CAAN Academy of Nursing

2020 – 2021 LPN-RN, ADN Student Catalog
Amended Policies/Criteria
As of **May 19, 2021**

The following validates modifications made to the 2018 -2019 for 2021– 2022 LPN-RN Student Catalog:

2018 – 2019, 2019-2020 Student Catalog Policies/Criteria	2020-2021 Amended Student Catalog Policies/Criteria

Admission Requirements/Procedures: Each applicant must provide/submit:
 1. Submit a completed Application for Admissions.
 2. Provide a copy of active unencumbered Illinois Practical Nurses License.
 3. Provide Official Transcripts to confirm grade of "C" or better in the following courses.
   a) Psychology 101
   b) English 101
   c) Math 090 or Higher
   d) Basic Computer Skills or Pass Proficiency Exam.
   e) BIO 110: A&P 1 (*Sciences must be within the last 5 years*).
 4. Achieve a Passing Score on ATI-TEASE Examination
 5. Submit a 500 Word Original Essay (Topic TBD).
 6. Submit a current employment performance appraisal
 7. Submit Two (2) letters of reference: (1) professional (must be on letterhead) and (1) personal
 8. Complete Drug/Alcohol and Background Screening
 9. Attend Student interview(s) conducted by Admissions Committee.
 *Proficiency Credit: eligible student (*Certified Nurse Assistance, Medical Assistants – in good standing*) may take a competency exam – administered by CAAN, to demonstrate proficiency for the identified prerequisite requirement).
	Admission Requirements/Procedures: Each applicant must provide/submit:
	 1. Submit a completed Application for Admissions.
	 2. Provide a copy of active unencumbered Illinois Practical Nurses License.
	 3. Provide Official Transcripts to confirm grade of "C" or better in the following courses.
	   a) Psychology 101
	   b) English 101
	   c) College Level Math
	   d) Demonstration of basic computer skills and online competency with Passing Proficiency Exam.
	   e) BIO 110: A&P 1
	 4. Must Pass TEAS Admissions Exam with Score of 66.1%. If TEAS is no $\leq 60\%$ Student are required to take TABE Reading & Math exams to confirm proficiency of 12th Grade Levels.
	 5. Submit a 500 Word Original Essay (Why I Want to Advance My Nursing Career).
	 6. Submit a current employment performance appraisal
	 7. Submit Two (2) letters of reference: (1) professional (must be on letterhead) and (1) personal
	 8. Complete Drug/Alcohol and Background Screening (must be completed prior to 1st clinical).
	 9. Attend Student interview(s) conducted by Admissions Committee.
	 10. Must submit evidence of health insurance.
	 11. Submit a completed "Action Plan for Success" form with Application prior to admission into the program
	 *Proficiency Credit: eligible student (**LPNs** – *in good standing*) may take a competency exam – administered to demonstrate proficiency for the identified prerequisite requirement).
	
	 Initial:_____

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LPN-RN Hybrid Program Description **N/A**	**LPN-RN Hybrid Program Description** **CAAN Academy of Nursing** LPN to RN Transition Hybrid Program is an IBHE and IDFPR approved, accredited program through ABHES that offers an Associate of Science Degree in Nursing (ADN). For students who do not possess a Pharmacology certificate one will be provided during their program. Classes are provided within an IDFPR/IBHE approved location. Program completion requires a minimum of sixty-one (61) credit hours + unincumbered LPN licensure = seventy-one (71) Total Credit Hours. The program offers a hybrid and face-to-face instructional delivery systems. The hybrid option offers eLearning with all examinations conducted on campus. Both program options provide simulated clinical, face-to-face lab experiences along with off-campus clinical practicum experiences at our partnering affiliate agencies. Initial: _____
Distance Education (DE) **N/A**	**Distance Education (DE)** CAAN Academy of Nursing provides quality distance education instruction for students enrolled in online or hybrid courses. **General Definitions** • Hybrid Course — Any course facilitated with the use of Google Classroom and/or Zoom where students and instructors are required to actively engage in completing various components of the course and consists of regularly scheduled on-campus class sessions. • Online Course — Any course facilitated entirely with the use of Google Classroom and/or zoom where students and instructors are required to actively engage in completing various components of the course via synchronous instructional methods where students and instructors are required to be available at specific times or in specific locations and/or predetermined synchronous instructional methods. The DE method supports student's continuous pursuit with their degree requirements outside of

	the traditional classroom setting. The DE component provides students who are physically incapable of coming to campus; related to issues such as illness, quarantining, or family obligations etc., the opportunity to maintain their LPN-RN,

ADN academic program's coursework and status within their class. CAAN is committed to providing students and faculty the needed support and resources for success with DE.

