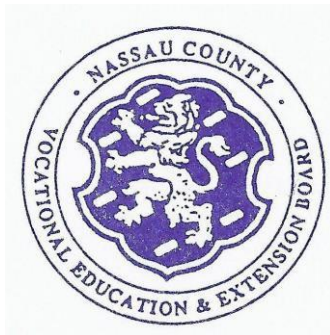


THE VOCATIONAL EDUCATION AND EXTENSION BOARD  
**PRACTICAL NURSING NASSAU COUNTY**  
30 East Cherry Street, Hicksville, N.Y. 11801

# STUDENT HANDBOOK



**2024 - 2025**

## FACULTY

### **ADMINISTRATION**

Regine Rimpel, MSN, RN: AAS (Nursing), Nassau Community College, BSN (Nursing), Western Governors University; MSN (Nursing), Western Governors University – Nursing Supervisor, Full-time

Bonnie Wegener, MS, RN: AAS (Nursing), SUNY Farmingdale; BS (Nursing), SUNY Stony Brook; MS (Nursing), SUNY Stony Brook – Assistant Nursing Supervisor, Full-time

### **INSTRUCTIONAL**

Daisy Assanah-Skeete, BS, RN: AAS (Nursing), St. Paul's School of Nursing; BS (Nursing), University of Texas – Clinical Instructor, Per Diem

Eudovia Barreau, MS, RN: BS (Nursing), Adelphi University; MS (Health Care Administration), Central Michigan University – Clinical Instructor, Part-time

Bihn Chelsea, BS, RN: BS (Nursing), St Joseph's College, Clinical Instructor Per Diem

Lisa Briska, BS, RN: BS (Nursing), Drexel University – Classroom Instructor, Full-time

Jacqueline Clement, BS, RN: BS (Nursing), Grand Canyon University – Clinical Instructor, Per Diem

Sheila Jean-Charles, BS, RN: BS (Nursing), Perdue University Global, Clinical Instructor Part time

Tania Cozier, BS, RN: AAS, Molloy College, BS (Nursing), Molloy College, Clinical Instructor, Per Diem

Americo Diopa, RN: AAS (Nursing), St. Paul's School of Nursing; BS (Nursing), Western Governors University – Clinical Instructor, Per Diem

Ava-Joan Hinkson, MS, RN: BS (Nursing), Medgar Evers; MS (Nursing), Molloy College – Clinical Instructor, Per Diem

Sonia Jones-Uline, BS, RN: BS (Nursing), Azure College School of Nursing, Classroom Instructor, Full-time.

Ellen Matzer, BS, RN, CCRN: BS (Nursing), Pace University – Clinical Instructor, Part-time

Nettie Michel, BS, RN: BS (Nursing), Chamberlain University, Clinical Instructor, Part-time

Mullen Kelly, MS, RN: MS, BS (Psychobiology, Nursing), SUNY Binghamton, MS (Nursing), Hunter the City University of New York, Clinical Instructor, Part-time

Mary Munoz, MS, RN: BS (Nursing), Adelphi University; MS (Nursing), Adelphi University, Instructor, Full-time

Wendy Newland, BS, RN: BS (Nursing), St Joseph College; MS (Nursing), Aspen University - Clinical Instructor, Per Diem

Claudette Newman, MS, RN AS, Helene Fuld College, BS (Nursing), MS (Nursing Ed), University of Phoenix, Clinical Instructor Per Diem

Aviolle Pierre, MS, RN: BS (Nursing), St Joseph College; MS (Nursing), St. Joseph College – Classroom / Laboratory Instructor, Full-time

Medonna Porter, BS, RN: BS (Nursing), Molloy College - Clinical Instructor, Per Diem

Andrew Spellen, BS, RN: BS (Nursing), Chamberlain College of Nursing – Clinical Instructor, Per Diem

Nicole Skaats Berge, MS, Master of Science in Nursing Education- Clinical Instructor, Per Diem

Lisha Thomas, MS, RN: BS (Nursing), Sree Balaji College of Nursing; MS (Nursing), Grand Canyon University – Clinical Instructor, Per Diem

Shaquanda Patterson, BS, RN, AAS, Nassau Community College, BS Capella University Clinical Instructor, Per Diem

Phoenix Tinson, MS, RN: BS (Nursing), Adelphi University, MS (Nursing), Grand Canyon University – Clinical/Classroom Instructor, Part-time

Jennifer Spirio, MS, RN, BS, SUNY at Binghamton, MS (Nursing ed.), Mew York University

Marta Turco, MS, RN, BS, SUNY Delhi University, MS (Nursing), Utica University, Clinical Instructor, Per Diem

Suzette Vernon, MS, RN: BS (Nursing), American Sentinel University; MS (Nursing), Chamberlain College of Nursing – Clinical Instructor, Part-time

## **SUPPORT STAFF**

**Kinjal Modi**  
Admissions

**Laura Moran**  
Financial Aid Counselor

**Tara Batine**  
Student Counselor

**Yvonne Parkins**  
Clerical

**Fiona Morris**  
Treasurer

**Cathy Stahl**  
Medical Records

**Christine Sallie**  
Clerk/Typist

*Accredited by New York State Board of Regents  
New York State Education Department  
89 Washington Ave.  
Albany, NY 12234*

**HEGIS Code- 5209.20 CIP Code 51.3901**

THE VOCATIONAL EDUCATION AND EXTENSION BOARD

**NASSAU COUNTY**

30 East Cherry Street Hicksville, NY 11801  
(516) 572-1704 ~ (516) 572-1703 Fax

Website: [www.veebpnprogram.org](http://www.veebpnprogram.org)

**PRACTICAL NURSING CATALOG OF INFORMATION**

Honorable Bruce Blakeman  
*Nassau County Executive*

**BOARD OF DIRECTORS**

Robert V. Hughes  
Philip F. Malloy, Jr  
Michael J. McDermott  
Francis X. Murray  
Christopher P. Shelton

Joseph A. Bentivegna, President  
Ralph Esposito, Vice President  
Raymond F. Maguire, Clerk  
John M. Fabian, Deputy Clerk

**EXECUTIVE DIRECTOR**

John E. Rottkamp

**NURSING SUPERVISOR**

Regine Rimpel, MSN, RN

**ASSISTANT NURSING SUPERVISOR**

Bonnie Wegener, MS, RN

*Note: Information contained herein was compiled on or before August 22, 2024 and is accurate as of that date. Subsequent changes may occur that are not reflected in this catalog.*

*Contact the Nursing Office (516) 572-1704  
for the latest information or visit website: [www.veebpnprogram.org](http://www.veebpnprogram.org).*

**VOCATIONAL EDUCATION AND EXTENSION BOARD  
PRACTICAL NURSING PROGRAM**

**SCHOOL CALENDAR for the 2024-2025 SCHOOL YEAR**

**SEMESTER I** Class Begin: Tuesday, September 3, 2024

Class End: Thursday, December 19, 2024

**School Recess: Friday, December 20, 2024 – Wednesday, January 01, 2025**

**SEMESTER II** Class Begin: Thursday, January 02, 2025

Class End: Wednesday, April 23, 2025

**School Recess: Thursday, April 24, 2025 – Friday, May 02, 2025**

**SEMESTER III** Class Begin: Monday, May 05, 2025

Class End: Friday, August 15, 2025

*Graduation: Friday, August 15, 2025*

**School Recess: Monday, August 18, 2025 – Friday, August 29, 2025**

**SCHOOL HOLIDAY**

| <b><u>Month/Day</u></b> | <b><u>Day of Week</u></b> | <b><u>Holiday</u></b>         |
|-------------------------|---------------------------|-------------------------------|
| September 2             | Monday                    | Labor Day                     |
| October 11              | Friday                    | Yom Kippur                    |
| October 14              | Monday                    | Columbus Day                  |
| November 05             | Tuesday                   | Election Day                  |
| November 11             | Monday                    | Veteran's Day (Observed)      |
| November 28             | Thursday                  | Thanksgiving Day              |
| November 29             | Friday                    | Post-Holiday Recess           |
| December 25             | Wednesday                 | Christmas Day                 |
| January 01              | Wednesday                 | New Year's Day (Observed)     |
| January 20              | Monday                    | Martin Luther King's Birthday |
| February 17             | Monday                    | President's Day               |
| April 18                | Friday                    | Good Friday                   |
| May 26                  | Monday                    | Memorial Day                  |
| June 19                 | Thursday                  | Juneteenth                    |
| July 4                  | Friday                    | Independence Day              |

## **TABLE OF CONTENTS**

|  |       |
|--|-------|
| General Information .....                                  | 9     |
| Philosophy and Objectives of the Practical Nursing Program | 11    |
| Practical Nursing Program’s Goals and Outcomes .....       | 12    |
| Academic Information .....                                 | 14    |
| Graduation Requirements.....                               | 15    |
| Standards for Student Conduct .....                        | 19    |
| Classroom Policies and Procedures .....                    | 20-21 |
| Testing Policies and Procedure .....                       | 21-22 |
| Clinical Policies and Procedures .....                     | 23-25 |
| Civility Code of Conduct .....                             | 25    |
| Attendance Policy .....                                    | 25-26 |
| Tutoring .....   | 27    |
| Library.....   | 28-29 |
| Drug Testing Policy .....                                  | 30-31 |
| Conceptual Framework .....                                 | 31    |
| Hourly Requirements .....                                  | 33    |
| Course Description and Content .....                       | 36    |
| Financial Information.....                                 | 37-44 |
| Campus Security .....                                      | 52    |
| Grievance Procedure .....                                  | 54-56 |
| Miscellaneous Information .....                            | 57    |
| Directions to VEEB .....                                   | 60    |

*A Welcome from the Nursing Supervisor*

*Welcome to the Vocational Education and Extension Board (VEEB) Practical Nursing Program. VEEB has provided quality nursing education for over 50 years. These days, we remain just as committed to providing you with the knowledge and skills that will prepare you for the rewarding profession of nursing. We are happy that you have chosen VEEB to help you achieve your goal of becoming a nurse. You are about to embark on an exciting 11 month journey. Along the way, you will face and overcome challenges. At the end of this journey, you will be transformed and the great person that you are today will become even greater. Open your mind and your heart as you prioritize your nursing education and absorb all that the VEEB PN Program has to offer. We are ecstatic to have you and look forward to seeing where your future as a VEEB graduate prepared nurse takes you.*

*Sincerely,*

*Regine Rimpel, MSN RN*



## GENERAL INFORMATION

### **THE VOCATIONAL EDUCATION AND EXTENSION BOARD**

The Vocational Education and Extension Board of Nassau County is a non-profit, public organization, which provides training in the following areas:

❖ Fire Service

❖ Health Careers

The philosophy of the Vocational Board is consistent with Nassau County's philosophy in that increased employment potentials of residents add to the economic growth and stability of the community in general. The VEEB Board of Directors believes that every person, regardless of age, race, ethnic background, socioeconomic conditions, or handicap should be given the chance to develop attitudes and skills, which result in rewarding and stable employment.

### **HISTORICAL OVERVIEW**

The Vocational Education and Extension Board was organized by the Nassau County Board of Supervisors in accordance with Article 23, Section 1101 of the New York State Education Law on March 19, 1928. The Board began its educational activities by providing training to volunteer firefighters. Today, this program has developed into one of the finest training facilities for firefighting and rescue operations in the United States.

The Vocational Board made history in 1950 by starting educational programs for children, who could not attend regular school classes. VEEB pioneered the development of programs for the blind, the hearing impaired, and the emotionally handicapped. In 1968, these programs were transferred to the Board of Cooperative Educational Services. Where BOCES provides services to school districts, VEEB provides services to business, industry, Nassau County Departments, and other units of local government.

In the early 1970's VEEB became a leader in manpower training. The Board operated one of the largest federally funded Manpower Skills Centers in the country, providing a wide range of occupational offerings. The Skills Center concept gained so much recognition that when the Comprehensive Education and Training Act was developed, special guidelines were enacted giving Skills Centers priority for CETA funding.

Over the years, VEEB has established linkage with many agencies in the local towns and villages of Nassau County, New York State, and throughout the United States in an effort to provide high quality vocational training. The programs provided by VEEB have included free basic education for thousands of adults residing in Nassau County.

## **PHILOSOPHY OF THE VOCATIONAL EDUCATION AND EXTENSION BOARD**

In a free, democratic society, educational opportunity is the right of every citizen. It is the mission of the Vocational Education and Extension Board to provide the learner with the knowledge, skills and values necessary for successful integration into the world of work and/or for the delivery of competent community services. The Vocational Education and Extension Board is committed to providing vocational education in the health careers and special training in Firematics to residents of Nassau County and the surrounding communities regardless of race, color, sex, creed, national origin, age or handicap. The educational program at the Vocational Education and Extension Board serve a diverse group of multi-cultural adults and takes into consideration the special needs of individual learners.

The curriculum is taught within a context that considers the rapidly changing evolving nature of a highly complex and technological society. It promotes upward educational mobility by serving as a basis for higher continuing education and advanced training.

### **ACADEMIC FREEDOM**

American Federation of Teachers define Academic Freedom as “The concept of academic freedom is based on the idea that the free exchange of ideas on campus is essential to good education. Specifically, academic freedom is the right of faculty members, acting both as individuals and as a collective, to determine without outside interference: (1) the college curriculum; (2) course content; (3) teaching; (4) student evaluation; and (5) the conduct of scholarly inquiry. These rights are supported by two institutional practices—shared governance and tenure”.

The teacher is a citizen, a member of a learned profession, and an officer of an educational institution. When one speaks or writes as a citizen, one should be free from institutional censorship or discipline, but one’s special position in the community imposes special obligations. As a person of learning and an educational officer, one should remember that the public may judge one’s profession and institution by one’s utterances. Hence, one should at all times be accurate, should exercise appropriate restraint, should show respect for the opinion of others, and should make every effort to indicate that one is not an institutional spokesperson.

