



2014-2015

Please visit www.aultmancollege.edu regularly for important updates to the policies and procedures included in this handbook.

Dear Aultman College Student,

It is my pleasure to welcome you to Aultman College of Nursing and Health Sciences. Whether you are a new or returning student, we are happy to have you with us for the 2014-2015 Academic Year.

Aultman College is a health-care affiliated institution of higher learning with a celebrated history in education that began in 1892 with the founding of the Aultman Hospital School of Nursing. The college was incorporated on Feb. 17, 2004 as part of Aultman Hospital's second century of commitment to preparing future leaders in the field of health care. We cherish our past and continue to mold our future around the needs of the community and industry we serve.

This is an exciting time to begin a career in health care. Advances in knowledge and technology mean your years as a health sciences student will be both fulfilling and challenging. Your Aultman College experience will offer opportunities for growth, development, service and leadership. Our faculty, staff, and administration are here to help you and look forward to supporting you in your journey.

The student planner and handbook contains important information that will help you make a smooth transition into the new academic year. Please make time to review it. Learning about Aultman College policies, services, and student life activities will make your academic and social interactions here much more rewarding.

Thank you for choosing Aultman College. Best wishes for a successful academic year!

Sincerely,



Jeannine Shambaugh
Vice President of Student Affairs

Table of Contents

Vision/Mission/Values.....	5
General Education Philosophy.....	6
Academic Calendar.....	7
Department Directory.....	16
Learning Resource Center.....	19
Special Accommodations.....	19
Aultman Health Sciences Library.....	22
Important Library Links.....	23
Printing/Copying Services.....	24
College-wide Academic Policies.....	25
College-wide Student Conduct Policies.....	53
Financial Information.....	76
Tuition and Fees.....	76
Meal Plans.....	77
Billing and Payment Information.....	77
Withdrawal/Refund Policy.....	79
Financial Aid.....	81
Other Information.....	93
Student Life.....	93

Student Organizations	94
College Communications	96
Safety and Security	97
Health and Wellness	101
Student Records	102
Instructional Facilities	104
Baccalaureate of Science in Nursing Completion Policies	105
Associate of Science in Nursing Policies	120
Associate of Science in Radiography Policies	138
Aultman College and Aultman Hospital Maps	153

VISION

To be a leader in educating exceptional health care professionals who positively impact society.

MISSION

As a partner in a unique integrated health care delivery system, Aultman College is a higher education institution offering a premier health sciences education. We serve current and emerging needs in Northeast Ohio and beyond through academically challenging and relevant degree and community education programs.

VALUES

Aultman College maintains a student-centered culture that values:

Quality

- We will deliver an outcome-focused, cost-effective educational experience.

Integrity

- We will build trustworthy relationships through transparency, collaboration, and personal and professional accountability.

Caring

- We will serve with compassion and respect and embrace diversity of ideas, cultures, and people.

Knowledge

- We will foster a rigorous academic environment that inspires critical thinking, creativity, and life-long learning.



AULTMANCollege
OF NURSING AND HEALTH SCIENCES

General Education Philosophy

At Aultman College of Nursing and Health Sciences, 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 Aultman College 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 Aultman College 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 Aultman College to a transfer institution, and/ or from Aultman College to the work world) and are infused throughout the stated performance competencies in any given program, discipline, or course. These global abilities are central to both a rich personal life and a successful health sciences career committed to lifelong learning. Specifically, Aultman College students should expect to improve their ability to:

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

Definitions of Core Abilities

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.

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 health care environment.

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.

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.



AULTMANCollege
OF NURSING AND HEALTH SCIENCES

Academic Calendar 2014-2015

Associate of Science Degree Programs

FALL SEMESTER	2014-2015
CLASSES BEGIN	AUGUST 25, 2014
LABOR DAY (OFFICES CLOSED)	SEPTEMBER 1, 2014
LAST DAY TO ADD/DROP CLASSES	SEPTEMBER 2, 2014
LAST DAY TO WITHDRAW FROM CLASSES WITH A 100% REFUND (4:00 PM)	SEPTEMBER 2, 2014
FINANCIAL AID PELL GRANT FREEZE DAY	SEPTEMBER 3, 2014
LAST DAY TO WITHDRAW FROM CLASSES WITH A 90% REFUND (4:00 PM)	SEPTEMBER 12, 2014
LAST DAY TO WITHDRAW FROM CLASSES WITH A 50% REFUND (4:00 PM)	SEPTEMBER 26, 2014
LAST DAY TO WITHDRAW FROM CLASSES WITH A 25% REFUND (4:00 PM)	OCTOBER 3, 2014
FINANCIAL AID OCOG, EMPLOYEE TUITION REDUCTION FREEZE DAY	OCTOBER 4, 2014
FALL BREAK	OCTOBER 6-7, 2014
MIDTERM GRADES DUE BY 12:00 NOON	OCTOBER 17, 2014
FALL GRADUATION APPLICATION DEADLINE	OCTOBER 20, 2014

ACADEMIC ADVISING FOR SPRING SEMESTER	OCTOBER 13-17, 2014
REGISTRATION FOR SPRING SEMESTER	October 27-31, 2014
LAST DAY TO WITHDRAW FROM CLASSES WITH A W GRADE (4:00 PM)	NOVEMBER 14, 2014
THANKSGIVING BREAK (NO CLASSES)	NOVEMBER 26-28, 2014
OFFICES CLOSED AT 2:00 PM	NOVEMBER 26, 2014
THANKSGIVING BREAK (OFFICES CLOSED)	NOVEMBER 27-28, 2014
LAST DAY OF CLASSES	NOVEMBER 25, 2014
FINAL EXAMINATIONS	DECEMBER 1-5, 2014
SEMESTER ENDS	DECEMBER 5, 2014
FINAL GRADES DUE BY 12:00 NOON	DECEMBER 10, 2014
COMMENCEMENT	DECEMBER 12, 2014
HOLIDAY BREAK (OFFICES CLOSED)	DECEMBER 24, 2014 THROUGH JANUARY 1, 2015

SPRING SEMESTER	2015
CLASSES BEGIN	JANUARY 5, 2015
LAST DAY TO ADD/DROP CLASSES	JANUARY 12, 2015
LAST DAY TO WITHDRAW FROM CLASSES WITH A 100% REFUND (4:00 PM)	JANUARY 12, 2015
FINANCIAL AID PELL GRANT FREEZE DAY	JANUARY 13, 2015
MARTIN LUTHER KING JR. DAY (NO CLASSES, OFFICES CLOSED)	JANUARY 19, 2015
LAST DAY TO WITHDRAW FROM CLASSES WITH A 90% REFUND	JANUARY 23, 2015

(4:00 PM)	
LAST DAY TO WITHDRAW FROM CLASSES WITH A 50% REFUND (4:00 PM)	FEBRUARY 6, 2015
LAST DAY TO WITHDRAW FROM CLASSES WITH A 25% REFUND (4:00 PM)	FEBRUARY 13, 2015
FINANCIAL AID OCOG, EMPLOYEE TUITION REDUCTION FREEZE DAY	FEBRUARY 14, 2015
SPRING GRADUATION APPLICATION DEADLINE	FEBRUARY 13, 2015
PRESIDENTS' DAY BREAK (NO CLASSES)	FEBRUARY 16, 2015
MIDTERM GRADES DUE BY 12:00 NOON	FEBRUARY 25, 2015
SPRING BREAK (NO CLASSES)	MARCH 2-6, 2015
ACADEMIC ADVISING FOR SUMMER AND FALL SEMESTERS	MARCH 9-13, 2015
REGISTRATION FOR SUMMER AND FALL SEMESTERS	MARCH 23-25, 2015
LAST DAY TO WITHDRAW FROM CLASSES WITH A W GRADE (4:00 PM)	MARCH 26, 2015
LAST DAY OF CLASSES	APRIL 17, 2015
FINAL EXAMINATIONS	APRIL 20-24, 2015
SEMESTER ENDS	APRIL 24, 2015
FINAL GRADES DUE BY 12:00 NOON	APRIL 29, 2015
COMMENCEMENT	MAY 9, 2015
SUMMER SEMESTER	2015
CLASSES BEGIN	MAY 18, 2015
LAST DAY TO DROP	MAY 22, 2015

COURSES WITH A 100% REFUND (4:00 PM)	
LAST DAY TO ADD/DROP CLASSES	MAY 22, 2015
FINANCIAL AID PELL GRANT FREEZE DAY	MAY 23, 2015
MEMORIAL DAY (NO CLASSES, OFFICES CLOSED)	MAY 25, 2015
LAST DAY TO WITHDRAW FROM CLASSES WITH A 90% REFUND (4:00 PM)	MAY 29, 2015
LAST DAY TO WITHDRAW FROM CLASSES WITH A 50% REFUND (4:00 PM)	JUNE 5, 2015
LAST DAY TO WITHDRAW FROM CLASSES WITH A 25% REFUND (4:00 PM)	JUNE 12, 2015
FINANCIAL AID OCOG, EMPLOYEE TUITION REDUCTION FREEZE DAY	JUNE 13, 2015
MIDTERM GRADES DUE BY 12:00 NOON	JUNE 17, 2015
LAST DAY TO WITHDRAW FROM CLASSES WITH A W GRADE (4:00 PM)	JUNE 22, 2015
INDEPENDENCE DAY (NO CLASSES, OFFICES CLOSED)	JULY 4, 2015
LAST DAY OF CLASSES	JULY 24, 2015
FINAL EXAMINATIONS	JULY 27-31, 2015
FINAL GRADES DUE BY 12:00 NOON	AUGUST 5, 2015

Academic Calendar 2014-2015

Bachelor of Science Completion Program

FALL SEMESTER	2014-2015
FALL A CLASSES BEGIN	AUGUST 25, 2014
LABOR DAY (OFFICES CLOSED)	SEPTEMBER 1, 2014
LAST DAY TO ADD/DROP CLASSES (4:00 PM)	AUGUST 29, 2014
LAST DAY TO WITHDRAW CLASSES WITH A 100% REFUND	AUGUST 29, 2014
LAST DAY TO WITHDRAW CLASSES WITHOUT RECEIVING A W GRADE (4:00 PM)	AUGUST 29, 2014
LAST DAY TO WITHDRAW CLASSES WITH A 90% REFUND	SEPTEMBER 5, 2014
LAST DAY TO WITHDRAW CLASSES WITH A 50% REFUND	SEPTEMBER 12, 2014
LAST DAY TO WITHDRAW CLASSES WITH A 25% REFUND	SEPTEMBER 19, 2014
LAST DAY TO WITHDRAW CLASSES WITH A W GRADE (4:00 PM)	SEPTEMBER 22, 2014
LAST DAY OF CLASSES FOR FALL A SEMESTER	OCTOBER 10, 2014
STUDENT BREAK (NO CLASSES)	OCTOBER 13-17, 2014
FINAL FALL A GRADES DUE BY 12:00 NOON	OCTOBER 15, 2014
ACADEMIC ADVISING FOR SPRING	OCTOBER 15-22, 2014
FALL B CLASSES BEGIN	OCTOBER 20, 2014
LAST DAY TO ADD/DROP CLASSES (4:00 PM)	OCTOBER 24, 2014
LAST DAY TO WITHDRAW CLASSES WITH A 100% REFUND	OCTOBER 24, 2014

