



ILLINOIS COLLEGE OF NURSING

STUDENT HANDBOOK 2022-2023

ILLINOIS COLLEGE OF NURSING

55 W 22nd St • Suite 200 • Lombard, IL 60148 • (630)495-7968

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GENERAL INFORMATION

History and Ownership

Thank you for your interest in the Illinois College of Nursing (ICON). This school is owned and operated by nurses that are passionate about inspiring the future generation of nurses. It opened its doors in 2013 with seven enterprising students. Within the last 5 years the programs student population has flourished and we continue to grow. At ICON we have a strong commitment to support and advance the nursing profession by providing nurse training built on nursing excellence and to improve healthcare outcomes by producing skillful, knowledgeable and compassionate nurses. We are very proud of the program we have developed and are committed to helping students start a promising career in nursing.

Best Wishes,
Illinois College of Nursing Administration

Officers

Dr. Hana Malik DNP, APRN

Chief Executive Officer (CEO) & Lead Instructor

Administration

Dr. Cynthia R. Hodges DNP, MSN, RN

Program Administrator

Pearl Callaghan MS, APRN-BC

Academic Director

Karen Rademacher BA

Administrative Assistant

Staff

Kathlyn Mack RN, BSN, MPH

Lead Theory Instructor

Faculty

Full Time						
Faculty Name	Date of Initial Appointment	Title	Highest Degree Earned	Area of Clinical Expertise		
Mack, Kathlyn	2022	Instructor	BSN / MPH	Anatomy & Physiology I	BIO 110	
				Institution:		
				Lewis	Anatomy & Physiology II	BIO 111
				University /	Fundamentals	NUR 101
				Benedictine	Geriatrics	NUR 102
				Univeristy	Med-Surg	NUR 103
					Women's Health	NUR 104
					Pediatrics	NUR 105
					Pharmacology	NUR 106
					Review Course	NUR 107
Malik, Hana	2013	Instructor	DNP	Anatomy & Physiology I	BIO 110	
				Institution:		
				Graceland	Anatomy & Physiology II	BIO 111
				University	Fundamentals	NUR 101
					Geriatrics	NUR 102
					Med-Surg	NUR 103
					Women's Health	NUR 104
					Pediatrics	NUR 105
					Pharmacology	NUR 106
					Review Course	NUR 107

Part Time					
Faculty Name	Date of Initial Appointment	Title	Highest Degree Earned	Area of Clinical Expertise	
Hodges, Cynthia	2017	Program Administrator	DNP Institution: Graceland University	Fundamentals	NUR 101
				Geriatrics	NUR 102
				Med-Surg	NUR 103
				Women's Health	NUR 104
				Pediatrics	NUR 105
				Pharmacology	NUR 106
				Review Course	NUR 107
Callaghan, Pearl	2013	Academic Director	MS Institution: St. Xavier University	Fundamentals	NUR 101
				Geriatrics	NUR 102
				Med-Surg	NUR 103
				Women's Health	NUR 104
				Pediatrics	NUR 105
				Pharmacology	NUR 106
				Review Course	NUR 107

GENERAL PROGRAM INFORMATION

Mission

The mission of the Illinois College of Nursing (ICON) is to provide exceptional nursing education, emphasizing integrity and compassion, to cultivate skilled and competent nursing professionals.

ICON will strive to accomplish its mission through its commitment to the following goals:

- Provide a learning environment that will enrich the academic experience and promote student success.
- Encourage the intellectual and personal growth of students and faculty.
- Promote self-integrity and compassion for all.
- Choose faculty who are knowledgeable, experienced and dedicated to the success of their students.
- Continually review and revise the curriculum.
- Provide resources needed to facilitate the educational objectives of the student and the college.
- Devise learning experiences to reflect current health care trends while utilizing evidence based nursing practice and current research.
- Foster community relationships.
- Instill a passion for lifelong learning.

Philosophy

The nursing faculty at the Illinois College of Nursing believes:

In a global society the rights and values of every human being should be recognized regardless of their race, age, color, sex, religion, disability, national origin, lifestyle or illness. In accordance to Maslow's Hierarchy of needs, we recognize that each living human being has complex physical, mental, emotional, and social needs and meeting these needs across the lifespan is necessary for survival and optimal health. In addition, we believe that it is the basic human right for each individual to maintain and enjoy the best level of health possible including the right to the best possible nursing care.

Nursing is an art and science of integrating knowledge and skills derived from biological, sociological, behavioral and technological sciences and theories to deliver effective, client-centered, culturally conscious and holistic care. We believe, through an interpersonal process of caring and empathy to develop therapeutic relationships with the client, the nurse integrates the art of nursing with the scientific foundation for nursing practice which is based on the nursing process, to deliver competent care.

Practical nursing is an essential part of nursing and healthcare. Practical Nursing education provides an opportunity to improve society utilizing practical skills that will serve the community. We believe the practical nurse can improve healthcare outcomes by providing safe, effective, evidence-based, therapeutic, unbiased and competent care for all clients of all ages and stages in a variety of structured settings under the supervision of a registered professional nurse, licensed physician, dentist or podiatrist. Licensed Practical Nurse's utilize critical thinking skills and the nursing process to deliver competent and compassionate care to all clients.

Education incorporates a teaching-learning process resulting in positive changes within each student. We believe to achieve excellence in nursing education, qualified faculty must continually develop, implement, evaluate and revise the curriculum, keeping the contents reflective of current health care changes, while maintaining the standards of nursing education. We believe, for maximum learning, students must optimize every educational opportunity by being motivated, taking initiative, showing self-direction and actively participating in the teaching-learning process. Well-qualified and passionate teachers can then

successfully facilitate learning by sharing knowledge and guidance while creating an environment of mutual trust, caring, and respect.

Continuing education is an ongoing process of building on previous learning experiences which is essential for personal and professional growth. Learning is a dynamic life long process of gaining new skills and knowledge, facilitating a change in behavior. Since human beings and science are constantly evolving, it is critical that individuals maintain an awareness of these changes to keep their services relevant. We believe that it is the responsibility of all faculty, students and graduates to maintain competence and increase skills by continually seeking knowledge and guidance for optimal and effective care of the client.

Core Concepts

1. Moral/Ethical Principles
2. Clinical Competence
3. Cultural Competence
4. Compassion and Caring
5. Critical Thinking
6. Effective Communication
7. Lifelong Learning
8. Growth Mindset

Nursing Program Objectives

1. Implement evidenced based nursing care within a safe, legal, ethical framework and within the practical nurse scope of practice (Core concept: Ethical, Clinical competence).
2. Utilize therapeutic effective communication in collaboration with other healthcare professionals, clients and other stake holders (Core concept: Effective communication)
3. Demonstrate a compassionate, empathetic and caring attitude when providing care to a diverse community (Core concept: Compassion and caring, Cultural competence).
4. Utilize the nursing process and critical thinking strategies and Maslow's Hierarchy of needs to meet the needs for health promotion when biological, spiritual, psychosocial and cultural needs are unmet (Core concept: Cultural competence, Critical thinking)
5. Accept accountability to continually improve personal development through life- long learning (Core concept: Life-long learning) .

6. Incorporate a growth mindset to expand knowledge and reach optimal knowledge base.
(Core concept: Growth mindset)

Teaching and Learning Process

The teaching and learning process at the Illinois College of Nursing (ICON) is a dynamic, interactive and multi-faceted process. The teaching and learning philosophy is based on Bloom's Taxonomy (1956) for learning and involves, students, faculty, mentors and other support systems, clinical and training experiences, technical resources, a commitment to learn, a commitment to teach and a commitment to advance healthcare. The process is outlined into six areas: Knowledge, Comprehension, Application, Analysis, Synthesis and Evaluation. Although the process may begin as sequential, each area is continually revisited as the learning process evolves and more knowledge and skills are gained. Learning is a life-long process and at ICON we believe when instructing on, implementing and reiterating the following learning process, each student will have the preparation to continue to advance their skills and, in their profession, successfully.

Graduate Outcomes

The Practical Nursing Program at the Illinois College of Nursing (ICON) will provide each graduate with the knowledge and skills necessary to competently function as an entry level practical nurse within the legal and ethical framework set by state licensing laws and under the supervision and/or direction of a registered nurse and/or the licensed physician, dentist or podiatrist. The following is a list of competencies expected from the graduate upon completion of the Practical Nursing Program at ICON.

Graduation Rates

Goal: 70% of the students who enter the nursing program will successfully complete the program.

Evaluation: Program review at the end of each cohort

Nursing Program Satisfaction

Goal: 80% of students will express satisfaction with the preparation received from the program.

Evaluation: Students will receive mid-course and end of course evaluations for each course, lab/clinical and faculty

Licensure Examination Performance

Goal: 80% of the graduates will pass the state licensure exam.

Evaluation: Nursing Program Exit Examination Reports from the Illinois Practical NCLEX-PN Report

Job Placement

Goal: 70% percent of graduates seeking employment in their field will be employed as an entry-level practitioner within six months of being granted state licensure.

Evaluation: Graduate survey to be sent out six months after completion of each cohort

Employer Satisfaction

Goal: 80% of the employers of graduates will express satisfaction with the preparation of the graduates.

Evaluation: Employer survey to be sent out six months after notice of student's employment.

Program Approval and Accreditation

ICON is an establishment of high standards and is proud to be affiliated with nationally recognized organizations to provide optimal level of education and services. This is evidence that ICON will continually work to maintain and increase these standards to offer only the highest level of educational instruction.

ICON IS APPROVED BY THE:

Illinois Board of Higher Education (IBHE)

Illinois Department of Financial and Professional Regulation (IDFPR)

ACCREDITED BY THE:

Accrediting Bureau of Health Education Schools (ABHES)

AND IS A MEMBER OF THE:

National League for Nursing

National Association for Practical Nurse Education & Service

Articulation Agreements

The Illinois College of Nursing has articulations agreements with Indiana State University in Terre Haute, IN, Rasmussen College in Oak Brook, IL as well as Saint Xavier University in Chicago, IL. All of the aforementioned institutions will accept qualified graduates from Illinois College of Nursing’s Practical Nursing Program if they meet all of the admission requirements put in place by the institution.

