

CAAN Academy of Nursing

“To Inspire, Motivate, Cultivate and Educate Nurses woven in the Moral Fibers of Care & Compassion”



Practical Nursing Program Student Catalog

2020 – 2021

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www.CAANAcademy.org

CAAN Academy of Nursing Practical Nursing (PN) 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)

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Program Approved by the Illinois Department of Finance and Professional Regulation (IDFPR)

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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

CAAN Academy of Nursing
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

We applaud you for choosing your Career in Nursing! As Nurses, we can attest that you have made an excellent career choice and we are here to support you on your journey. A Career in Nursing offers vast opportunities personally, professionally, and spiritually. Nursing is a spiritually rewarding career where you can establish a more insightful life for yourself while improving the lives of others entrusting their lives to you.

According to the Gallup Poll Nursing is the number one trusted profession in the world. Nurses have historically topped the list every year since being added to the survey in 1999—excluding 2001, when firefighters were named the most trustworthy professionals in America. In addition, Nurse's experience both Personal and Professional rewards upon licensure. They have immediate employment opportunities in multiple settings with very lucrative starting salaries. Nursing offers other benefits such as specialty areas, professional organizations, networking opportunities and educational conferences designed to suite your individual personalities, just to name a few. We are extremely excited that you have chosen CAAN Academy of Nursing to begin your educational journey into the Profession of Nursing!

Those of us here at CAAN Academy proudly accept our purpose and station in life to inspire, motivate, cultivate, and educate nurses woven in the moral fibers of care and compassion that is driven to deliver comprehensive patient focused care. To achieve this goal, we have established the following:

- An environment that has an inviting and nurturing atmosphere.
- A caring and concerned Faculty that mentors, tutors, supports and promotes academic success.
- A culture of acceptance, guidance, and reassurance.
- An individualized learning experience supporting the development of Professionalism, Critical Thinking, and the application of theoretical knowledge in various clinical settings.

As Diamonds cut Diamonds and Steel Sharpens Steel, we here at CAAN Academy exert every effort to promote your success. This is accomplished by offering our students the support needed to build your foundation for placement and advancement in the field of Nursing. Our program is unique and comprehensive offering two to three Certifications which includes a Basic Nurse Assistant Training (BNAT)/(CNA), if selected.

We would like to proudly acknowledge our CAAN Alumni for all the successes that they are actively achieving. Our former students are now enjoying the fruits of their labor being gainfully employed in multiple healthcare settings and many of our students now have advanced degrees. Your academic success is the goal of every staff and faculty member here at CAAN Academy. We eagerly await the opportunity to assist you in steering your course in the Profession of Nursing.

Sincerely,

Carol L. Alexander DNP, APRN, ACNS/NP - 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

Academic Calendar reflects all programs offered at CAAN Academy

VISION STATEMENT

“To Inspire, Motivate, Cultivate and Educate Nurses woven in the Moral Fibers of Care & 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 a service driven professional discipline, which values and respects the total human person (mind, body, and spirit), and its relationship with the environment. In understanding that humans are open systems, with the ability to adapt to the environment where they exist maintaining variable levels of health and wellness. To practice within the discipline of nursing, nurses must utilize a varied body of knowledge drawing from the arts and sciences. Nurses must recognize that 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 first 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 actively embrace diversity while unceasingly providing encouragement, mentorship, and knowledge. We must lead by example utilizing methodologies and principles of integrity, honesty, academic scholarship, service, and life-long learning.

HISTORY

The Coalition of African American Nurses (CAAN) was incorporated as a Not for Profit in 2002, by Dr. Carol Alexander and Rose Murry along with their colleagues at Chicago City College’s Dawson Skill Center with an ultimate mission to decrease the health care disparity in the African American community. In continuing research in this area, the findings revealed that a strong diverse nursing workforce is critical in accomplishing the goal of decreasing the healthcare disparity. With this concept in mind the vision for CAAN Academy of Nursing was born and realized in 2006.

CAAN Academy of Nursing addresses three (3) needs:

- (1) The need to infuse the community with caring compassionate nurses.
- (2) The need to increase diversity in the nursing workforce to decrease the healthcare disparity
- (3) The need to provide career opportunities for diverse groups upon certification or licensure.

In 2007 Illinois Department of Finance and Professional Regulation (IDFPR) and the Illinois State Board of Education (ISBE) granted program approvals to operate the PN Program in Thornton Fractional High School District 215. In 2012 the Illinois Board of Higher Education (IBHE) authorized the adult post-secondary PN program. In 2015 Accrediting Bureau of Health Education Schools (ABHES) granted national accreditation and on June 9, 2016 Title IV Funding was approved for financial aid.

CAAN has partnered with multiple organizations receiving financial assistance for students from the following: 2015 Workforce Innovation Act (WIA) training seven (7) dislocated workers, 2010 Governors State University (GSU) US Department of Labor (USDOL) grant, training sixty (60) students receiving partial funding of tuition. 2011 Southland Healthcare Forum (SHCF) Illinois Department of Health and Human Services (IDHHS) grant, training twenty (20) students providing total tuition and supportive developmental services for the students.

CAAN Academy to-date has proudly graduated 35 High school and 170 Adult students totaling 205 Nurses employed within their communities in their choice of healthcare settings. To-date CAAN students have accomplished an 90% overall NCLEX-PN pass rate on 1st attempt with 100% employed.

CAAN's has a unique feature a Professional Development Opportunity (PDO) component that is threaded throughout the program which aids in the student's professional development. The objectives of the PDO include leadership identification and development of professional respectful behaviors which includes caring and compassion, participation in community service, enhancement of writing skills, spiritual awakening and uplifting those experiencing hopelessness along with encouragement for students to become lifelong learners. This component promotes a holistic approach to teaching nursing education encompassing mind, body, and spirit.

CAAN has also established many collaborations for networking 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 Veterans of Foreign War Ladies Auxiliary. CAAN is currently negotiating other healthcare awareness activities within the neighboring churches and shelters.

APPROVALS & ACCREDITATION

Approvals

- Illinois Department of Finance and Professional Regulation (IDFPR)
- Illinois Board of Higher Education (IBHE)
- Approval for Veteran Training- Montgomery GI Bill education benefits

National Accreditation

- Accrediting Bureau of Health Education Schools (ABHES)

PROGRAM OBJECTIVES

1. Academic Achievement: The student will be able to apply principles from the biological and social sciences to identify client needs while demonstrating therapeutic communication techniques. The student will develop knowledge and experience with the legal/ethical standards of practical nursing and will be able to demonstrate safe medication dosage calculation identifying the ethical and legal responsibilities of the practical nurse related to drug administration.

2. Occupational Competence: The student will be able to complete the licensing process on successfully completing the six (6) courses for certification of complete to sit for NCLEX-PN licensing exam to practice as a practical nurse. Upon licensure the graduate will be able to provide competent holistic nursing care collaborating with the client and members of the health care team utilizing concepts of the nursing process, while employing the essential principles of teaching and learning to appropriately meet the clients needs. Implement basic nursing skills safely and accurately to meet client needs. Practice within the parameters of individual knowledge and experience and legal/ethical standards of practical nursing.

3. Educational Attainment: The student will be able to obtain articulation opportunities to colleges and/or universities on acquiring his/her licensure as a practical nurse. The LPN will have the opportunity to advance to the status of the registered nurse in the areas of leadership, research and education.

4. Employment: The student will be able to obtain employment through two vehicles; The First: After successfully completing the first course (Fundamentals of Nursing/PN 101) the student will qualify to sit for the Basic Nursing Assistant Training (BNAT) also known as the Certified Nurse Assistant (CNA) examination. The Second: After successfully completing the program and passing the NCLEX-PN examination the graduated student will then become a Licensed Practical Nurse (LPN). Both options lead to employment providing economic self-sufficiency and opportunities for career advancement:

5. National Accreditation: Sustain National Institutional Accreditation through the Accrediting Bureau of Health Education Schools (ABHES). The objectives of this process benefit prospective and existing students by 1). ensuring the preservation of the school's quality and integrity through annual review of the program's

systems 2). it maintains the requirements to offer financial assistance through the Free Application for Federal Student Aid (FAFSA) Title IV funding program. 3). it allows other institutions the opportunity to evaluate our program's courses for application of transferable credits to their institutions.