LAST DAY TO WITHDRAW CLASSES WITHOUT RECEIVING A W GRADE (4:00 PM)	OCTOBER 24, 2014
LAST DAY TO WITHDRAW CLASSES WITH A 90% REFUND	OCTOBER 31, 2014
LAST DAY TO WITHDRAW CLASSES WITH A 50% REFUND	NOVEMBER 7, 2014
LAST DAY TO WITHDRAW CLASSES WITH A 25% REFUND	NOVEMBER 14, 2014
LAST DAY TO WITHDRAW CLASSES WITH A W GRADE (4:00 PM)	NOVEMBER 17, 2014
THANKSGIVING BREAK (STUDENTS)	NOVEMBER 26-28, 2014
OFFICES CLOSED AT 2:00 PM	NOVEMBER 26, 2014
THANKSGIVING BREAK (OFFICES CLOSED)	NOVEMBER 27-28, 2014
LAST DAY OF CLASSES FOR FALL B SEMESTER	DECEMBER 5, 2014
FINAL GRADES DUE BY 12:00 NOON	DECEMBER 10, 2014
COMMENCEMENT	DECEMBER 12, 2014
HOLIDAY BREAK (OFFICES CLOSED)	DECEMBER 24, 2014 – JANUARY 1, 2015
SPRING SEMESTER	2015
SPRING A CLASSES BEGIN	JANUARY 5, 2015
LAST DAY TO ADD/DROP CLASSES (4:00 PM)	JANUARY 9, 2015
LAST DAY TO WITHDRAW CLASSES WITH A 100% REFUND	JANUARY 9, 2015
LAST DAY TO WITHDRAW CLASSES WITHOUT RECEIVING A W GRADE (4:00 PM)	JANUARY 9, 2015

LAST DAY TO WITHDRAW CLASSES WITH A 90% REFUND	JANUARY 16, 2015
LAST DAY TO WITHDRAW CLASSES WITH A 50% REFUND	JANUARY 23, 2015
LAST DAY TO WITHDRAW CLASSES WITH A 25% REFUND	JANUARY 30, 2015
MARTIN LUTHER KING JR. DAY (OFFICES CLOSED)	JANUARY 19, 2015
LAST DAY TO WITHDRAW CLASSES WITH A W GRADE (4:00PM)	FEBRUARY 2, 2015

PRESIDENT'S DAY BREAK (STUDENTS)	FEBRUARY 16, 2015
LAST DAY OF SPRING A CLASSES	FEBRUARY 20, 2015
FINAL SPRING A GRADES DUE BY 12:00 NOON	FEBRUARY 25, 2015
STUDENT BREAK (NO CLASSES)	FEBRUARY 23-MARCH 6, 2015
SPRING B CLASSES BEGIN	MARCH 9, 2015
LAST DAY TO ADD/DROP CLASSES (4:00 PM)	MARCH 13, 2015
LAST DAY TO WITHDRAW CLASSES WITH A 100% REFUND	MARCH 13, 2015
LAST DAY TO WITHDRAW CLASSES WITHOUT RECEIVING A W GRADE (4:00 PM)	MARCH 13, 2015
ACADEMIC ADVISING FOR SUMMER AND FALL SEMESTERS	MARCH 16-20, 2015
LAST DAY TO WITHDRAW CLASSES WITH A 90% REFUND	MARCH 20, 2015
LAST DAY TO WITHDRAW CLASSES WITH A 50% REFUND	MARCH 27, 2015

LAST DAY TO WITHDRAW CLASSES WITH A 25% REFUND	APRIL 3, 2015
LAST DAY TO WITHDRAW CLASSES WITH A W GRADE (4:00 PM)	APRIL 6, 2015
LAST DAY OF SPRING B CLASSES	APRIL 24, 2015
FINAL GRADES DUE BY 12:00 NOON	APRIL 29, 2015
COMMENCEMENT	May 2015

SUMMER SEMESTER	2015
SUMMER A CLASSES BEGIN	MAY 4, 2015
LAST DAY TO ADD/DROP CLASSES (4:00PM)	MAY 8, 2015
LAST DAY TO DROP COURSES WITH A 100% REFUND (4:00PM)	MAY 8, 2015
LAST DAY TO DROP COURSES WITHOUT RECEIVING A W GRADE (4:00 PM)	MAY 8, 2015
LAST DAY TO WITHDRAW CLASSES WITH A 90% REFUND	MAY 15, 2015
LAST DAY TO WITHDRAW CLASSES WITH A 50% REFUND	MAY 22, 2015
MEMORIAL DAY (OFFICES CLOSED)	MAY 25, 2015
LAST DAY TO WITHDRAW CLASSES WITH A 25% REFUND	MAY 29, 2015
LAST DAY TO DROP COURSES WITH A W GRADE	JUNE 1, 2015
LAST DAY OF SUMMER A CLASSES	JUNE 19, 2015

FINAL SUMMER A GRADES DUE BY 12:00 NOON	JUNE 24, 2015
STUDENT BREAK (NO CLASSES)	JUNE 22-26, 2015
SUMMER B CLASSES BEGIN	JUNE 29, 2015
LAST DAY TO ADD/DROP CLASSES (4:00 PM)	JULY 3, 2015
LAST DAY TO DROP COURSES WITH 100% REFUND (4:00 PM)	JULY 3, 2015
LAST DAY TO DROP COURSES WITHOUT RECEIVING A W GRADE (4:00 PM)	JULY 3, 2015
INDEPENDENCE DAY (OFFICES CLOSED)	JULY 4, 2015
LAST DAY TO WITHDRAW CLASSES WITH A 90% REFUND	JULY 10, 2015
LAST DAY TO WITHDRAW CLASSES WITH A 50% REFUND	JULY 17, 2015
LAST DAY TO WITHDRAW CLASSES WITH A 25% REFUND	JULY 24, 2015
LAST DAY TO DROP COURSES WITH A W GRADE	JULY 27, 2015
SUMMER B SESSION ENDS	AUGUST 14, 2015
FINAL GRADES DUE BY 12:00 NOON	AUGUST 19, 2015

Department Directory

SECURITY EMERGENCY	330-363-6777
AULTMAN COLLEGE MAIN OFFICE	
Cassie Prater	330-363-6347
ALUMNI/RECRUITING OFFICE	
Sheri Storlie	330-363-1178
ADJUNCT FACULTY OFFICE	330-363-2335
ADMISSION/ENROLLMENT	
Linda Celik	330-363-5075
Nicole Borbonus	330-363-6773
AULLY'S NEST LOGO STORE	330-363-6477
AULTMAN COLLEGE COMMUNITY EDUCATION (ACCE)	
Jen Stanke	330-363-6776
BILLING	
Wendy Davis	330-363-2834
CAMPUS COORDINATION	
Monica Mendenhall	330-363-4281
COLLEGE AFFAIRS LIAISON	
Kristina Philabaum	330-363-6181
COLLEGE COMMUNICATIONS	
Laura Forchione	330-363-4287
FACULTY ADMINISTRATIVE ASSISTANT	
Rachel Lam	330-363-1560
FINANCIAL AID	
Jennie Carlson	330-363-6479
HEALTH SCIENCES LIBRARY	330-363-5000
Theresa Kline	330-363-3471
HEALTH SERVICES	330-363-6016
HELP DESK	3HELP
HUMAN RESOURCES SPECIALIST	
Kelsey Brinkman	330-363-3176
INFORMATION TECHNOLOGY	
Jared Reed	330-363-9769
Adam Mann	330-363-1126
LEARNING RESOURCE CENTER	330-363-3233
Michelle Speedy	330-363-6847

OFFICE OF THE REGISTRAR	
ASSISTANT REGISTRAR/ACADEMIC ADVISOR	
Christine Court.....	330-363-1223
REGISTRAR	
Michelle Deist	330-363-1232
RN to BSN COORDINATOR	
Jenn Loretto.....	330-363-1186
SECURITY SERVICES	
Emergency.....	330-363-6777
Non-emergency	330-363-6268
SIMULATION LAB	
Kathleen Gordon.....	330-363-5335
Vicki Scott	330-363-4276
Chris Gemma.....	330-363-1542
STUDENT LIFE/DIVERSITY	
Jen Penso	330-363-4280

Administration

Rebecca Crowl	330-363-6164
<i>President</i>	
Jean Paddock, Ph.D.	330-363-5205
<i>Vice President, Academic Affairs</i>	
Jeannine Shambaugh.....	330-363-5420
<i>Vice President, Administrative and Student Affairs</i>	
Vi Leggett.....	330-363-6183
<i>Vice President, Community Engagement</i>	
Jacqui Schmotzer	330-363-1283
<i>Director of Information Technology</i>	
Lyn Sabino	330-363-4227
<i>Director of Institutional Effectiveness</i>	
Wendy Davis.....	330-363-2834
<i>Director of Finance and Financial Aid</i>	
ACADEMIC	
Susan Shepherd.....	330-363-4349
<i>Dean of Academic Support</i>	
Amanda Espenschied-Reilly	330-363-5361
<i>Dean of General Education and Online Learning</i>	
Jo Ann Donnenwirth	330-363-4129
<i>Dean of Nursing and Allied Health</i>	
Dianne Gibbs.....	330-363-3231
<i>Program Director, ASN</i>	
Robin Williams	330-363-5320
<i>Program Director, ASR</i>	

Faculty

Sheryl Baird	330-363-6482
Christine Kalt	330-363-1123
Theresa Benzel, DNP	330-363-4269
Kelly Carmany	330-363-1163
Perri Concialdi	330-363-4271
Jo Ann Donnenwirth	330-363-4129
Dianne Gibbs	330-363-3231
Amanda Espenschied-Reilly.....	330-363-5361
Shannon Helfinstine, PhD.....	330-363-1127
Kathleen Hendrickson	330-363-4265
Jennifer Hillyer	330-363-1382
Bonnie Link.....	330-363-1234
Jenner Mbohi	330-363-1543
Mike Polnik	330-363-6074
Cherokee Russo, D.C.....	330-363-6784
Naomi Stiffler	330-363-3126
Robin Williams	330-363-5320
Larissa Bair	330-363-3930
Elise Mollohan	330-363-4272

Telephone Instructions

1. To dial a college/hospital phone number from within the hospital, dial 3+ the last four digits of the phone number.
2. To dial an outside number from within the college/Hospital, dial 9+ the phone number.

Paging Instructions

1. Dial 330 and then the pager number. (If you're calling from an Aultman phone, dial 82 followed by the pager number.)
2. Wait for the series of beeps.
3. Enter the phone number or extension where you can be reached, then the # sign.
4. You will hear another series of beeps. The page is underway.

Learning Resource Center (LRC)

330-363-3233

Aultman College is dedicated to helping students achieve their goal of becoming health care professionals. The Learning Resource Center was developed to provide students with a one-stop center for academic and personal support services. The LRC is located in Aultman College room 266. LRC services include the following:

Academic Support Services

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

- Enhancing test-taking skills.
- Improving time and stress management skills.
- Enhancing study skills.
- Securing tutors.
- Reducing test anxiety.
- Assisting with career preparation (résumés, interview prep, etc.).

Personal Support Services

Students seeking guidance for academic or personal concerns should speak with the LRC staff. These professionals will guide students to appropriate resources and services.