ACADEMIC INFORMATION

Academic Calendar

The Illinois College of Nursing observes the following holidays:

School Observances		
<i>Observance</i>	<i>2022 Date(s)</i>	<i>2023 Date(s)</i>
Spring Break	March 27 – 2	March 26 – April 1
Eid al-Fitr	May 1 - 2	April 21 - 22
Memorial Day	May 30	May 29
Independence Day	July 4	July 4
Labor Day	Sept 5	Sept 4
Thanksgiving	Nov 24 - 27	Nov 23 - 26
Winter Break	Dec 24 - Jan 1	Dec 24 - Jan 1

Cohort Schedules

			2021			
			2022			
			2023			
Cohort 20: July Day Program			Cohort 21: November Evening Program			
Class	Start	End	Class	Start	End	
BIO 110: Anatomy & Physiology I	July 6	Aug 6	BIO 110: Anatomy & Physiology I	Nov 15	Dec 23	
BIO 111: Anatomy & Physiology II	Aug 10	Sept 10	BIO 111: Anatomy & Physiology II	Jan 3	Feb 3	
Nursing 101: Foundations of Nursing	Sept 14	Nov 19	Nursing 101: Foundations of Nursing	Feb 14	April 28	
Nursing 102: Adult/Geriatric Nursing	Nov 23	Feb 11	Nursing 102: Adult/Geriatric Nursing	May 2	July 7	
Nursing 103: Medical Surgical Nursing	Feb 15	May 27	Nursing 103: Medical Surgical Nursing	July 11	Oct 13	
Nursing 104: Maternal Nursing/Women's Health	May 31	June 24	Nursing 104: Maternal Nursing/Women's Health	Oct 17	Nov 10	
Nursing 105: Pediatric Nursing	June 28	July 22	Nursing 105: Pediatric Nursing	Nov 14	Dec 15	
Nursing 106: Pharmacology	July 26	Aug 26	Nursing 106: Pharmacology	Dec 19	Jan 26	
Nursing 107: Role Transition for the Practical Nurse	Aug 29	Sept 9	Nursing 107: Role Transition for the Practical Nurse	Jan 30	Feb 10	
Cohort 22: June Evening Program						
Class	Start	End				
BIO 110: Anatomy & Physiology I	June 27	July 28				
BIO 111: Anatomy & Physiology II	Aug 1	Sept 1				
Nursing 101: Foundations of Nursing	Sept 6	Nov 17				
Nursing 102: Adult/Geriatric Nursing	Nov 21	Feb 9				
Nursing 103: Medical Surgical Nursing	Feb 13	May 18				
Nursing 104: Maternal Nursing/Women's Health	May 22	June 22				
Nursing 105: Pediatric Nursing	June 26	July 27				
Nursing 106: Pharmacology	July 31	Aug 31				
Nursing 107: Role transition for the Practical Nurse	Sept 5	Sept 15				

Note: In the occurrence of adverse weather conditions we may need to extend the school year.

CAMPUS INFORMATION

General Campus Information

The Illinois College of Nursing is located at 55 West 22nd St., Suite 200, Lombard, IL 60148. The Contact number is (630) 495-7968. This facility has a classroom, library with computer lab and learning resource center for supplemental clinical practice. All theory classes will be held at this location. The school will be open during all class hours and for 1 hour prior and 1 hour after each class. Students are welcome to utilize the student lounge, kitchen area, and computer lab during these times. Clinical rotations will be conducted at various healthcare facilities which will be assigned to each student accordingly. Students are not allowed to loiter around clinical facilities prior to or after clinical classes without the presence of an instructor and must adhere to all of the facilities rules.

Learning Resource Center

No food or drink is permitted in the Learning Resource Center (LRC). Students must have faculty permission to use the LRC at all times. Before using the facility, students must be aware of all safety and emergency procedures regarding the LRC. Students are responsible for keeping the area clean after each use.

Break Room

Students may utilize the kitchen area at any time the school is open. All food and drink is prohibited in areas outside of the kitchen, with the exception of bottled water permitted in the classroom. Refrigerators are intended for daily use only; all items remaining in the refrigerator at the end of each week will be discarded. Students are responsible for picking up after themselves and keeping the kitchen area clean so that everyone may enjoy the facility.

Lockers

Lockers are conveniently located near the classroom for daily/temporary use. Students are only to use lockers that are assigned to them and are prohibited from receiving and storing items with unknown or questionable contents in their lockers for other parties. All locker contents must be removed at the end of each day; any non-perishable items, left behind will be kept in the Lost and Found for a period of no more than 5 business day. ICON is not responsible for the loss or damage of personal items left in student lockers.

Campus Policies

Smoke-Free Campus

Smoking is prohibited on ICON's premises and within 15 feet of the building. Restricted tobacco products include but are not limited to cigarettes, cigars, and any form of smokeless tobacco.

Alcohol and Substance Abuse Policy

In accordance with the Drug-Free Schools and Communities Act of 1989, ICON promotes a drug-free learning environment and has a zero-tolerance policy for drug and substance abuse. The possession, consumption, sale, or distribution of illicit drugs or alcohol on ICON's property is strictly prohibited. The illegal use of drugs strongly defies ICON's mission and philosophy for each student to develop integrity, compassion, and academic excellence. Any student in violation of this policy will be subject to disciplinary action and potentially terminated from the program and the school indefinitely. Additionally, if necessary, ICON will cooperate with local, state, and federal law enforcement in cases regarding illegal drugs.

School Safety

ICON is committed to maintaining a safe and positive learning and working environment free of violence, discrimination, and harassment for all students, staff, and faculty. ICON will not tolerate the presence of any weapons on the property or any acts of aggression or violence. Violators are subject to disciplinary action as determined by ICON's "Violation of Conduct Code" and civil authorities if applicable.

Surveillance

ICON may utilize surveillance video to promote the safety of all students, faculty, and staff.

Children on Campus

For their safety, children should not be brought to ICON's campus unless they can be accompanied by an adult at all times. Children are not permitted in the classroom, computer lab, or the learning resource center.

Transportation & Parking

It is the responsibility of the student to find transportation to and from ICON as well as clinical facilities. Students are welcome to carpool with each other, but they must make their own arrangements. Students may park in the North, East, or South lots of the building; however the North lot has the closest entrance to our facility.

Inclement Weather

In the event of severe weather, ICON facilities may be closed and classes may be cancelled, in which case students would be notified as soon as possible via E-mail and Facebook. If clinicals were scheduled for that day, each student should contact their individual instructor. Some facilities may be closed while others are open, so students should not rely on their peers for instruction. ICON is not responsible for decisions regarding when and where to travel; students must make an individual judgment for themselves and their safety. Instructors will inform their students of make-up activities for clinical absences due to inclement weather.

Campus Safety

Emergency Evacuation Procedure for Faculty, Staff and Students

The Illinois College of Nursing is committed to providing a safe environment for all faculty, staff, students and visitors including additional assistance if required, to effectively alert, evacuate, and/or provide shelter during an emergency.

To be successful in providing and maintaining a safe environment, the College requires the cooperation of every member of the College community to be familiar with and follow emergency preparedness plan as listed below.

Risk Assessment

College faculty and staff are required to regularly (quarterly) assess campus to ensure a safe learning environment. Students are also expected to notify College administration as soon as possible if they identify any hazards including environmental concerns, student threats and/or suspicious behavior.

Campus Evacuation

There are many reasons a campus may have to be evacuated. The most common reason for evacuation is due to fire alarm activation but may include bomb threat, environmental condition and/or a physical threat. When you are asked to evacuate the facility by College personnel, law enforcement or if the fire alarm sounds:

1. Collect all personal belongings including book bags, jackets, brief cases, etc. if instructed to do so by authorities. If obvious danger is present (smoke, fire, etc.) DO NOT collect belongings and immediately follow evacuation directions.
2. Immediately leave the building following any verbal instructions and follow the evacuation route posted adjacent to the primary classroom exit door.
3. Faculty should assign someone to provide assistance in assuring students with disabilities are directed to the evacuation point.
4. Faculty should close the main door into the suite and keep it unlocked.
5. Upon exiting the building move well away from the building to allow emergency personnel swift access to entranceways.
6. Re-entry: The College or public safety personnel shall notify students and College faculty/staff when it is safe to return to the building.

We recommend that students with special needs to identify themselves to a faculty member if they feel they may require assistance during an evacuation. Together they can formulate an evacuation plan. Under no circumstances are the elevators to be used when a fire alarm is sounding.

Evacuation Lockdown

Some emergencies may require the College faculty, students and staff to take shelter inside buildings. Incidents such as a hostile person, severe weather or a hazardous material release are examples of times when you may be asked to stay in a specific area. Law enforcement and emergency personnel will instruct you to evacuate or remain in place depending on the nature and context of the emergency.

In the event, College faculty, staff and students are instructed to lock down an area, they must:

1. Go to the closest room.
2. Close windows and doors and stay away from them.
3. Lock doors if possible.

4. Turn off air-conditioning, ventilation and lighting if possible.
5. Close window coverings.
6. Remain quiet and in place until notified by emergency personnel.
7. Silence phones and do not use them unless you are calling emergency personnel.

Communicating During Emergencies

The College requires all College faculty, students, and employees to supply emergency contact information so that they may be contacted in the event of an emergency. Depending on the emergency, the College officials may reach other members of the College community via email, voice mail and/or text.

Training for Emergencies

It is recommended that faculty review the evacuation procedure with their class at the beginning of each course. Students should also take time to review and familiarize themselves with the evacuation route posted next to the classroom exit door.

The purpose of evacuation drills is to prepare building occupants for an organized evacuation in case of an emergency. During the drill, students, faculty and staff 'practice' drill procedures and familiarize themselves with the location of exits.

Designated Spokesperson for Each Class

In the event of emergency event or school closure, College facilities may be closed and classes may be cancelled, in which case students would be notified as soon as possible via e-mail, phone or text by their instructors or College administration. If clinicals were scheduled for that day, each student should contact their individual instructor for further instructions. Some facilities may be closed while others are open, so students should not rely on their peers for instruction. Instructors will inform their students of make-up activities for clinical absences due to inclement weather. The College is not responsible for decisions regarding when and where to travel; students must make an individual judgment for themselves and their safety.

PRACTICAL NURSE TRAINING

What is a Licensed Practical Nurse?

A Licensed Practical Nurse (LPN) is a nursing professional who can perform a wide array of medical services under the supervision of a Registered Nurse or Medical Doctor. LPN's can work in a variety of healthcare settings including hospitals, resident care facilities, clinics and private homes. LPN's can also work in specialized areas of healthcare such as oncology, pediatrics, gynecology, surgery, family medicine, podiatry, etc. Routine nursing tasks performed by LPN's include basic patient care, monitoring patients, administering medications and injections, charting changes in condition, collecting lab specimens and dressing changes. LPN's supervise nursing assistants and are usually the liaison between the patient and other healthcare members such as therapists, dietitians and physicians.

ICON Practical Nursing Program

The Practical Nursing (PN) Program offered is a one-year diploma program consisting of nine courses (Anatomy and Physiology I & II, Fundamentals of Nursing, Geriatric and Mental Health Nursing, Medical-Surgical Nursing, Maternal/Newborn and Women's Health Nursing, Pediatric Nursing, Pharmacology, and Role Transition for the Practical Nurse) which must be completed in sequence. Each course incorporates biological sciences, social sciences, nursing theory and clinical experience through classroom instruction, laboratory simulations, internships in clinical settings such as hospitals and nursing care facilities, and online practice and exam preparation. Homework, reading assignments and periodic examinations administered throughout the course will supplement classroom teachings and will be incorporated into each student's grade. The program is 1160 clock hours (approximately 58 weeks). One clock hour is defined as a 60-minute period consisting of 50 minutes of instruction and a 10 minute break.