### **OBJECTIVES OF THE VOCATIONAL EDUCATION AND EXTENSION BOARD**

- To meet the growing demands for vocational and technical training in the human services;
- To provide educational services which will meet the interests, aptitudes, needs and abilities of practical minded adults;
- To give learners the background that will enable them to go on to further study through higher continuing education and advanced training; and
- To endow graduates with educational tools to earn a profitable living.

## **HEALTH CAREER PROGRAMS**

The Vocational Board received state approval for its Practical Nursing Program in 1963, and has conducted a variety of health career programs since that time.

The PN Program, which has graduated several thousand practical nurses, leads to licensure upon successful completion of a State Board Examination in practical nursing.

The original program was designed for 18 months, but in 1974, the hours had been reduced to 1442 hours over a period of 12 months. Today the program is offered in three terms over a span of eleven months, but the hours have been further reduced to 1110. Nursing courses and clinical practicum are conducted during the morning hours 8:00 a.m. to 1:00 p.m. leaving time free for family, home, study and/or job responsibilities.

After completing Semester I, students have the opportunity to sit for the Nursing Assistant Certification Exam. A state board review course may be offered at an additional cost, at the end of the program.

## **STATEMENT**

The only purpose of the Vocational Education and Extension Board's Practical Nursing Program is to offer training in the health occupation. It is the role of the New York State Education Department to license all candidates who meet the requirements for licensure. Any applicant with a prior conviction, for a felony or misdemeanor, must notify the Nursing Supervisor prior to enrollment into the program. A prior criminal conviction for a misdemeanor or felony may prevent you from completing your clinical learning rotation as required for completion of the practical nursing program. Further this may *hinder, delay or deny* your request to take the licensing exam and/or become licensed as a practical nurse.

## **PHILOSOPHY AND OBJECTIVES OF THE PRACTICAL NURSING PROGRAM**

The faculty of the Vocational Education and Extension Board's Practical Nursing Program believes a democratic society is composed of diverse, multi-cultural individuals, who have in common the basic physiological and psychosocial needs, described by Abraham Maslow. Each person is a unique individual with dignity and worth. As individuals progress through the life cycle, they are responsible for making decisions about their health and welfare. It is a function of social institutions to respect individual differences, to support individual rights and freedoms, and to promote individual growth and development.

Nursing is an art and a science, which is learned. Its essence is embedded in human caring. Nursing is practiced according to an organized, systematic process, which addresses the health care needs of individuals, their families and their communities. The nursing plan of care acknowledges powerful environmental or social forces, which influence the self-actualization of individuals. Nursing activities are designed to help individuals maintain wellness, cope with illness or die a peaceful death.

The practical nurse is a valuable member of the health care team and practices under the supervision of a physician or registered nurse. The practical nurse uses the nursing process and performs general nursing duties, which meet basic health care needs in a variety of health care settings.

The teaching/learning process is based on a collaborative relationship, which focuses on the learner's needs and past experiences. The teacher serves as a model of caring behaviors and has a professional responsibility to facilitate self-direction. Successful nursing education requires a good basic educational foundation and is dependent upon skillful guidance in learning the necessary body of knowledge. The practical nursing curriculum provides a base for higher education and fosters the concept of career mobility. The faculty believes participation in continuing education demonstrates a commitment to lifelong learning and is a necessary ingredient for nursing excellence.

## **PRACTICAL NURSING PROGRAM'S GOALS AND OUTCOMES**

### **MEASURABLE PROGRAM OUTCOMES**

- The program's annual NCLEX-PN 3-year mean pass rate will be at or above the New York State mean.
- Sixty-five percent (65%) of students will complete the program within one academic year.
- Eighty percent (80%) or more of the graduates will identify program satisfaction by indicating preparation for an entry-level graduate position.
- Eighty percent (80%) or more of employers responding to the surveys will indicate satisfactory graduate performance as an entry-level practitioner.
- Eighty percent (80%) of program graduates responding to surveys will be employed as Licensed Practical Nurses or in school for advancement within one year of graduation.

### **STUDENT LEARNING OUTCOMES**

1. Integrate and apply basic science, practical nursing knowledge and skills to provide safe patient care.
2. Demonstrate effective verbal, non-verbal and written communication with patients, families and members of the healthcare team.
3. Deliver therapeutic, safe, competent and clinically relevant care that is based on current evidence.
4. Use Maslow's Hierarchy of Needs as a framework in assisting individuals to maintain their basic needs and prioritize them when there is an interruption in their ability to meet those needs.
5. Uphold the legal standards and ethical frameworks of the nursing profession by demonstrating integrity, accountability and competence consistent with the LPN Scope of Practice.
6. Participate in the development, implementation, evaluation, and revision of the nursing plan of care with other healthcare professionals.

## **NURSING ADMINISTRATION DEPARTMENT**

The Nursing Administration acts as liaison between the PN Program and the entire Board of Directors (as a whole) and is mainly concerned with Administrative and Policy Matters.

### **FACULTY**

All members of the faculty shall have demonstrated by training, earned degrees, scholarship, experience, and by classroom performance or other evidence of teaching potential, their competence to offer the courses in the curriculum and discharge other academic responsibilities, which are assigned to them. In addition to teaching duties, full time faculty will be responsible for (a) participation in all faculty activities including ongoing peer and student evaluation; Participation in extra agency activity which promotes personal and program growth and development; and (c) Participation in student support services including academic counseling and tutoring.

### **THE NURSING ADVISORY COMMITTEE**

The purpose of the Nursing Advisory Committee shall be to provide a forum for the exchange of information that affects health education and health care in our surrounding community. The committee shall primarily consist of representatives from local health agencies and organizations, both public and private.

### **THE STUDENT ORGANIZATION**

The purpose of the student organization shall be to prepare students for future roles in nursing organizations by acting as spokespersons for the student body. The student organization will be responsible for representing the interest of the student body, promoting harmonious relations among students, faculty and staff, and demonstrating standards of behavior that are acceptable in the educational and social activities of the program. The organization shall consist of a faculty advisor and student representatives elected by the student body.

All students are considered members of the student organization and may attend student organization meetings. Elected student representatives will be responsible for conducting student-organization meetings and all student extracurricular activity. They will bring to the attention of the faculty those concerns, which affect the student body as a whole. The Vocational Board will not have any responsibility for student fund raising or activities conducted off school premises.

### **ROLE OF STUDENT REPRESENTATIVES**

Student representatives will be expected to participate in selective meetings of the nursing faculty, the nursing advisory committee and the nursing grievance panel.

1. Assist with the coordination of student activity
2. Consult directly with the faculty advisor on problem areas
3. Assist in the maintenance of accurate financial records
4. Assist with the collection of all monies raised by the students
5. Attend General Faculty Meetings as invited.

## CLASS ELECTIONS

### A. Qualification of Candidates:

An official student who is in regular attendance, good behavior, in good academic and financial standing as approved by the faculty and is willing to accept the responsibilities of an office through the School year.

### B. Election Procedure:

Elections will be held during the first trimester and repeated as necessary. Four candidates from each class will be nominated for student representative. Voting will be by written ballot. In each class, the two candidates receiving the most votes, who also meet the qualifications as indicated above, will assume the role of student representative. The Faculty Advisor will resolve ties.

## ACADEMIC INFORMATION

### ADMISSION QUALIFICATIONS

Inquiries regarding admissions and requests for applications to the nursing program should be directed to the Admissions Office. Early application is encouraged since considerable time is required to process admission applications. This Admissions Policy is used to define the enrollment requirements for individuals who wish to enroll at VEEB as a regular student. VEEB must adhere to the U.S. Department of Education and New York State Board of Regents guidelines.

**General Admission Requirements:** VEEB is an equal opportunity employer and follows the same policies in accepting applications from potential students. VEEB is open to all students without regard to race, color, religion, age, sex, creed, origin, sexual orientation, disability or marital status.

To be eligible for admission, an applicant must be able to read and write English, and the student must meet the following requirements:

- Minimum of 18 years of age (birth certificate required).
- U.S. High School Transcript or equivalency (original document). Note: Foreign educated applicants must have their education evaluated as to the equivalent U.S. grade level by World Education Services, Globe Language Services, Inc. or U.S. Credentialing, NY. The document must be translated into English and officially certified as the equivalent of high school completion in the U.S.
- U.S. Citizenship or alien registration card, employment authorization or amnesty card valid for the entire term.
- Background check.
- A complete and current history and physical examination with required immunizations and documentation are required and completed as stated on pages 29 and 30. Failure to submit the required physical information will result in cancellation of enrollment.

The School does not accept Ability to Benefit (ATB) students and does not offer a Comprehensive Transition Postsecondary Program.

## **GRADUATION REQUIREMENTS:**

Grades of 70 or higher in all classes.  
Successful completion of all clinical courses.  
Compliance with VEEB's Attendance Policy.  
Proof of payment for a NCLEX Live Review Class

## **ACADEMIC POLICIES**

1. Method of determining grades in nursing courses will be included in each course outline. It will be a combination of: quizzes, unit tests, computer assignments, class/lab participation, mid-term and final examinations.
2. All students enrolled in the Practical Nursing program must achieve a passing grade of 70 in each classroom course every semester.
3. All students must pass each clinical rotation every semester. Clinical grades are pass / fail.
4. Students who withdraw from the PN Program, regardless of the reason, will be given an exit interview by the faculty or counselor.
5. Criteria for Honor Roll
  - A grade of 75 in each classroom course
  - An overall program average of 89.5 or above
  - Satisfactory performance in all clinical courses

## **GRADE REPORTING**

Students will receive periodic written evaluations of clinical performance that must be signed by the student and instructor and returned to the student's folder in the admissions office.

Progress meetings will be held throughout the program to determine student performance. Students who demonstrate difficulty, or have an academic average below 70 will be interviewed by a member of the faculty committee, given a mid-semester warning in writing, and subject to academic probation.

Cumulative grades and attendance will be issued to all students at the close of each semester. One student copy of the transcript with all final grades will be issued to each student upon request, following graduation.

The faculty strongly suggests that each student keep a record of his/her grades and attendance during the program. If discrepancies occur, the student should arrange for an appointment with the faculty or the Counselor.

Students with failing academic averages may voluntarily withdraw from the VEEB PN Program at any time.

## **STUDENT RECORDS**

Falsification of information on application or other permanent student records will result in termination from the program.

Each student is entitled to one student copy of his/her transcript without charge. A \$10.00 postal money order is needed for processing each additional request. Official transcripts must be mailed directly to the school or facility.

## **SATISFACTORY ACADEMIC PROGRESS POLICY**

Satisfactory Academic Progress (SAP) standards are published and are reasonably applied for measuring whether an otherwise eligible student is making SAP in the VEEB School of Practical Nursing Program. In order to maintain eligibility for financial aid, students must make adequate academic progress toward his/her Certificate of Achievement.

## **PROCESS OVERVIEW**

Federal regulations require all schools participating in state and federal financial aid and Title IV programs to monitor SAP. These standards are applicable to all students enrolled in the Professional Program and are used to measure their satisfactory progress toward graduation. The policy is provided to all students prior to the first class session and is consistently applied to all applicable students. Evaluations are maintained in the student's files.

VEEB School of Practical Nursing developed policies to determine the academic standards that students must meet and constructed a means and a schedule of measuring the achievement of Quantitative and Qualitative standards. Students must complete the program within 150% of the maximum allowable time frame criterion to measure students' SAP.

SAP standards are established by the faculty in consultation with the Nursing Supervisor. Students must maintain SAP according to the following standards in order to continue enrollment. SAP is measured at the end of each semester and will be checked prior to disbursement of aid.

## **SAME AS, OR STRICTER THAN**

The SAP policy for Title IV students is identical to the school standards for students enrolled in the same educational programs who are not receiving Title IV aid.

The Financial Aid Counselor and CFO reviews the Title IV SAP policy to ensure it meets all necessary requirements. The Nursing Supervisor notifies the Financial Aid Office if the school changes academic policies.



## **LEAVE OF ABSENCE, INTERRUPTIONS, COURSE INCOMPLETES, and WITHDRAWALS**

Students who wish to withdraw or request a medical leave of absence from the program should consult with the nursing office and confirm such request in writing. This procedure is designed to safeguard the student's right to secure satisfactory references from the school or to apply for readmission to the program at a later date if so desired. It is understood that financial obligations must be satisfied before a request for a leave of absence is granted.

If enrollment is interrupted for a Medical Leave of Absence, students return to school in the same SAP status prior to the leave of absence. This does not count as an approved leave of absence for Title IV purposes.

Students who withdraw prior to completion of the course and wish to re-enroll must apply for re- entry to the program. Course incompletes do not apply. Therefore, the school does not issue incompletes. All hours attended are considered attempted. Students are not permitted to withdraw from individual subjects. The school does not accept transfer credits from any other institution. The school does not have any non-credit remedial courses. The grade for the course repeated upon re-entry will be calculated into the student's GPA on its' own.

### **EVALUATION PERIODS**

Formal academic evaluations for SAP are conducted at the following actual clocked hours:

|            |                 |
|------------|-----------------|
| Semester 1 | 360 clock hours |
| Semester 2 | 380 clock hours |
| Semester 3 | 370 clock hours |

Grade point averages, clinical evaluations and attendance records determine if students have met the minimum requirements for SAP. The frequency of evaluations ensures that students have ample opportunity to meet both the attendance and SAP requirements by the end of each of the payment periods in the semester.

