



 **AULTMAN** College  
OF NURSING AND HEALTH SCIENCES

**COLLEGE CATALOG**  
**2009/10**



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**AULTMAN COLLEGE OF NURSING HEALTH SCIENCES**



**COLLEGE CATALOG**

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Aultman College of Nursing and Health Sciences reserves the right to interpret and change policies, regulations, courses and fees, in its sole discretion, at any time subsequent to the publication of this catalog. This catalog does not constitute a contract with the student. All previous editions are obsolete.

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◆ WELCOME/HISTORY ◆

Welcome to Aultman College of Nursing and Health Sciences, where values, knowledge and a commitment to leadership are shaping the face of health care and our community. As part of our College community, faculty, staff, and administrators will model the way as you apply knowledge and leadership skills to the service of others. We are excited to assist you in preparing for a professional career in health care.

Aultman College of Nursing and Health Sciences is a health care affiliated institution of higher learning with a celebrated history in professional education since 1892 when the Aultman Hospital School of Nursing was founded. The College was incorporated on February 17, 2004 as part of the organization’s second century of commitment to future leaders in the field of health care. We cherish the heritage of our past and celebrate our continued commitment to excellence as an affiliate of one of the country’s premier health care systems.

We invite you to share in our commitment to the future of health care by dedicating your time and effort to a quality educational experience.

**Location**

Aultman College of Nursing and Health Sciences is located in Canton, in northeast Ohio. Canton is approximately one hour from Cleveland and Youngstown. The College is adjacent to Aultman Hospital. Canton is a suburban and diversified industrial center with a population of about 84,000. The city offers a variety of opportunities for cultural and recreational activities, entertainment, sports, dining and shopping.

◆ GOVERNING CATALOG ◆

Aultman College reserves the right to change its academic policies and procedures. Changes will be publicized to minimize inconvenience to faculty, staff, and students.

Aultman College reserves the right to modify or discontinue any academic offering for degree programs when demand falls below reasonable levels. In such cases, the College will make reasonable efforts to allow current students to complete the program or will assist in their transfer to other acceptable programs.

**Degree requirements are based initially on the Catalog which is in effect at the time of the student’s initial enrollment.** However, the College reserves the right to change course offerings and academic requirements without notice. These changes should not be to the disadvantage of the student during his or her enrollment. In that regard, the following guidelines determine which Catalog a student must follow in meeting program requirements:

1. Students may elect to complete their coursework under the Catalog which is in effect at the time of the student’s initial enrollment.
2. Students may elect to complete their coursework under the most recent Catalog and must comply with all of the new requirements for their program.
3. Students who change majors must meet the requirements of the Catalog which is

in effect at the time they change majors

4. Students who transfer to another college or university and return to Aultman College will be readmitted under the Catalog which is in effect at the time of readmission

5. Dismissed students are readmitted under the Catalog which is in effect at the time of readmission.

Exceptions to the above may be necessary when changes in certification or licensure standards mandate changes in academic requirements or in College programs. Questions concerning this policy should be directed to the Director responsible for Student Services.

◆ ACADEMIC CALENDAR 2009—2010 ◆

**FALL SEMESTER 2009**

Classes begin .....	August 31, 2009
Labor Day .....	September 7, 2009
Last Day to Add/Drop Classes .....	September 8, 2009
Financial Aid Freeze Day.....	September 8, 2009
Last Day to Withdraw Classes with a 100% Refund.....	September 8, 2009
Last Day to Withdraw Classes with a 90% Refund.....	September 18, 2009
Last Day to Withdraw Classes with a 50% Refund.....	October 2, 2009
Last Day to Withdraw Classes with a 25% Refund.....	October 9, 2009
Academic Advising for Spring Semester 2010.....	October 9 – 17, 2009
Fall Break.....	October 12 – 13, 2009
Mid-term Grades Due by 12:00 Noon-Office of the Registrar.....	October 14, 2009
Spring Semester 2010 Registration.....	October 20 – 23, 2009
Last day to drop classes with a "W" grade.....	October 30, 2009
Open Registration for Spring Semester 2010.....	November 16, 2009
Last day to withdraw classes with a "WP or WF" grade .....	November 20, 2009
Last day to withdraw from classes for Fall Semester .....	November 20, 2009
Spring 2010 Graduation Application Deadline.....	November 25, 2009
Offices Closed at 2:00 p.m.(Classes still resume).....	November 25, 2009
Thanksgiving Break (Offices closed).....	November 26 – 29, 2009
Last day of classes for Fall Semester.....	December 4, 2009
Study Day (all nursing courses).....	December 7, 2009
Final Examinations .....	December 7-11, 2009
Semester ends.....	December 11, 2009
Final Grades due by 12:00 Noon.....	December 14, 2009
Commencement .....	December 19, 2009
Holiday Break (Offices Closed).....	December 24 – 28, 2009
New Year’s Day (Offices Closed) .....	January 1, 2010

**SPRING SEMESTER 2010**

Classes begin .....	January 11, 2010
Martin Luther King Day Break (Offices Closed).....	January 18, 2010
Last Day to Add/Drop Classes.....	January 19, 2010
Financial Aid Freeze Day.....	January 19, 2010
Last Day to Withdraw Classes with a 100% Refund.....	January 19, 2010

◆ **ACADEMIC CALENDAR 2009—2010** ◆ *Continued*

Last Day to Withdraw Classes with a 90% Refund.....	January 29, 2010
Last Day to Withdraw Classes with a 50% Refund.....	February 12, 2010
President's Day Break .....	February 15-16, 2010
Academic Advising for Summer and Fall Semesters 2010.....	February 18-26, 2010
Last Day to Withdraw Classes with a 25% Refund.....	February 19, 2010
Mid-term Grades Due by 12:00 Noon-Office of the Registrar.....	February 26, 2010
Spring Break.....	March 1-5, 2010
Last day to withdraw classes with a "W" grade.....	March 10, 2010
Easter Break.....	April 1-5, 2010
Open Registration for Summer and Fall Semesters 2010.....	April 6-9, 2010
Last day to withdraw classes with a "WP or WF" grade .....	April 9, 2010
Last day to withdraw from classes for Spring Semester.....	April 9, 2010
Fall 2010 Graduation Application Deadline.....	April 16, 2010
Last day of classes for Spring semester.....	April 24, 2010
Study Day (all nursing courses).....	April 26, 2010
Final Examinations .....	April 26-30, 2010
Semester ends.....	April 30, 2010
Final Grades due by 12:00 Noon.....	May 5, 2010
Commencement .....	May 8, 2010

**SUMMER SEMESTER 2010**

**Summer Session 0 (May 10 – June 4)**

Classes Begin.....	May 10, 2010
Last Day to Drop Courses with a Refund (by 4:00 p.m.) .....	May 10, 2010
Last Day to Drop Courses with a "W" Grade .....	May 20, 2010
Last Day to Drop Courses with a "WP/WF" Grade .....	May 28, 2010
Last Day to Drop Courses for Session 0 .....	May 28, 2010
Memorial Day (Closed).....	May 31, 2010
Session 0 Ends.....	June 4, 2010
Final Grades Due by 12:00 Noon .....	June 7, 2010

**Summer Session 1 (June 7 - July 9)**

Classes Begin.....	June 7, 2010
Last Day to Drop Courses with a Refund (by 4:00 p.m.) .....	June 7, 2010
Last Day to Drop Courses with a "W" Grade .....	June 17, 2010
Last Day to Drop Courses with a "WP/WF" Grade .....	June 25, 2010
Last Day to Drop Courses for Session 1 .....	June 25, 2010
Independence Day (Closed).....	July 4, 2010
Session 1 Ends.....	July 9, 2010
Final Grades Due by 12:00 Noon .....	July 12, 2010

**Summer Session 2 (July 13 – August 13)**

Classes Begin.....	July 12, 2010
Last Day to Drop Courses with a Refund (by 4:00 p.m.) .....	July 12, 2010
Last Day to Drop courses with a "W" Grade .....	July 22, 2010
Last Day to Drop courses with a "WP/WF" Grade .....	July 30, 2010
Last Day to Drop Courses for Session 2 .....	July 30, 2010
Session 2 Ends.....	August 13, 2010
Final Grades due by 12:00 Noon.....	August 16, 2010

◆ **AUTHORIZATION/APPROVAL** ◆

*Aultman College of Nursing and Health Sciences was:*

- Incorporated by the State of Ohio as of February 2004
- Authorized by the Ohio Board of Regents (OBR) to confer an Associate of Science Degree in Nursing. We possess a certificate of authorization from the OBR (effective January 2005 - December 31, 2011).
- Granted Initial Accreditation from the North Central Association of the Higher Learning Commission (February 2009 through Spring 2012).

The Higher Learning Commission accredits, and thereby grants membership in the Commission and in the North Central Association, to degree-granting educational institutions in the North Central region: Arkansas, Arizona, Colorado, Iowa, Illinois, Indiana, Kansas, Michigan, Minnesota, Missouri, North Dakota, Nebraska, Ohio, Oklahoma, New Mexico, South Dakota, Wisconsin, West Virginia, and Wyoming.



For more accreditation and association information, you may contact:  
Higher Learning Commission of the North Central Association of Colleges and

Schools  
30 North LaSalle Street, Suite 2400  
Chicago, Illinois 60602-2504  
(312) 263-0456 or (800) 621-7440  
[www.ncaahlc.org](http://www.ncaahlc.org)

◆ **NOTICE OF NON-DISCRIMINATORY POLICY** ◆

**Equal Opportunity**

Aultman College of Nursing and Health Sciences is an equal education and employment institution. The College admits students of any race, color, national or ethnic origin, religion, gender, age, and disability to all the rights, privileges, programs, and activities generally accorded or made available to students at the College. It does not discriminate on the basis of race, color, national or ethnic origin, religion, gender, age, disability or any other characteristic protected by state or federal law in the administration of its educational policies, admissions policies, scholarship and loan programs, and other school administrative programs.

**Family Educational Rights and Privacy Act (Public Law 93-380)**

In accordance with Public Law 93-380, Family Educational Rights and Privacy Act (FERPA), strict confidentiality will be observed regarding student information, even though the nature of an educational institution requires that records must be kept.

The act provides that the College may retain the right to release directory information which is defined as the name, current mailing address, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, and degrees and awards received. In the absence of written notice by a student to withhold any or all information included in the definition of "Directory Information," the College reserves the right to release any of this information it may consider desirable. Details of this act can be found on page 58.

## AFFILIATION WITH WALSH UNIVERSITY

Aultman College of Nursing and Health Sciences maintains a purchased course agreement with Walsh University for instruction in specified courses at Walsh University. College credit is granted to each student upon satisfactory completion of these courses. Students also have access to the library, tutorial services, and other student services through Walsh University, located in North Canton.

As part of the academic program, Aultman College of Nursing and Health Sciences' students enroll in selected courses at Walsh University. When attending courses at Walsh, students should follow the policies and procedures established by Walsh University. Those policies can be found in the Walsh University catalog and handbook, both of which can be found on their website [www.walsh.edu](http://www.walsh.edu). They can also be accessed through the student portal and on [www.aultmancollege.edu](http://www.aultmancollege.edu).

Academic standing is based on a grade point system. Grades received for courses taken at Walsh University are determined by the University Faculty in accordance with the grading policy of the University. Grades from Walsh University are incorporated into the student's transcript and apply toward the cumulative grade point average.

While enrolled in the college, students are required to attend Walsh University for general education coursework unless previous transfer credits have been accepted.

### ◆ AULTMAN COLLEGE OF NURSING AND ◆ ◆ HEALTH SCIENCES ◆

#### Vision ◆ Mission ◆ Values ◆ Philosophy

#### VISION

To be the leader in preparing exceptional health care professionals who positively impact society.

#### MISSION STATEMENT

The Mission Statement is based on the Code of Regulations of the Corporation

- The Corporation is formed for the purpose of preparing men and women for careers in nursing and other health related educational programs.
- Aultman College of Nursing and Health Sciences is a health-system-affiliated institution of higher learning committed to meeting the needs of nursing and allied health students by providing a coherent general and professional educational experience to prepare individuals for service and leadership roles.

## VALUES

In support of its Mission, Aultman College of Nursing and Health Sciences values:

- Integration of general and professional studies as a basis for successful career preparation;
- Correlation of theory and experiential learning as companion elements in adult learning and behavior;
- Cultivation of excellence in teaching, scholarship and service as primary responsibilities of faculty;
- Promotion of compassion, service and respect as intrinsic values of our organizational and academic culture;
- Promotion of accountability within the academic and clinical environment;
- Integration of critical thinking within the context of professionally competent behaviors; and
- Promotion of the understanding of issues of diversity in the men and women we educate and the community served.

## GENERAL EDUCATION PHILOSOPHY

At Aultman College of Nursing and Health Sciences (ACNHS), the term "general education" refers to a breadth of exposure introducing students to a variety of subjects covering the liberal arts, humanities, and natural sciences. This general education provides the "roots" that ground the ACNHS experience and will be integrated into each student's health science-based curriculum, thereby linking their general and professional education.

As part of this general education, every graduate of ACNHS should expect to exemplify certain core abilities that are addressed throughout their academic experience. These core abilities transfer across context (from one course to the next, from one program to another, from ACNHS to a transfer institution, and/or from ACNHS to the work world) and are infused throughout the slated performance competencies in any given program, discipline, or course. These global abilities are central to both a rich personal life and successful health sciences career committed to lifelong learning. Specifically, ACNHS students should expect to improve their ability to:

- A. Think critically and solve problems
- B. Demonstrate information literacy
- C. Model ethical and civic responsibility, and
- D. Communicate effectively

### Core Abilities and Learning Outcomes in General Education

#### A. Think Critically and Solve Problems

*Definition: The ability to think creatively and reflectively; actively search for answers and meaning; evaluate ideas and information in a purposeful, organized manner; and develop beliefs that lead to action.*

**Indicators (Outcomes)**

The learner will:

- Integrate experience, reason, and information to make meaningful conclusions, judgments, and/or products.
- Integrate mathematic and scientific-based knowledge and understanding into problem-solving activities.

**B. Demonstrate Information Literacy**

*Definition: The ability to identify, locate, and utilize information to engage in lifelong learning. To develop an aptitude for the use of technology and an understanding of its impact on the evolving healthcare environment.*

**Indicators (Outcomes)**

The learner will:

- Retrieve, evaluate, synthesize, and apply information across a range of contexts, cultures, and areas of knowledge.
- Apply appropriate technology and resources as part of a team approach.
- Question validity of information and evaluate it using fact-based scientific inquiry.

**C. Model Ethical and Civic Responsibility**

*Definition: The ability to recognize an obligation to self and others for his or her decisions/actions, evaluate potential consequences of decisions/actions, and make both personal and professional choices based on these.*

**Indicators (Outcomes)**

The learner will:

- Accept responsibility for learning now and in the future.
- Exhibit professional, personal, and academic honesty.
- Act cooperatively and work effectively in a diverse environment by respecting the rights, views, and work of others.
- Consider context and implication of ethics in all actions.

**D. Communicate Effectively**

*Definition: The ability to exchange information by writing, speaking, and listening in order to precisely convey thoughts, ideas, and opinions in a variety of contexts.*

**Indicators (Outcomes)**

The learner will:

- Communicate effectively, appropriately, and professionally in verbal, nonverbal, and written forms.
- Use appropriate technology that supports or facilitates communication.
- Provide and accept constructive feedback.
- Demonstrate fluency in the scientific-based language of healthcare settings.