After each course, students take a subject benchmark exam and are expected to pass with a minimum score of 850. Students will be scheduled to take the benchmark exam upon completion of the course. If the student takes the exam and does not achieve the minimum score, the student must retake and pass the exam by the end of the next course or the student will not be allowed to progress to the next course. All benchmark exams must be successfully completed before taking the final exit exam.

To successfully graduate from the Practical Nursing Program, students must take and pass a Comprehensive Exit Exam at the end of NUR 107. To ensure the efficacy of the Comprehensive Exit Exam, the required passing score is recommended to the College by the third-party vendor that develops and monitors its exam quality and standards. The minimum passing score required for each student may vary as it is based on the time frame from which the student began the nursing program. Students must achieve the minimum passing score for the Comprehensive Exit Exam. ICON may utilize a variety of testing distributors which will be selected for the quality and integrity of the examinations provided.

Any student who does not achieve the minimum passing score on the Comprehensive Exit Exam will be allowed to re-take the Comprehensive Exit Exam again for the second time within a 2-week time frame. If the student still does not achieve the minimum passing score on the Comprehensive Exit Exam, the student will then be required to repeat the course Nursing 107: Role Transition for the Practical Nurse before being eligible to retake the Comprehensive Exit Exam for the third time.

If the student is still unable to achieve the minimum passing score on the Comprehensive Exit Exam for the third time, and therefore fails Nursing 107 again for the second time, the student will be dropped from the program and will be required to re-enroll in Nursing 103 Medical-Surgical Nursing as a remediation course. Upon successful completion of Nursing 103 Medical Surgical Nursing, the student will then be able to repeat NUR 107. The student must then meet the requirements for NUR 107 for successful completion of the program.

The student will not be allowed to retake the medical-surgical nursing course as a remediation course more than one time. Any student requiring re-enrollment of the medical-surgical nursing course will be responsible for any tuition and fees required to enroll in the class.

Upon successful completion of all courses, the student will graduate from the program with a diploma and will be eligible to take the State of Illinois NCLEX-PN exam.

Practical Nursing Program Curriculum

COURSE	TITLE	THEORY	LAB/CLINICAL
BIO 110	Anatomy & Physiology I	50	50
BIO 111	Anatomy & Physiology II	50	50
NUR 101	Fundamentals	100	100
NUR 102	Geriatric and Mental Health	100	100
NUR 103	Medical/Surgical	100	150
NUR 104	Maternal/Newborn	30	45
NUR 105	Pediatrics	30	45
NUR 106	Pharmacology	35	65
NUR 107	Role Transition for the Practical Nurse	60	-
Total			1160

Course Descriptions

BIOLOGY 110- Anatomy and Physiology I

This course will introduce concepts of normal body structure and function, human growth and development and principles of nutrition. Focus will be applied to the structure and function of cells, tissues, the integumentary, muscular, skeletal and nervous systems. Homework, reading assignments and periodic examinations administered throughout the course will supplement classroom teachings and will be incorporated into each student's grade. Incorporates 50 clock hours of theory instruction and 50 clock hours of lab instruction.

Prerequisites: Acceptance into ICON's Practical Nursing Program.

BIOLOGY 111- Anatomy and Physiology II

This course is a continuation of Biology 110. This course will continue to examine normal body structure and function, human growth and development and principles of nutrition specifically for the respiratory, cardio-vascular, reproductive, urinary, digestive and endocrine systems and how it relates to nursing. Homework, reading assignments and periodic examinations administered throughout the course will supplement classroom teachings and will be incorporated into each student's grade. Incorporates 50 clock hours of theory instruction and 50 clock hours of lab instruction. **Prerequisites:** Successful completion of BIO 110.

NURSING 101: Fundamentals of Nursing

This course is an introduction to basic nursing concepts and skills. Utilizing Maslow's Hierarchy of Needs, the nursing process and Watson's Theory of Human Caring, students learn the concepts necessary for the planning and implementation of competent, ethical, legal and holistic nursing care. Concepts included in this course are principles of safety, nutrition, introduction to causes of illness, rehabilitation, pharmacology, community resources, and personal and vocational development. This course is comprised of theory, lab and clinical instruction to meet the educational objectives of the course. Homework, reading assignments and periodic examinations administered throughout the course will supplement classroom teachings and will be incorporated into each student's grade. Incorporates 100 clock hours of theory instruction and 100 clock hours of clinical/lab instruction.

Prerequisites: Successful completion of BIO 110 and BIO 111.

NURSING 102: Geriatric and Mental Health Nursing

This course provides students with the knowledge and skills necessary for the care and management of the aging client. Focus will be applied on the aging process including physiological and psychosocial needs, and common acute and chronic conditions affecting the aging client. Principles of nutrition and pharmacology are continuous throughout the course. This course is comprised of theory, lab and clinical instruction to meet the educational objectives of the course. Homework, reading assignments and periodic examinations administered throughout the course will supplement classroom teachings and will be incorporated into each student's grade. Incorporates 100 clock hours of theory instruction and 100 clock hours of clinical/lab instruction.

Prerequisites: Successful completion of NUR 101.

NURSING 103: Medical-Surgical Nursing

This course gives an introduction to medical surgical nursing and pharmacology. The course will provide students with the knowledge and skills required for the management of common acute and chronic, medical and surgical conditions. Principles of pharmacology as it pertains to medical surgical nursing will also be presented in the course. This course is comprised of theory, lab and clinical instruction to meet the educational objectives of the course.

Homework, reading assignments and periodic examinations administered throughout the course will supplement classroom teachings and will be incorporated into each student's grade. Incorporates 100 clock hours of theory instruction and 150 clock hours of clinical/lab instruction.

Prerequisites: Successful completion of NUR 102.

NURSING 104: Maternal/Newborn & Women's Health

This course will provide students with the knowledge and skills required for the care and management of the female client, child bearing women and newborns. The course will focus on the normal and abnormal growth and development of the female client from puberty/adolescence, normal and abnormal pregnancy, labor and delivery, the puerperium and the newborn. Principles of normal growth and development, psychosocial considerations, conditions related to the female reproductive and urinary systems, nursing care of mother and infant throughout the maternity cycle and pharmacology are continuous throughout the course. This course is comprised of theory, lab and clinical instruction to meet the educational objectives of the course. Homework, reading assignments and periodic examinations administered throughout the course will supplement classroom teachings and will be incorporated into each student's grade. Incorporates 30 clock hours of theory instruction and 45 clock hours of clinical/lab instruction. **Prerequisites:** Successful completion of NUR 103.

NURSING 105: Pediatric Nursing

This course will provide students with the knowledge and skills required for the care and management of the pediatric client. The course will focus on common illnesses occurring in childhood. Principles of pharmacology are continuous throughout the course. This course is comprised of theory, lab and clinical instruction to meet the educational objectives of the course. Homework, reading assignments and periodic examinations administered throughout the course will supplement classroom teachings and will be incorporated into each student's grade. Incorporates 30 clock hours of theory instruction and 45 clock hours of clinical/lab instruction. **Prerequisites:** Successful completion of NUR 104.

NURSING 106: Pharmacology

This course provides students with the knowledge and skills required for safe, legal, ethical and effective medication administration, which includes knowledge of drug names, classifications, safety categories, indications, actions, pharmacokinetics, contraindications and precautions, adverse reactions and side effects, interactions, routes of administration, dosage, availability, patient assessment, lab test considerations, implementation, patient/family teaching and evaluation. Emphasis is on the application of the nursing process as it is related to pharmacology. This course is comprised of theory, lab and clinical instruction to meet the educational objectives of the course. Homework, reading assignments and periodic examinations administered throughout the course will supplement classroom teachings and will be incorporated into each student's grade. Incorporates 35 clock hours of theory instruction and 65 clock hours of clinical/lab instruction. **Prerequisites:** Successful completion of NUR 105.

NURSING 107: Role Transition for the Practical Nurse

This course provides students with the knowledge and skills necessary to transition from student to a practical nurse. Test-taking strategies, anxiety reduction techniques and a comprehensive review to prepare for the NCLEX-PN as well as employability skills, such as resume writing, job selection, and interview strategies are provided in the course. Upon completion, a comprehensive examination (Exit Exam) will be given to determine student readiness for the NCLEX-PN. This course is comprised of theory instruction to meet the educational objectives of the course. Homework, reading assignments, examinations including the comprehensive Exit Exam and mock interviews will be included in the course to supplement classroom teachings and will be incorporated into each student's grade. Students will be issued a grade of PASS or FAIL upon completion of the course. This course includes 60 clock hours of theory instruction. **Prerequisites:** Successful completion of NUR 106.

Program Delivery

The Illinois College of Nursing's Practical Nursing Program has been approved to deliver instruction as a residential as well as a hybrid program by the Illinois Board of Higher Education.

Language Disclosure

All instruction is delivered in the English language only.

Functional Requirements for Nursing

In order to successfully meet the objects of the Illinois College of Nursing (ICON) to provide comprehensive nurse training while promoting the safety of its students and patients, all students are required to meet certain minimal requirements as set by the National Council of State Boards of Nursing (NCSBN) through its Validation Study: Functional Abilities Essential for Nursing (1996). The following, but not limited to, is a list of minimal requirements, that each student must possess and demonstrate academically and clinically throughout the course of study to successfully complete the nursing program at ICON.

Gross Motor Skills

Move within confined spaces, sit/stand and maintain balance, reach above shoulders, reach below waist

Fine Motor Skills

Pick up objects with hands, grasp small objects with hands, write with pen or pencil, key/type, pinch/pick or otherwise work with fingers, twist, squeeze with finger

Physical Endurance

Stand, sustain repetitive movements, maintain physical tolerance, push and pull 25 pounds, support 25 pounds of weight, lift 25 pounds, move light objects weighing up to 10 pounds, move heavy objects weighing from 11 to 25 pounds, use upper body strength, squeeze with hands

Mobility

Twist, bend, stoop/squat, move quickly, climb, walk

Hearing

Hear normal speaking level sounds, hear faint voices, hear faint body sounds, hear in situations when not able to see lips (e.g. when masks are worn), hear auditory alarms

Visual

See objects up to 20 inches away (e.g., computer screen), see objects up to 20 feet away (e.g., client/equipment on other side of room), see objects more than 20 feet away (e.g., client at end of hall), use depth perception, use peripheral vision, distinguish color, distinguish color intensity (e.g., flushed skin, skin paleness), visual acuity to read calibrations on 1 ml syringe, comprehends spatial relationships adequate to properly administer injections, start intravenous lines, or assess wounds of varying depths

Tactile

Ability to feel pulses, temperature, palpate veins, etc.