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.

ACADEMIC PROGRAM DESCRIPTION

CAAN Academy of Nursing PN Program is nationally accredited through ABHES, holds IDFPR and IBHE approval to offer one to two certificates upon completion; 1. *Basic Nurse Assistant Training (BNAT)/Certified Nurse Assistant (CNA) (if elected and applicable)* 2. *Practical Nurse (PN) with Pharmacology-Venipuncture Certification (currently student's **do not** receive credit hours).* Classes are provided within an IDFPR/IBHE approved location. The Program provides a *15.75 month: 59 - week - 1180 clock hour* curriculum.

The PN program is designed to prepare the student with the knowledge, skills, and attitude necessary to successfully pass the NCLEX-PN licensing exam. The student will be able to provide comprehensive competent practical 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 2021.

The program contains six (6) courses. These courses are all woven with threads that include the application of knowledge related to, mental health, the nursing process, therapeutic communication, teaching and learning, collaboration, clinical competence, pharmacology, and professionalism. After completion of the PN 101 course the student is eligible to sit for the Certified Nursing Assistant examination thereby, eligible for immediate gainful employment in the health care system. Students must complete Fundamentals, Adult Nursing I & II, Obstetrics, Pediatrics and Role Synthesis with a minimum grade of 77.5% = 78%/C to successfully complete the program. On completion of the program, the PN and Pharmacology Certificates are issued. The student is then eligible to sit for the NCLEX-PN exam for licensure as a Licensed Practical Nurse (LPN).

The student is prepared to practice in multiple health care settings utilizing basic nursing care knowledge and skills to performing extended roles such as team leader and coordinator in appropriate health care settings. The practical nurse works under the guidance and direction of licensed professionals, Registered Nurse, Physician, Dentist or Podiatrist. The program's *instructional delivery method is Hybrid: Online (when required) and Residential (face-to-face)* theory and skills lab are provided within the classroom and clinical lab along with off-campus clinical practicum experiences are provided at our partnering affiliate agencies.

ADMISSION REQUIREMENTS AND PROCEDURES

Program is for adolescents and adults (16 years and older) who meet the following entrance criteria:

Admission Requirements – Prerequisite Criterion

- High School Diploma (HSD) or High School equivalency Certificate (GED)
- GPA of at least 2.5 on 4.0 scale preferred.
- TABE Reading Comprehension and Math Exam administered by CAAN. (Must score at 12th grade level) **
- Completed Practical Nursing Application
- 500 word essay (Why I Want to Be A Nurse)
- Student interview(s) conducted by Admissions committee.
- Two (2) letters of reference: (1) professional (1) personal.
- Copy(s) of official transcript(s) (high school and college) must accompany all applications – (It is the applicants responsibility to secure transcripts)
- Signed Practical Nursing Program Catalog Contract for Commitment.
- Drug/Alcohol Screening and Background check (Upon Admission into the Program)

ADMISSION REQUIREMENTS AND PROCEDURES (CONTINUED)

Prerequisite Coursework

- Medical Terminology*
- English
- Math (090 or greater)
- Psychology
- A&PI
- Basic Computer Skills*

***Proficiency Credit:** eligible students (*Certified Nurse Assistance, Medical Assistants – in good standing*) may take a competency exam – administered by CAAN, to demonstrate proficiency for the identified prerequisite course(s).

**** Remediation is Available for those students who score no less than a 10th grade level in either the math or reading test components.**

There is no advance placement and/or credit given for experiential learning. CAAN Academy of Nursing does not guarantee employment.

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 prerequisite courses for admission to the program. Transcripts are recognized by 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.**

LICENSURE AND REGULATION

Prior to enrolling in programs students are advised to review the applicable licensure/certification procedures and requirements and Illinois 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 is 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 FOR PN CERTIFICATE

FIFTEEN (15) MONTHS = ONE (1) YEAR + THREE (3) MONTHS

The following courses - *must be taken in sequence*

FIRST 600 Clock Hours

Course #	Course Name (abbreviation)	Theory Hours	Lab/Clinical Hours	Total Contact Hours	Weeks
PN 101	Fundamentals of Nursing (FON)	220	80	300	15
PN 102	Adult Nursing, I (ANI)	220	80	300	15
Total Clock Hours		440	160	600	30

SECOND 580 Clock Hours:

Course #	Course Name (abbreviation)	Theory Hours	Lab/Clinical Hours	Total Contact Hours	Weeks
PN 201	Adult Nursing II (ANII)	220	80	300	15
PN 202	Obstetric Nursing (ON)	60	40	100	5
PN 203	Pediatric Nursing (PN)	60	40	100	5
PN 300	Role Synthesis (RS)	72	8	80	4
Total Clock Hours		412	168	580	29
Program Totals <i>(Minimum Requirements for Certificate Achievement)</i>		852	328	1180	59

The clock hours are delineated by the 29 – 30-week period indicated for the PN program. These are the clock hours required in the Core PN program. Core PN program – includes Nursing content courses Only.

COURSE DESCRIPTIONS

Course #/Title:	PN 101 - Fundamentals of Nursing		Total Clock
	Theory	Clinical	Hours
Clock Hours:	220	80	300

Description: This inquiry-based course introduces and explores the historical development of concepts and principals. Emphasis is placed on the nursing process and skills of practical nursing as the framework for establishing and guiding nursing care in all healthcare settings. Students learn to use critical thinking skills to gain knowledge of medical terminology, pharmacology, develop communication skills necessary to foster nurse client relationships, anatomy, and physiology as well as psychosocial health concepts. The student will have an introduction to extended roles such as team leader and coordinator. After the first semester the student is eligible to sit for the Certified Nursing Exam.

Course # /Title	PN 102 – Adult Nursing I		Total Clock
	Theory	Clinical	Hours
Clock Hours:	220	80	300

Description: Using inquiry and clinical experience, this course includes concepts and practices used to provide medical and surgical nursing care to adults over 60 years of age with common physical and mental health care needs. Participating in discovery-based activities in the classroom and various clinical settings students learn and implement numerous nursing concepts and skills needed for adult client care. The theoretical and conceptual learning includes anatomy and physiology, pharmacology, preventative and medical nutrition, ethical/legal guidelines of medical and surgical care, nurse-adult client and health care team relationship(s) and medical professionalism.

Course #/Title:	PN 201 – Adult Nursing II		Total Clock
	Theory	Clinical	Hours
Clock Hours:	220	80	300

Description: Using inquiry and clinical experience, this course includes concepts and practices used to provide medical and surgical nursing care to adults' aged 19 - 59 years of age with common physical and mental health care needs. Participating in classroom-based discovery activities and various clinical settings students learn and implement numerous nursing concepts and skills needed for adult client care, including adult anatomy and physiology, pharmacology, preventative and medical nutrition, ethical/legal guidelines of medical and surgical care, nurse-adult client and health care team relationship(s) and medical professionalism.

Course #/Title:	PN 202 – Obstetrics		Total Clock
	Theory	Clinical	Hours
Clock Hours:	60	40	100

Description: Using inquiry and clinical experience, this course includes concepts and practices used to provide nursing care to adults and youth during prenatal, delivery, and post partum (including care of the normal newborn). Participating in classroom and laboratory-based discovery activities and various clinical settings, students learn and implement numerous nursing concepts and skills needed for prenatal, delivery and postpartum client care, including anatomy and physiology of mother and fetus, preventative and medical nutrition, pharmacology, ethical/legal guidelines of medical and surgical care, nurse-adult client relationship and medical professionalism.

Course #/Title:	PN 203 – Pediatrics		Total Clock
	Theory	Clinical	Hours
Clock Hours:	60	40	100

Description: Using inquiry and clinical experience, this course includes concepts and practices used to provide nursing care for children 1 month to 18 years of age with common physical and mental health care needs. Participating in classroom and laboratory-based discovery activities and various clinical settings, students learn and implement numerous nursing concepts and skills for pediatric, medical and surgical care, including child anatomy and physiology, preventative and medical nutrition, ethical/legal aspects of medical care, communication, and impact of cultural diversity on medical care, nurse-client relationship, and nursing professionalism.