**◆ TUITION AND FEE INFORMATION ◆**

**TUITION**

*Cost Per Credit Hour*

Full-time students.....	\$430
Part-time students.....	\$445
Course Auditing Fee .....	\$215

**FEEES**

Application Fee (non-refundable).....	\$30
Reservation Fee (non-refundable).....	\$100
General Fee per semester.....	\$100
Graduation Fee.....	\$200
Transcript .....	\$5
Lab Fee (per lab course-if applicable) .....	\$50
Non-Sufficient Fund Fee.....	\$30
Late/Change in Registration Fee.....	\$20
Nursing Test Fee (if applicable per semester).....	\$125
Uniforms .....	\$150*
Supplies (stethoscope, scissors, etc.) .....	\$60*
Admission Examination.....	\$100*
Books .....	\$1,500*
Standardized Test Fees per semester (if applicable) .....	\$125*
NCLEX Review Course.....	\$200*
Walsh Housing (per semester).....	\$3,610*

**OTHER EXPENSES**

Walsh Meal Plan (per semester if applicable).....	\$1,910
Aultman Meal Plan	

*The following three plans are available for your consideration:*

1. \$145 per semester + \$10.00 processing fee = \$155.00
2. \$303 per semester + \$10.00 processing fee = \$313.00
3. \$385 per semester + \$10.00 processing fee = \$395.00

*\*Approximate costs. All rates are estimated and subject to change. Individual programs or courses may assess additional fees.*

**Payment of Fees**

Aultman College of Nursing and Health Sciences adheres to the following payment terms:

1. All charges for tuition and fees are due no later than the last day to Add/Drop classes each semester, or
2. Students may elect to participate in the Aultman Payment Plan. Students selecting this plan will be assessed a processing fee and their account must be paid in full by the end of the semester. Please contact the Billing Office for information regarding the Aultman Payment Plan.
3. All charges and fees affiliated with courses attended at Walsh University are collected through the Aultman College Billing Office.

### **Unpaid Balances**

All students with unpaid balances at the end of the semester are subject to administrative withdrawal from the College. Administrative withdrawal results in no credit or grades earned for the academic semester.

Students with outstanding balances may not register for classes, receive grades, participate in graduation ceremonies, or receive a diploma or transcript of grades. Students with unpaid balances, regardless of payment form, may be sent to a third party for collection.

### **Payment Options**

#### **On-line Billing Statements:**

Billing statements will be mailed to students entering the College for the first semester. Billing statements will only be available to view on the Student Portal for returning students.

#### **Pay by Mail:**

- Send a check or money order payable to Aultman College of Nursing and Health Sciences  
Aultman College of Nursing and Health Sciences  
Billing Office  
2600 6th Street SW  
Canton, OH 44710

#### **Pay in Person:**

- Payment may be made in person at the College office during office hours: Mon., Wed., Thur., Fri.: 7:30AM - 4PM; Tues. 7:30AM - 6PM; 2nd Saturday of the month - 9AM - 12 PM.
- Payment may be made by cash, check, or credit card (Visa, MasterCard or Discover)

#### **Pay by Telephone:**

- Payment may be made by telephone using a credit card (Visa, MasterCard or Discover)
- The telephone number for the Billing Office is 330-363-2834
- Office hours are: Monday-Friday 7:30am-4pm
- Please have the following information when calling:
  - Student's name
  - Student's social security number
  - Credit card number
  - Expiration date
  - 3-digit security number on the back of card
  - Amount of payment

### **Late Fees**

1. Late fees are assessed according to the U.S. postmark. Any undated payments received after the deadline will be assessed a \$20 per month late fee.
2. Late fees begin to accrue the day after fees are due.
3. Notices for late fees are not sent, but are reflected on the monthly statements.
4. Account balances still outstanding at 90 days will be forwarded to a third party collection agency.

*Collection accounts appear on your credit report.*

*Student is responsible for all collection charges that are assessed.*

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### **Withdrawal/Refund Policy**

Registration for classes creates a contract for payment of tuition, fees, and charges. A student choosing not to attend Aultman College of Nursing and Health Sciences must officially withdraw during the first six (6) business days of the semester or is obligated to pay charges based on a prorated schedule. Withdrawal must be made in writing through the Office of the Registrar. *Non-attendance to class or notification to a Faculty member does not constitute an official withdrawal.*

Withdrawal from a class or from the College on or before the sixth (6th) business day will cancel all financial obligations to the College.

Week 2 & 3	90% of tuition refunded
Week 4 & 5	50% of tuition refunded
Week 6	25% of tuition refunded
After week 6	No Refund

*For summer sessions, the refund policy is as follows:*

Prior to 4:00 p.m. on the first day of class — 100% refund

If a student withdraws from a class or from the College at anytime, the College may be required to return a portion of the federal and/or state financial aid to the appropriate programs. Any balance created on the student's account as a result of this transaction is the responsibility of the student. Anyone withdrawing who is receiving financial aid needs to contact the Financial Aid Office.

If a student withdraws or reduces the number of credit hours after the refund period for reasons beyond his or her control, a detailed letter may be submitted for special consideration. Letters may be addressed to Aultman College of Nursing and Health Sciences, Director responsible for finance, 2600 Sixth Street SW, Canton, Ohio 44710.

### **Withdraw Requirements**

All students who drop their course load to zero (0) hours must return:

- Attrition survey
- Exit checklist
- ID badges
- Inactive form (if applicable)
- Laboratory or course equipment
- Library books
- Magnetic Strip Badge
- Parking permits (if applicable)

Students not returning the above items will be charged a fee for replacement costs.

## ◆ FINANCIAL AID INFORMATION ◆

The Financial Aid Office is available to assist qualified students in paying for the cost of their education. The types and amounts of aid awarded are determined by financial need, availability of funds, student classification, and academic performance.

Financial Aid is available through grants, scholarships and loans through federal, state, institutional, and private funds. Grants and scholarships are financial aid that students do not have to repay. Loans are borrowed money that must be repaid with interest.

Financial Aid is designed to supplement the financial resources of the student and/or the student's parents. Additional information can be found at [www.aultmancollege.edu](http://www.aultmancollege.edu) or in the Financial Aid Office.

### FAFSA (Free Application for Federal Student Aid)

The Aultman College school code is 006487.

#### Application Procedure

You must file the Free Application for Federal Student Aid (FAFSA) each academic year in order to be eligible for all federal, state and institutional aid.

Incoming freshmen and transfer students must complete the college's admissions process. This process includes the submission of an official copy of your final high school transcript or a copy of your GED scores to the Registrar's Office.

- Apply for a Department of Education personal identification number (PIN) at [www.pin.ed.gov](http://www.pin.ed.gov).
- After January 1 and after completing your federal tax return—complete and submit the FAFSA or renewal FAFSA online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov)

FAFSA processing can take up to 4 weeks. The results will automatically be forwarded to the Aultman College of Nursing and Health Sciences by the federal government as long as our school code is listed. The Department of Education will forward a copy of the Student Aid Report (SAR) to the student once the FAFSA is completed and processed. Please review the SAR to confirm the accuracy of the information and make any corrections, if applicable. Upon receipt of the award letter, students must accept or reject the award and return the signed letter with 14 days to the Financial Aid Office and complete the loan application process, if applicable. Upon receipt of the award letter, students must accept or reject the award and return the signed letter with 14 days to the Financial Aid Office and complete the loan application process, if applicable.

#### Late Applications

Applicants who apply after the priority dates may still receive financial aid, if eligible. However, some funds may be limited. Students should seek other means to meet payments deadlines until late applications can be processed and funds can be released.

#### Verification

After filing your FAFSA, you may be notified that you have been chosen for a process called verification. Verification is a process governed by federal regulations and is used to insure that the information reported by applicants on the FAFSA is accurate. If you are selected for verification, you will be required to submit a copy of your/your spouse's most recent tax return, W-2's and a Verification Worksheet. If you are a dependent student, as determined by the FAFSA, you will also be required to submit your parent's tax returns in addition to your own. Among items verified are income, household size, number of family members in college and independent student status. Your signature on the FAFSA indicates willingness to provide proof of the information, if requested.

Verification must be completed before any federal funds can be applied to students' accounts. Please respond to all requests for information promptly.

#### Priority Dates

##### FAFSA

- March 1 of the award year if attending summer semester.
- April 1 of the award year.

##### Verification

- Promptly upon request

##### Award Letter

- 14 days from receipt

##### Online Loan Request

- May 1 of the award year if attending summer semester
- August 1 of the award year if attending fall semester

##### Other required documentation

- Promptly upon request

#### Additional Deadline Dates

##### Ohio National Guard Scholarship

- April 1 of the award year if attending summer semester
- July 1 of award year if attending fall semester
- November 1 of the award year if attending spring semester

##### Ohio War Orphans Scholarship

- July 1 of award year

##### Nurse Education Assistance Loan Program

- July 15 of award year

##### Ohio State Grants and Scholarships

- October 1 of award year

##### Pennsylvania's State Grant Program

- May 1 of award year

##### All Others

- Confirm dates on applications or with the appropriate agency

### Eligibility Requirements for Financial Aid

Eligibility for most financial aid programs is based on demonstrated financial need of the student, and/or the student's family and on registered credit hours. College Catalog • 15

### **General Eligibility Requirements**

For federal and state financial aid programs a student must:

- Be a citizen, national or permanent resident of the United States. Certain persons in process of becoming citizens or permanent residents may also be eligible.

To be eligible for federal financial aid programs (Pell, Federal Stafford Loan, Federal Parent PLUS Loan), a student must also:

- Be accepted by the College for admission and demonstrate the ability to benefit from the selected program of study;
- Be enrolled in a degree or certificate program;
- Meet the enrollment and attendance requirements for each program;
- Comply with requirements concerning selective service registration;
- Comply with requirements concerning submission of a Statement of Educational Purpose. This is included on the financial aid application (FAFSA);
- Have financial need as determined by a need analysis formula provided through information on the FAFSA;
- Certify that you are not in default on any federal loan;
- Certify that you do not owe a refund to any federal aid program. This includes grant overpayments resulting from withdrawing from class(es);
- Maintain satisfactory academic progress as set forth in the Financial Aid Satisfactory Academic Progress Policy; and
- Comply with the requirements of the Anti-Drug Abuse Act (see Drug Convictions & Financial Aid Eligibility).

Please note, in addition to federal aid program requirements, Academic Competitiveness Grant (ACG) recipients must meet certain academic requirements.

For Ohio programs the student must also:

- Be a resident of Ohio (according to Ohio Law) for 12 consecutive months
- Be enrolled full-time (12 hours), except for ONG and OCOG
- Be enrolled in a degree program. Students in certificate programs are not eligible.

For Aultman Institutional Funds, all eligibility requirements for State and Federal programs are followed.

### **Attendance Requirements**

To be eligible for federal financial aid, attendance in class must be verified. Once attendance in class is verified, any refund checks to which the student is entitled will be mailed to the student. Direct deposit of financial aid refunds into your checking account is available. Contact the Financial Analyst for additional information.

### **Enrollment Requirements**

Aultman College uses a “freeze” date each semester to determine a student’s enrollment status for awarding financial aid. The “freeze” date for each semester can be found on the Academic Calendar. The credit hours in which a student is enrolled on the freeze date are used to calculate the amount of federal financial the student will receive. If students add or drop classes prior to the freeze date the amount of aid for which the student is eligible may be recalculated.

If classes are added or dropped after the freeze date, the financial aid will not change.

### **Policy Exceptions**

- Students receiving Stafford Loans must be enrolled six credit hours at the time of disbursement.
- Students receiving OCOG funds: The OCOG amount will be determined by the percentage reduction in the student’s actual fee charges during the refund period.
- If a student totally withdraws or stops attending classes prior to completing 60% of the semester, financial aid must be recalculated. The student could owe a refund to a grant program, to the College, and/or impact eligibility for future aid. Additional information regarding the recalculation policy is available in the Financial Aid Office.

Financial Aid is recalculated according to the last date of attendance or withdraw date. *Please see the Withdraw/Refund Policies for additional information.*

### **Drug Convictions and Financial Aid Eligibility**

Under the Higher Education Act, students become ineligible for federal student aid upon conviction during any period of enrollment of any offense involving the possession or sale of illegal drugs. Federal aid includes Federal Stafford Loans, Federal Stafford PLUS Loans, Federal Pell Grants, and Federal ACG Grants.

### **Penalties for Drug Convictions**

Possession of Illegal Drugs:

- First Offense: 1 year from the date of conviction
- Second Offense: 2 years from the date of conviction
- Third and Subsequent Offenses: Indefinite ineligibility from the date of conviction

Sale of Illegal Drugs:

- First Offense: 2 years from the date of conviction
- Second and Subsequent Offenses: Indefinite ineligibility from the date of conviction

### **How to Regain Eligibility after Conviction**

If a student successfully completes a drug rehabilitation program, he or she can regain eligibility for federal student aid funds as of the day the student successfully completes the program.

To be sufficient to reinstate financial aid eligibility, the program must:

- include at least 2 unannounced drug tests; AND
- be recognized as a Federal, State, or local government agency program.

### **Free Application for Federal Student Aid (FAFSA)**

**Question 31 on the FAFSA form asks if the student has ever been convicted of a drug related offense. Failure to answer the question will automatically disqualify the student from receiving Federal aid. Answering this question falsely could result in fines up to \$20,000, imprisonment, or both.**

### **Convictions During Enrollment**

According to the United States Department of Education, if a student is convicted of a drug offense after receiving Federal aid, he or she must notify Financial Aid Services immediately and that student will be ineligible for further aid and required to pay back all aid received after the conviction.

Information regarding the College's substance abuse program may be obtained in Health Services, the Student Handbook and on the college website at [www.aultmancollege.edu](http://www.aultmancollege.edu).

The above information pertains only to the loss and maintenance of financial aid in regards to a drug conviction. Aultman College's policy on substance abuse and background checks applies to enrollment at the College.

## **Types of Financial Aid**

### **Grants**

Need based financial aid from Aultman College of Nursing and Health Sciences and/or the state government. Grants do not require repayment. Available grant programs include the Pell Grant, Academic Competitiveness Grant, and the Pennsylvania State Grant Program (PHEAA).

### **Loans**

Financial Aid that must be repaid. Available loan programs include Federal Stafford Loans, Federal Parent PLUS Loans, the Nurse Education Assistance Loan Program (NEALP) and Private Education Loans.

### **Scholarships**

Need and/or merit-based funds provided to students by the College or outside agencies. Scholarships are based on criteria determined by the donor.

### **Sources of Financial Aid**

A variety of grants and loans are available to students. Federal and State Grant and Loan guidelines are established by federal and state agencies and are not subject to alteration by the Financial Aid Office.

Students receiving financial aid may not receive aid beyond the calculated need based on standard need analysis. Any source of assistance must be identified to the Financial Aid Office (scholarships, tuition reimbursement, private loans or grants, etc.) in order to determine aid eligibility.

### **Federal Aid**

#### **◆ Pell Grant**

This is a federal grant program based solely on need (EFC). Students are not required to repay these monies. The amount of the grant is determined by the student's need, enrollment and the cost of attendance at the school and is disbursed by semester. The Pell Grant is not available to students with baccalaureate degrees. The maximum PELL Grant award for the 2009-2010 award year (July 1, 2009 to June 30, 2010) is \$5,350. Students must be enrolled a minimum of three (3) credit hours.

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Pell Grants are limited to 18 semesters (or equivalent) for students who first receive a Pell Grant on or after July 1, 2008. Only the amount (or percent) of time that a student is enrolled will count against that time limit.

#### **◆ The Academic Competitiveness Grant**

The Academic Competitiveness Grant (ACG) is available for first year students who graduated from high school after January 1, 2006, and for second year students who graduated from high school after January 1, 2005. The ACG award is in addition to the student's Pell Grant award. An eligible student may receive an ACG of up to \$750 for the first academic year of study and up to \$1,300 for the second academic year of study.

To be eligible for each academic year, a student must:

- Be a U.S. citizen;
- Be a Federal Pell Grant recipient;
- Be enrolled half-time (six credit hours) in an associate's, bachelor's, or combined undergraduate/graduate (if it includes at least three years of undergraduate education) degree program or in a two-academic year program acceptable for full credit toward a bachelor's degree;
- Be enrolled in the first or second academic year of his or her program of study at an eligible institution;
- Have completed a rigorous secondary school program of study (after January 1, 2006, if a first-year student, and after January 1, 2005, if a second-year student);
- If a first-year student, not have been enrolled previously as regular students in an ACG-eligible college program when they were still in high school and were at or below the age of compulsory attendance; and
- If a second-year student, have successfully completed their first year and have a cumulative GPA of at least 3.0 on a 4.00 scale.

#### **◆ Federal Stafford Loan (subsidized and unsubsidized)**

Stafford Loans are loans which must be repaid and are available on either a subsidized or unsubsidized basis. The maximum annual amounts are \$3,500 for freshmen, \$4,500 for sophomores or an aggregate total of \$31,000 for dependent students. The aggregate limit for independent students is \$57,500 for undergraduate study. Eligible dependent students may borrow up to an additional \$2000 yearly. Eligible independent students may borrow up to an additional \$6,000 yearly.