Smell

Detect odors from client, detect smoke, and detect gases or noxious smells

Arithmetic Competence

Read and understand columns of writing, read digital displays, read graphic printouts, calibrate equipment, convert numbers to and/or from the Metric System
Read graphs, measure time, count rates, use measuring tools, read measurement marks, add, subtract, multiply, and/or divide whole numbers and fractions

Emotional Stability

Establish therapeutic boundaries, provide client with emotional support, adapt to changing environment/stress, deal with the unexpected, focus attention on task, including in distracting/chaotic environment, monitor own emotions, perform multiple responsibilities concurrently

Analytical Thinking

Transfer knowledge from one situation to another, process information, evaluate outcomes, problem solve, prioritize tasks, use long term and short term memory

Critical Thinking

Identify cause-effect relationships, plan/control activities for others, synthesize knowledge and skills, sequence information

Interpersonal Skills

Negotiate conflict, respect differences in clients, establish rapport with clients and co-workers, teach, explain procedures, give oral reports, convey information through writing

Adapted from "A Validation Study: Functional Abilities Essential for Nursing Practices" by Carolyn J. Yocum, *National Council of State Boards of Nursing*. 1996.

Standards for Professional Conduct for Licensed Practical Nurses

According to the Administrative Code as set by the Illinois Department of Financial and Professional Regulation (IDFPR), Title 68, Chapter VII, Subchapter b, Part 1300, Section 1300.260:

The Licensed Practical Nurse shall, but is not limited to, uphold the following professional standards:

1. Practice in accordance with the Act and this Part;
2. Practice nursing only when in functional physical and mental health;
3. Be accountable for his or her own nursing actions and competencies;
4. Practice or offer to practice, including delegated nursing activities, only within the scope permitted by law and within the licensee's own educational preparation and competencies;
5. Perform nursing activities as delegated;
6. Seek instruction from a registered professional nurse or advanced practice nurse when implementing new or unfamiliar nursing activities;
7. Report unsafe, unethical or illegal health care practice or conditions to appropriate authorities and to the Division;
8. Assume responsibility for continued growth and education to reflect knowledge and understanding of current nursing care practice.

Standards of Practice and Educational Competencies

In addition, the Licensed Practical Nurse shall uphold the Standards of Practice and Educational Competencies of Graduates of Practical/Vocational Nursing Programs as set forth by the National Association for Practical Nurse Education and Service, Inc. which is briefly discussed below and can be viewed in its entirety at https://napnes.org/drupal-7.4/sites/default/files/pdf/standards/standards_read_only.pdf

A. Professional Behaviors

Demonstrate professional behaviors of accountability and professionalism according to the legal and ethical standards for a competent licensed practical/vocational nurse.

B. Communication

Effectively communicate with patients, significant support person(s), and members of the interdisciplinary health care team incorporating interpersonal and therapeutic communication skills.

C. Assessment

Collect holistic assessment data from multiple sources, communicate the data to appropriate health care providers, and evaluate client responses to interventions.

D. Planning

Collaborate with the registered nurse or other members' of the health care team to organize and incorporate assessment data to plan/revise patient care and actions based on established nursing diagnoses, nursing protocols, and assessment and evaluation data.

E. Caring Interventions

Demonstrate a caring and empathic approach to the safe, therapeutic, and individualized care of each client.

F. Managing

Implement patient care, at the direction of a registered nurse, licensed physician or dentist through performance of nursing interventions or directing aspects of care, as appropriate, to unlicensed assistive personnel (UAP).

LPN Scope of Practice

According to the Administrative Code as set by the Illinois Department of Financial and Professional Regulation (IDFPR), Title 68, Chapter VII, Subchapter b, Part 1300, Section 1300.25:

Practice as a licensed practical nurse means a scope of basic nursing practice, with or without compensation, as delegated by a registered professional nurse or an advanced practice nurse or as directed by a physician assistant, physician, dentist or podiatrist, and includes all of the following and other activities requiring a like skill level for which the LPN is properly trained:

- a) *Collecting data and collaborating in the assessment of the health status of a patient.*
- b) *Collaborating in the development and modification of the registered professional nurse's or advanced practice nurse's comprehensive nursing plan of care for all types of patients.*
- c) *Implementing aspects of the plan of care as delegated.*
- d) *Participating in health teaching and counseling to promote, attain, and maintain the optimum health level of patients, as delegated.*
- e) *Serving as an advocate for the patient by communicating and collaborating with other health service personnel, as delegated.*
- f) *Participating in the evaluation of patient responses to interventions.*
- g) *Communicating and collaborating with other health care professionals, as delegated.*
- h) *Providing input into the development of policies and procedures to support patient safety. (Section 55-30 of the Act)*

ADMISSIONS

Admissions Criteria

Prerequisites that must be met prior to beginning any nursing course or being granted formal acceptance into ICON's Practical Nursing Program:

Academic	<ul style="list-style-type: none"> • High school diploma or GED from a state approved school or have completed a minimum of 9 credit hours from an accredited college or university (whichever is most recent) • High School or college GPA of 2.0 or higher on a 4.00 scale • Evidence of completing and passing, with at least a "C" in each of the following courses: <ul style="list-style-type: none"> ○ English (3 years of HS or 1 semester of college level English) ○ Math (2 years of HS or 1 semester of college level Math) ○ Science (1 year of HS or 1 semester of college level Science) • TEAS exam with a minimum Reading score of 50% and a minimum cumulative score of 45% or higher.¹
Medical	<ul style="list-style-type: none"> • Current history and Physical completed by a licensed health care provider • Proof of Immunizations/Titers: MMR, Varicella, Hepatitis B. The Covid-19 vaccine will also be required for all students prior to starting clinical rotations. • Current PPD/TB Test PPD/Mantoux (2 Step TB skin test, each received 1-2 weeks apart and read 48-72 hours after administration); if positive must have Negative chest x-ray results • Proof of personal Medical Insurance • Certified Background and sanction check² through www.castlebranch.com, (888) 723-4263, ext. 7142

¹ TEAS requirement may be waived for those students who have successfully completed at least 60 credit hours from an accredited college or university

² A sanction check is an additional part of the background check that assists in the identification of individuals or entities that have been sanctioned or debarred from participation in federally funded healthcare programs.

	<ul style="list-style-type: none"> • Proof and clearance of 10 panel drug screening through www.castlebranch.com, (888) 723-4263, ext. 7142
Clinical	<ul style="list-style-type: none"> • Current CPR/BLS card • Valid CNA certification
Professional	<ul style="list-style-type: none"> • Two letters of recommendation • Professional Liability insurance
Other	<ul style="list-style-type: none"> • Complete application packet and pay correlating application and registration fees

Admissions Process

Once all admission criteria is met and upon acceptance into ICON’s Practical Nursing Program, the student will review and sign the enrollment agreement and submit the \$1,000 deposit to reserve their seat.

Upon receipt of the completed application packet, the ICON Office of Admissions will contact the student to schedule an interview and pre-admission test. Upon acceptance into the program, the student will review and sign the enrollment agreement and submit the \$1,000 deposit to reserve their seat. Students will then be contacted to attend the orientation session prior to the beginning of classes for the school year.

All prerequisites must be completed and supplied to ICON before the start of class and prior to participating in any clinical portions of the program. The attendance policy will apply to all students who miss any part of the program due to failure to perform or provide prerequisite materials which may cause dismissal from the program.

Registration Policy

Completed applications will be reviewed based on the order in which they are received. Students must not have any outstanding tuition and fees owed to enroll in courses. For instances where a class size may be limited, students that are seeking to register for the next class in their cohort sequence will be given priority to register for their next class over a student who is needing to repeat a course. ICON reserves the right to limit class size and availability.

Experiential Learning

No credit will be offered for experiential learning.

Advanced Placement

ICON may award credit for some courses previously completed by a student at another recognized institution. Transfer courses must be comparable in length, clock hours, and content to be considered. Only courses with a grade of "C" or better can be considered for transfer credit. Each course must be evaluated by the administrative staff to determine whether class is comparable to ICON's course. Only the following courses may be accepted for transfer credit: BIO 110: Anatomy and Physiology I, BIO 111: Anatomy and Physiology II, Nursing 101: Fundamentals of Nursing and Nursing 102: Geriatric and Mental Health Nursing. All other courses must be taken at ICON. All accepted transfer courses will be incorporated into the student's current academic program plan as both attempted and completed hours.

Clinical Assignments

ICON faculty will assign students to various clinical settings in order to complete their clinical internships. Students will be responsible for attending each session and finding transportation to and from the clinical site. Students are expected to behave with integrity and compassion, show respect for others, present themselves in a professional manner and to adhere to ICON's policies and procedures while at their clinical site. The Academic Director must be notified of any concerns with clinical prior to the start of the school year.

Transfer of Credits

ICON will accept qualified transfer students who have previously attended an approved institution and award them credit for any comparable work completed at the previous institution. For the purpose of this policy, institutions will be considered "approved" if they are recognized and listed by their governing body such as State Board of Education, State Board of Higher Education, State Board of Nursing, and/or recognized accrediting agency (whichever applies to the institution) as being an approved institution.

Transfer of Credit Process

Students must submit official transcripts from approved institutions for which they are seeking to transfer credit from. The transcripts must be received prior to enrolling in the class for which they are seeking to receive credit for. The transcripts will be evaluated by ICON administration and must meet the following guidelines: must be comparable in terms of course content and clock or credit hours.

Only courses that were completed in its entirety and for which students received a passing grade will be considered for transfer. Only a grade of "C" or higher will be considered for transfer. No partial credit will be offered. Students will be considered on a space-available basis.

All transfer students must meet ICON's admission requirement.

Only students in good standing at previous school will be accepted for transfer. For the purpose of this policy, "good standing" will be defined as no behavioral concerns and no outstanding tuition balances noted at previous institution.

Only the following courses will be eligible for transfer as ICON requires each student to complete at least 50% of the nursing program at ICON to meet eligibility requirements for graduation: Anatomy and Physiology I, Anatomy and Physiology II, Nursing 101 and Nursing 102.

Transfer of Credit from a foreign institution

Students wishing to transfer credits earned at an institution not located in the United States or its territories must have their transcripts evaluated by an approved member of The National Association of Credential Evaluation Services. The Evaluation Report must include credit earned as well as grades earned in a course-by-course listing. The Evaluation Report must then be submitted to ICON for review. Transfer of credit from a foreign institution must meet all guidelines as listed previously under "Transfer of Credit Process."

ACADEMIC INFORMATION

Satisfactory Academic Progress

To successfully progress through the Practical Nursing Program, students must ensure they are maintaining **Satisfactory Academic Progress (SAP)**. The purpose of **Satisfactory Academic Progress (SAP)** is to ensure students are making progress toward the completion of their program of study. Students who do not attend class, withdraw from classes, defer grades, and/or perform poorly are not considered to be making satisfactory progress, and as a result, will become ineligible for federal student aid.

In compliance with the U.S. Department of Education, ICON has established policies and procedures to monitor student academic progress.