General Information Regarding the LRC

- Utilization of the LRC is included in the cost of tuition.
- Only enrolled students are eligible to participate.
- LRC records are kept separate from academic records.
- Referrals to internal/external professionals may incur a charge.
- Appointments may be made by contacting LRC staff.
- Information provided by a student to the LRC staff may be shared with administrators, faculty, and/or staff on a need-to-know basis in order for college personnel to fulfill their professional responsibilities.

Check the WiseLine for LRC hours.

Special Accommodations

Aultman College Learning Resource Center (LRC) provides special accommodations for academic or non-academic issues such as physical or mental impairments for Aultman College students. The Accommodations Policy ensures that Aultman College offers reasonable, appropriate accommodation services to support the academic activities of students with disabilities. Students may request special accommodations through the following process:

1. Complete a Request for Accommodations Form (available on the WiseLine, College website 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.
2. Obtain supporting documentation from an appropriate healthcare provider.

- a. Documentation must be on the practitioner's letterhead, typed, dated, signed, and otherwise legible.
 - b. Name, title, and professional credential(s) of the evaluator, including information about licensure or certification as well as the area of specialization must be clearly stated in the documentation.
 - c. Documentation must confirm the specific diagnosis of the disability and include:
 - 1) The nature, severity, and past and future duration of the disability.
 - 2) The activity or activities that the disability limits.
 - 3) The extent to which the disability limits the student's ability to perform the activity or activities.
 - d. Documentation must contain specific recommendations for reasonable accommodations. For example:
 - 1) Extra time for test taking and how much extra time is required.
 - 2) Extra time for quizzes and how much extra time is required.
 - 3) A separate room for testing.
 - 4) A quiet room for testing.
 - e. Documentation must contain results of standard tests to support the diagnosis.
 - 1) Testing must have been administered within the last three years.
 - 2) This testing is valid throughout the student's continuous enrollment at Aultman College.
 - f. Documentation must also include:
 - 1) The duration of time these special accommodations are needed.
 - 2) For example: the number of semesters or until graduation
3. Appropriate healthcare provider guidelines. (Professionals conducting and rendering diagnoses for special accommodations must be qualified in the specialty to accurately assess and diagnose the disability for which the student seeks special accommodations.)
- a. For Learning Disabilities:
 - 1) Licensed psychologists or neuropsychologists should show clear and specific evidence of diagnosis of impairment and statement of functional limitations.
 - b. For Psychological Disabilities:
 - 1) Licensed psychologists or neuropsychologists should show clear and specific evidence of diagnosis of impairment and statement of functional limitations.
 - c. For Medical Disabilities, Mobility Impairments, Visual and Hearing Impairments
 - 1) Licensed physicians should show clear and specific evidence of diagnosis of impairment and statement of functional limitations.
4. Submit the completed/signed form along with the documentation from the appropriate healthcare provider to the LRC.
5. All documentation will then be reviewed by the LRC for consideration. The information provided by the student will be treated confidentially and will be handled on a need-to-know basis.
6. If an accommodation is 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.

7. Students must contact the LRC during regular hours to make an appointment to schedule testing accommodations for all quizzes and tests for each course.
8. Students will bring to this appointment the completed/signed Accommodations checklist.

Tutor Policy

- Aultman College students may participate in face-to-face tutoring in the LRC free of charge. Prescheduling or appointments are not required unless otherwise noted on the tutor schedule. A tutor schedule is provided to students each semester.
- eTutoring is provided free of charge through the Ohio eTutoring collaborative and is available to all Aultman College students. A tutor schedule is provided online to students each semester.
- The LRC supplies a list of private tutors, but does not warrant, endorse, or guarantee the quality or any other aspect of the services provided by a private tutor. Private tutors are self-employed and will individually set their own charges per hour. The student hiring the tutor pays the tutor directly. Aultman College is not responsible for any charges incurred under these arrangements. Private tutoring services may be utilized by any Aultman employee or student.

Early Alert System

Associate Degrees:

The goal of the Early Alert System is to identify students experiencing difficulty in classes and direct them to the appropriate resources to promote success. During the fourth week of the semester, instructors may submit early alerts for the following reasons: poor attendance, chronic tardiness, poor test/quiz scores, low grades, or absenteeism. In the fifth week, students receive an early alert letter and an email from the Assistant Registrar recommending a number of steps students can take to be successful in their coursework. These include meeting with course instructors, faculty, LRC Coordinator or Assistant Registrar, and participating in LRC services such as tutoring, academic success planning, and progression planning. Ultimately, it is the student's choice whether to follow through on early alert recommendations.

BSN Completion Program:

The goal of the Early Alert System is to identify students experiencing difficulty in classes and direct them to the appropriate resources to promote success. During the third week of the session, instructors may submit early alerts for the following reasons: poor attendance, chronic tardiness, poor test/quiz scores, disengaged, turning work in late or not at all, disruptive in class, or other reasons deemed valid by course instructor. In the fourth week, students receive an early alert letter from the BSN Completion Program Coordinator recommending a number of steps students can take to be successful in their coursework. These include meeting with course instructors, faculty, LRC Coordinator or BSN Completion Program Coordinator and participating in LRC services such as tutoring, academic success planning, and progression planning. Ultimately, it is the student's choice whether to follow through on early alert recommendations.

Aultman Health Sciences Library

Circulation Desk 330-363-5000 * Academic Librarian 330-363-3471

hlibrary@aultman.com

The Aultman Health Sciences Library is conveniently located on campus next to the Simulation Lab on the second floor. The library provides academic support to all Aultman College students, staff, and faculty. In addition, it provides research assistance to all Aultman Hospital employees including physicians, residents, nurses, and hospital personnel.

The library is staffed by two librarians and a library assistant. Library staff are typically available for assistance from 8:00am to 4:30pm Monday through Friday except for major holidays (subject to change). Aultman College identification badges will allow 24/7 access to the Library after staffed hours.

The Aultman Health Sciences Library collection consists of a physical collection of over 3000 monographs and over 20 current journal titles available in print or electronically. Books are arranged using the National Library of Medicine Classification System. Journals are arranged alphabetically by title. In addition, millions of books, audio/ visual resources, and other library items can be borrowed via interlibrary loan through OhioLINK (www.ohiolink.edu) or NEOLINK (<http://crusher.neomed.edu/>). Once requested, interlibrary loan items typically take a week to arrive at Aultman. The Library complies with all circulation policies and procedures of OhioLINK and NEOMED. Students can typically check out circulating books for three weeks and circulating media for one week. Maximum number of renewals depends on item's origin. See Library staff for more information.

The Reserve collection located behind the circulation desk houses current editions of all College textbooks available for use in the library. The collection is available only during staffed hours and must be used in the Library. Ask a Library staff member if you would like to check out a Reserve book. The Reference collection is located to the right of the circulation desk. The Reference collection contains authoritative resources for quick use when studying. Reference items can only be used in the Library.

Aultman faculty, students, and staff have access to over 140 databases, 17,000 electronic journals, 100,000 electronic books, and millions of electronic articles through Aultman's association with Northeast Ohio Medical University and OhioLINK. Databases available include those that focus on general studies (Academic Search Complete, EBSCO) as well as those that focus on nursing and allied health (CINAHL, PubMed, ProQuest). See the library staff for a more comprehensive list of databases. When logging in to electronic resources off campus, students will need to use their library barcode to provide authentication. All students will be issued library barcodes at orientation. For OhioLINK authentication, choose Northeast Ohio Medical University as the affiliated institution and Aultman as the branch library. Ask a Library staff member if you have any problems accessing databases. Stop by the Library during regular hours or make an appointment with a Librarian if you would like database training or assistance with a research assignment.

The library is a quiet study area. Please keep noise and conversation at a minimum. The library has two study rooms intended for group study available on a first come, first serve basis. A black and white copy machine is located in the library. The Library houses 23 computers for research.

Students also have access to the Sharon Lane Health Information Center located off of the main lobby of Aultman Hospital. The Center offers a selection of over 1,400 consumer based books that can be checked out with a valid ID as well as a collection of free educational pamphlets. The Center has over 50 anatomical models and a selection of general reading books available to check out. A compilation of specially selected consumer based medical sites can be accessed from three computers located in the Center. Call 330-363-3333 for hours of operation.

Library Links for Aultman College of Nursing and Health Sciences Students

As a student, you have access to a wide variety of academic electronic sources. Most sources can be instantly accessed from an Aultman computer. You will be asked to supply authentication information in order to access resources from an off-site computer. You will need your library barcode in order to authenticate. Library barcodes are passed out at new student orientation.

*For off-site authentication to OhioLINK resources, select Northeast Ohio Medical University as your affiliated library. Select Canton Aultman Hospital as your branch library. Enter your last name and your library barcode number. You may enter the entire number or AU followed by the last 5 digits, ex. AU12345.

Library Catalogs

Library catalogs allow you to view what books and other library resources are available in your library network. You may search by title, author, or subject. Aultman Health Sciences Library belongs to two library networks.

NEOLINK - <http://crusher.neomed.edu/>

NEOLINK is Aultman's local catalog shared with Northeast Ohio Medical University and affiliated hospitals. Use this link to renew checked out materials or to view your library record. To find resources that are physically located at Aultman, click on the Advanced Keyword Search link and select "Aultman Hospital" in the location box.

OhioLINK - <http://olc1.ohiolink.edu/search/>

OhioLINK is a statewide shared catalog. You may request items be sent to Aultman from another library through interlibrary loan. Requested items typically arrive in about a week. The OhioLINK catalog includes links to electronic books and journals.

OhioLINK resources – www.ohiolink.edu

OhioLINK offers a wide variety of electronic resources including the following:

-Databases

Databases will help you locate academic information located in journals, professional magazines, newspapers, and dictionaries. Most databases allow you to limit your results to get more specific information (for example; by year of publication, material type, language, peer reviewed journal, etc). Use the links on the right side of the homepage to choose databases by subject, by type, or by name. The Library Staff can assist you in selecting an appropriate database to use for your topic. Some popular databases are listed

below:

-Nursing: CINAHL, ProQuest Nursing and Allied Health, Health Source Medical Databases: Alt HealthWatch, Lexi-PALS Drug Guide, Oxford Reference –Food and Drink, Oxford Reference – Medicine General Studies: Academic Search Complete

-Electronic Book Center - <http://ebooks.ohiolink.edu/ebc-home/>

Electronic books are a great place to find general information on your topic. The Electronic Book Center has a collection of over 80,000 books including encyclopedias, dictionaries, and scholarly books. It also offers a wide collection of technology and computer books.

-Electronic Journal Center - <http://journals.ohiolink.edu/ejc/index.cgi>

The Electronic Journal Center offers a collection of over 9,000 scholarly full-text journals. Search through journals by title or by subject. The Electronic Book Center allows you to scan through an entire journal issue or you may instantly print out articles.

Other Resources

- **PubMed (with Aultman Hospitals's LinkOut)** - <http://www.ncbi.nlm.nih.gov/pubmed?holding=neoumlib,ohahflib&otool=ohiolink>

PubMed contains over 22 million citations related to the medical field. With the Aultman Hospital LinkOut, you will instantly be able to see if Aultman has a full-text copy of the citation available in the print collection or in an electronic format.