Course #/Title:	PN 300 – Role Synthesis		Total Clock
	Theory	Clinical	Hours
Clock Hours:	72	8	80

Description: This course focuses on gaining knowledge and skills important to implementing the nursing role on the level of Licensed Practical Nurse. Aspects taken into consideration include attitudes, values, skills expected from the public and peers. Included in this course will be the knowledge from various skills acquisition models including Dryfus and Brenner related to role acquisition, transition, conflict, ambiguity, and stress and strain. Also included will be review of ethical/legal aspects, communication, impact of cultural diversity and nursing professionalism. Student must pass the National Standardized Exit Exam (NSEE) to pass course. Preparation to sit for the NCLEX licensure examination will take place during this course and the Pharmacology and Venipuncture Certificates will be issued.

GRADING SCALE EVALUATION

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

All practical nursing students are required to maintain a minimum grade of 77.5=78%/ “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

- Instructors may use the Peer grading method with exams or assignments.
- Students have the choice of not participating in peer grading. Thereby having the instructor grade applicable exams and assignments.
- Instructors will have a minimum of 72 hours to grade and return all exams and assignments.
- Students are required to adhere to a 48-hour time between review of exams and exam retakes (NO EXCEPTIONS).
- Students will have a maximum of 72 hours from missed exam date to take the missed exam.
- Students who exceed a maximum of 72 hours will receive a zero (0) for that exam.
- 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.
- Students are allowed to take missed quizzes or retake quizzes only at Instructor discretion.
- Students are responsible for maintaining a record of their grades (CAAN will provide only two academic reports per course taken during the program: mid-term and final grades)
- 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 end of course ATI Comprehensive Exams with required Benchmarks.
3. Achieve a grade of “Pass” in the clinical component of the nursing course.
4. 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.
5. Achieve a grade of “Pass” on completion of all skill evaluations.
6. Meet attendance requirement for the course. (see Attendance Policy)

CLINICAL EXPERIENCE & EVALUATION

The clinical component is to be performed face-face with patients in the clinical settings to apply the principles of teaching-learning to patient centered quality nursing care. Simulation is utilized in the skills lab to prepare students for their clinical experiences. The skills labs have students performing basic to advance skills within their scope of practice. Students are equipped with a skills checklist that follows them through their program. The faculty guides, directs and completes scheduled evaluations on the students' performance. The clinical component is 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 (7) areas of performance. The Clinical Evaluation tool has a numeric scale. It is utilized to provide assessment of student proficiency in seven (7) areas of performance. The student's performance is rated from Exceptional = four (4) to Failure/Unsafe = zero (0). The student must score a minimum of 100 points = 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 Re-admissions policy). If the student is readmitted to the program both the theory and clinical components must be repeated.

Clinical Skills Mentoring and Tutoring

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.

PROFESSIONAL DEVELOPMENT OPPORTUNITIES (PDO)

Professional development Opportunities (PDO) are required for each course of the PN Program. Four (4) opportunities are required for courses 1-3 (FON, ANI, ANII), two (2) opportunities are required for courses 4-5 (OB & PEDS), and one (1) opportunity is required for the 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.

PDO Attendance

Students sign up to attend their desired PDO/event. Students must submit an Essay no later than 7 days after the PDO to receive credit for attendance. The essay rubric is available in the course folder. Once the student signs up for the PDO, the student will be considered scheduled for the event; failure to attend (No Show) a scheduled PDO event will result in a (0) zero grade for participation. Students who arrive late to the scheduled PDO and/or events will receive a 2% deduction of the course participation grade.

Essay Criteria

Professional Development Essays are due for each event that the student attends. The essay is to be turned in no later than seven (7) days from the date of the opportunity/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 opportunity/event. Therefore, the student will need to attend another professional development opportunity to make-up for the incomplete professional development component. Essays are graded utilizing the structured rubric. If the essay does not meet the required score of $>$ or $= 77.5\%=78\%/C$, 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 a change of grade request is when an error in the original recording of the grade has occurred. 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 33).

ATTENDANCE POLICY

CAAN Academy believes that attendance is essential to the successful completion of the PN 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 course may 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 courses may 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. Student is allowed to have no more than four (4) unexcused absences in a payment period to maintain student financial aid eligibility. If a student cannot attend a class/clinical it is the responsibility of the student to contact the practical 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. Student is required to make up all clinical hours missed per course. Student is allowed to have no more than four (4) excused absences in a payment period.

Tardiness **Three (3)** x tardy will result in **one (1)** full absence. The door is 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 must complete all required 1180 Clock Hours with at least a C grade ($77.5\% = 78\%$) in all courses. They will receive at the end of the final course PN300 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 76%) equaling to a 96% (this score is subject to change as indicated by ATI) probability success rate for the NCLEX-PN 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 can 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.

ISSUANCE OF CERTIFICATES

At the completion of the program the student will have qualified to be awarded one to two of the following certificates:

1. Practical Nurse Program Completion with Pharmacology-Venipuncture Certification.
2. Basic Nurse Assistant Training (BNAT)* (if elected)

**(students may qualify for this certificate on completion of the PN101 Fundamentals course- See LPN/BNA Criteria & Tuition & Fees).*

PN Certificate Criteria

- I. Successful completion of the PN program requires a 77.5% minimum in all six (6) courses with submission of all required coursework. Students must achieve 76% = 96% on the proctored ATI Comprehensive Predictor probability exam (also known as the National Standardized Exit Exam – NSEE) and Completion of the Pharmacology requirements (see Pharm Policy III).

Pharmacology/IV Certificate Criteria

- II. Students must complete the Pharmacology requirements as follows: 32 hours in theory, sixty-four (64) hours in lab/clinical with administration of medications and demonstration of Intravenous Venipuncture (IV) skills with ten (10) practice demonstration sticks and one (1) successful live venipuncture stick required performed under the direct supervision of qualified nursing faculty. The student is then eligible to sit for the ATI comprehensive proctored pharmacology exam of which may be taken a total of 2 times. After successfully achieving a benchmark score $\geq 70\%$ students are then eligible to receive a Pharmacology Certificate. If Pharmacology ATI is not passed in 2 attempts, the student will then have failed the Pharmacology component and will be ineligible to receive the PN Certificate of completion which requires Pharmacology with Venipuncture certification. Students will be offered to retake the Role Synthesis (RS) Course at CAAN or Pharmacology the course at the institution of their choice. After completion of the course student then will submit a transcript to retake a 3rd ATI Pharmacology Comprehensive examination with the required benchmark of 70% and validation of successful Live Venipuncture stick demonstration must be performed

On receiving the PN and Pharmacology certificates the student is then eligible to sit for the NCLEX-PN exam for licensure as a Licensed Practical Nurse (LPN).

PN: BNAT/CNA Criteria*

- III. After successful completion of the first course (**PN-101 Fundamentals**) including the evaluation of the 21 basic Performance Skills for Certified Nurse Aide Training (*by a state approved evaluator*) students are awarded a *BNAT* certificate. They are then eligible to sit for; the *Illinois Nurse Aide Competency Exam* to become a Certified Nurse Assistant. There is an additional expense to cover the cost. (*see enrollment agreement*)

Graduation & Certificate 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-PN 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. They are the Capping and Pinning Ceremonies. Upon completion of the ANI course a **Capping ceremony** is held; and upon the completion of the PN program a **Graduation/Pinning 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-PN 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 of their endeavors and to adhere to high standards of ethical and professional conduct. Students are expected to adhere to the Illinois Nursing and Advanced Practice Nursing Act & Rules and the NFLPN 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 PN101 course.

Students must adhere to the following behaviors to receive a satisfactory grade in clinical and/or 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 professional boundaries with clients, clinical staff, classmates and academic staff.
- Implement nursing care without discrimination on the basis of age, race, religion, life-style, 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 reschedule).

