admittance

Applicants will be notified in writing of their admittance with the signature of Program Director. CAAN Academy of Nursing reserves the right to deny or revoke admission to any applicant, including, but not limited to the discovery of fraudulent information given in the admissions process, unsuccessfully meeting admission requirements, changes in the information given by the applicant, and/or conduct by the applicant that violates CAAN’s Professional Conduct policy.

In the event the applicant is denied admission to CAAN, the applicant will be notified in writing from the Programs Department. CAAN reserves the right not to disclose information regarding the denial of an applicant. Any questions regarding the admissions committee decisions may be addressed in writing to the Programs Department.

PROGRAM CURRICULUM AND OVERVIEW

CURRICULUM OUTLINE – ADN HYBRID

The following courses - *must be taken in sequence*

FIRST SEMESTER: Pre-Requisites

Course #	Course Name (abbreviation)	Theory Hours	Lab/Clinical Hours	Total Credit Hours	Weeks	Outside Clock Hours
ENG 111	English Composition	45		3	15	120
MATH 101	General Education Mathematics	45		3	15	120
BIO110	Anatomy & Physiology I/Lab	30	30/0	3	15	120
PSY 101	Psychology	45		3	15	120
Comp 101	*Basic Computer Literacy	15		*1	8	64
Med Term	*Medical Terminology	30		*2	8	64
Semester 1 - Total Credit Hours		210	30/0	*15/12		608

***Required if not taken and/or unsuccessful on Admissions Competency Examination**

SECOND SEMESTER:

Course #	Course Name (abbreviation)	Theory Hours	Lab/Clinical Hours	Total Credit Hours	Weeks	Outside Clock Hours
NUR 111	Intro to LPN-RN	75		5	15	120
NUR 112	Intro to LPN-RN/Lab		10/20=30	1	15	120
NUR 110	**Pharmacology for Nursing	45		**3	15	120
BIO 222	Anatomy & Physiology II/Lab	30	60/0	4	15	120
Semester 2 - Total Credit Hours		150	70/20	**13/10		480

**** Not required if pharmacology course was taken in the PN program**

THIRD SEMESTER:

Course #	Course Name (abbreviation)	Theory Hours	Lab/Clinical Hours	Total Credit Hours	Weeks	Outside Clock Hours
NUR 213	Complex Medical-Surgical Nursing	45		3	15	120
NUR 214	Complex Medical-Surgical Nursing Clinical		30/90=120	4	15	120
NUR 211	Nursing Care Childbearing/childrearing	60		4	15	120
NUR 212	Nursing Care Childbearing/childrearing clinical		20/40=60	2	15	120
PATHO 201	Human Pathophysiology /Lab	45	30/0	4	15	120
PSYCH 203	Abnormal Psychology	45		3	15	120
Semester 3 –Total Credit Hours		195	80/130	20		720

PROGRAM CURRICULUM AND OVERVIEW (CONT.)

FOURTH SEMESTER:

Course #	Course Name (abbreviation)	Theory Hours	Lab/Clinical Hours	Total Credit Hours	Weeks	Outside Clock Hours
NUR 113	Mental Health Nursing	30		2	15	120
NUR 114	Mental Health Nursing/Lab		10/20=30	1	15	120
COMM 102	Fundamentals of Interpersonal Communication	45		3	15	120
BIO 211	Microbiology/Lab	45	30/0	4	15	120
NUR 217	RN Role Synthesis w/Clinical	30	10/20=30	3	15	120
Semester 4 -Total Credit Hours		150	50/40	13		600
Program Total Earned Licensure Allowance 45% of Max 23 Credits Total Credits		705	230/190 =420	**61/55 10 **71/65		
Minimum Requirements for ADN		1,125		61		2408

CAAN ACADEMY OF NURSING

LPN TO RN (ADN PROGRAM)

Prerequisite Courses

Course #	ENG111-English Composition		
Title:	Theory Hours	Lab/Clinical Hours	Total Credit Hours
Hours:	45	0	3
Description:	Prerequisite: Student must have a C or better in High School studies or qualifying score on the program's admission exam, TABE (LPN)/ TEAS exam (LPN-RN). Course Description: Composition–Development of critical and analytical skills in writing and reading of expository prose. Writing assignments, as appropriate to the discipline, are part of the course. 15-week course		

Course #	MATH 101- College Algebra		
Title:	Theory Hours	Lab/Clinical Hours	Total Credit Hours
Hours:	45	0	3
Description:	Prerequisite: Student must have a C or better in High School studies or qualifying score on the program's admission exam, TABE (LPN)/ TEAS exam (LPN-RN). Course Description: Algebraic topics in this course include real numbers and their basic properties; order of operations; algebraic expressions; integer exponents and scientific notation; polynomial operations; factoring; linear and factorable quadratic equations in one variable; linear inequalities in one variable; literal equations; and systems of linear equations in two variables. Geometry topics for this course include perimeter, area, and volume. Writing assignments, as appropriate to the discipline, are part of the course. 15-week course.		

Course #	BIO 110 Human Anatomy and Physiology I/Lab		
Title:	Theory Hours	Lab/Clinical Hours	Total Credit Hours
Hours:	30	30	3
Description:	Prerequisite: Admission to LPN-RN Program Corequisites: ENG 111, MATH 101, PSY 101, COMP 101, MED TERM 101 Course Description: Introduction to the structure and functions of the human body most pertinent to students in the health sciences. Topics include: the study of body organization, principles of support and movement, and introduction to body maintenance. Part I includes the study of the orientation to the human body, the cell, the skin and integumentary system, the skeletal system, the muscular system, the nervous system, and the endocrine system		

Prerequisite Courses (CONT.)

PSYCH 101- Introduction to Psychology

Course #	Theory Hours	Lab/Clinical Hours	Total Credit Hours
Title:			
Hours:	45	0	3
Description:	Prerequisite: Student must have a C or better in High School studies or qualifying score on the program's admission exam, TABE (LPN)/ TEAS exam (LPN-RN). Course Description: Historical survey of psychology and a study of the sensory and perceptual processes: learning, thinking, remembering, emotional behavior, motivation, mechanism of adjustment, and the total personality. Writing assignments, as appropriate to the discipline, are part of the course. 15-week course.		

COMP 101- Basic Computer Literacy

Course #	Theory Hours	Lab/Clinical Hours	Total Credit Hours
Title:			
Hours:	15	0	1
Description:	Prerequisite: Student must have a C or better in High School studies or qualifying score on the program's admission exam, TABE (LPN)/ TEAS exam (LPN-RN). Course Description: Fundamental concepts of computer information systems as applied to microcomputers in business and personal use; includes hands-on experience with a variety of microcomputer software. Writing assignments, as appropriate to the discipline, are part of the course. 8-week course.		

MED-TERM: Medical Terminology **

Course #	Theory Hours	Lab/Clinical Hours	Total Credit Hours
Title			
Hours:	30	0	2
Description:	Prerequisite: Student must have a C or better in High School studies or qualifying score on the program's admission exam, TABE (LPN)/ TEAS exam (LPN-RN). Course Description: Medical terminology is designed to develop a working knowledge of the language of health professions. Students acquire word-building skills by learning prefixes, suffixes, roots, combining forms, and abbreviations. Utilizing a body systems approach, students will define, interpret, and pronounce medical terms relating to structure and function, pathology, diagnosis, clinical procedures, and pharmacology. Students will use problem-solving techniques to assist in developing an understanding of course concepts. 8-week course. Cost: \$360.00 (self-pay) **Not required for students who have an active LPN license**		

CAAN ACADEMY OF NURSING

LPN TO RN (ASN PROGRAM)

Nursing Courses & Elective Descriptions

Course #	NUR111 – Introduction to LPN-RN		
Title:	Theory Hours	Lab/Clinical Hours	Total Credit Hours
Hours:	75	0	5
Description:	Prerequisites: ENG111, MATH 101, BIO 110, PSY101, COMP101, Medical Terminology Examines the transition to the role of the registered nurse. Identifies components of the nursing program philosophy. Provides an overview of the five components of the nursing process while emphasizing the assessment component. Review's etiology, pathophysiology, clinical manifestations, and the diagnostic testing of common alterations in health within the context of all body systems. Explores application of the nursing process to care of adults experiencing increasingly complex health disorders. 15-week course.		

Course #	NUR 112 – Introduction to LPN-RN Lab/Clinical		
Title:	Theory Hours	Lab/Clinical Hours	Total Credit Hours
Hours:	0	20/20=40	1
Description:	Prerequisites: ENG111, MATH 101, BIO 110, PSY101, COMP101, Medical Terminology Examines the role of the registered nurse. Laboratory and clinical experiences are provided to perform nursing skills and assist the student in identifying appropriate nursing responses to health needs. Emphasis will be placed on assessment and evaluation skills. 15-week course.		

Course #	NUR 110 – Pharmacology **		
Title:	Theory Hours	Lab/Clinical Hours	Total Credit Hours
Hours:	45	0	3
Description:	Prerequisite: Nursing Dean/Chair approval; ENG111, MATH 101, BIO110, PSY101, COMP101, Medical Terminology. ** Examines principles of pharmacotherapeutic, pharmacodynamic, and pharmacokinetic properties of commonly prescribed drugs in each of the major drug classifications. Applies the nursing process to pharmacologic aspects of patient care. Examines national standards for safety in pharmacologic therapy. Presents dosage calculations. 15-week course. <i>**Not required if pharmacology course was taken in the PN Program**</i>		

Course #	BIO 222 – Anatomy & Physiology II/Lab		
Title	Theory Hours	Lab/Clinical Hours	Total Credit Hours
Hours:	45	15/0	4
Description:	Prerequisites: ENG111, MATH 101, BIO 110, COMP101, Medical Terminology. Develops a comprehensive understanding of the close inter-relationship between anatomy and physiology as seen in the human organism. Introduces students to the cell, which is the basic structural and functional unit of all organisms, and covers tissues, integument, skeleton, muscular and nervous systems as an integrated unit introduced from theory to the lab and clinical settings. 15-week course.		

Nursing Courses & Elective Descriptions (CONT.)

