



2024-2025 Postsecondary Student Handbook & Catalog

Greater Altoona Career & Technology Center

Adult Education

1500 4th Avenue, Altoona, PA 16602

(814) 941-8324

www.gactc.edu

The Joint Operating Committee, administration, faculty, and staff welcome you to the Greater Altoona Career & Technology Center (GACTC). We are committed to providing students with the skills and support necessary to become successful in the workforce. The policies and procedures contained in this handbook are provided to assist you in adjusting to the challenges of our postsecondary programming and expectations as a postsecondary student. In order to guarantee you the best education possible, we expect you to adhere to the policies and procedures under which our school operates. The information presented in this handbook will assist you in becoming familiar with the policies and procedures for postsecondary educational programs of the GACTC. Please contact the Adult Education Office with any questions and make certain to take advantage of the services provided.

This handbook is for information only and the handbook is subject to change. The provisions of the handbook are not to be construed as representing contractual or any other obligations of the Greater Altoona Career & Technology Center. The GACTC expressly reserves the right to increase, decrease, withdraw, cancel, reschedule, repeal, change, modify or amend any provisions, policies, requirements, rules, charges, fees, expenses, courses, programs of study, degrees, and other academic regulations. The GACTC further reserves the right to dismiss a student from the school for cause at any time. It also reserves the right to impose probation, suspension or other disciplinary action on any student whose conduct or achievement is unsatisfactory. When a student is dismissed or suspended for cause, there will be no refund of tuition or fees paid. Neither will there be any refunds in the event the operation of the GACTC is temporarily suspended as a result of any act of God, strike, work stoppage, disruption, or any other reason beyond its control. Other refund policies are stated elsewhere in this handbook. Admission to and attendance at the GACTC is a privilege and not a right. Participation in a program at the GACTC bears with it the responsibility to adhere to its policies and regulations.

For a list of Joint Operating Committee members, please visit <https://www.gactc.edu/about/joint-operating-committee/members/>. For the GACTC Employee Directory, please visit <https://www.gactc.edu/directory/>.

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Section 1: Information about the GACTC

Mission & Philosophy

The mission of the Greater Altoona Career and Technology Center’s Adult Education Office is to provide occupation-specific education for adults in collaboration with business, labor, and our communities in preparation for the demands of the current and future workforce. The Adult Education Office further believes that vocational technical education should be an integral part of lifelong education with a dual purpose: (a) to provide individuals with the skills and knowledge needed to enter employment or to pursue further education; and (b) to assist in the economic development of the area by providing business and industry with productive, adaptable, and competent workers.

The Adult Education Office subscribes to the philosophy that it can enrich our community by providing educational programs to help each individual student grow as a person, as an employee, and as a citizen. This institution recognizes that an ever growing number of persons are in need of experiences that will allow them to compete in and contribute to the rapidly changing technological society. The Adult Education Office believes that education is a continuing need for every citizen. It stands ready to provide training and enrichment for all members of the community, both through formal instruction in all areas of adult needs and interests, and through informal means by its involvement in community affairs.

In sum, the Adult Education Office believes it is uniquely fitted through its diversified, yet united programs to contribute to the development of the individuals within the geographic area it serves and thus, the development of the area itself. It believes that, to function in a society marked by rapid technological advancement and vast diversification and specialization, the individual needs to acquire an understanding both broad and deep of the great inherited body of knowledge.

Accreditation & Program Approvals

The GACTC has institutional accreditation through the Middle States Association of Colleges and Schools, Commissions of Elementary and Secondary Schools.



Middle States Association of Colleges and Schools
Commissions of Elementary and Secondary Schools

A number of individual programs are accredited or approved by organizations, including the following:

- The Practical Nursing diploma program is approved by the Pennsylvania State Board of Nursing.
- The Expanded Function Dental Assistant certificate program is approved by the Pennsylvania State Board of Dentistry.
- The Medical Assistant diploma program is accredited by the Commission on Accreditation of Allied Health Education Programs.
- The Vehicle Safety Inspection training is approved by the Pennsylvania Department of Transportation.
- The Vehicle Emissions testing is approved by the Pennsylvania Department of Transportation.
- The GACTC is an Accredited Testing Facility with the American Welding Society.

Non-discrimination Policy

It is the policy of the Greater Altoona Career & Technology Center to ensure an equal opportunity in admissions, employment and programs, services, and activities without any consideration of an individual’s race, color, national origin, sex, gender identity or expression, age, religion, disability, veteran status, genetic information, and/or any other characteristic protected by federal, state, or local law. The Greater Altoona Career & Technology Center’s policies are

publicly available and located on the Greater Altoona Career & Technology Center website, including how to submit reports and/or complaints of sex discrimination and the pertinent grievance procedures concerning the same.

The Greater Altoona Career & Technology Center also declares it to be the policy of the Greater Altoona Career & Technology Center to comply with federal law and regulations under Title IX prohibiting sexual harassment, which is a form of unlawful discrimination on the basis of sex. Inquiries regarding the application of Title IX to the Greater Altoona Career & Technology Center may be referred to the Title IX Coordinator, to the Office for Civil Rights of the U.S. Department of Education, or both.

For information regarding Title IX, civil rights, grievance procedures or access, contact the Title IX Section 504 Coordinator: **Revised 12/6/2024**

Lindsay Miksich (Principal) or Julie Patosky (Continuing Education Coordinator)
1500 Fourth Avenue
Altoona, PA 16602
civilrights@gactc.edu
814-505-1282 (Principal) or 814-505-1256 (Continuing Education Coordinator)

Employee Directory

The GACTC Employee Directory is available on our website at <https://www.gactc.edu/directory/>. To contact the Adult Education Office or Practical Nursing Program Offices, please call (814) 941-8324 or email adulthood@gactc.edu and practicalnursing@gactc.edu.

Parking

Students are permitted to park in the designated parking lots with display of a GACTC-issued parking permit. Student parking is available in lots #3, #4, and #5. Handicapped parking is provided to individuals with the appropriate state approved license plate or window card in lot #2. The GACTC will provide you with a parking permit. The parking permit should be displayed in your vehicle while parked within the GACTC parking lots. Upon graduation or withdrawal from the GACTC adult education program, the parking permit must be returned to the GACTC.

The school recommends that you refrain from parking in front of homes around the GACTC and in the former Belmar parking lot. For most homeowners, the space in front of their homes is their only place to park. Especially during winter months, this space is cleaned by them. Please respect these homes as if they were your own.

Building Security & Access

Security officers, greeters, video cameras, limited access, and the occasional use of metal detectors are all methods in place to ensure the safety and protection of our students and staff. Students must always display respect and courtesy toward the officers and greeters and comply with their requests (present ID, etc.). Outside entrances are monitored and some are locked during the school day to limit access to the public.

Students may receive a FOB to access the GACTC within the schedule of the program. Upon graduation or withdrawal from the GACTC adult education program, the FOB must be returned to the GACTC. Failure to return the FOB may result in a charge of \$10.00 to the student. Financial aid may not be used to pay for this fee.

Please access the GACTC through the main entrance on 4th Avenue unless otherwise directed by the Adult Education or Practical Nursing offices. Doors are locked at all times; please use the buzzer to gain entry to the building, if you do not have FOB access.

The GACTC is equipped with security cameras strategically placed throughout the campus to ensure a safe and secure learning environment. Cameras may be placed in instructional areas by mutual agreement of faculty and the school's administration. Video surveillance may be conducted without prior notice and without individual consent. (Added 10/29/2024)

First Aid Services

The GACTC's first aid assistant is located on the second floor in room C233. The first aid assistant is available to any adult student who is ill or injured while attending the GACTC during the hours of 8:00 am to 2:45 pm during the high school academic year (the high school calendar may be viewed at <https://www.gactc.edu/about/calendar/>). All accidents and illness should be reported to the instructor and Adult Education or Practical Nursing offices. According to Pennsylvania School Law, the school is not permitted to dispense over the counter medications, i.e., Tylenol, aspirin, cold medications, etc.

Naloxone (commonly known as Narcan) is a medication that can reverse an overdose that is caused by an opioid drug. When administered during an overdose, Naloxone blocks the effects of opioids on the brain and respiratory system in order to prevent death. Naloxone has no potential for abuse and is a non-narcotic and non-addicting prescription drug. According to JOC Policy 823, pursuant to Pennsylvania Act 139 of 2014, the GACTC will store Naloxone. Trained personnel who possess the education and knowledge will administer Naloxone as needed. (Added October 29, 2024)

Building Evacuation/Fire Drills

In the event of a school emergency requiring evacuation of the building, an announcement will be made over the public address system. Following this announcement, all staff and students will exit the school in a quick and orderly fashion. Wheelchair-bound and/or handicapped students that require assistance during building evacuations are to be identified to the Adult Education Coordinator, and their instructors will be issued special instructions to ensure the students' safety. Elevators are not permitted to be used during fire drills or in the event of an actual fire. No persons are permitted to return to the building until instructed to return by the GACTC administration.

Building Closures, Delays, and Cancellations

There are certain occasions that may require the GACTC to cancel class for various circumstances, including inclement weather. If the school is closed due to inclement weather conditions, all in-person classes are also canceled. Instructors may provide alternative methods of instructions, such as video conferencing, virtual work, etc. You will be notified of delays, closures, and/or cancellations by your instructor or the Adult Education or Practical Nursing offices. Students will be notified of building closures, class cancellations, or class delays via email and/or text message. Please notify the Adult Education or Practical Nursing Program offices at (814) 941-8324 if you are not able to attend class for any reason.

The GACTC building and offices are closed the following dates:

- July 4, 2024
- September 2, 2024
- November 28 & 29, 2024
- December 25, 2024
- January 1, 2025
- February 17, 2025
- May 26, 2025

Section 2: Admissions & Programs

Diploma Program Admission Requirements

The GACTC welcomes all interested individuals to submit applications for admission into GACTC diploma programs. Acceptance to GACTC and the intended adult education program is based upon the following admission criteria and availability in the intended program.

To be considered for admission for an adult education diploma program (except for the Practical Nursing diploma program—see requirements in the next section for the Practical Nursing program), prospective students must complete the following:

- Application for Admission - application available at <https://www.gactc.edu/adult-education/how-to-enroll/>.
- Official copy of the applicant's final high school transcript, documentation of completion of a high school equivalency (i.e. GED), or equivalent foreign education as verified by a GACTC-approved credential evaluation service. Applicants who apply during their senior year of high school must provide an official copy of their final transcript following graduation from high school.
- PA Criminal Record Information: Applicants must submit a Criminal Background History from the PA State Police that is within 1 year of the date of the program start to the GACTC. Applicants may request the background record from the PATCH system at <https://epatch.state.pa.us/Home.jsp>. The PA State Police Criminal Background History requires a fee for processing. The GACTC reserves the right to deny applicants to postsecondary educational programs based on the results of the criminal background check. GACTC reserves the right to accept an applicant with a criminal background based on the severity, date(s), and frequency of the conviction(s).
- PA Child Abuse Clearance: Applicants must submit a PA Child Abuse Clearance that is within 1 year of the date of the program start to the GACTC. To request this clearance, please visit <https://www.compass.state.pa.us/cwis/public/home> to create an individual account. Please follow the instructions to apply for the PA Child Abuse History Clearance. The purpose of the clearance (within the online clearance request) is "School Employee". The applicant will receive an email when the clearance has been prepared. Please provide it to the Adult Education office. There is a fee for the PA Child Abuse History Clearance. The GACTC reserves the right to deny applicants entrance to postsecondary educational programs based on the results of the PA Child Abuse Clearance.

Upon submission of the above admissions requirements, the applicant's application will be reviewed for admission. All applicants are notified of admission decisions.

To be considered for admission for the Practical Nursing (full- or part-time option) program, prospective students must complete the following:

- Application for Admission – click here to access.
- Copy of the applicant's final high school transcript, documentation of completion of a high school equivalency (i.e. GED), or equivalent foreign education as verified by a GACTC-approved credential evaluation service. Applicants who apply during their senior year of high school must provide a copy of their final transcript following graduation from high school.
- PA Criminal Record Information: Applicants must submit a Criminal Background History for employment from the PA State Police that is within 1 year of the date of the start of the program to the GACTC. Applicants must request the background record from the PATCH system at <https://epatch.state.pa.us/Home.jsp>. The PA State Police Criminal Background Check is \$22.00 (fee is subject to change). GACTC reserves the right to deny applicants to postsecondary educational programs based on the results of the criminal background check. GACTC reserves the right to accept an applicant with a criminal background based on the severity, date(s), and frequency of the conviction(s). View PA Criminal Background Directions. Once the background check has been provided to the applicant via the system, please submit to the Practical Nursing office.
- PA Child Abuse Clearance: Applicants must submit a PA Child Abuse Clearance that is within 1 year of the date of the start of the program to the GACTC. To request this clearance, please visit <https://www.compass.state.pa.us/cwis/public/home> to create an individual account. Please follow the

instructions to apply for the PA Child Abuse History Clearance. The purpose of the clearance is School Employee. When your report is ready, (you will receive an email when it is ready), please provide to the Practical Nursing office. There is a \$13.00 fee for the PA Child Abuse History Clearance (fee is subject to change). The GACTC reserves the right to deny applicants entrance to postsecondary educational programs based on the results of the PA Child Abuse Clearance. View PA Child Abuse Clearance Directions.

- Federal Criminal History Fingerprinting: Applicants must submit a Federal Criminal History Fingerprinting, please visit <https://www.identogo.com>. There is a \$25.85 fee (fee is subject to change). Please follow the steps on the website. Click on “Get Fingerprinted”, select fingerprinting service by state (PA), click on “Digital Fingerprinting”, and enter service code (1KG6NX). You must have a current email address to allow correspondence. Click on “Schedule Manage Appointment”, choose the form of identification you will be providing. Visit Identogo Center to complete fingerprinting. Applicants must submit the confirmation receipt to the Practical Nursing office.
- TEAS Pre-admission test. Applicants that may have completed courses in a practical or registered nurse program, or have completed the TEAS recently, may not need to complete the TEAS exam. Please contact the Practical Nursing office at (814) 941-8324 or practicalnursing@gactc.edu to discuss. To schedule the TEAS exam, please follow these instructions:
 - Create an account at <https://atitesting.com/>. Instructions on creating an account are available [here](#).
 - Once an account is created, you will be able to see available testing dates and locations. The test fee is \$111.00, payable through the ATI website (fee is subject to change).

Upon submission of the admissions requirements and completion of the TEAS exam (if applicable), applicant will be scheduled for an interview with the Practical Nursing Coordinator or Practical Nursing faculty member. After review of all admissions requirements, applicant will be notified about acceptance into the program.

Upon acceptance to the GACTC Practical Nursing Program, new students will receive information about the required physical exam, drug screening, and other health related requirements.

We recommend meeting with our admissions counselors to review intended program expectations, recommended academic preparedness, program format, tuition, and financial aid information. Remedial coursework and/or tutoring may be recommended to ensure a student’s success in an intended program. Please contact the Adult Education Office for additional information.

Upon admission to a GACTC diploma or certificate program, a \$100.00 nonrefundable deposit fee is required for all diploma programs. The deposit fee can only be applied to the academic year in which admission is offered, and cannot be transferred to a future enrollment. The nonrefundable deposit fee is applied towards the tuition for the student’s program of study. Payments may be made online via GACTC Student Portal, cash or check, payable to the GACTC. The GACTC reserves the right to deny admission and/or readmission to any student for an adult education program if, in the opinion of GACTC administration, his/her admission is not in the best interest of the student or GACTC. Students will also review and sign an Enrollment Agreement upon admission to the GACTC diploma program.

Certificate Program Admission Requirements

The GACTC welcomes interested individuals to submit applications for admission into GACTC certificate programs. Acceptance to GACTC and the intended adult education program is based upon the following admission criteria and availability in the intended program.

- Expanded Function Dental Assistant (EFDA) certificate program:
 - To be considered for admission for the EFDA certificate program, prospective students must complete the following:
 - To apply for the EFDA Certificate program, please complete the online application available at <https://www.gactc.edu/adult-education/part-time-programs-testing-and-certifications/expanded-function-dental-assistant/>.