- **The Cochrane Library** – www.thecochranelibrary.com

Find information on evidence based medicine including systematic reviews, and controlled trials.

- **UpToDate** – www.uptodate.com

**Available on campus only – not available off-site. Includes a drug interaction database, patient information, and medical calculators.

- **MedlinePlus** - <http://www.nlm.nih.gov/medlineplus/>

Produced by the National Library of Medicine, this site offers a consumer based information on disease, health, and medical issues.

- **National Center for Biotechnology Information (NCBI)** - <http://www.ncbi.nlm.nih.gov/guide/>

NCBI offers a wide array of information relating to the biomedical and genetic fields including access to databases for: chemicals and bioassays, DNA & RNA, Genetics & Medicine, etc.

- **National Library of Medicine (NLM)** - <http://www.nlm.nih.gov/>

Locate medical information on NLM by using such databases as PubMed, LactMed, ClinicalTrials.gov, NIH SeniorHealth, ToxNet, and Toxline.

Printing/Copying Services

Aultman College's approach to managing student printing and copying supports its efforts to be environmentally responsible and cost-effective. Student printing and copying is therefore coordinated through the Equitrac System. Students are allotted a print/copy allowance each semester.

Additional funds may be purchased in \$2 increments (40 clicks) at the College front desk or by calling the Campus Coordinator (330) 363-4281 or Billing office (330) 363-2834. The system will allow a negative balance up to \$2 (40 clicks) until additional funds are purchased. Unused printing/copying funds will not carry over from semester to semester. Unpaid balances will be added to the student's bill. At the end of each semester, unused funds clicks are forfeited, and money in student Equitrac accounts will be donated to Student Life. Printing and copying services are available in the LRC, the Health Sciences Library, Computer Lab and in Classroom 8.

Academic Policies

This section covers general policies that apply to all students of Aultman College. Please refer to additional policies specific to degree programs discussed later in this handbook.

Academic Freedom

Aultman College, 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 an indication 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.

Definition of Credit Hour

Aultman College of Nursing and Health Sciences follows the Federal Credit Hour definition as supported by the Higher Learning Commission:

At ACNHS in a lecture course, one credit hour is equivalent to a minimum of 750 minutes of classroom contact over a 15 week semester. The following applies to division specific hours:

- All labs (Nursing, General Education, and Radiography) have a 1:3 ratio (one hour credit is equivalent to three hours of time spent in the lab per week.
 - 1 semester credit = a minimum of 2250 minutes per semester
- Radiography clinicals have a 1:7 ratio (one hour credit is equivalent to seven hours of clinical time per week
 - 1 semester credit = a minimum of 5250 minutes per semester

- Nursing clinicals have a 1:3 ratio (one hour credit is equivalent to three hours of clinical per week)
 - 1 semester credit = a minimum of 2250 minutes per semester
- Hybrid lecture courses have a 1:1 ratio (three credit hour course meets face-to-face for one hour and requires two hours of online work per week)
 - 1 semester credit = a minimum of 750 minutes per semester
*(with 1/3 of those 750 minutes delivered in a face-to-face format
 And 2/3 of those 750 minutes delivered in an online format)*

During a compressed term, the federal definition of a credit hour still applies (750 minutes of instruction per credit hour).

Student Status

Student Classifications

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

Full-time student: 12 semester hours or more

Part-time student:

Three-fourths time: 9-11 semester hours

Half-time: 6-8 semester hours

Less than half-time: 5 or fewer semester hours

The above classifications are acknowledged for financial aid purposes by Federal PELL Grant, Federal Family Education Loans, Veterans Administration, Work Force Initiative Association, and similar agencies.

Academic Classifications for Registration Purposes

Freshman: A student who has earned between 0 – 43 credit hours.

Sophomore: A student who has earned 44-73 credit hours.

Junior: A student who has earned 74-103 credit hours.

Senior: A student who has earned 104 credit hours or more.

Name and Demographic Information Changes

If a student needs to update a change in address, telephone number, legal name, email address, etc., he/she should complete a Change of Information Request Form from the college office or submit a written and signed letter requesting such changes. The college will not update demographic information without a signature of authorization. For legal name changes, please include a copy of the new Social Security card.

Academic Advising

The academic advisor assists students with academic issues, such as course planning and degree audit, course substitutions, and transient work, as well as student support services. The academic

advisor can be reached through the main office. Students are welcome to drop by during posted office hours or may schedule an appointment. Students should meet with their academic advisor at least once per semester to discuss academic progress. While the academic advisor assists the student in fulfilling the requirements for completing a degree, the ultimate responsibility for meeting degree requirements rests with the student. Students who have been admitted to an associate degree program will also be assigned a faculty advisor. Please refer to your program Academic Policy section for additional information.

Attendance

Regular attendance is necessary and expected. 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. Please refer to program-specific attendance policies for additional information.

Pregnancy

If a student suspects she is pregnant prior to entering or while enrolled in Aultman College, she has the option of whether or not to declare her pregnancy to program officials. If the woman chooses to voluntarily inform officials of her pregnancy, she must do so in writing and indicate the expected date of delivery. Without this voluntary written disclosure, a student cannot be considered a “declared pregnant individual.” If and when the student chooses to disclose her pregnancy, she must immediately notify the appropriate Program Director and complete and sign a witnessed “Pregnancy Declaration & Agreement Form.” To be considered valid, all parts of this form must be completed. The declaration remains in effect until the declared pregnant student withdraws the declaration or is no longer pregnant.

ASR Program only:

The student who chooses to disclose her pregnancy and continue at the clinical site will be required to wear an additional dosimeter for fetal dose measurement.

The student may or may not be allowed to graduate. This will be determined on an individual basis by the Program Director depending on the student’s capacity to complete course requirements. If the scheduled or unscheduled leave of absence (LOA) for pregnancy exceeds the limits set for a grade of Incomplete (80% of the course work must be finished), the student must meet with an advisor and the Program Director for a reentrance action plan.

The student will also be required to follow the National Council on Radiation Protection and measurement (NCRP) dose limits for the embryo and fetus in occupationally exposed women, which are no more than 0.5 rem (5 mSv) during the entire gestation, and no more than .05 rem in any month, both with respect to the fetus. It is the policy of the ASR program to instruct all students on radiation protection procedures with respect to the embryo/fetus.

All Students:

If the student chooses to disclose her pregnancy, she may make an informed decision based on her individual needs and preferences. The options include the following:

For students in all programs except ASR:

1. Continuing the educational program without modification or interruption. **Neither Aultman College nor the student's assigned clinical education settings will be responsible for injury to the student or the embryo/fetus if the student chooses to continue in the program during pregnancy.**
2. Voluntarily withdrawing from all semester coursework. Please refer to the Inactive Policy for details.
3. Voluntarily withdrawing from all ASN program specific coursework with lab and clinical components and remaining in General Education coursework only.
4. Meeting with the Program Director and Assistant Registrar/Academic Advisor to establish an individualized progression plan that will accommodate the pregnancy. This may involve choosing not to enroll in courses with clinical or lab components and may alter progression.
5. Meeting with the Program Director and Assistant Registrar/Academic Advisor to evaluate a possible reentrance timeframe. For information on what completed work will earn credit, refer to the college Incomplete policy, Readmission policy, and Transfer Credit policy.
6. Withdrawing the declaration in writing.

Students in the ASR Program only:

- Continuing the educational program without modification or interruption. **Neither Aultman College nor the student's assigned clinical education settings will be responsible for injury, radiation or otherwise, to the student or the embryo/fetus if the student chooses to continue in the program during pregnancy.**
- Voluntary withdrawal/dismissal from all semester coursework. Please refer to the ASR Program Progression and Readmission policies.
- Meeting with the Program Director and Assistant Registrar/Academic Advisor to evaluate a leave of absence for a possible reentrance timeframe. Please refer to the ASR Program Progression and Readmission policies. For information on what completed work will earn credit, refer to the college Incomplete Policy.
- Withdrawing the declaration in writing.

Purpose: This policy is meant to protect the health and safety of pregnant students and their unborn, as well as to comply with Title IX and with National Council on Radiation Protection and Measurements (NCRP) guidelines. It also establishes a systematic method for documenting and communicating the status of a pregnant student to all faculty and staff with a need to know.

Definitions:

Declared pregnant individual: An individual who has declared her pregnancy in writing by completing the “Pregnancy Declaration & Agreement Form” and submitted it to the appropriate Program Director.

The Radiation Safety Officer is employed by the Aultman Health Foundation and is a shared position between the College and the hospital.

Procedure:

For students in all programs:

1. The “Pregnancy Declaration & Agreement Form” must be obtained from the appropriate Program Director or from the college website. Note that there is a program specific version of this form for ASR students.
2. Once completed, the “Pregnancy Declaration & Agreement Form” must be submitted to the appropriate Program Director, who will then file it in the student’s program file. For students in the ASR Program, the Program Director will also give a copy to the Radiation Safety Officer. The declaration remains in effect until the declared pregnant student withdraws the declaration or is no longer pregnant.
3. The Program Director is responsible for notifying course faculty of the student’s pregnancy as necessary.
4. The student must meet with the Program Director and Assistant Registrar/Academic Advisor to go over her options (see above) and decide upon a course of action. For ASR students, this meeting must also include the Clinical Coordinator.
5. The Program Director will document the meeting and communicate the chosen plan of action to the relevant faculty and staff as necessary.
6. The Program Director and Assistant Registrar/Academic Advisor will communicate the procedures relevant to the option chosen by the student (e.g., the procedure for withdrawal or leave of absence).
7. The Assistant Registrar/Academic Advisor will assist the student in making changes to her schedule or registration status as necessary based on the option the student has chosen.

Aultman College Pregnancy Declaration & Agreement Form (All programs other than ASR)

I, _____, voluntarily declare by means of this written notice to the Program Director of _____ that I am pregnant and the anticipated due date is _____.

All Students:

I am aware of the physical risks associated with participating in an educational program that includes significant clinical and/or laboratory components.

I will work with the Program Director and Academic Advisor to determine which option for program modification, outlined in the College pregnancy policy, I will elect to follow during the pregnancy.

I understand that my education as a student at Aultman College may put me at risk and therefore agree to hold harmless Aultman College, and of the College's programs, or any clinical affiliate for any injury that may result because of my participation in an educational program during my pregnancy. I understand that it is my responsibility to comply with all safety rules and Essential Functions established by the College, program and clinical affiliates in order to keep the risk to myself and my unborn child at a minimum.

I understand that I have the right to revoke this declaration at any time during the pregnancy and that the revocation must be in writing.

Student's Signature _____

Date _____

Witness's Signature _____

Date _____

Program Director's Signature _____

Clinical Coordinator's Signature (if applicable) _____

ACNHS-ASR Program Pregnancy Declaration & Agreement

I _____, on this date _____ would like
to declare my pregnancy to the faculty of the ACNHS-Associate of Science-
Radiography program. Date of conception _____. My expected
date of delivery is _____.