Course #	NUR 213 Complex Medical-Surgical Nursing		
Title:	Theory Hours	Lab/Clinical Hours	Total Credit Hours
Hours:	45	0	3
Description:	<p>Prerequisites: Med-Term, NUR110, NUR111, NUR112, NUR113, NUR114, NUR211, NUR212, BIO 110, BIO211, BIO222, COMM102, PSY101, PSYCH203</p> <p>Allows the opportunity to apply theoretical knowledge to provide ethical, culturally competent, and holistic care for adults experiencing complex alterations in health within the context of all body systems. Emphasis is placed on the prevention of illness and the maintenance, promotion, and restoration of health, as well as the support of death with dignity and implementation of the ordered plan of treatment. The nursing process provides the framework for problem solving and critical thinking in providing nursing care. Leadership concepts utilized in the management of direct patient care are explored. 15-week course.</p>		

Course #	NUR 214 Complex Medical-Surgical Nursing Lab/Clinical		
Title:	Theory Hours	Lab/Clinical Hours	Total Credit Hours
Hours:		30/90	4
Description:	<p>Prerequisites: Med-Term, NUR110, NUR111, NUR112, NUR113, NUR114, NUR211, NUR212, BIO110, BIO211, BIO222, COMM102, PSY101, PSYCH203</p> <p>Applies previous knowledge of the etiology and pathophysiology of complex alterations in health in understanding the patient's health care needs within the context of all body systems in the lab and clinical settings. Examines the role of the registered nurse in applying the nursing process and implementing the ordered plan of treatment in acute care settings. Examines leadership skills in a variety of healthcare settings. 15-week course.</p>		

Course #	NUR211 Nursing Care Childbearing/Childrearing		
Title:	Theory Hours	Lab/Clinical Hours	Total Credit Hours
Hours:	60	0	4
Description:	<p>Prerequisites: NUR111, NUR112, NUR113, NUR114, NUR110, BIO222</p> <p>Applies knowledge of etiology and pathophysiology to provide an understanding of the health care needs of childbearing families and their children. Examines the roles of the registered nurse in applying the nursing process and implementing the ordered plan of treatment for childbearing and childrearing families. Introduces growth and development components and how they impact therapeutic communication, family development theories, principles of family nursing, therapeutic interventions, and teaching-learning techniques when providing nursing care to children and child-rearing families. 15-week course.</p>		

Nursing Courses & Elective Descriptions (CONT.)

Course #	NUR 212 Nursing Care Childbearing/Childrearing Lab/Clinical		
Title:	Theory Hours	Lab/Clinical Hours	Total Credit Hours
Hours:	0	20/40=60	2
Description:	Prerequisites: NUR111, NUR112, NUR113, NUR114 NUR110, BIO222 Allows the opportunity to apply theoretical knowledge in the lab and clinical settings to provide ethical, culturally competent, and holistic care for children and childbearing families. Emphasis is placed on the prevention of illness and the maintenance, promotion, and restoration of health as well as the support of death with dignity and implementation of the ordered plan of treatment. Knowledge of principles of growth and development, family development, and family nursing are utilized to adapt therapeutic communication, therapeutic intervention, and teaching-learning techniques to provide nursing care to children and childrearing families. The nursing process provides the framework for problem solving and critical thinking in providing nursing care. 15-week course.		

Course #	PATHO 201- Human Pathophysiology/Lab		
Title:	Theory Hours	Lab/Clinical Hours	Total Credit Hours
Hours:	45	30/0	4
Description:	Prerequisites: ENG111, BIO 110, Medical Terminology, BIO222, BIO 211 Provides a study of human physiology for students entering health-oriented fields. Emphasizes the study of the function of cells, the nervous, muscular, circulatory, respiratory, urinary, digestive and endocrine systems, and their homeostatic mechanisms and system interaction. Focuses laboratory exercises on clinically relevant measurement of human function. Includes lab. 15-week course.		

Course #	PSYCH 203- Abnormal Psychology		
Title:	Theory Hours	Lab/Clinical Hours	Total Credit Hours
Hours:	45	0	3
Description:	Prerequisites: ENG111, PSY101, COMM102, NUR110, NUR111, NUR112, NUR 113, NUR 114 Examines theories and research related to abnormal behavior with primary emphasis on symptoms, etiology, and treatment of psychological disorders. 15-week course.		

Course #	NUR 113 – Mental Health Nursing		
Title:	Theory Hours	Lab/Clinical Hours	Total Credit Hours
Hours:	30	0	2
Description:	Prerequisites: ENG111, MATH 101, BIO 110, PSY101, COMP101, Medical Terminology Builds upon previous knowledge of mental health concepts to provide an understanding of psychiatric and behavioral disorders. Examines the roles of the practical nurse and the registered nurse in applying the nursing process to the care of individuals in the psychiatric setting. Explores the ordered plan of treatment for psychiatric and behavioral disorders. Identifies the nurse's accountability for the legal and ethical issues inherent in psychiatric nursing. 15-week course.		

Nursing Courses & Elective Descriptions (CONT.)

Course #	NUR 114– Mental Health Nursing Clinical		
Title:	Theory Hours	Lab/Clinical Hours	Total Credit Hours
Hours:	0	20/20=40	1
Description:	Prerequisites: ENG111, MATH 101, BIO 110, PSY101, COMP101, Medical Terminology Allows the opportunity to apply theoretical knowledge to provide ethical, culturally competent, and holistic care for individuals experiencing psychiatric and behavioral disorders. Demonstrates the role of the RN in utilizing the nursing process as the framework for problem solving and critical thinking in the application of nursing care in the mental health setting. 15-week course.		

Course #	COMM 102 – Fundamentals of Interpersonal Communication		
Title:	Theory Hours	Lab/Clinical Hours	Total Credit Hours
Hours:	45	0	3
Description:	Prerequisites: ENG111, COMP101 Focuses on the process of the interpersonal communication as a dynamic and complex system of interactions. Stresses the importance of understanding and applying interpersonal communication theory in work, family, and social relationships. Uses lecture/discussion format. 15-week course.		

Course #	BIO 211- Microbiology/Lab		
Title:	Theory Hours	Lab/Clinical Hours	Total Credit Hours
Hours:	45	30/0	4
Description:	Prerequisites: ENG111, MATH101, BIO 110, BIO222, COMM 102, COMP101 Presents an in-depth overview of microbiology, including fundamental structures of microorganisms, their metabolism, classification and interaction with other living things, and the laboratory techniques for their study. Introduces industrial and clinical applications of microbiology and clinically related areas of bacterial, viral, fungal, and parasitic involvement. 15-week course.		

Course #	NUR 217 RN Role Synthesis with Lab/Clinical		
Title:	Theory Hours	Lab/Clinical Hours	Total Credit Hours
Hours:	30	20/20=40	3
Description:	Prerequisites: NUR 110, NUR111, NUR112, NUR113, NUR114, NUR211, NUR212, PSYCH203 & PATHO201 Explores strategies utilized to promote lifelong personal and professional development. Analyzes the roles of the registered nurse within the context of the larger healthcare environment. Examines internal and external influences on nursing practice, including evidence-based practice standards which are implemented in the lab and clinical settings. Explores basic concepts of nursing leadership and management. Analyzes legal and ethical issues in healthcare. This is a capstone course for the Nursing Program for the Associate Degree. 15-week course.		

DISTANCE EDUCATION (DE)

CAAN Academy of Nursing provides quality distance education instruction for students enrolled in online or hybrid courses.

General Definitions

- Hybrid Course — Any course facilitated with the use of Google Classroom and/or Zoom where students and instructors are required to actively engage in completing various components of the course and consists of regularly scheduled on-campus class sessions.
- Online Course — Any course facilitated entirely with the use of Google Classroom and/or Zoom where students and instructors are required to actively engage in completing various components of the course via synchronous instructional methods where students and instructors are required to be available at specific times or in specific locations and/or predetermined synchronous instructional methods.

The DE method supports student's continuous pursuit with their degree requirements outside of the traditional classroom setting. The DE component provides students who are physically incapable of coming to campus; related to issues such as illness, quarantining, or family obligations etc., the opportunity to maintain their LPN-RN, ADN academic program's coursework and status within their class. CAAN is committed to providing students and faculty the needed support and resources for success with DE.

DE also provides professional development opportunities for faculty. The online faculty members enhance their online skills with developing instructional tools and strategies commensurate with student abilities, interests, and expectations. The faculty at CAAN support online education at the school identified through their full participation in a variety of relevant planning and advisory groups related to distance education.

GRADING SCALE EVALUATION

GRADE	PERCENTAGE
A	100 - 93%
B	92 - 85%
C	84 - 78%
D	77 - 70%
F	69% and below

All LPN - RN nursing students are required to maintain a minimum grade of 77.5/ "C" in each course.

A final course average of 77.4% or below will require the student to withdraw from the course and apply for Readmission to repeat that course.

The Readmission process will be implemented only once during the program. (See Readmission Policy)

Other Grades		Explanation
"P" Pass	N/A	Met criteria – Student will receive applicable credit for the course (See Clinical Grading)
"F" Fail	N/A	Did not meet Criteria – Student will not receive applicable credit for the course – (See Clinical Grading)
"I" Incomplete	0%	Incomplete ("I") maybe granted by Instructor if course work is incomplete related to extraordinary circumstances preventing completion by the last day of the course. The deadline may not extend beyond ten days after course end. The "I" is a temporary grade and will be replaced with a zero if missing work is not received by deadline. The final grade will be calculated utilizing the zero. If the final grade is failing the student will be required to repeat course from beginning.
"W" Withdrawal	0%	Withdrawal from course must have Director approval and discussion with Financial Aid Office.

“AW” Administrative Withdrawal	0%	Administrative withdrawal requires the student to withdraw from class based upon administrative, programmatic issues student must have discussion with Financial Aid Office
“D” Dropped	0%	Student ceases to attend classes but does not officially withdraw from course. (see Enrollment Agreement).

Grading Procedures

1. All Examinations are administered on campus.
2. Instructors may use the Peer grading method with exams or assignments.
3. Students have the choice of not participating in peer grading. Thereby having the instructor grade applicable exams and assignments.
4. Instructors will have a minimum of 72-hours to grade and return all exams and assignments.
5. Students are required to adhere to a 48-hour time between review of exams and exam retakes (NO EXCEPTIONS).
6. Students will have a **maximum of 72 hours** from missed exam date to take the missed exam.
7. Students will be allowed to take exams late; three (3) in 15-week and one (1) in 5-week courses but only at Instructors discretion.
8. Students are allowed to take missed quizzes or retake quizzes only at Instructor discretion.
9. Students are responsible for maintaining a record of their grades (CAAN will provided only two academic reports per course taken during the program: mid-term and final grades)
10. Students will not receive any credits for misspelled answers on exams, quizzes, and deductions will be made on written assignments as designated.

Criteria Required for Passing Nursing Courses

1. Achieve the minimum grade percentage score of 77.5% in all nursing courses.
2. Achieve a grade of “Pass” in the clinical component of the nursing course.
3. Complete specific course requirements; essay papers, nursing care plans, concept maps, case studies, etc. Deductions are made for tardiness of submission, spelling, and grammatical errors on written work.
4. Achieve a grade of “Pass” on completion of all skill evaluations.
5. Meet attendance requirement for the course. (see Attendance Policy)

CLINICAL EVALUATION

The clinical component is to be completed concurrently with the theory component and will be graded with a “**P**” for pass or “**F**” for fail. The Clinical Evaluation tool has a numeric scale. It is utilized to provide assessment of student proficiency in the seven areas of performance. Scores range from 58-0 in each of the performance areas. This grading system allows the student to be rated from Excellent to Unacceptable. The student must score a minimum of 33 points = Good to satisfactorily meet course requirements.

If the student receives a failing grade in the clinical component, the grade recorded for both the Theory and Clinical components will be “F”. The student must repeat that course if eligible. The students may seek readmission based on the Readmission Policy (see Readmission’s policy). If the student is readmitted to the program both the theory and clinical components must be repeated.

PROFESSIONAL DEVELOPMENT

Professional development (PD) opportunities are required for each course of the LPN-RN Program. Two (2) opportunities are required for courses NUR111, NUR113, NUR211, NUR213 and one (1) opportunity is required for the NUR217 Role Synthesis Course. Students are required to attend all PD opportunities /events dressed in appropriate attire as determined by Instructor and based on the Code of Conduct.