The subsidized loan

- Based on financial need
- Federal government paying interest to the lender while the student is in school at least 6 credit hours and for 6 months after graduation.
- Fixed interest rate of 5.6% for the 09-10 academic year

The unsubsidized loan

- Not based on need
- Interest accrues while the student is in school
- Interest payments can be made
- Fixed interest rate of 6.8% for the 09-10 academic year

◆ **New borrowers**

- Complete Online Entrance Counseling and a Master Promissory Note at <http://www.aultmancollege.edu/financialaid/onlineloanapplication.aspx>.
- If you are a first-year undergraduate student and a first-time borrower, we do not disburse your first loan payment until 30 days after the first day of your enrollment period.
  - This practice ensures you won't have a loan to repay if you don't begin classes or if you withdraw during the first 30 days of classes.

Grade level for Stafford loans is based on the institution in which you are enrolled. Students must be enrolled at least half-time (6 credit hours).

◆ **PLUS-Parent Loan for Undergraduate Students**

This credit-based loan program is available to parents of eligible dependent undergraduate students. The loan can be used to pay the "Expected Family Contribution" (EFC) portion of the student's education expenses and cannot exceed the cost of attendance. Students must be enrolled a minimum of half-time (6 credit hours) and should the number of credit hours change, so may the loan amount. The PLUS loan allows a parent to **borrow the total cost of undergraduate education** including tuition, room and board, and any other eligible school expenses, minus any aid the student is receiving in their name.

The PLUS loan

- Not need based
- Repayment begins either 60 days after the loan is fully disbursed or six months after the student graduates or ceases to be enrolled on at least a half-time basis.
  - Please note: the parent must apply for deferment of payments.
- 3% origination fee and a 1% federal default fee
- Fixed interest rate of 8.5%
  - Interest may be tax deductible

**State Aid**

◆ **Ohio College Opportunity Grant (OCOG)**

Grant program for Ohio residents in a degree granting program with an Expected Family Contribution (EFC) of 2190 or less and a maximum household income of \$75,000. The maximum Ohio College Opportunity Grant award for the 2009-2010 award year (July 1, 2009 to June 30, 2010) is \$2,256. Students must be enrolled a minimum of three (3) credit hours.

◆ **Ohio Nursing Education Assistance Loan Program (NEALP)**

The Nurse Education Assistance Loan Program (NEALP) provides up to \$1,500 per year for up to four years to qualifying Ohio applicants enrolled in an approved Ohio pre-licensure nurse education program for at least half-time study (or accepted for enrollment). In exchange, to qualify for loan cancellation, recipients must be employed full-time as a registered nurse or licensed practical nurse in the State of Ohio for a minimum of five years after graduation.

Applications can be submitted 14 days after completing the FAFSA at [https://nealp.regents.state.oh.us/cgi-bin/nealp/nealp\\_student.cgi](https://nealp.regents.state.oh.us/cgi-bin/nealp/nealp_student.cgi). Notification of acceptance or denial for NEALP funding will be sent by the Ohio Board of Regents on or after September 1.

◆ **Pennsylvania State Grant Program**

Pennsylvania Higher Education Assistance Authority (PHEAA) sponsors a need-based state grant program for undergraduate Pennsylvania residents who will be enrolled at least half-time (6 credit hours per semester) during the academic year. The maximum out-of-state grant award for a non-veteran student is up to \$600. Veterans are eligible for maximum out-of-state awards of up to \$800.

**Social Service Programs**

◆ **Bureau of Vocational Rehabilitation (BVR)**

Educational assistance may be available for students with special needs. Call the Canton (330-438-0500) or Akron (330-643-3080) BVR Office for additional information.

◆ **Workforce Initiative Association (WIA formerly JTPA) and Trade Adjustment Act (TAA)**

Grant assistance for qualified individuals who recently lost jobs, are entering the workforce after an extended period of unemployment, new to the workforce, underemployed, laid-off, or changing job direction. Students must complete the FAFSA to determine eligibility for grants before being considered for WIA and TAA funding. For additional information about WIA and TAA, and eligibility requirements, contact the Stark County Employment Source at 330-433-9675 or your local county office. For a complete list of Ohio's Workforce Information Center One-Stop websites, visit <http://jfs.ohio.gov/workforce/jobseekers/OneStopWebsites.stm>.

◆ **AmeriCorps**

A national service program that provides tuition assistance in exchange for community service. Interested students should contact the AmeriCorps National Service Office at 1.800.942.2677 for additional information.

◆ **Veteran's Services**

The United States Armed Services, both active duty and reserves, have developed programs to assist enlistees in obtaining a college education. Veterans and/or their dependents may be eligible to receive benefits for their education. Students should contact their area recruiter for additional information.

◆ **Veteran's Administration**

Veterans attending Aultman College may be eligible to receive benefits through the Department of Veteran Affairs when pursuing most associate degree programs. Each veteran has individual requirements for eligibility. For additional information, contact the Department of Veterans Affairs at 1-888-GIBILL-1 (1-888-442-4551) or visit their website at <http://www.gibill.va.gov>.

The VA requires veterans receiving benefits to attend all scheduled class meetings. Failure to do so may result in the loss of benefits and pay back of veterans benefits already received for the semester in question.

#### ◆ Entitlement Programs

- Chapter 30
  - Montgomery GI Bill
    - Active duty veteran (*You must verify your enrollment every month with the VA either by 1-877-823-2378 OR by signing on to WAVES at www.gibill.va.gov.*)
- Chapter 31
  - Vocational Rehabilitation Program
    - Veterans with a service-connected disability
- Chapter 32
  - Veterans Educational Assistance Program (VEAP)
- Chapter 35
  - Survivor and Dependent Educational Assistance
    - *Children/Dependents or Spouse of veterans whose death was service connected*
    - *Children/Dependents or Spouse of 100% Permanently and Totally Disabled Veteran*
    - *Children/Dependents or Spouse of a deceased 100% Permanently and Disabled Veteran*
- Chapter 1606
  - Montgomery GI Bill
    - Selected Reserve Educational Assistance Program
    - Selected Reserve
    - Ready Reserve
    - You must verify your enrollment every month with the VA either by 1-877-823-2378 OR by signing on to WAVES at www.gibill.va.gov.
- Chapter 1607
  - Montgomery GI Bill
    - Selected Reserve or Ready Reserve
    - Activated National Guard and Reserve members after 09/11/01
    - You must verify your enrollment every month with the VA either by 1-877-823-2378 OR by signing on to WAVES at www.gibill.va.gov.
- Chapter 33
  - Post-9/11 (effective August 1, 2009)
    - Veterans released or discharged from active duty
    - Served on active duty on or after September 11, 2001.

#### VA Standards of Progress

Veterans Services will not pay educational benefits if one of the following should occur:

- The veteran registers for classes that are not specified as necessary for the declared program of study. Depending on circumstances, deficiency or remedial courses may be certified for benefits.
- The veteran fails to submit all previous college transcripts for evaluation.
- The veteran registers for two or more courses and receives an F (Fail) grade for all courses for one semester.
- The veteran fails to convert an I (Incomplete) grade to a letter grade within one year from receipt of the I grade.

- The veteran fails to attend class for the semester for which VA benefits are received.
- The veteran fails to achieve the minimum cumulative GPA of 2.00 for two consecutive semesters or sessions.
- All VA students must meet the Satisfactory Academic Progress policy as disclosed in the Aultman College Handbook and Catalog.
- The Student's certification will also be terminated if student is on progress probation more than 2 semesters regardless of GPA.

#### Veteran's Benefits Application Process

1. Submit the *Request for Veteran's Benefits Form* to the Financial Aid Office
2. Submit a copy of the following documents to the Financial Aid Office:
  - First Time Using Benefits (*Initial Application*)
    - VA Form 22-1990
      - Chapters 30, 32, 1606, 1607
    - VA Form 22-5490
      - Chapter 35
    - VA Form 28-1900
      - Chapter 31
  - Transfer Students (*Change of Program or Place of Training*)
    - VA Form 22-1995
      - Chapters 30, 32, 1606, 1607
    - VA Form 22-5495
      - Chapter 35
  - VA form DD-214 Member Copy-4 (*if you are a veteran*) or form DD-2384 (NOBE, *if in the Reserves*)
  - Certificate of Release or Discharge from active duty

Online applications and forms are available through the Veterans ON-Line Application (VONAPP) at [www.gibill.va.gov](http://www.gibill.va.gov). Click on "Apply Online," and then Education. You may also go to the VA Forms page to print out a .PDF version of the benefit you would like to apply for at <http://www.va.gov/vaforms/>.

After you have registered for classes, you will be certified electronically for the classes that are on your educational plan.

CHAPTER 31: Your enrollment will be certified after the VA Certifying Official receives VA Form 28-1905 (Authorization and Certification of Entrance or Reentrance into Rehabilitation and Certification of Status) from the VA Vocational and Rehabilitation and Employment. For additional information please visit their website at <http://www.vba.va.gov/bln/vre/>.

If you have questions regarding your payment information, eligibility or delimiting date, please call the VA at 1-888-442-4551 or go online at [www.gibill.va.gov](http://www.gibill.va.gov).

#### ◆ Ohio National Guard Scholarship

If a student enlists and/or commits to the National Guard for six years, the National Guard will pay up to 100% of tuition costs. Subject to funding available from the Ohio General Assembly the program provides tuition payment to Army and Air Guard members attending a private institution of an equivalent amount of the average state university tuition charge. The student must be an Ohio resident enrolled in at least six credit hours at an Ohio college. The scholarship is available for up to twelve (12) full-time quarters or eight (8) full-time semesters.

Applications can be filed online at [www.ongsp.org](http://www.ongsp.org). For additional information contact the Ohio National Guard Scholarship Program Office by phone at (614) 336-7032 or toll-free (888) 400-6484.

#### Ohio War Orphans Scholarship

The Ohio War Orphans Scholarship Program awards tuition assistance to the children of deceased or severely disabled Ohio veterans who served in the armed forces during a period of declared war or conflict.

- Must be enrolled for full-time undergraduate study at an eligible Ohio college or university.
- Ohio residency is required.
- Applicants must be under the age of 25.

Applications are available at [http://regents.ohio.gov/sgs/war\\_orphans/warorphanapp.pdf](http://regents.ohio.gov/sgs/war_orphans/warorphanapp.pdf), high school guidance offices, veteran's service offices, and the Aultman College Financial Aid Office.

### Scholarship Information

**A complete list of Endowed & Gifted Scholarships and Awards can be found on the College website:** [www.aultmancollege.edu](http://www.aultmancollege.edu). All scholarships are advertised as they become available. Information and applications will be posted on the College website and student portal at that time. Scholarships are divided between fall and spring semesters unless otherwise designated by the donor. We do not recommend that students seek the help of private companies for scholarship searches. These companies prove to be costly and produce no greater results.

**Consider other resources in your community.** Additional scholarships may be found by doing research at your local library, high school guidance office, religious organizations, employer, and community service organizations (i.e. Kiwanis, Lions Club, Rotary, church, etc.).

### Educational Tax Initiatives

The following are educational tax initiatives.

- Hope Scholarship Tax Credit
- Lifetime Learning Tax Credit
- Student Loan Interest Deduction
- Tuition and Fees Deduction

Please consult a tax advisor or visit [www.irs.gov](http://www.irs.gov) regarding the specifics of your personal situation.

### Student Rights/Responsibilities/Information

#### **Student Rights**

You have the right to:

- know how your financial need is determined, including the cost of attendance, and how your family contribution is determined.

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- know how and when you will receive student assistance.
- request an explanation of the type and amount of financial assistance you are receiving.
- if you have a loan – know the type, the interest rate, amount to be repaid, when you must begin repayment and other cancellation and deferment provisions.
- discuss your financial aid package with a representative of the Financial Aid Office.
- know how the College determines if you are making satisfactory progress and what happens if you are not.

#### **Student Responsibilities**

You are required to:

- Report any scholarship, fee waiver, loan, grant, employment earnings or other financial benefits which you receive from any source other than Aultman College. Such benefits, if not already taken into consideration, may result in a revision or cancellation of other financial aid benefits.
- Provide all documentation requested by the Financial Aid Office or other agencies.
- Read and understand all forms that you are asked to sign and maintain copies of them.
- Know and comply with all deadlines for application and re-application for financial aid.
- Complete the Free Application for Federal Student Aid (FAFSA) correctly, and submit it two to three months prior to the semester you plan to attend. A renewal FAFSA must be completed each academic year.
- Follow-up on any corrections or adjustments as requested.
- Accept responsibility for all loan promissory notes and other agreements that you sign.
- Understand loan obligations and make repayment as required.
- Notify Aultman College and your lender(s) of any changes in your name, address or enrollment status if you have a loan. Upon dropping below half-time, complete and submit exit loan information.
- Know and comply with the school's refund procedure.

### Student Financial Aid and Confidentiality Policy

#### Financial Assistance Records

In compliance with Public Law 93-380 as amended (Family Educational Rights and Privacy Act of 1974 -FERPA) all information received in connection with applications for financial aid is held in the strictest confidence. No information will be released regarding financial aid except by written request of the student. Under FERPA, you have the right to inspect your financial assistance file. You may review information in our financial assistance file and receive copies and information upon written request.

#### Release of Financial Assistance Information to another Agency

You must complete and sign a Student Information Release Form before any information will be released to another agency. On the release form, you must indicate which semester(s) you want the financial assistance information released. You must allow 10 days for this processing. Information regarding tuition and fees can be obtained from the Business Office.

Your signature on a loan application authorizes Aultman College to release to the lending institution, subsequent holder, the guarantor, U.S. Department of Education, or their agents, any requested information pertinent to the student loan(s).

### Satisfactory Academic Progress (SAP) Policy

**Institutional Academic Standards—Please note:** *The financial aid Academic Progress Policy is separate and apart from the institutional academic standards listed in the College Catalog and Student Handbook.*

Federal regulations require that Aultman College of Nursing and Health Sciences establish policies to monitor the academic progress of students who apply for and/or receive federal financial aid. To remain eligible for financial aid, recipients are required to show satisfactory progress toward a degree according to the guidelines listed below.

All financial aid recipients must progress at a reasonable rate (“make satisfactory academic progress”) toward achieving a certificate or degree. Aultman College of Nursing and Health Sciences applies this rule to ALL students applying for federal aid.

The federal government requires that Aultman College monitor the academic progress of non-recipients, also. It is important to note that academic progress during any term in which students do not have financial aid will be a factor in determining eligibility for aid in subsequent terms. Progress will be monitored and students will be notified if the minimum standards have not been met. Satisfactory Academic Progress Rules apply for all semesters of enrollment, **even when financial aid is not received.**

#### Progress

Progress is measured by:

- The student’s cumulative grade point average (GPA)
- The number of credits earned in relation to those attempted
- The maximum time frame allowable to complete the academic program. Satisfactory Academic Progress is limited to accumulated attempted hours totaling no more than 150% of the credit hours required to receive a first undergraduate degree (i.e., 73 hours required x 1.5 = 110 maximum allowable hours attempted for financial aid eligibility).

Students must make satisfactory academic progress (SAP) in order to be eligible for Federal Student Financial Aid. The financial aid SAP is to ensure that any student who receives or applies for financial aid is making progress toward a degree. In order to maintain eligibility for aid for the following academic year, a student must meet the quantitative and qualitative requirements listed herein. Failure to meet these requirements will result in the loss of aid until action is taken to regain eligibility.

The aid programs affected by these requirements are:

- Federal Pell Grant
- Federal Academic Competitiveness Grant (ACG)
- Family Federal Education Loan Program (Stafford Subsidized and Unsubsidized)
- Federal Parent Loans for Undergraduate Student (PLUS)
- Ohio College Opportunity Grant (OCOG)
- Nurse Education Assistance Loan Program (NEALP)

#### Probation

A student will be placed on SAP Probation if he/she:

1. Fails to maintain a Cumulative GPA of: 2.00 or greater; or
2. Has a Cumulative Completion Rate of less than 67%.

Students maintain their financial aid eligibility while on probation but must bring their Cumulative GPA and Cumulative Completion Rate above the stated standards to avoid Suspension in subsequent terms.