- After submission of the application, please complete and submit this form to verify two years of experience as a dental assistant or licensure as a dental hygienist. Form available at <https://www.gactc.edu/adult-education/part-time-programs-testing-and-certifications/expanded-function-dental-assistant/>.
 - A copy of the applicant’s Dental Assisting National X-ray Certification must be submitted.
- **Phlebotomy program:**
 - To be considered for admission for the phlebotomy certificate program, prospective students must complete the following:
 - Application for Admission – available at <https://www.gactc.edu/adult-education/part-time-programs-testing-and-certifications/phlebotomy/>.
 - Copy of the applicant’s final high school transcript, documentation of completion of a high school equivalency (i.e.. GED), or equivalent foreign education as verified by a GACTC-approved credential evaluation service. Applicants who apply during their senior year of high school must provide a copy of their final transcript following graduation from high school.
 - PA Criminal Record information. Applicants must submit a Criminal Background History from the PA State Police that is within 1 year of the date of the first scheduled class session of the GACTC phlebotomy program. Applicants may request the background record from the PATCH system at <https://epatch.state.pa.us/Home.jsp> (there is a \$22.00 fee). GACTC reserves the right to deny applicants to postsecondary educational programs based on the results of the criminal background check. GACTC reserves the right to accept an applicant with a criminal background based on the severity, date(s), and frequency of the conviction(s). Instructions for completing the PA Criminal Record Check are available here.
 - PA Child Abuse Clearance. Applicants must submit a PA Child Abuse Clearance that is within 1 year of the date of the first scheduled class session of the GACTC phlebotomy program. To request this clearance, please visit <https://www.compass.state.pa.us/cwis/public/home> to create an individual account. Please follow the instructions to apply for the PA Child Abuse History Clearance. The purpose of the clearance is School Employee. When your report is ready, please provide it to the Adult Education office. There is a \$13.00 fee for the PA Child Abuse History Clearance. The GACTC reserves the right to deny applicants entrance to postsecondary educational programs based on the results of the PA Child Abuse Clearance.
 - FBI Criminal History Record. Process online at <https://www.identogo.com/>. Follow steps on the website to request digital fingerprinting. When prompted, enter service code (phlebotomy applicants use 1KG6NX). Click on “schedule or manage appointment”. Visit an Identogo Center to complete fingerprinting. Please provide your results to the Adult Education Office once you receive them. You may email the results to adulthood@gactc.edu. You can also bring in or e-mail us your receipt that you will receive when you pay Identogo.
 - Health Examination Form, completed by a medical professional. Students are required to be screened for Tuberculosis by having a mantoux (2 Step PPD) test, IGRA blood test, or, if deemed necessary, a chest X-ray. Negative results must be submitted to the Adult Education Office before the first day of clinical. Students are required to have a physical including a Hepatitis B vaccination and other certain immunizations.
 - Clinical sites may require the COVID-19 vaccination, however, exceptions may be available, per the clinical sites’ policies.

Upon submission of the above admissions requirements, the applicant’s application will be reviewed for admission. All applicants are notified of admission decisions. Upon admission to a GACTC diploma or certificate program, a \$100.00 nonrefundable deposit fee is required for all diploma programs. The deposit fee can only be applied to the academic year in which admission is offered, and cannot be transferred to a future enrollment. The nonrefundable deposit fee is applied towards the tuition for the student’s program of study. Payments may be made online via GACTC Student Portal, cash or check, payable to the GACTC. The GACTC reserves the right to deny admission and/or readmission to any student for an adult education program if, in the opinion of GACTC administration, his/her admission is not in the best interest of the student or GACTC.

Readmission

Students who have withdrawn from the GACTC who are eligible for readmission may reapply to the GACTC after waiting one calendar year or with approval by the Adult Education Coordinator to return sooner. Readmitted students may be enrolled on an academic probationary status, if necessary, as determined by the Adult Education Coordinator. Terms of academic probationary status will be determined during the readmission process and reviewed with the student.

Students that exit on a warning status for financial aid due to not meeting satisfactory academic progress (SAP) will reenter under probation status. Students that exit on a probation status for financial aid due to not meeting SAP will reenter under termination status and will need to regain financial aid eligibility in the next enrollment period by meeting the SAP requirements. Students that exit a diploma program on terminated financial aid SAP will remain on a terminated status until SAP is met.

Readmitted students will be charged the current academic year tuition and fees.

Advanced Placement/Transfer Courses

Appropriate transfer hours/courses may be granted for previous training completed by a student attending an accredited postsecondary institution recognized by the U.S. Department of Education. A student wishing to transfer coursework/credits/hours earned from another postsecondary institution must provide an official transcript from all institutions attended at the time of application. Additional information may be requested by the Adult Education or Practical Nursing offices. It is the student's responsibility to obtain necessary documents and the student is responsible for any associated costs in obtaining these documents. Courses will be evaluated by the Adult Education Coordinator and hours will be granted for courses similar in content and character. A "C" grade or better in each course transferred is required. At least 50% of the courses or hours required for graduation must be completed with the GACTC. A course for which no credit or grade is given at the previous institution cannot be transferred. Developmental, review, or remedial courses will not be considered for transfer to the GACTC.

Transfer of credit may impact a student's tuition and financial aid plan. Please consult with the Financial Aid Officer to discuss the impact of transfer credit for tuition and financial aid plans.

For students returning to the practical nursing diploma program:

- Returning students must retake all courses and achieve the required hours and course grade, including all associated course clinical hours, except for the following instances:
 - Students who have earned a satisfactory grade in NU101 Personal and Vocational Relations do not need to repeat the course as long as the course was successfully completed within 2 years from the re-entering academic year.
 - Returning students must be enrolled in levels 3 and 4 at a minimum.
 - Students who successfully completed theory courses (earned at least a "C" grade) in Level 1 or successfully completed classes in Levels 1 & 2 within two years from the re-entering academic year may be required to take a challenge exam for each completed course in order to receive credit for the course. If the student earns a satisfactory grade on the challenge exam(s), the student may be exempt from repeating the course(s). The necessary challenge exam grade is dictated by the current academic year course syllabus. The challenge exam fee is \$100.00 per exam plus any applicable fees. If the Coordinator/Faculty determine that challenge exam(s) are not required, the student can re-enter the program in Level 2 or 3 depending on individual circumstances. Any course(s) that were not successfully completed, including clinical courses, must be repeated.
 - Courses in Level 1 and Level 2 include the following:
 - NU102 Fundamentals of Nursing
 - NU103 Anatomy & Physiology
 - NUCL100 Clinical for Fundamentals of Nursing

- NU201 Medical Nursing I
- NU202 Surgical Nursing I
- NU203 Maternity Nursing
- NU204 Pediatric Nursing
- NUCL200 Medical/Surgical I Clinical
- NUCL203 - Maternity Nursing Clinical
- NUCL204 Pediatric Nursing Clinical
- Returning students are charged current academic year tuition and fees.
- Students may not transfer within a level to another program format (i.e. full-time to part-time) unless they have successfully completed the prior level. For example, a student in the full-time program passes levels 1 and 2, but needs to withdraw after level 2. The student may seek readmission for entry into the part-time program level 3 if all admissions requirements are met.

Diploma Programs

For more information about our diploma programs, please visit www.gactc.edu or contact the Adult Education office.

- **Dental Assistant:**
 - Program hours: 725
 - Program description:
 - Within the curriculum, students gain fundamental knowledge, and hands-on experience with all roles and responsibilities of dental assistants. Learn more at <https://www.gactc.edu/adult-education/full-time-programs/dental-assistant/>.
 - Program courses & hours:
 - DA 201 Dental Assisting I: 130 hours
 - DA 202 Dental Assisting II: 130 hours
 - DA 203 Dental Assisting Clinical I: 120 hours
 - DA 204 Dental Assisting Clinical II: 225 hours
 - RAD 201 Radiology I: 60 hours
 - RAD 202 Radiology II: 60 hours
 - Schedule:
 - Fall 2024 cohort: August 19, 2024 - February 20, 2025; Schedule is generally Monday through Thursday, 11 am to 7 pm.
 - Spring 2025 cohort: January 2025 - June 2025. Schedule is generally Monday through Thursday, 11 am to 7 pm.
 - Please refer to the schedule from the Adult Education Office as hours vary. Clinical hours vary based on the clinical sites.
 - Tuition & fees:
 - Tuition: \$9,000.00
 - Fees: \$2,749.00 (fees include Comprehensive Fee, optional laptop, textbooks, uniforms, tools, and other educational materials)
 - Possible certifications:
 - OSHA 10 hour Healthcare certification (included in comprehensive fee)
 - State of Pennsylvania Radiology license (included in comprehensive fee)
 - Certified Dental Assistant through the Dental Assisting National Board (fee not included in comprehensive fee)
- **Electrical Trades:**
 - Program hours: 900

- Program description: The Electrical Trades diploma program provides students with the knowledge and skills necessary for employment in electrical-related positions by providing hands-on training.
 - Program courses & hours:
 - ELEC100 Electrical Fundamentals: 318.75 hours (revised 12/16/2024)
 - ELEC101 Residential Wiring: 306.25 hours (revised 12/16/2024)
 - ELEC102 Commercial Wiring: 137.50 hours (revised 12/16/2024)
 - ELEC103 Industrial Wiring: 137.50 hours (revised 12/16/2024)
 - Schedule: September 3, 2024 - May 22, 2025, typically Mondays through Thursdays, 2 - 8:15 pm. Please refer to the Adult Education Office for the daily schedule.
 - Tuition & fees:
 - Tuition: \$10,788.00
 - Fees: \$4,455.00 (fees include Comprehensive Fee, optional laptop, textbooks, uniforms, tools, and other educational materials)
 - Possible certifications:
 - OSHA 10-hour certification
 - Telehandler/Mobile Elevated Work Platform Certification
 - Fluke Digital Multimeter Basic Certification
- **Heating, Ventilation, and Air Conditioning (HVAC) with Related Plumbing & Electrical:**
 - Program hours: 900
 - Program description: The Heating Ventilation Air Conditioning (HVAC) program is designed to provide students with the knowledge and skills necessary for employment as HVAC technicians.
 - Program courses & hours:
 - HVAC 100 Safety Practices & Equipment: 100 hours
 - HVAC 101 Electricity and Controls: 200 hours
 - HVAC 102 Heating: 250 hours
 - HVAC 103 Air Conditioning: 240 hours
 - HVAC 104 Certification Review and Systems Troubleshooting: 50 hours
 - HVACMATH Math: 30 hours
 - HPR Print Reading: 30 hours
 - Program description: The Heating Ventilation Air Conditioning (HVAC) program is designed to provide students with the knowledge and skills necessary for employment as HVAC technicians.
 - Schedule: September 3, 2024 - May 22, 2025, typically Mondays through Thursdays, 2 - 8:15 pm. Please refer to the Adult Education Office for the daily schedule.
 - Tuition & fees:
 - Tuition: \$10,788.00
 - Fees: \$3,521.00 (fees include Comprehensive Fee, laptop, textbooks, uniforms, tools, and other educational materials)
 - Possible certifications:
 - Refrigeration Service Engineers Society (EPA 608 certification)
 - North American Technician Excellence CORE Certification
 - OSHA 10-hour certification
- **Intergenerational:**
 - Program hours: 900
 - Program description: Intergenerational programming provides an opportunity for adult students to enroll in secondary career and technical education programs including automotive technology, culinary arts, computer programming, and more. Please visit <https://www.gactc.edu/high-school-programs/> for program information.
 - Program courses:
 - Varies based on program. Please visit <https://www.gactc.edu/high-school-programs/> for program information.

- Program description: Please visit <https://www.gactc.edu/high-school-programs/> for program information.
 - Schedule: August 22, 2024 - May 30, 2025, generally Monday through Friday, 8:15 a.m. – 10:50 a.m. and 12:15 p.m. – 2:40 p.m.; view academic calendar at <https://www.gactc.edu/about/calendar/>.
 - Tuition & fees:
 - Tuition: \$7,887.00
 - Fees: varies by program; please contact the Adult Education Office for specific fees by program.
 - Possible certifications: Please visit <https://www.gactc.edu/high-school-programs/> for program specific certifications.
- **Medical Assistant (in-person and hybrid programs):**
 - Program hours: 1,380
 - Program description: The Medical Assistant diploma program prepares individuals with the skills and knowledge to perform administrative and clinical tasks in healthcare delivery settings.
 - Program courses:
 - MED 116 Anatomy & Physiology I: 45 hours
 - MED 117 Anatomy & Physiology II: 60 hours
 - CSC 110 Business Communications: 45 hours
 - MED 110 Disease I: 30 hours
 - MED 111 Disease II: 30 hours
 - MED 131 Electronic Health Records/Medical Documentation: 75 hours
 - MED 100 Intro to Medical Assistant: 45 hours
 - MED 121 Introduction to Billing & Coding I: 60 hours
 - MED 122 Introduction to Billing & Coding II: 60
 - MAT 111 Medical Math: 45 hours
 - MED 119 Medical Office Procedures: 60 hours
 - MED 115 Medical Terminology I: 45 hours
 - MED 118 Medical Terminology II: 45 hours
 - CSC 101 Computers & Informatics: 75 hours
 - MED 101 Clinical Procedures I: 45 hours
 - MED 102 Clinical Procedures II: 90 hours
 - MED 103 Clinical Procedures III: 60 hours
 - MED 124 Introduction to Insurance: 60 hours
 - MED 104 Medical Laboratory: 75 hours
 - MED 132 Certification Review: 45
 - CSC 118 Professional Development: 45 hours
 - MED 198 Clinical Practicum - Practicum is unpaid.
 - Schedule:
 - In-person program: September 9, 2024 - August 8, 2025, generally Monday through Thursday, 8:30 am to 4 pm.
 - Hybrid program: January 6, 2025 - November 22, 2025
 - Please refer to the schedule from the Adult Education Office as hours may vary. Clinical hours will vary.
 - Tuition & fees:
 - Tuition: \$14,046.00
 - Fees: \$3,815.00 (fees include Comprehensive Fee, laptop, textbooks, uniforms, tools, and other educational materials)
 - Possible certifications:
 - OSHA 10-hour Healthcare certification
 - Certified Medical Assistant (CMA) through AAMA
 - Certifications through the National Healthcareer Association:
 - Certified Clinical Medical Assistant

- Certified Medical Administrative Assistant
 - Certified Phlebotomy Technician
 - Certified EKG Technician
 - Certified Medical Billing and Coding Specialist
- **Practical Nursing (Full- & Part-time options):**
 - Program hours: 1,500
 - Program description: The Practical Nursing Program is a comprehensive educational program that prepares graduates for employment as Licensed Practical Nurses in a wide variety of healthcare settings.
 - Program courses:
 - NU101 Personal & Vocational Relationship: 17 hours
 - NU102 Fundamentals of Nursing: 101 hours
 - NU103 Anatomy & Physiology: 90 hours
 - NU201 Medical Nursing I: 30 hours
 - NU301 Medical Nursing II: 53 hours
 - NU401 Medical Nursing III: 38 hours
 - NU202 Surgical Nursing I: 30 hours
 - NU302 Surgical Nursing II: 53 hours
 - NU402 Surgical Nursing III: 38 hours
 - NU203 Maternity Nursing: 42 hours
 - NU204 Pediatric Nursing: 42 hours
 - NU303 Pharmacology I: 40 hours
 - NU404 Pharmacology II: 40 hours
 - NUCL100 Fundamentals of Nursing Clinical: 197 hours
 - NUCL200 Medical/Surgical Nursing I Clinical: 100 hours
 - NUCL203 Maternity Nursing Clinical: 49 hours
 - NUCL204 Pediatric Nursing Clinical: 42 hours
 - NUCL300 Medical/Surgical Nursing II Clinical: 263 hours (19 of the 263 hours are incorporated into the theory portion of NU303)
 - NUCL400 Medical/Surgical Nursing III Clinical: 228 hours
 - Schedule:
 - Full-time: August 29, 2024 - August 15, 2025, Monday through Friday, 8:00 am to 4:00 pm. Clinical hours will vary but are typically 6:30 am to 2:00 pm.
 - Part-time: September 11, 2024 - August 2026, Tuesday through Thursday, from 4:30 to 8:30 p.m. Clinical hours also vary pending clinical site, but can be weekdays 4:30 to 10:30 p.m. and every other weekend from 6:30 a.m. to 2:00 p.m.
 - Please reference the schedules from the Practical Nursing Program office.
 - Students cannot miss more than 60 hours for the duration of the entire program (a requirement for graduation per the PA State Board of Nursing).
 - Tuition & fees:
 - Tuition: \$18,165.00
 - Fees:
 - Full-time program:
 - \$4,555.00 (fees include Comprehensive Fee, laptop, textbooks, uniforms, tools, and other educational materials)
 - Part-time program:
 - \$4,785.00 (fees include Comprehensive Fee, laptop, textbooks, uniforms, tools, and other educational materials)
 - Possible certifications:
 - IV Therapy certification
 - Licensure as a Practical Nurse in Pennsylvania

- **Welding with Print Reading:**
 - Program hours: 800
 - Program courses:
 - WELD100 Introduction and Safety: 135 hours
 - WELD101 Manual Cutting and Welding Processes: 135 hours
 - WELD102 Semi-auto Welding Processes: 135 hours
 - WELD103 Inspection, Codes, and Metallurgy: 135 hours
 - WELD104 Certification Prep and Testing: 140 hours
 - WMATH Welding Math: 60 hours
 - WPR Welding Print Reading: 60 hours
 - Program description: The welding program is designed to provide students with the knowledge and skills necessary for performing the most common types of welding. The need for skilled welders is increasing as virtually all construction and manufacturing companies require some form of welding from the production of assemblies to maintenance and repair.
 - Schedule: August 26, 2024 - May 21, 2025, generally Monday – Thursday 3:15 p.m. – 8:45 p.m.
 - Tuition & fees:
 - Tuition: \$9,345.00
 - Fees: \$4,381.00 (fees include Comprehensive Fee, laptop, textbooks, uniforms, tools, and other educational materials)
 - Possible certifications:
 - American Welding Society (AWS) certifications, including GMAW 2G, SMAW 3G, and FCAW 3G
 - OSHA 10-hour Certification

Certificate & Other Training Programs

For more information about our certificate programs, please visit www.gactc.edu or contact the Adult Education office.