Common courtesy is expected in the classroom and clinical areas at all times. Smart devices (cellular phones, apple watches, ear buds, air pods, etc.), 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 final 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. 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 may be 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 SMART DEVICES - CELL PHONES, APPLE WATCHES, ETC.).

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 mustaches must be neatly trimmed.
- Jewelry is limited to a wrist watch. 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.
- TATTOS are discouraged and must be covered at all times.
- 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.
- Good personal hygiene is required. The student must be clean and odor-free.
- Proper undergarments are worn at all times that are well-fitting and meet 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 receive 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 and 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 of independent study are encouraged to promote success. The Assessment Technologies Institute (ATI) is a computerized learning tool for the ultimate NCLEX-PN 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. The classrooms are fully furnished with ergonomic chairs, workstations, computers, white boards, TV, and temperature testing materials. 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 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

CAAN has an affiliation agreement with the Richton Park Library. The library houses the programs key instructional resources for all 5 courses along with the ATI computerized system with texts available for students to check out. Additional student academic resources include healthcare related publications, articles, micro reader/printers, copy machines and abstracting services in addition to their general books, newspapers, computers, and private study area.

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

Academic 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 see the course instructor for guidance with their grades. Failure to follow this step may render the student ineligible to sit for the next exam. A case note is generated documenting the meeting and recommendation for action to be taken. A referral for supportive services will be made if needed. If tutoring is required a referral will be generated. Failure to follow this procedure will affect the student's progress in the program.

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 (PN300), 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 Certificate 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 should have Health coverage that extends 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 Practical Nursing 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/parents responsibility. A student with a health problem may continue in the Practical Nursing 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/Vaccinations Policy

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 Practical Nursing 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 a student is hospitalized and/or under a healthcare provider's care during the course of the practical nursing program, a medical release statement must be provided before returning to classes/clinical. The medical statement must 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 Practical Nursing program if the following criteria are met:

- The student has written physician permission to function in the clinical setting. Statement specifically states able to "**PERFORM FULL NURSING DUTIES, including the ability to lift up to 60lbs.**"
- 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
- Financial aid
- 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 Re-Authorization 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 Re-Authorization 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

Disability Support Services

Students admitted to the School of Nursing must be capable of meeting all admission and progression criteria as well as fulfilling the Essential Functions of Nursing Students.

Functional Ability/Category	Standard
Motor Abilities	Physical abilities and mobility sufficient to execute gross motor skills, physical endurance, and strength, to provide patient care.
Manual Dexterity	Demonstrate fine motor skills sufficient for providing safe nursing care.
Perceptual/Sensory Ability	Sensory/perceptual ability to monitor and assess patients.
Behavioral/Interpersonal/Emotional	Ability to relate to colleagues, staff and patients with honesty, civility, integrity, and nondiscrimination.
Safe environment for patients, families and co-workers	Ability to accurately identify, effectively communicate, administer medications safely and operate equipment safely etc.
Communication/Cognitive/Conceptual/Quantitative Abilities	Ability to communicate in English with clarity and efficiency (including non-verbal) with patients, families, and healthcare team members etc. Ability to read comprehend and solve problems involving measurements, calculations and analyze etc. Ability to gather data, develop a plan of action, evaluate treatment plans etc.
Punctuality/work habits	Ability to adhere to CAAN policies & procedures as described in Student Catalog. Ability to complete classroom, lab and clinical assignments at required time. Ability to adhere to classroom and clinical schedules.

The Southwest Disability Services (DSS) Chicago Heights (708) 753-1670 provides assistance to students, who qualify for reasonable accommodation under the Americans with Disabilities Act (ADA), and Sections 504 and 508 of the Rehabilitation Act. Reasonable accommodations may be granted, based upon verification with appropriate documentation, for chronic illnesses, neurological conditions, learning disabilities, psychiatric illnesses, mobility impairments, and other conditions or impairments that limit one or more of life's major activities.

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 include 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 & Fire Safety

CAAN does not maintain an on-campus student housing facility; we are a commuter campus. 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>

The Fire Alarm Specialist and building property manager conducts annual safety inspection and fire drill which includes staff and students.

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

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/APPEAL/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 Program Director (PD). Students are encouraged to voice any complaints, concerns, or suggestions to the PD, these actions must be done in writing.

Step 3: If the student remains unsatisfied after meeting with the Program 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 schools 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 CAAN cancels or discontinues the course.
- Teach only courses and employ only teachers that meet IDFP and IBHE 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.

Illinois Board of Higher Education (IBHE)
1 N. Old State Capital Suite 300, Springfield, Illinois 62701-1377
Phone: (217) 782-2551 / **Fax:** (217) 782-8548
TTY: (888) 261-2881

Please Visit: www.IBHE.org

REPEAT 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. 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.

READMISSION

Must meet the following criteria:

- Students may request readmission to the PN Program twice. Students who earn a grade below (77.5% = 78%) "C" (77.5% = 78%) 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 shall have 24 months from the initial date of enrollment to successfully complete all required course work/educational objective of the Practical Nurse Program. However, students receiving federal (Title IV) financial aid may lose eligibility after the Maximum Timeframe for Completion has been reached. See the Satisfactory Academic Progress Policy in this catalog.
- Students seeking re-entry are required to take a written exam (Fundamentals of Nursing 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 seeking re-entry after 12 months from exit date must take a written proficiency exam prior to readmission. The student is required to achieve 80% on proficiency exam and 90% on a math exam.
- Students shall be charged a reduced fee of 50% of original tuition for any courses repeated due to course failure. Repeated courses are not financial-aid eligible.

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 \$35.00 and is non-refundable. This payment covers the cost of pre-admission exams and processing.

- I. Student Services Charge of \$650.00 includes: background check, drug screen, lab fees (computer, science, nursing lab), and clinical fees.
- II. Additional Financial Responsibility is: \$200.00 which included but not limited to: white nursing shoes, watch (with a 2nd Hand), stethoscope, BP Cuff, black/red ink pens, pocket size notebook. (Note: *Students will purchase listed items through vendor of choice*)
- III. Students who wish to obtain a BNAT/CNA certification will incur an additional charge of \$375.00 includes twenty-one (21) Skills lab evaluation. Total tuition fee of \$21,375.00 includes BNAT certification post FON Course.
- IV. 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.

- V. Payment plan options are available. (see below)
- VI. A \$50 non-refundable payment will be assessed on all accounts not paid in full by the last installment date and for Payment plan options.
- VII. A \$35 NSF fee will be applied to all returned checks and checks will no longer be accepted.

Tuition Cost	\$21,200.00
Books*	\$ 340.00
Student Service Charge	\$ 650.00
CAAN Academy Monogrammed Uniform	\$ 200.00
ATI Comprehensive Package	\$ 485.00
NCLEX Exam (subject to change by testing facility)	\$ 350.00
Total Program Tuition and Fees	\$23,225.00

*Textbook information is available on the Consumer Information Disclosures page on the CAAN website.

Payment Plan

Students who do not pay the full amount due at registration may apply for a payment plan. Payment plans require an initial payment equal to at least one third (33.33%) of the total bill. The balance may be paid according to the terms of the payment plan. An additional \$50.00 finance fee is charged for all students requesting a payment plan. Failure to make timely payments according to the agreed-upon schedule will result in additional late payment charges. Non-payment will also put students at risk of being locked out of their classes until payments have been made.

2. Methods of Payment

Acceptable methods of payment for the program are Cash, Check and Money Order. Currently, the following sources of funding are accepted, and are the student’s responsibility to furnish and secure:

- A. **Federal**
 - Title IV Funding: Free Application for Federal Student Aid (FAFSA)
- B. **State**
 - Workforce Investment Act (*to apply visit: iwds.dceo.illinois.gov*)
- 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 below*) To register for each course of study, tuition deposit must be paid at registration, with payments made according to tuition schedule. 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.