Attendance

Students must sign up for desired Professional Development (PD) outing/event. Once the student has signed up for the PD, the student will be considered scheduled for the outing and/event; failure, to attend (No Show) a scheduled Professional Development event will result in a (0) zero grade for participation. Students who

arrive late in scheduled PD outing and/or events will receive a 2% deduction of the course participation grade. Following the outings students must submit a PD Essay.

Essay Criteria

Professional Development Essays are due for each outing that the student attends. The essay is to be turned in no later than seven (7) days from the date of the outing/event attended. If an essay is not received by the end of the 7th day the student will not receive participation points for that essay or outing/event. Therefore, the student will need to attend another professional development outing to make-up for the incomplete professional development essay. Essays will be graded with the rubric assigned by CAAN Academy. If the student's essay does not meet the required score of > or = 77.5%, the student will be asked to complete revisions for credit. Revisions are due within two (2) days of the essay being returned.

CHANGE OF GRADE

The only reason for which a change of grade may be requested is an error in the original recording of the grade. Students are obliged to check their grade reports and consult with their instructors if there is a question of error. A change of grade must be made within the first six weeks of the semester following that in which the course was taken. Students should follow the appeal/grievance process to seek any changes. A change of grade will not affect the status of a student dismissed for academic deficiency, unless the error is brought to the attention of the Administration Team at the time the dismissal hearing is held. (See complaint/appeal grievance procedure page 37).

ATTENDANCE POLICY

The Academy believes that attendance is essential to the successful completion of the LPN-RN program. Therefore, students are expected to attend and be on time for all scheduled classes which include lecture, laboratory, and clinical experiences. No more than **three (3)** unexcused absences will be allowed per 15-week courses (includes lecture, laboratory, and clinical sessions). More than (3) unexcused absences in a 15-week courses will result in dismissal from the program. No more than (1) unexcused absences will be allowed per 5/4-week courses (includes lecture, laboratory, and clinical sessions). More than (1) unexcused absence in a 5/4-week course will result in dismissal from the program. In 15, 5, or 4-week courses only one (1) absence is the maximum limit in the clinical setting. Only one (1) absence is the maximum limit in the laboratory setting. . If a student cannot attend a class/clinical, it is the responsibility of the student to contact the registered nursing office one hour prior to start time at designated telephone contact number. Make-up sessions in the laboratory/clinical settings will be at the discretion of the Instructor and Program Director/Administrator.

Possible Excused Absences are Death of immediate family member, personal or immediate family illness with medical statement and clearance, any life altering events that will be determined at the discretion of the Program Department along with the instructor.

Tardiness **Three (3)** tardies will result in **one (1)** full absence. The campus and DE doors are closed upon start of class and will not be opened until allotted break time. Any student entering class a minute or more after the start of class is considered late. Attendance is taken prior to break time therefore any student entering class during break is considered absent. A student leaving the classroom at least 15 minutes before the class is scheduled to end will earn a ½ day absence. Students entering the clinical site **a minute to 15 minutes** after the start of clinical **are considered late** and may be allowed to participate in that session at the discretion of the instructor. **If a student is more than 15 min late to a clinical site, they will not be allowed to participate and will be considered absent.**

REQUIREMENTS FOR GRADUATION & CERTIFICATE AWARD PRESENTATION

Students will receive at the end of the final course NUR 217 Role Synthesis (RS) the ATI proctored Comprehensive exam, also known as the National Standardized Exit Exam (NSEE). The student must achieve a minimum satisfactory score (currently 74.0%) equaling to a 96% (this score is subject to change as indicated by ATI) probability success rate for the NCLEX-RN exam.

The NSEE exam is worth 30% of the Role Synthesis 100% Course grade. The student will have two (2) opportunities to take and achieve the maximal percentage of 30%, and minimal percentage of 15% on the NSEE. The student is able to earn 30% on first attempt and 15% on second attempt. If both exams are failed the student will lose the entire percentage required and will receive a zero (0). In this case, the maximal percentage that is possible for the student to earn for the RS course would be 70%. Therefore, the student will have failed the RS course and will have to repeat the RS course, if eligible.

Graduation & Degree Award

Students are required to schedule appointment within 30 days preceding the Graduation/Pinning Ceremony with the Program Director to receive their certificates of completion and required documents for the NCLEX-RN exam. The student may pick up or will be mailed an official transcript from the Programs Department.

Commencement: Capping and Graduation/Pinning

CAAN Academy holds two (2) commencement ceremonies to recognize the commitment and dedication of our students. The Capping for is for the PN students and Pinning Ceremonies are for both PN and LPN-RN students. Upon completion of the PN, ANI course a ***Capping ceremony*** is held; and upon the completion of both the PN & LPN-RN programs a **Graduation/Pinning and Degree Awarding ceremony** is held. Students are provided preparation notices for each ceremony that are scheduled during the first and final courses of the program for capping and graduation/pinning uniform fittings, caps, and pin/guard orders.

CAAN encourages all students to be active in creating their milestone event in their lives. Students can have input in their ceremony music, program (guest speaker), and reception. Following the pinning ceremony students are required to schedule appointment with the Program Director to received certificates of completion and required documents for the NCLEX-RN exam. Within 30 days of commencement pinning ceremony, student will be mailed an official transcript from the Programs Department.

REQUEST FOR TRANSCRIPTS

Request for Transcript Forms are available in the Program Department and on the school website. The student must submit the completed ***Request Form*** back to Program Department with required payment. Acceptable forms of payment include Cash, Money Orders, Cashier's Check ONLY. Transcripts will be available in 5 – 7 business days after receipt of request.

- Official transcript is \$5.00 per copy*
 - Unofficial transcript is \$3.00 per copy*
- *Priority mailing is available at \$20 per copy mailed within 24hrs

Mail transcript request to: CAAN Academy of Nursing
4747 Lincoln Mall Drive – Suite 420
Matteson, IL 60443
Attn: Registration and Transcripts

ACADEMIC & PROFESSIONAL STANDARDS

1. Standards of Conduct

Students are expected to be honest in all their endeavors and to adhere to high standards of ethical and professional conduct. Students are expected to adhere to the Illinois Board of Nursing, IDFPR, Advanced Practice Nursing Act & Rules and the American Nurses Association (ANA) Code of Ethics.

Students will be held accountable for knowledge of and compliance with the Health Insurance Portability and Accountability Act (HIPAA) which addresses the client's rights to privacy after receiving instruction regarding HIPAA during the mandatory orientation and in NUR111 course.

- Students must adhere to the following behaviors to receive a satisfactory grade in clinical/classroom:
 - Demonstrate accountability for practice.
 - Practice in accordance with legal and ethical guidelines.
 - Seek appropriate supervision when performing nursing care.
 - Perform invasive procedures only with permission or presence of Instructor.
 - Implement nursing care safely.
 - Refrain from engaging in nursing care when own physical or emotional condition is a threat to the client.
 - Maintain ethical and professional boundaries with clients, clinical personnel, faculty, classmates, and academic staff.
 - Implement nursing care without discrimination based on age, race, religion, lifestyle, national origin, or disability.
 - Document nursing care legibly and accurately.
 - Timeliness: Adhere to any scheduled appointments with staff, instructors, or administration. (If unable to meet scheduled appointment, it is the student responsibility to rescheduled).
- Common courtesy is always expected in the classroom and clinical areas. Cell phones, beepers, or pagers must not be audible to prevent disturbance during class.
- Infraction of standards of conduct will be brought before the Disciplinary Team for review and recommendation of actions to be taken; suspension and/or outcome may result in dismissal from the program.

ACADEMIC DISHONESTY

Academic dishonesty consists of, but not limited to plagiarism and lack of integrity in theory and clinical settings, etc. Plagiarism is to steal and pass off (the ideas or words of another) as one's own, use created material without crediting the source, and/or to commit literary theft by presenting new and original ideas or products derived from an existing source (*Encyclopedia Britannica, 2008*). Papers submitted must be the work of the student whose name appears on the paper. Submitting another student's work as your own is cheating. If you let another student, use your work, and designate it as his or her original work, you are also subject to penalty. This rule applies to using any author's work and submitting it as your own or looking off another student test is also considered cheating. Any student found guilty of plagiarizing will receive but not limited to a 0 (zero) on assignment. At the discretion of the school Board, student maybe suspended and/or expelled from program. Lack of integrity refers to cheating during test, not reporting dishonesty, not reporting pertinent information to the clinical instructor that is vital to the patient well-being. Students are required to have testing area clear of all items except for pen, pencil, and calculator (NO CELL PHONES/APPLE WATCHES/ELECTRONIC DEVICES).

2. Personal Appearance

- No extreme hairstyles, hair color or extremes in hair attire (barrettes, headbands, etc.) are accepted. Hair must be contained and off the collar.
- Beards and moustaches must be neatly trimmed.
- Jewelry is limited to a wristwatch. No chains, ropes or wrist jewelry will be allowed. Only one ring with one stone will be allowed. Earrings are limited to small post type and only one (1) per ear is permitted.
- No excessive make-up is allowed.

- TATTOOS are discouraged and those clearly visible must always be covered.
- Body and facial/tongue piercing are unacceptable. Jewelry must be removed.
- Nails must be clean and a safe length. Only clear nail polish is allowed. No artificial nails or tips are allowed.
- Good personal hygiene is required. The student must be clean and odor-free.
- Proper undergarments are always worn that are well-fitting that meets the needs of the student.

Clinical Dress Code

- Uniforms are to be worn whenever providing direct client care unless instructed otherwise by the clinical instructor.
- Uniforms are always to be clean and pressed.
- Shoes are to be clean all-white leather nurse's shoes or walking shoes.
- Avoid perfumes or aftershave lotions.

3. Felony Convictions

- If a student has been convicted of a felony, the Illinois Department of Financial and Professional Regulations (IDFPR) will not consider his/her application for licensure in the State of Illinois until a review hearing has been conducted by the State Board.
- The Board will not conduct this hearing until the individual has completed the required approved nursing program in an approved school and has completed the necessary application forms for licensure required by IDFPR.
- The decision to allow an individual to take the examination for licensure with the Board.
- If a student has been convicted of a felony and unable to received clearance from clinical sites; student will be deemed out of compliance of program curriculum. Student will be subject to dismissal from program.
- Illinois reviews each case on an individual basis. Make sure you include with your board exam application a letter of events in your own words along with copies of court documents showing that you are currently in compliance. Determination of licensure can only be made after an application for examination has been reviewed and if granted may require a probation period. For more details on Section 1300.100 Refusal to Issue a Nurse License Based on Criminal History Record.
<https://www.ilga.gov/commission/jcar/admincode/068/06801300sections.html>

PROGRAM POLICIES

New Student & Returning Student Orientation

All students entering or reentering CAAN Academy of Nursing are required to attend a mandatory orientation session before they begin classes. Course packets are provided to students at the designated registration time. Unpaid tuition, deposits and fees are collected; course books, syllabus, and calendar are distributed. Remaining textbook information will be available for ordering. During orientation, the Student Catalog is introduced; an overview of the course and other program policies are discussed. Students must complete their respective program within 111% of their allotted timeframe. Returning students will not be permitted to register until all outstanding financial obligations from the previous course is paid in full.