- Expanded Function Dental Assistant Certificate
 - Program hours:
 - EFDA 101: 96 hours of classroom and lab instruction at the GACTC
 - EFDA 102: 120 hours of clinical experience at student’s dental office
 - Tuition: \$5,300.00
- Phlebotomy Certificate
 - Program:
 - PHB 100: 96 hours of classroom and lab instruction at the GACTC
 - PHB 200: 40 hours of clinical experience at a medical facility
 - Tuition: \$1,700.00
- Pennsylvania Vehicle Safety Inspection Training & Testing
 - Program: 12 hours of instruction at the GACTC; written and tactical testing conducted at the GACTC.
 - Tuition: \$200.00, which includes textbook and Category I inspection test; an additional \$50.00 is assessed for each additional category. Additional textbooks are \$15.00 each.

Section 3: Academic Policies & Procedures

Disability Services

It is the policy of the GACTC not to discriminate against a person with disabling or handicapping conditions in its education programs, services, and/or activities and to make reasonable accommodations to allow such individuals to participate fully in the programs, services, and activities offered.

No qualified applicant or student with a disability may be excluded from participation in or denied the benefits of any program, activity, or course on the basis of said disability. Academic standards and requirements that are essential to the program of instruction in which a student is enrolled will not be modified. Procedural and environmental adjustments, which do not substantially modify essential course requirements, will be made in accordance with the procedure set forth in this policy. The GACTC will also take reasonable steps to provide or permit auxiliary aids and/or services. Please contact the Adult Education Office to discuss learning support needs and possible accommodations. Students will be required to provide documentation of learning support needs to the Adult Education Office.

Family Education Rights and Privacy Act

The Family Education Rights and Privacy Act (FERPA) of 1974 grants postsecondary students certain rights related to their educational records. These rights, in summary, include the following:

1. *The right to inspect the student's educational records.* Students wishing to inspect their record(s) should make the request in writing to the Adult Education Office. The written request to inspect the student's education record shall include the record(s) the student wishes to inspect. Arrangements will be made for access by the student to inspect the requested record(s) within 45 days after the day the Adult Education Office receives the request for access.
2. *The right to request amendment of a student's educational record(s) that the student believes contains inaccurate information or information the student believes is in violation of the student's privacy rights under FERPA.* Requests for amendment of a student's educational record(s) should be submitted to the Adult Education Office in writing from the student. The request should identify the information they want changed and the reason(s) for the requested change. The GACTC will inform the student of the decision in writing.
3. *The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education record(s), except to the extent that FERPA authorizes disclosure without consent.* The GACTC discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A legitimate educational interest exists if the school official needs to review an educational record in order to fulfill his or her professional responsibilities for the GACTC.
4. *The right to file a complaint with the U.S. Department of Education concerning alleged failures by the GACTC to comply with the requirement of FERPA.*

Students may request that the school not release directory information including student name, address, telephone number, date and place of birth, program of study, dates of attendance, and enrollment status. Requests to withhold directory information should be made in writing to the Adult Education Office within 2 weeks of the beginning of each course.

It is the policy of the GACTC in accordance with FERPA, to withhold personally identifiable information contained in our students' educational records unless the student has consented to disclosure to specific persons via the FERPA Consent to Release Student Information form. The FERPA Consent to Release Student Information form is available from the Adult Education Office.

For full notice of students' rights under FERPA, please visit the U.S. Department of Education website at <https://studentprivacy.ed.gov/?src=fpco>.

Attendance Policy

Employers recognize that students who attend their training program with regularity will also be a more responsible and reliable employee. A student is expected to maintain regular and punctual attendance for class sessions and instructional off site experiences, including internships and clinical experiences if required for the program. Students are expected to attend all classes as scheduled as an academic obligation. Student grades are based on prompt completion of all assignments, presence for all examinations, as well as on the general quality of work. Program and course syllabi detail the grading procedures for each course.

Students are required to contact the Adult Education or Practical Nursing Program office prior to the start of their scheduled program/class time if they are going to be absent, tardy for class, or if they need to leave class early. Certain matters may necessitate an individual not being in class. Students should make arrangements with the instructor to obtain missed work for an anticipated absence. Students should inform instructors in advance, if applicable, of dates when the student may need to be absent for a justified reason, late, or leave class early so that appropriate classwork may be assigned. All absences from class are marked as absences regardless of the reason with the exception of documentation of jury duty and military orders. Students absent from class due to jury duty and/or military orders are responsible for any missed work and make-up of said work in accordance with the course syllabus.

Student attendance is recorded on a daily or weekly basis in the GACTC Student Portal based on the program. It is a student's responsibility to monitor their attendance record in the Student Portal, accessible at <https://alt-web.scansoftware.com/cafeweb/tl/login>, and report any discrepancies to the Instructor and Adult Education and/or Practical Nursing Program offices within 5 business days of the incorrect absence. Attendance is monitored by the Adult Education and Practical Nursing Program offices. Students receiving assistance from the Veterans Administration and other agencies may be required to submit weekly and/or monthly attendance records. Instructors have no inherent obligation to provide make-up opportunities for an absence unless, in their judgment, the reason for the absence warrants such consideration. Students reporting late for class will be considered tardy and recorded as a partial absence. Students leaving class early must have approval from the instructor prior to the start of the class session. Early departures may be considered as a partial absence. Please reference course syllabi for specific attendance expectations. Breaks are provided by instructors during scheduled class hours. Instructors determine the timing and frequency of breaks.

Students are required to complete all missed work within the deadlines provided by the instructor. All coursework must be completed with the last meeting of the course, unless an Incomplete Grade has been awarded in advance of the last meeting of the course. Please reference course syllabi for specific guidelines regarding missed work and class sessions.

Students who exceed the maximum absences (see Satisfactory Academic Progress) must make-up missed assignments and time through coordination with the instructor. A student that exceeds the maximum number of allowable absent hours for their program of study may be terminated on the date on which the maximum absent hours was exceeded. When a student has missed more than 10% of the total program hours, the student may be terminated from the program. This is at the discretion of the Adult Education Coordinator and GACTC administration. For example, if a student in the welding program, which is a total of 800 hours, exceeds 80 hours of absences, the student may be terminated.

Some programs may require students to complete all program hours due to program accreditation requirements, this may include eligibility for graduation and participation in off site instructional experiences, such as clinical experiences.

Remote instruction is only available for students with extenuating circumstances, with approval of the Adult Education and/or Practical Nursing Program Coordinators, and may not be available for all programs and courses, and is offered at the discretion of the instructor. Extenuating circumstances that prevent a student from attending class (e.g., medical

emergency, etc.) will be evaluated by the Adult Education and/or Practical Nursing Program Coordinators as it relates to fulfilling program requirements.

Satisfactory Academic Progress (SAP)

Students are responsible for meeting satisfactory academic progress toward completion of their program. Federal and state regulations require students receiving financial aid be enrolled in an eligible program for the purpose of obtaining an eligible credential, such as a diploma. Federal regulations require that in order to be making satisfactory progress towards a diploma, students must maintain specified grade averages as well as proceed through the course at a pace leading to completion in the specified time frame. Students receiving funds under any federal Title IV program must maintain satisfactory progress in order to continue eligibility for such funds. If a student's eligibility for financial aid has been negatively impacted by SAP, the student will be notified.

Satisfactory progress is defined as meeting the standards described below.

Evaluation Periods for SAP

Students are evaluated on actual hours attended for SAP as follows for academic year 2024-2025:

- 725-hour diploma programs:
 - Dental Assistant students enrolled in the cohort starting on August 19, 2024 will be evaluated on November 19, 2024. Dental Assistant students enrolled in the cohort starting on January 6, 2025 will be evaluated on April 5, 2025.
- 800-hour diploma programs:
 - Welding students will be evaluated on January 10, 2025.
- 900-hour diploma programs:
 - Intergenerational students will be evaluated on January 17, 2025.
 - HVAC and Electrical Trades students will be evaluated on January 14, 2025.
- Diploma programs more than 900-hours:
 - Medical Assistant students for the cohort starting September 9, 2024 will be evaluated on January 3, 2025, April 21, 2025 and July 4, 2025. Medical Assistant students for the cohort starting January 6, 2025 will be evaluated on April 9, 2025, July 26, 2025, and September 18, 2025.
 - Practical Nursing Full-time students will be evaluated on December 6, 2024, March 25, 2025 and June 6, 2025.
 - Practical Nursing Part-time students will be evaluated on March 30, 2025 within academic year 2024-2025. **(Date updated on October 21, 2024.)**

Satisfactory Academic Progress for transfer students will be evaluated at the midpoint of the scheduled hours or the established evaluation periods (see above), whichever comes first.

Calculation of SAP

Students are evaluated on the following standards for attendance and grade point average (GPA) to determine Satisfactory Academic Progress:

- Intergenerational, HVAC, Welding, Dental Assistant, and Medical Assistant Diploma Programs: Students must achieve and maintain a 75% cumulative grade ("C" grade) in all courses and cannot miss more than 8% of the total program hours.

- For the Dental Assistant program, students cannot miss more than 29 hours per evaluation period, as identified above, and a total of 58 hours for the duration of the entire program.
- For the Welding program, students cannot miss more than 32 hours per evaluation period, as identified above, and a total of 64 hours for the duration of the entire program.
- For a 900-hour program, students cannot miss more than 36 hours per evaluation period, as identified above, and a total of 72 hours for the duration of the entire program.
- For the MA program, students cannot miss more than 36 hours per evaluation period, as identified above, and a total of 110 hours for the duration of the entire program.
- Practical Nursing (full- & part-time) diploma program: Students must earn a minimum of 75% of the final exam grade. Students cannot miss more than 20 hours per evaluation period, as identified above, and a total of 60 hours for the duration of the entire program (a requirement for graduation per the PA State Board of Nursing).

For all programs, missed time which exceeds the allowable absences must be made up within the evaluation period unless otherwise approved through an academic plan.

Determination of SAP Status

Students meeting the minimum requirements for academics and attendance at the evaluation point (see above) are considered to be making satisfactory academic progress until the next scheduled evaluation. Students deemed not maintaining Satisfactory Academic Progress may have their financial aid interrupted. A student can still receive funding under certain SAP status, see details below.

Warning

Students who fail to meet minimum requirements for attendance and/or academic progress are placed on warning and will continue to receive financial aid. The student will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the warning period, the student has still not met both the attendance and/or academic requirements, he/she may be placed on probation. Students enrolled in programs of 900 hours or less are not eligible for the warning status, and will be placed on probation. See Probation section below for more information.

Probation

For students enrolled in programs greater than 900 hours (Practical Nursing, Medical Assistant) who fail to meet minimum requirements of attendance and/or academic progress after the warning period will be placed on probation. Students enrolled in programs of 900 hours or less who fail to meet minimum requirements of attendance and/or academic progress will be placed on probation. Students placed on probation must write an appeal to the Adult Education Coordinator and the Financial Aid Officer, explaining why he/she was unable to attain SAP during the warning period and what they will do to attain SAP by the next evaluation period. See SAP Appeal Procedure below. If at the end of the probationary period, the student has still not met both the attendance and academic requirements required for satisfactory academic progress or by the academic plan, he/she will be determined as NOT making satisfactory academic progress and, if applicable, students will not be deemed eligible to receive Title IV funds.

Re-establishment of SAP

Students may re-establish satisfactory academic progress and financial aid, as applicable, by meeting minimum attendance and academic requirements by the end of the warning or probationary period.

SAP Appeal Procedure

If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within ten calendar days. The student must submit a written appeal to the Program Coordinator and Financial Aid Officer describing why he/she failed to meet satisfactory academic progress standards, along with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student's situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point. Appeal documents will be reviewed, and a decision will be made and reported to the student within 30 calendar days. If the appeal is granted, the student will receive an academic plan, which will detail the steps and goals the student must meet before the next evaluation period, or otherwise determined by the Program Coordinator and the Financial Aid Officer. Under a granted appeal, the student will be eligible to receive funding. Should a student's appeal not be granted the student will not be eligible for funding and will need to find an alternative way to pay for the payment period.

Interruptions to Enrollment and SAP

If student enrollment is temporarily interrupted for a Leave of Absence (not to be extended beyond 30 calendar days), the student will return to the program in the same progress status held prior to the leave of absence. Missed hours while on a Leave of Absence will not be added towards the calculation of the student's satisfactory academic progress attendance portion.

Noncredit and Remedial Courses

Noncredit and remedial courses do not apply to the GACTC. Therefore, these items have no effect on the student's satisfactory academic progress evaluation(s).

Transfer Courses

Transfer courses are not included in the calculation of Satisfactory Academic Progress.

Maximum Time Frame for Program Completion

Students are required to complete their program within a time frame of 150% of the program's assigned clock hours. For example, a 900-hour program must be completed within 1,350 clock hours or a student will lose eligibility for financial aid.

Tuition & Fees Policy for Diploma Programs

Tuition and fees are charged to students through a student's tuition account. Tuition rates are approved by the GACTC's Joint Operating Committee. Please review the following information regarding the tuition and fees for each diploma program for the 2024-2025 academic year in the Diploma Programs section above. Students may be responsible for other fees and educational resources not included in the tuition and fees. Students may elect to receive a laptop from the GACTC and/or books from the GACTC, and assume responsibility for obtaining the necessary books required for the program. Students must opt-in to receive a laptop purchased by the GACTC through the Adult Education office.

A program of study consists of one (1) academic year divided into two payment periods. Each payment period is equal to 50% of the scheduled academic year. Exceptions include the Medical Assistant, and Practical Nursing programs which consist of a one (1) academic year and a prorated academic year for financial aid purposes. Students must have a financial aid/payment plan in place by the end of business on the seventh (7th) calendar day of the start of the program. Tuition is required to be paid in full by the end of the program. Students choosing to utilize a payment plan must have a formal payment plan set up with the Financial Aid Officer. Students must follow the terms of the executed payment plan. Students enrolled in a diploma or certificate program may be eligible to enroll in a payment plan. A signed Payment Plan must be on file in order to constitute a valid payment plan. Payments plans will be divided into monthly installments over the length of the program. Failure to make payments based on the payment plan may be cause for dismissal.