D. Montgomery G.I. Bill GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <https://www.benefits.va.gov/gibill>

Beginning August 1, 2019, and despite any policy to the contrary, the educational institution named at the bottom of this form will not take any of the four following actions toward any student using

U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation and Employment (Ch. 31) benefits, while their payment from the United States Department of Veterans Affairs is pending to the educational institution: • Prevent their enrollment; • Assess a late penalty fee to; • Require they secure alternative or additional funding; • Deny their access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution. However, to qualify for this provision, such students may be required to: • Produce the VA's Certificate of Eligibility by the first day of class; • Provide written request to be certified; • Provide additional information needed to properly certify the enrollment as described in other institutional policies (see our VA School Certifying Official for all requirements)

- Veteran's funding

Payment Scheduled Options: A \$30 non-refundable late fee will be assessed 5 dates after payment due date. A \$35 NSF fee will be applied to the 1st returned check and checks will no longer be accepted.

Option 1- Weekly

Scheduled payments of \$366.82 for 55 weeks

Deposit \$ 850.00 Due: On every Friday of each week BALANCE DUE: \$20,175.00

Installments	Date Due	Amount	Balance	Date Received	Received BY Initials	Total
1. (Deposit)		\$850.00	\$20,175.00			
2.		\$366.82	\$19,808.18			
3.		\$366.82	\$19,441.36			
4.		\$366.82	\$19,074.54			
5.		\$366.82	\$18,707.72			
6.		**	'			
7.		\$366.72	\$0			

OPTION 1: Weekly (Private pay) (55 weeks; total of \$21,025.00).

Student is responsible for payments on Friday of each program week. There is a \$25 fee included in selection of option 1. "*" denotes continuation of payments.

Option 2 – Monthly

Schedule of Payments of \$1,467.27 monthly for fifteen (15) months.

Deposit \$ 850 Due: 1st of each calendar month BALANCE DUE: \$20,175.00

Installments	Date Due	Amount	Balance	Date Received	Received BY Initials	Total
1. (Deposit)		\$850.00	\$20,175.00			
2.		\$1467.27	\$18,707.23			
3.		\$1467.27	\$17,240.46			
4.		\$1467.27	\$15,773.19			
5.		\$1467.27	\$14,305.92			
6.		"	"			
7.		\$1100.49	\$0			

OPTION 2: Monthly (Private pay) (14 months; total of \$21,025.00).

Student is responsible for payments on the 1st of each calendar month. There is a \$25 fee included in selection of option 2.

Option 3- Per course

Student is responsible for the complete cost of the course. Funds are due at registration of each course.

Installments	Course	Amount	Balance	Date Received	Received BY Initials	Total
1.	NURS-101	\$5339.00	\$15,661.00			

2.	NURS-102	\$5339.00	\$10,322.00			
3.	NURS-201	\$5339.00	\$ 4,983.00			
4.	NURS-202	\$1661.00	\$ 3,322.00			
5.	NURS-203	\$1661.00	\$ 1661.00			
6.	NURS-300	\$1661.00	\$0			

OPTION 3: Per Course (Private pay) (6 courses; total of \$21,000).

Student is responsible for payments upon registration of each course.

2a. FINANCIAL AID ELIGIBILITY REQUIREMENTS (UPON APPROVAL)

Federal Student aid is available for those who qualify and meet all eligibility requirements of the U.S. Department of Education. The Financial Aid Department may request additional documentation to support a student’s request for financial assistance, such as signed copies of income tax returns. Renewal of financial aid is not automatic. Recipients are required to reapply each year by the announced deadline.

To be eligible for financial aid, a student must meet the following requirements:

- Be a citizen of the United States or an eligible permanent resident
- Be enrolled in an eligible program
- Be making satisfactory academic progress towards graduation
- Be a high school graduate or have obtained a GED or the equivalent
- Not be in default on any federal student loan nor owe a refund on a federal grant received at any post-secondary college or institution
- Be registered with the Selective Service, if applicable

Applying for Financial Aid

As an admitted student to CAAN Academy, you may be eligible for a variety of financial aid options to help you pay for the cost of your education which includes scholarships, loans, and grants. All students are encouraged to complete the FAFSA. Making an investment in your future can be affordable and is a simple process.

It is as easy as 1,2,3!

Step 1: Apply for your FAFSA after January 1st at fafsa.gov .

Step 2: If you are a prospective student, the Program Coordinator will contact you once CAAN has received your FAFSA to let you know if any additional documentation is needed. If you are a current student, your Financial Aid Advisor will let you know if anything further is needed.

Step 3: Schedule an appointment to view your financial aid package!

To learn more about financial aid in general, please contact the Financial Aid Office. If you have questions, you can also contact the Program Coordinator.

Financial Aid Overview

CAAN Academy of Nursing believes that the cost of a high-quality education should not be a deterrent to prospective applicants. In recognition of the concern students and families have with finding adequate resources to meet these costs, our financial aid program is designed to make CAAN affordable to those students we admit. We expect the primary or maximum effort to pay for program to come from students and their families. The system used to determine the family's ability to pay contains the following assumptions:

- To the extent they are able, parents have the primary responsibility to pay for their children's education.
- Students, as well as their parents, have a responsibility to help pay for their education.
- The family must be considered in its present financial condition.

- The family's financial situation must be evaluated in a consistent and equitable manner recognizing, however, that special circumstances can and do alter a family's ability to contribute.
- Most families will need to pay for educational expenses over an extended period.

In the administration of need-based financial aid programs, "demonstrated financial need" is the difference between the cost of attending a program and the total family contribution toward that cost as shown in the following simple formula:

Cost of Attendance (COA) minus Expected Family Contribution (EFC) equals Financial Need

Family Contribution

As indicated above, the parents and/or student are expected to make a maximum effort to assist with program expenses. Additionally, students have a responsibility to help pay for their own educational expenses. The information provided by families on the Free Application for Federal Student Aid (FAFSA) is used to assist the financial aid office in determining an expected family contribution according to standard federal formulas and institutional policies. In general, the family's income and assets are considered to produce a comprehensive index of family financial strength and capacity to absorb the costs of a program education. If the full cost of attending CAAN is beyond reach, students are first expected to take advantage of assistance available through federal government programs, in addition to scholarships and grants available from private organizations.

Financial Aid Programs

For an up-to-date list of financial aid programs and an overview of terms and conditions, please carefully review the Financial Aid section of the CAAN Academy of Nursing website (<http://www.caanacademy.org>). A few of the available programs include the following:

Grants

Please visit <https://studentaid.ed.gov/sa/>

- Federal Pell grant: You may receive a maximum of six full years of Federal Pell Grant.
- Iraq and Afghanistan Service Grants: See the financial aid office if you believe you qualify.

LOAN INTEREST RATES, DISBURSEMENT DATES, & APPLICATION:

Please visit <https://studentaid.ed.gov/sa/> and <https://studentloans.gov/>

Loans

- Direct Subsidized Loan: Maximum subsidized annual award for a first-year student \$3,500. Maximum total subsidized undergraduate degree borrowing limit \$23,000. Maximum eligibility time limit for the government interest subsidy 150% of the published length of the student's program of study. For first year independent annual award limits contact the Financial Aid Office or go to <https://studentaid.ed.gov/sa/types/loans/subsidized-unsubsidized#how-much>.
- Direct Unsubsidized Loan: Maximum annual award for a first-year independent student \$9,500, and no more than \$3,500 may be in subsidized loans. Maximum total undergraduate degree borrowing limit is \$57,500, with no more than \$23,000 in subsidized loans. For dependent maximum total undergraduate award limits contact the Financial Aid Office or go to <https://studentaid.ed.gov/sa/types/loans/subsidized-unsubsidized#how-much>.
- Direct PLUS Loan: Direct PLUS Loans are funds borrowed by the parent for a dependent student's educational expenses. The annual amount borrowed cannot exceed the student's cost of attendance minus the student's other aid.

2b. 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."

2c. Workforce Investment Opportunity Act (WIOA): Please visit local office for eligibility requirements and application. <http://www.workforceboard.org>

2d. 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 <http://dph.illinois.gov/topics-services/life-stages-populations/rural-underserved-populations/scholarship/nursing-edu>

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-PN review course as approved by CAAN Academy before student will be eligible for receipt of the Program Completion Certificate.