ICON's SAP policy measures a student's academic progress in two ways. Students must meet both standards at each evaluation:

- 1. Qualitative Standard – GPA (Grade-Based)**

A student must achieve a minimum cumulative Grade Point Average (GPA) of 2.00 for all courses attempted at each evaluation or check point

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

A student must successfully complete a percentage of all courses attempted by each evaluation or checkpoint in order to complete the program of study within the established time frame

*All graded courses count as attempted and completed hours.

*All initial and repeat courses are counted in the rate of progression calculation.

Qualitative Measure

Students must receive at least a 2.0 (C) or 80% average in each theory class in order to advance to the next class or portion of the program. Any student earning less than a "C" or 80% average in theory will fail the course, regardless of the clinical grade.

All clinical courses will be graded on a "Pass Satisfactory (P)" or "No Pass: Unsatisfactory (NP)" basis. Any student earning an Unsatisfactory grade in clinical will fail the course, regardless of theory grade.

All theory courses will be graded as follows:

Grade	Percentage	GPA
A	92-100%	4
B	84-91%	3
C	80-83%	2
D	70-79%	1
F	69% and lower	0

Other Grade Definitions	
I	Incomplete
W	Withdrawal
WF	Withdrawal Failure*

*Equates to "F" grade

Exit Exam Grade Definitions	
P	Pass: Satisfactory
NP	No Pass: Unsatisfactory

All clinical courses will be graded on the scale as follows:

Grade	Clinical Grade Definitions	Points	GPA
P	Pass: Satisfactory	25-28	4
P	Pass: Satisfactory	21-24	3
P	Pass: Satisfactory	14-20	2
NP	No Pass: Unsatisfactory	7-13	1
NP	No Pass: Unsatisfactory	Below 7	0

Other Grade Definitions	
I	Incomplete
W	Withdrawal
WF	Withdrawal Failure*

*Equates to "F" grade

Failure to meet these minimal standards will result in the student having to temporarily discontinue the program and repeat the class during the next cohort session when it is offered again; when the repeated course is completed successfully, the student may then resume the remaining portion of the program. Students will only have one attempt of a retry. Failing the same course twice, will dismiss the student from the program. Students who complete any course will have 87 weeks from the original date of enrollment to re-enroll and complete the rest of the program.

Quantitative Measure

These standards measure the pace of progression to ensure completion of study within the maximum time frame for the program and includes cumulative earned hours. This standard covers total clock hours and time allotments for completion.

Maximum time Frame

Students who receive financial aid are required to satisfactorily progress through the Practical Nursing Program (enroll, pass their courses and graduate) within a maximum time frame. The maximum time frame is 150% of the published duration of the program (150% x 58 weeks = maximum time frame of 87 weeks).

If graduation requirements are not met by 60 weeks of class time, the student is dropped and required to re-enroll in Nursing 107.

Pace of progression

In order for students to complete the earned clock hours within the maximum time frame, they must meet the pace of progression schedule below:

Practical Nursing Pace of Progression:

Check Point	Course		Clock Hours	Weeks	Amount of Program Completed
1	BIO 110:	Anatomy & Physiology I	100	5	34%
	BIO 111:	Anatomy & Physiology II	100	5	
	NUR 101:	Foundations of Nursing	200	10	
	<i>Total Check Point Clock Hours</i>		400		
2	NUR 102:	Geriatric & Mental Health Nursing	200	10	73%
	NUR 103:	Medical Surgical Nursing	250	13	
	<i>Total Check Point Clock Hours</i>		450		
3	NUR 104:	Maternal Newborn & Women's Health Nursing	75	4	100%
	NUR 105:	Pediatric Nursing	75	4	
	NUR 106:	Pharmacology	100	5	
	NUR 107:	Role Transition of the Nurse	60	2	
	<i>Total Check Point Clock Hours</i>		310	58	
Program Totals			1160		100%

Frequency of SAP Evaluation

Students will be evaluated at the end of each checkpoint to determine if they meet SAP standards. Additionally, students with incomplete coursework will be re-evaluated when an official grade is assigned. All periods of enrollment, regardless of whether the student received federal student aid funds, will be included in the check point evaluation. Upon evaluation and based on students' academic progress, students will be placed into one of the following categories:

- **SAP- Satisfactory**
Students who have met SAP requirements
- **SAP- Unsatisfactory**
Students who are not meeting SAP requirements within a course but have not yet reached the end of an evaluation or check point period
- **SAP- Warning**
Students who fail to make SAP at the end of an evaluation or check point period
- **SAP- Dismissal**
Students who fail to consistently meet SAP standards resulting in dismissal from the program

Notification of Student Academic Progress (SAP) Status

Students will be notified in writing if they have not met SAP requirement. However, it is the student's responsibility to be aware of their academic standing at all times throughout the program. In addition, it is the student's responsibility to be familiar with, understand, and comply with ICON's standards for academic progress. The SAP policy is subject to change to comply with recent federal and/or state guidelines, or ICON College administrative rules and decisions.

Failure to meet SAP Standards

Students who do not meet the qualitative and quantitative requirements during the specified evaluation period are not making Satisfactory Academic Progress.

If a student is not making Satisfactory Academic Progress but have not reached the end of a check point period, they will be allowed to continue in the program but they will be placed on SAP- Warning status. Any student placed on SAP- Warning status will have until the upcoming evaluation checkpoint to achieve SAP.

Any student placed on SAP Warning status will be notified via their personal Canvas email account. The student will also meet with faculty to receive assistance and information on improving their SAP.

If at the next upcoming checkpoint, the student meets or exceeds both the qualitative and quantitative checkpoint requirements, the student will be taken off SAP -Warning Status. However, if at that checkpoint the student did not meet the qualitative and quantitative requirements for Satisfactory Academic Progress, then the student will be dismissed from the program, also called SAP- Dismissal. Once institutionally dismissed from the program, the student will need to follow the school's re-admission policy if they are eligible to re-enroll in a course.

Students may be eligible to appeal (See "Appealing SAP Decision"). Students who receive an approved SAP appeal will remain on SAP- Warning status. The student will continue to receive academic support from faculty and administrative staff to help them achieve SAP.

Students who achieve a successful SAP Appeal and who meet qualitative and quantitative standards for SAP, can move on in the program provided they are within 150% of the maximum time frame for completion of the program.

Appealing SAP Decision

If a student fails to meet Satisfactory Academic Progress standards, they may appeal. However, SAP Dismissal may not be appealed by students who cannot complete the program within the 150% maximum time frame.

If a student decides to appeal their SAP Dismissal, they must submit an appeal packet in person or electronically to administration within two business of notification of SAP Dismissal.

An appeal packet must include the following:

1. A SAP Dismissal form, which states the circumstances that led to poor academic progress. Only circumstances generally outside the student's control and unavoidable will be considered acceptable (such as death of a family member, military service, medical health issues). Documentation supporting the appeal should be submitted along with this form.
2. The appeal form should include the description on how the circumstances contributing to the unsatisfactory SAP has been addressed and/or rectified to ensure satisfactory academic progress at the next evaluation check point.
3. An academic success plan must be documented during an advising appointment with an administrator, and options discussed documented and presented with this packet.

The student will be notified via student Canvas email account of the Appeal outcome within three business days of receiving the appeal packet.

Any student who does not appeal SAP dismissal by the deadline, will be voluntarily withdrawn from the school.

Incomplete Course

Students may be able to receive an "incomplete" for a course if they were unable to finish the required coursework by the time the course concluded. "Incomplete" grades are granted at the discretion of the instructor and only under extenuating circumstances. It is the responsibility of the student to contact their instructor in a timely manner to discuss the option of an incomplete grade and the circumstances surrounding it. It will be up to the student to ensure all outstanding coursework is completed by the extended deadline or the student will receive a failing grade for the course. Incomplete courses will count as attempted hours (not completed hours). If incomplete grade converts to a complete grade, hours are recalculated towards pace of progression.

Dropped Course

When a student unenrolls in a course by the designated deadline, the course will be considered “dropped.” Dropped Courses will not count in attempted hours.

Withdrawal

After acceptance into a program at ICON, if a student wishes to cancel enrollment, it will be the student’s responsibility to notify the school in writing by completing a Withdrawal Form, which can be obtained from the Admissions Office. ICON will acknowledge the withdrawal request at the time the Withdrawal Form is submitted to the Admissions Office or within 15 calendar days of the postmark date if the request is made through the mail. (Please reference ‘Refund Policy’ for more information.)

Students withdrawing from a course will be assigned the following grades based on the time that has allotted from the beginning of that course:

Withdrawal from BIO 110 and BIO 111 courses

Grade	Withdrawal Time-frame
No grade	Withdrawal within the first 1 week of course
W	Withdrawal within 2 weeks of course
WF	Withdrawal in week 3 or onward

Withdrawal from Nursing 100-level courses

Grade	Withdrawal Time-frame
No grade	Withdrawal within the first 2 weeks of course
W	Withdrawal within weeks 3-4 of course
WF	Withdrawal in week 5 or onward

The unexplained absence of a student from class without submitting an official Withdrawal Form for more than 5 calendar days shall constitute constructive notice of cancellation to the school and will be subject to a grade of “F” and will not be eligible to receive any refund. For purposes of cancellation the date shall be the last day of attendance.

Withdrawal for Medical Reasons

If a student wishes to withdrawal from a course/program for medical reasons, it will be the student's responsibility to notify the school in writing by completing a Withdrawal Form and checking "Medical Reasons" under the "Reason for Withdrawal" section, which can be obtained from and submitted to the Admissions Office. The student must also submit supporting documentation from a physician or medical institution that confirms the medical condition, date of onset, and estimated length of treatment. Withdrawals for medical reasons will be handled on a case-by-case basis.

Withdrawal courses will count as attempted hours after the refund period.

Academic Probation

Students that do not meet SAP quantitative/qualitative standards will be placed on academic probation.

A student whose theory grade falls below 80% or "C" by midterm, or who is deficient in clinical performance at midterm will be placed on probationary status.

A student who earns less than a "C" or 80% average grade in a theory course or Unsatisfactory in a clinical/lab course by Midterm (half-way through the course or clinical), the instructor will issue an Academic Warning and place the student on academic probation. Upon receiving the warning, the student must set up a meeting with their instructor to discuss the areas of difficulty. Together they will work towards setting academic goals and discussing effective study habits. The student must then complete ICON'S mandatory remediation. The student will have till the end of the course to raise their theory or clinical performance to ICON grading standards.

For any significant concerns involving a student or patient safety, the student may receive a failing grade for the course, or be immediately dismissed from the program.

Remediation

Theory Courses

Any student with a theory grade below the 80% passing grade and passing in clinical by midterm, must meet ICON remediation requirements as follows:

1. Remediation is mandatory
2. The student must complete a minimum of 100 questions 3 times per week, from adaptive quiz and learning for course topic (i.e. medical-surgical, maternity, pediatrics, etc.), until the end of the course. The student must adhere to the requirement (weekly screen shot turned in on Friday) for monitoring completion of required work.
3. Progress will be monitored by faculty and administration. (Student is required to provide a weekly snapshot of completed work.)