### **ACADEMIC YEAR DEFINITION**

**1,110 clock hours or 25 clock hours a week for 44.4 weeks.**

### **QUANTITATIVE MEASURE**

To be considered making SAP, Students are required to attend a minimum of 67% of his/her educational program in no longer than 150% of the published length of the program as measured in clock hours as determined by the program. Evaluations are conducted at the end of each payment period to determine if students have met the minimum requirements and are based on the cumulative attendance percentage as of the last day of the evaluation period. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school determines if students have maintained at least 67% cumulative attendance since the beginning of the course. This indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed. Full-time students are scheduled to attend 25 clock hours per week.

Students enrolled in the Vocational Education and Extension Board's Practical Nursing Program must meet the required hourly standard for each course.

## QUANTITATIVE PACE MEASURE AND MAXIMUM TIME FRAME

VEEB School of Practical Nursing SAP policies contain a Pace measure. Students must progress through the program at a sufficient pace to ensure completion within the maximum timeframe of 150% of the published length of cumulative clock hours.

The maximum time for students to complete the Professional Program is as follows:

|        |         |            |            |
|--------|---------|------------|------------|
| Normal | Maximum | Normal     | Max        |
| 1,110  | 1,665   | 44.4 weeks | 66.6 weeks |

## QUALITATIVE MEASURE

See Academic Policies for further information on qualitative measurement. Financial Aid Warning  
VEEB School of Practical Nursing formally evaluates SAP for financial aid purposes as follows:

|                   |                 |
|-------------------|-----------------|
| Academic Period 1 | 450 clock hours |
| Academic Period 2 | 450 clock hours |
| Academic Period 3 | 210 clock hours |

Students who do not meet SAP measures described above will be put on Financial Aid Warning for one payment period. Students who are put on a Financial Aid Warning continue to receive Title IV aid for the next payment periods after they receive the warning status. The status will be conferred automatically without the student appealing the SAP status.

A student, who has not improved his /her standing and still fails to comply with the satisfactory academic progress policy at the end of the Warning Period, will be ineligible for future aid disbursements. It is advisable for any student on warning status to meet with both a financial aid counselor and an academic advisor to ensure future satisfactory progress and aid eligibility.

The student may continue on a cash-pay basis with an approved payment plan.

If a student is making SAP at the end of the Financial Aid Warning, they shall be returned to normal SAP status with no loss of Title IV eligibility.

## APPEAL PROCESS

The Financial Aid Appeal process allows students who are not meeting SAP standards to petition the institution for reinstatement of title IV aid eligibility. Students may have the opportunity to have their financial aid eligibility reinstated by appealing the decision and being placed on Financial Aid Probation. Students have five (5) business days after being notified to institute an appeal. The appeal must be in writing and given to the Executive Director, who will meet with the Financial Aid Counselor to make a decision on the appeal.

The bases on which a student may file an appeal are injury or illness; death of a relative; or other special circumstance. Students must provide supporting documents and describe in writing any unusual circumstances that warrant special consideration. Students must provide information as to why they did not make SAP and what has changed that will allow them to make SAP by the next evaluation point.

The Executive Director will provide a decision in writing within ten (10) business days.

## FINANCIAL AID PROBATION

If Probation Status is granted, students regain Title IV eligibility for the next eligible payment period only. Students must be making SAP at the end of the payment period to regain Title IV funding for the next payment period.

Students who regain SAP at the next reporting period regain full eligibility for Title IV funding. Students not making SAP continue to be ineligible to receive Title IV funds without the option to appeal.

#### REINSTATEMENT OF TITLE IV AID

Reinstatement of aid is limited to the period under evaluation. Students making SAP by the conclusion of the Warning or Probation period will be removed from the warning/probation status and will regain eligibility for Title IV funding.

A former student requesting to be reinstated as an active student should do so in writing. Supportive documentation and/or information concerning any mitigating circumstances should be noted in the request. The requesting prior student shall be notified of the Reinstatement Review within five (5) business days following the decision of the Financial Aid Academic Appeals Committee.

#### **STANDARDS FOR STUDENT CONDUCT**

Students enrolled in the Practical Nursing Program have rights and privileges enjoyed by any member of a democratic group. Students also have the responsibilities and obligations, which accompany these rights.

Students have the responsibility of upholding the standards and policies of the program which has granted them admission to nursing school at their own request. Students will be expected to exercise good judgment, observe and respect the rights of others, uphold a professional code of ethics and adhere to the requirements of adult society.

Students are expected to respect the dignity and religious beliefs of patients and other individuals in their contact. Students are expected to be nonjudgmental and nondiscriminatory against any person with regards to race, belief, color, politics or social status.

In addition, the following policies shall be in effect:

1. Students have the obligation to obey all rules and regulations of the school and clinical agencies, and preserve all property and equipment used for their education.
2. Students are expected to conform to all federal, state and local laws. Gambling, alcoholic beverages, illegal drugs or weapons/explosives are specifically prohibited on school property or in affiliating agencies. Students should be especially aware of the principles of libel and slander. Participation in any of the above activities could result in immediate expulsion from the school.
3. **The conduct of the individual student is an important indication of his/her character and potential in life. Violation of testing policy, falsification of documents, immoral conduct, stealing, fighting, threatening gestures towards students, faculty or staff, or the use of profane or abusive language will not be tolerated in the school or any of our clinical affiliations.**
4. Students are expected to refrain from any behavior or action, which might be considered unsafe, negligent, unethical, unprofessional or illegal, in both the school and clinical facilities.
5. Students shall not engage in or incite others to participate in disruptive activities, or interfere with administrators, supervisors, faculty, staff or student representatives engaged in the performance of their duties.

6. All students are considered members of the student organization and may attend all student organization meetings. Elected student representatives will be responsible for conducting all student extra-curricular activities and student organization meetings, and will bring to the attention of the faculty those concerns that affect the student body as a whole. Students with personal problems or concerns should arrange an appointment with the counselor or faculty on an individual basis. The Vocational Board will not have any responsibility for student activities conducted off school premises.
7. The prevention of fire and the safety of others shall be the responsibility of each student.
8. Students who drive to the school or clinical areas must park in designated areas only. Failure to park in designated areas may result in severe penalties.
9. Students are expected to be in daily attendance and to notify the school when late or absent. Excessive lateness or absenteeism will result in dismissal from the program.
10. Students are expected to be responsible for all financial obligations incurred during their enrollment at VEEB.

*The foregoing shall apply to all students, and failure to observe these standards will constitute basis for disciplinary action, the maximum of which is expulsion from the program. Enrollment in the nursing program shall constitute full acceptance of school standards, which have been or may be adopted.*

## CLASSROOM POLICIES AND PROCEDURES

The adult learner will be expected to adhere to the following:

1. Follow the standards for student conduct as written in student catalog.
2. Cell phones must not be used in the classroom or clinical setting. **Keep all cellular phones, and electronic devices in the off or silent mode and not visible.** No text messaging or phone use is permitted during classes or in clinical areas.
3. Cell phones are to be kept in backpacks and not on your person while in class.
4. Submit a late pass to their teacher when they arrive late to class.
5. **No student will be admitted to class or permitted to take an exam if they arrive 15 minutes after the exam has started. The student will be required to complete a make-up exam.**
6. ID badges must be in clear plastic holders and must be available upon request. (Must be worn at clinical at all times.)
7. Student will be required to purchase navy blue uniform scrubs which must be worn while in class.
8. Only a navy blue scrub jacket may be worn over the navy blue scrub top (in class). No sweat shirts, hoodies, sweaters, cardigans, coats, jackets or any other outerwear are allowed over uniforms. Students may wear a long sleeve shirt (white, navy blue, or black) underneath uniform.
9. White uniform shoes or white sneakers with no logos are to be worn in class. Shoes or sneakers must be clean at all times. Shoes/sneakers must be non-permeable/non-porous. **No clogs** of any kind allowed. Feet must be completely enclosed and covered by footwear.
10. Fingernails must be short with clear nail polish. No artificial wraps or nail tips permitted.
11. No hats or head-wraps are allowed in class. (except for religious attire)
12. Only naturally occurring eye lashes are allowed.
13. Only naturally occurring hair color is allowed.
14. Hair should be neat and up for classroom and clinical (off of the shoulders). Facial hair should be neatly groomed.

15. Listen and respond appropriately to suggestions and instructions from faculty.
16. Attend all classes once they enter school. If unable to attend class for any reason, student must leave building. Submit an early leave pass, if they must leave school early.
17. Submit all concerns in writing, following the proper chain of command.
  - A. Issues regarding classroom grades or course material should be brought to the attention of the teacher.
  - B. Personal concerns or questions regarding attendance should be brought to the attention of the counselor.
  - C. Matters regarding financial aid or tuition payment should be brought to the financial aid counselor or business office.
  - D. Personal concerns or student organization issues which are not, or cannot be resolved via the methods above, should be referred to Nursing Administration in writing with a signature.
18. If an exam is missed, the student must arrange to take a make-up exam with the teacher. The exam must be taken within the allotted time.
19. No eating, drinking or smoking in class.
20. Remediate concepts from all failed exams with teacher within two weeks.
21. Keep an account of his/her hours in attendance daily
22. Keep a record of his/her test grades and progress in each classroom course.
23. Refrain from using tape recording devices, camcorders, and cameras on school grounds including classroom and clinical areas.
24. It is a student's responsibility to notify nursing administration immediately in the event of a change of address or phone number.
25. Report changes in physical conditions, which would adversely affect their ability to remain in class.

## TESTING POLICIES AND PROCEDURES

1. ID badges must be in clear plastic holders and be available upon request-
2. All examinations given at the Vocational Education and Extension Board's PN Program will be timed and proctored on school grounds in the designated testing area.
3. Students arriving 15 minutes late for an examination will not be permitted to take exam. The student must arrange to take a make-up exam with the teacher within the allotted time. Any missed exam will result in a grade of Zero (0) for that exam. Any missed make-up exam will result in a grade of Zero (0).
4. Students who are absent or late for an examination will be required to arrange to take a makeup examination the first upcoming Thursday after the missed exam. Make up tests will consist of multiple choice and fill in questions.

**Only one (1) make-up exam per course per semester will be allowed.** Any additional missed exams will result in a grade of zero (0) for that exam in that course.

Please note: Students with incomplete grades in the classroom or clinical areas will be ineligible for promotion and/or graduation.

5. Exams must be taken on school supplied Laptop or Chromebook, unless otherwise approved by administration. **Mobile devices MAY NOT BE USED.**
6. Exams will be monitored and recorded through Proctorio **or** The Respondus' LockDown Browser.

7. Proctorio extension must be downloaded onto school supplied laptop or chromebook.
8. You will be videotaped by Proctorio. You **MUST** stay on camera for the entire time while taking the test. Your **camera** needs to be on so we can see your video during exams. Adjust it so we are able to see your entire face. No hands in front of your mouth. Students may not wear hoods, or hats during exams.
9. Your **microphone** must be turned on – not muted, unless otherwise approved by administration. There is **NO** talking during testing, not even to yourself.
10. Once the testing procedures begin, no student shall give or receive help, or communicate with any other student in any way, except with the permission of the teacher.
11. Desk must be completely cleared except for materials required for the test which must be in front of the student prior to the start of the test. Only school issued calculators can be used during an exam. Hands must be visible at all times.
12. Students may not write on anything other than teacher issued scratch paper. Instructor issued scrap paper must remain flat on the desk during testing. All papers must be submitted and returned to proctor with student's name before leaving the examination area.
13. A student may not have written notations on their person or use notebooks, textbooks, or other resource materials during testing unless directed by the teacher.
14. All personal items including cell phones must be in the closet in the back of the classroom. All cell phones and electronic devices must be turned off.
15. All smart devices must be removed. If any electronic device is found to be on a student's person during an exam, the exam will be taken away and the student will exit the testing area. The exam will be graded only on the completed answers.
16. During an exam, **no bathroom breaks**. Leaving the testing area and camera, will result in disciplinary actions. You must remain in your seat in the testing room for a minimum of half the allowed time for the exam. All tests must be proctored by a VEEB employee in a designated testing area.
17. Students shall not possess any unauthorized examination materials.
18. Students may not remove from the examination room any of the materials provided for the test, or reproduce or reconstruct any portion of the examination.
19. It is the student's responsibility to arrange an appointment with the teacher for an individual test concept review. Appointments should be made within 2 weeks.
20. Students who violate the school's testing policies and procedures with any exam will be subject to immediate expulsion from the program.

## **CLINICAL JUDGMENT EXAMS**

In order to ensure security and integrity of the Clinical Judgment Exams, students are required to comply with testing policies and procedure and the following:

1. Respondus' LockDown Browser must be downloaded onto school supplied laptop or Chromebook. Will be required 15 minutes prior to exam.
2. Student will be required to restart computers before launching exam.
3. Respondus' LockDown Browser will ask student to close any open software.
4. Computers should be fully charged prior to administration of exam.
5. Students are responsible for their own charging cords.
6. USB ports should be open and clear of any devices.

## **CLINICAL AFFILIATIONS**

The Vocational Education and Extension Board have contractual agreements for student learning experiences with a number of clinical agencies. Placement of students in the various clinical areas will be arranged in advance by the nursing office and students are expected to report to the assigned facility at the time designated. *Special request for clinical facilities will not be honored.*

Students are expected to make their own travel arrangements to the clinical sites. Whenever possible consideration is given to minimize distance traveled. Any special problems will need to be put in writing by a specified date and submitted to the Nursing Office. Once clinical assignments are issued, no changes will be made without clearance from nursing administration. Administration reserves the right to make clinical site, group and/or section changes as needed.