OFFICIAL WITHDRAWAL POLICY

Students who register and pay the appropriate tuition and fees but are unable to complete the course and/or program for any reason, are required to submit an official letter of withdrawal to the programs department. For a student to officially withdraw from CAAN Academy, the following steps must be completed:

1. An out-processing meeting should be arranged with the Director of Nursing or Lead Nursing Instructor.
2. The student's letter of withdrawal must be submitted.
3. Any outstanding debts to CAAN must be paid in full.

Students will be notified of the determination of refund in writing within sixty days of their last date of attendance. Any tuition refund, minus any outstanding debts, will be issued according to the standard CAAN's refund policy within 30 days of refund notification. If the steps are not followed, students may be denied readmission to CAAN Academy if they desire to return. Requests to release transcripts will also be denied. In addition, all courses in which the student was registered will receive a failing grade, and no tuition refunds will be granted.

UNOFFICIAL WITHDRAWAL POLICY

If a student cease attending school but does not officially notify the school of their withdrawal, the school will treat the student as withdrawn after three (3) days in a fifteen (15) week course and after one (1) day in a five (5) week courses. The student's last date of attendance or participation in any academic activity will be the date of determination for the unofficial withdrawal.

CANCELLATION/REFUND POLICY

- I. Application-registration fees of \$35.00 will be charged at initial enrollment and non-refundable.
- II. Deposits or down payments will be applied to tuition payment.
- III. CAAN will mail to the student a written acknowledgment 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 including any academically related activity 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:
 - a. The school did not provide the prospective student with a copy of the student's valid enrollment agreement and a current catalog or bulletin.
 - b. The school cancels or discontinues the course of instruction in which the student has enrolled; and
 - c. 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
4 to 5 weeks	Through the 3 rd Calendar Day of the week in which the course begins	Through the 6 th calendar day of the week in which the course begins	After the 6 th calendar day of the week in which the course begins

RETURN OF TITLE IV POLICY (R2T4)

The law specifies how CAAN Academy of Nursing must determine the amount of Title IV program assistance that you earn if you withdraw from CAAN Academy of Nursing. The Title IV programs that are covered by this law are: Federal Pell Grants, Iraq and Afghanistan Service Grants, Direct Loans, Direct PLUS Loans, Federal Supplemental Educational Opportunity Grants (FSEOGs), and Federal Perkins Loans.

Though your aid is posted to your account at the start of each payment period, you earn the funds as you complete the period. If you withdraw during your payment period, the amount of Title IV program assistance that you have earned up to that point is determined by a specific formula. If you received (or CAAN Academy of Nursing or parent received on your behalf) less assistance than the amount that you earned, you may be eligible to receive those additional funds. If you received more assistance than you earned, the excess funds must be returned by CAAN Academy of Nursing and/ or you.

The amount of assistance that you have earned is determined on a pro rata basis. For example, if you completed 30% of your payment period, you earn 30% of the assistance you were originally scheduled to receive. Once you have completed more than 60% of the payment period, you earn all the Title IV assistance that you were scheduled to receive for that period. If you did not receive all the funds that you earned, you may be due a post-withdrawal disbursement.

If your post-withdrawal disbursement includes loan funds, CAAN Academy of Nursing must get your permission before disbursing the loans. You may choose to decline a portion or all the loan funds to not incur additional debt. CAAN Academy of Nursing may automatically use all or a portion of your post-withdrawal disbursement of grant funds for tuition and fees (as contracted with CAAN Academy of Nursing). CAAN Academy of Nursing needs your permission to use the post withdrawal grant disbursement for all other school charges.

To calculate the percentage of Title IV earned, divide the hours scheduled to have been completed as of the withdrawal date in the payment period by the number of clock hours in the payment period:

Ex: $300/450 = 67\%$, the student must have completed more than 60% to have earned 100% of the aid received. If the student has not completed more than 60% then the unearned calculation is as follows:

EX: $150 / 450 = 33\%$ (earned).

$100\% - 33\% = 67\%$ (unearned) unearned percentage is multiplied by all Title IV funds received.

Unearned Aid Percentage X Total Title IV aid received = Total Unearned Aid

Total amount of unearned aid must be returned. There are Title IV funds that you were scheduled to receive that cannot be disbursed to you once you withdraw because of other eligibility requirements. For example, if you are a first-time, first year undergraduate student and you have not completed the first 30 days of your program before you withdraw, you will not receive any Direct Loan funds that you would have received had you remained enrolled past the 30th day.

If you receive (or CAAN Academy of Nursing or parent receive on your behalf) excess Title IV program funds that must be returned, CAAN Academy of Nursing must return a portion of the excess equal to the lesser of:

1. your institutional charges multiplied by the unearned percentage of your funds, or
2. the entire amount of excess funds.

The order of returning Title IV funds (R2T4):

1. Unsubsidized Direct Stafford Loan
2. Subsidized Direct Stafford Loan
3. Direct Parent PLUS Loan
4. Pell Grant
5. Other

CAAN Academy of Nursing must return this amount even if it did not keep this amount of your Title IV program funds. All funds must be returned to Title IV as soon as possible but no later than 45 days after CAAN Academy determines the student has withdrawn.

If CAAN Academy of Nursing is not required to return all the excess funds, you must return the remaining amount. Any loan funds that you must return, you (or your parent for a Direct PLUS Loan) repay in accordance with the terms of the promissory note. That is, you make scheduled payments to the holder of the loan over a period.

Any amount of unearned grant funds that you must return is called an overpayment. The maximum amount of a grant overpayment that you must repay is half of the grant funds you received or were scheduled to receive. You do not have to repay a grant overpayment if the original amount of the overpayment is \$50 or less. You must make arrangements with CAAN Academy of Nursing or the Department of Education to return the unearned grant funds. Students who owe the Department of education for an overpayment of Title IV funds are not eligible for any additional federal financial aid until the overpayment is paid in full or payment arrangements are made with the Department of Education. Students have 45 days from the date of

notification to repay overpayment or enter a payment arrangement. Students who owe CAAN Academy of Nursing will be placed on a financial hold.

The requirements for Title IV program funds when you withdraw are separate from any refund policy that CAAN Academy of Nursing may have. Therefore, you may still owe funds to CAAN Academy of Nursing to cover unpaid institutional charges. CAAN Academy of Nursing may also charge you for any Title IV program funds that CAAN Academy of Nursing was required to return.

If you have questions about your Title IV program funds, you can call the Federal Student Aid Information Center at 1-800-4-FEDAID (1-800-433-3243). TTY users may call 1-800-730-8913. Information is also available on Student Aid on the Web at www.studentaid.ed.gov

OFFICIAL WITHDRAWAL POLICY

Students who register and pay the appropriate tuition and fees, but are unable to complete the course and/or program for any reason, are required to submit an official letter of withdrawal to the programs department. For a student to officially withdraw from CAAN Academy, the following steps must be completed:

1. An out-processing meeting should be arranged with the Director of Nursing or Lead Nursing Instructor, if the student cannot attend the meeting the following steps must be followed.
2. The student's letter of withdrawal must be submitted.
3. Any outstanding debts to CAAN must be paid in full.

For purposes of tuition refunds and financial aid refunds the date of withdrawal is the date the student notifies CAAN Academy they will be withdrawing from the program. If the aforementioned steps are not followed, students may be denied readmission to CAAN Academy if they desire to return. Requests to release transcripts will also be denied. In addition, all courses in which the student was registered will receive a failing grade.

UNOFFICIAL WITHDRAWAL POLICY

If a student ceases attending CAAN Academy but does not officially notify CAAN Academy of their withdrawal, CAAN Academy will treat the student as withdrawn after three (3) days in a fifteen (15) week course and after one (1) day in a five (5) week course. The student's last date of attendance or participation in any academic activity will be the date of determination for the unofficial withdrawal.

REFUND DUE TO CREDIT BALANCES

A credit balance occurs when the amount of aid exceeds the student's charges. Refunds are processed within 14 days after a credit balance exists, unless the student agrees to have CAAN Academy hold the credit balance for future charges. Refunds are paid in the form of a check to the student or parent, in the case of a parent plus loan. Credit balances are closely monitored after each disbursement.