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

Initial: _____ |
| **Maximum Time of Completion**
The Satisfactory Progress Policy establishes that a student under normal circumstances may repeat the same course only once. If a passing grade is not achieved in the second attempt, the student will be dismissed from the program. No more than two courses may be repeated. Students who fail a third course will be dismissed from the program. In extenuating circumstances, the Program Director will meet with the student and decide whether readmission for a third and final attempt is warranted, and the Administrative Team will make the final decision. The maximum time frame for the completion of the LPN-to-ASN is four and one half (4.5) semesters from the start of the first nursing course (NRSG) after admission to the School of Nursing, not including periods of non-enrollment. Students who do not complete the required coursework/objectives within the allotted completion timeframe will be terminated from the program. Students will receive individual career counseling from the Program Director. | **Maximum Time of Completion**
The Satisfactory Progress Policy establishes that a student under normal circumstances may repeat the same course only once. If a passing grade is not achieved in the second attempt, the student will be dismissed from the program. No more than two courses may be repeated. Students who fail a third course will be dismissed from the program. In extenuating circumstances, the Program Director will meet with the student and decide whether readmission for a third and final attempt is warranted. and the Administrative Team will make the final decision. The maximum time frame for the completion of the LPN-RN is four (4) semesters from the start of the first nursing course (NRSG) after admission to the School of Nursing, not including periods of non-enrollment Students who do not complete the required coursework/objectives within the allotted completion timeframe will be terminated from the program. Students will receive individual career counseling from the Program Director

Initial: _____ |
| **Readmission Policy**
New Bullet Point Added #9 | **Readmission Policy (New Bullet point, #9)**
9. Students seeking re-entry are required to take a written exam (NUR111 course) or the ATI Exam(s) for the semester prior to the course to be repeated and achieve required passing grade/benchmark. Students who are unsuccessful in passing their readmission's Exam/ATI will be allowed a second attempt to take the Exam/ATI after 30 days. A student who fails to pass their readmission ATI will have to repeat that |

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

Requirements for Graduation & Awarding of Degree Presentation	**Requirements for Graduation & Awarding of Degree Presentation**
Students 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 70.0%) equaling to a 94% (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.	Students will receive at the end of the final course NUR 217 Role Synthesis (RS) the ATI proctored Comprehensive exam, also known as the National Standardized Exit Exam (NSEE). The student must achieve a minimum satisfactory score (currently 74.0%) equaling to a 96% (this score is subject to change as indicated by ATI) probability success rate for the NCLEX-RN exam. The NSEE exam is worth 30% of the Role Synthesis 100% Course grade. The student will have two (2) opportunities to take and achieve the maximal percentage of 30%, and minimal percentage of 15% on the NSEE. The student 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 Initial: _____

Commencement: Capping and Graduation/Pinning	**Commencement: Capping and Graduation/Pinning**
CAAN Academy holds two (2) commencement ceremonies to recognize the commitment and dedication of or students. They are the Capping and Pinning Ceremonies. Upon completion of the FON 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 Academy holds two (2) commencement ceremonies to recognize the commitment and dedication of our students. This consists of Capping the PN Students upon completion of the ANI course and Pinning Ceremonies for both the PN and LPN-RN students. Upon program completion for both, the PN's receive their certificate of completion & the LPN-RN are awarded their Associates Degree in Nursing. 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. Initial: _____