## **CLINICAL POLICIES AND PROCEDURES**

The adult learner will be expected to:

1. Understand that attendance at clinical is required at all times. Any absences must be made up prior to the next semester. Any absences in the third semester will result in the student being ineligible for graduation until the hours are completed.
2. Abide by the facility's policies and procedures.
3. Understand that if a complaint from a facility is received about them, disciplinary action will ensue.
4. Wear the VEEB ID badge at all times while in the clinical facility.
5. Come prepared with stethoscope, blood pressure cuff, a watch with a second hand, pen, paper, and pen light.
6. Listen and respond professionally to suggestions and instructions from faculty.
7. Understand that clinical starts promptly at 8:00 am.

8. Follow established procedures for notifying the instructor or school when late or absent. Understand that they *will be sent home* if arriving at clinical later than 8:15 am.
9. Understand that there are no excused lateness or absences in the clinical rotations.
10. Arrive at clinical facility in white scrub top, with the VEEB patch sewn onto left arm, and navy blue scrub pants and remain in uniform while in the clinical facility.
11. White uniform, shoes or sneakers must be clean at all times. Shoes/sneakers must be non-permeable/non-porous. **No clogs** of any kind allowed. Feet must be completely enclosed and covered by footwear. Shoes must have a back. No shoes with a strap allowed.
12. No hoop or dangling earrings are allowed. No tongue, nose rings or other facial piercings allowed while in clinical. Any visible tattoos must be covered.
13. Only clear nail polish on short-cropped nails. No artificial nails, wraps or gels are permitted.
14. Hair needs to be neat and up (off the shoulders). Facial hair must be neatly groomed.
15. No hats or head-wraps are allowed in clinical. (Except for religious attire)
15. Only naturally occurring eye lashes are allowed.
16. Only naturally occurring hair color is allowed.
17. No student is permitted on the clinical unit without an instructor present.
18. Report to the instructor when leaving the unit or the clinical area. Student must have instructor's permission to leave the unit or clinical area.
19. Follow the established VEEB Policies when administering medications and/or treatments in the clinical area. Medications and treatments must be given with knowledge and direct supervision and witness of the VEEB Instructor.
20. Submit written assignments on time.
21. Paperwork submitted 1 day past due date will not be accepted, and will result in a grade of zero (0).
22. Paperwork that has been plagiarized will not be accepted.
23. Assist classmates when indicated and/or instructed.
24. Report personal and/or patient care incidents or accidents immediately to the instructor.
25. Report any change in the patient's status immediately to clinical instructor.
26. Participate in pre and post-conference.
27. Maintain graded written assignments for review by faculty.
28. Review and sign the clinical performance evaluations for each level.
29. Report change in physical condition that would adversely affect ability to perform duties.
30. Give an updated report on patient's status before leaving the unit.



31. No food or drink may be brought into any clinical facility, except for water.
32. Cell phones must not be in use in any clinical facility. This includes texting as well as calls.
33. Professional, civil behavior is expected at all times in the clinical setting.
34. Uncivil, unprofessional behavior including but not limited to, yelling, cell phone use, talking back disrespectfully to fellow students, instructors or staff, eating during clinical time without permission, vulgar language and not following the chain of command will not be tolerated and will result in disciplinary action.
35. Refusal of assignment maybe consider patient abandonment.

***Failure to adhere to the above will result in disciplinary action, the maximum of which is termination from the program.***

## **CIVILITY CODE OF CONDUCT**

**Civility** encompasses behaviors acceptable to the profession of nursing. These behaviors are expected of both students and faculty members and include:

- Politeness
- Courtesy
- Respect in interpersonal situations whether in clinical, laboratory or classroom settings. This includes respectful listening.

**Incivility** includes verbal disrespect, inattentiveness, lateness, sleeping, talking, texting or talking on cell phones or any other disruptive behavior.

## **ATTENDANCE POLICY**

In order to be certified for the National Council Licensing Examination in Practical Nursing, candidates must be in attendance for the minimum number of hours determined by New York State Education Department. Therefore, Students are required to attend all nursing classes, clinical laboratory experiences and clinical agency assigned experiences.

Students enrolled in the Vocational Education and Extension Board's Practical Nursing Program must meet the required hourly standard for each course. Students who are late or absent from regularly scheduled classes, regardless of the reason, will be subject to completing makeup hours, if available, at an additional cost of \$40.00 per hour or \$200.00 per makeup day. Classroom makeup hours must be completed within two weeks of absence. This must also be prior to the start of the next semester. Classroom hours must be made up in person at the school. More than 25 hours of classroom absences per semester is considered as excessive absences. If classroom hours are not completed and paid for within two weeks, students will be prevented from taking the midterm and or final exams until the hours are completed and paid for.

Students are required to attend all scheduled on and off-campus clinicals. Students who are late or absent from regularly scheduled clinicals, regardless of the reason, will be subject to completing makeup hours, if available, at an additional cost of \$200.00 per makeup day. All clinical makeup hours must be completed prior to the next semester. More than 10 hours of

clinical absences per semester is considered as excessive absences. Any lateness or absences in clinicals during the third semester will result in the student being ineligible for graduation.

**Please Note:** Excessive absenteeism can result in termination and/or ineligibility for promotion and graduation.

It is the student's responsibility to notify the nursing office in advance when unable to attend nursing classes. A student must supply a doctor's note if they are absent more than 2 consecutive days. In the event that a student does not notify the nursing office and does not attend classes for five consecutive days, they will automatically be terminated from the program.

When sickness or injury occurs during school hours, students will need to seek medical attention and provide a medical clearance from the healthcare provider to return to class/clinical. Medical clearance must indicate the student may return to school without restrictions/limitations.

There are no absences or lateness permitted, in the classroom or clinical setting. Students who miss any time from the classroom setting, due to an emergency, must provide official documentation of the absence(s) to the Nursing Supervisor. After review of the documentation, the Nursing Supervisor /Assistant Nursing Supervisor will approve or deny classroom make-up time.

If classroom make-up is approved, the student will be charged a fee of \$40.00 per hour or \$200.00 per day missed. Payment must be made to the business office prior to receiving the make-up assignment.

The student will contact the Classroom Instructor(s) and request a make-up assignment for the hours missed.

The student will be required to complete the classroom make-up time, at the school, between the hours of 1:00 pm and 3:30 pm unless otherwise arranged by the VEEB faculty/staff.

Classroom make-up hours must be completed within two weeks of the missed class (which must be prior to the start of the new semester).

The student will have to be signed in and out, for all classroom make-up time, by the school faculty/staff.

Once the payment is made, the classroom make-up time is completed and the assignment is handed in to the classroom teacher, the time will be credited to the student.

If the student fails to complete any part of the classroom make-up process, they will be unable to move forward in the program.

If classroom hours are not completed and paid for within two weeks, students will be prevented from taking the midterm and or final exams until the hours are completed and paid for.

There are no absences permitted in the clinical rotation. Clinical make-ups, including those due to emergencies, are NOT guaranteed.

## **LATE/EARLY LEAVE PROCEDURES**

Students who arrive late, or who leave the classroom area early for any reason must:

1. Complete a late or early leave pass (passes will be located in the Main Lobby in front of the display unit).
2. Present the pass to the teacher in the class in which the student is arriving late or leaving early.

Late/early leave passes will be retained in the Library. Please note: Students will not be given credit for classroom attendance when arriving late if this procedure is not followed.

## **SPECIAL AWARDS AND RECOGNITION**

The nursing faculty recognizes superior achievement by its students in several ways. Honors recognized at graduation are:

- Valedictorian
- Salutatorian
- Outstanding Classroom Performance
- Honor Roll
- Perfect Attendance
- Citizenship Award
- Personal Achievement
- Nurse's Nurse

## **TUTORING**

Each faculty member is assigned a tutoring hour once a week for extra help between 1:00-2:00 p.m. Tutoring schedule is announced and posted on all student bulletin boards.

## **COUNSELING SERVICES**

Students who are in need of counseling services can make an appointment with the student counselor. The counselor is available during normal business hours, 8:00 am to 3:30 p.m. Monday through Friday, to assist students with any difficulties they may be experiencing. The student counselor can also be reached via email [tbatine@veeb.org](mailto:tbatine@veeb.org).

Students who are interested in working in the health care field while attending the nursing program should consult the Counselor for information about positions that might be available in local agencies. Towards completion of the program, students will be invited to participate in a career workshop with employers from the Long Island and New York areas. While VEEB cannot guarantee employment, graduates who successfully complete the PN Program will be referred for job placement as Practical Nurses.

The Vocational Education and Extension Board, Practical Nursing Program has direct continuing education agreements with other nursing programs making it possible for VEEB graduates to receive college credit towards a degree in registered nursing. Eligible VEEB, P.N. graduates will be referred for participation in these R.N. Programs after meeting special academic requirements.

## **STUDENT SUPPORT SERVICES – LIBRARY**

Utilization of the Library facilities at the Vocational Education and Extension Board is limited to those students officially enrolled in the Practical Nursing Program. Signature and photo identification card will be required when borrowing resource materials. Textbooks used in the program will be available in the library in limited quantities.

### **RULES:**

1. Journals, newspapers, workbooks, and films cannot be removed from the library, but may be used in the library as a reference.
2. Textbooks in current use and recommended reference books may be borrowed for a four- day period, Monday through Thursday, (\$1.00 fee)
3. Students requesting photocopies of class notes must have faculty approval. Photocopies can be secured by library staff and pick-up after class for the charge of \$.20 per page.

**All books must be returned by Friday morning and given to the Library Personnel.**

**WHEN TAKING OUT A BOOK YOU MUST SIGN BLUE LIBRARY CARD-  
WHEN RETURNING A BOOK TO THE LIBRARY YOU MUST VERIFY THAT  
THE BOOK IS BEING RETURNED BY INITIALING THE BLUE LIBRARY  
CARD IN THE PRESENCE OF THE LIBRARY ASSISTANT.**

### **PENALTIES:**

1. Late fee \$ 1.00 per week day.
2. Late fee \$5.00 EACH DAY ON SATURDAY, SUNDAY AND HOLIDAYS.
3. Lost, damaged or unreturned books - students will be required to pay the current price for books lost, damaged or not returned.

***Failure to fulfill financial obligations to the Library can result in ineligibility for graduation from the Vocational Education and Extension Board's Practical Nursing Program.***

### **Copyright Infringement**

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750.00 and not more than \$30,000.00 per work infringed. For "willful" infringement, a court may award up to \$150,000.00 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000.00 per offense.

For more information, please see the Web site of the U.S. Copyright Office at <http://www.copyright.gov>, especially their FAQ's at [www.copyright.gov/help/faq](http://www.copyright.gov/help/faq).

### *Reporting Copyright Infringements*

In accordance with the Digital Millennium Copyright Act (DMCA), VEEB has designated an agent to receive notification of alleged copyright infringement occurring within the School. To report a copyright infringement, notify our designated agent specified below:

Tara Batine  
School Counselor  
Counselor's Office  
30 East Cherry Street  
Hicksville, N.Y. 11801  
Phone: 516-572-1704

[tbatine@veeb.org](mailto:tbatine@veeb.org)  
Fax: 516-572-1703

### **NO GUARANTEE OF PLACEMENT OR LICENSE**

- The School will help graduates find a job, but do not guarantee placement.
- The School cannot guarantee a graduate will obtain a license. Only the State of New York can issue a license.
- The U.S. Department of Labor's Standard Occupational Classification (SOC) code is **29- 2061.00 - Licensed Practical and Licensed Vocational Nurses. Further information on types of employment obtained by practical nurses and other relevant employment information is available at: <http://www.onetonline.org/link/summary/29-2061.00>**

### **SCHOOL'S RIGHT TO CANCEL CLASSES**

The School has the right to cancel classes if 120 people do not enroll for the semester. The School may also cancel classes for any other reason that makes it, in its determination, impossible to provide classes to its students. Should such cancellation take place, students will be refunded all monies paid for the semester.

### **HISTORY AND PHYSICAL EXAMINATION:**

In accordance with the school's requirements, you are required to have your physical examination completed with our Medical Team. The physical includes the following: history and physical examination; vital statistics; drug screen; flu vaccine; Quantiferon; titers for Measles, Mumps, Rubella, Varicella and Hepatitis B; documentation of at least two COVID vaccinations or the current COVID vaccination recommendations, student profile and review of student provided medical data.

## **STUDENT PHYSICAL REQUIREMENTS:**

Complete History and Physical Examination; Drug Screen; Blood Titers for Mumps; Measles; Rubella; Varicella; Hepatitis B, Quantiferon Blood Test; Flu Vaccine; Positive TB History- must have Chest X-ray within 1 year from school start date; Tdap Booster within last 10 years.

Based on the Department of Health Title 10: Rules and Regulation Section 405.3-1 the examination shall be sufficient scope to ensure that no person shall assume his/her duties unless he/she is free from a health impairment which is of potential risk to the patient or which might interfere with the performance of his/her duties, including the habituation or addiction to depressants, stimulants, narcotics, alcohol or other drugs or substances which may alter the individual's behavior.

**At the date of the physical examination you must provide proof of the following: COVID vaccinations including at least two COVID vaccinations or the current COVID vaccination recommendations; Tdap Booster within the last 10 years; Positive TB History- must have Chest X-ray within 1 year from school start date**

### **ADDITIONAL SERVICES:**

|  |          |
|--|----------|
| ▪ Chest X-Ray for positive Quantiferon         | \$ 75.00 |
| ▪ Hepatitis B Vaccine 3-shot series (per shot) | \$ 80.00 |
| ▪ MMR Vaccine 2-shot series (per shot)         | \$ 90.00 |
| ▪ Varicella Vaccine - shot series (per shot)   | \$145.00 |
| ▪ Tdap Diphtheria, Tetanus, Pertussis          | \$ 40.00 |

*Failure to comply with the physical examination requirements will result in termination from the Practical Nursing Program.*

### **MISSION STATEMENT**

It is the policy of the administration that the VEEB Practical Nursing Program remains a drug free and safe environment at all times. To promote this goal, students are required to report to school/clinic in appropriate mental and physical conditions to perform their studies in a responsible and professional manner.