#### Suspension

A student will be placed on SAP Suspension if:

- After a probationary term the Cumulative GPA is below 2.00 for completed hours;
- After a probationary term the Cumulative Completion Rate is below 67%;
- Student has attempted more than 150% of the required number of credits for a degree or certificate; or
- While on suspension student has lost eligibility for financial aid. No aid will disburse to student accounts for terms that a student is on suspension.

### Quantitative SAP Requirements

#### Meet or exceed a cumulative earned 67% of cumulative attempted credit hrs.

The total number of credit hours the student begins with on the eighth calendar day of all semesters (summer, fall, and/or spring) is multiplied by 67%. This number represents the minimum number of credit hours the student must complete. A course is considered “attempted” if the student is enrolled in the course at the end of the drop/add period and does not withdraw prior to the sixth day of class. For example, if a student begins each of two semesters with 17 credit hours, the student must satisfactorily complete 23 hours by the end of the academic year.

#### Example:

$$17 \text{ hours} \times 2 \text{ semesters} = 34 \text{ hours} \times .67 (67\%) = 23 \text{ hours.}$$

**NOTE:** See specific program for grades regarding successful completion.

#### Complete your degree within the specific time

Students must complete an associate degree in no more than 150% of the stated number of credit hours for an academic program.  
Associate of Science in Nursing Program . . . . . Maximum of 110 (73 x 1.5) attempted semester hours

#### Incompletes (I)

Do not count until changed to one of the grades listed above. Once an “I” has been changed to an A, B, or C it is the student’s responsibility to notify our office. Those credit hours can then be counted into the number of credit hours completed for the academic year during which the class was originally taken.

**Audit**

Audit hours do not count in determining financial aid eligibility.

**Withdraws**

Withdraws from courses after the drop/add will be counted as hours attempted but not completed.

**Repeated Courses**

Financial aid may be awarded to cover the cost of courses previously taken to improve a grade of D or F; however, initial and repeated enrollment in the same course counts as hours attempted each time the course is taken.

**Course failures**

Course failures are counted as hours attempted but not completed.

**Transfer Students**

Students who transfer into the College will initially be eligible for aid. Transfer credits are calculated into the number of credits attempted but are not factored into the cumulative GPA when a student first transfers to Aultman College of Nursing and Health Sciences. At the end of Spring Semester, the files will be reviewed to determine the status of the student for receipt of future aid.

**Change of Program Major within the College**

Students who change their major will initially be eligible for aid. For this policy, the College will not include in the student's SAP standing credits attempted and grades earned that do not count toward the student's new major. At the end of Spring Semester, the files will be reviewed to determine the status of the student for receipt of future aid.

**Qualitative SAP Requirements*****Maintain grade point average***

The student's cumulative grade point average will be reviewed to ensure the following minimums are met: 2.00 cumulative GPA on a 4.00 scale.

***Institutional Academic Standards***

The financial aid Academic Progress Policy is separate and apart from the institutional academic standards listed in the College Catalog and Student Handbook.

***To Regain Eligibility***

A student must complete the number of credit hours lacking and/or achieve the minimum cumulative grade point required **at the student's own expense**. When these hours are completed, the Financial Aid Office must be notified so eligibility for financial aid can be reinstated.

**NOTE:** If the violation is for failure to complete the degree within the specified time, the degree must be completed at the student's own expense.

OR . . .

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If special circumstances exist (illness, family death) the student has the right to appeal any decision of ineligibility to continue receiving financial assistance. The SAP Appeal form (available online at [www.aultmancollege.org](http://www.aultmancollege.org) or in the Office of Financial Aid) must be filed within 30 days of loss of aid notification and must be made in writing to the Financial Aid Administrator. The form, along with the appropriate third-party professional documentation to the Financial Aid Office, must be returned. The appeal will be reviewed by members of the Academic Progress Ad Hoc Appeal Committee. If the appeal is granted, the student will be considered as making satisfactory progress and your eligibility for aid can be reinstated.

***Monitoring Procedures***

Satisfactory Academic Progress will be monitored annually. A student's progress for summer, fall and/or spring will normally be reviewed at the completion of spring semester to determine if the "Progression Requirements" have been met. On release of spring grades, if these requirements have not been met, the student will be placed on financial aid probation. The first time the student fails to meet the satisfactory progress standards, he/she receives a notice from the College and is put on academic probation for one payment period (semester). The student may continue to receive aid for one (1) semester if not meeting SAP. After this period, the student will be ineligible to receive aid if the minimum "standards requirements" are not met. If minimum standards are not met, the student will be placed on financial aid dismissal. A letter will be sent stating the student's status and the steps necessary to have financial aid eligibility reinstated.

***It is highly recommended that students on financial aid probation meet with an Aultman College faculty advisor and the Learning Resource Center staff member to discuss educational plans/requirements and overall institutional academic progress.***

***Appeal Procedures***

The SAP Appeal Form and supporting documentation, including a written statement from the academic advisor, must be submitted by the student to the Financial Aid Administrator for review within 30 days of loss of aid notification. The SAP Appeal Form can be found online at [www.aultmancollege.edu](http://www.aultmancollege.edu) and in the Financial Aid Office.

1. The appeal should explain in detail the reason(s) for not meeting the standards for academic progress.
2. The step(s) the student plans to take to correct his/her academic progress deficiencies.
3. List in detail any extenuating circumstance(s) of which we should be aware.
4. The Satisfactory Academic Progress Ad Hoc Appeal Committee will consist of the Financial Aid Administrator, the Director of Enrollment, Student Affairs and Development, an LRC staff member, and a faculty member.
5. The student will be provided written notification of the decision of the Satisfactory Academic Progress Ad Hoc Appeal Committee from the Financial Aid Administrator.

### **Satisfactory Academic Progress Appeal for Financial Aid Eligibility**

A student who is ineligible for financial aid due to not meeting Satisfactory Academic Progress requirements may appeal his/her ineligibility by completing and submitting the *Satisfactory Academic Progress Appeal Form* (available on the College website: [www.aultmancollege.edu](http://www.aultmancollege.edu)). Some examples of reasons for such a request may include, but are not limited to:

1. Serious physical or mental illness for which the student needed to withdraw from all classes in order to recover, or remained enrolled at the college and did poorly in his/her classes.
2. Death or serious illness or injury to an immediate family member.
3. An injury to the student which prevents the student from attending classes and completing academic requirements.

### **Supporting Documentation**

1. The student should provide an unofficial copy of his/her academic advising report along with the letter of appeal.
2. It may be necessary for the student to provide written documentation from his/her health care provider(s). If so, the documentation should be on clinic letterhead, with a description of the diagnosed medical or psychological condition, and indicating when treatment began. If applicable, it should also explain how the condition prevented the student from meeting the requirements of the Satisfactory Academic Progress policy.
3. The Committee may approve a plan designed by an LRC staff member and/or by a student's faculty advisor to return the student to good standing status and to regain eligibility for financial aid.
4. Submit all materials as a single packet to the Financial Aid Office. Any missing information will delay consideration of the student's request.

Financial Aid appeal procedures can be found on the Aultman College website: [www.aultmancollege.edu](http://www.aultmancollege.edu).

## **◆ ACADEMIC PROGRAMS ◆**

Aultman College of Nursing and Health Sciences confers the following degree:  
Associate of Science in Nursing degree (ASN).

### **Definition of Associate Degree**

The "Associate of Science" degree is a degree awarded for the successful completion of a planned program of education which is generally equivalent to the first two years of a baccalaureate program. All candidates for the associate degree must fulfill the program requirements for the degree sought. Program requirements shall include a sequence of courses within a specific discipline or related disciplines.

## **◆ ACADEMIC POLICIES ◆**

It is the responsibility of every Aultman College of Nursing and Health Sciences student to ensure that the requirements for graduation have been completed in the manner outlined in this catalog. The College reserves the right to change its academic policies and procedures. Changes will be publicized to minimize inconvenience to faculty, staff, and students.

### **ADMISSION POLICIES AND PROCEDURES**

Aultman College of Nursing and Health Sciences expects all students and applicants for admission to be responsible individuals in their conduct so as to reflect favorably upon themselves and the College.

The College is prohibited from accepting anyone who has been suspended, sanctioned, excluded or precluded from participating in Medicare, Medicaid, or other private or governmental health insurance programs.

Aultman College adheres to a Rolling Admissions policy. Under this policy, a prospective student is invited to submit his/her application at any time. Rolling Admissions provides for acceptance to the College as admissions criteria are met, until capacity is reached for the next available semester. If the next available semester capacity is reached, applicants may be accepted into the following semester and so forth.

## College Admission Requirements

### Admission Summary (For all students)

- Official high school transcript or equivalent
- GED

The State Equivalency Diploma, based on the General Education Department Tests (GED), is acceptable in lieu of a regular high school diploma

*Minimum score required for earning an Ohio GED High School*

*Equivalency diploma has two requirements:*

- a. The applicant must earn a minimum total score of 2250; and
- b. The applicant must earn a minimum sub-test score of 410 on each of the five subjects\*

\* Language Arts-Writing, Language Arts-Reading, Science, Social Studies and Mathematics. All tests are based on 12th grade curriculum.

- High school GPA of 3.0 or greater
- College GPA of 2.5 or greater
- Applicants with 12 or more college-level credits are exempt from the minimum high school GPA requirement, only cumulative college GPA will be used for admission purposes.
- ACT, SAT or equivalent scores
- Composite requirement scores ACT 20; SAT 940; ASSET 41
- CPR certification (Health Care Provider) from American Heart Association
- Two references

Beginning fall 2010 Placement Testing will be utilized to evaluate a student's reading, writing and math skills. Scores will be used to place and advise students into coursework that will enhance their academic success.

### Traditional Students (Recent High School Grads)

Who is a Traditional First Year Student?

- A high school graduate within the past three years

Your completed application should include:

- The online application and \$30 application fee
- Official high school transcripts and ACT and/or SAT Scores.
- Copy of current CPR certification (Health Care Provider) from American Heart Association (front and back copy)
- Two references (Utilize AC forms found on website under admissions)

- Official high school transcripts and ACT and/or SAT Scores.
  - Copy of current CPR certification (Health Care Provider) from American Heart Association (front and back copy)
  - Two references (Utilize AC forms found on website under admissions)
- Paperwork received without a completed application and paid application fee on file will not be processed

### Current High School Student

Application for admission can be made after six semesters of high school work.

The application materials are reviewed and an admissions decision is made once we receive the required materials.

The applicant's high school achievement record is the single most important factor considered. A college preparatory program in high school is generally required. Candidates are strongly encouraged to distribute their high school work over as many of the academic areas as possible.

Your completed application should include:

- The online application and \$30 application fee
  - Official high school transcript
  - Scores from the AMERICAN COLLEGE TEST (ACT) or SCHOLASTIC APTITUDE TEST (SAT)
  - If you would like to have your ACT or SAT scores sent directly to Aultman College, you should use the following school codes when registering for the test: ACT - 3228; SAT - 3203
  - Copy of current CPR certification (Health Care Provider) from American Heart Association (front and back copy)
  - Two references (Utilize AC forms found on website under admissions)
- Paperwork received without a completed application and paid application fee on file will not be processed

### Home-Schooled Students

Who is a Home-Schooled Student?

- A student who has completed a secondary school education in a home school environment that qualifies as an exemption from compulsory attendance requirements under state law.

Your completed application should include:

- The online application and \$30 application fee
- Submit documentation that the student was exempt from compulsory public school attendance for the purpose of home education (signed by school district superintendent)
- Official Home School Transcript
- Other supporting documentation may be required
- Official high school transcripts or GED if applicable.
- ACT and/or SAT scores
- Copy of current CPR certification (Health Care Provider) from American Heart Association (front and back copy)
- Two references (Utilize AC forms found on website under admissions)

Paperwork received without a completed application and paid application fee on file will not be processed.

Students that are home-educated do not receive diplomas that are endorsed by Ohio's State Board of Education. Therefore, colleges have discretion regarding the acceptance of graduation credentials for students that were home-educated through high school graduation (Refer to [www.ode.state.oh.us/](http://www.ode.state.oh.us/) Home Education). Home -schooled students will be assessed on an individual basis taking into account their educational preparation for success with the college's educational rigor.

### **Non-Traditional Students (High School or GED)**

Who is a Non-Traditional Student?

- High school graduate > 3 years ago, or
- The holder of a GED

Your completed application should include:

- An online application and \$30 application fee
- High school transcripts or copy of GED
- College transcripts from all institutions attended
- ACT or SAT scores
- Copy of current CPR certification (Health Care Provider) from American Heart Association (front and back copy)
- Two references (Utilize AC forms found on website under admissions)

Paperwork received without a completed application and paid application fee on file will not be processed.

### **Transfer Students**

Who is a Transfer Student?

- The holder of a high school diploma or GED
- A student who has completed at least one semester of college coursework

Your completed application should include:

- An online application and \$30 application fee
- High school transcripts or copy of GED
- College transcripts from all institutions attended
- Applicants with 12 or more college-level credits are exempt from the minimum high school GPA requirement, only cumulative college GPA will be used for admission purposes.
- ACT or SAT scores
- Copy of current CPR certification (Health Care Provider) from American Heart Association (front and back copy)
- Two references (Utilize AC forms found on website under admissions)

Paperwork received without a completed application and paid application fee on file will not be processed.

## Non Degree-Seeking Student

Who is a Non Degree-Seeking Student?

• An applicant who is not seeking a degree or certificate and is taking courses for personal enrichment or job skill upgrading only.

- Must be a high school graduate or equivalent
- Official transcripts are not required for admission as a non-degree seeking student; however, if the student decides later to switch to a degree program, transcripts and other admissions documents will be required at that time.
- Non-degree seeking students must meet all of the same pre- and co-requisite standards for course enrollment as degree-seeking students, which may create a need for submission of transcripts.
- Non-degree seeking students are limited to a total of 12 general education credits, after which they must declare a major and meet all applicable admission requirements. Students may enroll in an audit status before the end of the drop/add period each term they take classes. Audited courses do not count in credit totals.
- Non-degree students are not eligible for financial aid.

Your completed application should include:

- An online application and \$30 application fee
- Transcripts from any other institution attended as applicable.
- Any additional program-specific requirements.

## REGISTRATION

Registration is required for enrollment into the College. An official registration period is scheduled before each semester (see the Academic Calendar for dates). Each student is responsible for registering for the appropriate courses each semester.

*Please note: A withdraw from a course could affect the student's financial aid award. Please contact the financial aid office for information prior to taking action. Students are encouraged to discuss a withdrawal consideration with the instructor and/or advisor prior to taking action.*

### **Changes in Registration (During Add/Drop Period)**

Changes in registration are initiated in the Office of the Registrar. Students may add or drop courses during the add/drop period for the semester (see the Academic Calendar for dates). The official student academic record will not reflect courses dropped during the add/drop period. A fee is charged for each change in registration that occurs after the official registration period. All requests must be signed and submitted on the *Change in Registration Form*. Forms are available in the Office of the Registrar or on the College Website ([www.aultmancollege.edu](http://www.aultmancollege.edu)).

### **Changes in Registration (After Add/Drop Period)**

After the add/drop period and no later than two (2) weeks before the last class day, a student may withdraw from a course by completing a *Change in Registration Form* located in the college office or on the College website ([www.aultmancollege.edu](http://www.aultmancollege.edu)). The instructor must approve any course dropped during this time period.

- A course dropped after the add/drop period up to mid-semester will receive a grade of "W" (withdrawal).
- Any course dropped after mid-semester up to two (2) weeks before the last day will receive a grade of "WP" (withdrawal passing) or "WF" (withdrawal failing). The grades "WP" and "WF" are determined by the instructor based on academic progress prior to the drop.
- Students dropping a course during the last two (2) weeks of class will receive an "F" for a grade.
- The student who fails to attend a course and/or who also fails to withdraw may receive a final grade of "F" in the course.

## ACADEMIC HONORS

Students are eligible for semester honors at the end of fall and spring semesters and may be acknowledged on either the President's List or Dean's List

### **President's List Recognition Requirements**

Students that take 12 credits or more during a semester and have earned a grade point average of 4.00\* during that semester are placed on the President's List for outstanding academic achievement.

### **Dean's List Recognition Requirements**

*Full-time* - Students who have completed 12 credit hours or more and have earned a grade point average of 3.50-3.99\* during the semester will be placed on the Dean's List for high academic achievement.