Library Resources	Library Resources
LIRN is our online resource library. The Richton Park Library is an affiliation of CAAN Academy and an additional student resource for academic support. The library houses healthcare related books and articles, micro reader/printers, copy machines and a full array of indices and abstracting services in addition to general books, newspapers, computers, and study area.	The Richton Park Library is an affiliation of CAAN Academy and an additional student resource for academic support. The library houses healthcare related books and articles, micro reader/printers, copy machines and a full array of indices and abstracting services in addition to general books, newspapers, computers, and study area. To access the library online resources: e-Library visit: www.richtonparklibrary.org Initial: _____
Course Requirements, Program Policies and Discipline Procedure Acknowledgment My signature below indicates that I have read the License Practical Nursing (LPN) and Basic Nursing Assistant Training Program (BNA) Student Handbook. I am aware of my responsibility to meet the LPN course requirements and follow the program policies of the LPN program at CAAN Academy of Nursing as stated on the previous pages. **ACKNOWLEDGEMENT** I also acknowledge receipt of the LPN and BNA Program Policy for Standards of Conduct. I have read and understand the statement and agree to abide by the standards and rules set forth therein. I understand that failure to abide by the Policy for Professional Conduct may result in a discipline up to and including dismissal from the Program. I understand that I will not receive a refund of tuition or fees or for books, supplies, or equipment purchased should I be dismissed from the Program for violating this policy	**Course Requirements, Program Policies and Discipline Procedure Acknowledgment** My signature below indicates that I have read the LPN-RN, ADN Student Catalog. I am aware of my responsibility to meet the LPN-RN course requirements and follow the program policies of the LPN-RN program, including Distance Education if/when it pertains to me, at CAAN Academy of Nursing as stated on the previous pages **ACKNOWLEDGEMENT** I also acknowledge receipt of the LPN-RN, ADN Program Policy for Standards of Conduct. I have read and understand the statement and agree to abide by the standards and rules set forth therein. I understand that failure to abide by the Policy for Professional Conduct may result in a discipline up to and including dismissal from the Program. I understand that I will not receive a refund of tuition or fees or for books, supplies, or equipment purchased should I be dismissed from the Program for violating this policy Initial: _____
Disclosure for State-Specific Educational requirements for Licensure or Credentialing **n/a**	**Disclosure for State-Specific Educational requirements for Licensure or Credentialing (Effective as of 01/2022 by accrediting agency ABHES)** CAAN Academy of Nursing is an institution that is approved by Illinois Board of Higher Education (IBHE) and Illinois Department of Financial and Professional Regulation (IDFPR) to provide a nursing curriculum that meets the State of Illinois Board of Nursing requirements for a student to obtain licensure as a Licensed Practical Nurse (LPN) and/or Registered Nurse (RN). CAAN Academy is obligated to evidence that it provides general disclosures regarding whether completion of the program would be sufficient to

Media Consent and Release Agreement

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

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- 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 has special needs, no such identification will be released. If the student wishes to cancel the Agreement with CAAN, they may do so at any time with written notice.	If the student wishes to cancel the 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. Initial: _____

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

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

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

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

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

Disability Support Services SEE PAGE 35
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. (See Chart Below)

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.

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Initial: _____

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

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.

I have received and reviewed the amended Student Catalog policies/criteria and will abide by its procedures as a condition of my position as a student in the CAAN Academy Nursing Program, effective immediately.

Student Name (Print: Last, First): _____   Initials: _____

Signature: _____   Date: _____

CAAN Academy of Nursing

2020 – 2021 LPN-RN, ADN Student Catalog
Amended Policies/Criteria
As of **May 10, 2022**

The following validates modifications made to the 2018 -2019 for 2021– 2022 LPN-RN Student Catalog regarding Financial Aid/Title IV Funding & Student Academic Progress (S.A.P)

2018 – 2019, 2019-2020, 2020-2021 Student Catalog Policies/Criteria	2021-2022 Amended Student Catalog Policies/Criteria
Financial Information – Federal Funding **N/A**	**Financial Information – Federal Funding** **Title IV Funding: Free Application for Federal Student Aid (FAFSA)** **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 at 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:

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

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

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

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

The student must provide written documentation of all funding sources that are to be applied to their Tuition payments to the Fiscal Department. All financial obligations for the cost of the program are the responsibility of the student. All student accounts must be current by the date of the Comprehensive Final Exam for student to be eligible to sit for the exam.

D. 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.

E. 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.

F. **Workforce Investment Opportunity Act (WIOA):** Please visit local office for eligibility requirements and application. **http://www.workforceboard.org**

G. **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, Degree Award, placement on Official Student Roster for program completion or will be permitted to register for another course. They are not eligible to participate in the End of Program Activities (Pinning, Graduation etc.) until all financial obligations are met. All Financial matters are addressed by the Fiscal Department.