Financial aid is accepted for payment of tuition and fees upon receipt of such approval, all necessary financial aid documents must be provided to the financial aid office before the end of the add/drop period. If the student is being sponsored by an agency/employer, funding source, or special program, a letter must be sent to the Financial Aid Office verifying sponsorship or funding by the end of business on the last day of the add/drop period.

In order to continue to receive financial aid funds, students must earn Satisfactory Academic Progress, as detailed in the Satisfactory Academic Progress section.

A \$15.00 fee will be assessed for each bad check or other instrument presented by or on behalf of the student and accepted that is not negotiable. Payment of the fee and the amount due must be paid in full to continue participation in the program.

A student's tuition account must be satisfied and completed prior to the completion of his/her training program. The GACTC reserves the right to withhold services along with the diploma, transcript of grades or other records of achievement until a student's tuition account has been satisfied in full. All delinquent accounts are subject to the collection procedures established by the GACTC policy. Delinquent accounts may be turned over to a collection agency.

Students retaking courses are billed at the current academic year program tuition rate.

Students may need to audit a course in order to refresh skills and knowledge before entering another course in the same program. Students may audit courses in the following diploma programs only:

- Dental Assistant
- Medical Assistant
- Practical Nursing

The course audit fee is \$100.00 plus any applicable fees to participate in the course, such as textbooks, access to online resources, supplies, etc. Students auditing a course do not receive course credit or earned hours for audit of the course. No grade is assigned for an audited course and it does not appear on a transcript. Hours do not count towards graduation or financial aid.

At the discretion of the Adult Education and/or Practical Nursing Coordinators, a student may be able to challenge a course by passing the final exam for the course. The challenge exam fee is \$100.00 plus any applicable fees.

Course audit fees and challenge exam fees are not eligible for financial aid.

Students may be charged for certification test retake fees at the current cost of the test fee if included in your program's fees.

Tuition & Fees Policy for Certificate & Other Training Programs

Tuition and fees are charged to students through a student's tuition account. Tuition rates are approved by the GACTC's Joint Operating Committee. Please review the following information regarding the tuition and fees for the following programs for the 2024-2025 academic year in the program section above.

Students may be responsible for other fees and educational resources not included in the tuition and fees. If the student is being sponsored by an agency/employer, funding source, or special program, a letter must be sent to the Adult Education Office verifying sponsorship or funding prior to the student's first scheduled class session.

Students must have made payment in full or have established a payment plan by the first scheduled day of the program. Tuition is required to be paid in full by the end of the program. Students choosing to utilize a payment plan must have a formal payment plan set up with the Adult Education office. Students must follow the terms of the executed payment plan. The payment plan is only available to students enrolled in the phlebotomy or EFDA certificate programs; students

enrolled in the Pennsylvania Vehicle Safety Inspection Training & Testing are not eligible for a payment plan. Students must follow the terms of the executed payment plan. A signed Payment Plan must be on file in order to constitute a valid payment plan. Payments plans will be divided into monthly installments over the length of the program. Failure to make payments based on the payment plan may be cause for dismissal.

A \$15.00 fee will be assessed for each bad check or other instrument presented by or on behalf of the student and accepted that is not negotiable. Payment of the fee and the amount due must be paid in full to continue participation in the program.

A student's tuition account must be satisfied and completed prior to the completion of his/her training program. The GACTC reserves the right to withhold services along with the credential, transcript of grades or other records of achievement until a student's tuition account has been satisfied in full. All delinquent accounts are subject to the collection procedures established by the GACTC policy. Delinquent accounts may be turned over to a collection agency.

Add/Drop Policy

An individual is considered a student in a certificate or diploma program once he/she has been accepted into the program and has paid the \$100.00 non-refundable deposit fee. Students who withdraw from a diploma program at any time prior to 5:00 p.m. EST on the seventh calendar day after the official start date of the program will not be charged tuition; fees for textbooks, supplies, laptop, or other fees may be assessed regardless of withdrawing during the add/drop period. Students may be responsible for fees if withdrawing during the add/drop period, but will not be charged for applicable tuition during the enrollment period. Students that withdraw after the drop period follow the withdrawal procedure.

Course Repeat

Repeating a course is done so at the discretion of the Adult Education Coordinator. Students repeating a course will do asynchronously and will be charged the tuition for the course plus any applicable fees. Only one course may be repeated in the next academic term. In the Medical Assistant diploma program, students may be able to repeat a course if the required final grade of "C" is not achieved in the first attempt of taking the course.

Leave of Absence

A leave of absence is a temporary interruption in a student's education at the GACTC. A leave of absence may be granted to students who need to interrupt their training for extenuating circumstances. A request for a leave of absence shall be submitted in writing at least five (5) calendar days in advance, or in emergency situations as soon as possible after the first absence, or the absence(s) from class may be considered an unexcused absence. The request for leave of absence shall be submitted in writing to the Adult Education Coordinator or Program Coordinator. A temporary leave of absence shall not exceed a period of 30 calendar days. Students shall not be granted more than two leaves during program enrollment.

Military Leave

Students who must be absent for military orders requiring active duty, may be excused from classes if a copy of the orders is submitted to the Adult Education or Practical Nursing Program Office. Military leave of absences are approved for the period noted on the military orders.

Withdraw Policy & Procedure

Diploma programs:

A student may withdraw from the GACTC at any time. A withdrawal is a student's separation from the GACTC with no intent to return for the remainder of the current academic year. It is recommended students contemplating withdrawal from the GACTC discuss concerns with the Adult Education Coordinator and/or Practical Nursing Program Coordinator and Financial Aid Officer.

Students who find it necessary to withdraw from a diploma or certificate program are required to complete an withdrawal form, available from the Adult Education or Practical Nursing Program Offices. The withdrawal request will be reviewed by the Adult Education or Practical Nursing Program Coordinator. The last date of attendance is used in calculation of applicable refunds or financial obligation to the GACTC. If a student withdraws or is terminated from a program, the last date of attendance is the last date a student has attended a class in the program. Students requesting a withdrawal will receive an estimate of owed tuition and fees or refund, as applicable, based on the last date of attendance.

A withdrawal is considered official once a completed withdrawal form has been processed. The withdrawal process includes the clearing of all financial obligations and an exit interview, if desired by the student.

Termination

The GACTC reserves the right to terminate the enrollment of a student who does not meet academic, attendance, or conduct standards. Termination by the GACTC of a student's enrollment may occur for the following reasons:

- Failure to meet the standards for satisfactory academic progress.
- Failure to maintain regular class attendance. A student will be considered terminated/withdrawn from the program after a student has not attended classes for fourteen (14) consecutive calendar days, unless an exception has been granted by the Adult Education Coordinator.
- Failure to make payment or enter into a payment plan may result in dismissal from the program.
- Violations of the student conduct policy.
- Failure to abide by policies, procedures, and guidelines of the GACTC as a postsecondary student.

If a student is terminated by the GACTC, the last date of attendance will be the last date a student attended class. The last date of attendance is used to calculate any applicable refunds due to the student or a student's financial obligation to the GACTC.

For a student enrolled in a diploma program, if the withdrawal is after the first seven (7) calendar days of the program, refund will be based on the payment period for which the student is currently enrolled. Student books, supplies and fees will not be refunded for the payment period that the student withdraws from. The chart below details how tuition charges will be calculated for the payment period in which the student was enrolled in.

| Percentage of Payment Period | |
|---|-------------------------|
| Withdrawal after the start of the payment period but within 20% of the start of the payment period* | 75% of tuition refunded |
| Withdrawal after 20% of the payment period but within 40% of the payment period | 50% of tuition refunded |
| Withdrawal after 40% of the payment period but within 60% of the payment period | 25% of tuition refunded |
| Withdrawal beyond 60% of the payment period | 0% of tuition refunded |

*See Add/Drop Policy

All refunds will be made within thirty (30) days of withdrawal. Refunds of less than \$1.00 will not be refunded. If a refund is due to a student per the GACTC's refund policy and the student has received any Title IV aid as part of the student's aid package, the refund will be distributed in a specified order of priority. Refunds will be first made to the lender of a Title IV Loan to reduce the loan principal. Second, if applicable, the refund will be applied to reduce any Title IV grant amounts received. Third, if applicable, the refund will be made to the sponsoring agency, student or parent. All information on program costs and refund policies is made available to all applicants and is distributed prior to day one (1) of enrollment.

Return of Title IV Funds

The Financial Aid Office at GACTC, is required by the U.S. Department of Education to perform a Return of Title IV Funds calculation when a student ceases enrollment. This process is how the school will determine how much of the financial aid the student earned during the current payment period for which the student was enrolled.

The calculation is based on the number of hours the student completed during the payment period divided by the scheduled hours in the payment period that the student was enrolled in at the time of withdrawal. If a student earned less federal aid than what was disbursed, GACTC is required to return the unearned portion of the federal funds. After the return of Title IV funds' calculation is completed, a student may owe a balance, at which time a student will be invoiced for the amount due.

Any federal funds considered unearned will be returned in the following order:

- Federal Direct Unsubsidized Loan
- Federal Direct Subsidized Loan
- Federal Direct Parent PLUS Loan
- Federal Pell Grant
- Iraq & Afghanistan Service Grant

If a student earned more federal aid than what was disbursed to his/her account, the institution would owe the student a post-withdrawal disbursement, which must be paid within 120 days of the student's withdrawal. The institution must return the amount of Title IV funds for which it is responsible no later than 30 days after the date of the determination of the date of the student's withdrawal.

Questions regarding financial aid should be directed to the Financial Aid Office at (814) 505-1257 or dana.stoy@altoonactc.edu.

Certificate programs:

An individual is considered a student once he/she has been accepted into the program and has paid the \$100.00 non refundable deposit, if required for the program. Students may withdraw from a program without penalty or obligation if notice is given in writing to the GACTC 24 hours prior to the first scheduled class session of the program. There will be no refund of tuition after the first day of class for the Pennsylvania Vehicle Safety Inspection program. A student enrolled in the Phlebotomy or Expanded Function Dental Assistant Certificate program that withdraws between hour 1 and 16 of the scheduled program hours may receive a refund of 50% of the program tuition. After 16 hours of the scheduled program sessions have passed, students are not eligible for a refund.

A withdrawal is a student's separation from the GACTC with no intent to return for the remainder of the scheduled program. It is recommended students contemplating withdrawal from the GACTC discuss concerns with the Adult Education Coordinator.

Students who find it necessary to withdraw are required to complete a withdrawal form, available from the Adult Education Office. The withdrawal request will be reviewed by the Adult Education Coordinator. If a student withdraws

or is terminated from a program, the last date of attendance is the last date a student has attended a class in the program. A withdrawal is considered official once a completed withdrawal form has been processed.

Termination

The GACTC reserves the right to terminate the enrollment of a student who does not meet academic, attendance, or conduct standards. Termination by the GACTC of a student's enrollment may occur for the following reasons:

- Failure to maintain regular class attendance. A student will be considered terminated/withdrawn from the program after a student has not attended classes for four (4) consecutive class sessions for the phlebotomy program, and two (2) consecutive class sessions for the EFDA certificate program, unless an exception has been granted by the Adult Education Coordinator.
- Violations of the student conduct policy.
- Failure to make payment or enter into a payment plan may result in dismissal from the program.
- Failure to abide by policies, procedures, and guidelines of the GACTC as a postsecondary student.

If a student is terminated by the GACTC, the last date of attendance will be the last date a student attended class.

All refunds will be made within thirty (30) days of withdrawal. Refunds of less than \$1.00 will not be refunded.

Grading

Each course has measurement guidelines for assessment of a student's competence. How well a student demonstrates competence will be indicated on the student transcript by means of a final letter grade. Grades are issued at the completion of an individual course or quarterly, depending on the program of study.

The grading system is measured against a standard norm which is designated to assess student progress, growth, acquired knowledge, and skill competence. The grading system is detailed in the course syllabus.

The grading scale used for final grades for the following diploma programs is below (Dental Assistant, Electrical Trades, HVAC, Medical Assistant, Practical Nursing, and Welding):

Theory Grading Scale:

| | | |
|-------------|-------------------|------------|
| A = 92-100% | B = 84-91% | C = 75-83% |
| D = 70-74% | F = 69% and below | |

Clinical Grading Scale (for Practical Nursing Program only):

| | | |
|------------------|--------------------|---------------|
| S = Satisfactory | U = Unsatisfactory | P = Probation |
|------------------|--------------------|---------------|

The grading scale used for final grades for the Intergenerational diploma programs is below:

| | | |
|-------------|-------------------|------------|
| A = 93-100% | B = 86-92% | C = 77-85% |
| D = 70-76% | F = 69% and below | |

Grade Requirements

Some programs require specific grade requirements to participate in offsite learning experiences such as clinical internships. Specific program requirements are noted here:

- Dental Assistant students must earn a “C” in all courses to participate in the clinical courses and must earn a grade of “C” in all prerequisite courses to advance to the next course.
- Medical Assistant students must earn a grade of “C” or above in all courses to be eligible for participation in the required Externship course and to be eligible for graduation. Medical Assistant students must earn a grade of “C” in all prerequisite courses to advance to the next course.
- Practical Nursing - reference the Practical Nursing addendum at the end of this document.

Incomplete Grade

A student who is unable to meet the course requirements within the scheduled time may request an “Incomplete” grade, identified as an “I” grade. An incomplete grade is a temporary grade that may be granted to a student who may have experienced circumstances beyond his or her control that prevents completion of course requirements by the end of the academic term.

To request an incomplete grade for a course, a student must submit in writing a request to the Adult Education Coordinator prior to the last scheduled day of the course. The request is reviewed in consultation with the course instructor and a decision regarding the incomplete grade will be provided, in writing, by the Adult Education Coordinator. The allowed extension/time limit for the incomplete grade and the associated conditions will be determined by the Adult Education Coordinator in consultation with the course instructor. Once the conditions of the incomplete grade are satisfied by the indicated date, the course instructor will assign the appropriate grade in place of the incomplete grade. If the conditions of the incomplete grade are not met by the indicated date, the incomplete grade becomes a grade of “F”.

Academic Integrity Standards

The GACTC expects students to be honest and ethical in completion of the program requirements. Students are expected to complete program requirements with integrity. Academic dishonesty occurs when a student commits dishonest acts within the student’s academic work with the intent to deceive. Students’ grades should reflect only their own efforts. The GACTC may impose sanctions on students that violate the academic integrity standards. The following are examples of dishonest and deceptive acts:

- Cheating including, but not limited to, use of unauthorized materials, devices, etc. during testing; providing or receiving unauthorized assistance in completion of assignments; having access to testing or assignment materials before a test or assignment is given, without consent from the instructor;
- Plagiarism including failing to give credit of the ideas, words, and/or data of another individual as one’s own work;
- Lying, falsifying information;
- Using an information technology account of another student including accounts to access email, computers, and student information systems (such as the GACTC Student Portal, Canvas, etc)

The GACTC reserves the right to impose sanctions on any student that engages in the above acts and any other dishonest acts that violate the academic integrity standards. Sanctions may include lowered or failing grades on an assignment or course, suspension, or termination. Students are encouraged to report violations of the academic integrity standards to the instructor or Adult Education Coordinator.

Grievance Procedure

A student grievance exists when it is alleged that a student has been unfairly treated or has not been afforded due process. Adult students, and/or their representatives, have all the rights given to every citizen by the Fifth and Fourteenth Amendments to the U.S. Constitution. This procedure defines the due process procedure to be followed when filing a grievance.

Step 1: Within ten school days after the alleged violation, the grievant shall initiate an informal discussion with the teacher or person(s) who allegedly treated the student unfairly. If this informal discussion does not resolve the issue, the grievant shall initiate a discussion/conference with a counselor, or the supervisor in charge of student services or adult education about resolving the complaint.