PREGNANCY

If a student suspects she is pregnant prior to entering or while enrolled in the ASR program, she has the option of whether or not to declare her pregnancy to program officials. If the woman chooses to voluntarily inform officials of her pregnancy, it must be in writing and indicate the expected date of delivery. In the absence of this voluntary, written disclosure, a student cannot be considered pregnant. If the student chooses to disclose her pregnancy, she must immediately notify the Program Director and the Radiation Safety Officer. The student must then sign a witnessed "Declaration of Pregnancy" indicating that she is pregnant and the date of conception. This follows the Guide 8.13 of the United States Nuclear Regulatory Commission and the Ohio Department of Health. The declaration remains in effect until the declared pregnant student withdraws the declaration, or is no longer pregnant. If the student chooses to disclose her pregnancy, she is allowed to make an informed decision based on her individual needs and preferences. The options include the following:

- Continuing the educational program without modification or interruption.
- Voluntary withdrawal/dismissal from the program
- Meet with Program Director and academic advisor to evaluate LOA for a possible reentrance timeframe.
- Option for written withdrawal of declaration

The student who chooses to disclose her pregnancy and continue at the clinical site will be required to wear an additional dosimeter for fetal dose measurement.

The student may or may not be allowed to graduate. This will be determined on an individual basis by the Program Director depending on the student's capacity to complete course requirements. If the scheduled or unscheduled LOA for pregnancy exceeds the limits set for an Incomplete (80% of the course work must be completed to receive an Incomplete) then the student must meet with an advisor and the Program Director for a re-entrance plan of action.

The student will also be required to follow the National Council on Radiation Protection and measurement (NCRP) dose limits for the embryo and fetus in occupationally exposed women, which are no more than 0.5 rem (5 mSv) during the entire gestation, and no more than .05 rem in any month, both with respect to the fetus. It is the policy of the ASR program to instruct all students on radiation protection procedures with respect to the embryo/fetus.

Neither Aultman College of Nursing and Health Sciences nor the student's assigned clinical education setting will be responsible for radiation injury to the student or the embryo/fetus if the student chooses to continue in the program during pregnancy.

Student's Signature & Date _____

Program Director's Signature _____

Clinical Coordinator's Signature _____

ADDENDUM to 2014-2015 Clinical Guidelines 6.9.2014

RADIATION PROTECTION/MONITORING

Student use of ionizing radiation during their clinical rotations and the affiliated clinical facilities shall be in accordance with:

1. Ohio State Laws and criteria established in NCRP Report/Radiation Protection in Educational Institutions. The policy for maintaining occupational radiation is posted in all clinical areas, student radiography lab and published in the Clinical Guidelines.
2. Students are not permitted to operate x-ray equipment except under the supervision of program faculty and/or hospital staff radiologic technologists.
3. All individuals working in radiation exposure areas shall wear radiation-monitoring devices. The radiation monitoring device will be worn in the neck/upper thorax region, and visually exposed when wearing a lead apron. This procedure is mandatory whenever working with ionizing radiation. No person shall be permitted to work in these areas without wearing a designated badge.
4. The current report shall be inspected and is recorded when the report is received. Each student signs off on their individual report. All radiation exposure reports will be kept in a notebook in the Program Director's office.
5. Individuals will be charged a replacement cost for lost radiation-monitoring device.
6. Persons in the room during radiation exposures must avail themselves of the control area protective barriers and the doors to the x-ray room must be closed.
7. A human shall never be exposed to radiation for demonstration purposes. Phantoms are available for checking or establishing techniques or demonstrating technical factors.
8. A student in fluoroscopy must wear an appropriate leaded apron.
9. The Program Director is responsible for distributing and collecting exposure devices. The Program Director is responsible for maintaining exposure records.
10. The program control badge is located in the technologist's lounge at Aultman Hospital. It is strictly prohibited for anyone (students or faculty) to intentionally expose the control

badge or his/her badge. Any student caught doing this will be automatically dismissed from the program.

It is the policy of this ASR program that each student will follow the exposure control policies the clinical education affiliate in which he/she is assigned.

MAINTAINING OCCUPATIONAL RADIATION EXPOSURE AS LOW AS REASONABLY ACHIEVABLE (ALARA)

1. The management of Aultman Hospital is committed to the program for maintaining occupational exposure as low as reasonable achievable (ALARA). The necessary written policies and procedures, and instructions will be developed to implement ALARA. The individual responsible for radiation protection (IRRP) will monitor the ALARA program.
2. A quarterly review of occupational radiation exposure will be conducted by the IRRP. The following investigative levels (dose in mrem per calendar quarter) are established: Level I 125 mrem whole body and 1875 mrem extremities; Level II 375 mrem whole body and 562 mrem extremities. Note 125 mrem whole body is equivalent to 416 mrem film badge reading since a single monitor worn outside the apron at the collar level is used at this facility. A 375 mrem whole body dose is equivalent to a film badge reading of 1250 mrem.
3. For personnel dose less than Investigational Level I no further action will be taken except in those cases, which are deemed appropriate by the IRRP.
4. For personnel dose greater than Investigational Level I but less than Investigational Level II no action related specially to the dose is required unless deemed appropriate by the IRRP. The dose will be evaluated in comparison with those of others performing similar tasks.
5. For personnel dose greater than Investigational Level II the IRRP will investigate the cause and, if warranted, will take action. A written report of the investigation and any actions will be presented to the Director of the Aultman Center for Pain Management.
6. The IRRP will investigate all known instances of deviation from good ALARA practices and if possible, will determine the causes. When the cause is known, the IRRP will implement changes in the program to maintain occupational radiation exposure as low as reasonable achievable.

Revised April 30. 2012

PROTOCOL FOR EXCEEDED DOSE LIMITS

1. Student exposure records are reviewed quarterly by the Radiation Safety Officer (RSO). If a reading is considered to be out of the acceptable range, the student will be counseled by the RSO to ensure that safe radiation practices are being adhered.
2. If a student must be removed from any source of ionizing radiation, he/she will not be permitted to continue his/her clinical education. The Program Progression Policy will be followed.

PROTOCOL FOR WEARING LEAD PROTECTION

1. Students are required to wear lead aprons during any fluoroscopy procedure or portable radiographic imaging procedure.
2. Students are required to wear lead protection that is available at each clinical site.
3. Students cannot wear personal lead protection such as thyroid shields or lead aprons.

Leave of Absence

Students experiencing personal/emotional/medical difficulties and unable to complete academic or social responsibilities to Aultman College may request an Inactive Status. Please refer to the Inactive Status procedures and information in this handbook.

Jury Duty

Absences from didactic classes for court-imposed legal obligations (e.g., jury duty and subpoenas) are excused. The student is responsible for making up any assignments missed in a didactic course. Arrangements to make up clinical or lab experiences missed need to be made through the clinical coordinator, instructor, or Program Director. However, in many circumstances, students can be excused from jury duty if the student requests a letter from the Program Director stating the student's in-school status. If you are called for jury duty, please speak with your Program Director.

Faculty Communication

Faculty members have posted office hours. Students are encouraged to make walk-in visits during these times. Other appointment times may be arranged by contacting the faculty member by email or phone. All faculty have voicemail which the student or advisee may use when faculty are not immediately available. Upon receiving the message and determining the need, each faculty member will attempt to contact the student as soon as possible. Students should provide a number and time when they can be reached, as well as an alternative number or email address, in case it is needed. In the event of an emergency situation, faculty may be contacted through the Main Office receptionist.

Registration

Registration is the process of enrolling in classes at Aultman College. All registration procedures are

coordinated by the Office of the Registrar. Official registration periods are listed on the Academic Calendar. Please see the WiseLine for specific information and dates regarding registration packets, and academic advising. Registration dates are based on a student's college level.

College levels are defined as:

Freshman: 0 – 43 hours earned

Sophomore: 44-73 hours earned

Junior: 74-103 hours earned

Senior: 104 or more hours earned

Students must see their faculty advisor for all advising prior to the official registration time. Advising will not take place during official registration dates. Please note that it is the student's ultimate responsibility to register for the appropriate courses each semester.

Changes in Registration

*Please note: Any change in registration could affect the student's financial aid award. Please contact the Financial Aid Administrator for information **prior** to taking action. Students are encouraged to discuss a registration change with the Academic Advisor prior to taking action.*

The Academic Calendar lists important dates that impact the academic and financial repercussions of registration changes. All changes in registration should be initiated by submitting a signed Registration Add/Drop form to the Academic Advisor. The form is available in the college office, LRC, or on the college website. A fee is charged for each change in registration that occurs after the Add/Drop period. Please refer to the Withdrawal/Refund policy for refund information.

Changes During Add/Drop Period

The Add/Drop period is a limited time frame at the beginning of each semester that enables students to add or drop courses without financial or academic repercussions. The official student academic record does not reflect courses dropped during the Add/Drop period. Students must see an academic advisor in order to add or drop courses during the Add/Drop period. Please note that dropping below full-time or half-time status during the Add/Drop period may result in financial aid award changes. Students should refer to the Financial Aid Satisfactory Academic Progress (SAP) policy and Withdrawal and Return of Federal Aid policy, and then speak to the Financial Aid Administrator to determine their award status. Refer to the Academic Calendar for Add/Drop periods.

Changes After Add/Drop Period

Students may withdraw from a course after the Add/Drop period but before the final withdrawal date specified in the Academic Calendar. Grading policies are as follows:

1. A course dropped after the Add/Drop period up to the final withdrawal date stated in the Academic Calendar will receive a grade of "W".
2. The student who fails to attend a course and/or fails to withdraw may receive a final grade of "F" in the course.

Developmental Courses

With the realization that students arrive at college with different strengths and skill levels, Aultman College offers developmental courses designed to help students develop basic competencies in specific subject areas. Developmental courses (demarcated by a 0 in the course numbering system, i.e. 090) are designed for students who need additional basic skills training or academic preparation prior to enrolling in 100-level courses. A student must be accepted into an eligible degree or certificate program in order to receive Federal Student Aid (FSA) funds. Once admitted into an eligible program, a student may receive FSA funds for developmental coursework for up to one academic year (30 semester hours). A student not enrolled in an eligible degree or certificate program is ineligible for FSA funds.

The following policy applies to all developmental courses:

1. Placement in developmental courses is mandated by COMPASS testing. Placement in a developmental course requires that the student successfully complete that course (or its equivalent) before moving on to the subsequent 100 level course. Be aware that developmental coursework may affect program progression. Please refer to specific program curriculum guidelines.
2. Developmental courses will be assigned a grade of A*, B*, C*, or U. Developmental course grades do not count toward a grade point average (GPA).
 - a. A*, B* and C* indicate successful completion of the course.
 - b. U indicates unsuccessful completion of the course. The course must be repeated with successful completion in order for the student to progress to 100-level coursework in that area.
 - c. A student cannot receive an incomplete (I) in a developmental level course. Failure to complete the course in its entirety will result in the automatic assignment of a grade of U.
3. Academic credit (hours earned) will be awarded for developmental courses that are successfully completed (grade of A*, B*, or C*). These hours earned do not count toward the 72-73 earned hours necessary to complete an associate's degree.
4. Developmental courses are included as part of the Aultman College course repeat and transfer credit policies.

Final Exam Scheduling

The Office of the Registrar coordinates the final exam dates and times and posts the schedule on the WiseLine and the college website. If a conflict in final exam scheduling occurs, the student is responsible for notifying the faculty member and the Office of the Registrar. The Office of the Registrar will confirm the conflict and work with the Aultman College faculty member to resolve the conflict.