*Part-time* - Students who have completed at least six but fewer than 12 credit hours and have earned a grade point average of 3.50-4.00\* will be placed on the Dean's List for high academic achievement.

*\*Term grade point averages will not be rounded.*

### Graduating Honor Recognition

Students are eligible for graduation honors based on the cumulative grade point average as listed below:

High distinction - Cumulative grade point average of 3.70-4.00\* upon graduation

Distinction - Cumulative grade point average of 3.30-3.69\* upon graduation

\*Cumulative grade point averages will not be rounded.

### ACADEMIC INTEGRITY

Academic dishonesty includes both cheating and plagiarism. Cheating includes, but is not limited to (1) using or attempting to use, unauthorized materials to aid in achieving a better grade in a component of a class; (2) the falsification or invention of any information, including citations, on an assigned exercise or clinical document; and/or (3) helping, or attempting to help, another in an act of cheating or plagiarism. Plagiarism is (1) presenting the works or ideas of another person as if they were one's own when in fact, it is at least partly the work of another; (2) submitting a work that has been purchased or otherwise obtained from an Internet source or another source; (3) incorporating the words or ideas of an author into one's paper without giving the author credit; and (4) submitting the same paper/project for more than one course without the knowledge or permission of all involved instructors. It is the responsibility of the student to refrain from cheating and/or plagiarism.

### ADVISING

All students working toward a degree will be assigned an academic advisor. While the advisor, who is a faculty member, assists the student in fulfilling the requirements for completing a degree, the student has the ultimate responsibility for selecting appropriate courses. The student and the advisor should meet at least once per semester to discuss the student's academic progress.

### ATTENDANCE POLICY

Attendance is expected for all classes. Faculty believe regular attendance is necessary for academic success. Excessive absenteeism may result in failure to achieve course objectives and interfere with academic success. Specific attendance and grading requirements for each course are stated in the respective course syllabus.

### GRADING POLICY

Aultman College utilizes a college-wide grading scale. Grades are awarded for demonstrated student learning utilizing the grading system identified below. Please refer to the Student Handbook and Catalog for more detailed information ([www.aultmancollege.edu](http://www.aultmancollege.edu)).

*It is of note that nursing students must achieve an overall minimum grade of "C" (2.00 grade point equivalent, 76.5 to 80.4 %) in their major, math, and science courses in order to ensure progression in their program.*

Grade	Grade Point Equivalent	Percentage Equivalent
<b>A</b>	<b>4.00</b>	<b>94.5-100.0</b>
<b>A-</b>	<b>3.70</b>	<b>92.5-94.4</b>
<b>B+</b>	<b>3.30</b>	<b>89.5-92.4</b>
<b>B</b>	<b>3.00</b>	<b>86.5-89.4</b>
<b>B-</b>	<b>2.70</b>	<b>84.5-86.4</b>
<b>C+</b>	<b>2.30</b>	<b>80.5-84.4</b>
<b>C</b>	<b>2.00</b>	<b>76.5-80.4</b>
<b>C-</b>	<b>1.70</b>	<b>74.5-76.4</b>
<b>D+</b>	<b>1.30</b>	<b>72.5-74.4</b>
<b>D</b>	<b>1.00</b>	<b>70.5-72.4</b>
<b>D-</b>	<b>0.70</b>	<b>69.5-70.4</b>
<b>F</b>	<b>0.00</b>	<b>0.0 - 69.4</b>
<b>S</b>	<b>Satisfactory</b>	<b>N/A</b>
<b>U</b>	<b>Unsatisfactory</b>	<b>N/A</b>
<b>I</b>	<b>Incomplete</b>	<b>N/A</b>
<b>W</b>	<b>Withdraw</b>	<b>N/A</b>
<b>WP</b>	<b>Withdraw Passing</b>	<b>N/A</b>
<b>WF</b>	<b>Withdraw Failing</b>	<b>N/A</b>
<b>AU</b>	<b>Audit</b>	<b>N/A</b>

#### Grade Point Average

A student's grade point average (GPA) is based on credit hours, grades awarded, and grade points. The grade points per course are calculated by multiplying the number of semester hours by the grade point received.

#### "I" — Incomplete

If a student is unable to complete all requirements of a course due to illness or other extenuating circumstances approved by the instructor, an "Incomplete" (I) may be issued. Incomplete course work must be completed by the end of the next semester or the grade will change to an "F". It is the student's responsibility to make the necessary arrangements with an instructor for removal of an I. An incomplete (I) may affect student progression.

### ***Auditing a Course***

Students may audit a course with the permission of the instructor and the College Registrar by completing the *Request for Permission to Audit Class* form. An audited course will appear on the student's academic record, however no credit is earned and no grade is assigned. Auditing a course is based on availability. The procedure for withdrawing from an audited course is the same as for credit enrollment. See the fee schedule for course auditing fee (page 11).

### ***Repeating Courses***

Repeating a course indicates the student is attempting to secure a passing grade for a course previously failed or withdrawn. Grades for all courses taken will appear on the official transcript; however, only the last attempt will be used in calculating the student's GPA. Course repetition may affect student progression.

## **GRADUATION**

Each student has the responsibility to be aware of and to meet the College requirements for graduation. All College assessment activities, program curriculum requirements, program residency requirements and financial obligations must be met prior to graduation. Upon satisfactory completion of the program requirements the students will be awarded a diploma and a transcript from Aultman College of Nursing and Health Sciences. During the program, students will receive assistance with the application for their examination for certification and/or licensure as appropriate.

Students prior to graduation must complete:

- Assessment Technologies Institute Critical Thinking Test
- Graduate Exit survey
- Assessment Technologies Institute Test of Essential Academic Skills (TEAS)

Students prior to graduation must return:

- ID badge
- Laboratory or course equipment
- Library books
- Magnet Strip Badge
- Parking permits (if applicable)

Students who do not return the above listed items will be charged a fee to cover replacement costs.

### **Graduation Residency Requirement**

In order to graduate with a degree from Aultman College, 36 credit hours must be completed at our college (approximately 50% of degree requirement).

## **SPECIAL ACCOMMODATIONS**

The Learning Resource Center is responsible for verifying eligibility for accommodations. An LRC staff member will review all requests and recommendations with the Director responsible for Student Services. The following is an outline to help students receive services.

### ***Request for Accommodations***

Complete and submit to the Learning Resource Center a *Request for Accommodations form* (available on the student portal or from the LRC). The purpose of this form is to assist the College in determining the basis and nature of a student's request for reasonable accommodation.

### ***Documentation from an Appropriate Healthcare Professional***

When a student requests accommodations, the College requires documentation from an appropriate healthcare professional. Documentation from the appropriate healthcare professional needs to be dated within 90 days of the request and must include the specific disability for which an accommodation is being requested; the nature, severity and duration of the disability; the activity or activities that the disability limits; and the extent to which the disability limits the student's ability to perform the activity or activities. The information provided by the student will be treated confidentially and will be handled on a need-to-know basis. The modifications must be appropriate for the specific disability and be offered by the College.

All documentation will then be reviewed by the Learning Resource Center for consideration. If applicable, an LRC staff member will contact Walsh University's Director of Counseling (or designee) to assist with the accommodation process for course(s) taken on the Walsh campus.

### ***Approval***

Once an accommodation has been approved, a letter will be sent to the student verifying his or her eligibility. If a student wishes to utilize the granted special accommodations, it is then the responsibility of the student – each semester – to submit a copy of this letter to the instructor of each course for which he or she wishes to apply the special accommodations. Special accommodations that are granted but not utilized may not have implications when later applying for special accommodations during the taking of licensure exams. Therefore, it is *strongly* recommended that the student contact the licensing board of their chosen profession *before* requesting special accommodations at Aultman College.

## STUDENT STATUS

### **Constituencies**

- *Resident Students*: Those students who choose to live in the resident halls offered at Walsh University
- *Commuter Students*: Those students who do not reside in housing offered at Walsh University.

### **Student Classifications**

Students are classified each semester based on Registration as one of the following:

1. Full-time student – 12 semester hours or more
2. Part-time student
  - a. Three-fourths time: 9-11 semester hours
  - b. Half-time: 6-8 semester hours
  - c. Less than half-time: 5 semester hours or less.
  - d. The above classifications are acknowledged for financial aid purposes by Ohio Instructional Grant (OIG), Federal PELL Grant, Federal Family Education Loans, Veterans Administration, Work Force Initiative Association and similar agencies.

### **Demographic Information Changes**

If a student needs to update a change in address, e-mail address, telephone number, legal name, etc, he/she may complete a *Change of Information Form Request* from the College office or submit a written and signed letter requesting such changes. The Office of the Registrar will not update demographic information without a signature of authorization.

For legal name changes, students must include a copy of their social security card.

### **Good Academic Standing**

A minimum overall grade point average of 2.00 is considered good academic standing. Any student who has declared a health science major should additionally refer to the specific **program progression policy**.

### **Probation**

Any student who is under the grade point average required for good academic standing will be placed on academic probation at the end of the current semester.

A student receiving a grade point average less than 2.00 in any semester or in any specified course as designated in the specific **program progression policy** will also be placed on academic probation. Students placed on academic probation have one (1) semester to bring the cumulative grade point average to 2.00 or better and to successfully repeat the course. Students not meeting this requirement will be academically dismissed from the College.

### **Inactive**

A student may become inactive for personal reasons or illness. An inactive student is one who is not currently attending classes or has dropped the course load to zero (0) by withdrawing from all courses. The student may remain inactive for no more than three (3) consecutive semesters. After three consecutive semesters, the student may withdraw from the College or be dismissed. The student will need to apply for readmission. Review policies found in the financial aid section.

### **Withdraw from the College**

A student who wishes to withdraw from Aultman College of Nursing and Health Sciences, thereby discontinuing enrollment, must complete the *Change in Registration Form* and the *Student Attrition Survey* located in the office or on the College website (www.aultmancollege.edu). The withdrawal from the College is not official until these documents are completed, returned, and processed by the registrar. The student will also need to see the Financial Aid Administrator to complete paperwork if the student is receiving financial aid.

### **Refund due to withdraw**

The College's refund policy and the date the completed *Change in Registration Form* is returned to the Office of the Registrar will determine tuition refunds. Please see the Withdrawal/Refund Policy. A change in registration fee will not be assessed when withdrawing from the College.

### **Re-enrolling after withdraw**

Re-enrolling to Aultman College after a six (6) month time frame will require a new background check and physical examination, including, but not limited to, a repeat drug screen and updated immunizations. The Registrar will assist the student in this process.

### **Dismissal from the College**

A student may be dismissed from the College for academic and/or financial reasons, or through any violation of the student Code of Conduct. Any student being dismissed will be notified by the College and cease attending classes. The student may need to see the Financial Aid Administrator to complete paperwork if they are receiving financial aid. Please refer to the financial aid policies for more information.

### **Re-Admission after Dismissal**

A student who has been dismissed from the College will need to re-apply if he or she wishes to return to classes at Aultman College. A student academically dismissed may request consideration for re-admission in writing to the Division Director. This request must be received by the end of the semester (excluding summer) following the academic dismissal. The decision to re-admit a student will be based on academic records, availability of space and documented progress with any recommendations made at the time of dismissal.

Re-admission to the College does not guarantee readmission to a specific program of study. Admission criteria must be met. A re-admitted student shall meet College and program requirements for currently enrolled students. A student may only have one (1) re-admission to a program of study following an academic dismissal.

Re-admission to Aultman College after a six (6) month time frame will require a new background check and physical examinations, including, but not limited to, a repeat drug screen and updated immunizations. The Registrar will assist the student in this process.

## LEARNING RESOURCE CENTER (LRC)

### FORMALLY KNOWN AS THE STUDENT ASSISTANCE PROGRAM

Aultman College of Nursing and Health Sciences is dedicated to helping students achieve their goal of becoming health care professionals. Students may refer themselves to the Learning Resource Center (LRC) or a referral may be made by faculty, staff, or administrators of Aultman College. The LRC is located in Aultman College Room 266. The LRC assists by providing personal and academic support services as follows:

#### *Personal Support Services*

Individual consultations—held for the purposes of:

- Discussing personal concerns that may be distracting or interfering with academic performance; and/or
- Requesting special accommodations.

#### *Academic Support Services*

Individual consultations providing services such as, but not limited to:

- Proofreading of course papers
- Enhancing test taking skills
- Improving time and stress management skills
- Enhancing study skills
- Securing tutors
- Reducing test anxiety
- Resume preparation
- Interviewing preparation

General Information regarding the LRC:

- Utilization of the LRC is free of charge.
- Only enrolled students are eligible to participate.
- Referrals to the LRC may be made by self, faculty, or staff.
- LRC records are kept separate from academic records.
- Referrals from a LRC staff member to internal/external professionals may incur a charge.
- Information provided by a student to the Coordinator may be shared with administration, faculty, and/or staff based on a need-to-know basis in order for college personnel to fulfill their professional responsibility.
- Students may also utilize the services of the Academic Resources Center at Walsh University, which is located in Farrell Hall, on the campus of Walsh University.

## TRANSFER CREDIT INFORMATION

When a student applies to Aultman College of Nursing and Health Sciences (ACNHS), the official transcript(s) submitted is used to determine which course(s) from previously attended educational institutions will transfer. A transcript is considered official when stamped with the official school seal, signed by the appropriate schools official, and received in a sealed envelope.

Transfer credit may be granted for coursework completed at other institutions, advanced placement (AP) coursework, CLEP, or credit by examination. Please refer to the ACNHS Transfer Credit Equivalencies (located on the website [www.aultmancollege.edu](http://www.aultmancollege.edu)) for specific details. Credit by examination will be overseen and administered by academic Division Directors. Awarded transfer credit grades are reflected on the student's ACNHS transcript; however, are not reflected in the student's grade point average (GPA).

ACNHS reserves the right to determine the acceptability of transfer credits in accord with its Mission and goals. Acceptable transfer credit must reflect the content and credit hour requirements set forth by ACNHS, both for general education and specific programs of study. This policy is not a guarantee of transfer credit to be granted for any course, other than those listed in the Transfer Credit Equivalencies. Courses accepted from other institutions, along with AP and CLEP courses and exams are subject to revision on an annual basis; therefore, ACNHS reserves the right to change, at any time, and without notice, the criteria for awarding credit in any or all subject areas.

## ◆ GENERAL INFORMATION POLICIES ◆

### **Transfer Credit Appeal Process**

Following the evaluation of a student transcript from another institution, Aultman College of Nursing and Health Sciences shall provide the student with a Statement of Student Transfer Course(s). At the same time ACNHS will inform the student of the institution's appeals process. This process is multi-level and responses will be issued prior to the registration period for the student's second semester. This registration occurs during the student's first enrolled semester.

In the event that a student wishes to appeal a course transfer decision rendered by the Office of the Registrar at ACNHS, the student shall follow the process herein:

1. If the student disagrees with the awarding of transfer credit, they have 7 business days to initiate an appeal of the award. The appeal will be completed prior to the registration period for the student's second semester. This registration occurs during the student's first enrolled semester.
2. Complete the Transfer Credit Evaluation Request Form which is found on the college website ([www.aultmancollege.edu](http://www.aultmancollege.edu))
3. Submit the completed Transfer Credit Evaluation Request Form to the College front office where it will be date and time stamped by the front office staff. The appeal form will be delivered to the Chief Academic Officer. Please keep a copy for your own record.
4. The Chief Academic Officer will re-evaluate the course(s) for which the student is requesting reconsideration in consultation with the appropriate Division Director. Once the re-evaluation is complete the student will be notified of this final decision. .

### **AULLY'S NEST (College Store)**

Located next to the College office is Aully's Nest, the College Store, where logo wear, clinical supplies, reference materials, and other miscellaneous items are available for purchase. This is the **ONLY** location authorized to sell College uniforms. An online bookstore is also available on the College website for students to purchase select required textbooks.

### **ACADEMIC FREEDOM**

Aultman College of Nursing and Health Sciences, in its role as an academic institution, is committed to an environment in which a variety of ideas can be reasonably proposed and critically examined. The free exchange of ideas within the College community is considered indications of intellectual vitality and social awareness, which are important elements in the pursuit of knowledge. It is the responsibility of all members of the College community to maintain channels of communication which will foster a climate favorable to the freedom of expression.