Step 2: If the grievance is not resolved under Step 1, the grievant shall submit the written complaint to the individual designated as Equal Rights and Opportunities Coordinator. The Coordinator has the authority to investigate the grievance and attempt a solution. If a solution is not achieved, then the Coordinator will set up a formal meeting with the Adult Education. Also, at this time, the grievant's letter shall be passed on to the Supervisor of Secondary Education or Adult Education, along with any back-up investigative information already collected. The Supervisor shall respond within ten working days.

Step 3: If the grievance is not resolved under Step 2, the grievant may request a formal meeting with the Executive Director. This request must take place within five school days from the Supervisor's response in Step 2. A grievant has the right to be accompanied by an additional individual during Steps 3 and 4.

Step 4: If the grievance is not resolved in Step 3, the grievant shall refer the complaint (written letter) to the Chairperson of the Operating Committee within ten calendar days. The Executive Director shall respond within 30 calendar days of receiving such correspondence.

Graduation Requirements

For a student to be eligible to receive the credential from the program of study and graduate from the GACTC, the student must meet the following criteria:

- Complete all program courses and achieve final grades of a minimum 75% (C grade).
- Students must not have missed more than 8% of the total program hours.
- The student has satisfied all financial obligations owed to the school.

Extenuating circumstances that prevent a student from attending class will be evaluated by the Adult Education Coordinator as it relates to fulfilling program requirements. A determination may be made to waive the policy if justification is provided and all other academic and financial requirements are met. Please reference the Practical Nursing Program Handbook for graduation requirements.

Change of Student Information

Students shall inform the Adult Education or Practical Nursing offices of changes to a student's contact information, including mailing address, phone number, email address, name, etc. Please complete a Change of Student Information form, available from the Adult Education or Practical Nursing Program offices, to update this critical information, as needed.

Students must report changes to their PA State Police Criminal Background History, PA Child Abuse Clearance, and Federal Criminal History within 14 calendar days of knowledge of the change to any of these clearances. The GACTC reserves the right to request updated clearances at any time, including, but not limited to, PA State Police Criminal Background History, PA Child Abuse Clearance, and Federal Criminal History.

Media Release

The GACTC documents and advertises events, programs and student accomplishments through photos and videos in a variety of formats to include, but not limited to, website and social media. Students will be asked to review the GACTC's postsecondary student media release, and provide, if acceptable, consent for use of students' images and likeness and/or any interview statements from students in its publications, advertising or other media activities, without expectation of compensation or other remuneration, now or in the future. The media release will be provided to

students by the end of the first week of the program schedule. The release may be revoked at any time in writing to the Adult Education or Practical Nursing offices.

Transcript

To request official or unofficial transcripts from the Adult Education or Practical Nursing Program Offices, please complete and return the Transcript Request form, available at <https://www.gactc.edu/adult-education/transcript-request/>, and from the Adult Education or Practical Nursing Program offices. Transcripts of a student's academic record may be sent to educational institutions, government agencies, and/or employers only upon the signed written request of the student or alumni. For an official transcript, which is signed by a school official and includes the school seal, a \$5.00 fee per transcript is required. Payment may be made via cash, check, money order, or debit/credit card.

Unofficial transcripts (those not signed by a school official and not including the school seal) are available to students at no cost. Transcripts, official or unofficial, will not be provided to students that have outstanding financial obligations to the GACTC.

Section 4: Student Responsibilities

We are appreciative of the trust you have placed in the GACTC to provide you with high-quality training to prepare for your chosen career. As a postsecondary student enrolled with the GACTC, we provide many services to support you, and we encourage you to embrace these keys for success:

- Come to class regularly and on time.
- Be willing to try and try again as you learn. Know that mistakes are part of learning! Accept that if you cannot do it now, you simply can't do it YET.
- Cooperate and collaborate with your instructors and fellow students.
- Look and act the part of the occupation.
- Be dependable and responsible.
- Appreciate and respect that your instructor is an expert in their field.
- Understand that you are part of a team and that teamwork is a component of your success.

Student Conduct

Student behavior in the building and grounds is expected to be responsible in nature and modeled after any other professional situation. It is essential that the rights and welfare of all students are protected; therefore, interference with the orderly process of education or violation of standard rules of conduct set in place by the educational facility will not be tolerated.

Violation of any of the following rules and regulations by a participant will be cause for dismissal:

1. Possession or use of drugs and/or alcohol on school property.
2. Possession of firearms, or other weapons, on school property.
3. Any threatening actions or words with intent of bodily harm or harassment to students, school or program personnel.
4. Disrespect/defiance in conduct or words, including profanity, regarding school or program personnel.
5. Fighting or malicious conduct resulting in bodily harm to students, school personnel, program personnel, or damage to school property.
6. Vandalism on school property. In addition, students are responsible for payment of damages and may face criminal charges.
7. Theft of school property. In addition, students are responsible for return of items and may face criminal charges.
8. Refusal to complete assignments or achieve an acceptable minimum standard established by the instructor.

Violation of any of the following rules and regulations by any participant is cause for suspension:

1. Leave clinical or class without cause. Any enrollee shall be deemed to have left clinical or class if he or she walks out of class or abandons his/her position or refuses or fails to continue with assignments. The first offense will result in three (3) days suspension, the second offense may result in termination from the program.
2. Willful misconduct during their education. Willful misconduct is interpreted to be "an act in willful disregard of the educational agency's interest, or a deliberate violation of the rules of the individual educational agency."

During suspension, students are not permitted to attend classes or visit the GACTC without prior approval from the GACTC administration.

Examples of willful misconduct include:

1. Students under suspicion of alcohol and/or drugs will be immediately drug tested.
2. Planning, initiating, participating in, or otherwise aiding or assisting in the conduct of any unlawful demonstration or civil disturbance.
3. Cheating on course examinations or assignments.
4. Serious offenses of gambling.
5. Smoking in and around the Greater Altoona Career & Technology Center is not permitted by students. A fine may be imposed on any person in violation of this policy.

The preceding list does not include every situation considered as willful misconduct. It is only a guideline of the type of actions often involved in termination from the courses. We reserve the right to dismiss any student who cannot benefit from the education or who refuses to cooperate in any manner. (A failing grade, as noted on the report card, is cause for such dismissal.)

Disciplinary problems will be approached on a case-by-case basis. Each student's disciplinary problem shall be considered individually, with the disciplinary action based on the evaluation of all facts, including previous conduct, extenuating circumstances, and the severity of the offense. The appropriate disciplinary action shall be determined following consultation with the instructor and the Adult Education Coordinator.

Dress/Appearance (Section Revised on October 29, 2024)

The dress code at the GACTC is designed to ensure the safety and well-being of our students in a career and technical setting. Appropriate attire is essential for preventing accidents and injuries, as well as for maintaining a professional environment that reflects industry standards. By adhering to the dress code, students not only protect themselves from potential hazards but also cultivate a sense of responsibility and readiness for their future careers. Compliance with the dress code is mandatory and contributes to a safe, productive, and professional learning experience.

The GACTC prioritizes professionalism, safety, and a conducive learning environment, while still allowing students to express themselves. As such, we expect all students to adhere to the following dress code guidelines:

- All students are required to wear clothing that is clean, in good repair, and appropriate for the educational environment.
- Clothing should not be excessively revealing, offensive, or distracting to others.
- Clothing must not promote violence, discrimination, drugs, or any illegal activities.
- Safety gear such as personal protective equipment should be worn as instructed in shop and lab areas.
- Each program has specific dress codes based on the industry and program and may have required uniforms. Program instructors will review the dress code and expectations with students. Students may be responsible for purchasing additional components, such as work boots, additional clothing, etc, as part of the required uniform.
- To maintain a professional atmosphere, hats, beanies, and hoods are not permitted in the hallways of the GACTC. Upon entering the building, students should promptly remove their hats or hoods until they reach their designated program area. If permitted by instructors, students may wear hats within the program area, but they must remove them when leaving the classroom to visit other areas in the building.
- In compliance with Pennsylvania statute Title 35, protective eye devices must be worn at all times by instructors, students, visitors, or any person in a shop area during activities involving: (1) handling hot liquids, solids, gases, caustic materials, or explosives, (2) milling, sawing, turning, shaping, cutting, grinding, or stamping materials, (3) tempering, heating, or firing metals or other materials, (4) gas or electric welding, and (5) vehicle repair or servicing.
- Identification (ID) cards will be issued to each student by the GACTC. The ID card must be in possession of each student at all times while in the school. Students must present their ID card upon request from a staff member. Students requiring a replacement ID card should report to the Adult Education or Practical Nursing office.

The dress code will be enforced consistently and fairly. Consequences for dress code violations may range from a warning to temporary exclusion from certain activities.

Student Photo Identification Cards

All students are issued a photo identification card. The identification card must be carried by students at all times; the identification cards will be used for participation in GACTC-related activities and training, and should be shown to GACTC authorities and security personnel when requested, and relinquished upon request. The identification card is the property of the GACTC, however, students are accountable for the card. If the card is lost, stolen, or destroyed, students should report this information to the Adult Education Office immediately so that a new card can be issued. A replacement fee may be charged for lost, stolen, or defaced cards.

Lockers, Personal Items, & Searches (Revised 10/29/2024)

All students are assigned a locker with a combination lock. Lockers should remain locked at all times. Lockers remain the property of the school, and students do not have an expectation of privacy when using lockers. Lockers are used to store personal belongings, therefore students are not to share combinations with other students. The GACTC is not responsible for theft, loss or damage of personal items stored in lockers. School authorities may search the student's locker, personal belongings, assigned computer and files, and/or vehicle in compliance with applicable laws and seize any illegal materials, such as drug related items, weapons, stolen property, etc. Confiscated items will be used as evidence against the student in disciplinary or criminal proceedings. If there is reasonable suspicion that a school rule, state or federal law has been violated, lockers will be opened and inspected by school administration.

Possession or Use of Tobacco

In the interest of creating a healthy environment for our students, employees, and visitors, no smoking and/or use of smokeless tobacco will be permitted at any time in the GACTC building, entrance ways, on the sidewalks, on the loading docks at either end of the building, or anywhere else on the surrounding premises of the school. This includes vapes. Any items containing nicotine, tobacco, etc. will be confiscated by GACTC personnel and may not be returned to the student.

The no-smoking policy will be enforced in two stages:

First Offense: The offender will be informed of one's violation of school policy.

Additional Offenses: The student may be suspended or terminated from the school, and/or a fine may be imposed.

Drug/Alcohol Testing (Section revised 10/29/2024)

It is the policy of the Greater Altoona Career & Technology Center that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance and/or alcohol is prohibited on the property of the school and on non-school property used in the performance of school and program services.

Possession of drugs, drug paraphernalia, and/or alcoholic products is forbidden. The GACTC reserves the right to perform testing upon reasonable suspicion that a student is under the influence of drugs and/or alcohol. This testing may occur at any time during program hours, within the GACTC or during GACTC-sponsored functions, on or away from campus. School policy provides for drug testing of students in any area. Every student must consent to drug testing at any time during the school year for one or more of the following reasons: cooperative education such as internships and clinical rotations, reasonable suspicion, and/or random testing. Students must agree to cooperate in the drug testing procedures in order to remain enrolled at the GACTC. Students will be asked to review the drug and alcohol testing consent policy and must provide consent for testing. Students must agree to cooperate in the drug testing procedures in order to remain enrolled at the GACTC. Failure to cooperate in drug testing will result in an automatic positive test, and the student may face disciplinary action, including possible termination from the current enrollment. Students may be referred to complete drug and alcohol counseling, and they will not be permitted to participate in any coursework requiring the use of tools, machines, chemicals, or any other work that could be dangerous to the student or those around them, until they cooperate and test negative.

Any student found in violation of this prohibition shall be subject to disciplinary action, including dismissal, and may be required to participate in a drug abuse assistance or drug rehabilitation program. As a condition of school enrollment, every student shall abide by the terms of this policy and notify the Adult Education or Practical Nursing Coordinator of any criminal drug statute conviction. This Policy Statement is adopted in accordance with the requirements of federal law, the Drug-Free Workplace Act of 1988.

The following acts by a student while in school buildings, on school property, at school-sponsored functions off school property, or in route to any of the foregoing shall be regarded as misconduct by such student provisions of Article XIII, Section 1318 of the Public School Code of 1949 as amended, also Act 26 of 1995 - Safe and Drug Free Schools:

1. The possession or use of narcotics or dangerous drugs, as defined in The Drug, Device, and Cosmetic Act (Act of September 26, 1961, P.L. 1664), and not prescribed by a physician or the possession or use of alcoholic beverages; or
2. Being under the influence of narcotics or dangerous drugs, as defined in The Drug, Device, and Cosmetic Act (Act of September 26, 1961, P.L. 1664), and not prescribed by a physician or being under the influence of alcoholic beverages.

Students should be aware that, at times, law enforcement agencies or school security will bring trained drug-sniffing dogs to sniff lockers for illegal drugs. Additional information on health hazards associated with drug and alcohol use or on drug and alcohol treatment services is available upon request from the Adult Education Office.

Dangerous Weapons or Substance

Students are not permitted to possess or transport any object that could reasonably be considered a dangerous substance or a dangerous weapon on school premises at all times. This would include any school-sponsored activity on school premises or off school premises during the day or evening hours. Any student not adhering to this policy may face charges under the Pennsylvania criminal code as deemed necessary by school authorities.

This policy is in compliance with Act 26 of 1995 - The Act of March 10, 1949 (P.L. 30, No. 14), known as the Public School Code of 1949, amended July 1, 1981 (P.L. 200, No. 62), is amended to SECTION 1317.2 Possession of Weapons Prohibited - Amended 1995:

7029.1 Definitions:

- a. "Weapon" – the term shall include but not be limited to any knife, cutting instrument, cutting tool, nunchaku stick, brass or metal knuckles, firearm, shotgun, rifle, bb or pellet gun, look-alike gun, paintball gun, chemical agent, explosive device, and any other instrument or implement capable of inflicting serious bodily injury.
- b. "Possession" – a student is in possession of a weapon when the weapon is found on the person of the student; in the student's locker; under the student's control while the student is on school property, on property being used by the school, at any school function or activity, at any school event held away from the school; or while the student is on the way to or from the GACTC. School policy allows use of metal detection devices.

Authority

7029.3 The Joint Operating Committee prohibits possession of weapons and replicas of weapons in any school district building, on school property, at any school-sponsored activity, and in any public conveyance providing transportation to school or a school-sponsored activity.

7029.4 The Joint Operating Committee shall expel for a period of not less than one (1) year any student who violates this weapons policy. Such expulsion shall be given in conformance with formal due process proceedings required by law. The Executive Director may recommend discipline short of expulsion on a case-by-case basis.

Harassment Policy

Statement of Policy

7030.1 It is the policy of the Greater Altoona Career & Technology Center to maintain a pleasant, safe, non-hostile learning environment for students which fosters the educational process.

7030.2 To ensure such an environment, the GACTC strictly prohibits verbal, physical, or graphic conduct by any student or non-student which harasses, disrupts, or interferes with an individual's performance or which creates an intimidating, offensive, or hostile environment. All students have a responsibility to conduct themselves in a manner consistent with this policy, thereby avoiding conduct that constitutes unlawful harassment.

7030.3 The GACTC will not tolerate any type of unlawful harassment of students by other students, employees, or non-employees (vendors, contractors, volunteers, etc.). Additionally, conduct that interferes with the learning environment or makes such an environment hostile, intimidating, or offensive will not be tolerated.

7030.4 Unlawful harassment is a form of discrimination prohibited by Titles VI of the Civil Rights Act of 1964, as amended, Title IX of the 1972 Education Amendments, Pennsylvania Human Relations Act, the Code of Conduct for Education, 22 PA Code § 235.11 and Student Rights and Responsibilities, 22 PA Code § 12.1, et. seq.

7030.5 Retaliation taken against students who bring unlawful harassment charges, or individuals who assist in investigating such charge or who provide witness statements in connections with such charges, is strictly prohibited.

Definitions

7030.7 A “student” refers to an individual registered part-time or full-time in any secondary or postsecondary or adult education programs or courses sponsored by the GACTC.