Independent Study

All courses at CAAN are regularly taught in-class (residential) Monday thru Friday; however, 18 – 20 Hours per week are required to promote success. The Assessment Technologies Institute (ATI) is a computerized learning tool for the ultimate NCLEX-RN exam preparation. This learning tool is to be independently applied on Fridays off or on campus. Independent study is a privilege and not a right. All ATI practice assessments must be completed according to the syllabus. If students are found not utilizing course hours on Friday for ATI, independent study off campus will be suspended.

Program Survey Assessments

CAAN Academy of Nursing consistently assesses the effectiveness of our curriculum with the use of surveys. On an annual basis survey outcome data is collated and then reviewed for the purpose of summative program

changes. Survey data is also, reviewed to assess and evaluate student views on the methods of content delivery within the classroom and clinical settings.

The content of the surveys is discussed with the administrative team and faculty in efforts to meet students identified needs and develop a plan for alternative or additional methods to achieve program outcomes. Surveys we collect will include but are not limited to:

- Course Theory/Clinical Evaluations
- Faculty Evaluations
- Graduate Student Surveys (Post 90-Days)
- Employer Surveys (Post 90-Days)

New students immediately engage in the assessment process prior to and during their first course. Graduating students participate in exit exams, assessments, and surveys as part of the role synthesis course.

Course Cancellation

The Administration of CAAN Academy of Nursing reserves the right to cancel any course that does not have sufficient enrollment. If a course does not receive a sufficient enrollment of students to facilitate a traditional on-ground learning context, additional avenues will be sought to assist students in completing the course for their program's requirements.

GENERAL CAMPUS DESCRIPTION

CAAN Academy is located at a major intersection (US 30- Lincoln Highway and Cicero Avenue) just off I-57 at the Lincoln Highway East exit. We are also situated within a growing community with a mix of businesses, restaurants, and hotel lodging. Our compact campus provides common areas that complement and support instruction and learning. The environment is non-traditional having a holistic atmosphere created to deliver a more personal approach in providing the nursing curriculum. Many students are known to come early to study to partake of the calm and serenity. Elevators provide access to each floor in the building where the classrooms are well-lit, clean, and comfortably climate controlled. Wi-Fi, and computers are available on site. There are clean assessable female and male bathroom facilities. There is a water fountain, and dining canteen, vended area with sink, microwave, tables, and chairs on the same level as the classroom for student use. Ample off-street parking lots are located just outside the building with designated handicapped parking places.

The skills lab is equipped with three (3) electrical hospital beds, bedside commodes, medication carts, assistive devices such as wheelchairs, walkers, crutches, Hoyer lifts and simulation mannequins to name a few.

STUDENT LIFE/CAMPUS ACTIVITIES

Classroom

Students have access to the classroom outside of class time by appointment only.

Technology

Students have access to classroom computers during and after scheduled classes. Students using hardware devices and software programs provided by CAAN are to be used only for academic related purposes: (research, e-mails, documents, presentations, and Internet materials, etc). Hardware devices and software programs are to be used ethically, lawfully, and appropriately always.

Cellular Phone Usage

The use of cellular phones is prohibited during class instruction due to the disruptive nature of the ringing and talking

Class Officers

The Class Officers are the official representatives for the student body. They serve as the major source of student input to the Academy administration. Class officers are invited to all Board meetings to communicate

with Board Members regarding any student concerns, suggestions, and/or events. This facilitates shared governance in the function of the Academy.

Alumni Networking

Whether you are a recent graduate navigating your new career path or established alumni looking for networking opportunities, you can find it at CAAN Academy. We offer a variety of networking opportunities to our alumni; from annual alumni gathering, *Facebook* and *LinkedIn* social networking, to being guest and keynote speaking at commencement ceremonies. CAAN's purpose is to establish and continually enhance the bond between CAAN Academy of Nursing and its Alumni through encouraging loyalty, participation, and support of our school.

Canteen

Made available to students, adjacent to the campus, is CAAN building canteen in which houses a microwave, vending machines, and a beautiful 4th floor view of the Matteson, IL area.

Health Knowledge Bowl

Health Knowledge Bowl is an event held internally by staff to allow friendly competition amongst enrolled cohorts.

Library Resources

LIRN is our online resource library. The Richton Park Library is an affiliation of CAAN Academy and an additional student resource for academic support. The library houses healthcare related books and articles, micro reader/printers, copy machines and a full array of indices and abstracting services in addition to general books, newspapers, computers, and study area.

Tutoring and Mentoring

Tutoring and mentoring is available to students throughout the program. Students with less than a 77.5%=78%/C average on any exam or quiz is required to seek tutoring and provide feedback to the instructor prior to next exam or quiz to be able to sit for next exam or quiz. The student should see the course instructor for guidance with this process. Failure to follow this step may render the student ineligible to sit for the next exam.

REMEDIATION CRITERIA

Academic:

Students who achieve less than 77.5% on any exam, quiz, and/or assignment are required to meet with course instructor prior to taking the next exam/quiz. A case note is generated documenting the meeting and recommendation for action to be taken. A referral for supportive services will be made. Tutoring may be required (a referral will be made if needed). Failure to follow this procedure will affect the student's progress in the program.

Clinical Skills:

Students unable to demonstrate successful completion of basic clinical skills and/or procedures are required to schedule time in the Skills laboratory to practice the identified skill(s). They must demonstrate proficiency with the skill prior to attempting performance of the skill in the clinical area. The Clinical Instructor is responsible for assuring that the student schedules and completes the remediation of the skill and/or procedure. Students who do not comply with remediation will be excluded from the clinical setting until the remediation is completed. Days of exclusion due to non-compliance with remediation will be counted as absences. Also, students may be dismissed from the program if they are deemed to be unsafe in the performance of any skill receiving a "F" Fail on clinical evaluation.

WARNING AND PROBATION POLICIES

The Academy maintains a step-by-step warning and probation system which alerts students to conditions of unsatisfactory progress. The Program Department along with the course Instructor monitors student performance in academic progress, attendance, time of completion and will apply the warning and probation system as required.

Students are initially notified in writing that they are in danger of violation of satisfactory academic progress. In the event of unsatisfactory progress, written probations notify the student that continued unsatisfactory progress will result in termination from the training program.

Probation Policies: Attendance, Academic/Repeat and Disciplinary Warning:

- **Attendance:** Written warning is applied after the student reaches 1.5 of the maximum allowed absences for the course (*see attendance policy*). If the student does not fulfill the conditions of the written warning, they are then placed on Final Warning Attendance Probation, or enrollment may be terminated. Probation is lifted after successful completion of the course.
- **Academic/Repeat:** Written warning applied when a student attempts a course for a second time after earning a failing grade or for reasons other than a failing grade. If the student does not fulfill the conditions of the written warning, they will then be placed on probation until the end of the course, enrollment may be terminated. Probation is lifted after successful completion of the course.
- **Disciplinary Warning Probation:** Is applied as a final warning when a student violates probation and any other rules and regulation of the Institution. If the student does not fulfill the conditions of probation by the end of the course, enrollment will be terminated. *Probation is in effect for the remainder of the student's training.*

STUDENT SUPPORTIVE SERVICES

Career Services

As graduation approaches, students are advised of career opportunities so employment interviews with various companies can be scheduled. During the final course Role Synthesis (NUR217) the course content includes components that facilitate development of resumes, professional portfolios, and interview skills designed to assist the student in their employment search. To maximize employment opportunities, students/graduates are highly encouraged to consider positions in other geographic areas where career-related opportunities may be concentrated. Students are encouraged to start their career searches well in advance of graduation. Students who impose employment restrictions, such as opting not to relocate, may similarly restrict their employment options.

Placement Assistance

Employment assistance is incorporated into the Role Synthesis course with attendance at career fairs, access internet advertisement, and referral to professional organizations. CAAN Academy also provides employment opportunity information via the Website – www.caanacademy.org

Graduation & Issuance of Degree from the program does not guarantee licensure or employment

HEALTH REQUIREMENTS

All students are required to submit a current **physical examination** (yearly). provide proof of **immunizations** and specific **laboratory tests** prior to being allowed on a clinical unit. Students must be able to **lift and hold a minimum of 60 lbs.** Students will also be required to comply with laboratory tests/immunizations that are required by individual clinical affiliations.

1. Health Insurance

Students Health Insurance coverage is mandatory for the entire duration of the program. Verification of medical insurance will be kept in the student's file as per determination of CAAN Academy. During the LPN-RN Program, the student will be at risk for exposure to injury and communicable disease. It is mandated that any student who has been injured or exposed to communicable disease receive medical attention. The cost of this is the student's/parent's responsibility. A student with a health problem may continue in the LPN-RN program with written physician permission. The student must comply with the recommendations of the physician and must be able to accomplish the objectives of the program. Additional health requirements may be added as required by cooperating clinical facilities and/or new standards or laws. This may include drug screening.

2. Required Laboratory Tests

2-Step TB Skin test or Chest X-ray, Rubella titer, Rubeola titer, Mumps' titer, Varicella titer, Hepatitis Profile – requires Series of 3 Hepatitis B vaccinations or refusal waiver signed by student and parent, Tetanus, Diphtheria, Pertussis (TDap) must be current.

Students who fail to comply with these requirements will be excluded from clinical practice until the requirements are met. Students who exceed the allowable number of absences from clinical due to failure to meet health requirements may be excluded from the program.

3. Mandatory Drug Testing & Alcohol Policy

The Federal Drug-Free Schools and Communities Act Amendments of 1989 ("Amendments") and the Drug Free Workplace Act of 1988 require that colleges adopt and implement a program for prevention of the unlawful possession, illicit drug manufacture, use, or distribution of illicit drugs and alcohol on campus or as part of college activities that occur off-campus.

The Amendments further require that we distribute information about the program annually to every member of our community. The information must include the College's policy statement about the unlawful use, possession, or distribution of alcohol or illicit drugs, and a description of the College's disciplinary sanctions. We are also required to provide information about applicable local, state, and federal criminal sanctions, the associated health risks of drug and alcohol abuse, and the available support services for help in dealing with problems associated with drug and alcohol abuse.

The program and its underlying policy are to be reviewed regularly and amended or revised in accordance with our experience and with changes in applicable local, state, or federal laws and regulations. Students should note in particular that under Illinois law, possession of alcoholic beverages by persons under 21 with the intent to consume the beverage is unlawful and for those over 21, a college I.D. is not an acceptable proof of age.

Please address inquiries about the program to the Office of the Program Department (708) 983-1645. We encourage anyone who believes that he or she has a problem with drug or alcohol abuse to seek help through these offices or through the services listed in the attached statement.

The following is a copy of CAAN's policy statement pursuant to these requirements, which applies to all of the school faculty members, students, and staff members:

CAAN Academy is a Drug-Free Environment and prohibits the possession, consumption, or distribution/sale of drugs or alcohol anywhere on school property. A student, faculty member, or staff member found to be in violation of this policy will be subject to both criminal prosecution and disciplinary action, up to termination from CAAN.