After completion of remediation, if student's final cumulative theory score improves to 80% or above, the student may move on to the next course. If the student's final cumulative theory course remains below 80%, the student will need to repeat the course regardless of the clinical grade. (See section: "Failure to Meet SAP Standards")

Clinical Courses

Any student who does not meet clinical requirements (i.e. unsatisfactory clinical performance, non-participation in post conference assignments, frequent lateness, unprofessional behavior with colleagues, instructor or clinic staff, etc.), must meet ICON remediation requirements as follows:

- Remediation is mandatory
- Mandatory conference with clinical instructor and administration.
- Attendance to assigned skills lab if skills are deficient.
- Make up all clinical hours (student is responsible for fees for make-up clinical).
- Students must show improved performance in clinical immediately during remediation.

If student's clinical performance meets ICON standards by end of clinical rotation, and theory grade is above 80%, the student may move on to the next nursing course. If the student's clinical performance does not improve, or unacceptable behavior continues, the student may receive a failing grade, regardless of the theory grade, and need to repeat the course, or be dismissed from the program, if student or patient safety is at risk. (See section: "Failure to Meet SAP Standards")

If a student does not complete the minimum 1160 clock hours at 58 weeks due to academic reasons, we provide individualized remediation (i.e. mandatory review Course, subject benchmark testing to check level of competency and where student is deficient in knowledge, adaptive quiz and learning, tutoring (if needed) and attendance to ICON's two week long review Course.

Tutoring

Group tutoring may be available and is dependent on instructor availability. Students should contact a faculty member or the Academic Director if they are interested in receiving tutoring assistance. If private tutoring is needed, a fee of \$40 per hour is required to be paid to the school prior to the tutoring session and is the responsibility of the student.

Graduation

Upon program completion, students who have achieved at least an 80% grade average, satisfactory performance in all clinicals, completed and passed all required comprehensive and Exit Exams, and whose accounts are in good standing with ICON, will receive their diploma by mail. Graduation diplomas will not be awarded at the graduation ceremony.

Graduating with Honors

Upon program completion, students who have achieved a 3.8-4.0 GPA for the entire program will be noted as ***Graduating with High Honors*** and will be noted at graduation. Students who have achieved a 3.5-3.7 GPA for the entire program will be noted as ***Graduating with Honors*** and will be noted at graduation. The student who has the highest grade point average in the entire class will be designated as the Valedictorian and will be noted at graduation.

ACADEMIC POLICIES

Attendance

It is each student's responsibility to come to every class, clinical and laboratory session, on time, prepared and ready to learn. Each student is expected to arrive 15 minutes prior to the start of class, lab and clinical and stay for the entire scheduled time until dismissal by the instructor.

Absences for each nursing course cannot exceed 2 scheduled academic days of either theory, lab and/or clinical. Any missed theory, lab or clinical hours within a course must be made up and will be accommodated on an individual basis.

Students exceeding the maximum allowed absences will be dropped from the program, regardless of the reason. The student must then reapply for admission, with approval being granted on a case-by-case basis.

If a student is more than 5 minutes late he/she will not be permitted to enter the classroom or laboratory until first break. Students in clinical who are more than 10 minutes late are sent home for the day and will need to make arrangements for a make-up session. Two unexcused tardies or early departures will be counted as one absence. A "no-call, no-show" is not considered professional behavior and will result in a one-day suspension. The 1-day suspension will also be counted as an unexcused absence. Two "no-call, no-shows" will result in immediate dismissal from the program.

In the event a student will be unable to attend class, the student must notify the instructor and/or administration at least one day prior to absence. A verified letter must be supplied within 48 hours of the absence for any "emergency" reason, when a 24 hour notice was not provided. NOTE: Leaving a voicemail, text message, e-mail or requesting another student to inform the instructor is not an appropriate method of communication regarding absences as these forums may not always be accessible to the instructor.

Students missing classes or clinical due to a health reason must submit a verified letter from a healthcare provider or medical institution but will still be held to the above attendance policy. ICON will make reasonable accommodations for the student on a case-by-case basis.

Make-Up Hours

Theory

Students who need to make up theory classes will meet with faculty for assignments. All make-up hours are to be completed on campus and must be completed by the end of the course in order to meet clock hour requirements.

Clinical

Student must fill out and submit a form of "clinical intent" with a fee of \$40.00 per hour prior to scheduling the make-up for clinical and/or lab. This fee will apply regardless of whether the clinical will be made up during the instructors regularly scheduled clinical or lab hours, or off-clock hours. Credit for the make-up session will only be granted after successful completion is evidenced. All make-up hours must be completed by the end of the course in order to meet clock hour requirements.

Any hours, theory or clinical, missed in Nursing 104: *Maternal & Women's Health Nursing* or Nursing 105: *Pediatric Nursing* will need to be made up by the end of Nursing 105: *Pediatric Nursing*. Students who fail to complete make-up hours cannot move forward to the next course.

Readmission Policy

Students who leave ICON in good standing and are not in attendance for one or more terms must reapply for admission (See Admission policy).

Students, who leave in poor academic standing and are not in attendance for one or more terms, will be considered for readmission on a case-by-case basis.

Examination Policy

For theory courses: Students are expected to arrive on time and come prepared with writing materials. Any student who arrives late for an exam will have 15% deducted from their score. Cell phones are not permitted in the classroom and must be left in the student's locker or at home.

Students who will be absent the day of the exam must notify the instructor at least 4 days in advance and set up a time for a make-up exam. If a student is absent on the day of the exam without notifying the instructor, the student will fail the exam.

Exit exam Policy

Testing date will be scheduled upon the completion of Nursing 107 by ICON administration. Students are expected to attend the testing session they are scheduled for and arrive 15 minutes prior to the testing time. If a student does not arrive at the time the examination starts, they will need to reschedule the exam and this occurrence will still be counted as an attempt at the exam. A one-time cancellation and rescheduling allowance will only be considered for extraneous circumstances, on a case-by-case basis, for which a physician's note will be required. Student will be responsible for any retesting fees.

Academic Appeal

Students who have a concern regarding a grade should first discuss the issue with their instructor. If the student feels the issue is not resolved, they can proceed with the appeal process.

Students, who wish to appeal a grade decision, may then write a statement disputing the decision to the Administrator within five calendar days.

The letter should include the student's reason for disagreement along with documentation to back up their position or claims. The student should also include information regarding any mitigating circumstances that may have existed at the time.

The administrator or someone from administrative staff will get back to the student within 15 business days. Any student who wishes to meet with the Administrator, will be seen by appointment only.

Student Responsibility

It is the responsibility of the student to know, understand, and comply with ICON's standards for academic progress.

GENERAL POLICIES AND PROCEDURES

Transcripts

Student transcripts are available for a \$10.00 fee for the initial transcript and \$5.00 for each additional transcript when multiple transcripts are ordered at the same time. Transcripts will be released in a sealed envelope and cannot be faxed. Students must submit a written request to the Administrative Office. Requests can take 3-4 days to process after payment is received.

Student Information Change

In order to change student information (name, address, phone number, e-mail, financial information, etc.) students must submit an 'Information Change Form' which can be obtained from and submitted to the Admissions Office with appropriate supporting documentation.

Non-discrimination Policy

It is the policy of Illinois College of Nursing to not discriminate on the basis of race, sex, color, age, religion, ancestry, marital status, or disability. This institution fully complies with all state and federal laws to prohibit any discriminatory behavior in their educational programs, enrollment of students and hiring of faculty and staff. Announcement of this policy is in accordance with State law and Federal law, including Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1967, and the Americans with Disabilities Act of 1990.

Expectant Mothers

Any student who is pregnant or becomes pregnant during a course in which they are enrolled must provide proof of medical clearance from their physician in writing, (information must be disclosed due to the nature of the training programs and internship requirements).

The ability to perform strenuous activities during labs and clinical is required. The doctor's clearance should be given at the earliest possible point. The student bears responsibility for the welfare of themselves and their child and cannot hold the school, clinical site, or other affiliates to any liability. The school, clinical sites and other affiliates will not be held liable due to the student non-disclosure regarding pregnancy and/or the state of health.

Special Accommodations

Students with mental, physical, or sensory impairments or in need of other special accommodations must contact the Academic Director. ICON will accommodate the student to the best of its ability, however, the College does not provide any mental health counseling. Pertinent information will be shared with faculty and staff to facilitate optimal arrangement and ensure the best experience for the student.

Accessibility for disabled students

The Building in which the school is located is wheelchair accessible with a ramp and elevator.

Employment Disclaimer

Illinois College of Nursing is a Practical Nursing program with the major goal of educating the future generation of nurses. The program does not guarantee employment.

STUDENT CONDUCT POLICIES

Academic Honesty

Illinois College of Nursing upholds a high level of academic integrity and standards. All persons associated with ICON will avoid acts of academic dishonesty to promote the high academic principles ICON strives to maintain. Any evidence of performed behaviors listed below but not limited to, will be subjected to disciplinary action.

- Cheating: Unauthorized use or attempted use of materials, notes, study aids, communication devices or help from another person for any academic work
- Fabrication: Falsely constructing information or citations in academic work
- Facilitating Academic Dishonesty: Aiding in any behaviors that will help promote others in performing fraudulent academic acts
- Plagiarism: Presenting the work, ideas, writing or research of another person as one's own without acknowledging the source
- Unauthorized Examination Behavior: Any illicit communication with other persons, by conversing, note/material passing or use of electronic device or temporarily leaving an examination site to visit an unauthorized site

- Internet Plagiarism: Submitting downloaded term papers or parts of term papers as one owns work, and/or paraphrasing or copying information from the internet without citing the source
- Falsification of Records and Official Documents: Any fictitious alterations to records, certificates or documents

Professional Honesty

Students are expected to act in a safe, honest, and professional manner during clinical. Dishonest behaviors and unethical behavior in a clinical setting include but are not limited to the following:

1. Falsifying documents
2. Lying regarding performance
3. Failing to follow proper procedures
4. Failing to report mistakes regarding patient care
5. Lying regarding unsafe behavior
6. Practicing as a nursing student while under the influence of drugs or alcohol
7. **Violating the Health Insurance Portability and Accountability Act (HIPAA), including the following but not limited to:**
 - a. collecting written information that identifies the patient by name
 - b. obtaining records from the patient care unit without authorization
 - c. discussing patients for purposes other than patient care or educational requirements
 - d. discussing patients outside of the clinical or educational setting
 - e. violating the Patient's Bill of Rights
 - f. violating the Code of Ethics for the Licensed Practical or Registered Nurse

Student Conduct Code

ICON expects all students and faculty to conduct themselves with the highest level of integrity. All students and faculty must possess and demonstrate values of respect for self and others, honesty and compassion on and off the campus. In the interest of maintaining a positive image for ICON and promoting the welfare of the students, faculty and college community, any behaviors that are considered dishonest or may be harmful to self, others or property will not be tolerated and will result in disciplinary action. It is the responsibility of the students to know the policies, rules, and regulations of ICON.