At no time is the student permitted to use, possess, distribute, sell or be under the influence of does not impair a student's ability to perform his/her studies in a safe manner that does not endanger the student or others at the school and/or clinical site.

To that end, the school hereafter known as VEEB has drawn up the following policy:

### **DRUG TESTING POLICY**

- I. Pre-placement urine drug tests are to be performed on all incoming students under the supervision of a VEEB appointed physician. If an incoming student refuses to have a drug screen test performed at the time of their physical, it will be considered a failed drug screen test and their enrollment will be cancelled.
- II. The results of the exam will be reviewed by the VEEB appointed physician prior to any final determination.
- III. In the event of a verified positive result, the applicant's enrollment will be cancelled.

- IV. After enrollment by an applicant in the Nursing Program, the VEEB reserves the right to perform random alcohol and/or drug testing.
- V. Any student who demonstrates symptoms of being impaired or being “under the influence” of alcohol, or controlled substances will be removed from the classroom or clinical setting immediately.
- VI. The student will be assisted to obtain transportation home. The student will NOT be allowed to drive him or herself.
- VII. Additionally, an enrolled student will be required to submit to an immediate alcohol and/or drug test at his/her own expense, where reasonable suspicion exists that the student is “under the influence” of alcohol or drugs while attending classes or any other function associated with the Nursing Program. Positive results from such a test, which are confirmed by a second test, shall result in the involved student being immediately dismissed from the program.

### **BACKGROUND POLICY**

In order to complete the Vocational Education & Extension Board’s Practical Nursing Program’s Admission process each applicant must participate in a criminal background check.

This certification is required for admission to the nursing program so that we comply with all of the requirements that our affiliating agencies have requested. The results of this search are strictly confidential. The Vocational Education & Extension Board reserves the right to deny admission based on the findings of this background search.

In addition, all applicants must also report any criminal conviction, which occurs at any point during the period of enrollment in the VEEB Nursing Program. Failure to report this information to VEEB Administration will result in termination from the program. For admission, consideration applicants must complete the Criminal background search at: [www.CastleBranch.com](http://www.CastleBranch.com). Be advised that any falsification of information on documents will result in termination from the VEEB Practical Nursing Program.

**All students’ names will be sent for screening to a Nationwide Sex Offender Registry prior to the start of the Geriatric Clinical rotation.**

### **CONCEPTUAL FRAMEWORK**

The conceptual framework for the Vocational Education and Extension Board’s Practical Nursing Program is rooted in humanism. Humanism is a system which values the importance of being human, and which places a great emphasis on caring about people. Embedded in the faculty's conceptualization are the theoretical formulations of the humanistic psychologist, Abraham Maslow. The faculty believes that practical nursing education and services are concerned with meeting the basic health care needs of people during the various stages of human growth and development throughout the life cycle. The program of learning is developed within three parameters: a) the ongoing, periodic development of curriculum to support the philosophy and objectives of the program (Nursing); b) the ongoing, periodic development of curriculum to support views of holism, and the changing aspects of man and his environment (growth and development), and c) the ongoing, periodic development of curriculum to support learning (science courses and student support services).

The practical nurse uses the nursing process and performs general nursing duties, which meet basic health care needs in a variety of health care settings.

## **NURSING PROCESS**

Involves the following steps:

1. Collection of data in the evaluation of basic needs.
2. Assist in planning specific, measurable, individual and realistic goals based on the individual's basic needs.
3. Implementation of nursing action, which meet basic needs.
4. Assist in evaluating the current status and the extent to which basic needs have been met.

## **TEACHING/LEARNING PROCESS**

The teaching/learning process is based on a collaborative relationship.

Learning is a change in behavior, perception, insight or attitude. The change in behavior may or may not be directly observable. According to humanistic philosophy, behavior is purposeful; humans pursue fulfillment of needs and behaviors or interactions within an individual's environment. This occurs in the expectation of needs fulfillment. The learner is always at the center of learning activities. Learning experiences are directed towards meeting each of the learner's needs. The teaching/learning process is based on a collaborative, interpersonal relationship, which takes into consideration the learner's past experience and present goal.

## **PRACTICAL NURSING**

The Practical Nurse is a member of the health care team.

The Nurse Practice Act in New York State defines practical nursing as: performing tasks and responsibilities within the framework of case finding, health teaching, health counseling, and provision of supportive and restorative care under the direction of a registered professional nurse or licensed physician, dentist or other licensed care provider legally authorized under this title and in accordance with the commissioner's regulations. (Article 139:6902)



**VOCATIONAL EDUCATION AND EXTENSION BOARD**  
**PRACTICAL NURSING PROGRAM**  
*(Approximate Breakdown of Course Hours)*

| <b>FIRST TERM - SEPTEMBER</b>        |                    |
|--------------------------------------|--------------------|
| <b>HOURLY REQUIREMENTS</b>           |                    |
| <b>FALL COURSES</b>                  | <b>COURSE HRS.</b> |
| Orientation                          | 5                  |
| Fundamentals of Practical Nursing    | 49                 |
| Fundamentals of P.N. Skills Lab      | 49                 |
| Scientific Foundation                | 49                 |
| Vocational Adjustments               | 49                 |
| Human Development I                  | 49                 |
| Geriatrics Nursing                   | 85                 |
| Medication Administration            | 25                 |
|                                      | 360                |
| <b>SPRING COURSES</b>                | <b>COURSE HRS.</b> |
| P.N. Principles I                    | 40                 |
| P.N. Skills Lab I                    | 40                 |
| Pharmacology I                       | 40                 |
| Anatomy and Physiology I             | 40                 |
| Human Development II                 | 40                 |
| Surgical Nursing                     | 90                 |
| Medical Nursing                      | 90                 |
|                                      | 380                |
| <b>SUMMER COURSES</b>                | <b>COURSE HRS.</b> |
| P.N. Principles II                   | 39                 |
| P.N. Skills Lab II                   | 39                 |
| Pharmacology II                      | 39                 |
| Anatomy and Physiology II            | 39                 |
| Human Development III                | 39                 |
| Psychiatric Nursing                  | 25                 |
| Maternal Child Nursing (OB and Peds) | 50                 |
| Advanced Med/Surgical Nursing        | 100                |
|                                      | 370                |
| <b>TOTAL PROGRAMS</b>                | <b>1,110</b>       |

# **COURSE DESCRIPTION AND CONTENT**

## *~Semester One~*

### **VOCATIONAL ADJUSTMENTS**

Practical nursing education requires a good foundation in basic education. This course will skillfully guide the student through a review of basic mathematical concepts and the computation of medication dosages. The course will include an introduction to pharmacological nursing terms, abbreviations, medication routes, administrations and patient/client's rights relating to medication. Finally, this course will review the communication process, and a discussion of occupational safety hazards.

### **HUMAN DEVELOPMENT I**

Although unique as biological, psychological, social, spiritual and cultural beings, individuals share the environment with others as members of a family, a community and society. This course will focus on the physical growth, and the psychosocial development of people, and the social forces impacting the self-actualization of individuals during the period of the life cycle, which extends from adulthood through old age. The course will include a discussion of the physiological and psychosocial needs of adults, and an overview of the concepts of mental health and mental illness.

### **SCIENTIFIC FOUNDATIONS**

Nursing education involves the acquisition of a special body of knowledge, which draws on principles from the allied sciences. This course will focus on the contributions of microbiology, chemistry, and nutrition to nursing practice. The course will include an overview of the structure of the human body with emphasis on the function of the human cell.

### **FUNDAMENTALS OF NURSING**

Introduction to basic nursing care with emphasis on the role and function of the practical nurse. This course will focus on the practice of nursing according to an organized, systematic plan, which acknowledges powerful environmental or social forces, which influence the self-actualization of individuals.

### **NURSING SKILLS LABORATORY**

This course offers demonstration and practice of basic, fundamental nursing skills. Congruent with the program's philosophy this course will also present an overview of practical nursing and the nursing program's philosophy, objectives, academic policies and school procedures.

## *~Semester Two~*

### **PHARMACOLOGY I**

As a member of the health care team, the LPN is responsible for implementing appropriate nursing actions when meeting the patient's need for drug therapy. This course will focus on the pharmacological aspects of patient care within the nursing process framework, and will include an overview of the sources of drugs, the actions of the major classification of medications, and dosage calculation. Commonly prescribed drugs affecting the following body organs and systems will be identified: endocrine, cardiovascular, respiratory, gastrointestinal, urinary and reproductive.

### **HUMAN DEVELOPMENT II**

This course will focus on the, physical growth and development of the human being during the period of the life cycle which extends from conception through and after birth. The course will include a discussion of the reproductive system, gestation, labor and delivery and various approaches to parenting, the role of the family in meeting the physiological and psychosocial needs of the newborn infant, and providing nursing care for the newborn infant with special needs.

### **ANATOMY & PHYSIOLOGY I**

This course will present the normal structure and function of the human body with focus on the following: endocrine, circulatory, respiratory, digestive/gastrointestinal, and urinary systems.

### **PRACTICAL NURSING PRINCIPLES I**

Nursing is an art and a science, which is learned; its essence is embedded in human caring. Practical Nursing Principles I applies to specific health problems, the basic knowledge and skills learned in Fundamentals of Nursing during Semester I. This course will focus on the role and function of the LPN in meeting the needs of patients who have health problems in the following areas: Problems affecting Endocrine function, Circulation and the Blood, Respiration, Nutrition and Elimination, and Urinary Elimination.

### **NURSING SKILLS LABORATORY**

This course offers demonstration and practice of nursing skills, which meet the needs of patients with specific health problems.

*~Semester Three~*

**PHARMACOLOGY II**

The role of the PN includes participation in the data collection, planning, implementation and evaluation of desired outcomes in the administration of medications. This course is a continuation of Pharmacology I and will include the identification of commonly prescribed drugs affecting the following body organs and systems: the cell, skin, musculoskeletal, nervous which includes CNS, ANS, special senses and Psychotropic.

**HUMAN DEVELOPMENT III**

This course will focus on the physical growth and the psychosocial development of individuals during the period of the life cycle, which extends from infancy through young adulthood. The course will include a discussion of the physiological and psychosocial needs of children, and an overview of childhood illnesses.

**ANATOMY & PHYSIOLOGY II**

Normal structure and function of the human body with focus on the following: the body as a whole, the cell, the skin, musculoskeletal system, nervous system, and sensory system.

**PRACTICAL NURSING PRINCIPLES II**

Nursing is an art and science, which is learned; its essence is embedded in human caring. This course is a continuation of Practical Nursing Principles I and will focus on the role and function of the LPN in meeting the needs of patients who have health concerns in the following areas: Abnormalities of cellular growth, Death and Dying, Immune Disorders/HIV positive and AIDS, Threats to the Main Body Defense, Mobility Limitations, Neurological Disorders, and Sensory Disturbances.

**NURSING SKILLS LABORATORY**

This course offers demonstration and practice of nursing skills, which meet the needs of patients with specific health problems.

## FINANCIAL INFORMATION

### TUITION AND FEES

Students must pay all tuition and fees as outlined in the Student Agreement. Special agreements for tuition deferments must be arranged and approved by the Treasurer in the Business Office. Failure to meet special agreements will automatically result in suspension from classes. Suspensions will be regarded as absenteeism by the nursing faculty. Students are expected to be responsible for all financial obligations incurred during their enrollment at VEEB.

**TESTING FEE:** A \$150.00 non-refundable fee is charged to process all applications to the PN Program.

**TUITION:** \$19,500.00/year

A \$2,000.00 tuition deposit will be due upon registration, which is applied towards tuition. If a student fails to enter, \$1,500.00 will be returned less any medical charges and/or supplies given. The \$500.00 is a non-refundable registration fee. Once school begins, students who subsequently leave the program for any reason will forgo the deposit. A service fee of up to 3.5% of the payment amount may be assessed on all credit card payments. Payments may continue to be made by cash or by certified check without imposition of a service fee. A \$35 fee will be applied for any reissued check.

### STUDENT SUPPLIES INCLUDED IN TUITION:

Tuition includes student supplies: eBooks, laptop or Chromebook, tote bag, stethoscope, insurance, various access codes, BLS and lab supplies that are used by students over the entire course of the program and maintained by the school.

*(Tuition and fees are subject to change)*

### ADDITIONAL FEES:

|                      |                              |
|----------------------|------------------------------|
| Uniforms and Patch   | \$175.00, estimate           |
| ID Badge             | \$ 20.00                     |
| Limited Permit Fee   | \$ 35.00                     |
| Licensure Exam Fee   | \$ 335.00, subject to change |
| Hard cover textbooks | varies according to textbook |

### BASIC PHYSICAL EXAM INCLUDED IN TUITION:

Tuition includes a basic physical examination (completed by our medical team) which consist of the following: history and physical examination; vital statistics; drug screen; flu vaccine; Quantiferon; titers for Measles, Mumps, Rubella, Varicella and Hepatitis B; student profile and review of student provided medical data.