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

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 that 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 cease 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 exist, 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. Initial: _____ ___
SATISFACTORY ACADEMIC PROGRESS The Academy has established standards for evaluating the knowledge and skills gained by the student in training. These standards ensure that the student progresses toward achieving the programs objectives.	**SATISFACTORY ACADEMIC PROGRESS** The Academy has established standards for evaluating the knowledge and skills gained by the student in training. These standards ensure that the student progresses toward achieving the programs objectives. 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. For students who are *not* receiving any form of financial assistance, the institution's identified SAP policy within the criteria required for passing nursing courses, attendance policy and maximum time of completion policy are implemented as noted within the student catalogs. Furthermore, all SAP standards apply to every student enrolled in both 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:** LPN-RN students are officially evaluated upon 7.5 weeks into course (midterm) and upon completion of the 15-week course (final) of each semester enrolled, with recognizing that academic evaluation continuously takes place within the classroom.

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)
The LPN-RN ADN programs requires a 2.0 GPA = C (77.5% =78%) for each course during the time of 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: LPN-RN students are required to meet SAP within 7.5 weeks of midterm and 15 weeks at final. 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 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.

☐ Attendance Policy: CAAN Academy believes that attendance is essential to the successful completion of the LPN-RN program. Therefore, students are expected to attend and be on time for all scheduled classes which include lecture, laboratory, and clinical experiences. No more than *three (3)* unexcused absences will be allowed per 15-week courses (includes lecture, laboratory, and clinical sessions). More than (3) unexcused absences in a 15-week course may result in dismissal from the program. No more than (1) unexcused absences will be allowed per 5-week courses (includes lecture, laboratory, and clinical sessions). More than (1) unexcused absence in a 5-week courses may result in dismissal from the

| | program. In 15 or 5-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.

☐ 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
- 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)
Pace review is no longer a required standard for those students receiving Title IV funding, but the program must determine if it is mathematically possible for a student to complete the program within the maximum established time frame. CAAN Academy requires LPN-RN students to attend 90% of all credit hours of each semester.

3. MAXIMUM TIME OF COMPLETION
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LPN-RN Program: The maximum time frame for the completion of the LPN-RN is four (4) semesters from the start of the first nursing course (NRSG) after admission to the School of Nursing, not including periods of non-enrollment Students who do not complete the required coursework/objectives within the allotted completion timeframe will be terminated from |
|---|---|

	the program. Students will receive individual career counseling from the Program Director/Lead Faculty.
	A student who exceeds the four (4) semester completion timeframe may apply as a new applicant for admission to the program. All admission requirements will apply. Once the student is admitted into the program the student must complete all required core nursing program courses and all assigned coursework.
	4. Withdrawals/Repeat Coursework/Incompletes/Transfer Coursework/Failed Grades
	a. Withdrawal from Courses (see page 44 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 Nursing course 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

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

A. Students may request readmission to the LPN-RN Program twice. Students who earn a grade below (77.5%) "C" or withdraw from any course may request readmission to that course.

The same course may be repeated only once. If a passing grade is not achieved in the second attempt, the student will be dismissed from the program. No more than two courses may be repeated. Students who fail a third course will be dismissed from the program. Enrollment must take place the next time a course is offered, based on the availability of and space in the course. (Priority placement will be given to students progressing in the program as scheduled).

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 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.

Initial: _____ |
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I have received and reviewed the amended Student Catalog policies/criteria and will abide by its procedures as a condition of my position as a student in the CAAN Academy Nursing Program, effective immediately.

Student Name (Print: Last, First): _____   Initials: _____

Signature: _____   Date: _____

CAAN Academy of Nursing

2020 – 2021 LPN-RN, ADN Student Catalog
Amended Policies/Criteria
As of 01/10/2023

The following validates modifications made to the 2020-2021 for 2021– 2022 LPN-RN Student Catalog:

2020 - 2021 Student Catalog Policies/Criteria	2021-2022 Amended Student Catalog Policies/Criteria
LPN-RN Hybrid Program Description **(as noted in the previous Addenda and Catalog for 2020-2021, 2021-2022)** **CAAN Academy of Nursing** LPN to RN Transition Hybrid Program is an IBHE and IDFPR approved, accredited program through ABHES that offers an Associate of Science Degree in Nursing (ADN). For students who do not possess a Pharmacology certificate one will be provided during their program. Classes are provided within an IDFPR/IBHE approved location. Program completion requires a minimum of sixty-one (61) credit hours + unincumbered LPN licensure = seventy-one (71) Total Credit Hours. The program offers a hybrid and face-to-face instructional delivery systems. The hybrid option offers eLearning with all examinations conducted on campus. Both program options provide simulated clinical, face-to-face lab experiences along with off-campus clinical practicum experiences at our partnering affiliate agencies.	**LPN-RN Hybrid Program Description** **Removal of DE/Blended delivery as of August 16, 2022** Initial: _____
Distance Education (DE) **(as noted in the previous Addenda and Catalog for 2020-2021, 2021-2022)** CAAN Academy of Nursing provides quality distance education instruction for students enrolled in online or hybrid courses. General Definitions • Hybrid Course — Any course facilitated with the use of Google Classroom and/or Zoom where students and instructors are required to actively engage in completing various components of the course and consists of regularly scheduled on-campus class sessions. • Online Course — Any course facilitated entirely with the use of Google Classroom and/or	**Distance Education (DE)** **Removal of DE/Blended delivery as of August 16, 2022**

zoom where students and instructors are required to actively engage in completing various components of the course via synchronous instructional methods where students and instructors are required to be available at specific times or in specific locations and/or predetermined synchronous instructional methods. The DE method supports student's continuous pursuit with their degree requirements outside of the traditional classroom setting. The DE component provides students who are physically incapable of coming to campus; related to issues such as illness, quarantining, or family obligations etc., the opportunity to maintain their LPN-RN, ADN academic program's coursework and status within their class. CAAN is committed to providing students and faculty the needed support and resources for success with DE. DE also provides professional development opportunities for faculty. The online faculty members enhance their online skills with developing instructional tools and strategies commensurate with student abilities, interests, and expectations. The faculty at CAAN support online education at the school identified through their full participation in a variety of relevant planning and advisory groups related to distance education.	Initial: _____
Academic Emergency Preparedness Plan N/A	**Academic Emergency Preparedness Plan** CAAN Academy utilizes components of distance education methods to provide our students continuous access to our PN and LPN-RN, ADN academic programs. This system is utilized when face-face contact is prohibited or when physical and/or psychosocial hardships arise, such as COVID diagnosis, caring for ill family/children, etc. The current state of affairs such as the pandemic may continue to plague our nation with other healthcare issues, which may result in physical limitations such as pregnancy, surgeries, and other disease processes. Therefore, to be proactive the need for blended delivery has been incorporated to include the following: • ZOOM for students to participate in course lectures • Submission of course work, i.e... Workbook assignments via school supplied email These are the online tools incorporated to allow our students the opportunity to maintain coursework and status in the programs. In addition, having the blended delivery option allows them to have an educational platform to maintain their connection with their curriculum and course

content.

Students who need to utilize this emergency plan must provide the Program Director with written request and statements identifying the need for the utilization of the academic emergency plan (i.e., medical statement).

Initial: _____

Financial Information (as noted in the previous Catalog for 2020-2021, 2021-2022)	Financial Information
4. NCLEX Sign-off: Students who have completed all academic requirements for issuance of Certificates of completion but have not met the financial requirements will have 6 months from date of graduation to meet the financial obligation and receive certifications. After the 6-month period, the student will be required to successfully complete a NCLEX-RN review course as approved by CAAN Academy before student will be eligible for receipt of the Program Completion Certificate.	**4. NCLEX Sign-off:** Students who have completed all academic requirements for issuance of Associates Degree of Nursing (ADN) and are eligible for NCLEX-RN sign off but have not met financial requirements will have 6 months from date of graduation to meet the financial obligations. After the 6-month period, the student will be required to successfully complete the program's NCLEX-RN review course, NUR217-Role Synthesis, to be eligible for receipt of program sign-off for NCLEX-RN and award of Associates Degree in Nursing.

I have received and reviewed the amended Student Catalog policies/criteria and will abide by its procedures as a condition of my position as a student in the CAAN Academy Nursing Program, effective immediately.

Student Name (Print: Last, First): _____   Initials: _____

Signature: _____   Date: _____