Screening for alcohol and drug use is a requirement for admission to the LPN-RN ADN program and must be submitted prior to 1st clinical assignment. Subsequent "for cause" screening(s) may be required for continued participation in the nursing program. Failure to comply with or pass required screening(s) may result in Denial of admission for a prospective student or Dismissal from program for an existing student

Some clinical facilities require mandatory drug testing for illegal substances and alcohol prior to being allowed to participate in the learning experience at their facility. Students are required to comply with all drugs testing requirements and policies. All costs incurred for drug testing and/or treatment are the responsibility of the student.

Students who test positive for drugs will be required to meet the clinical facility's requirements for re-testing and treatment, if indicated. Students may not be reassigned to another clinical site. Students who test positive for drugs will be required to withdraw from the program and apply for readmission once appropriate documentation for treatment is provided.

4. Hospitalization

When students are hospitalized or has received medical treatment during the LPN-RN nursing program, a doctor's release statement must be provided before resuming classes/clinical. The doctor's statement must be dated and specifically state that the student is able to "**PERFORM FULL NURSING DUTIES**". (which includes Physical Requirements above).

5. Pregnancy

Pregnancy must be reported to the clinical instructor and program director/administrator as soon as it is suspected and/or verified. Although the student's right to privacy is recognized and respected it is important that the faculty be aware of the situation so that the student can be informed of and be given protection from environmental dangers in the clinical settings. ***Failure to report pregnancy absolves CAAN Academy of any liability regarding the pregnancy.*** The student may continue in the LPN-RN program if the following criteria are met:

- The student must have written physician permission to function in the clinical setting. The Statement must specifically state that the student is able to "**PERFORM SPECIFIC NURSING DUTIES, regarding ability to lift a minimum number of XX? lbs.**".
- The student demonstrates the ability to fulfill program requirements and objectives.
- The student notifies the Program Director and current clinical instructor of any change in health status.

GENERAL INSTITUTIONAL POLICIES

Higher Education Opportunity Act of 2008

The Higher Education Act of 1965 (HEA), as amended by the Higher Education Opportunity Act of 2008 (HEOA), includes many disclosure and reporting requirements that a postsecondary education institution is required to distribute or make available to prospective students and parents. The distribution of information about CAAN Academy of Nursing's operations is intended to increase the institution's transparency to others. CAAN Academy of Nursing also includes the following information in its annual report to IPEDS (Integrated Post-secondary Education Data System), all of which is available on the College Navigator page of the Institute of Education Sciences/National Center for Education Statistics (U.S. Department of Education) website.

(In Registration Process)

- General Information
- Tuition, fees, and estimated student expenses
- Enrollment
- Admissions
- Retention, graduation, and transfer-out rates; graduation rates by race/ ethnicity
- Accreditation
- Campus Safety
- Federal loans, default rates, and aid programs
- CAAN Academy of Nursing's Financial Director can provide further assistance in understanding the published materials or consumer disclosures.

Anti-Harassment in Education

CAAN Academy of Nursing is committed to providing its students with an educational environment that is free of discrimination. Accordingly, the school will not tolerate harassment of CAAN Academy students by anyone, including its president, or any administrator, any (full, part-time, and/or visiting) faculty or staff member, including any graduate assistant, any other Program student, or any third party.

Harassment consists of unwelcome conduct, whether verbal, physical, or visual, that is based upon a person's protected status, such as sex, color, race, religion, creed, ancestry, national origin, age, physical or mental disability, marital status, or legally protected statuses. The school will not tolerate harassing conduct that affects tangible benefits of education, that interferes unreasonably with an individual's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Such harassment may include, for example, jokes about another person's protected status, kidding, teasing, or practical jokes directed at a person based on his or her protected status.

Sexual harassment deserves special mention. Sexual harassment is conduct based on sex, whether directed toward a person of the opposite or same sex, and may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing", "practical jokes", jokes about obscene printed or visual material, and physical contact such as patting, pinching, or brushing against another person's body. Unwelcome sexual advances, requests for sexual favors, and other physical, verbal, or visual conduct based on sex constitute sexual harassment when:

1. The student's submission to such conduct is either explicitly or implicitly made a term or condition of receiving an education.
2. The student's submission to or rejection of such conduct is used to influence the student's educational development or participation in any school's activity or program, including but not limited to: whether the student will be admitted to the Program; the educational performance required or expected of the student; the attendance or assignment requirements applicable to the student; the courses, fields of study or programs to which the student will be admitted; what placement or course proficiency requirements are applicable to the student; the quality of instruction the student will receive; what tuition or fees are required of the student; what scholarship opportunities are available to the student; what extracurricular teams the student will be a member of or in what competitions the student will participate; any grade the student will receive in any examination, course or program of instruction; the progress of the student toward successful completion of a course or program or graduation; what degree, if any, the student will receive; or
3. The conduct has the purpose or effect of unreasonably interfering with an individual's educational performance or creating an intimidating, hostile, or offensive educational environment.

All students and employees are responsible to help assure that we avoid harassment regardless of whether the harassment has yet reached a severe or pervasive level that is considered a violation of the law. If any student at CAAN feels that he/she has experienced or witnessed harassment, he/she is required to notify your instructor, lead instructor, or Program Director. CAAN forbids retaliation against anyone for reporting harassment, assisting in reporting harassment or cooperating in a harassment investigation. If any student feels that he/she has been retaliated against, he/she is to notify the Program Director.

The CAAN's policy is to investigate all harassment complaints made under this policy impartially, thoroughly, and promptly. To the fullest extent possible, the school will keep harassment complaints, records related to harassment complaints, and the terms of the complaint's resolution confidential. If an investigation confirms that a violation of the policy has occurred, CAAN Academy of Nursing will take appropriate corrective action to stop the harassment and to ensure that the harassment does not reoccur. Such corrective action may include

training of the harasser, monitoring the harasser, and/or academic or job-related discipline of the harasser proportional to the offense, up to and including expulsion or discharge.

Sexual Violence in Higher Education Act

The purpose of this policy is to foster an academic and working environment free from any form of discrimination and harassment, and to provide guidelines for complaints and corrective action. This policy applies to the entire CAAN Academy of Nursing community, i.e., students, faculty, staff, and visitors. CAAN does not tolerate any violence including sexual assault, sexual harassment, domestic violence, dating violence, stalking, or sexual orientation/gender-based harassment which is prohibited by Title IX of the Education Amendments of 1972 and The Violence Against Women Reauthorization Act of 2013.

Members of CAAN Academy community have the right to be free from discrimination, violence or threats of violence, harassment, physical and verbal abuse, on and off campus. This policy prohibits all forms of discrimination, harassment, and sexual misconduct. The policy defines, describes, and explains the policies and procedures to file a complaint, file a report, list direct contacts to file a report or complaint, procedural details for a fair and prompt investigation, safety and security, and list a variety of support and resources.

CAAN Academy is committed to providing resources that educate CAAN's community to assist in ensuring a safe, respectful, discrimination and harassment free environment. The academy uses the preponderance of the evidence (also known as "more likely than not") as a standard for proof of whether a violation occurred. In campus resolution proceedings, legal terms like "guilt, "innocence" and "burdens of proof" are not applicable, but the academy never assumes a responding party is in violation of CAAN's policy. Campus resolution proceedings are conducted to consider the totality of all evidence available, from all relevant sources.

Definitions of Sexual Misconduct

Sexual Misconduct includes sexual assault, sexual harassment, sexual exploitation, sexual intimidation, dating violence, domestic violence, and stalking. This policy prohibits retaliation against anyone who files a complaint or participates in any investigation of a complaint under this policy.

- Sexual misconduct may be a form of sex discrimination prohibited by federal and state discrimination laws, including Title IX of the Education Amendments of 1972, The Violence Against Women Reauthorization Act of 2013, and Title VII of the Civil Rights Act. In addition, some forms of sexual misconduct violate the criminal laws of the State of Illinois.
- Sexual misconduct can occur between strangers or acquaintances, including people involved in an intimate or sexual relationship. Sexual misconduct can be committed by any gender identity and can occur between people of the same or different gender identities.

Sexual Assault is any unwanted physical contact of a sexual nature, whether by an acquaintance or by a stranger, that occurs without indication of consent of either/any of the individuals involved, or that occurs under threat or coercion. Sexual offenses include, but are not limited to, rape (also referred to as sexual assault in the State of Illinois), forcible sodomy, sexual assault with an object, fondling or kissing without consent, incest, statutory rape, and the threat of sexual assault. According to the Department of Justice and the FBI, rape is defined as "The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim." This definition includes any gender of the victim or perpetrator and includes instances in which the victim is incapable of giving consent because of temporary or permanent mental or physical incapacity, including due to the influence of drugs or alcohol or because of age. Physical resistance from the victim is not required to demonstrate lack of consent.

Sexual Harassment is a form of sex discrimination prohibited by Title IX and Title IV. Sexual harassment is unwelcome conduct of a sexual nature. It includes unwelcome sexual advances, request for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Examples include:

- making unwelcome sexual advances for sexual favors and other verbal or physical conduct of a sexual nature as a condition of an employee's continued employment, or a student's academic status.
- making submission to or rejections of such unwelcome conduct the basis for employment or academic decisions affecting an employee or student; or creating an intimidating, hostile or offensive working or education environment by such conduct, which prevents an individual from participating in a program or activity.

Sexual Orientation-Based Harassment includes verbal, non-verbal and physical acts of aggression, intimidation, or hostility based on an individual's actual or perceived heterosexuality, homosexuality, bisexuality, or trans sexuality. Use of the term "sexual harassment" throughout this policy includes sexual orientation-based harassment/misconduct.

Gender-Based Harassment includes acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on gender, sex, or sex-stereotyping, even if those acts do not involve conduct of a sexual nature. Use of the term "sexual harassment" throughout this policy includes gender-based harassment/misconduct.

Dating and Relationship Violence means acts, threats, or a pattern of abusive behavior of a physical or sexual nature by one partner intended to control, intimidate, manipulate, humiliate, frighten, coerce, or injure the other. These acts may be directed toward a spouse, an ex-spouse, a current or former boyfriend or girlfriend, or a current or former dating partner.

Domestic Violence is defined as a pattern of abusive behavior that is used by an intimate partner to gain or maintain power and control over the other intimate partner. Domestic violence can be physical, sexual, emotional, economic, or psychological actions or threats of actions that influence another person. This includes any behaviors that intimidate, manipulate, humiliate, isolate, frighten, terrorize, coerce, threaten, blame, hurt, injure, or wound someone.

Incapacitation is the physical and/or mental inability to make informed, rational judgments that voids an individual's ability to give consent. Incapacitation may be caused by a permanent or temporary physical or mental impairment. Incapacitation may also result from the consumption of alcohol or the use of drugs.

Coercion is an unreasonable amount of pressure to engage in sexual activity, the practice of persuading or forcing someone to do something by use of force or threats.

Sexual Exploitation is taking sexual advantage of another person without effective consent. This includes, but is not limited to, causing the incapacitation of another person for a sexual purpose, causing the prostitution of another person; electronically recording, photographing, or transmitting intimate or sexual utterances, sounds, or images of another person, or allowing third parties to observe sexual acts.