Prohibited behaviors include but are not limited to the following:

- theft, vandalism, or intentional damage to students, staff, faculty, or ICON property
- unauthorized entry or use of college facilities, equipment, or property
- failure to follow rules regarding proper computer and lab use
- failure to follow rules regarding personal cell-phone and electronics use
- intentionally disrupting classes, labs, or clinical
- unintentionally disrupting classes, labs or clinical to the extent the learning atmosphere was negatively affected
- intentionally providing false information to any staff or faculty member (including fraudulent checks)
- forging or altering ICON documents, records, or equipment with intent to furnish false information
- failure to meet financial obligations
- any form of abuse or harassment
- gambling of any kind
- cheating, lying, stealing, or plagiarizing
- discriminatory behavior
- use of tobacco on ICON premises
- purchase, possession, use, or distribution of alcoholic beverages
- purchase, possession, use, or distribution of illegal or controlled substances
- purchase, possession, use, or distribution of fireworks, explosives, or dangerous chemicals
- on-campus possession or use of any weapons, firearms, and knives exceeding state legal specifications
- malicious use of fire, misuse of firefighting equipment, or intentional false reporting of a fire or bomb
- violation of civil or criminal law

Any student engaging in the above or similar acts, or in violation of this policy, will be subject to disciplinary action and potentially terminated from the program and the school indefinitely.

Any concerns regarding student academic or behavioral performance will only be discussed with the student and pertinent College Administrator. The College will not discuss an adult student's academic and/or behavioral performance with the student's parents, spouse, family member or other designated representative. If someone other than the student is listed as the primary guarantor of the student's financial account and is responsible for the student's

payments, the College will discuss matters pertaining to the student's financial accounts, but no further information will be discussed regardless of student permission.

Honor Code

The Honor Code holds each individual at the Illinois College of Nursing accountable for academic dishonesty, including cheating, lying, stealing and plagiarism.

Cheating on an exam may be defined as: using books, notes, cell phones, or other materials not explicitly permitted by the instructor; copying other students' work in taking an exam; using copies of former examination materials; assisting a student in cheating in any of the aforementioned ways.

Cheating on an assignment may be defined as: using materials or sources explicitly forbidden by the instructor in completing the assignment (such as students collaborating together on an assignment that was instructed to be completed individually); submitting an assignment that was written by anyone other than the student; assisting students in cheating as defined above.

Plagiarizing may be defined as: reproducing language and ideas of another author and representing them as one's own original work without acknowledgment, or proper citation of the author.

Student Dress Code

All students are expected to dress appropriately and professionally. Student must wear the designated uniforms (identification badge, white scrub top, teal scrub pants, school patch and white shoes) at each clinical for identification, safety, and sanitary purposes. Students will be responsible for coming to clinical prepared and bring any required equipment/supplies needed to perform patient care.

Students ***should*** wear:

- ✓ Student uniform
- ✓ Student photo ID
- ✓ Watch, stethoscope, and penlight
- ✓ Necessary ear and eye protection
- ✓ Long hair pulled back and secured
- ✓ **Clothing and shoes that are clean and neat**

Students should NOT wear:

- Φ Jeans or sweatpants
- Φ Sandals, flip-flops, slippers, open-heel, or open-toe shoes
- Φ Any visible undergarments
- Φ Dangling jewelry (earrings, necklaces, bracelets, etc.)
- Φ Body piercings other than one set of stud earrings in the ear lobes
- Φ Acrylic, chipped or long nails
- Φ Visible tattoos
- Φ Dyed or colored hair (Hair dyed natural color tones is permissible)
- Φ Perfume or cologne

Note: backpacks, hoodies, purses, or other extraneous items are not allowed on the clinical floor and should be stored in designated areas of clinical site.

Any student who fails to act professionally, dress appropriately, and follow safety precautions will be removed from the clinical for that day, resulting in an unexcused absence or expulsion from the program.

Clinical Safety

Students are required to practice standard precautions to protect themselves and their patients from exposure to any infectious conditions. In the event that students are exposed to blood or other potentially infectious bodily fluids, they should notify their instructor of the incident and receive medical evaluation immediately. ICON will maintain a record of exposure incidents.

Unsafe/Unprofessional Clinical Behavior

Incidents of unsafe nursing practice, (i.e., falsification of documentation, failure to report abnormal vital signs, leaving the nursing floor without reporting off to instructor/nursing staff, sleeping during clinical time, etc.), may lead to immediate dismissal from the program.

Computer Lab Policy

The computer lab is intended to serve as a resource for students to conduct research, complete homework assignments, and/or study for exams. If there is evidence of improper computer usage, ICON reserves the right to access all current and archival files of user accounts.

The following are prohibited items and actions regarding use of the computer lab:

- Any food or drink
- Unauthorized entry into a file
- Unauthorized use of another student's account
- Intercepting electronic communications
- Creating or sending inappropriate, abusive, or offensive images or messages
- Downloading or copying inappropriate, abusive, offensive, obscene, or copyrighted materials
- Visiting inappropriate websites

Students utilizing the computer lab to take proctored exams must follow the Student Conduct Code, Honor Code, Academic Honesty and Attendance policies.

Health Insurance Portability and Accountability Act (HIPAA) Policy

Right to Privacy

The Health Insurance Portability and Accountability Act (HIPAA) provides federal protections for personal health information held by covered entities and gives patients an array of rights with respect to that information. However, the Privacy Rule is balanced so that it permits the disclosure of personal health information needed for patient care and other important purposes. Title I protects health insurance coverage for workers and their families when they change or lose their jobs. Title II requires the establishment of national standards for electronic health care transactions and national identifiers for providers, health insurance plans, and employers.

Protected Health Information

Protected Health Information (PHI) is any information held by a covered entity which concerns health status, provision of health care, or payment for health care that can be linked to an individual.

Examples of PHI include the following:

- Names
- All geographical identifiers smaller than a state
- Dates (other than year) directly related to an individual
- Phone numbers
- Fax numbers
- Email addresses
- Social Security numbers
- Medical record numbers
- Health insurance beneficiary numbers

- Account numbers
- Certificate/license numbers
- Vehicle identifiers and serial numbers, including license plate numbers
- Device identifiers and serial numbers
- Web Uniform Resource Locators (URLs)
- Internet Protocol (IP) address numbers
- Biometric identifiers, including finger, retinal and voice prints
- Full face photographic images and any comparable images
- Any other unique identifying number, characteristic, or code except the unique code assigned by the investigator to code the data

Student's Responsibilities

ICON students will be expected to adhere to HIPAA's guidelines during their clinical externships. Students have a legal and ethical responsibility to maintain patients' privacy, to not disclose any written, verbal, or electronic protected health information, and to identify themselves as nursing students to their patients.

Penalties

Any student acting in violation of HIPAA policy will be subject to disciplinary action from both ICON and law enforcement.

Students should be aware of the legal consequences for violating HIPAA that can be applied by federal law enforcement agencies such as:

- ✓ Deliberate release of PHI can result in up to a 1-year jail sentence & \$50,000 fine
- ✓ Accessing PHI under false pretenses can result in up to a 5-year jail sentence & \$100,000 fine
- ✓ Releasing PHI with intent to sell or use for commercial advantage can result in up to a 10-year jail sentence & \$250,000 fine

Harassment

ICON prohibits harassment for any discriminatory reason, including but not limited to race, color, religion, ancestry, national origin, age, gender, marital status, sexual orientation, physical or mental disability, or military/veteran status. ICON will not tolerate derogatory remarks of any kind. Harassment may be defined as oral, written, graphic, or physical conduct relating to one of the aforementioned characteristics that is sufficiently severe, pervasive, or persistent so as to interfere with or limit the ability of an individual to participate or benefit from the college's programs or creates an intimidating, threatening, abusive, or hostile educational environment.

Illinois Law defines sexual harassment as any unwelcome sexual advances or requests for sexual favors made by a higher education representative to a student, or any conduct of a sexual nature exhibited by a higher education representative toward a student, when such conduct has the purpose of substantially interfering with the student's education performance or creating an intimidating, hostile, or offensive educational environment, OR submission to, or rejection of, the conduct is used to determine the student's academic status. ICON will not tolerate sexual harassment of any kind.

Any student who believes he/she is the victim of harassment should immediately report the instance to a faculty member, Academic Director or Administrator. ICON will investigate every complaint and will take necessary action. Retaliation of any student bringing a complaint to a faculty member, Academic Director or Administrator is illegal and strictly prohibited. If necessary, ICON will cooperate with local, state, and federal law enforcement in cases regarding harassment. Any student in violation of this policy will be subject to disciplinary action and potentially terminated from the program and the school indefinitely.

Electronic Devices

Cell phones and other electronic devices are not allowed in the classroom, laboratory or clinical setting. In the case of emergency, students can be reached by calling the ICON office, (630) 495-7968. Electronic recording of classes, labs, clinical, will not be permitted.

Violation of Conduct Code

A preliminary investigation will be conducted for all allegations followed by disciplinary action including warning, suspension or expulsion, depending on the seriousness of the offense, for any of the following, but not limited to, offenses: 1) academic dishonesty; 2) theft occurring on school premises; 3) verbal or physical assault; 4) physical or sexual harassment; 5) insubordination and unprofessional conduct including use of profanity, excessive tardiness and/or absences; 6) damage or misuse of school property or equipment; 7) possession, use or furnishing of illegal substances or alcoholic beverages while on campus or during school related activities; 8) use possession or supplying of weapons while on campus or during school related activities; 9) intentionally or unintentionally disrupting classes, labs or clinical to the extent the learning atmosphere was negatively affected, or 10), any other offense that the school administrator, faculty or law enforcement authorities may be viewed as unlawful and/or dangerous to the wellbeing of the college community.

After the investigation, the College administrator will make the decision as to the seriousness of the offense and type of disciplinary action warranted. For students engaging in dishonest, unethical, or a prohibited behavior, the following actions will occur:

First Offense: The student will be suspended from a course or from the program for a specific period of time and an incident report will be sent to the Administrator.

Second Offense: The student will receive a **failing grade (F)** for the current course.

Third Offense: The student will be dismissed from the program at the Illinois College of Nursing.

A warning will generally be issued prior to a student dismissal unless the offense was serious enough of which then may result in an automatic dismissal without warning. In certain cases, ICON will cooperate with local, state, and federal law enforcement if the incident goes beyond prohibited classroom behavior. All appeals of decisions made must follow the ICON grievance procedure.