7030.8 Unlawful harassment includes, but is not limited to slurs, jokes, or other verbal, graphic or physical conduct related to an individual’s race, color, religion, ancestry, sex, national origin or disability.

Terroristic Threats

A student shall at no time threaten to commit any crime of violence with the purpose to terrorize another or to cause evacuation of the building, place of assembly, or facility of transportation, or otherwise cause serious public inconvenience, or in a reckless disregard of the risk of causing such terror or inconvenience:

- On the school premises during and immediately before or after school hours.
- On the school premises at any time when the school is being used by a school-sponsored group, non-curricular related student group, and/or private non-school person(s) group.
- Off school premises involving violations or possible violations of the Pennsylvania Criminal Code, and/or when such conduct or conditions may directly, and/or immediately result in adverse effects on the educational process, when there is a reasonable need to preserve overall school discipline, when there is a reasonable need to preserve respect for teachers and other school employees, and/or when there is reasonableness in the effect including danger to the health, safety, welfare or morals of students within the school system.

Referral to Civil Authorities for charges under the Pennsylvania Criminal code shall be made when deemed necessary by school authorities.

Electronic Devices **(Section revised 10/29/2024)**

Personal electronic devices (cell phones, tablets, laptops, earbuds, etc.) may not be used in class sessions unless explicitly permitted by instructors. Instructors will inform students when electronic devices may be used in class. The GACTC prioritizes student safety, requiring students to hear warnings, alarms, and equipment sounds that indicate mechanical issues. Inappropriate use of these devices may result in confiscation and/or disciplinary action.

Students who send messages containing threatening, sexual, or otherwise inappropriate content may face criminal prosecution. Since these violations can constitute crimes under local, state, and/or federal law, the GACTC will report such conduct to law enforcement. Administrators will confiscate any devices involved in this electronic data transfer and immediately contact law enforcement if the possession or distribution of such images is discovered or reasonably suspected. Students found in possession of inappropriate electronic content may face disciplinary actions, up to and including termination from the current period of enrollment. Furthermore, any inappropriate behavior conducted using a school-issued online platform (e.g., GACTC email account), whether in or out of school, may result in disciplinary consequences. **(Added 10/29/2024)**

If you receive an electronic device from the GACTC for your participation in learning activities associated with your program of study, the device should be used as prescribed by your program of study and within the terms of the GACTC’s Information Technology Acceptable Use Policy.

Safety Regulations

You will be acquainted with the safety rules and regulations for each trade by your instructor. General safety rules follow:

- Do not operate machines unless instructed by the teacher.
- Obey warning and danger signs.
- Horseplay and practical jokes will not be tolerated in the shops or classrooms.
- Don't take chances. If you are not sure what to do, ask your instructor.
- Safety devices that are found on a machine must be used. Wear your safety goggles, glasses and other safety apparel required by the instructor in the learning area.
- Clothing must fit properly. No extremes will be tolerated.
- It is suggested that all students have medical insurance to defray the cost of medical attention in the event of an accident. The GACTC will not be responsible for any student injuries or accidents.
- At no time should tools or other materials be left on the floor. Keep aisles clear at all times.
- Keep arrangement of tools in storage areas as originally planned and designed.
- At no time should you handle any project that does not belong to you.
- Never make any adjustments to tools or machines unless you are familiar with the procedures.
- Report all damaged tools and equipment to the instructor when damage occurs or when it is recognized.

Instructors are asked to firmly enforce safety regulations at all times and with all students. In the interest of your personal safety and the safety of your classmates, you are not only asked, but required to obey all safety regulations at all times. An instructor who sees a safety violation committed in the shop or lab will immediately call it to the attention of the offender. The offender will be expected to comply with the instructor's request and make every effort not to repeat the violation. Students who commit repeated violations may be suspended or terminated.

In the event of an accident or injury, the student must complete an accident report form with the instructor to record the injury and the specifics which led up to the injury. The accident report for each occurrence must be completed and signed by both the instructor and the student. The report should then be provided to the Adult Education Office.

Section 5: Student Resources & Services

Financial Aid

The following information describes the types of financial aid available to students that qualify. Please contact the Financial aid office if you have any questions regarding your financial aid plan by calling 814-505-1257, email dana.stoy@altoonactc.edu, or text 814-343-0047. **Email Address updated 10/29/2024**

Applying for Financial aid

To complete the Free Application for Federal Student Aid (FAFSA) the student (and parent, if dependent) would need to set up a FSA-ID, this acts as the electronic signature when completing federal aid paperwork. The FSA ID can be completed at: studentaid.gov/fsa-id

Students may be eligible for grants and/or student loans, to determine that eligibility the student would need to complete the Free Application for Federal Student Aid (FAFSA) online at studentaid.gov/FAFSA. During FAFSA completion GACTC's federal school code needs to be added so the financial aid officer can evaluate the students eligibility.

The following programs have 1 Academic Year:

- Welding with Print Reading diploma program
- HVAC with Related Plumbing & Electrical diploma program
- Intergenerational diploma programs
- Dental Assistant diploma program

The following programs have 2 Academic Years that are separated as:

- Medical Assistant, 1380 hours
 - Academic Year 1: hours 0-900
 - Academic Year 2: hours 901-1380
- Practical Nursing, 1500 hours (this is the same whether full- or part-time)
 - Academic Year 1: hours 0-900
 - Academic Year 2: hours 901-1500

Please Note: Programs with more than 1 Academic Year will need a second FAFSA completed. The new FAFSA will be made available after October 1st of the year your program began.

Types of Financial Aid

- **Pell Grant**

Pell grants are awarded to students who demonstrate exceptional financial need as defined by the federal government. Grant amounts are determined by the student's Expected Family Contribution (EFC), which is indicated on the student's Student Aid Report. Some other eligibility requirements include:

- Having earned less than a Bachelor's degree
 - Having graduated from high school or earned a GED
 - Be enrolled in a program of study at least half-time
 - Maintain satisfactory academic progress
- **Federal Direct Loans**
- The following Direct Loans are made through the Federal Direct Loan program which is administered by the U.S. Department of Education (USDE). The lender is USDE and will be throughout the life of the loan. Direct loans have a fixed interest rate, standard 10 year repayment (unless otherwise chosen during the exit counseling), and have an origination fee. Direct Subsidized and Unsubsidized loans are made to eligible students attending school at least half-time in a program of study and are maintaining satisfactory academic progress. Before the loan can be originated, the student must complete an Entrance Counseling and a Master Promissory Note available at studentaid.gov.

- Direct Subsidized Loan: This loan is awarded on the basis of financial need. No interest is charged while a student is enrolled at least half-time.
- Direct Unsubsidized Loan: this loan is not based on financial need. Interest is charged during all periods, including while the student is in school and during grace, and deferment periods. The student may choose to defer interest payments while in school and the interest will be added to the unpaid principal amount of his/her loan. This is called capitalization and could substantially increase the total amount of repayment. Making interest payments while in school is recommended to avoid or minimize capitalization of interest.
- **Pennsylvania Targeted Industry Program (PA-Tip)**
Each year GACTC will re-apply the programs for PA-Tip, based on the High Priority Job Listing published each year by Pennsylvania Department of Labor & Industry. After GACTC receives notification of which programs were approved the Financial Aid Officer will be in contact with the students in those programs to apply. This is a first come first serve basis with PHEAA therefore it is important to complete the application as soon as possible.
- **Office of Vocational Rehabilitation (OVR)**
Individuals who are physically, mentally, and/or emotionally impaired are encouraged to complete a pre-application with OVR at <https://www.pacareerlink.pa.gov/jponline/>.
- **Trade Adjustment Act (TAA/TRA)**
Funding through the Trade Act is provided to dislocated workers who have lost factory employment due to foreign competition. This funding generally pays for tuition, fees, and required supplies. Normally, individuals are notified at their place of work or their point of contact.
- **Veterans (VA)**
Most adult programs at the GACTC are state approved for VA educational benefits. The veteran or other eligible persons must be accepted in a program as an adult student. The veteran must apply for benefits through va.gov on the G.I. Bill website. Upon approval, the veteran will receive proper notification from the Veterans Affairs Office. *NOTE: It is the veteran's responsibility to pay all tuition charges according to the regular schedule.*
- **Workforce Innovation & Opportunity Act (WIOA)**
Individuals who meet the Workforce Innovation & Opportunity Act eligibility requirements are eligible to apply for funding for career training. Applications are accepted at the Workforce Innovation & Opportunity Act Office (CareerLink) located in the county of residence. For more information, interested individuals should call their local WIOA/CareerLink office.

Academic Support Services

The GACTC provides general career and educational counseling to assist students in achieving success in their training and education. Counseling regarding academic performance and tutorial assistance is available to all adult students. Tutoring may be provided on an individual basis and/or through group sessions. Students may request tutoring through their instructor or the Adult Education office.

Non-Academic Support Services

Students have access to in-house supportive services, such as assistance and referral to community resources from the Adult Education office.

Internships

Students in various programs have the option of participating in an internship experience in an occupational area compatible with the vocational-technical program in which the student is presently enrolled based on availability. An internship is an educational plan which integrates classroom experience and practical experience in the industry. It allows students to translate academic principles to action, refine career interests, and to develop skills and abilities associated with their educational training. Internships may be paid or unpaid. To apply, students must be in good

academic standing, maintain regular attendance and have the recommendation of their instructor. Duration of internships vary, and the start date of an internship may vary depending on the certification requirements of the program. Please contact the Adult Education office to learn more.

Internship attendance must be equivalent to or more than a student's training hours per week. If an internship site can not offer the minimum required hours per week, students must attend regular classes at school to attain the remainder of the required weekly hours. Attendance at Internship sites will be verified by a supervisor at the internship site and then submitted by the student via either a time sheet. Failure to submit attendance may result in revocation of the Internship.

A student that will be absent from the internship site must report the absence to both the site and the GACTC prior to the start of the work day at the internship site. An absence at the internship site is treated as an absence from a student's training program at school.

Employers hiring students for internship complete a Training Agreement with the GACTC, and submit an evaluation for students following the internship period. Students may not begin at an internship site until all documents have been signed and returned, and until the Adult Education office releases the student.

Students participating in a school-organized internship must report all accidents to the Adult Education Coordinator and the employer.

Students in the Dental Assistant, Medical Assistant, and Practical Nursing programs are not eligible for internship as students will be instead completing clinical hours at medical facilities as required by these programs.

Career Services

The school, through its career services, makes every effort to assist graduates in locating job opportunities. The school does not guarantee employment. Students are referred for interviews based on requests received from employers and the recommendation of instructor(s). Students are urged to pursue employment opportunities provided. Those accepting employment after program completion are asked to notify the GACTC.

Acceptable Use of Technology (Revised 10/29/2024)

The GACTC will provide access to technology resources, which shall include but is not limited to: Computers, software, hardware, Internet, email, network resources, and other related applications. Access to school-provided technology resources is a privilege, not a right, and may be revoked for anyone who uses these resources inappropriately as determined by administration. Students must sign and abide by the Acceptable Use Policy to utilize these services. Students may use the computer labs in room 502 and 504, pending availability. Laptops may be available to use while at the GACTC, please see the Adult Education or Practical Nursing offices for assistance.

Students are issued a GACTC Google account including a GACTC email address. Students have access to the assigned Google account from one year of graduation from the enrolled program. Access to the assigned Google account may be terminated immediately for students that withdraw or are terminated from the enrolled program.

Articulation Agreements

Students may have the opportunity to earn credits towards credentials offered by colleges and universities through articulation agreements. Contact the Adult Education or Practical Nursing Program Offices for more details.



2024-2025

Practical Nursing Program Student Handbook Addendum

Greater Altoona Career & Technology Center
Practical Nursing Program
1500 4th Avenue, Altoona, PA 16601
(814) 946-8490
www.gactc.edu

This handbook complements the 2024-2025 Postsecondary Student Handbook & Catalog. This handbook covers policies that are specific to the Practical Nursing Program. Both should be considered when looking for guidance regarding the Practical Nursing Program.

Greater Altoona Career & Technology Center

Practical Nursing Program

1500 4th Avenue, Altoona, PA 16602

www.gactc.edu (814) 941-8324

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Section 1: Information about the GACTC Practical Nursing Program

Philosophy

The faculty of the Practical Nursing Program of the Greater Altoona Career & Technology Center subscribes to the philosophy and mission of the parent institution.

We further believe:

Vocational education is concerned with the total growth of individuals. It is responsive to the diversity of students, their abilities, and varied backgrounds. The opportunity to prepare for Practical Nursing is available to all individuals who meet the admission requirements, regardless of age, race, creed, sex or non-job related handicaps.

Nursing, an art and science, is concerned with the welfare of people and health service to the community. Practical Nursing is an integral part of the nursing profession. It is the faculty's responsibility to facilitate a curriculum that prepares students for entry-level employment as Practical Nurses, capable of functioning as safe practitioners.

Curriculum must be kept current, flexible and must be constantly evaluated to meet the changing role of the Practical Nurse and to keep pace with rapidly evolving technology. The faculty facilitate learning through integration of theory and clinical experiences, which are arranged from simple to complex and which occur simultaneously.

A realistic opportunity to learn and apply knowledge is obtained through the guidance of faculty and provides an atmosphere where individual expression, self-direction and participation in group activities are encouraged.

Education is a continuous life-long process of acquiring knowledge that results in a positive change in behavior. It does not cease upon graduation, but is an on-going process that is facilitated through life's experiences and participation in continuing education programs.

Conceptual Framework

The conceptual framework of the Practical Nursing Program has the health of the client as its focus for curriculum development. The concepts of **body systems, basic needs, and nursing process/clinical judgment model** are used as interdependent components for providing direction and structure to the program of learning.

Body systems are used as the initial method for organizing the curriculum. Comprehension of normal anatomy and physiology is the basis for understanding pathophysiology of the body.

Maslow's hierarchy of needs is used as a basis for identifying **basic needs** of the client. The role of the practical nurse is to assist the client in meeting his physical and psychosocial needs in order to achieve his optimal level of health.

The **nursing process**, as an approach to problem solving, and the **clinical judgment model**, as an approach to decision-making, are tools used to organize and implement care. Development of nursing problems, nursing interventions, and evaluation is based on an understanding of anatomy and physiology and corresponding nursing principles and evidence-based practices.

Learning is facilitated by an integrated curriculum which is arranged from simple to complex. The student moves from the acquisition of the simple to more complex knowledge and from the performance of the simple to more complex nursing skills. These skills and knowledge are then shared with the client in client-teaching. The development of positive attitudes toward health care is an essential component of both student and client learning.

Curriculum Objectives

The graduate is qualified to function as a beginning Practical Nurse, as authorized under the Nurse Practice Act (49 Pa. Code Chapter. State Board of Nursing), in an acute care facility, long-term care facility, and/or other similar community health agency. The Graduate:

- Establishes interpersonal relationships that reflect the dignity and worth of each person through the development of attitudes that contribute to constructive relationships with other members of the health care team and with patients and their families.
- Applies basic biopsychosocial concepts and nursing principles using cognitive abilities and technical skills to meet the needs of individuals throughout the life cycle.
- Assists in the utilization of the nursing process to promote, maintain, restore, and comfort individuals to their highest attainable level of health.
- Practices in accordance with the legal and ethical standards of the practical nursing profession.
- Demonstrates accountability for personal, vocational, and professional behavior by independently seeking new learning experiences.

Plan of Study

The successful student completing the Practical Nursing Program curriculum earns a diploma. The courses are organized sequentially from basic to complex over the span of four levels over the course of one year for full time enrollment and two years for part time enrollment.

There are 1564 hours in the program with 649 hours of theory and 915 hours of clinical. A variety of teaching strategies and learning activities are used, including computer-based instruction, adaptive quizzing, standardized testing, virtual clinical activities, clinical laboratory simulations, group projects and clinical experiences, to name a few. Students are eligible to take the NCLEX-PN exam after successful completion of the program.

Confidentiality Statement

All students are required to sign a Confidentiality Statement at the school and at the request of clinical sites. Students must also complete HIPAA training prior to clinical orientation.