Course Change Policy

Approximately two or three weeks prior to the start of each semester, all course enrollments must be reviewed by Deans/Program Directors. Special attention should be given to any courses with an enrollment of ten or fewer students. Deans/Program Directors will also evaluate the number of students needing a particular course to determine if another section is needed. In order for a

course to be opened, closed, or altered in time/room assignment, the Opening/Closing/Changing a Course Change Form must be completed 10 calendar days prior to the start of classes. An exception may occur for a clinical group and may be changed up to the official Add/Drop date due to low enrollment.

Grading Scale

Grades are awarded for demonstrated student learning based on course requirements. Please refer to the course syllabus for course-specific grading scale percentage equivalents and to program-specific academic policies for minimum grade requirements that must be achieved to ensure progression toward a degree. For information on grades as they relate to Satisfactory Academic Progress (SAP) requirements for financial aid please refer to the financial aid section. Please note that Aultman College does not round grades. (A score of 76.5% on an exam would not be considered a 77%.)

System of Special Grades

Aultman College degree programs require grades of C or better in math, science, and program-specific (NRS or RAD) courses. In these courses, grades of C- or below are considered a failing grade, requiring the student to repeat the course. **To ensure the accuracy of your academic records, Aultman College utilizes a system of “special grades” for courses which require a C or better as a passing grade.** The special grades allow differentiation between, for example, a C- in Math 105, which is a failing grade, and a C- in English 105, which is a passing grade.

Special grades are as follows:

Special Grade equals Actual Grade

C~ = C-

D^ = D+

DD = D

D~ = D-

This system of special grades will ensure the accurate reporting of your grades, your earned hours, and your Satisfactory Academic Progress (SAP), which in turn will ensure accurate financial aid awards. The special grades do NOT affect your Grade Points (see grade explanation and chart on next page). For additional information, see the college website or contact the Registrar.

Grades and Grade Point Average

The table below denotes the grading scale used for general education, developmental, and program-specific courses. Grade point averages are calculated using the following system:

<i>Developmental Course Grade</i>	<i>Grade</i>	<i>GPA Equivalent</i>	<i>Gen Ed %</i>	<i>NRS/RAD %</i>
A*	A	4.00	93-100	95-100
	A-	3.70	90-92.9	93-94.9
B*	B+	3.30	87-89.9	90-92.9
	B	3.00	83-86.9	87-89.9
	B-	2.70	80-82.9	85-86.9
C*	C+	2.30	77-79.9	81-84.9
	C	2.00	73-76.9	77-80.9
U	C- (C~)	1.70	70-72.9	75-76.9
	D+ (D^)	1.30	67-69.9	73-74.9
	D (DD)	1.00	63-66.9	71-72.9
	D- (D~)	0.70	60-62.9	70-70.9
	F	0.00	0-59.9	0-69.9
	S (<i>Satisfactory</i>)	N/A	N/A	N/A
	U (<i>Unsatisfactory</i>)	N/A	N/A	N/A
	I (<i>Incomplete</i>)	N/A	N/A	N/A
	W (<i>Withdrawal</i>)	N/A	N/A	N/A
	AW (<i>Admin Withdrawal</i>)	N/A	N/A	N/A
	AU (<i>Audit</i>)	N/A	N/A	N/A
	R (<i>Repeat course</i>)	N/A	N/A	N/A
	* (<i>Developmental</i>)	N/A	N/A	N/A

The grade point average is calculated by multiplying the number of credit hours per course by the grade points received to yield a total grade point per course. The total grade points are added together, and then divided by the total number of semester credit hours. In the example below the GPA is 3.40 (23.80 divided by 7). Please note that developmental courses (demarcated by a 0 in the course numbering system, i.e. 090) do not count toward a GPA.

Credit	Gra	Grade	Hou	Total Grade Points
English	B	3.00	3	9.00
Math	A-	3.70	4	14.80
Total			7	23.80 = 3.40 GPA

“I”-Incomplete

At the instructor’s discretion, a temporary grade of Incomplete (I) may be given. Incompletes (I) are meant to be issued in the event of unusual, extenuating circumstances and are not encouraged to be used as part of the regular operations of a course. Only students who have completed a minimum of 80% of their coursework, but due to unforeseen circumstances cannot complete remaining work, may request an Incomplete (I) grade from their instructor.

- A grade of I cannot be assigned to a course if the student drops or withdraws from the course.
- A grade of I does not satisfy the prerequisite need of subsequent courses.
- Students may not re-enroll in a course in which they have an outstanding grade of I.
- Student progression may be affected.

Students ordered to active military service requesting an “Incomplete” grade should refer to the Military Withdrawal and Readmission Policy for information regarding incomplete grade completion requirements and time frames.

In the event that the student does not complete the work indicated on the Incomplete Grade Form by the mutually agreed upon deadline, the temporary grade of Incomplete (I) will automatically become an F, which will be computed into the student’s grade point average. **This F will not be removed from the transcript under any circumstances.**

OF NOTE: Students who receive an I in the semester they apply to graduate will not be permitted to participate in graduation and must follow the Incomplete Grade Policy. After that time, students must reapply for graduation and complete all graduation/exit requirements before receiving a diploma.

Procedure:

Should the instructor award an Incomplete (I), both student and instructor must agree upon a date when all coursework will be completed. Next, Section 1 of the Incomplete Grade Form (IGF) should be completed by the instructor. Copies of the IGF are to be provided to both the student and the Dean/Program Director. **All work indicated on the IGF as required must be completed by the mutually agreed upon deadline, which can be no later than on or before the last day of the next semester (fall, spring, or summer) immediately following the initial course attempt.**

When the student completes the work indicated on the IGF form by the deadline, the instructor will complete Section 2 of the IGF and forward to the Office of the Registrar. Copies are to be provided to both the student and the Dean/Program Director. The student’s transcript will reflect the removal of the temporary grade of Incomplete (I) and its replacement with the grade earned by the student for the completed course. This grade will be computed into the student’s grade point average.

In the event that the student does not complete the work indicated on the Incomplete Grade Form by the deadline, the instructor will complete Section 3 of the IGF and forward to the Office of the Registrar. Copies are to be provided to both the student and the Dean/Program Director.

Auditing a Course

Students may audit a course with the permission of the instructor and the Office of the Registrar. 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 fees.

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.

Maximum Attempts per Course

BSN Completion students should additionally refer to the Maximum Attempts per Course Policy found in the BSN Completion program specific section of this handbook.

Student success is the main priority of Aultman College; as such, it is the goal of the college to create a structure of course progression. It is of note that any course repeat may affect progression and may require advisement by the program director. Although students may withdraw and repeat coursework, financial aid may be affected by withdrawing from any course. Please refer to the Satisfactory Academic Progress policy for specific guidelines regarding course withdrawal. A student may withdraw from any course by the established deadline if he/she meets the following guidelines:

- A student may have only **three** attempts per course including the original grade, repeat grades, audits, and all withdrawals. The most recent grade is included in the computation of the cumulative grade point average.
- Courses taken at institutions other than Aultman College of Nursing and Health Sciences will **not** be counted in determining repeat attempts.
- A course can only be counted once toward meeting graduation requirements.
- A fourth attempt may be allowed only with the approval of the Chief Academic Officer, based upon an academic appeals process, which requires documenting serious extenuating circumstances. Students who want to pursue an appeal should see the Academic Appeal Process in the College Catalog.
- Readmission to the College after a Final Dismissal begins the Repeat Process anew. Maximum attempts in the Satisfactory Academic Progression (SAP) policy still applies to readmitted students. The Transfer Credit Policy still applies to readmitted students. The Admissions requirements must be met for readmission.

Procedure:

1. The Office of the Registrar runs a query each semester to see how many times students have attempted a course.
2. Once students complete three attempts, a block will be placed on their registration.

3. Final Dismissal from the program and/or college occurs. Please refer to the Academic Dismissal Policy in the Student Handbook as well as the policy on readmission to the college for further details.

New students would be notified of the policy via the Student Handbook; the policy would not affect returning students. They would be grandfathered in, so no communication plan to existing students is necessary.

Failure to Attend

The student who fails to attend a course and/or fails to withdraw may receive a final grade of “F” in the course.

Course Evaluations

Course evaluations are used to recommend course, program, and faculty procedural improvements. Students are encouraged to complete course evaluations, which are available on the WiseLine during a week-long evaluation period prior to final examination week of each semester or session.

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 who take 12 credits or more during a semester and earn 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 complete 12 credit hours or more and earn 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 complete at least six but fewer than 12 credit hours and earn 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.

Graduation Honors Recognition

Graduating Honors Recognition: Students are eligible for graduation honors based on their cumulative grade point average as listed below:

Valedictorian: Student with the highest cumulative grade point average upon graduation

Latin Honors

Summa cum laude: Cumulative grade point average of 3.80-4.00* upon graduation

Magna cum laude: Cumulative grade point average 3.61-3.79* upon graduation

Cum laude: Cumulative grade point average 3.50-3.60* upon graduation

*Cumulative grade point averages will not be rounded

The Registrar will determine honors after final grades are received each semester. Honors will be assigned to students who meet the criteria.

- *Honors will be on the student's diploma under the degree earned*
- *Honors will be noted in the program next to the student's name*
- *Students who graduate with Honors will be given cords*

Academic Standing

Good Academic Standing

A minimum cumulative GPA of 2.00 is considered good academic standing at Aultman College. Please refer to the Program Progression Policy section of program- specific Academic Policies for minimum grade requirements that must be achieved to ensure progression toward a degree.

Academic Probation

A student with a cumulative GPA less than a 2.00 at the end of any semester (session for BSN Completion students), or in any specified course as designated in the Program Progression Policy, will be placed on academic probation. Students on academic probation are strongly encouraged to access all learning support services offered by the college. Students on academic probation are not permitted to hold or run for office in any student organizations. Students placed on academic probation have one (1) semester (one (1) session for BSN Completion students) to bring the cumulative GPA to a 2.00 or better. Students not meeting this requirement will be academically dismissed from the college.

Inactive Status

ASN Program

The student may be inactive for no more than two (2) consecutive semesters, including the summer semester. Students must return to Aultman College in the third semester to prevent being classified as withdrawn. Once classified as withdrawn, should the student wish to re-enter Aultman College, he/she would need to reapply for admission and meet all criteria in effect at the time of reapplication. Please review the policies found in the Financial Aid and Billing sections of the Student Handbook for information regarding the consequences of withdrawal. Please refer to program specific guidelines for status and progression as the length of time a student can be inactive may vary by program.

ASR Program

Students in the ASR program are not eligible for inactive status because the program is a year-

round lockstep program.

BSN Completion Program:

An inactive student is not attending Aultman College and: has a course load of zero (0) in fall or spring semester; OR has a course load of zero (0) in summer semester while enrolled in a year-round program. A student may be inactive for no more than two (2) consecutive semesters (four [4] consecutive sessions), summer semester included. Student must return to Aultman College in the third semester (fifth session) to prevent being classified as withdrawn. Once classified as withdrawn, should the student wish to re-enter Aultman College, he/she must reapply for admission and meet all criteria in effect at the time of reapplication. Please review the policies found in the Financial Aid and Billing sections of the Student Handbook for information regarding consequences of withdrawal.

Definitions: An inactive student is not enrolled in the college AND has a course load of zero (0) in any semester.