Stalking is defined as harassing or threatening another person to the point where that individual fears for his/her safety or the safety of his/her family. Stalking can occur in various forms including, but not limited to, in person, through third parties, and electronically (phone, internet, social media, texting, etc.).

Retaliation

Title IX prohibits retaliation. It is a violation of Title IX and CAAN's policy for any person or group to retaliate against, interfere with, coerce or take any other adverse action against a person or group (student, faculty member, staff member, visitor,) that: 1) reports sexual misconduct; 2) seeks advice concerning sexual misconduct; 3) assists or supports another individual or group that reports sexual misconduct; or 4) participates as a witness or in the investigation of a sexual misconduct report.

Retaliation includes threats, intimidation, and reprisals. CAAN Academy will take immediate and responsive action to any report of retaliation. An individual reporting sexual misconduct is entitled to protection from retaliation following a report that is made in good faith, even if the report is later not proven. Any individual or group that violates this policy is subject to disciplinary or remedial action, which can include expulsion from CAAN, termination of employment, and may also be subject to criminal and/or civil action.

CAAN Academy recognizes a respondent can also be the subject of retaliation by the complainant or other third party and the same protections against retaliation are afforded the respondent.

Amnesty for Students

CAAN Academy of Nursing strongly encourages the reporting of sexual misconduct. Therefore, it is important to remove any barriers that would prevent someone from reporting any type of sexual misconduct. Keeping this in mind, any individual who may have participated in the consumption of alcohol or use of drugs at the time of the incident may hesitate to make a report due to possible consequences for partaking in said activity. CAAN will not hold the individual (complainant, witness, or reporter) subject to the CAAN's disciplinary process and/or sanctions solely for their participation in the consumption of alcohol or use of drugs.

Definition of Consent

Consent is defined as a clearly and freely given word or overt action confirming a willing desire to move forward with a specific sexual request, act, or experience. Consent cannot be obtained from individuals who have a temporary or permanent mental or physical incapacity, including being under the influence of drugs or alcohol or because of age.

Lack of verbal or physical resistance or submission by the victim resulting from the use of force or threat of force by the accused does not constitute consent. Consent can be withdrawn at any time. Someone who is incapacitated cannot consent.

Past consent does not imply future consent. Silence or an absence of resistance does not imply consent. The manner of dress of the victim at the time of the offense does not constitute consent. Consent to sexual activity can be withdrawn at any time.

Absence of "NO" should NEVER be interpreted as "YES".

AMERICANS WITH DISABILITIES ACT (ADA)/SPECIAL ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES

The Americans with Disabilities Act (ADA) 1990 legislation, (P.L. 101-336), requires that *"No qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, program, or activities of a public entity or be subjected to discrimination by any such entity."* These laws include people with learning, physical, and/or emotional disabilities and protect them in two general areas of accommodations: facilities and the job or educational setting. The requests for special accommodations must be supported with appropriate documentation of the disability.

All documentation should be submitted to the Program Director in the Program Department upon registration into programs. Documentation must be the following: Current, within the past (3) three years; provided by an agency or individual licensed to provide such documentation (doctor, psychologist, social worker, etc.); and

submitted to the Program Director in a timely manner.

The Program Administrative Team will review the documentation and determine the reasonable accommodations that may be made for the student. A formal meeting will be called between the Program Director and the student to discuss the accommodations to be made. **CAAN Academy is not required to provide any special accommodations if the student does not follow the above procedures.**

Campus Safety

CAAN Academy seeks to maintain a safe environment, free from aggression and violence for its students and staff. To ensure the wellbeing of its students and staff, CAAN prohibits the presence of any weapons on the property, as well as any acts of aggression, violence, or harassment, including sexual harassment.

It is the responsibility of every student, faculty member, and staff member to maintain an educational environment free of danger of any kind from any source. Anyone found to be in violation of this policy will be subject both to criminal prosecution and disciplinary action, up to termination and expulsion from CAAN Academy.

Students who are witnesses to or victims of a crime should immediately report the incident to local law enforcement, Matteson Police Department. Local crime statistics can be found at <https://www.macrotrends.net/cities/us/il/matteson/crime-rate-statistics>

Infection Control Policy

Students, faculty, staff, and visitors are required to complete a health screening questionnaire in addition to have their temperatures taken (and recorded) when entering CAAN's campus.

Hand Hygiene: CAAN encourages students to wash their hands frequently. Germs from unwashed hands can be transferred to other objects, and then transferred to another person's hands. Removing germs through handwashing helps prevent infections. Hands should be washed with soap and water when visibly soiled, before eating, and after using the restroom.

While using soap and warm water, wash for 40-60 seconds, rub all areas with soap and use single use towel to rub dry. Do not forget to use a towel to turn off the faucet and if you must, open the door with it.

Masks: Face coverings are required on campus at all times. For your mask to be effective, it must be worn properly and consistently.

- Wear your mask so it completely covers the nose and mouth
- Wash your hands or use hand sanitizer before putting on your mask
- Put the mask over your nose and mouth and secure it under your chin
- Fit the mask snugly against the sides of your face, slipping the loops over your ears or tying the strings behind your head
- Make sure you can breathe easily
- Try not to touch the mask when wearing it. This can transfer virus to your hands.
- If you must continually adjust your mask, it does not fit properly. Try a different mask type or brand.
-

Cough Etiquette/Respiratory Hygiene

- Cover your mouth and nose when coughing or sneezing.
- Use tissues and throw them away.
- Wash your hands or use a hand sanitizer every time you touch your mouth or nose.

Regular cleaning

Mark Realty provides maintenance service for CAAN's campus. Daily cleaning of the office spaces as well as classrooms are performed including trash removal, vacuuming, dusting, etc.

Classrooms and skills labs are disinfected by office staff following the end of each class session.

CAAN Academy of Nursing acknowledges and abides by all governing institutional policies; accrediting body standards and required elements of accreditation; local, state, and federal regulations; the Centers for Disease Control and Prevention's (CDC) and the Illinois Department of Public Health's (IDPH) guidance related to the possible variations in infection control.

CAAN Academy remains committed to meeting the requirements necessary for our students to become safe entry-level healthcare professionals.

HIPPA

CAAN Academy of Nursing complies with provisions of the Federal Health Insurance Portability and Accountability Act (HIPAA), to assure that employees and students health information is properly protected while allowing the flow of health information needed to provide and promote high quality health care and to protect the public's health and well-being.

FERPA

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a post-secondary institution at any age.) These rights include:

1. The right to inspect and review the student's education records within 45 days after the day the CAAN Academy of Nursing receives a request for access. A student should submit to the Programs Department a written request that identifies the record(s) the student wishes to inspect. The Program Director will provide arrangements for access and notify the student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the school to amend a record should write the Program Director to clearly identify the part of the record the student wants changed and specify why it should be changed.

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

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

CAAN discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is typically including a person employed by CAAN in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of the CAAN who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for CAAN.

Upon request, the school also discloses education records without consent to officials of another school in which a student seeks or intends to enroll. FERPA requires a school to make a reasonable attempt to notify each student of these disclosures unless the institution states in its annual notification that it intends to forward records on request, or the disclosure is initiated by the student.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by CAAN to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

See the list below of the disclosures that post-secondary institutions may make without consent.

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

- To other school officials, including teachers, within CAAN whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(3) are met. (§ 99.31(a)(1))
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State post-secondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§ 99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§ 99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§ 99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))
- Information the school has designated as "directory information" under § 99.37. (§ 99.31(a)(11))

- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of § 99.39. The disclosure may only include the results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§ 99.31(a)(13))
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of § 99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her. (§ 99.31(a)(14))
- To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))

In compliance with the Family Educational Rights and Privacy Act of 1974, CAAN Academy of Nursing protects the rights of students with relation to the accuracy and privacy of their educational records. In accordance with the provision of this Act, CAAN has established basic policies to prevent the release of any personally identifiable information regarding any of its students, without first having received the consent of the student in writing.

Student Contact Information

CAAN maintains a current address and phone number for each student. With student authorization a cohort contact list is composed from admissions application for professional communication between students and faculty. If at any time during the enrollment a change of address or phone number is made, the student must come to the Programs Department to provide updated contact information

STUDENT COMPLAINT/APEAL/GRIEVANCE PROCEDURE

- Step 1: Students are encouraged to try to resolve their complaint or problem by first bringing the complaint to the attention of the instructor.
- Step 2: If the Instructor is unable to furnish a satisfactory solution, the student should see the Director. Students are encouraged to voice any complaints, concerns, or suggestions to the Director, these actions must be done in writing.
- Step 3: If the student remains unsatisfied after meeting with the Director, the student should write down the nature of the complaint and the reasons for dissatisfaction. This written complaint should be given to the Chief Administrative Officer (CAO). Anonymous complaints will not be recognized. The CAO will respond within three (3) working days of receiving the written complaint. The complainant will be provided with the school's final decision regarding the complaint and the reason for the decision within seven (7) days of the CAO's response.

CAAN Academy is regulated and licensed to operate by the Illinois Board of Higher Education under a state law called the Private Business and Vocational Schools Act. You have the right to file a written complaint of violation by this school of any provisions of this law.

CAAN must, among other things:

- Provide information about the school which is free from misrepresentation, deception, or fraud, or other misleading or unfair trade practices.
- Provide you with a copy of the school's current catalog and any addenda for you to read prior to the signing of the enrollment agreement.
- Disclose information about the school's graduation, completion, and job placement rates.
- Give you a fully executed copy of your enrollment agreement.
- Inform you on how to cancel the enrollment agreement and secure a proper refund of unearned tuition and fees.
- Screen you for the course or subject in which you wish to enroll.
- Give you a full refund if you are not accepted or if it cancels or discontinues the course.
- Teach only courses and employ only teachers that meeting IDFPR regulations.

- Provide safe and sanitary facilities, equipment, and services necessary to implement the course of instruction or subject in which you enroll.
- Refund fees and unearned tuition as prescribed in the “Act” to students who withdraw before completion of the course of instruction in which enrolled.

If you believe your rights have been violated, you may file a written complaint with the Illinois Board of Higher Education (IBHE) and the Accrediting Bureau of Health Education School (ABHES).

Illinois Board of Higher Education
1 North Old State Capital Plaza Suite 333
Springfield, Illinois 62701-1377
Phone: (217) 782-2551 / **Fax:** (217) 782-8548
TTY: (888) 261-2881

Accrediting Bureau of Health Education School (ABHES)
7777 Leesburg Pike Suite Pike, Suite 314 N.
Falls Church, VA 22043
Phone: (703) 917-9503 / **Fax:** (703) 917-4109

You may also bring court action against the school if you suffer damage as the result of the school’s or its representative’s violation of the law.

REPEATS OF COURSES

Students who withdraw from school during a course (including interruptions for excessive absences or for failure to make tuition payments) or who receive a failing grade in any course will be required to repeat that course from the beginning. Such a repeat constitutes a second attempt. Third attempts are permitted only under special circumstances and only with the Director’s authorization. During a second or third attempt of a course, tuition payments will continue. After a failed third attempt of a course, the student will be terminated from the program.