Cooperating Agencies

The Practical Nursing Program partners with several clinical facilities in Blair County. Clinical experiences are determined based on the learning needs of the students and facility availability. Some of the facilities utilized include UPMC Altoona, James E. VanZandt Medical Center, Altoona Center for Nursing Care, Maybrook Hills, The Village at Morrisons Cove, Presbyterian Village of Hollidaysburg, Garvey Manor, Homewood at Martinsburg, Allegheny Lutheran Social Ministries, Encompass Health, Hilltop Healthcare and Rehabilitation Center, and Conemaugh Nason Medical Center.

Students are responsible for providing their own transportation to cooperating agency experiences at their own expense. The faculty expects students to adhere to the rules and regulations of each cooperating agency as well as school policies. Clinical experiences may include scheduled out rotations at various clinical agencies.

Section 2: Admissions

Admission Requirements

The GACTC Practical Nursing Program welcomes all interested individuals to submit applications for admission into the Practical Nursing Program. Acceptance into the program is based on the following criteria and availability in the upcoming classes:

To be considered for admission for the Practical Nursing (full- or part-time option) program, prospective students must complete the following:

- Application for Admission – click here to access.
- Copy of the applicant’s final high school transcript, documentation of completion of a high school equivalency (i.e. GED), or equivalent foreign education as verified by a GACTC-approved credential evaluation service. Applicants who apply during their senior year of high school must provide a copy of their final transcript following graduation from high school.
- PA Criminal Record Information: Applicants must submit a Criminal Background History for employment from the PA State Police that is within 1 year of the date of the start of the program to the GACTC. Applicants must request the background record from the PATCH system at <https://epatch.state.pa.us/Home.jsp>. The PA State Police Criminal Background Check is \$22.00 (fee is subject to change). GACTC reserves the right to deny applicants to postsecondary educational programs based on the results of the criminal background check. GACTC reserves the right to accept an applicant with a criminal background based on the severity, date(s), and frequency of the conviction(s). Once the background check has been provided to the applicant via the system, please submit to the Practical Nursing office.
- PA Child Abuse Clearance: Applicants must submit a PA Child Abuse Clearance that is within 1 year of the date of start of the program to the GACTC. To request this clearance, please visit <https://www.compass.state.pa.us/cwis/public/home> to create an individual account. Please follow the instructions to apply for the PA Child Abuse History Clearance. The purpose of the clearance is School Employee. When your report is ready, (you will receive an email when it is ready), please provide it to the Practical Nursing office. There is a \$13.00 fee for the PA Child Abuse History Clearance (fee is subject to change). The GACTC reserves the right to deny applicants entrance to postsecondary educational programs based on the results of the PA Child Abuse Clearance.
- Federal Criminal History Fingerprinting: Applicants must submit a Federal Criminal History Fingerprinting, please visit <https://www.identogo.com/>. There is a \$25.85 fee (fee is subject to change). Please follow the steps on the website. Click on “Get Fingerprinted”, select fingerprinting service by state (PA), click on “Digital Fingerprinting”, and enter service code (1KG6NX). You must have a current email address to allow correspondence. Click on “Schedule Manage Appointment”, choose the form of identification you will be providing. Visit Identogo Center to complete fingerprinting. Applicants must submit the confirmation receipt received at the fingerprinting appointment to the Practical Nursing office. The Federal Criminal History Report must be dated within 1 year of the date of the start of the program.
- TEAS Pre-admission test. Applicants that may have completed courses in a practical or registered nurse program, or have completed the TEAS recently, may not need to complete the TEAS exam. Please contact the Practical Nursing office at (814) 946-8490 or practicalnursing@gactc.edu to discuss. To schedule the TEAS exam, please follow these instructions: Create an account at <https://atitesting.com/>. Once an account is created, you will be able to see available testing dates and locations for the GACTC. The test fee is approximately \$120.00, payable through the ATI website (fee is subject to change). The TEAS test BE MUST TAKEN ON ONE OF THE TEST DATES SCHEDULED AT OUR SCHOOL. YOU CANNOT TAKE A TEAS TEST THAT IS PROCTORED REMOTELY. Our website provides helpful resources to prepare for the TEAS exam, please visit <https://www.gactc.edu/adult-education/how-to-enroll/pnadmission/> to access these resources.

****PLEASE NOTE:** Some criminal offenses could be cause to deny acceptance into the program and/or could prevent licensure as a practical nurse by the State Board of Nursing. If students have a criminal history, they are expected to

indicate so truthfully on the application. Students **MUST** notify the Practical Nursing Coordinator within 30 days of a known change to the student's criminal history. The PN Program may request updated Clearances at any time.

Upon submission of the admissions requirements and completion of the TEAS exam (if applicable), the applicant will be scheduled for an interview with the Practical Nursing Coordinator or Practical Nursing faculty member. After review of all admissions requirements, the applicant will be notified about admission into the program. After receiving acceptance to the program, a \$100.00 non refundable deposit fee is due along with a signed Enrollment Agreement. Payments may be made online via GACTC Student Portal, cash or check, payable to the GACTC. The deposit payment will be deducted from your tuition. Upon acceptance to the GACTC Practical Nursing Program, new students will receive information about the required CPR certification, physical exam, drug screening, and other health related requirements.

We recommend meeting with our admissions counselors to review intended program expectations, recommended academic preparedness, program format, tuition, and financial aid information. Remedial coursework and/or tutoring may be recommended to ensure a student's success in an intended program. Please contact the Continuing Education Office for additional information.

The GACTC reserves the right to deny admission and/or readmission to any student for an adult education program if, in the opinion of GACTC administration, his/her admission is not in the best interest of the student or GACTC.

Readmission

When progression is interrupted for academic or personal reasons, the student may request in writing to be readmitted. In order to be considered for readmission, the student must comply with the re-admission requirements listed below and/or as otherwise stated by the Practical Nursing Program Coordinator:

- No outstanding financial obligations to the Program or GACTC
- Completion of a new application
- Faculty approval
- Urine drug screen
- One step PPD (or two step if annual one step documentation is not available)
- Medical clearance for full duty if the interruption in progression is medical in nature
- PA State Criminal, Child Abuse, and FBI Clearances
- Valid certification in American Heart Association CPR Basic Life Support for Healthcare Providers that expires after the anticipated graduation date

Students requesting readmission more than two years after the initial academic year of enrollment must complete all admissions requirements and complete the entire curriculum. Students may be required and/or choose to audit a course(s) in order to refresh skills and knowledge before or at the point of readmission to the Practical Nursing Program.

The course audit fee is \$100.00 plus any applicable fees to participate in the course, such as textbooks, access to online resources, supplies, etc. Students auditing a course do not receive course credit or earned hours for audit of the course. No grade is assigned for an audited course and it does not appear on a transcript. Hours do not count towards graduation or financial aid. Financial aid cannot be used to fund the cost of auditing a course(s).

Section 3: Academic Policies and Procedures

Attendance Policy

It is essential for students to attend and be punctual for all classes and clinical experiences to provide sufficient opportunity to meet all course and program objectives. Lack of attendance will minimize the student's ability to achieve course objectives and may lead to academic probation or dismissal from the program.

The curriculum is scheduled for 1500 hours. The practical nursing program is a clock hour program. Attendance is tracked in hours.

ALL absent time is counted. There is no "excused absence" other than very limited exceptions as outlined in the Postsecondary Handbook & Catalog.

Attendance is taken for all class and clinical days. When a sign in sheet is utilized for attendance, students must sign in and out for themselves. DO NOT sign other students in or out. **The student is responsible for reporting any time that he/she will be absent and anytime that he/she will be late arriving or leaving early.** Notification is required for both class and clinical days. To report an absence or late arrival call (814) 946-8490 and leave a message on the answering machine or with whoever answers the phone. Notification should occur at least one hour prior to the start time. Failure to call off is considered a "no show" or "abandonment" of patient care. Continued "no show" behavior can lead to termination from the program.

Full time class days operate from 8:00 am – 4:00 pm during Levels I, II, and III. Classes operate from 7:30 am – 3:30 pm during Level IV. Full time clinical starts at variable times depending on the facility that you are assigned to, but generally from 6:30 am – 2:00 pm. One hour is scheduled for lunch on class days during which time students may leave for lunch and return. One half hour is scheduled for lunch on clinical days (whether at school or a cooperating agency) and students may not leave for lunch on clinical days. Part time hours vary, the hours are scheduled Tuesday, Wednesday and Thursday evenings (the hours on Tues, Wed and Thurs always start at 4:30 pm. The end times vary from 7:30 pm to 9:30 pm) and every other weekend during the day (the weekend hours are generally 6:30 am to 2:00.)

If a student needs to leave class or clinical early, the student must notify the instructor for that class or clinical of their early departure prior to the start of class or clinical. Late arrivals and early departures are counted as absent time. Absent time is calculated in 15 minute increments (so your absent time is rounded to the nearest 15 minute increment). Due to patient assignments at the clinical sites, late arrivals at clinical of more than 30 minutes are not permitted. If you are more than 30 minutes late, you will be sent home and considered absent for the full day. Any time listed on the schedule as clinical time is considered to be clinical time including Simulation lab and clinical time scheduled for a particular class; therefore, absence from scheduled clinical time counts as clinical absence. On class days, students who leave for lunch have to sign out and sign back in with the time.

A student's absent time cannot exceed 60 hours at any point in the program. It is the student's responsibility to know how much absent time that they have. Class make up can be offered at the Instructor's and/or Coordinator's discretion, but there is no obligation to do so. Clinical make up time will be completed as described below. If any student's absent time is excessive and/or habitual, the student can be counseled and then dismissed if there is not improvement in attendance as outlined in a plan created by the Coordinator/Faculty with the student.

A student who is absent for 3 or more consecutive days must provide documentation from his/her health care provider that the student is fit to return to class without restrictions. If a student is absent for 3 or more consecutive days for some reason other than illness or injury, the student must provide documentation regarding the reason. In either case, the student must be in communication with the Program Coordinator regarding the absence.

Student employment should not interfere with class or clinical hours. Additionally, students may not be employed as a licensed practical nurse unless they are licensed as such. Students are not permitted to work from 11 pm to 7 am prior to clinical days.

Clinical Make-up Policy: Students can miss no more than 14 hours of clinical time per program period. Any clinical absence beyond 14 hours must be made up by doing clinical make-up at a time and date determined by instructor availability and at the student's cost per current hourly rate (the current hourly rate is \$30/hour). Make-up time is scheduled in no less than 4 hour blocks. Make-up time should be completed in the same level in which the absent time occurred. Exceptions to this will be made at the discretion of the program coordinator when instructor availability does not allow make up to be scheduled. Any clinical absent time of more than 2 hours will be made up as a half of a clinical day. In Level I, the morning is spent at the clinical facility, and the afternoon is scheduled at school. If you are going to miss the time at the facility, then you have to miss the full day. You cannot miss in the morning and come to school in the afternoon.

Students required to attend clinical make-up must complete a CLINICAL MAKE-UP TIME AGREEMENT in advance of the scheduled make-up day in order to attend the scheduled make-up day. If a student should need to call-off on a scheduled make-up day, the student must call-off per the usual procedure. Students completing clinical make-up will follow the clinical objectives of the level that they are currently enrolled in. If a student completes a MAKE-UP TIME AGREEMENT then needs to cancel, the student must cancel no later than 24 hours prior to the start time of the clinical make-up day. If the student does not cancel in this manner, and the student does not come to the scheduled make-up day, the student will still be charged for the day, and will still need to make-up on another scheduled day.

It is the student's responsibility to obtain materials and assignments within 24 hours of the student's return from an absence.

Students who are pregnant or become pregnant during the program must notify the program coordinator in writing as soon as possible. Students who are pregnant may continue in the program with documentation from the student's physician that the student can safely continue with full participation in class and clinical activities. It is the student's responsibility to notify the program coordinator of any changes in health status during the pregnancy. Students returning after delivery must have documentation that the student can return along with any restrictions. In order to return to clinical, students must have documentation they can return without restrictions. Absent time missed due to the pregnancy and/or delivery must be made up per the make-up policy. *See Leave of Absence policy.

Students are required to be in attendance for all intravenous therapy classroom and clinical hours in order to graduate and obtain an IV certificate. Any absent time during this component of Pharmacology I will require makeup at the student's expense.

Exam Make-up Policy

In the event that a student is absent for an exam, the student will be afforded the opportunity to make up the exam. However, 5% points will be deducted from the student's total score on the exam. The instructor has the discretion, in limited circumstances, to waive the 5% deduction if the absence is unavoidable and there is documentation to show the unavoidable circumstances of the absence. Students must contact the instructor within 24 hours of the missed exam to arrange to make up the exam. The exam must be made up within two school days of return to school (class or clinical) from the absence. If the student does not follow the exam make-up policy and does not take the exam, the student will receive a zero. If a student arrives late for an exam, it will be at the instructor's discretion whether or not the student will take the exam upon arrival or at a later designated time.

Exam Review Policy

Instructors will review exams in class when all students have taken the exam. During exam review, students must have all electronic devices turned off. Students are not allowed to record, photograph, write down or

otherwise memorialize exam questions. If a student wants to review his/her own exam, the student must make an appointment with the instructor to do so.

Program Schedules

A program calendar is provided to students with the acceptance letter. Students will receive a weekly schedule throughout the program.

Grading

Final course grades will be entered into the student portal four times a year at the end of each level. When the final grades are entered for a level, students can print out a transcript from their account in the student portal.

Students are required to achieve a minimum of a 75% final course grade for each course and satisfactory clinical evaluation for each course/level. Students not achieving a 75% final average for a course will be given an unsatisfactory clinical grade for that course. **If a student fails either the theory or the clinical component of a nursing course, the student fails the entire course. Students must also meet requirements in clinical paperwork, conduct, attendance and financial obligation to the school to progress to the next level.** Students on probation can advance to the next level, but must demonstrate progress towards meeting objectives. Failure to do so will result in course failure.

Students must achieve an 85% on the Pharmacology I midterm in order to administer medications at all clinical facilities. Students must achieve an 85% on the IV Comprehensive Exam in Pharmacology I in order to receive an IV certification and pass the course.

In order to be eligible to receive a final course grade, students must attain a minimum of a 75% exam grade calculated by adding the student's unit exam grade twice to the final exam grade and dividing by three. If the student meets the requirement, the final grade is calculated as follows: assignment grade - 25%, unit exam grade - 50%, and final exam grade - 25%. In circumstances in which the exam grade is less than 75%, the final course grade will be the exam grade. The assignment grade is not averaged in. Final course grades will be calculated to the hundredth and rounded to the nearest whole number.

Theory Grading Scale

- A = 92-100%
- B = 84-91%
- C = 75-83%
- D = 70-74% (failing)
- E = 69% and below (failing)

Clinical Grading Scale

- S = Satisfactory
- U = Unsatisfactory
- P = Probation

Assignments must be submitted by the due date. Late assignments may be subject to loss of points or zero points. Instructors will identify assignment submission and grading policies in their course outline.

Grades for courses that a transfer student (from another program) successfully challenges will be noted on the student's transcript as a "T." "T" grades will not be used to calculate GPA, QPA or class rank. For students being readmitted, grades for successfully challenged courses or grades from courses completed successfully that do not have to be challenged or retaken will be taken from the grade earned in the prior enrollment.

Academic Achievement Benchmarks

High Honors: All course grades = 92-100%
All clinical grades = Satisfactory
Must be in good standing related to attendance and behavior

Honors: All course grades 84-91%
All clinical grades = Satisfactory
Must be in good standing related to attendance and behavior

ATI Concept Mastery Exam Policy

Students will take designated Concept Mastery Exams in designated courses throughout the curriculum. Prior to taking a Concept Mastery Exam (CME), the student will take a practice assessment in the designated concept area. After taking the practice exam, the student will complete a minimum of one hour of focused review as recommended by ATI for the student, based on performance on the practice exam. The student will provide proof of the focused review (either printed or uploaded to Canvas per individual instructor direction) as a “ticket” for entrance into the proctored CME.

Each ATI CME will count as a unit exam in the designated course.