VETERAN'S REFUND POLICY

In the event that veterans or other eligible persons, sponsored as students under Chapters 30, 32, 33, 35 of Title 38 and Chapter 1606 or Title 10 U.S. Code, fail to enter the program, withdraw or are discontinued from their program at any time prior to completion, the amount charged for tuition, fees and other charges shall not exceed the approximate prorated portion of the total charges for tuition, fees, and other charges that the length of the non-accredited program bears to its total length. A registration fee of \$10 need not be refundable; any amount beyond that is subject to proration and refund (CFR 21.4254 (c) (13)). The prorated portion may not vary more than 10 percent of the total costs for tuition, fees, and other charges. A copy of this policy will be provided to all students receiving educational benefits from the Veterans Administration.

SATISFACTORY ACADEMIC PROGRESS (SAP) & INSTITUTIONAL ACADEMIC WARNING AND PROBATION Policy

CAAN Academy of Nursing is required to establish, publish, and apply reasonable standards for measuring whether a student is making Satisfactory Academic Progress (SAP) in their educational program. This section is in alignment with Federal Regulations 668.16 (e); 668.34. Standards for measuring SAP apply to students receiving Title IV and HEA program funding and to those students who are *not* receiving any form of financial assistance. Furthermore, all SAP standards apply to every student enrolled in the programs.

SAP Standards for Title IV and Non-Title IV Students

There are two components to Satisfactory Academic Progress: (1) Cumulative Grade Point Average (GPA) and (2) Completion Ratio (Pace). To maintain SAP, the minimum requirements for both components must be met and/or exceeded.

Frequency of SAP Evaluation

Title IV SAP evaluation policy: Students are evaluated at the end of each payment period to determine if they meet Title IV SAP standards. The three (3) payment periods are:

#1 - 450 clock hours/22.5 weeks, #2 - 450 clock hours/22.5 weeks and #3 - 280 clock hours/14 weeks. The Financial aid payment periods are 0-450 clock hours, 451-900 clock hours and 901-1180 clock hours. Additionally, students with incomplete coursework will be re-evaluated when an official grade is assigned. All periods of enrollment count in the evaluation of SAP (Winter, Spring, Summer, Fall), including periods when a student does not receive Title IV aid.

SAP Status

Financial Aid Satisfactory:

- Students who have met SAP requirements and are eligible for federal student aid.

Financial Aid Unsatisfactory:

- Students who have not met SAP requirements are ineligible for federal student aid.

1. Qualitative Standard – GPA (Grade-Based)

You must achieve a minimum cumulative grade point average (GPA) of 77.5% = 78%/C in all coursework at CAAN Academy of Nursing at each course evaluation.

CAAN Academy of Nursing Retention Policy Standards

The following retention policy standards apply to all CAAN students and are independent of the Title IV SAP requirements in this policy.

- Based on Institutions Retention Policy: Students are required to meet SAP within 7.5 weeks at mid-term of the first three (3) 300-hour practical nursing courses and at 2.5 weeks for the two (2) 100-hour courses and the final one (1) 80-hour course. Students who fail to meet SAP at that time are given academic warning.
- Based on Institutions Retention Policy: Students who fail to earn the necessary cumulative GPA of 77.5 = 78%/C at the end of course will be placed on academic probation and must submit an appeal for consideration of a contract to advance to the next course. Upon approval of appeal and signing of academic contract student may advance to next course and will remain on academic probation until the close of 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.

- Based on Institutions Retention Policy: Students on academic probation will have until the end of the following course to remove their probationary status, or they will be dismissed from the program. If the contract requirements are not met, the student may be dismissed at any time regardless of the academic progress being made. Following academic dismissal, a student may be readmitted based on the following:
 - a student may repeat courses as mandated by the Readmission Policy, and work
 - closely with instructor as outlined in the plan of action to improve his or her academic performance.

2. Quantitative Standard – Pace of Progression (Time-Based)

CAAN Academy requires students to attend at least 90% of all clock hours in each payment period

3. MAXIMUM TIME OF COMPLETION

Based on CAAN Academy's attendance policy of 90%, the maximum timeframe to finish the certificate program is 111%. Students cannot exceed 111% of the published length of the program. The PN program published length is 59 weeks. Therefore 111% of 59 weeks is 66 weeks to complete the program. A student who exceeds 66 weeks to complete the program loses Title IV eligibility unless he/she successfully appeals.

4. Withdrawals/Repeat Coursework/Incompletes/Transfer Coursework/Failed Grades

a. Withdrawal from Courses (see page 18 regarding withdrawal policy)

Impact on GPA:

- A grade of W (Withdrawn) is not calculated into your GPA
- A grade of WF (Withdrawn Failing) posted mid-term is calculated into your GPA as an F

Impact on Pace:

- Courses with both W and WF grades count towards the Maximum Time of Completion

b. Incomplete Coursework

Impact on GPA:

- A grade of Incomplete (I) does not affect your GPA until the final grade is assigned
- Courses not completed by the established deadline will have an official grade of F

Impact on Pace:

- Incomplete courses count towards the Maximum Time of Completion

c. Transferred Credit

Impact on GPA and Pace:

- Institution does not accept Transfer credit hours

d. Failed Courses

Impact on GPA:

- Grades of D and F are failing grades and are calculated into your GPA

Impact on Pace:

- Courses with grades of D and F count towards the Maximum Time of Completion

e. Repeated Courses

The CAAN Satisfactory Progress Policy establishes that a student under normal circumstances shall be allowed to 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. If a student fails to successfully complete a second attempt at a course that student's training is terminated. Under certain documented circumstances, a student may request a third and final attempt at a course. Students requesting a third attempt at a course must petition the Program Director in writing. The Program Director will meet with the student and decide whether a third and final attempt is warranted, and the Administrative Team will make the final decision.

The student shall have 15 months from the initial date of enrollment to successfully complete all required course work/educational objectives of the PN Program. 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 Faculty.

Students may repeat no more than two (2) courses, the same course may only be repeated once (1) as allowed under the academic policies of CAAN Academy of Nursing.

Impact on GPA:

- A repeated course grade, that replaces the grade of the previously failed course, is recognized by CAAN Academy.

Impact on Pace:

- Repeated coursework grade is counted towards the Maximum Time of Completion

5. Financial Aid Warning:

Students who fail to make SAP at the end of a payment period will be placed on Financial Aid Warning. You may continue to receive financial aid for one payment period. Students will be notified in writing that they have been placed on Financial Aid Warning and will receive notice of what needs to be accomplished academically to achieve SAP by the end of the payment period. If you do not meet SAP at the end of the subsequent payment period, you will lose eligibility for federal student aid.

1. Students who have not met SAP requirements, whose grades are such that it is possible for them to regain compliance with SAP by the end of the payment period and are not already on Financial Aid Warning will receive a Financial Aid Warning letter and will be able to continue to receive Title IV and HEA program funds for the subsequent payment period.
2. Students whose grades are such that it is not possible for them to regain SAP by the end of the subsequent Financial Aid payment period will be sent a Denial of Financial Aid letter notifying them that they are no longer eligible for financial aid due to their failure to meet the minimum SAP standard.
3. Students who have failed to meet SAP at the end of payment period on Financial Aid Warning will be sent a Denial of Financial Aid letter notifying them that they are no longer eligible for financial aid due to their failure to meet the minimum SAP standard.
4. Students who were already on Financial Aid Warning who have regained compliance with SAP by the end of the payment period will be sent a letter notifying them that they are no longer on Financial Aid Warning and are .
5. meeting the SAP standard.