Other student status definitions:

- Withdrawal: student who has withdrawn from all classes
- Dismissed: student dismissed from the college
- Enrolled: continuing enrollment at Aultman College or a student who was enrolled at Aultman College previously and now returning; could be a student who was academically dismissed and followed the steps for readmission

Withdrawal from the College

A student who is considering withdrawal from Aultman College, thereby discontinuing enrollment, must make an appointment with an academic advisor. The student must complete the Change in Registration Form and the Student Separation Form located in the Main Office or on the college website. Withdrawal from the college is not official until these documents are completed, returned, and processed. Students receiving financial aid must contact the Financial Aid Office regarding withdrawal.

Administrative Withdrawal

Aultman College may at any time require the withdrawal of a student when it is believed that such action is in the best interest of the institution or the student. The withdrawal could take place as a result of a student's conduct, academic standing, or general influence that Aultman considers undesirable, either for the student's sake or the sake of the college. Such action will take place only after careful consideration of pertinent information.

1. A student can be Administratively Withdrawn including, but not limited to the following circumstances:
 - a. Lack of attendance.
 - b. Inappropriate conduct as defined by college policies.
 - c. Unsafe clinical performance as defined by program standards.
 - d. Mid semester dismissals.

2. Students who are Administratively Withdrawn will have a W/AW grade on the transcript for that/those course(s).

Refund Due to Withdrawal

The college's refund policy and the date the completed Change in Registration Form is returned to the Academic Advisor will determine tuition refunds. Please see the Withdraw/Refund Policy. A change in registration fee will not be assessed when withdrawing from the college.

Re-enrolling after Withdrawal

A student re-enrolling to Aultman College must reapply for admission and meet admission criteria in effect at the time of reapplication.

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 must cease attending classes. The student may need to see the Financial Aid Administrator to complete paperwork if the student is receiving financial aid. Please refer to the financial aid policies in this handbook for more information. A student who is dismissed from the college is not entitled to reimbursement of tuition and fees.

Re-admission after Dismissal

A non-degree seeking 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. Students enrolled in a degree program should refer to the program-specific Academic Policies for information regarding re-admission after dismissal from a specific program.

Academic Appeal Process

Students have the right to appeal a grade or academic decision that they believe has been made in error or is unfair. The student should first try to resolve the matter informally by scheduling a meeting and having a discussion with the course faculty who are directly involved. This informal process should be initiated within 48 hours of the incident or of receiving the grade (excluding weekends and holidays.) If there is a question concerning an assigned test/quiz/paper grade, the student should provide written documentation why the grade is unacceptable. If the concern is a test question, documentation should include citations from two scholarly, peer-reviewed resources (such as textbooks).

Grade changes will be individually assessed and a decision will be forwarded to the student by the course faculty. If a satisfactory resolution cannot be achieved, the student may initiate a formal written appeal to the Division Dean.

Formal Written Appeal Process

The formal written appeal process must be initiated within seven calendar days of the meeting with the faculty member or the student's right to appeal will have been waived. The student will be advised by the Division Dean at the time of initiating the appeal as to whether he/she should continue attending class. The written documentation contained in the appeal must include:

- Date letter of appeal is submitted
- Student name
- Course name, course number and semester
- Faculty member name
- Date of the meeting with the faculty member
- Reason for further appeal
- Desired outcome

The student or faculty member may request a discussion of the appeal with the parties specifically involved, either individually or together, as deemed appropriate by the Division Dean. The Division Dean will request documentation of the meetings between the student and faculty member.

The Dean may select an academic committee to evaluate, review, and recommend a decision based on the committee's investigation. The Dean will review all documentation, records, policies, and procedures to determine the final decision. The Dean will notify the student and faculty member in writing of the final decision within 14 calendar days of the Dean's receipt of the student's written appeal. The decision of the Division Dean will be final.

Note: Information regarding student concerns/grievances is shared with the college's accrediting agencies. However, individual identities are shielded.

Degree Audit

Students are advised to utilize the Degree Audit tool, available on the WiseLine, to assess their progress in fulfilling Aultman College's degree requirements. The Degree Audit tool indicates the student's college level (freshman, sophomore, junior, senior) at the top of the page, and lists the courses a student has taken, is in process of taking, and has left to take, broken down by areas of study (Arts and Humanities, Nursing, Radiography, etc.). The report indicates a course status for each course a student has taken. Course statuses include:

- C – Completed
- R – Remaining
- TC – Transfer Completed
- Inp – In Progress
- E – Extra Course
- Repeat

In the Degree Audit, the important thing is to ensure that the credit hours you have completed and the credit hours you have left to complete are accurately reflected in the Summary of each curriculum section. Also, please note that you need 16 hours of Service Learning in order to graduate. Anyone having difficulties understanding his/her Degree Audit should make an appointment with an academic advisor. **If you believe your Degree Audit is inaccurate, contact the Office of the Registrar immediately.**

Graduation

Each student has the responsibility to be aware of and meet the college requirements for graduation. Students are encouraged to utilize the Degree Audit function available on the WiseLine. All college assessment activities, program curriculum requirements, service learning

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 the examination for certification and/or licensure as appropriate.

- Prior to graduation, students must complete: Graduate Exit Survey
- Prior to graduation, students must return:
 - ID badge
 - Laboratory or course equipment
 - Library books
 - Program-specific supplies (if applicable)

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

Graduation Residency Requirement

Students entering an associate degree program at Aultman College may transfer in a maximum of 32 semester hours towards the 73 semester hours needed for the degree.

Students entering the Bachelors Completion program at Aultman College may transfer in a maximum of 82 semester hours (inclusive of the 32 semester credit hours given for having an RN license) towards the 120 semester hours needed for the degree.

Students enrolled in the associate degree programs at Aultman College must take the remaining number of credit hours (41) at Aultman College in order to meet the residency requirements for graduation. Students seeking a Bachelors Completion degree must also take the remaining number of credit hours (38) at Aultman College in order to meet the residency requirements for graduation.

Graduation Service Learning Requirement

As part of Aultman College's General Education philosophy, graduates are expected to exemplify certain core abilities that are addressed through their academic experience. One of these core abilities is to model ethical and civic responsibility. As such, Aultman College believes in the relationship between academic learning and community involvement. Therefore, Aultman College students are required to complete 16 hours of volunteer service learning for each degree program prior to graduation. Service learning opportunities are presented throughout the academic year or students may submit personal volunteer experiences for service learning credit. Detailed information on the Service Learning requirement is available on the WiseLine and students may view their hours earned on their unofficial transcript.

Intellectual Property

Aultman College aims to create an environment that encourages research and scholarship

amongst faculty, students, and staff. The advancement of scholarship can lead to finished products such as journal articles, books, software, or inventions. Aultman College is currently developing an Intellectual Property policy to define authorship rights for products generated in affiliation with the college. Students will be updated when the policy is complete. In the meantime, students involved in research who have questions about how Intellectual Property rights may affect them should consult their instructor or program director.

Recording of Lectures

In order to ensure the rights and privacy of others, permission must be obtained from the course faculty in the classroom to record class sessions. Other students in the classroom must be notified that the class is being recorded. A student who is recording a lecture must accommodate any request from other students or course faculty that a question/comment not be recorded. Recording is not permitted during test or quiz review and in other situations as deemed inappropriate by faculty. Students with a disability that necessitates the use of a recording device should follow the college's Special Accommodations procedures.

Transfer Credit

Transfer credit analysis is conducted after a student is accepted into Aultman College. Only official English language transcripts will be reviewed 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 school official, and received in a sealed envelope from the originating institution.

Typically, previous coursework will be accepted as transfer credit, provided that:

- The credit was awarded by a post-secondary institution accredited by one of the six regional accrediting associations
- Math and Science courses must be completed with a B (3.0) or better; all other courses must be completed with a C (2.0) or better. Coursework from a postsecondary institution not accredited by one of the six regional accrediting associations will be considered on an individual basis through course to course validation. Exceptions can be made by the Registrar in consultation with the Dean/Program Director. Equivalency will be determined through a comparison of course syllabi by the appropriate personnel.

For individuals with experience in the armed forces of the United States, or in the National Guard or in a reserve component, the program shall review the individual's military education and skills training to determine whether any of the military education or skills training is substantially equivalent to the curriculum established in Chapter 4723-5 of the Administrative Code; and award credit to the individual for any substantially equivalent military education or skills training.

- Transfer credit awards become FINAL three (3) weeks prior to the expected graduation date. All submissions and appeals must be completed prior to that final date.
- Aultman College does not accept transfer credit for developmental coursework.
 - a. Math and Science courses must be completed with a B (3.0) or better; all other courses must be completed with a C (2.0) or better.
 - b. If a student does not complete a pre-requisite course with a C or better, a higher level course cannot be used for transfer credit.
- For evaluation purposes, courses must have the equivalent content as determined by catalog course descriptions, or evaluation by departmental faculty, in order for the student to receive transfer credit. Content is based on the catalog and course description for the specific term during which the student completed the course.
 - a. Evaluation of courses NOT part of the current transfer credit equivalency list will be completed by the Registrar and/or Academic Division Directors who are responsible for determining course content matches. Resources such as past catalogs, course descriptions, and course syllabi may be acquired and used.
- Transfer courses must match or exceed the semester credit-hour requirement for Aultman College courses; for example, 5.0 and 4.0 quarter credit-hour courses will be considered equivalent to a 3.0 semester credit-hour course.
- Transfer credit may be granted for coursework completed at other institutions, advanced placement (AP) coursework, or CLEP. Please refer to the Aultman College Transfer Credit Equivalencies (located on the website www.aultmancollege.edu) for specific details. Awarded transfer credit grades are reflected on the student's Aultman College transcript; however, they are not reflected in the student's grade-point average (GPA).

Associate Degree Programs

Please note the following rules regarding transfer credit:

- A maximum of 32 transfer semester credit hours toward a degree can be granted in accordance with the Aultman College residency requirement, which states that 41 hours must be completed at Aultman College.
- Math and science courses must be completed within seven (7) years of the semester date of the request. Nursing courses must be completed within three (3)

years of the semester date of the request.

- Transfer credit cannot be denied based on a COMPASS test score.

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

BSN Program

Please note the following rules regarding transfer credit:

- For a BSN degree, 120 credit hours are required to graduate from Aultman College. Thirty-two (32) of those credits are granted for an active unencumbered RN license. Students must complete twenty-six (26) additional credit hours of nursing coursework in the BSN curriculum.
- Students must complete sixty-two (62) credit hours of general education coursework, all of which is available at Aultman College. There is the opportunity to transfer in fifty (50) of those sixty-two (62) credit hours.
- A maximum of 82 transfer semester credit hours toward a completion degree can be granted in accordance with the Aultman College residency requirement, which states that 38 credit hours must be completed at Aultman College.
- We will accept general education coursework with no time limitations on the completion of those courses.
- A grade of C or better must be achieved in order for the student to receive transfer credit.

The College grants credit by examination, on a limited basis, through the College-Level Examination Program (CLEP) of the College Entrance Examination Board. Students must meet the American Council on Education (ACE) recommended Creditgranting scores in order to earn the credit.

Awarded transfer credit grades are reflected on the student's Aultman College transcript; however, they are not reflected in the student's grade-point average (GPA).