The grade will be determined as follows:

| | |
|---------------------------|-----|
| Level 3 Proficiency | 95% |
| Level 2 Proficiency | 85% |
| Level 1 Proficiency | 75% |
| Below Level 1 Proficiency | 65% |

Students who score Level 1 or Below Level 1 Proficiency are accorded a retake of the exam. The retake will be administered during a predetermined scheduled day and time 5-10 days after the original exam was given. The retake will be offered outside of class/clinical time. When the student retakes, the higher score of the two exams will be averaged into the grade for the course. Any student who scores a Level 1 or Below Level 1 Proficiency and declines to retake the exam must sign an ATI Retake Declination Form.

| | |
|-------------------------|---|
| NU203 Maternity Nursing | PN Maternal Newborn CME |
| NU204 Pediatric Nursing | PN Pediatric Nursing CME |
| NU303 Pharmacology I | PN Dosage Calc CME (prior to Midterm exam in Pharm I) |

| | |
|----------------------------|-------------------------------|
| NU401 Medical Nursing III | PN Adult Medical/Surgical CME |
| NU402 Surgical Nursing III | PN Mental Health CME |

**The PN Fundamentals of Nursing CME proctored exam will be taken in Sim lab following the completion of Pharm I. No grade will be assigned to this CME. However, the instructor for the Sim lab may assign remediation based on the result of the exam.

**The PN Management CME practice exam(s) will be taken as part of the Team Leader outrotation assignment.

**The PN Management CME proctored exam may be given in conjunction with a sim lab but will not count as an exam grade in any course.

Graduation Requirements

For a student to be eligible to receive the credential from their program of study and graduate from the GACTC Practical Nursing Program, the student must meet the following criteria:

- Complete all program courses and achieve at least a 75% for all courses
- Maintain attendance according to the attendance policy
- Complete all clinical make up hours
- Complete 6 hours of community service per Community Service Practicum & Guidelines
- Satisfy all financial obligations owed to the school.

Extenuating circumstances that prevent a student from attending class will be evaluated by the Practical Nursing Coordinator as it relates to fulfilling program requirements. A determination may be made to waive the policy if justification is provided and all other academic and financial requirements are met.

Classroom Norms

The faculty and students will collaborate to develop a supportive, respectful, engaging, considerate and educational classroom culture.

Behaviors that support classroom norms include:

- Use of electronic devices during any type of instruction, including independent study, must be for educational purposes ONLY. No texting, personal phone calls, social media use, shopping or movie watching permitted. Cell phones must be turned off during class unless the instructor gives permission to use cell phones for a specific activity. Students CANNOT accept phone calls or other messages during class unless specific permission is given by the instructor for that class in very limited circumstances.
- Have all of your materials printed before class or during breaks. DO NOT print during class.
- Maintaining a quiet environment during independent study.
- Raising your hand and waiting to be called to answer.
- Avoiding excessive exits from the classroom during instruction. Exiting the classroom during class should be for emergency situations only. Instructors give breaks approximately every 50 minutes. When you enter class, have all of your business taken care of to allow you to remain in class until a break is provided.
- Requesting permission to record class activities or to take pictures of students, instructors, or class materials.
- Participating appropriately in group activities.
- Arriving on time and staying for all of the scheduled hours.
- Being respectful of all others in all interactions.

Not adhering to these classroom behaviors or displaying other inappropriate conduct will result in disciplinary procedures as outlined below and in the Postsecondary Handbook & Catalog.

Disciplinary Procedures

When an unacceptable behavior occurs, or a student is not meeting course objectives, or other disciplinary concerns arise, the following will occur:

1. The faculty member with knowledge of the issue will initiate a meeting with the student.
2. The incident will be documented by both the faculty and the student.
3. An expected outcome for the student will be identified.
4. The Program Coordinator will be notified by the faculty if the outcome is not met satisfactorily.

When outcomes are not met, and behaviors continue to be repeated, the Program Coordinator has the discretion to place the student on probation, suspend the student, or terminate the student depending on the individual circumstances. Students can progress to the next level while on probation. However, if progress toward the identified outcome is not achieved within the time frame identified, the student can be dismissed from the program.

The faculty and staff at the GACTC PN Program want you to succeed. We will work with you to resolve any issues that you are experiencing. However, the ultimate responsibility for meeting program expectations resides with the student.

Section 3: Student Responsibility

Drug/Alcohol Policy

**In addition to the following information, please see the Drug-Free Workplace and Drug/Alcohol Testing policies in the Postsecondary Student Handbook & Catalog.

Purpose:

The Practical Nursing Program at the GACTC recognizes that the abuse of controlled substances is a serious problem with legal, physical and social implications for the whole community. As an educational institution, the GACTC strives to prevent abuse of controlled substances.

Practical nursing students at GACTC are subject to the rules and regulations of our affiliating clinical agencies.

Additionally, the Practical Nursing Program upholds the Standards of Nursing Conduct as outlined by the Pennsylvania State Board of Nursing. We implement this policy to safeguard the patient from potential incompetent practice by an individual under the influence of a controlled substance.

Drug/Alcohol Abuse Prevention Policy:

All incoming students are subject to urine drug screening during orientation to the program as scheduled by the GACTC PN Program. Positive urine drug screening results can be cause for immediate dismissal. Use of a drug authorized by a medical prescription from a licensed healthcare provider will not be considered in violation of this rule as long as the student can safely and competently participate in the program and as long as the student has provided any requested documentation. In some circumstances, a student may be referred to the Pennsylvania Nurse Peer Assistance Program for evaluation of a student's ability to safely and competently participate in the program if the student has a prescription for a mind altering drug.

If a student is suspected of being under the influence of a dangerous, illegal, or controlled substance, the administration can require that the student be immediately drug tested. Refusal to be tested results in immediate termination from the program.

Students terminated due to a positive drug screening, can be granted readmission at the discretion of the PN Program Coordinator. In this circumstance, the PN Program Coordinator will develop a contract governing the terms of readmission to be signed by the student.

Dress/Appearance

The purpose of the dress code is to implement standards of grooming and attire that project a professional image and are non-distracting in the educational and healthcare environment. Additionally, the dress code adheres to the health and safety regulations of affiliating agencies.

The Practical Nursing Program has adopted two forms of dress to meet these expectations:

1. **Clinical uniform** for clinical, sim lab, skills labs, and class in Levels I & II
2. **Classroom attire** for specified out rotations and class in Levels III & IV

Clinical Uniform

The clinical uniform will be worn without variation for most clinical experiences, including simulation lab, skills lab, some out rotations, and for Level I and II class days. When scheduled to return to school after clinical, students are to remain in uniform for the remaining theory/lab hours unless otherwise directed by the faculty. The clinical uniform should be clean and neatly pressed.

Scrub pants may not drag on the floor. Undergarments must not be visible through or around the uniform. Students may choose to wear a white, black, gray or navy blue short-sleeved or long-sleeved t-shirt under the scrub top. T-shirts are not permitted in the obstetrical area. All t-shirts worn under the scrub top must be tucked into the scrub pants and may not be visible at the waist/hip region.

White, black or gray (light gray, charcoal etc.) healthcare shoes or athletic sneakers are required (no Crocs, Hey Dude's, moccasins, etc). Shoe styles must be closed at the toes and heel. Shoes and shoelaces must be kept clean at all times. Choose a shoe material that will be easy to maintain. Socks must be worn with your clinical shoes. Socks should be basic, neutral colors with no offensive images or words.

No excessive make-up. No perfume, cologne or other strongly scented products. No colored nail polish is permitted when wearing the clinical uniform and/or at any clinical site. Nails must be kept trimmed, clean and short. Tips, fake nails, and acrylics are not permitted. False eyelashes are not permitted.

Hair must be kept out of the face and eyes and needs to be neat and contained at all times when in the clinical uniform and/or at any clinical site. Hair must not hang down below the collar of the uniform. Hair color and styles must be professional looking. Bangs must be above the eyebrows. Hair accessories must be plain. No feather or fake hair components are permitted. Hair may not be any unnatural hair color such as pink, blue, purple, green, etc.

When in the clinical uniform and/or at any clinical site: Jewelry is limited to one watch, one ring with no raised setting, and one small stud-type pair of earrings, one earring per earlobe. All other jewelry and facial piercings are not permitted at any time in the clinical area or while in the clinical uniform. (Includes piercings of the tongue, nose, face and auricle of the ear.) Facial hair must be kept trimmed, neat, or clean-shaven.

Grooming: Students are expected to practice good personal hygiene, dental/oral hygiene, and neatness at all times. There should be no tobacco or other offensive odor on clothing and/or breath.

The lab jacket included in the uniform package, can be worn as a coverup with the clinical uniform as long as it is laundered daily along with the scrub pants and top. No other coverup can be worn with the clinical uniform on the clinical units.

Classroom Attire/Uniform

Classroom attire can be worn under the following circumstances: class in Levels III and IV unless otherwise directed; specified clinical outrotation experiences; specified dress down days and/or school related activities.

Classroom attire top options include the GACTC polo shirt included with the uniform package; approved GACTC t-shirts provided by the school.

Classroom attire layering options include the GACTC lab jacket or the GACTC zip up hoodie provided in the uniform package.

Classroom attire pant options include khaki pants, jeans, scrub pants.

All clothing must be neat, clean, in good taste, and provide full coverage. Undergarments should not be visible.

All tops must fall to the lower hip region (no skin near the waist is to be visible when sitting or bending etc).

Tops must cover the breadth of the shoulder (4 inch fabric width).

All tights must be covered by a top/tunic/dress that comes to the top of the knee.

Shoes must be closed at the toe and heel, have non-skid bottoms, and be in good condition.

No excessive make-up. No perfume, cologne or other strongly scented products. No colored nail polish. Nails must be kept trimmed, clean and short. Tips, fake nails, and acrylics are not permitted. False eyelashes are not permitted.

Hair must be kept out of the face and eyes and needs to be neat. Hair color and styles must be professional looking. Bangs must be above the eyebrows. Hair accessories must be plain. No feather or fake hair components are permitted. Hair may not be any unnatural hair color such as pink, blue, purple, green, etc.

Grooming: Students are expected to practice good personal hygiene, dental/oral hygiene, and neatness at all times. There should be no tobacco or other offensive odor on clothing and/or breath.

Students can choose to wear the clinical uniform for their classroom attire. HOWEVER, if the student chooses this option, all clinical uniform rules apply.

Jeans that are torn or contain holes are not permitted.

Tight fitting jeans/pants, including yoga pants are not permitted.

Clothing with obscene pictures or wording or that contain tobacco, alcohol, or drug advertisements is not permitted.

The uniform scrub top may not be worn with street clothes attire.

Open back sandals, clogs, boots above the lower knee caps, footwear resembling slippers, moccasins, or high heels are not permitted.

At the beginning of the program, students should follow the classroom attire rules prior to the time that the uniforms arrive. Students can wear a top of their choice as long as it adheres to guidelines for classroom attire.

The following is required for both uniform types:

The GACTC issued student photo ID must be worn at all times when at the GACTC, UPMC, long-term care facility, and all other affiliating agency premises.

ID Badge must be worn above waist level.

Lanyards are NOT permitted.

Body tattoos that may appear offensive are not permitted to be visible at any time (cover with clothing, flesh tone bandages or tattoo covers).

No hats permitted inside the building.

****The faculty reserves the right to determine the appropriateness of attire. The dress code is subject to revision at the discretion of the faculty. Any violation of the dress code will be dealt according to the Disciplinary Procedures referenced previously in this Handbook, and the student shall be required to take immediate corrective action by securing appropriate attire.**

Electronic Devices

Personal electronic devices (cell phones, tablets, laptops, smart watches etc.) must be turned off while students are in class and at clinical. Students are absolutely prohibited from using personal electronic devices for personal use during class or clinical. On occasion, instructors may give students permission to use a personal electronic device during class or at clinical for educational purposes. This should occur only with instructor permission. Students must abide by facility-specific policies while at clinical sites.

Safety Regulations/Lab Behavior & Safety Policy

While practicing in the lab, your behavior, attitude and attire should mirror the professional behavior you are required to have in the clinical setting. Students must adhere to policies indicated here as well as all of the policies in the Student Handbook.

- Practice frequent hand hygiene.
- Keep hands away from face, eyes, mouth and hair.
- Follow the dress code.
- Use correct body mechanics.
- Lock brakes on beds, wheelchairs, stretchers and other equipment with wheels.
- Use all equipment properly, including electrical equipment.
- Report unsafe conditions immediately including spills, broken glass and non-functioning equipment.
- Horseplay or practical jokes are prohibited.
- Keep lab area clean and neat. Always return your area to the way in which you found it.
- Report any injury to the instructor immediately.
- Dispose of needles properly in a Sharps container.
- Do not remove any equipment or product from the lab without instructor permission.
- Notify faculty of any Latex Allergy. Lab equipment may contain latex.
- Cell phones, food and beverages are prohibited in the lab area.
- Pens, markers, povidone iodine and other substances can stain mannequins and are prohibited from use when working closely with mannequins.
- Do not move the location of any mannequin unless directed to do so by an instructor.
- Do not infuse any liquids into the mannequins unless directed to do so by an instructor.

- All equipment and substances in the lab are for **PRACTICE ONLY and not approved for human or animal consumption or use.**

Section 4: Student Resources & Services

Academic Counseling Program

The goal of the Academic Counseling Program is to enhance student learning and maximize positive achievement of learning outcomes. The process involves shared responsibility between the student and the advisor, focusing on assisting learners to acquire more effective and efficient study skills, development of professional work habits, and utilization of educational resources.

Each student will be assigned to an Academic Counselor who is a member of the faculty. The counselor assignments will be posted on the bulletin board. Students are encouraged to seek guidance from their Academic Counselor, a faculty member, the Enrollment Retention Counselor, and/or the Coordinator.

Counselor role includes, but is not limited to:

- Act a point of contact
- Assist students with time management, strategies to prevent procrastination, study skills, etc.
- Inform students of available resources and ensure that student knows how to use/is using available resources
- Assist in the development of problem-solving skills
- Guide students toward choices that will positively affect career path
- Refer students to the retention counselor

Student role includes, but is not limited to:

- Schedule and keep appointments with Academic Counselor
- Notify the counselor of failing exam grades
- Investigate learning resources as directed by the counselor
- Attend workshops, exam reviews, and academic support sessions
- Implement strategies suggested

Class Organization

It is the belief of the Practical Nursing Faculty that class organization promotes leadership ability, builds a community within the class, and enhances the student's degree of responsibility and dedication. Therefore, each class will become fully organized at the beginning of Level II. An organizational meeting will be chaired by a faculty member and nominations for President will be accepted. Once the office of President has been filled, the meeting will be chaired by the President and officers will be nominated and elected by a majority vote of the class members.

Class Officers will include:

- **President:** Chairs all class meetings; represents the class during the school year and the night of graduation. Keeps faculty informed of class concerns and happenings. Attends program advisory committee meetings.
- **Vice-President:** Assists the President. Takes office of Presidency when the President is absent and assumes the role of the President in any other Presidential absence.
- **Treasurer:** Responsible for handling class funds; keeps accurate records of fund-raising events; pays bills on time.

- Recording /Correspondence Secretary: Records minutes of all class meetings; reads them to the class at beginning of next meeting; handles all correspondence on behalf of the class such as invitations, Thank-you notes, inquiries, etc.

If committees are needed to carry out the activities and projects decide upon by the class, the Advisor or Coordinator will designate the appropriate committees. (Examples might be, but are not limited to Library, Humanitarian, Graduation Banquet, Social Activities, etc.)

Class meetings will be held when called by the President. The Coordinator or a faculty member shall be properly notified prior to the meeting so they can be scheduled; and therefore, a proper time and place will be designated.

All formal class activities will be under the guidance of faculty and meetings will be conducted according to Parliamentary Procedure. All activities must be approved by the Faculty Advisor and the Coordinator.

Students wanting to make a suggestion or request to the Faculty/Administration may do so through their class president.

The faculty reserves the right to remove an individual from office if they are on probation for violation of the student code of conduct.

The class will vote on the option of producing a class video for graduation. The video shall display events occurring through the course of their academic attendance.