Grievance Policy for Matters Relating to Conduct

To maintain the integrity and high standards of ICON, all students and faculty are to follow the institutions code of conduct and guidelines for academic honesty. However, in the event, grievances may be initiated for any situations involving acts of physical or emotional assault/trauma, bullying, harassment, discrimination, pressure or intimidation or any unlawful acts, the following procedures for receiving and processing grievances will be followed:

- a. The student should first attempt to resolve the situation by contacting the instructor.
- b. If no resolution is reached, the student may then file a written grievance which states the problem and proposed possible solutions. In the event the grievance is made by more than one student, the group will appoint one representative to speak for the group.
- c. A hearing committee, consisting of one faculty member and one administrator or director, will address the situation. Student(s) involved will be invited to attend the hearing

- d. Depending on the seriousness of the offense, the hearing committee will propose and agree upon a resolution
- e. Judgment will be enforced up to and including suspension or expulsion of student(s)
- f. If the student(s) do not present for the hearing with the hearing committee, then the grievance will be null and void.
- g. If the grievance or complaint is unable to be resolved by the hearing committee, the complaint may be filed with IBHE at the following address:

Illinois Board of Higher Education
1 N. Old State Capitol Plaza, Suite 333
Springfield, IL 62701-1377

Phone: (217) 782-2551
Fax: (217) 782-8548
TTY: (888) 261-2881

www.complaints.ibhe.org

GENERAL FINANCIAL INFORMATION

Tuition and Fees

The tuition and fees for the practical nursing program is as follows:

- Application fee: \$75 (may be waived)
- Transcript evaluation: \$50 (may be waived)
- Drug Screen: \$40 & Background Check: \$37³
- Seat Reservation deposit: \$1,000⁴

³The Drug screen and Background check will be performed independently by students through www.castlebranch.com (1-888-723-4263 x7142) during the application process. As this is a third-party vendor, prices are subject to change. Student should contact Castle branch to get latest prices.

⁴The seat reservation deposit will be collected after admission into the program is granted (but no later than 2 weeks prior to the start of the school year) and will be deducted from the total tuition cost

- Practical Nursing Program tuition: \$18,000⁵ (Includes \$250 registration fee, \$1,000 lab fee, \$300 book, uniform & supplies fee, \$200 course materials fee, and a \$1,250.00 tuition fee. All fees are per course).
- State Licensure fee: (\$300) Student will be responsible for this payment to the state after graduation.
- A \$200 administration fee will apply for students wishing to change their schedule. Schedule changes will only be granted with instructor approval and if space is available.
- One attempt for each of the following: end of course examinations and comprehensive end of program examination is paid for by the school. Students will be responsible for any additional retesting fees for end of course exam (\$35, HESI exit exam (\$60).
- Graduation fees: If attending ceremony \$143. If not attending ceremony, \$57 for diploma.

All graduation fees and any additional test preparation courses or programs the student chooses to complete as adjunct to courses provided by ICON, will be the responsibility of the student.

Types of Payments

Payment of fees and tuition can be made by cash, money order, cashier's check, personal check (with valid Driver's License), VISA, Master Card, American Express or Discover. All payments should be made payable to Illinois College of Nursing. Payments made by check will apply on the date the check is received. ICON also accepts payments through various grants and loans.

⁵After seat reservation is paid, remaining tuition balance will be due unless other monies are to be deducted for grants, scholarships etc. if applicable.

The following payment options are also accepted:

- Private loans arranged by the student through their personal bank or Sallie Mae
- Grants offered through the Workforce Innovation and Opportunity Act (WIOA) and Illinois Department of Employment Security (IES)
- Scholarships through Illinois Department of Public Health as well as other public and private organizations
- Tuition reimbursement programs offered by student's employer
- ICON Payment Plan⁶

Payment Policy

The seat reservation policy will be applied after admission into the program is granted but no later than 2 weeks prior to the start of the school year. A student's seat will not be reserved until seat reservation deposit is received by the school regardless of admissions decision. The remainder of tuition due (minus grants and scholarships if applicable) should be received by the school by the end of the first week of class (five business days) unless the student has agreed and made arrangements for a Payment Plan.

Payment plans may be available; however it is the responsibility of the student to consult with an Academic advisor at the Illinois College of Nursing prior to the beginning of the program to see what, if any, options may be available. Payments will first apply towards outstanding fees, then towards tuition balance. **If student is on a payment plan, the final deadline for payments will be one week prior to that courses final exam. All balances for each course must be paid in full by the end of that course; otherwise the student will not be allowed to enroll in the next course.** Students will be subjected to late fees if payment is not received by the due date.

Delinquent Tuition Collection Policy

All tuition payments per student's individual payment plan agreement must be submitted by the date for which the payment is due. If payments are not made as scheduled, the student will

⁶ If a student seeks a payment plan option through ICON, the amount to be considered for the payment plan will be the remaining balance of tuition and fees due *after* all financial aid, scholarships, grants, loans, or other financial assistance has been applied.

not be allowed to attend or participate in classroom, laboratory or clinical instruction until their account becomes current.

Accounts must be current prior to a student enrolling in the next course.

All tuition must be paid in full in order to receive transcripts and diplomas.

If any student is to incur absences due to late payments, the attendance policy will still apply and the student will be responsible for all make-up classes, lab and/or clinical including any applicable fees. It is the responsibility of the student to contact faculty and/or administration regarding any make-up sessions. All make-up classes and clinicals must be completed by the end of the course in order to advance to the next course.

Tuition Refunds

Applicants not accepted by the school shall receive a refund of all tuition and fees paid within 30 calendar days after the determination of non-acceptance is made.

After acceptance into a program at ICON, if a student wishes to cancel enrollment, it will be the student's responsibility to notify the school in writing. The unexplained absence of a student from school for more than 15 days shall also constitute constructive notice of cancellation to the school. For purposes of cancellation the date shall be the last day of attendance.

In accordance with Illinois Law⁷ if tuition was paid by the student prior to cancellation of enrollment, the Illinois College of Nursing will, provide a refund in the amount of at least the following:

- a. When notice of cancellation is given before midnight of the fifth business day after the date of enrollment but prior to the first day of class, all application fees, tuition, and any other charges shall be refunded to the student.

⁷ Illinois State Board of Education PVBS Act requirements for refund policies, (105ILCS425/15.1.a) (from Ch.144, par.150.1a). Sec 15.1a

- b. When notice of cancellation is given after midnight of the fifth business day following acceptance but prior to the close of business on the student's first day of class attendance, the school may retain no more than the application fee, which may not exceed \$150 or 50% of the cost of tuition, whichever is less.
- c. When notice of cancellation is given after the student's completion of the first day of class attendance, but prior to the student's completion of 5% of the course of instruction, the student will be refunded tuition paid, minus application fee, 10% of the tuition and other instructional charges or \$300, whichever is less, and the cost of any books or materials which have been provided by the school, if they were returned to the school.
- d. When a student has completed in excess of 5% of the course of instruction, the school may retain the application fee and the amount computed, prorated by days in class, plus 10% of tuition and other instructional charges up to completion of 60% of the course of instruction.
- e. When the student has completed in excess of 60% of the course of instruction, the school may retain the application fee and the entire tuition and other charges.

A student who, on personal initiative and without solicitation enrolls, starts and completes a course of instruction before midnight of the fifth business day after the enrollment agreement is signed, is not subject to the cancellation provisions of this section.

Application fees shall be chargeable at initial enrollment and shall not exceed \$150 or 50% of the cost of tuition, whichever is less.

ICON will mail a written acknowledgement of a student's cancellation or written withdrawal to the student within 15 calendar days of the date of notification. Such written acknowledgement will not be sent if a refund has been mailed to the student within the 15 calendar days. All student refunds will be issued by ICON within 30 calendar days from the date of receipt of the student's cancellation.

ICON will refund all monies paid in any of the following circumstances:

- a. the school did not provide the prospective student with a copy of the student's valid enrollment agreement and a current catalog or bulletin;
 - b. the school cancels or discontinues the course of instruction in which the student has enrolled;
 - c. the school fails to conduct classes on days or times scheduled, detrimentally affecting the student.
-

Books and Materials Refund Policy

ICON will refund any book and materials fees when:

- a. The book and materials are returned to the school unmarked.
- b. The student has provided the school with a notice of cancellation.

At midterm of Nursing 101, the faculty will review each student's progress in clinical and theory. At this point, students wishing to withdraw due to medical/personal reasons may do so. Any student whose theory grade average falls below 80% or has an unsatisfactory standing in clinical will be given the option to withdraw from the program and be eligible for a partial refund consistent with the refund policy. Any refund due prior to midterm of Nursing 101 will be issued based on the refund policy.

Financial Assistance

At ICON we know that a quality education is the best investment and gift a person can receive. We are also aware that financing an education may be challenging. To ease the burden of funding your education, ICON has considerably priced its educational programs to be affordable as possible to comparable institutions. ICON also offers the following options to finance your academic goals:

1. Workforce Financial Grants

Students may also apply for additional financial funding through the Workforce Innovation and Opportunity Act (WIOA). More information can be found at www.illinoisworknet.com/wioa or ask the College Administration for contact information for the WIOA office closest to you.

2. Payment Plans

ICON offers flexible, interest-free payment plans. A student must notify the College prior to the beginning of the program to see what payment plan options may be available to them.

3. Illinois Department of Public Health (IDPH) Scholarship

The IDPH offers scholarships for nursing students through their Nursing Education Scholarship Program. Applications are accepted March 1 through May 31. For more information, visit www.app.idph.state.il.us/ruralhealth/nesp/

4. ICON Scholarships

To recognize and support our future nurses, ICON offers several scholarships. All students are encouraged to apply by contacting the College for scholarship information.

5. Private loans

Each student has the option and is encouraged to research private lending institutions for a loan that would best fit their financial needs.

Scholarships

ICON is an institution that strives for academic excellence and is built on the values of integrity and compassion. To promote these values, ICON believes in acknowledging individuals who exemplify a commitment to nursing excellence by offering several scholarships. All students are encouraged to apply by contacting the College for scholarship information.

REGULATING BODIES

Illinois Department of Financial and Professional Regulation (IDFPR)

Springfield, IL Office

320 W. Washington Street
Springfield, IL 62786
Phone numbers: 217-785-0820

Chicago, IL office

100 W. Randolph Street
Chicago, IL 60601
312-814-4500

Illinois Board of Higher Education (IBHE)

1N. Old State Capitol Plaza, Suite 333
Springfield, IL 62701-1377
Phone number: 217-782-2551

Illinois College of Nursing

Student Handbook Acknowledgement and Agreement

I, _____, have read, understood, and agree to adhere to the above policies and procedures for the Illinois College of Nursing.

Student Signature

Date

ICON reserves the right to make necessary revisions to the Student Handbook as needed. Students will be notified within 30 days of any changes. However, those changes will not affect currently enrolled students unless those students agree to those changes in writing.

Revised November 2012, March 2014, November 2016, September 2017, October 2017, May 2018, June 2018, September 2018, February 2019, June,2019, December 2021

Reviewed May 2015, March 2017, August 2018, February,2019, June,2019, January 2020