**ADDITIONAL EXPENSES IF NEEDED:**

|   |                    |
|---|--------------------|
| Diphtheria Tetanus Vaccine                      | \$ 40.00           |
| Varicella Vaccine (2 shot series)               | \$ 145.00/per shot |
| Measles, Mumps, Rubella Vaccine (2 shot series) | \$ 90/per shot     |
| Hepatitis B Vaccine (3 shot series)             | \$ 80.00/per shot  |
| Chest X-Ray                                     | \$ 75.00           |

***\*\*Mandatory physical exam, titers and flu vaccine are included in the cost of the tuition. Any additional medical charges will be billed to student accounts\*\****

**TUITION ASSISTANCE**

Tuition assistance is available to Students. Students who wish to be considered for financial aid must file a FAFSA (Free Application for Federal Student Aid) either online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) or by requesting a form from our Financial Aid Office. Our Federal School Code is 012293. Early application is necessary in order to apply all financial aid to Student's tuition.

Failure to complete and submit these forms in a timely manner may prevent you from getting your Financial Aid commitment before the start of School. **It is the responsibility of the Student to ensure that your application has been fully processed by our financial aid office.**

Further information about applying, requirements, verification and other information for Financial Aid is available through the business office.

This School participates in several federal Student Financial Aid Programs: Federal Pell Grant Program; the Iraq and Afghanistan Service Grant; Federal Supplemental Educational Opportunity Grant (FSEOG); and Federal Direct Loans (subsidized/unsubsidized and PLUS). The Nursing Program is also approved by the NYS Education Department for the training of veterans. Financial aid is earned and applied on a semi-annual basis.

Proceeds from Federal Title IV Assistance Programs, education loans, grants, awards and/or scholarships upon receipt shall be applied in full for the purpose of reducing the Student's tuition account. Payment of all tuition must be received in accordance with the payment schedule.

The FSEOG is a federal grant. Our School will match 25% of the amount awarded by the government. You do not have to pay this back.

Students must maintain Satisfactory Academic Progress (SAP) as described in the Nursing Handbook to receive Financial Aid.

**PAYMENT SCHEDULE**

Payment of \$2,000.00 deposit at registration, which is applied toward tuition. Thereafter, if a student fails to enter, \$1500.00 less any medical charges and/or supplies given will be refunded. \$500.00 is a non-refundable registration fee. Once school begins, students who subsequently leave the program for any reason will forgo the deposit. A service fee of up to 3.5% of the payment amount may be assessed on all credit card payments. Payments may continue to be made by cash or by certified check without imposition of a service fee. A \$35 fee will be applied for any reissued check.

## Payment Policy

FULL TUITION: \$19,500.00  
**\* Less deposit paid at registration -\$2,000.00**

First Trimester of Academic Year:  
TUITION: \$10,000.00  
Additional Medical Services (P.3 Contract)  
**Due on or before Aug 31<sup>st</sup>, 2024: \$ 7,500.00**

Second Trimester of Academic Year:  
TUITION: \$ 9,500.00  
**Due on or before Dec. 27<sup>th</sup>, 2024 \$ 3,750.00**

Third Trimester of Academic Year:  
TUITION:  
**Due on or before April 30<sup>th</sup>, 2025 \$ 3,750.00**

**\*\*TUITION & BALANCES MUST BE PAID IN FULL FOR NEW & RE-ENTRY STUDENTS IN ORDER TO BE ADMITTED TO CLASSES\*\***

**STUDENTS ARE NOT ALLOWED TO SIT FOR FINALS IF THERE ARE BALANCES ON ACCOUNTS.**

### Financial Aid Funding

1. First Trimester of Academic Year:
  - a. Funding received Oct-Nov
2. Second Trimester of Academic Year:
  - a. Funding received Feb- Mar
3. Third Trimester of Academic Year:
  - a. Funding received Jun-Jul

**\*\* STUDENTS ARE RESPONSIBLE FOR FILING FINANCIAL AID IN A TIMELY MANNER FOR ALL FUNDS TO BE RECEIVED IN BY THE BUSINESS OFFICE & APPLIED TO THE STUDENTS ACCOUNT\*\***

**AFTER FINANCIAL AID IS FILED, THE BUSINESS OFFICE WILL REVIEW THE AID & ADVISE THE STUDENTS WHAT THEY ARE ENTITLED TO AND HOW IT WILL BE APPLIED TO THEIR TUITION. STUDENTS WILL THEN BE RESPONSIBLE TO PAY ALL OUT OF POCKET BALANCES PER THE ABOVE TUITION DUE DATES.**

## **DEFAULT**

Failure to pay tuition within the payment schedule, the School may suspend or dismiss the student.

## **STATUTORY REFUND POLICY FOR FEDERAL FINANCIAL AID RECIPIENTS**

The Vocational Education & Extension Board receives Federal Title IV funds and in accordance with these funds has an established refund policy. This policy applies to students' who **withdraw officially, unofficially or fail to return from a leave of absence or are dismissed from enrollment** at the School. It is separate and distinct from the School Institution refund policy below.

The calculated amount of the Return of Title IV (R2T4) funds that are required to be returned for the students affected by this policy, are determined according to the following definitions and procedures as prescribed by regulations.

The amount of Title IV aid earned is based on the amount of time a student spent in academic attendance, and the total aid received; it has no relationship to student's incurred institutional charges. Because these requirements deal only with Title IV funds, the order of return of unearned funds do not include funds from sources other than the Title IV programs.

Title IV funds are awarded to the student under the assumption that he/she will attend school for the entire period for which the aid is awarded. When student withdraws, he/she may no longer be eligible for the full amount of Title IV funds that were originally scheduled to be received. Therefore, the amount of Federal funds earned must be determined. If the amount disbursed is greater than the amount earned, unearned funds must be returned.

The Payment Period for clock hour programs is one half the academic year or program length (whichever is less).

The Date of Determination is the date of the institution's determination that the student withdrew varies depending on the type of withdrawal. If the student begins the official withdrawal process or provides official notification to the school or of his/her intent to withdraw, the date of the institution's determination that the student withdrew would be the date the student began the official withdrawal process or the date of the student's notification, whichever is later. If the student did not begin the official withdrawal process or provide notification of his/her intent to withdraw, the date of the institution's determination that the student withdrew would be the date the school becomes aware that the student ceased attendance.

For a student who withdraws, without providing notification from a school that is not required to take attendance, the school must determine the withdrawal date **no later than 30 days after the end of the earlier of** (1) the payment period or period of enrollment, (2) the academic year or (3) the student's educational program.

The institution has 45 days from the date that the institution determines that the student withdrew to return all unearned funds for which it is responsible. The school is required to offer a post withdrawal disbursement that is not credited to the student's account within 30 days of the date of determination.



A post-withdrawal disbursement must be made to the student's account within 180 days of the date of determination.

A payment for an eligible program that measures progress in clock hours the first payment period is the period of time in which the student completes the first half of the program as measured in credits or clock hours.

#### Withdraw Before 60%

The institution must perform a R2T4 to determine the amount of earned aid through the 60% point in each payment period. The institution will use the Department of Education's prorate schedule to determine the amount of the R2T4 funds the student has earned at the time of withdrawal.

#### Withdraw After 60%

After the 60% point in the payment period, a student has earned 100% of the Title IV funds he or she was scheduled to receive during this period. The institution must still perform a R2T4 to determine the amount of aid that the student has earned.

#### The Calculation Formula:

Determine the amount of Title IV aid that was disbursed plus Title IV aid that could have been disbursed.

Calculate the percentage of Title IV aid earned:

a) **Determine the percentage of the period completed:**

Divide the clock hours scheduled in the period by the total clock hours in the period (excluding scheduled breaks of five days or more **AND** days that the student was on an approved leave of absence).

#### SCHEDULED CLOCK HOURS

TOTAL CLOCK HOURS IN = % EARNED THE PAYMENT PERIOD

If this percentage is greater than 60%, the student earns 100%.

b) If this percent is less than or equal to 60%, proceed with calculation.

Percentage earned from (multiplied by) Total aid disbursed, or could have been disbursed = AMOUNT STUDENT EARNED.

Subtract the Title IV aid earned from the total disbursed = AMOUNT TO BE RETURNED.

100% minus percent earned = UNEARNED PERCENT

Unearned percent (multiplied by) total institutional charges for the period = AMOUNT DUE FROM THE SCHOOL.

If the percent of Title IV aid disbursed is greater than the percent unearned (multiplied by) institutional charges for the period, the amount disbursed will be used in place of the percent unearned.

If the percent unearned (multiplied by) institutional charges for the period are less than the amount due from the school, the student must return or repay one-half of the remaining unearned Federal Pell Grant.

Student is not required to return the overpayment if this amount is equal to or less than 50% of the total grant assistance that was disbursed /or could have been disbursed. The student is also not required to return an overpayment if the amount is \$50 or less.

The School will issue a grant overpayment notice to student within 30 days from the date the school's determination that student withdrew, giving student 45 days to either:

1. Repay the overpayment in full to NAME OF SCHOOL OR
2. Sign a repayment agreement with the U.S. Department of Education.

### **Order of Return**

The School is authorized to return any excess funds after applying them to current outstanding Cost of Attendance (COA) charges. A copy of the Institutional R2T4 work sheet performed on your behalf is available through the office upon student request.

In accordance with Federal regulations, when Title IV financial aid is involved, the calculated amount of the R2T4 Funds is allocated in the following order:

- Unsubsidized Direct Stafford loans (other than PLUS loans)
- Subsidized Direct Stafford loans
- Direct PLUS loans
- Federal Pell Grants for which a Return is required
- Iraq and Afghanistan Service Grant for which a Return is required
- Federal Supplemental Educational Opportunity Grant
- The Student

### **Post Withdraw**

If you did not receive all of the funds that you have earned, you may be due a post- withdraw disbursement. The School may use a portion or all of your post- withdraw disbursement for tuition and fees (as contracted with the School). For all other school charges, the School needs your permission to use the post-withdraw disbursement. If you do not give permission, you will be offered the funds. However, it may be in your best interest to allow the school to keep the funds to reduce your debt at the school.

The post-withdrawal disbursement must be applied to outstanding institutional charges before being paid directly to the student.

### **Institution Responsibilities**

The School's responsibilities in regards to Title IV funds follow:

Providing students information with information in this policy;  
Identifying students who are affected by this policy and completing the return of Title IV funds calculation for those students; Returning any Title IV funds due to the correct Title IV programs.

The institution is not always required to return all of the excess funds; there are situations once the R2T4 calculations have been completed in which the student must return the unearned aid.

### **Overpayment of Title IV Funds**

Any amount of unearned grant funds that a student must return is called an overpayment. The amount of grant overpayment that you must repay is half of the grant funds you received. You must make arrangements with the School or Department of Education to return the amount of unearned grant funds.

### **Student Responsibilities in regards to return of Title IV funds**

- Returning to the Title IV programs any funds that were dispersed to the student in which the student was determined to be ineligible for via the R2T4 calculation.
- Any notification of withdraw should be in writing and addressed to the appropriate institutional official.
- A student may rescind his or her notification of intent to withdraw. Submissions of intent to rescind a withdraw notice must be filed in writing.
- Either these notifications, to withdraw or rescind to withdraw must be made to the official records/registration personal at your school.

### **Refund vs. Return to Title IV**

The requirements for the Title IV program funds when you withdraw are separate from any refund policy that The School may have to return to you due to a cash credit balance.

Therefore, you may still owe funds to the school to cover unpaid institutional charges. The School may also charge you for any Title IV program funds that they were required to return on your behalf.

Further information regarding withdrawal and return of Title IV Funds can be obtained from the Financial Aid Officer.

### **STUDENT TUITION AND REFUND POLICY**

The School has a refund policy that conforms to the State University of New York's policy. If a Student withdraws from the School voluntarily or is dismissed for academic reasons or for violating School rules, the Student may be entitled to a refund in accordance with the schedule printed below.

A Student who cancels within 7 days of signing the enrollment agreement but before instruction begins receives all monies returned with the exception of the non-refundable registration fee (\$500) plus any medical charges and/or supplies received. A \$35 fee will be applied for any reissued check.

1. Thereafter, a Student will be liable for:
  - the non-refundable registration fee plus
  - the cost of any medical charges plus
  - the cost of any supplies accepted plus
  - tuition liability as of the Student's last date of physical attendance. Tuition liability is divided by the number of terms in the program. Total tuition liability is limited to the term during which the Student withdrew or was terminated and any previous terms completed.

- First Term – Academic Period 1  
If termination occurs School will keep
  - Prior to or during the first week 0%
  - During the second week 20%
  - During the third week 35% During the fourth week 50% During the fifth week 70%
  - After the fifth week 100%
- Second Term – Academic Period 2
  - During the first week 20%
  - During the second week 35%
  - During the third week 50%
  - During the fourth week 70%
  - After the fourth week 100%

If a student fails to enter the subsequent trimester due to failing, the charges related to that subsequent trimester will be credited back to the student.

If the Student withdraws or terminates from the program and fails to pay the outstanding tuition, the Student will not be eligible for re-enrollment in future Practical Nurse Programs offered by the School.

The School will refer any uncollected tuition account to a Collection Agent and a collection fee of 33% will be added to the tuition balance.

The Collection Agent may litigate the account and Court costs may be added to the unpaid balance.

### **SPECIAL FEES**

In addition to tuition fees, make-up classes, special testing, continuing education activity, special supplies and/or equipment, may require additional fees.

**The school will reserve the right to charge students whose negligence leads to breakage of school equipment. Any student who is required to make up classroom hours will be charged a fee of \$40 per hour or \$200 per day (if available). Any student who is required to make up clinical hours will be charged a fee of \$200 per makeup day (if available). No personal checks accepted. Students who fail to meet financial obligations will be suspended from classes.**

### **TRANSPORTATION**

Travel costs from home to school or clinic are the student's expense. Transportation to clinical or classroom assignment is the student's responsibility. Estimated transportation is \$2,316 per year.