READMISSION

Must meet the following criteria:

- Students may request readmission to the LPN-RN Program twice. Students who earn a grade below (77.5%) “C” or withdraw from any course may request readmission to that course
- The same course may be repeated only once. If a passing grade is not achieved in the second attempt, the student will be dismissed from the program.
- No more than two courses may be repeated. Students who fail a third course will be dismissed from the program.
- Enrollment must take place the next time a course is offered, based on the availability of and space in the course. (Priority placement will be given to students progressing in the program as scheduled).
- Readmission is contingent upon space and availability of the class.
- Readmission must occur within one year of the withdrawal date.
- A written letter of request for Readmission must be submitted to the Program Director. This request must be submitted within thirty (30) days of exit.
- A Plan of Action (POA) addressing the issues which lead to withdrawal/dismissal from the program and actions to be implemented to resolve the issues responsible for exiting the program must accompany the readmission request.
- The submissions for readmission will be reviewed by the Faculty Team and a decision rendered. Incomplete submissions will not be considered.
- Students seeking re-entry are required to take a written exam (NUR111 course) or the ATI Exam(s) for the semester prior to the course to be repeated and achieve required passing grade/benchmark. Students who are unsuccessful in passing their readmission’s Exam/ATI will be allowed a second attempt to take the Exam/ATI after 30 days. A student who fails to pass their readmission ATI will

have to repeat that course for the failed readmission's ATI. A student who is unsuccessful in passing the Fundamentals of Nursing readmission's exam after two (2) attempts will be ineligible for readmission into the program.

- Students shall have 4.5 semesters from the initial date of enrollment to successfully complete all required course work/educational objective of the LPN-RN Program.

FINANCIAL INFORMATION

General Statement

CAAN Academy requires all students to complete a payment plan for each course. The Business Office assists students in developing a payment plan that will successfully navigate them through their program. Students should plan their financial program carefully, seeking sponsorships from family, church, and personal employment to prepare for the financial expenses required for their educational journey. Any financial questions or concerns about payment schedules, payment options or balances should be directed to the Business Office. CAAN Academy reserves the right to change, without prior notice, any of the following tuition and fees. The tuition and fees listed represent pricing for the current school year. Please contact the Business Office for further information. No certificates of completion or transcripts will be released until the student's account reflects a zero balance. All ancillary fees are nonrefundable.

1. Tuition

Registration/Application fee is \$150.00 and is non-refundable. This payment covers the cost of preadmission exams and processing.

- I. Students who require repeating of course(s) must pay the contracted tuition rate and fees applicable to such course(s) at the time they register for the course.
- II. Payment plan options are available to pay tuition for Scholarship and Educational Incentive student recipients and for Self-Pay Students. (see Tuition and Enrollment Agreements).
- III. A \$20 non-refundable payment will be assessed on all accounts not paid in full by the last installment date and for Payment plan options.
- IV. A \$35 NSF fee will be applied to all returned checks.

Tuition Cost	\$30,000.00
Application Fee	\$150.00
Drug Screening	\$75.00
Books	\$975.00
Student Service Charge	\$1000.00
CAAN Academy Monogrammed Uniform	\$100-\$200.00
ATI Comprehensive Package	\$615.00
NCLEX Exam (subject to change by testing facility)	\$363.00

2. Methods of Payment

Acceptable methods of payment for the program are Cash, Check and Money Order.

Currently, the following sources are accepted, and are the student's responsibility to furnish and secure:

A. State Montgomery GI Bill- "Programs are approved by the Illinois State Approving Agency for the enrollment of qualified veterans and/or other eligible persons to receive Montgomery GI Bill education benefits."

B. Workforce Investment Opportunity Act (WIOA):

Please visit local office for eligibility requirements and application
<http://www.workforceboard.org>

C. Private/ Self pay

- Loans and scholarships from private sources, such as hospitals and health care agencies, service organizations, foundations, and civic organizations.
- Gift aid awarded in recognition of outstanding achievement.
- Students will pay balance according to the payment schedule. (*See Tuition and Enrollment Agreements*)

Illinois Department of Public Health (IDPH) Scholarship:

Students admitted into the nursing programs are eligible to apply for the Nursing Education Scholarship Program administered by IDPH. Applications are accepted March 1 through May 31. For more information, please visit www.app.idph.state.il.us/ruralhealth/nesp

2c. Private/Self Pay: To register for each course of study, 1% of the tuition costs must be paid to start the course, with payments made every five (5) weeks. The **full/total balance** is due by the last official day of that course. Failure to pay balance in full will result in a **Financial Hold** placement and the student **unable to register** for the next course of study.

The student must provide written documentation of all funding sources that are to be applied to their Tuition payments to the Fiscal Department. All financial obligations for the cost of the program are the responsibility of the student.

All student accounts must be current by the date of the Comprehensive Final Exam for student to be eligible to sit for the exam.

3. Financial Obligations/Financial Holds: Students who have not met the financial obligations are ineligible to complete final exam or ATI Proctor Exam for the enrolled course until course is paid in full. Students will not receive official grade transcripts, a Certificate of Program Completion, a Certificate of Education (Ed-NUR) form to take state exam or will be permitted to register for another course.

They are not eligible to participate in the End of Program Activities (Pinning, etc.) until all financial obligations are met. All Financial matters are addressed by the Fiscal Department.

4. NCLEX Sign-off: Students who have completed all academic requirements for issuance of Certificates of completion but have not met the financial requirements will have 6 months from date of graduation to meet the financial obligation and receive certifications. After the 6-month period, the student will be required to successfully complete a NCLEX-RN review course as approved by CAAN Academy before student will be eligible for receipt of the Program Completion Certificate.

CANCELLATION/REFUND POLICY

CAAN Academy of Nursing has adopted and will enact cancellation and refund as identified by the *Illinois Board of Higher Education 23 Illinois Administrative Code 1095*:

- I. Applicants not accepted by the school shall receive a refund of all tuition and fees paid within 30 calendar days after determination of non-acceptance is made.
- II. Application-registration fees of \$150.00 will be charged at initial enrollment and non-refundable.
- III. Deposits or down payments will become part of tuition. CAAN will mail to the student a written acknowledgement of student's written request for cancellation or withdrawal within 15 calendar days of the postmarked date of notification and/or appropriate refund.
- IV. A student must give *notice of cancellation to the school in writing*. All student refunds shall be made by the school within 30 calendar days from the date of written receipt of the student's cancellation.

- V. The unexplained absences of a student from school for more than 3 consecutive school days shall constitute constructive notice of cancellation to the school. For purposes of cancellation the date shall be the last day of attendance.
- VI. CAAN shall refund all monies paid to it under any of the following circumstances:
- The school did not provide the prospective student with a copy of the student's valid enrollment agreement and a current catalog or bulletin.
 - The school cancels or discontinues the course of instruction in which the student has enrolled; and
 - The school fails to conduct classes on days or times scheduled, detrimentally affecting the student.

Refund Policy & Sliding Refund Schedule:

Course Length	100% Refund	80% Refund	No Refund
15 weeks	Through the 7 th calendar day of course	Through the 14 th calendar day of course	After the 14 th day of course

SATISFACTORY ACADEMIC PROGRESS

The Academy has established standards for evaluating the knowledge and skills gained by the student in training. These standards ensure that the student progresses toward achieving the programs objectives.

MAXIMUM TIME OF COMPLETION

The Satisfactory Progress Policy establishes that a student under normal circumstances may repeat the same course only once. If a passing grade is not achieved in the second attempt, the student will be dismissed from the program. No more than two courses may be repeated. Students who fail a third course will be dismissed from the program. In extenuating circumstances, the Program Director will meet with the student and decide whether readmission for a third and final attempt is warranted, and the Administrative Team will make the final decision. The maximum time frame for the completion of the LPN-RN is four (4) semesters from the start of the first nursing course (NRSG) after admission to the School of Nursing, not including periods of non-enrollment. Students who do not complete the required coursework/objectives within the allotted completion timeframe will be terminated from the program. Students will receive individual career counseling from the Program Director.

A student who exceeds the four (4) semester completion timeframe may apply as a new applicant for admission to the program. All admission requirements will apply. Once the student is admitted into the program the student must complete all required core nursing program courses and all assigned coursework.

CONSUMER INFORMATION

ABHES ADMISSION STATISTICS: Reporting Period July 1, 2020 - June 30, 2021

Beginning Enrollment: 9 New Starts: 13 Re-entry: 3 Graduates: 10 Retention Rate: 57% Examination Pass Rate: 60% Job Placement Rate: 100% Ending Enrollment: 11

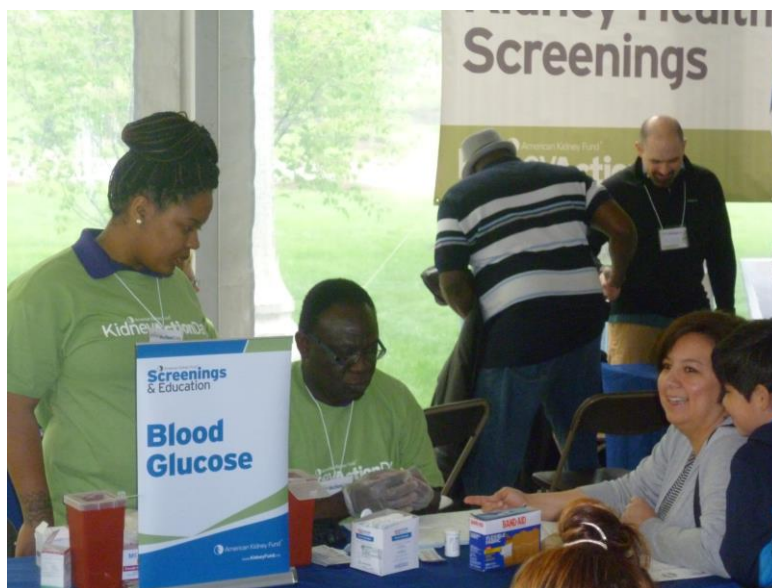
DISCLOSURE REPORTING CATEGORY

Reporting Period (Last 2 years): July 1, 2019- June 30, 2020 / July 1, 2020- June 30, 2021

DISCLOSURE REPORTING CATEGORY	LPN-RN, ASN 2019-2020	LPN-RN, ASN 2020-2021
A) For each program of study, report:		
1) The number of students who were admitted in the program or course of instruction as of July 1 of this reporting period.	12	9
2) Number of additional students who were admitted in the program or course of instruction during the next 12 months and classification in on		
a) New starts	0	13
b) Re-enrollments	0	3
c) Transfers into the program from other programs at the school	0	0
3) The total number of students admitted in the program or course of instruction during the next 12-month reporting period (the number of students reported under subsection A1 plus the total number of students reported under subsection A2)	12	25
4) The number of students enrolled in the program or course of instruction during the 12- month reporting period who:		
a) Transferred out of the program or course and into another program or course at the school	0	0
b) Completed or graduated from a program or course of instruction	3	10
c) Withdrew from the school	0	4
d) Are still enrolled	9	11
5) The number of students enrolled in the program or course of instruction who were:		
a) Placed in their field of study	3	24
b) Placed in a related field	0	0
c) Placed out of the field	0	1
d) Not available for placement due to personal reasons	0	0
e) Not employed	0	0
B1) The number of students who took a State licensing examination or professional certification examination, if any, during the reporting period.		
	3	10
B2) The number of students who took and passed a State licensing examination or professional certification examination, if any, during the reporting period.		
	3	6
C) The number of graduates who obtained employment in the field who did not use the school's placement assistance during the reporting period; such information may be compiled by reasonable efforts of the school to contact graduates by written correspondence.		
	3	6
D) The average starting salary for all school graduates employed during the reporting period; this information may be compiled by reasonable efforts of the school to contact graduates by written correspondence.		
	\$35/hr	\$38/hr

VOTER REGISTRATION As an institution participating in the administration of Title IV Federal Student Aid program, CAAN Academy of Nursing would like to remind US citizen students who are 18 years and older, the importance of exercising the right to vote.