Freedom of expression does not include unlawful activity, activity that threatens or endangers the safety of any member of the community, destruction of property or obstruction of the normal operations of the College. Inappropriate expression will not be tolerated. In addition, expression that is indecent, grossly obscene or offensive on matters such as race, ethnicity, religion, gender or sexual preference is inconsistent with accepted norms of conduct at the College and will not be tolerated.

The use of the College forum does not imply acceptance or endorsement by the College of the views expressed.

### **BACKGROUND CHECKS**

#### ***Upon Enrollment/Admission***

Admission criteria require all incoming students to pass a criminal background check. An active student who violates any of the laws contemplated by the background check policy is required to report any such violation to the director responsible for student affairs. Such violations may be cause for dismissal. Failure to report a violation will result in an automatic dismissal from the College. The criminal background check policy is available under "documents" on the student portal.

#### ***Upon Re-admission and Return from Inactive/Withdraw Status***

Re-admission/re-enrolling in Aultman College after a six (6) month time frame will require a new background check and physical examination, including, but not limited to, a repeat drug screen and updated immunizations. The Registrar will assist the student in this process. See Financial Aid section for aid implications.

## CAMPUS SECURITY

The Aultman Health Foundation maintains a 24-hour security force which includes safety monitoring for all students, employees, and visitors. Campus crime statistics are below national averages, and are available to prospective students in the Student Handbook, and on the college website, [www.aultmancollege.edu](http://www.aultmancollege.edu).

## CARDIOPULMONARY RESUSCITATION (CPR) CERTIFICATION

All College students are required to maintain current CPR certification through the American Heart Association (AHA). The certification is required to be an AHA Healthcare Provider. It is the responsibility of the student to maintain a current CPR certification. If a student's CPR lapses, the student will be unable to attend clinical rotations, any lecture or laboratory class and the student will be dismissed from the College.

## CLINICAL FACILITIES

The majority of clinical experiences are completed at Aultman Health Foundation, a Magnet Facility. Aultman Health Foundation is a multi-service health care organization serving Canton and the surrounding community. Other community resources are also utilized as clinical sites.

## COLLEGE COMMUNICATIONS

### Bulletin Boards

There are several bulletin boards available for postings in the student lounge and hallways of Aultman College. These bulletin boards are to be used solely for the purpose of promoting campus activities and academic program information. Students should contact the Student Life Coordinator with questions or concerns regarding campus postings.

### Student Portal

Students are required to check the Student Portal News on a daily basis for important college-wide announcements. The Student Portal offers important dates and announcements, Student Life event information, used textbooks, *The Pulse* student newsletter, Learning Resource Center academic and personal resources links, student spotlights, student job postings, scholarship opportunities and applications, financial aid links and applications, and updated college-wide announcements. Students can access the Student Portal by logging onto [www.aultmancollege.edu](http://www.aultmancollege.edu) > Portal > Student Portal.

### The Pulse Student Newsletter

A monthly electronic publication is distributed to students and posted on the Student Portal for reference. The newsletter contains news and information pertinent to life and education as an Aultman College student. Students wishing to include information in *The Pulse* should contact the Student Life Coordinator.

## CONDUCT

When students enroll in Aultman College, they are expected to act in a mature, professional manner, to respect the rights and privileges of others, and to be responsible for self-conduct. If a student should conduct themselves in an unbecoming manner, violate College rules, regulations or policies, or engage in academic dishonesty, the College authorities will take such action, as the particular offense requires, up to and including expulsion for a first offense. Claims of ignorance, unintentional error, or academic/personal pressures are not sufficient reasons for violation.

## DRESS CODE

Students are expected to maintain cleanliness and appropriate attire when attending classes and functions affiliated with Aultman College of Nursing and Health Sciences. Clothing must fit properly. See-through clothing, torn clothing, halter tops, above midriff tops, tube tops, or clothing with offensive language or pictures are not acceptable at any time. Please refer to the program specific handbook for additional clinical dress code requirements. Inappropriate dress in any setting may result in disciplinary action.

## E-MAIL

Aultman College provides e-mail accounts for all current students. Because e-mail is one of the official methods for communicating to students, an Aultman College e-mail address (firstname.lastname@aultmancollege.edu) is issued to all students registered for courses. It is the student's responsibility to check his or her e-mail daily for distribution of official Aultman College communications. Failure to read an e-mail message does not alter the student's responsibility to be informed about College events, announcements or other pertinent information. It is recommended that e-mail be checked at least once per day.

As a general rule, it is expected that all students use common sense and sound judgment when utilizing the College's e-mail system. In addition, students are expressly prohibited from accessing or sending any messages or materials containing discriminatory, obscene, profane, lewd, derogatory, or otherwise potentially offensive language or images. Harassment by e-mail is equal to harassment and is prohibited as described in this handbook. Use of another student's password to gain unauthorized access to e-mail, or to send a message under someone else's name is strictly prohibited.

Violations of this provision will subject a student to appropriate disciplinary action, at the College's discretion, up to and including expulsion. Any known or suspected violations should be reported immediately to College administrative staff or faculty. Aultman College is not responsible for lost, rejected, or delayed e-mail forwarded by Aultman College from a student's official e-mail address to off-campus or unsupported e-mail services or providers. Questions or problems with College e-mail accounts should be addressed in a timely manner and brought to the attention of the Student Life Coordinator.

## EMERGENCIES

Serious emergencies, such as fire, power failure, or similar dangers, require the cooperation of the entire College community. Failure to cooperate in such emergencies (e.g., orders to evacuate) may result in serious disciplinary action. In case of emergency, call 911. If 911 is called, please contact Security at 330-363-6777 or extension 36777 from any hospital telephone to advise that emergency personnel are en-route and to provide directional information as needed for emergency response.

### **Fire Alarms**

Everyone is required to vacate a building when the fire alarm has been sounded. Failure to leave could result in disciplinary action. Any individual responsible for deliberately making a false alarm or tampering with fire equipment (detectors, fire extinguisher, pull boxes, etc.) may be subject to serious disciplinary action and criminal charges.

## FUNDRAISING

The Director responsible for Student Services or his/her designee, must approve all fund-raising activities sponsored by student organizations. The sponsoring organization must keep financial records to submit to the Director for auditing at the end of each semester.

## HANDBOOK

Enrolled students have access to the student handbook online through the student portal. This handbook is to be used as a guideline to policies for the College. The handbook is reviewed and revised annually.

## HEALTH SERVICES

Aultman College of Nursing and Health Sciences and Walsh University maintain a Health Services office for the benefit of all students. The purpose of the office is to assist students who develop minor illnesses and injuries while attending school.

Aultman College Health Services is located on the first floor of Aultman Hospital in the Human Resources Department. The telephone number is 330-363-6016. A nurse is available from 8 a.m. until 4:30 p.m., Monday through Friday. Walsh University Health Services is located on the first floor of the Wellness Center located on the Walsh Campus.

Health records are kept on each student in Health Services. This record may include:

- Pre-entrance physical examination record
- Visits to Health Services
- The results of laboratory and x-ray tests ordered by Health Services
- Pertinent information offered by the student or the student's personal physician or specialist.

Illnesses or injuries requiring the services of a physician will be referred to the Emergency Department, an immediate care facility, or to the student's personal physician. Therefore, it is recommended that each student carry individual health insurance to pay for treatment rendered outside of Health Services. Students and/or their families are responsible for all medical expenses incurred including expenses not covered by their health care plan for the payment of medications and all treatment received outside of Health Services.

### **Workers' Compensation**

Students are not covered by Workers' Compensation.

### **Medical Insurance**

Through AultCare, students have the ability to purchase comprehensive medical insurance coverage. As a health sciences college, Aultman recognizes the need for health insurance. Good health is essential for success in and outside the classroom, and quality health insurance helps in maintaining a healthy lifestyle. Aultman College requires all full-time students to have health insurance coverage. Full-time students will be automatically enrolled into the College sponsored health insurance plan through AultCare. Students who already have insurance coverage may waive out of the AultCare plan. Part-time students taking at least six credit hours are also eligible for voluntary enrollment in the AultCare insurance plan sponsored by the College. Further information can be obtained from the college office or online at [www.aultmancollege.edu](http://www.aultmancollege.edu).

### **Communicable Diseases and Significant Exposures**

Clinical experiences are a requirement for most students enrolled in Aultman College of Nursing and Health Sciences. Due to the safety and concern of patients and students, any student diagnosed with or suspected of having a communicable disease will be required to follow Health Services policies regarding communicable diseases. If a student receives a significant exposure, he/she should clean and flush the exposed area immediately and notify the Clinical Faculty or designee so treatment options can begin according to the clinical agency protocol. If a significant exposure protocol is not available at a clinical site, Aultman Hospital's protocol should be followed.

*A significant exposure includes:*

Percutaneous or mucous membrane exposure to blood, semen, vaginal secretions or spinal, synovial, pleural, peritoneal, pericardial or amniotic fluid, saliva in dental procedures, any body fluid that is visibly contaminated with blood, and all body fluids in situations where it is difficult or impossible to differentiate between body fluids.

### **Medical Leave**

Students experiencing personal/emotional/medical difficulties and unable to complete academic or social responsibilities to Aultman College of Nursing and Health Sciences may request an Inactive Status. Please see the Academic Standing procedures and information on page 24 of this *Handbook*.

### **Pregnancy**

As soon as the student is aware of her pregnancy, she must obtain and submit a statement from her physician, specifying the expected date of delivery and any physical limitations. This statement must be submitted to the student's course faculty and will become part of the permanent student record.

Beginning with the seventh month of pregnancy, the student shall submit a monthly statement to the student's course faculty from her physician. The statement shall indicate the length of time the student may maintain active student status and any limitations. To re-establish active status, the student shall submit a physician's note to the student's course faculty that she is able to return to all classes/clinicals.

*Please note:*

The registered nurse from Health Services has the responsibility to inform College personnel concerning health conditions which can be detrimental or hazardous to the safety and/or health of the students and/or patients.

#### **Fitness Center**

Aultman College students are permitted to utilize the Aultman Fitness Center, located in the Morrow House Building of the hospital campus. Access to the facility is attained through use of the student's magnetic strip badge. Membership is free. Please contact the College office for additional information.

### **HOUSING**

Housing is available for students in a dorm at Walsh University. There are a limited number of rooms available. Any student participating in residence life will need to follow the policies and procedures of Walsh University. Contact the Aultman College Student Life Coordinator for more information.

### **IDENTIFICATION BADGES**

All students will receive identification badges which they must wear at all times. These badges are used for various purposes within the College. Students who allow others to use their badges will be in violation of policy and will be subject to disciplinary action. Any lost badges must be reported to the College office immediately to prevent unauthorized use of the card and/or possible risk to patients. Replacement badges are available for a nominal fee.

### **INFORMATION TECHNOLOGY**

Aultman College of Nursing and Health Sciences makes various computing resources available to employees, students, and certain contractors (hereafter referred to as users). These elements of information technology combine Aultman College of Nursing and Health Sciences Resources and Infrastructure and Aultman Health Foundation Resources and Infrastructure (hereafter referred to as ACIS) and are at the user's disposal and are meant to be beneficial tools in pursuit of College-related administrative and academic activities.

They include all ACIS owned, operated, leased or contracted computing, networking, telephony and information resources, whether they are individually controlled, shared, standalone or networked. Examples include:

- Personal Computers (e.g., desktop or laptop units)
- Server Computers (e.g., e-mail, Aultman College web sites...)
- Printers (locally attached or networked)
- Operating System Software (e.g., Windows XP, Windows 2000, Linux...)
- Application Software (e.g., Outlook e-mail, Word, Excel...)
- College-wide Data Network (providing electronic connectivity within the ACIS community)
- Access to the Public Internet (providing electronic connectivity with non-ACIS entities)

These computing resources are owned or managed by ACIS. Their use, along with all information maintained in any form within ACIS resources, is subject to various laws, regulations, contracts, licenses, policies and procedures, some of which are detailed in

this statement. Infractions of this Acceptable and Fair Use Policy Statement may result in loss of access to ACIS resources, as well as other penalties, disciplinary measures and/or prosecution. ACIS does not accept any liability for illegal activities on the part of users that circumstantially involve Aultman College and/or Aultman Health Foundation.

#### **User Rights & Privileges**

*INTELLECTUAL PROPERTY RIGHTS:* Certain Aultman College-sanctioned activities on the part of faculty or students may result in the creation of electronic material that is explicitly or implicitly recognized as the personal property of the respective faculty or student. Although created via and perhaps stored on ACIS-managed computing resources, this does not imply ACIS co-ownership or liability for such material.

*FREEDOM FROM DISRUPTION:* Aultman College of Nursing and Health Sciences will strive to provide for all its constituents a computing infrastructure that is stable, accessible, and responsive during normal working hours. Potentially disruptive maintenance to the infrastructure will be planned in advance, and implemented during off-hours whenever possible. Disruptive activities on the part of other users will be addressed immediately by ACIS staff.

*PRIVACY & SECURITY:* It should be recognized that nothing is perfectly secure in the electronic world, but ACIS will provide industry-standard mechanisms to protect the privacy and confidentiality of software, data and correspondence created by ACIS users. The user must assess the risk/rewards of electronically creating and storing such material using ACIS resources.

#### **User Responsibility & Accountability**

The user of ACIS resources is responsible for knowing and abiding by all applicable laws, regulations, contracts, licenses, policies and procedures. Aultman College of Nursing and Health Sciences will utilize appropriate means to communicate to users on a timely basis any changes to this Acceptable and Fair Use Policy Statement. All users will be required to acknowledge that they have read, understand, and agree to abide by same. Any recognition of infractions by others of this Acceptable and Fair Use Policy Statement should be brought to the immediate attention of the ACIS staff or your Aultman College Advisor.

The user is the steward of all information technology resources at his/her disposal. Common sense in the use/handling of all computing hardware and network components is expected. Any recognized damage or potential damage should be brought to the attention of ACIS staff or your Aultman College Advisor. The implementation of any unauthorized hardware, software or network components within the ACIS infrastructure is prohibited. Requests for authorization should be forwarded to ACIS Administration.

Username and password are the principal components of privacy and security within the ACIS infrastructure. Users may not share their personal username with any other individual. Password secrecy is of paramount importance, and users are required to change their passwords on a regular basis. Software rules are in place to limit the use of passwords that might easily be guessed.

Users should not leave their workstation unattended while still logged into the network or onto an application. It should be standard practice for students to log out, and for faculty & staff to log out or lock their workstation to assure that the user's account will not be tampered with. The user is expected to take reasonable precautions against importing and spreading computer viruses. ACIS provides up-to-date software for virus detection and recovery, but the user must remain vigilant for potentially damaging e-mail or data files that may not be caught by software. Users share a very complex computing infrastructure at Aultman College of Nursing and Health Sciences; therefore, accessibility and performance problems are inevitable. Users should report such events to the ACIS Help Desk (ext. 3HELP or 330-363-6238) immediately. Be prepared to provide your first and last name, the unique ID of the computer you are working on, the application you are experiencing problems with and contact information. The primary purpose of the ACIS infrastructure is to enable academic pursuits and administrative processes. Use of ACIS for personal, frivolous or entertainment purposes that impacts accessibility or creates performance problems is prohibited. All users are expected to practice common courtesy in their use of ACIS so as to be minimally disruptive to others (e.g., audio levels).

#### **General Policies and Guidelines**

Excepting the intellectual property rights of faculty, staff and students, all software, data and correspondence stored within the ACIS infrastructure is owned or managed by ACIS. Regardless of ownership, all software, data and correspondence is subject to this policy along with all laws, regulations, contracts and licenses that bind Aultman College. ACIS reserves the right to randomly audit the contents of its computing resources for infractions and to take appropriate action. ACIS will cooperate with all legitimate law enforcement agencies in regards to their investigations and relevant search and seizure laws. Any use of ACIS computing resources for illegal activities is prohibited. The user must not take any deliberate actions to cause interference to the ACIS computing infrastructure or to the work of others. Deliberate attempts to circumvent privacy and security safeguards or procedures are prohibited. Such activities will be viewed as criminal in nature under applicable state and federal laws and will be reported to the appropriate authorities. Unauthorized possession, copying, use, disabling or destruction of ACIS-owned computer hardware, network components, software, user accounts or data is prohibited. The user may not utilize ACIS resources for personal gain that has not been pre-authorized by the College. Any authorization may be further restricted by the regulations of Aultman College maintaining an ".edu" internet domain. The user may not utilize ACIS resources for commercial gain, nor for solicitation, advertisement, or promotion of commercial services or products. Except for College-authorized research, the user may not initiate or perpetuate any form of electronic communications or data storage with pornographic or otherwise offensive or harassing content. Sending or responding to "chain letters" is prohibited. The user may not attempt to hide or misrepresent his or her identity as part of using any ACIS resources. This will constitute violation of applicable federal and/or state fraud or forgery laws and regulations. The user may not duplicate copyrighted electronic material without the expressed prior permission of the owner, except as permitted

by "fair use" guidelines. Users are required to uphold the terms of all contract and licensing agreements entered into by ACIS for computer hardware and software.