### **Student-Right-To-Know Completion Rate**

For the most up-to-date information of "Student-Right-to-Know" completion or graduation rate calculation for VEEB, based upon the school's most recent IPEDS (Integrated Post-secondary Education Data System) reporting, please visit <http://nces.ed.gov/collegenavigator>

**Nondiscrimination Policy**

The Vocational Education and Extension Board Practical Nursing Program admits students without regard to age, race, color, sex, religion, national or ethnic origin or physical and/or learning disability to all the rights, privileges, programs generally accorded or made available to students at the school. It does not discriminate on the basis of age, race, color, sex, religion, national or ethnic origin or physical and/or learning disability in the administration of its educational policies, admissions policies, scholarships and loan programs.

Inquiries concerning these policies may be referred to Regine Rimpel, Nursing Supervisor, 30 East Cherry St., Hicksville, NY or 516-572-1704.

**ADA and Rehabilitation Act**

In compliance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 (ADA) and its amendments, the Vocational Education and Extension Board Practical Nursing Program provides reasonable accommodations and services upon request to individuals with documentation supporting a covered disability or chronic illness.

VEEB's ADA/Section 504 Coordinator is Regine Rimpel, Nursing Supervisor. The phone number to contact is 516-572-1704.

**FERPA Rights Notification**

The Family Educational Rights and Privacy Act (FERPA) of 1974, as Amended, 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.)

These rights include:

- The right to inspect and review the student's education records within 45 days after the day VEEB Practical Nursing Program receives a request for access. A student should submit to the registrar, dean and of the academic department or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the VEEB Practical Nursing Program official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
- The right to request the amendment of the student's education records that the student believes are inaccurate, misleading or otherwise in violation of the student's privacy rights under FERPA.
- A student who wishes to ask VEEB Practical Nursing Program to amend a record should write the VEEB Practical Nursing Program official responsible for the record, clearly identify the part of the record the student wants changed and specify why it should be changed.

- If VEEB Practical Nursing Program decides not to amend the record as requested, the College 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. (VEEB Practical Nursing Program additional information is further described under “Grade Appeals” and “Complaint Procedures” of the college catalog, as well as in the VEEB Practical Nursing Program Student Handbook.)
- The right to provide written consent before VEEB Practical Nursing Program discloses personally identifiable information (PII) from the student’s education records, except to the extent that FERPA authorizes disclosure without consent.
- VEEB Practical Nursing Program 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 a person who is employed by VEEB Practical Nursing Program 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 VEEB Practical Nursing Program who performs an institutional service or 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 has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for VEEB Practical Nursing Program.
- Upon request, VEEB Practical Nursing Program also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.
- The right to file a complaint with the U.S. Department of Education, concerning alleged failures by VEEB Practical Nursing Program 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, S.W.  
 Washington, D.C. 20202-5901

- VEEB Practical Nursing Program’s public notice on directory information is provided under “Confidentiality and Directory Information” in the catalog. FERPA permits the disclosure of personally identifiable information (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 postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student. To other school officials, including teachers, within VEEB Practical Nursing Program whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers or 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)(2) are met. {§99.31(a)(1).}

The right to file a complaint with the U.S. Department of Education, concerning alleged failures by VEEB Practical Nursing Program 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, S.W.  
Washington, D.C. 20202-5901

- VEEB Practical Nursing Program’s public notice on directory information is provided under “Confidentiality and Directory Information” in the catalog. FERPA permits the disclosure of personally identifiable information (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 postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student. To other school officials, including teachers, within VEEB Practical Nursing Program whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers or 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)(2) 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 representative 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 postsecondary 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 test; (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).}
- The disclosure concerns sex offenders and other individuals required to register under section 17010 of the Violent Crime Control and Law Enforcement Act of 1994.

## **FERPA Rights Notification**

As of January 4, 2012, the U.S. Department of Education’s FERPA regulations expand the circumstance under which student education records and personally identifiable information (PII) contained in such records - including the student’s Social Security Number, grades or other private information - may be accessed without the student’s consent. First the U.S. Attorney General, the U.S. Secretary of Education or State and local education authorities “Federal and State Authorities”) may allow access to student records and PII without your consent to any third party designated by a



Federal or State Authority to evaluate a federal or state-supported education program. The valuation may relate to any program that is “principally engaged in the provision of education,” such as early childhood education and job training, as well as any program that is administered by an education agency or institution. Second, Federal and State Authorities may allow access to your education records and PII without your consent to researches, performing certain types of studies, in certain cases even when the college objects to or does not request such research. Federal and State Authorities must obtain certain use restriction and data security promises from the entities that they authorize to receive your PII, but the Authorities need not maintain direct control over such entities.

In addition, in connection with Statewide Longitudinal Data System, State Authorities may collect, compile, permanently retain and share without your consent PII from your education records, and they may track your participation in education and other programs by linking such PII to other personal information about you that they obtain from other Federal or State data sources, including workforce development, unemployment insurance, child welfare, juvenile justice, military service and migrant student records systems.

### **Confidentiality and Directory Information**

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that VEEB Practical Nursing Program, with certain exceptions, obtain a student’s written consent prior to the disclosure of personally identifiable information from the student’s education records.

VEEB Practical Nursing Program does not give student home addresses or phone numbers to outside callers (family, friends, prospective employers, etc.), but VEEB may use this information to contact the student, and as needed for governmentally mandated institutional reporting to federal and state agencies.

Non-directory information is confidential and is not released without the student’s consent. Items such as a student’s social security number or any parts thereof, GPA, specific disciplinary actions health status, financial aid awards, billing information, test scores, specific grades received, race, ethnicity, religion, gender or country of origin are confidential. A student must sign a release to have this confidential information given out. Letters of recommendation may only include the student’s GPA or grades in VEEB classes if the student has signed a release.

Students may waive their right to review confidential letters and statements of recommendations under FERPA subject to not being required to do so as a condition of admission to or for receipt of a service or benefit from the institution. The documents that students have waived their rights to access may only be used for the designated purpose. The waiver must be in writing, dated, state the purpose of the disclosure, specify the record to be released, identify the party or class of parties to whom disclosure may be made and signed by the student. All transcripts must similarly be requested by a signed release. Transcript requests will be processed, if the student has no financial and/or other outstanding college obligations.

On July 1, 2001, the NY State Education Law, Section 2-B (Chapter 214 of the Laws of 2000) became effective, restricting the use of social security numbers from being provided to faculty and staff on identification cards, in class lists, unless specifically authorized or required by law. VEEB Practical Nursing Program complies internally with this law to protect students against the invasion of privacy and identity theft.

The only other information that will be released without prior written consent is under those circumstances specified by federal law, such as requests for information governed by the Solomon Act or the Patriot's Act and by court orders or subpoenas. Disclosure of personally identifiable information to the Immigration and Naturalization Service (INS) is allowed with the student's consent on the Form I-20.

## **TITLE IX POLICIES AND PROCEDURES**

### **OVERVIEW**

"No person in the U.S. shall, on the basis of sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving Federal financial assistance." Title IX of the Education Amendments of 1972, and 34 C.F.R. Part 106 (Title IX) The Vocational Education and Extension Board does not discriminate on the basis of sex in its educational programs, regardless of an individual's real or perceived sex, gender identity, and/or gender expression. Female, male, and gender non-conforming students, faculty, and staff are protected from any sex-based discrimination, harassment or violence.

The Vocational Education and Extension Board Title IX Coordinators manage the policies and procedures related to Title IX, ensure compliance with respect to Title IX, and investigate and respond to complaints of sex-based discrimination and/or crimes.

### **TITLE IX COORDINATOR:**

Tara Batine, Student Counselor

**tbatine@veeb.org**

(516) 572-1704 ext. 221

### **OFFICE FOR CIVIL RIGHTS:**

U.S. Department of Education Office for Civil Rights Washington, DC 20202

\*\*\*Office for Civil Rights and the Title IX Coordinator names and contact information is listed on our website at [www.veebpnprogram.org](http://www.veebpnprogram.org), and is posted at the school listed above.

Sex-based discrimination includes, but is not limited to, discrimination against pregnant and parenting students and women in STEM (science, technology, engineering, and math) programs. It also encompasses sexual harassment, gender-based discrimination, and sexual violence. Sexual violence includes attempted or completed rape or sexual assault, as well as sexual harassment, stalking, voyeurism, exhibitionism, verbal or physical sexuality-based threats or abuse, and intimate partner violence.

Harassing conduct rises to the level of discrimination when the conduct is so severe or persistent that it creates a hostile environment that interferes with a student's ability to benefit from the educational program or activity. One incident of sexual violence can result in discrimination.

## **GRIEVANCE PROCEDURE**

In the event a sex-based discrimination incident or crime occurs, the victim should take the following steps:

- Report the offense to the appropriate Title IX Coordinator, depending on location or whether distance education.
- In instances of sex-based crimes, preserve any evidence as may be necessary to the proof of the criminal offense.
- Request assistance, if desired, from school administration in reporting a sex-based crime to local law enforcement agencies.
- Request a change in the academic situation if necessary.

Every incident will be investigated to determine the cause and the steps needed to prevent a recurrence. It shall be the responsibility of the Vocational Education and Extension Board to investigate all sex-based incident and crime complaints filed by a student or an employee regardless of where the incident occurred.

Both parties will have an opportunity to review and respond to evidence used in the investigation.

The institution will disclose to the alleged victim and the accuser simultaneously the final results of the investigation.

If law enforcement is involved in any incident, the Vocational Education and Extension Board will abide by their findings. There will be no appeal process in incidents where law enforcement is involved.

If a decision is made internally by a Title IX Coordinator, an appeal may be considered only in extenuating circumstances.

If an Appeal is granted, additional information and documentation shall be provided to the Title IX Coordinator within 10 days of the original determination. Both parties will be notified simultaneously within 30 days of the appeal review of the final determination.

## **DISCIPLINARY ACTIONS**

Any and all sex-based crimes on campus are subject to action by local, state and federal law enforcement agencies.

The Vocational Education and Extension Board will promptly investigate any sex-based incident regardless of whether a victim decides to report the incident to law enforcement. However, if such an incident is reported to law enforcement as a result of the type and/or seriousness of such an incident, the Vocational Education and Extension Board will not wait for the conclusion of a criminal proceeding and will conclude its own investigation within a semester's time. Any student or employee convicted of a sex-based crime will result in expulsion from the school for a student and termination of employment for an employee.

The Vocational Extension and Education Board will take immediate action to ensure a victim of such crime can continue their education free of ongoing sex discrimination or sexual harassment, and will not retaliate against anyone filing a complaint.

## **CAMPUS SAFETY & SECURITY**

The Vocational Education and Extension Board's Practical Nursing Program has had very few problems with campus security in its history. The Standards for Student Conduct specifically states that students are expected to refrain from any behavior and action, which might be considered unsafe, negligent, unethical, unprofessional or illegal. The Vocational Education and Extension Board is dedicated to provide a safe teaching and work environment. The annual Campus and Security Report is available in the Financial Aid Office during normal business hours.

The Vocational Education and Extension Board is committed to providing a secure campus environment for all members of our community. The school operates as a commuting institution and does not provide dormitories.

The following information is intended to summarize the school's response to the requirements of the Clery Act, as amended in 2000, and to define institutional policies and procedures for campus security and crime reporting.

Questions concerning campus security, crime reporting, or any of the following information should be addressed to the Security Officer, Frank Hockenbrocht. He can be reached at (516) 572-8611.

### **Crime Report**

In compliance with the requirements of Clery Act, there have been no reported crimes as defined by the Clery Act to report on the campus for the noted three-year period.

### **Access to Campus Facilities**

The School provides access to the campus for students, employees, and visitors during the School's scheduled hours of operation. These hours are 7:30 a.m. through 3:30 p.m., Monday through Friday.

### **Security Considerations**

The School campus provides designated well-lighted parking areas for students and employees with open walkways between buildings and parking lots.

The School encourages the accurate and prompt reporting of all crimes to campus security personnel, to School officials, or directly to Nassau County Police Department 2<sup>nd</sup> Precinct, which can be reached at 516-573-6200.

### **Reporting of Crimes**

The School encourages anyone that observes a crime or has reasonable suspicion of criminal activity to report this information to a campus security officer or to a member of the administrative staff.

## **Campus Security and Crime Prevention Programs**

The School provides an overview and review of campus security procedures and practices as part of its general orientation for students, as part of ACA 111. Employees' orientation includes a review of campus emergency procedures. Additional information is available by request from the administration.

### **Monitoring and Recording of Criminal Activity**

Students are expected to conform to the School's code of conduct when on the campus, at any School sponsored event, or when participating as a representative of a School student organization. Students that are charged with criminal activity at an off-campus event while serving as a representative of the School may be subject to code of conduct sanctions imposed by the School.

### **Criminal Reporting and Notification**

It is the policy of the School to prepare and disclose both campus and community crime statistics to currently enrolled students and employees in a timely manner through one or methods of notification including mail, information handouts, posters, and electronic means. Such disclosure is to be consistent with all applicable requirements of federal law.

Students and employees are encouraged to report all crimes to a campus security officer or to an administrative staff member for the purpose of making timely warning reports and for the purposes of making the annual statistical disclosure.

### **Distribution and Disclosure of the Report**

By October 1 of each year, the School will distribute to each student and each employee a written notice that a School security report, meeting the requirements of the Clery Act, is available for all current students and employees. The notice will include the electronic address at which the report is posted, a brief description of the report's contents, and a statement that the School will provide a paper copy of the report upon request. Employees will receive written notice through campus distribution. Curriculum students will receive notice through a general class distribution.