If you are interested in participating in local, state or national elections, please visit the Election Assistance Commission website at http://www.eac.gov/voter_resources/register_to_vote.aspx to learn how you can register to vote.



CAAN Academy students participating in American Kidney Fund event

Board of Directors, Advisory Council, Faculty and Staff

School Board of Directors & Advisory Council

Board of Directors

Carol Alexander, DNP, APRN, ACNS/NP-BC - **President**
Gregory Shephard, BHRM - **Vice President**
Camilla Stewart, BBA - **Treasurer**
Rose Murry, MSN, ACNS - **Secretary**
Julian Alexander Sr. – **Trustee, Richton Park**
Charlotte Hayes-Mason, LPN - **Member**
Antrell Outlaw, LPN, BAPsy – **Member**

Advisory Council

Angela Shephard, RN, BSN
Cynthia Butler – **Trustee, Richton Park**
Cathryn Sills, RN, MSN
Denise Heath, RN, BSN
Paul Thomas, MS - Interim GE Director
Beth Griffin - Member
Walter White, BBA

Administrative Office

Carol Alexander, President/CAO,
DNP, Governors State University
MSN, Governors State University
ACNS/NP-BC, American Nurses Credentialing Center
BSN, Chicago State University

(Full-Time)
University Park, IL
University Park, IL

Chicago, IL

Cathryn Sills, Program Director
MSN, ACNS, Governor State University
BSN, Southern University A&M College

(Full -Time)
University Park, IL
Baton Rouge, LA

Bellyn Gordon, Administrative Assistant
AA, Harold Washington

(Full-Time)
Chicago, IL

Vernona Cox, Receptionist
BA(c), Roosevelt University

(Full-Time)
Chicago, IL

Antrell Outlaw, Vice President, Financial Director
BAPsy, Chicago State University
LPN, City Colleges of Chicago

(Full-time)
Chicago, IL
Chicago, IL

Taquala Shack, Financial Aid Advisor
BBM(c), Chicago State University

(Part-Time)
Chicago, IL

Faculty

Leslie Adams-Bailey, Adjunct Faculty
ASN, South Suburban College
BSN, Olivet Nazarene University
MSN, Olivet Nazarene University

(Part-Time)
South Holland, IL
Bourbonnais, IL
Bourbonnais, IL

Erica Allen, Full-Time Faculty
DPN, Indiana Wesleyan University
MBA/MSN, Indiana Wesleyan University
BSN, Indiana Wesleyan University
ADN-RN, Ivy Tech State College
ADN-MA, Davenport University

(Full Time)
Marion, IN
Marion, IN
Marion, IN
Indianapolis, IN

Ginger Dean, Adjunct Faculty
AAS, South Suburban College
BSN, Governor's State University
MSN, Walden University

(Part-Time)
South Holland, IL
University Park, IL

Pamela Hutcherson, Full-Time Faculty-Shared
BSN, Olivet Nazarene University
MSN, MBA, University of Phoenix

(Full-Time)
Bourbonnais, IL
Chicago, IL

Sylvia Wiley, Adjunct Faculty
FNP, Olivet Nazarene University
MSN, University of Phoenix
Governor State University

(Part Time)
Bourbonnais, IL
Chicago, IL
University Park, IL

Joyce Taylor, Adjunct Faculty
MSN, North Park University
BSN, Alverno University

(Part Time)
Chicago, IL
Milwaukee, WI

Lawanda Woods, Adjunct Faculty
MSN, Governors State university
BSN, Chicago State University

(Part Time)
University Park, IL
Chicago, IL

Ruby Elkins, Adjunct Faculty, CAAN Academy of Nursing
MSN, DePaul University
BSN, DePaul University

Adjunct
Chicago, IL
Chicago, IL

Rupa Potti, Adjunct Faculty
DNP, Chamberlain College of Nursing
MSN, Governors State University
BSN, Andhra Pradesh

Adjunct
Downers Grove, IL
University Park, IL
India

General Education Faculty

Biology/Science Faculty

Paul Thomas, Interim General Education Director MS Bio, Roosevelt University	Part-Time) Chicago, IL
<u>English Faculty</u>	
Jacquelyn Dvorak M.A. English, Governor State University	(Adjunct) University Park, IL
Derrick English M.A. English, Chicago State University	(Adjunct) Chicago, IL
Patricia Welch B.S.Ed. concentration: English,	(Adjunct) Chicago, IL
<u>Math Faculty</u>	
Marvin J. Johnson, MAM, DePaul University	(Adjunct) Chicago, IL
Shatondia Clayton, MSM, Chicago State University	(Adjunct) Chicago, IL

CONSENT & ACKNOWLEDGEMENT FORMS

CAAN Academy Uniform Policy

Students preparing for a nursing career bear the responsibility to conduct themselves and dress in a manner that reflects professionalism. Proper attire and appearance enhance both your credibility and that of the school with students, their families, and agency personnel.

All nursing students are required to wear a CAAN Academy uniform in all CAAN Academy settings and activities. **No nursing student is allowed to wear his or her CAAN uniform or any article of clothing bearing CAAN Academy insignia outside of CAAN Academy settings and activities unless specifically authorized in writing to do so by Dr. Carol Alexander/Ms. Cathryn Sills.** No other CAAN Academy representative may provide the above-mentioned permission.

Unless authorized as stated above, under no circumstances beyond the student's commute to and from CAAN Academy is any student allowed to wear his or her CAAN uniform or any article of clothing bearing CAAN Academy insignia outside of CAAN Academy settings.

Students are prohibited from wearing these items on their personal time including while representing¹ outside agencies, organizations, entities, or employers. Any student found to have violated this policy is committing ethical violations and may be expelled. These students also expose themselves to significant legal and personal liability.

INDEMNIFICATION

(A) Student.

Student agrees to indemnify, defend, and shall hold harmless CAAN Academy and /or his agents, and to defend any action brought against said parties with respect to any claim, demand, cause of action, debt or liability, including reasonable attorneys' fees to the extent that such action is based upon a claim that: (i) is true, (ii) would constitute a breach of any of Student's representations, warranties, or agreements hereunder, or (iii) arises out of the negligence or willful misconduct of Student in representing him or herself as an agent of CAAN Academy pursuant to this policy.

(B) Notice.

In claiming any indemnification hereunder, CAAN Academy shall promptly provide the indemnifying party with written notice of any claim within 30 days of receiving notice of the claim, which CAAN Academy believes falls within the scope of the foregoing paragraphs. CAAN Academy may, at its own expense, assist in the defense if it elects to do so, provided that the indemnifying party shall control such defense, and all negotiations relative to the settlement of any such claim. Any settlement intended to bind CAAN Academy shall not be final without the CAAN Academy's written consent, which shall not be unreasonably withheld.

CAAN Academy Uniform Policy Acknowledgement

I have received and reviewed the dress code policy and will abide by its procedures as a condition of my position as a student in the CAAN Academy Nursing Program.

Student Printed Name (Date)

Student Signature (Date)

CAAN Academy shall provide each student with a copy of this document once it has been executed

COURSE REQUIREMENTS, PROGRAM POLICIES AND DISCIPLINE
PROCEDURE ACKNOWLEDGEMENT

I hereby certify that I understand and agree to comply with the matters set forth by the HIPAA law and agree that any breach thereof will result in disciplinary action up to and including termination from this program.

Initial - _____

My signature below indicates that I have read the LPN-RN, ADN Student Catalog. I am aware of my responsibility to meet the LPN-RN course requirements and follow the program policies of the LPN-RN program, including Distance Education if/when it pertains to me, at CAAN Academy of Nursing as stated on the previous pages.

Initial - _____

ACKNOWLEDGEMENT

I also acknowledge receipt of the LPN-RN, ADN Program Policy for Standards of Conduct. I have read and understand the statement and agree to abide by the standards and rules set forth therein. I understand that failure to abide by the Policy for Professional Conduct may result in a discipline up to and including dismissal from the Program. I understand that I will not receive a refund of tuition or fees or for books, supplies, or equipment purchased should I be dismissed from the Program for violating this policy.

Initial - _____

RIGHT OF REVISION

CAAN Academy reserves the right to revise (*add, delete, and/or modify*) the Catalog, syllabus, and course requirements with reasonable notification to the students currently enrolled in the course.

Signature: _____ Date: _____

Name (Please Print): _____ Date: _____

CAAN Academy of Nursing
MEDIA CONSENT AND RELEASE AGREEMENT

Students who attend CAAN Academy of Nursing are occasionally asked to be a part of publicity, publications and/or other public relations activities. In order to guarantee student privacy and to ensure your permission for your participation CAAN asks that our sign this form.

This Agreement below indicates approval for the student's name, picture, work, voice or verbal statement to appear in CAAN publicity or publications, videos or on the website (www.CAANACADEMY.org) For example, pictures of students and articles about school activities may appear in newspapers or publications published by CAAN or any of our partnership agencies. These pictures and articles may or may not personally identify the student, and the pictures and/or videos may be used by CAAN in subsequent years.

AGREEMENT

CAAN agrees that the student's name, voice, work, verbal statements, portraits, or pictures shall only be used for public relations, public information, school promotions, publicity, and instruction

- ☐ The student acknowledges understanding and agrees that:
- No monetary consideration shall be paid
 - Consent and release have been given without coercion or duress
 - The agreement is binding upon heirs and/or future legal representatives
 - The student's name, photographs, video, work, and/or statement may be used in subsequent years.
 - If the student has special needs, no such identification will be released.

If the student wishes to cancel this Agreement with CAAN, they may do so at any time with written notice.

Refusal Statement

- ☐ I refuse to consent to CAAN Academy of Nursing's Media Consent and Release Agreement. I take full responsibility in removing myself from school activities, on and/or off campus, that may capture my likeness in photos, videos, audio, etc. I understand that CAAN is not liable if I fail to remove myself from media presence.

Student _____
(Signature)

Student _____ Date _____
(Print Name)



4747 Lincoln Mall Drive - Suites 420/400/405
Matteson, IL 60443

Phone: 708-983-1645 Fax: 708-983-1601

CAANAcademy.org

Carol L. Alexander DNP, APRN, ACNS/NP-BC – President, CAO

Cathryn Sills, MSN, ACNS – Program Director