#### **Student Access to Computing Resources Policies and Procedures**

All students may access certain computing resources provided by ACIS. Students are those individuals registered for courses at Aultman College's main campus or at Walsh University, whether they are campus residents or commuters.

*Computing resources available to all students include:*

- A personal e-mail account with limited storage of draft/sent/received e-mail messages;
- Access to the public Internet;
- Limited access to student-related academic or administrative data & procedures.

Student access to these computing resources may be available from computer labs on campus, or via the public Internet.

Public Internet – ACIS provides student accessibility to available ACIS-managed computing resources via the public Internet from on or off-campus.

#### **Computer Labs**

All uses of computing equipment in ACIS computer labs are governed by this policy on Acceptable and Fair Use of Aultman College of Nursing and Health Sciences Information Technology. This policy applies to all students, employees and contractors associated with Aultman College of Nursing and Health Sciences.

#### **Connectivity and Personal Hardware Support Policy**

- A wireless access point may not be attached to the ACIS network without explicit permission from ACIS Administration (3HELP).
- A student's computer may not be configured to operate as a server accessible by other computers via the public internet.

Aultman College maintains no responsibility for the acquisition, installation, or support of computing hardware or software provided by the student. Casual technical assistance that may be provided by ACIS support personnel shall not infer any further responsibility or accountability of ACIS to the student.

ACIS technical support (normally confined to network connectivity problems) will be available via the ACIS Help Desk (3HELP) at the main campus only.

#### **Procedures**

Accounts for accessing the ACIS network, e-mail, student portal, and personal data storage will automatically be generated upon successful registration for a course at Aultman College. Passwords are required for accessing all ACIS resources.

Appeals by a student charged in violation of any above policy should be addressed to Aultman College Administration.

### **LIBRARY**

The Aultman Health Sciences Library is available to students for a variety of academic support services, including, but not limited to: stacks, reference materials, journals, copying services, and internet services. The Aultman Health Sciences Library is a member of the Northeast Ohio

access to resources and interlibrary loan privileges. Additional accesses are available through the library's active participation in Ohio Link resource services.

The library is staffed from 8:00 a.m. to 4:30 p.m. Monday through Friday, subject to change. Magnetic strip badges provide for library access 24 hours a day, seven days a week. Students also have access to the affiliate library at Walsh University.

### **MEAL PLAN**

Aultman College, along with Aultman Hospital Food Services Department, has established a tiered meal plan program. This program is optional to all students.

The meal plan is designed to cover the cost of food charges while on the Aultman Campus by simply prepaying and swiping your magnetic strip badge. This will allow you the ease of making your purchases without the need to carry cash. You may utilize your badge for food and beverage purchases from the Season's Café (Bedford Building), Breakaway Café (2nd floor cafeteria), and 7th Street Café (Angello's). Three meal plan price options are available for your consideration. See Tuition and Fees on page 11.

Any remaining balance on student's account at the completion of the fall semester will roll-over to the next semester. Any dollar amount remaining on the card at the completion of spring semester (the week prior to final exams) will be removed from the remaining balance. Students will begin the next academic year with a zero balance until payment has been submitted for the following year. Menus will be located outside the office of the Student Life Coordinator and on the CAMS Student Portal. Students who are interested in purchasing a Meal Plan should contact the Financial Analyst for payment options.

### **PARKING**

#### ***Shuttle Service***

Students are encouraged to utilize the parking provided at Dueber United Methodist Church at 645 Dueber Ave. SW, Canton. Aultman Security will provide free transportation to their destination on the Aultman campus and is available 24 hours a day, seven days a week during fall and spring semesters by calling 330-363-6777. Dueber parking and the accompanying shuttle service are only available during the fall and spring semesters.

#### **Parking Permits for Campus Lot**

Fourth semester students have the option to purchase parking permits for the AEC building parking lot. Further information can be obtained in the College office or the Student Life Office. NOTE: Students are reminded not to park on the street as they are then subject to towing by the City of Canton.

#### **Golden Owl parking privilege**

The Golden Owl is a student recognition program honoring students' accomplishments in academics, clinicals, patient care, service learning and going "above and beyond." A perk of the Golden Owl Student of the Month program is a reserved, front row parking space in the AEC parking lot. The space is reserved for the student only during the award month. Unauthorized parking in this space may lead to towing. The Golden Owl parking space is monitored by Aultman Hospital Security.

### **RECORDS**

Aultman College of Nursing and Health Sciences maintains a Record Retention Policy and Procedure according to The Family Educational Rights and Privacy Act [FERPA] [20 U.S.C. § 1232g; 34 CFR Part 99]), the American Association of Collegiate Registrars and Admissions Officers, AACRAO's Retention of Records, Guide for Retention and Disposal of Student Records and the Federal Student Aid Handbook, Recordkeeping and Disclosure and is available in the College Office, upon request.

Aultman College of Nursing and Health Sciences maintains records for applicants, enrolled students, transient students and graduates. The official permanent record, financial record and health services record are also maintained.

Student records include all official records, files and dates directly related to a student who has attended classes at Aultman College of Nursing and Health Sciences. This includes material that is incorporated into the student's cumulative record folder, which is intended for College use. Student records specifically include, but are not limited to, admission requirement data, level of achievement, transcripts, disciplinary reports and other pertinent documents. These records are kept in the Office of the Registrar. Academic records are maintained with the program of study.

All applicants' records will maintain active status for one year, at which time the files are purged and a student needs to reapply to the College for admission. Financial aid records are maintained according to the five-year federal guidelines and are then destroyed. Health Service records are maintained according to the policy and procedure of the Health Service Department.

The official permanent record includes the students' final transcript. College catalogs containing course descriptions and other College information will also be maintained. All applicants' records will maintain active status for one year, at which time the files are purged and a student needs to reapply to the College for admission.

A student may request, in writing, the opportunity to inspect and review his/her records. The request should be made to the Office of the Registrar and must specify records to be reviewed. The request to review the records will be granted within a reasonable amount of time, but not to exceed 14 days after the request has been made. The College reserves the right to limit a student's ability to review certain financial records and confidential letters or statements of recommendation to the extent such limitations are consistent with the Family Educational Rights and Privacy Act (FERPA) of 1974.

Records will be reviewed by the student in the presence of the Registrar or designee. Records may not be amended or deleted during this meeting. The student shall be advised of his/her right and the procedure for challenging any portion of the College record that the student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights.

The College follows the requirements pertaining to the access, inspection, and review of student records, in accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974.

Records will be reviewed by the student in the presence of the Registrar or designee. Records may not be amended or deleted during this meeting. The student shall be advised of his/her right and the procedure for challenging any portion of the College record that the student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights.

The College follows the requirements pertaining to the access, inspection, and review of student records, in accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974.

#### **Official Transcript**

Students may submit a written and signed request for transcripts and/or obtain a request for transcript form from the website [www.aultmancollege.edu](http://www.aultmancollege.edu). The transcript request will be processed once the transcript fee is received. A transcript will not be released if a student is indebted to the College.

### **NOTIFICATION of STUDENTS of THEIR RIGHTS UNDER the FAMILY EDUCATIONAL RIGHTS and PRIVACY ACT (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) of 1974 as amended, known as the Buckley Amendment, affords students certain rights with respect to educational records. The ACNHS office that administers FERPA is:

Office of the Registrar  
2600 6th Street SW  
Canton, OH 44710

These rights include:

1. *The right to inspect and review the student's educational records within 45 days of the day Aultman College of Nursing and Health Sciences receives a request for access.*

Students should submit to the support staff, director, or other appropriate official, written requests that identify the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the record may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. *The right to request the amendment of the student's educational records the student believes to be inaccurate, containing misleading information or are in violation of the student's privacy rights.*

Students may ask the College to amend a record they believe contains information that is inaccurate, misleading or in violation of his/her rights of privacy. They should write to the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the College decides not to amend the record as requested by the student, the student will be notified of the decision and advised of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided when notified of the right to a hearing.

3. *The right to consent to disclosures of personal identifiable information contained in*

a. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by Aultman College of Nursing and Health Sciences in an administrative, supervisory, academic or research, or support staff position (including law enforcement/security unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Directors; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility. Upon request, the College will disclose educational records without consent to officials of another school in which a student seeks or intends to enroll.

4. *The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Aultman College of Nursing and Health Sciences to comply with the requirements of FERPA.*

#### **The name and address of the office that administers FERPA is:**

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW; Washington, DC 20202-4605

Directory information regarding the student will be provided to the public upon request unless a student files a request with support staff asking to be excluded from the directory or from any other requests for open information from outside entities. The request should be submitted prior to the 12th day of class of the starting semester. A request to withhold information may be submitted after the stated deadline for a semester, but information may be released between the deadline and receipt of the request. The file of the student who has asked to be excluded will be flagged until the student requests the flag be removed.

Directory information is information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to, a student's full name, participation in officially recognized activities, address, telephone number, electronic email address, date and place of birth, major field of study, dates of attendance, degrees, honors, and/or awards received, grade level, the last educational agency or institution attended prior to Aultman College of Nursing and Health Sciences, and photograph.

The access and release of your non-public (non-directory) information such as educational records (or any personal identifiable information they contain) without your prior consent are prohibited under federal law. However, federal law permits access to such information without your prior consent under certain circumstances or to certain individuals. These include the following:

- School officials, including faculty, who have a legitimate educational interest in the records.

- Officials of another school, upon request, in which a student seeks or intends to enroll.
- Certain officials of the U.S. Department of Education, the U.S. Department of Defense (under Solomon Amendment), the U.S. Comptroller General, and state and local educational authorities, in connection with an audit, or certain state or federally supported education programs.
- Financial aid, as necessary to determine the eligibility, amount or conditions of the financial aid, or to enforce the terms and conditions of the aid.
- Accrediting organizations in order to carry out their accrediting functions.
- Organizations conducting studies for or on behalf of the College.
- Your parents, if you are a dependent as defined in Section 152 of the Internal Revenue Code.
- Appropriate parties in a health or safety emergency.
- To a court in which the school is defending itself against legal action initiated by a parent or eligible student.
- By judicial order or lawfully issued subpoena.
- To the alleged victim of a crime of violence or a non-forcible sex offense where the alleged perpetrator is subject to formal disciplinary proceedings conducted by the College.

The law permits students the right of confidentiality and the right to inspect and review their educational record as maintained by the appropriate offices and agencies of the College. Also, it affords students the right to request that amendments be made to ensure that their records be accurate.

Copies of the Act and Federal Regulations are available for examination in the Financial Aid Office or by accessing the Department of Education's FERPA web site at [www.ed.gov/policy/gen/guid/fpco/ferpa/index.html](http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html).

FERPA information is published yearly in the College catalog and student handbook.

Since Aultman College of Nursing and Health Sciences maintains a purchased course agreement with Walsh University, a student's academic, behavior, and medical information is considered part of the educational record and will be shared with appropriate College and University personnel.

## RELIGION

A chapel is available in Aultman Hospital for students. The hospital chaplain is also accessible to students for spiritual counseling.

## SCHOOL CLOSINGS

As an educational facility focused on health care, it is very rare for the College to close due to inclement weather. However, if it is determined that cancellation of classes is warranted, information can be found via the following methods:

- Student Portal
- RADIO FREE OHIO 1350 AM
- News Net 5
- WAKS Kiss 96.5 FM
- WCLV 104.9 FM
- WCPN 90.3 ideastream
- WCRF 103.3 FM
- WeatherPLUS Time Warner Digital 522, WOW & Comcast 208
- WGAR My Country 99.5 FM
- WHBC 1480 AM
- WHBC Mix 94.1 FM
- WHLO 640 AM
- WKDD 98.1 FM
- WKYC-TV Channel 3
- WMJI Magic 105.7 FM
- WMMS 100.7 FM Cleveland's Rock Station
- WOIO-TV Channel 19
- WTAM 1100 AM
- WUAB-TV Channel 43
- WVIZ/PBS ideastream
- WVMX Mix 106.5 FM

## STUDENT LIFE

The Department of Student Life is dedicated to providing students with opportunities to engage in academic, community and student body activities to promote a collegiate environment. The Office of Student Life assists students to excel in programs targeted for personal, professional, physical, intellectual, and collegiate development during their academic program.

Students are encouraged to participate in Student Life programs offered throughout the academic year. Student Life calendars are created monthly with activity details and posted on College bulletin boards, main office, Student Life Coordinator's office, CAMS Student Portal, and the Aultman College website.

Aultman College Student Life programs include:

- Monthly 'Lunch and Learn' seminars on important topics
- Themed socials
- Informational sessions
- Pilates and fitness classes
- Semester Nights Out in Stark County
- The Golden Owl Student of the Month program
- Student Ambassadors
- Service Learning Opportunities
- Intramural Sports
- Career-building Seminars
- Residence Life programs for students living at Walsh University
- Aultman College Mentorship Program

The Department of Student Life also oversees all student-lead associations. Students are encouraged to bring suggestions for clubs and associations on campus to the attention of the Student Life Coordinator.

### ***Student Governance/Student Senate***

The Student Senate is the primary means to become involved in the College governance.

#### **A. Purpose**

Aultman College of Nursing and Health Sciences Student Senate is student led, student run, and shall function to:

1. Encourage student engagement, professional development, and service.
2. Facilitate communication between students, faculty, staff, and administration.
3. Administer Town Hall meetings as an open forum for all students.

#### **B. Functions**

1. Promote college life, in part by encouraging/promoting participation in academic, social, and service activities.
2. Serve as a forum to receive student concerns/opinions and direct them to the appropriate committee and/or responsible party for review.
3. Administer and oversee Town Hall Meetings as a forum for gathering and disseminating information to the student body of the entire college.
4. Foster involvement in the governance of the college and student affairs, in part by providing representatives to the Faculty and Student Affairs Councils.

#### **Membership**

The membership shall consist of:

1. At least ten (10) elected students
2. Student Life Coordinator (ex-officio), primary advisor
3. Faculty Member (ex-officio), assistant advisor, (elected by the College for two (2) years of service)

### ***Aultman College Student Nurse Association***

#### ***A chapter of the National Student Nurses' Association***

The National Student Nurses' Association is a professional organization of nursing students. The mission of this organization is to organize, represent, and mentor students preparing for initial licensure as registered nurses; promote development of skills that students will need to become responsible members of the nursing profession; and to advocate for high quality health care. The Aultman College Student Nurse Association is a chapter of both the National Student Nurses' Association and the Ohio Nursing Students' Association.

Professional involvement by nursing students and nursing faculty promotes growth through interaction with peers. It fosters the opportunity to ensure the highest level of health care to the client. Members can actively participate in the legislative process as client advocates and can seek to improve the quality of nursing care.

It is expected that nursing students will use this organization to promote personal and professional growth. Excellence within the profession of nursing is achieved by each person taking an active part in an organization that promotes high ethical and professional practices. Through the Aultman College Student Nurse Association chapter, the National Student Nurses' Association is an excellent place to begin your professional journey.

### ***Men in Nursing Association***

With an increased demand for nurses, more men are choosing nursing for their career. The Men in Nursing Association was established in 2007 by several male student nurses attending Aultman College. The Association was developed to provide mentorship opportunities for male student nurses and establish relationships between male Aultman alumni who currently hold careers in nursing. This association does not hold regular meetings as it is intended for participants to develop meeting times and locations convenient for each individual. Subjects of discussion can vary depending on individual needs and may include career choices, employment opportunities for men, adjusting to classroom environment, and the benefits of becoming a male nurse. Male nursing students who are interested in participating in the Aultman College Men in Nursing Association are encouraged to contact the Student Life Coordinator for more information.