### **Crime Prevention**

In order to maintain a safe environment the following should be followed by students, faculty and staff:

1. Do not bring valuables and excessive money to class or the clinical area. Do not leave purses, bags or books unattended.
2. Always mark your notebooks, belongings and textbooks with your name.
3. Report any missing property promptly (as described in #7).
4. Park in school designated areas only. Walk out to parking area in groups and do not loiter.
5. Be observant. Report any stranger loitering on school property.
6. Advise any friend or family member coming to the building to report to admissions as soon as they enter the school.
7. **Crime Reporting**: Report any criminal suspicious or medical emergencies immediately to the student counselor, faculty or nursing supervisor. All reports are written up and responded to completely.

**Crime reporting will be directed by administration to the Nassau County Police Department 2<sup>nd</sup> Precinct. All reports are document and responded to immediately.**

### **Timely Warning and Emergency Notification Procedures**

In the event of a major emergency a bulletin will be issued by VEEB Administration to faculty, staff and students **via Website [www.veebnprogram.org](http://www.veebnprogram.org).**

### **Emergency Response/Evacuation Procedures**

In the event of the need for emergency response or evacuation, a bulletin will be issued by VEEB Administration to faculty, staff and students **via Website [www.veebnprogram.org](http://www.veebnprogram.org).** Students will review evacuation procedures once per semester.

### **DISMISSAL**

Administration reserves the right to terminate and/or dismiss a student for valid reasons: e.g. failure to meet academic, clinical, or attendance policies, health problems which interfere with attainment of program goals and which cannot be resolved, failure to comply with financial obligations, violations of the School's policies and/or regulations, including but not limited to the policies for standards for student conduct, violations of clinical policies and procedures, violations of the medication administration procedure manual etc. Recommendation to terminate and/or dismiss a student will be made by the faculty. The Nursing Supervisor retains the right to make a final determination regarding a student's termination and/or dismissal.

### **NOTICE OF CHARGES**

A student who is charged with violating VEEB's policies and/or regulations for which the penalty is termination or dismissal from enrollment, shall receive a Notice, in writing, of such charges and the termination and dismissal.

The Notice will be delivered in person or to the address maintained by VEEB for the student via certified mail, return receipt requested as well as regular mail delivery.

The Notice shall state that the student may elect to contest the charges by requesting a grievance hearing, within five (5) days of the aggrieved decision, where the student may be represented by counsel, introduce evidence and call witnesses.

### **GRIEVANCE PROCEDURE**

The Grievance Procedure is an appeals process in dismissal or termination decisions.

This Grievance Procedure has been established to provide for the individual rights and privileges enjoyed within any democratic group: the right of an individual member of the group to be heard when decisions affecting that individual are unfavorable or unsatisfactory.

A student may elect to contest the noticed charges and decision of termination or dismissal by requesting a grievance hearing. A request for a grievance hearing must be made in writing within five (5) days of the aggrieved decision and addressed to the Nursing Supervisor.

A grievance hearing is not intended to handle personal disputes among students or to settle disagreements regarding grades, evaluations, or attendance. Personal problems or issues should be brought to the attention of the Counselor immediately. Students are expected to demonstrate towards each other and staff the behavior usually accepted and expected in society.

Concerns that relate to the student body, as a whole should be brought to the attention of the student organization. Anyone with a question regarding admissions policies should speak with the Admission Office. Questions regarding tuition should be referred to the Business Office, and financial aid questions should be referred to the Financial Aid counselor.

A student requesting a grievance hearing should review the school's Student Handbook and be thoroughly familiar with the academic and student conduct standards.

This democratic procedure offers an impartial hearing to students who have been charged with violations of VEEB's policies and/or regulations for which the penalty is dismissal/termination from enrollment.

## **GRIEVANCE HEARING**

### **Notice of Hearing**

If a student elects to contest the charges and a decision of termination/dismissal and requests a grievance hearing, the student shall receive a Notice of Hearing, in writing, of such charges. The Notice will be delivered in person or to the address maintained by VEEB for the student via certified mail, return receipt requested and regular mail.

### **The Notice Will State:**

- The charges;
- The penalty if found responsible for the charges;
- The hearing date;
- The student's right to be present at the hearing, and that the hearing will take place even if the student is not present, unless an adjournment is granted;
- The right to counsel; and
- The right to call relevant witness and introduce relevant evidence.

### **Hearing**

The Hearing, which is closed to the public, shall be presided over by a Hearing Officer who shall be the Executive Director or his/her designee, unless such person may be called as a witness. If the Executive Director's designee presides as the Hearing Officer, the designee shall only recommend a finding to the Executive Director who then shall make the final determination.

The hearing will be recorded either steno graphically or by audio tape at VEEB's direction.

The Hearing Officer shall maintain control of the proceedings and may adjourn a hearing at any time and dismiss any party, witness or attorney to the proceeding, who in the opinion of the Hearing Officer has become disruptive. The Hearing Officer shall determine what documents will be entered into the record, make rulings on objections and determine whether witness testimony is relevant to the hearing.

The parties may present opening statements or the Hearing Officer may, in his/her discretion, waive opening statements. Each party shall have an opportunity to introduce evidence, produce witnesses and question witnesses called to testify. Nonparty witnesses shall not be present during the proceeding, except to give testimony.

Prior to testifying all witnesses will swear or affirm to tell the truth and, if applicable, be advised that failure to tell the truth may lead to discipline.

Requests to adjourn the hearing must be submitted reasonably in advance, in writing with substantiating reasons. Requests for adjournments must be submitted to the attention of the Executive Director at 30 East Cherry Street, Hicksville, New York 11801 and are granted at his/her discretion.

After the parties to the hearing have presented their arguments, the Hearing Officer shall close the hearing and render a written decision within seven days. For purposes of this Hearing policy, the word “day” shall mean a day that VEEB is open for business.

The Hearing Officer shall determine, or if applicable, recommend, if the student is responsible for the charges in the Notice of Charges and Hearing based on a preponderance of the evidence standard. This standard means that evidence and testimony, when considered and compared with that opposed to it, is more convincing, creating the belief that what is sought to be shown is more likely true than not true.

If the Hearing Officer determines that the student is responsible for the charges then he/she shall determine or in the case of the Executive Director’s designee recommend whether or not the penalty of dismissal or termination is warranted. Prior discipline will only be considered after a determination/recommendation of responsibility.

The written decision will be presented to VEEB and to the student via certified mail return receipt requested or in person to the student and the Nursing Supervisor.

The student shall remain enrolled during the hearing process unless the Nursing Supervisor and/or Executive Director have determined that the student is a threat to himself, to others or to the stability and continuance of normal VEEB functions. VEEB retains the right to reassign a student’s course and/or clinical schedule pending a determination of the charges in the hearing.

**Notice to Complainants:**

Complaints concerning programs in fields leading to professional licensure (e.g., nursing) should be directed to:

**Office of the Professions  
Professional Education Program Review  
Education Building, 2 West  
Albany, NY 12234**



## MISCELLANEOUS INFORMATION

### **SICKNESS OR INJURY**

When sickness or injury occurs during school hours, students will need to seek medical attention and provide a medical clearance from the healthcare provider to return to class/clinical. Medical clearance must indicate the student may return to school **without restrictions**.

**Medical clearance is needed for more than two (2) consecutive absences or for a change in medical condition (i.e. pregnancy; surgery, motor vehicle accident).**

Students are urged to notify VEEB when they become ill with an infectious disease or if they are exposed to an infectious illness.

### **CANCELLATION OF CLASSES:**

When hazardous weather or other emergency conditions make such action advisable, classes will be cancelled. Announcements concerning school closure will be on our website [www.veebpnprogram.org](http://www.veebpnprogram.org) beginning by 5:30 a.m. or whenever possible. Other instructions will be announced regarding school closings as it pertains to students assigned to the clinical area.

### **HOUSING AND FOOD SERVICE**

The Vocational Education and Extension Board's Practical Nursing Program does not provide housing or meals. Students may eat only in designated areas, and smoking is not permitted anywhere in the building.

### **PARKING AND TRANSPORTATION**

*Students must park their cars at the school or the clinical in designated areas only. **Student parking for VEEB is located in the back parking lot ONLY.** Please refer to the end of this catalog for transportation information and directions to the school.*

### **STUDENT IDENTIFICATION CARD**

Each student will receive a picture identification card during the first semester of enrollment for a \$20.00 charge. This card will be necessary in school and when assigned to clinical agencies and when borrowing library books. A \$20.00 fee will be charged for duplicate cards.

### **SOCIAL MEDIA USE POLICY**

The faculty of the Vocational Education & Extension Board School of Practical Nursing believes that the use of social media has many benefits. They are also of the belief that social media must be used wisely. To that end, the faculty agrees with the American Nurses Association's advice on using social media.

1. Remember that standards of professionalism are the same online as in any other circumstance.
2. Do not share or post information or photos gained through the nurse-patient relationship.
3. Maintain professional boundaries in the use of electronic media. Online contact with patients blurs this boundary.
4. Do not make disparaging remarks about patients, employers or co-workers, even if they are not identified.
5. Do not take photos or videos of patients on personal devices, including cell phones.
6. Promptly report a breach of confidentiality or privacy.

**References:** American Nurses Association. (2011, September). Principles for social networking and the nurse. Silver Spring, MD: Author.

The foregoing shall apply to all students, and failure to observe these standards will constitute basis for disciplinary action, the maximum of which is expulsion from the program.

## **RE-ENTRY POLICY**

**Re-Entry Student** - classified as former VEEB student who wishes to re-enroll. Students may be considered for re-entry to the appropriate semester based on exam results and their performance during their previous enrollment in both class and clinical areas. **Title: R/E Student.**

### **REQUIREMENTS:**

1. Letter of request for re-entry must be in writing prior to the start of the program. The request for re-admission letter should contain:
  - a. The student's self-evaluation of why they were previously unsuccessful in the program
  - b. The student's listing of his/her strengths and weaknesses identified during the course of the previous program.
  - c. The student's plan for what they intend to do differently if readmitted.
2. Each letter will be presented to the classroom faculty and a determination will be made.
3. **Applicants seeking re-entry may be interviewed by the committee.**
4. Former VEEB students will have their previous transcript reviewed including their clinical evaluations and attendance records.

VEEB students' former tuition account must be cleared before taking the exams. No student will be considered for re-enrollment if there is any outstanding tuition balance.

5. All former VEEB students seeking re-entry have only one (1) opportunity to return.

6. A letter of reference - professional or work related. If it is the policy of the employer only to verify dates of employment, another reference would be required. If unemployed, two personal professional references will be required.
7. Current proof of citizenship, green card, employment authorization card for duration of the VEEB Program or naturalization papers.
8. Good physical health as evidenced by a complete physical examination including the required immunizations as scheduled with our medical team within six months of enrollment into the Practical Nursing Program. The physical exam must be completed by orientation or the applicant cannot be re-enrolled into the program.
9. It is the policy of the VEEB Program of Practical Nursing that all re-entry students meet all academic and attendance requirements that are in effect for the school year of entrance.
10. If a student has a lapse of one (1) year or more from the VEEB PN Program, students must apply and pass the admission test in order to return to the beginning of the program.
11. Applicants who are not accepted for re-entry will be notified in writing by the Nursing Supervisor.

**Re-entry after a Medical Leave of Absence:** - Applicants must submit a letter of request to return and must provide documentation of medical clearance before they can be reentered into the program. Student will re-enter in the same place in the semester from which the Medical Leave was granted. If a student has a lapse of one (1) year or more from the VEEB PN Program, the student must apply and pass the admission test in order to return to the beginning of the program.

## **DIRECTIONS TO VEEB**

### **VOCATIONAL EDUCATION AND EXTENSION BOARD SCHOOL OF PRACTICAL NURSING**

30 East Cherry St., Hicksville, NY 11801

(516) 572-1704 ~ (516) 572-1703 Fax~ Website: [www.veebpnprogram.org](http://www.veebpnprogram.org)

#### **(Via Automobile)**

From Westchester and Bronx:

Whitestone Bridge, Cross Island Parkway, Northern State Parkway East to Exit 35 South Or  
Throgs Neck Bridge, Cross Island Parkway, Northern State Parkway East to Exit 35 South

#### **From lower Bronx, Manhattan and Northern Queens:**

Triborough Bridge, Grand Central Parkway Or

Queensborough Bridge or Queens Midtown Tunnel, Queens Boulevard then to Van Wyck Expressway,  
Northern State Parkway East, to Exit 41 South

#### **FOR ALL OF THE ABOVE:**

Northern State Parkway East to Exit 35 (Route 106/107). Brookside). Stay on Route 107 (North  
Broadway). Turn left onto East Cherry Street. School is on the left.

**FROM EASTERN LONG ISLAND:** Northern State Parkway West, to Exit 35 South (Route 106/107).  
Stay on Route 107 (North Broadway). Turn left onto East Cherry Street. School is on the left.

**From Brooklyn and Southern Queens:** Belt Parkway, Southern State Parkway East, to Exit 27,  
Wantagh State Parkway North, to exit W2 East (Old Country Rd) to Broadway (Route 107, turn left on  
Broadway, go 2 blocks to East Cherry Street, turn right.

*(Via Train)* LIRR TO HICKSVILLE TRAIN STATION

Walk 2 blocks west to Route 107; turn right, go 3 blocks to East Cherry Street

*(Via Bus)* TO HICKSVILLE TRAIN STATION

From Flushing, take the N20

From Jamaica/Mineola, take the N22

From Hempstead, take the N48 or 49

From Bellmore, take the N50

From Wantagh, take the N73 or 74

From South Huntington, take the N79

From Massapequa Park, take the N80

Then walk 2 blocks west to Route 107, turn right, go 3 blocks to East Cherry Street

Nassau Inter-County Express (Long Island Bus Information): 516.336.6600 Nassau County Long  
Island Railroad: 516.822.5477