6. Appeal Process

CAAN is aware that a student may experience unusual and/or unexpected circumstances that are beyond the student's control, which may result in academic performance that does not reflect the desire and academic

abilities of the student. Such circumstances may include death of a parent, spouse, severe prolonged illness, catastrophic events, and unavoidable / unforeseen demands for travel or overtime by one's employer. The student whose failure to meet the minimum GPA, Pace, or the conditions of an Academic Plan as a direct result of such an event may appeal the denial of financial aid due to an extenuating circumstance that was beyond the student's control. The appeal must be presented to the Financial Aid Office in writing with documentation. The Financial Aid Committee will review the appeal and determine if it warrants overriding the denial of financial aid. All decisions by the Financial Aid Committee are final and will be communicated to the student by the Financial Aid Office. If the appeal is successful, the student will be placed on Financial Aid Probation and will be eligible for financial aid.

Examples of extenuating circumstances include but are not limited to the death of a family member, serious illness/injury of the student or family member, an extreme change in financial or legal circumstances, or compulsory military duty.

You must submit a written letter of appeal to the Financial Aid Office that includes:

1. A statement of why you failed to make SAP
2. A description of how circumstances have changed to allow you to make SAP at the next evaluation
3. Official supporting documentation (from obituary, physician, counselor, court, etc.)

The student must submit appeal within 72 hours of receipt of failure notice. Appeals may be made after student has not met SAP at the end of a payment period. Student is allowed to appeal two (2) different times in entire program.

Students may also appeal a subsequent denial for failure to meet the required conditions while on Financial Aid Probation or for failure to meet the terms of an Academic Plan but the appeal cannot be due to the same circumstance or event nor can it be for a similar circumstance or event. In addition to the above appeals a student may also appeal the denial of financial aid due to a determination that the student cannot meet the maximum completion time frame of 150% of the published length of the program.

Students who successfully appeal are placed on Financial Aid Probation for one payment period.

7. Financial Aid Probation

When students are placed on Financial Aid Probation due to a successful appeal of the denial of financial aid for failure to meet SAP requirements, one of two options will be utilized:

1. If the student can regain compliance with SAP by the end of the payment period. The student will be taken off financial aid probation.
2. If the student cannot regain compliance with SAP by the end of the payment period, the student will be required to set up an Academic Plan that will allow the student to regain compliance with SAP by a specified date.

SAP will be evaluated at the end of the subsequent payment period and one of the following three actions will be taken:

1. If the student regains compliance with the SAP requirements, the student will be sent a letter notifying the student that the student is no longer on Financial Aid Probation,
2. If the student did not regain compliance with SAP requirements, the student will be sent the Denial of Financial Aid letter and will not be able to receive Title IV or HEA program funding from the Program. The student may be able to appeal this decision – see Appeal Process.

3. If the student fails to meet the conditions of the student's Academic Plan, the student will be sent the Denial of Financial Aid letter and will not be able to receive Title IV or HEA program funding from the Program. The student must make payment arrangements at this time. The student may be able to appeal this decision – see Appeal Process.

Probation is for one payment period only. If students are placed on probation with an academic plan, and at the end of that payment period they are meeting requirements of the academic plan, then they no longer are considered on probation.

If it is determined that the student does not have enough time left in the student's program to regain compliance with SAP before the completion of the student's program, the student is no longer eligible for financial aid. The student may be able to appeal this decision – see Appeal Process.

8. Reestablishing Financial Aid Eligibility

A student will reestablish financial aid eligibility if he/she prevails upon appeal, or at such time he/she regains SAP by meeting the defined standards. Student will be charged a reduced fee of 50% of the original tuition for any courses repeated due to course failure. Repeated courses are not financial aid eligible. During this period student must continue to work on meeting SAP requirements to restore future financial aid eligibility.

CONSUMER INFORMATION

ABHES ADMISSION STATISTICS: Reporting Period July 1, 2019 - June 30, 2020

Beginning Enrollment: 47

New Starts:47

Re-entry:10

Graduates: 21

Retention Rate: 87%

Examination Pass Rate: 85%

Job Placement Rate: 70%

Ending Enrollment: 64

DISCLOSURE REPORTING CATEGORY

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

DISCLOSURE REPORTING CATEGORY	Practical Nursing (PN) 2019-2020	Practical Nursing (PN) 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.	47	57
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	47	36
b) Re-enrollments	10	8
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)	104	93
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	21	29
c) Withdrew from the school	19	14
d) Are still enrolled	64	50
5) The number of students enrolled in the program or course of instruction who were:		
a) Placed in their field of study	50	43
b) Placed in a related field	13	4
c) Placed out of the field	0	2
d) Not available for placement due to personal reasons	0	0
e) Not employed	2	1
B1) The number of students who took a State licensing examination or professional certification examination, if any, during the reporting period.		
	21	18
B2) The number of students who took and passed a State licensing examination or professional certification examination, if any, during the reporting period.		
	21	16

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.	18	12
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.	\$25/hr	\$28/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 of Nursing 20th Capping & Pinning Ceremony at Freedom Hall in Park Forest, IL

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**
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 Charlotte Hayes-Mason, LPN - **Member**
 Walter White, BBA – **Member**

Advisory Council

Angela Shephard, RN, BSN
 Cynthia Butler – **Trustee, Richton Park**
 Denise Heath, RN, BSN

Administrative Office

Carol Alexander , President/CAO DNP, Governors State University MSN, Governors State University ACNS/NP-BC, American Nurses Credentialing Center BSN, Chicago State	(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
Angelique Ellen , Programs Department Admin	(Part Time)
Bellyn Gordon , Administrative Assistant AA, Harold Washington College	(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, Chicago State University	(Part Time) Chicago, IL
Adrinna Toliver , Receptionist	(Full Time)

Faculty

Dr. Erica Allen , Adjunct Faculty DNP, Indiana Wesleyan University MBA/MSN, Indiana Wesleyan University BSN, Indiana Wesleyan University ADN, Ivy Tech State College	(Adjunct) Marion, IN Merrillville, IN Merrillville, IN Gary, IN
Renee Carter-Dyson , Adjunct Faculty BSN, Western Governors University	(Adjunct) Online
Rubie Elkins , Adjunct Faculty MSN, DePaul University BSN, DePaul University	(Adjunct) Chicago, IL Chicago, IL
Geneva Gore , Adjunct Faculty BSN, Lewis University	(Adjunct) Romeoville, IL
Pamela Hutcherson , Adjunct Faculty BSN, Olivet Nazarene University MSN, MBA, University of Phoenix	(Adjunct) Bourbonnais, IL Chicago, IL
Dr. Nicholas Lino , Adjunct Faculty DNP, Governors State University MSN, Governors State University BSN, Governors State University AAS, Harold Washington College	(Adjunct) University Park, IL University Park, IL University Park, IL Chicago, IL
Mary McDowell , Adjunct Faculty BSN, MHP Lewis University	(Adjunct) Romeoville, IL

LaVera Nelson , Adjunct Faculty MSN, Chamberlain University	(Adjunct) Chicago, IL
Toni, Oats , Adjunct Faculty BSN, Rush University School of Nursing	(Adjunct) Chicago, IL
Noemi Saenz , Adjunct Faculty MSN-FNP, Chamberlain, University	(Adjunct) Chicago, IL
Susan Tanbour , Adjunct Faculty BSN, Lewis University	(Adjunct) Romeoville, IL
Joyce Taylor , Adjunct Faculty MSN, North Park University BSN, Alverno University	(Adjunct) Chicago, IL Milwaukee, WI
Sylvia Wiley , Adjunct Faculty FNP, Olivet Nazarene University MSN, University of Phoenix Governor State University	(Adjunct) Bourbonnais, IL Chicago, IL University Park, IL
LaWanda Woods , Adjunct Faculty CNS, National Lewis University MSN, Governors State University BSN, Chicago State University	(Adjunct) Wheeling, IL University Park, IL 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.** 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 it's 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 Acknowledgment

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 License Practical Nursing (LPN) Student Catalog. I am aware of my responsibility to meet the LPN course requirements and follow the program policies of the LPN 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 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 - _____

Signature: _____ Date: _____

Name (Please Print: _____ Date: _____

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. To guarantee student privacy and to ensure your permission for your participation CAAN asks that our students 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)



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Carol L. Alexander DNP, APRN, ACNS/NP-BC – President, CAO
Cathryn Sills MSN, ACNS – Program Director