For any information regarding Student Life programs and offerings, please contact Student Life Coordinator. Please feel free to visit the Office of Student Life located directly across from the student lockers.

### **SUBSTANCE ABUSE**

Aultman College of Nursing and Health Sciences (ACNHS) is committed to a drug and alcohol free environment and has adopted a substance abuse policy for the purposes outlined below:

- To establish and maintain a safe, healthy learning environment for students.
- To provide a safe, healthy environment for clients while providing care.
- To preserve the reputation of the College and its employees within the community at large and within the health care community.

The College opposes substance abuse and will enforce its rules regarding alcohol and illicit drugs. The College supports and cooperates with local, state and federal laws regarding the regulation of alcohol and illicit drugs.

The following rules represent ACNHS' policy concerning substance abuse.

- Students are prohibited from attending class or clinicals of any nature under the influence of alcohol or illicit drugs.
- The use, sale, possession, transfer, or purchase of illegal drugs or alcohol on Aultman property or while engaged in official ACNHS educational activities is strictly prohibited and cause for dismissal.
- Only the person for whom a prescription drug is issued can bring the medication on Aultman property in its original container. The student must use the prescription drug only in the manner, combination, and quantity prescribed.

The College requires a student to submit to blood, breath, or urine testing for drugs and/or alcohol for reasonable cause. Refusal to submit to testing for reasonable cause is grounds for dismissal.

ACNHS' Substance Abuse Prevention Program outlines information for referral resources for counseling and/or treatment, specific local, state and federal laws governing unlawful possession and distribution of illicit drug and alcohol and health

risks associated with the use and abuse of alcohol and/or illicit drugs. ACNHS Substance Abuse Prevention Program information is available in Aultman Hospital's Health Services, the College Financial Aid Office, and on the College website [www.aultmancollege.edu](http://www.aultmancollege.edu).

### TOBACCO-FREE ENVIRONMENT

Aultman College of Nursing and Health Sciences is a tobacco-free environment demonstrating our commitment to healthy living. Our tobacco free policy prohibits use on all of the Aultman campus property including parking areas and sidewalks. The use of cigarettes, cigars, pipes and smokeless tobacco is prohibited on Aultman property, this includes vehicles parked in Aultman parking lots, sidewalks, private streets, and outside seating areas. Students participating in clinicals should adhere to the smoking policy established for employees by Aultman Health Foundation, which includes an employee's pledge to refrain from tobacco use **at all** during shift hours and ensuring that clothing, hair, and other personal effects are free of tobacco and smoke odor. ACNHS Substance Abuse Prevention Program information is available in Aultman Hospital's Health Services and on the College website [www.aultmancollege.edu](http://www.aultmancollege.edu).



### ◆ ASSOCIATE OF SCIENCE IN NURSING (ASN) ◆

#### *Vision Statement*

To prepare nurses who positively impact the nursing profession.

#### *Mission Statement*

Providing the community with competent beginning nursing professionals.

#### *Residency Requirements*

In order to graduate with a degree from Aultman College, 36 credit hours must be completed at our college (approximately 50% of degree requirement).

#### *Graduation Requirements*

- A minimum of 73 credit hours
- 41 general education credit hours
- 32 nursing credit hours
- Residency course requirements apply
- It is recommended that the program of study be completed with the last clinical nursing course (NRS 250)
- Completion of NCLEX review course selected by the program

#### *Nursing Program Requirements*

##### **GENERAL EDUCATION (41 credit hours)**

##### *Sciences*

BIO 206 and Lab	Microbiology	4 credits
BIO 209 and Lab	Anatomy & Physiology I	4 credits
BIO 210 and Lab	Anatomy & Physiology II	4 credits
CHEM 109 and Lab	General, Organic & Biochemistry I	4 credits
CHEM 110 and Lab	General, Organic & Biochemistry II	4 credits

##### *English*

ENG 105	College Composition I	3 credits
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##### *Mathematics*

MATH 105	College Algebra I	3 credits
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##### *Social Sciences/Economics*

PHIL 304	Bioethics	3 credits
PSYCH 110	Psychology of Adjustment	3 credits
PSYCH 210	Human Development	3 credits
SOC 204	Social Problems	3 credits
ECON 205	Introduction to Economics	3 credits

##### **NURSING (32 credit hours)**

NRS 110	Nursing Skills Lab I	2 credits
NRS 120	Nursing Management I	4 credits
NRS 130	Nursing Management II	5 credits
NRS 140	Clinical Reasoning I	1 credits
NRS 210	Nursing Skills Lab II	2 credits
NRS 220	Nursing Management III	5 credits
NRS 240	Clinical Reasoning II	1 credit
NRS 250	Nursing Management IV	10 credits
NRS 260	Professional Role Development	2 credits

### **Advanced Standing Policy for LPNs**

The Licensed Practical Nurse (LPN) applicant applying to the Division of Nursing may be granted advanced placement in the curriculum. An LPN admitted with advanced standing shall meet the College and program's curriculum requirements for currently enrolled students. The candidate must meet the application process and successfully complete the ACCESS transition course with a minimum of 77%. (ACCESS is the name given to the transition course as provided in the OCEM Ohiowide articulation model). A listing of ACCESS courses and locations can be found at [www.ohioleaguefornursing.org](http://www.ohioleaguefornursing.org) under Ohio Nursing Articulation Model and Transition Course Schedule.

### **ARTICULATION AGREEMENTS**

Aultman College of Nursing and Health Sciences has the following articulation agreements in place for its Associate of Science Degree in Nursing:

- Ashland University • University of Akron
- Malone University • Kent State University (Letter of Agreement)
- Walsh University

#### **Ashland University**

Aultman College of Nursing and Health Sciences (ACNHS) and the Ashland University, Department of Nursing have agreed to an Articulation Agreement which provides for the ACNHS graduates, licensed in the State of Ohio as a Registered Nurse, to be eligible for application to the BSN Degree Completion Program at Ashland University. The Articulation Agreement includes a Transfer Guide which may be received in the ACNHS office. Provisions are in place through the Articulation Agreement to review and update the agreement, based on either institution's programmatic changes. Such changes will not adversely affect students already enrolled in the Ashland articulation options.

#### **Malone University**

Aultman College of Nursing and Health Sciences (ACNHS) and the Malone University School of Nursing are agreed to an Articulation Agreement which provides for the ACNHS graduates, licensed in the State of Ohio as a Registered Nurse, to be eligible for application to the BSN Degree Completion Program at Malone University. The Articulation Agreement includes a Transfer Guide which may be received in the ACNHS office. As North Central Association confers Candidacy Status to ACNHS the Articulation Agreement will be reviewed and updated as indicated.

### **AUTHORIZATION/APPROVAL**

#### **The nursing program is:**

- Approved by the Ohio Board of Nursing (OBN). Possess a certificate of full OBN approval (effective May 17, 2007 through May 17, 2012).
- Accredited by the National League for Nursing Accrediting Commission (NLNAC). Possess a certificate of initial accreditation from NLNAC (effective fall 2007 through fall 2012).
- An agency member of the National League for Nursing and the Ohio League of Nursing.

#### **For more accreditation and association information, you may contact:**

Ohio Board of Nursing  
17 South High Street, Suite 400  
Columbus, Ohio 43215-3413  
(614) 466-3947  
[www.nursing.ohio.gov](http://www.nursing.ohio.gov)

National League for Nursing Accrediting Commission  
3343 Peachtree Rd., N.E., Suite 500  
Atlanta, Georgia 30326  
(404) 975-5000  
[www.nlnac.org](http://www.nlnac.org)



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### **◆ COURSE DESCRIPTIONS ◆**

#### **BIOLOGY**

##### **BIO 206 Microbiology 4 credits**

This course presents the nature, aspects and purpose of scientific inquiry. It shows students the formulation and revision of scientific explanations and models through logic and evidence. The reproduction, behavior, diversity and adaptations of organisms are introduced at this level along with the character of populations and the interdependence of organisms and heredity-evolution. Microorganisms are introduced with emphasis on the bacteria pathogenic to humans. Pathogenic viruses, fungi, protozoans and helminthes are included. Characteristics of microorganisms and etiology and control of infections are also presented. Three hours of lecture and one two-hour lab per week.

##### **BIO 209-210 Anatomy and Physiology 8 credits**

Systematic study of the structure and function of the human body. Lecture sessions address primarily, though not exclusively, body function (physiology) while laboratory sessions address structure (anatomy). Three hours of lecture and one two-hour lab per week Two (2) 4 credit hour courses.

#### **CHEMISTRY**

##### **CHEM 100 Introduction to Chemistry 3 credits**

This course is designed for students with a limited background in chemistry and mathematics, and may provide an excellent foundation for CHEM 109. Builds basic skills in chemistry and mathematics (algebra) by placing an emphasis on essential problem solving methods. Topics such as exponents, the factor label method, English/metric measurements and conversions, significant figures, atomic structure, the periodic table and its applications, naming, inorganic compounds, mole relationships, molarity, and molecular structure will be covered.

##### **CHEM 109 General, Organic and Biochemistry I 3 credits**

This course is specifically designed for students intending to pursue careers in nursing and related fields. This first course focuses on inorganic chemistry or general chemistry. Topics include: measurements; significant figures; metric system; units; density; atoms, molecules and ions; basic nomenclature of inorganic salts and simple diatomic covalent molecules; balancing chemical reactions; stoichiometry (mass-mole relationships); basic gas laws; basics of thermodynamics; basics of acid-base chemistry; basics of chemical kinetics; basics of chemical equilibrium; periodic table; basics of chemical bonding; Lewis structures and VSEPR geometries; and basic of nuclear chemistry. A working knowledge of basic math including simple algebra is needed. This course is calculation intensive. All students need a scientific calculator. Three hours of lecture.

##### **CHEM 109 General, Organic and Biochemistry Lab 1 credit**

This lab experience is designed to compliment Chem 109 lecture. A strong focus is placed on proper methods for measuring data (mass, volume, length, etc...), proper

use of significant figures; basic statistical methods; graphing and data presentation; laboratory safety and proper scientific report writing. Experiments include, but are not limited to, determination of densities of materials; basic gravimetric analysis; volumetric analysis (acid-base titrations, etc...), separation of mixtures; calorimetry and other labs as time permits. For most experiments, student work independently, but teamwork is also encourage in certain situations. One 3-hour lab period per week.

**CHEM 110                      General, Organic and Biochemistry II                      3 credits**

This course is specifically designed for students intending to pursue careers in nursing and related fields. This course focuses on basic organic chemistry and fundamental biochemistry. Topics include: Lewis structures, physical properties, basic nomenclature, and chemical reactions of the following classes of organic compounds; Hydrocarbons (alkanes, alkenes, alkynes & aromatics), alcohols, ethers, aldehydes, ketones, ester, amides, anhydrides, phosphoesters, thioesters, thioalcohols, and amines. Stereochemistry and acid-base topics are also included. The second half of the course applies the organic chemistry to biochemicals with an emphasis on health-related applications. Topics include: amino acids & proteins, enzymes, carbohydrates, lipids, nucleic acids, vitamins and coenzymes, basic metabolism. Clinical topics include, but are not limited to, diabetes mellitus, clinical isoenzymes, lipoproteins profiles, drug therapies, ethanol metabolism and others. This course is an organic chemical structure-intensive experience emphasizing structure-function relationships, monomer-polymer relationships and metabolic control systems and disease. Three hours of lecture per week.

**CHEM 110                      General, Organic and Biochemistry II Lab                      1 credit**

This lab experience is designed to compliment Chem 110 lecture. A strong focus is placed on proper methods for measuring data (mass, volume, length, etc...), proper use of significant figures, basic statistical methods, graphing and data presentation, laboratory safety and prior scientific report writing. Experiments include, but are not limited to, thin-layer chromatography of pharmaceuticals; colligative properties of solutions; chemical kinetics; chemical equilibrium; electrochemistry; more complex volumetric analysis; and qualitative chemical analysis. For most experiments, student work independently, but teamwork is also encourage in certain situations. A greater emphasis is placed on exploratory an investigative sciences during this course. One 3-hour lab per week.

**ECONOMICS**

**ECON 205                      Introduction to Economics                      3 credits**

Introduction to concepts of micro- and macro-economics. Course introduces students to those principles essential to an understanding of fundamental economic problems and the alternative policies society may use to contend with these problems. Overall emphasis on developing student's ability to reason accurately and objectively about economic matters and to arouse a lasting interest in economics.

**ENGLISH**

**ENG 090                      College Writing Workshop                      5 credits**

This course emphasizes paragraph and essay development in a writing workshop format. The methodology is based on the premise that writing is a process that develops through experience and varies among students, who will discover how writing and sharing their writing with others will improve skills. Therefore, the focus is on the components of the writing process: prewriting, drafting, revision, peer review, and reflection. The course is also intended to prepare students for the demands of college-level essays and research required in College Composition I. Through discussion, collaboration, and practice, students will learn how to write paragraphs and essays that are logically organized around a topic sentence or thesis; establish coherence with appropriate transitions; develop main ideas with specific detail; and use language that is grammatically and mechanically correct. Core activities include a variety of readings; written reading responses and discussion; paragraph and essay development; peer review, tutorial sessions and other collaborative writing experiences; journaling; and instructor-led discussions/lessons about issues that arise in student writing.

**ENG 105                      College Composition I                      3 credits**

This course emphasizes college-level critical thinking, reading, and writing as they relate to expository writing, argumentation, and research. The methodology is guided by the premise that writing is a process that develops through experience and varies among students; therefore, the primary format is workshop rather than lecture. The focus is on the writing process—essay development via pre-writing, drafting, revision, editing, and reflection. Students will discover how to create compositions that are grammatically correct, logically sound, and rhetorically effective. Core activities include a variety of readings to which students will respond in writing and discussion, essay development that incorporates critical analysis and argumentation, individual conferences with the instructor, collaborative peer review, instructor-led discussions/lessons on issues that arise from student writing, and an APA style research project that utilizes library and online resources.

*Required pre-requisites: Appropriate placement test scores or ENG 090.*

**MATHEMATICS**

**MATH 090                      Introductory Algebra                      3 credits**

Introductory Algebra is a course designed for those students who don't feel that their math skills are strong enough to enter College Algebra I. The course will review basic number and computation topics, solving equations, working with equations and their graphs to model real-world data, and emphasize the usefulness in mathematics to solve a wide variety of problems.

**MATH 105                      College Algebra I                      3 credits**

College Algebra I is a standard college algebra course emphasizing a deep understanding of functions and their properties and usefulness in modeling real-world data. In addition to working with polynomial, rational, exponential, and logarithmic functions, students will solve systems of linear and nonlinear equations and inequalities, and see the usefulness in mathematics to solve a wide variety of problems.

*Required pre-requisites: Appropriate placement test scores or MATH 090.*



## PHILOSOPHY

**PHIL 304**                      **Bioethics**                      **3 credits**  
Interdisciplinary study of what science can do and what science ought to do. Exponential advances in medical-scientific knowledge and technology present many questions and problems that must be considered from the viewpoint of philosophical ethics. Problems such as abortion, infanticide, genetic engineering, euthanasia, and human experimentation are considered.

## PSYCHOLOGY

**PSYCH 110**                      **Psychology of Adjustment**                      **3 credits**  
Applications of psychological principles to normal adult living. Stress management, relationships, emotions, coping strategies, conflict resolution.

**PSYCH 210**                      **Human Development**                      **3 credits**  
Normal patterns of growth and change throughout the lifespan. Stages of physical and psychosocial development, including personality, language, cognition, and intelligence. Consideration of research methods and major theories of child and adult development.

## SOCIOLOGY

**SOC 204**                      **Social Problems**                      **3 credits**  
Survey of selected contemporary problems in American society from the perspective of sociological concepts and orientations which underlie an understanding of human behavior. Problems of population, substance abuse, mental illness, gender, heterosexism, poverty, crime, racial and ethnic relations, and urban dynamics are normally examined.

## ◆ DIRECTORY OF FACULTY AND STAFF ◆

College Office hours are Monday, Wednesday, Thursday, Friday 7:30 am – 4:00 pm  
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First Saturday of the Month 9:00 am - 12:00 pm  
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**AULTMAN COLLEGE OF NURSING  
AND HEALTH SCIENCES**

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