Procedure:

- Transfer credit will be evaluated ONLY after a student is accepted to Aultman College with final credit awards being made three (3) weeks prior to the expected

graduation date. All submissions and appeals must be completed prior to that final date.

- The student submits all relevant official transcripts to Admissions for transfer credit consideration. Courses to be considered for transfer credit must appear on the transcript from the original institution from which the course was taken.
 - a. After the student is accepted to Aultman College, the Registrar evaluates the transcript.
 - b. The Registrar cross-references the current transfer credit equivalencies list with the transcript and grants credit for exact matches.
 - c. If the Registrar cannot determine the match, the appropriate faculty member will evaluate the course based on course outcomes.
- Once credit is granted, the Registrar enters data into the student information management system. For credit granted from non-equivalency institutions, data is additionally entered into an internal tracking spreadsheet.
- A Statement of Student Transfer Courses is generated and the student is notified of the results.
- If the student disagrees with the awarding of transfer credit, he/she must complete the Appeal Procedure no later than three (3) weeks prior to his/her expected graduation date (see Appeal Procedure below)

Appeal Procedure:

Following the evaluation of a student transcript from another institution, Aultman College shall provide the student with a Statement of Student Transfer Courses. At the same time Aultman College will inform the student of the institution's appeals process. This process is multi-level and responses will be issued promptly.

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

- If the student disagrees with the awarding of transfer credit, he/she has, at the latest, until three (3) weeks prior to the student's expected graduation date to complete the appeal of the award.
- The student should complete the Transfer Credit Evaluation Request Form which is found on the college website (www.aultmancollege.edu).
- The completed Transfer Credit Evaluation Request Form should be submitted to the College Front Office where it will be date- and time-stamped by the office staff. The appeal form will be delivered to the Vice President of Academic Affairs. The student is advised to keep a copy as a personal record.

- The Vice President of Academic Affairs will re-evaluate the course(s) for which the student is requesting reconsideration in consultation with the Dean/Program Director. Once the re-evaluation is completed, the student will be notified of the final decision. This process should be completed by the Administration within two (2) weeks of the date of the appeal request.

Transient Student Policy

While enrolled in a degree-seeking program at Aultman College, a student may take a maximum number of 6 credits at another college. If a student is currently inactive, the student may take courses at another institution following the transient guidelines outlined below. If the student does not adhere to these guidelines, the student's credit is not eligible to be counted as transfer credit unless he/she withdraws from the College and reapplies. The student would be subject to meeting the admission requirements. The student will also need to adhere to the current Inactive Policy. These credits will be included in the total number of transfer credits allowed. It is the responsibility of the student to ensure Aultman College residency requirement compliance.

BSN Completion Program students are not permitted to take any upper-level nursing coursework as a transient student.

Please read this overview carefully before completing the Transient Student Authorization Form. This form can be found on the website or is available in the Main Office.

Requirements Allowing Aultman College Students to Take Transient Course Work

- Students must have an Aultman College cumulative GPA of 2.0 or better and be in good academic standing.
- Classes cannot be taken for degree credit at another institution if they have been attempted previously at Aultman College including withdrawal.
- The content of each course to be taken elsewhere must correspond to that of an ACNHS course required in the student's degree program here.
- Students must obtain prior written approval by completing the Transient Student Authorization Form before taking coursework as a transient student. Only approved coursework will receive transfer credit at Aultman College. **Failure to obtain this required approval may prevent the acceptance of such credits by the college.**
- Students may not take a course as a transient elsewhere in the same semester the course is offered at Aultman College. Exceptions may be made for students in extreme circumstances that affect progression. Exceptions must be requested in writing by the student, reviewed and signed by the Academic Advisor, and approved by the Vice President of Academic Affairs.
- Transient credits will not be included in the GPA, only hours earned will be calculated.

- Tuition and fees for the transient coursework are the responsibility of the student and must be paid according to the visiting school's policies and procedures.
- Credit will not be granted for transient work until official transcript received by Aultman College Registrar. Awarding of credit is defined by Aultman College Transfer Credit Policy and Procedure.
- Federal regulations prohibit students from receiving Title IV (federal) financial aid funds from more than one institution during the same semester. If you are eligible for federal aid, a consortium agreement is needed before any funds are disbursed by the home institution.

Credit by Institutional Exam (CBIE)

Eligible students may earn credit for designated Aultman College courses through successful completion of a Credit by Institutional Exam (CBIE). CBIE is not available for courses for which CLEP or other exam mechanisms exist. Current courses eligible for CBIE at Aultman College can be found on the College website.

Exams are comprehensive in nature, represent coverage of all course competencies, and are designed to assure that successful performance (a grade of C or better) indicates student mastery equivalent to that expected upon completion of the full course on the Aultman College campus. Students are responsible to prepare for the exam on their own and are not eligible for tutoring, study guides, Faculty support, etc. as part of the preparation for the exam. To see a current list of eligible courses, related fees, and to access the form, please visit the Aultman College website.

Credit awarded via CBIE will be:

- reflected on the student's Aultman College transcript with an S (and therefore not calculated in the student's Grade Point Average [GPA]).
- counted toward the residency requirement for Aultman College.
- capped at a maximum of six (6) semester credits.

A fee is charged for each exam, and this cost is non-refundable (particularly in the case of unsuccessful completion or lack of attendance during the scheduled CBIE time) nor will it apply toward tuition for the courses should the student fail to pass the exam.

To be eligible to take a Credit By Institutional Exam, a student must:

- have all program admission requirements completed, including all transcripts on file.
- be currently enrolled as an active student in the applicable program at Aultman College.
- be in good academic standing, with a 2.0 GPA.
- be otherwise eligible for enrollment in the course (i.e., Student has met placement and prerequisite standards and is within the allowable number of course attempts, etc.).
- not be currently enrolled in the course.
- not previously have attempted or audited the course at Aultman College.

- not previously have attempted to challenge the course via any credit by exam.
- have completed the Credit by Institutional Exam Request Form.
- have paid the exam fee.

Any exceptions to these eligibility requirements must be approved by the Vice President of Academic Affairs.

Institutional Effectiveness

Aultman College is dedicated to continuous evaluation and improvement of its services and academic offerings, and student feedback is a critical part of the assessment process. Students may be asked to participate in assessment activities at the course, program, or institutional level. Various assessment techniques and methods may be used, including but not limited to: surveys, interviews, focus/ discussion groups, questionnaires, educational activities, and tests. Ultimately, the Institutional Effectiveness function strives to:

- Systematically gather data for the purpose of evaluation.
- Establish clear, measurable outcomes.
- Provide opportunities to achieve outcomes.
- Communicate data and outcome information.
- Develop data-driven continuous improvement strategies.

Student Conduct-Aultman College

This section covers student conduct policies that apply to all Aultman College students. Please refer to additional program specific policies found later in this handbook.

Students enrolled in Aultman College are expected to act in a mature, professional manner, to respect the rights and privileges of others, and to be responsible for the appropriateness of their conduct. Students who conduct themselves in an unbecoming manner or violate College rules, regulations, or policies will be subject to disciplinary action up to and including expulsion for a first offense, as warranted by the particular situation. Claims of ignorance, unintentional error, or academic/personal pressure are not sufficient reasons for violation of college rules, regulations, or policies.

Academic Integrity Policy

Academic honesty and intellectual integrity are fundamental to the process of learning and to evaluating each student's academic performance. Maintaining academic integrity is the responsibility of all Aultman College students, faculty, and staff members.

Aultman College faculty and staff are responsible for promoting and maintaining an atmosphere of academic honesty including compliance with this Academic Integrity Policy. Aultman College students also share responsibility for promoting and maintaining an atmosphere of honesty and integrity. Students should be aware that personally completing assigned work is essential to the learning process. Students who have knowledge that others in a course are cheating or otherwise

committing academic dishonesty have a responsibility to bring the matter to the attention of the course faculty, division/program director, and/or the chief academic officer. Academic dishonesty includes, but is not limited to, the following:

Cheating

Cheating is the act of deception when a student misrepresents mastery of information on an academic exercise. These acts can be either premeditated or not. Examples of cheating include, but are not limited to, copying or allowing someone else to copy from another student; unauthorized use of a textbook or other material during an examination; inappropriate and unauthorized collaboration during an academic exercise; inappropriate use of electronic devices in violation of the Technology Resources Acceptable and Fair Use Policy in this handbook; and unauthorized use or possession of specially prepared materials, such as notes or formula lists, during an academic exercise.

Plagiarism

Plagiarism is the intentional or unintentional presentation of someone else's actual words, ideas, or data as one's own work. Plagiarism includes the paraphrasing of someone else's words, ideas, or data and the use of someone else's words, ideas, or data without acknowledgment. This means sources of information must be appropriately identified and cited, whether published or unpublished, copyrighted or uncopyrighted.

Academic Misconduct

Academic misconduct is the actual or attempted tampering or misuse of academic records or materials such as transcripts and examinations. Examples of academic misconduct include but are not limited to stealing, buying, or otherwise obtaining all or part of a test or academic exercise; selling or giving away or engaging in bribery to get all or part of an academic exercise or any information about it; changing or altering a grade book, test, resources, or other official academic records of the college; and entering a college building or office without authorization for the purpose of changing a grade or tampering in any way with grades or examinations.

Falsification/Fabrication

Falsification (or fabrication) is the intentional use of false information or the falsification of research, findings, data, and personal or college documents with the intent to deceive. Examples of falsification include citing information not taken from the source indicated; listing sources in a bibliography not used in the academic exercise; inventing data or source information; submitting as one's own work any academic exercise prepared totally or in part for or by another; taking a test for another student or permitting another student to take a test for oneself; and falsifying or misrepresenting information on résumés, documents, or College-related forms.

Accessory to Acts of Academic Dishonesty

An accessory to acts of academic dishonesty includes any conduct by a student that facilitates or supports another student to commit or attempt to commit any form of academic dishonesty.

Multiple Submissions

Multiple submissions is the act of submitting work (including oral reports) previously used in a course without express permission of the current instructor. The current instructor is responsible for providing guidance to the student in this process.

NOTE:

Violations of this Academic Integrity Policy will be considered violations of the student conduct policies and the student will be subject to discipline as outlined in that policy.

Copyright Guide

Copyright is an important academic issue and should be considered when students are sharing information, whether in person or in an online format. All material that is “fixed” (meaning written, recorded, or taped) is automatically protected under copyright laws. This includes books, journal articles, photographs, videos, and audio recordings. Students are expected to follow copyright laws that prohibit illegal distribution of copyrighted material. Aultman is currently developing a Copyright Policy and Guidelines to provide copyright guidance for faculty, staff, and students. Students will be updated as these pieces are completed. You may consult NEOMED’s *Copyright on Campus* library guide for more specific information regarding copyright in an academic environment at <http://libraryguides.neomed.edu/copyright>.

Program Annual Requirements

Students enrolled in The Division of Nursing and Allied Health at Aultman College are required to complete and submit results of annual requirements testing by the stated deadline date. Annual program requirements, which may include a cost to the student, include:

- background check
- one-step TB test
- urine drug screening
- submission of the Student Statement of Health Insurance Form

The background check, one-step TB test, and urine drug screening must be completed with the College’s approved vendor(s).

Failure to complete and submit results of annual requirements testing by the stated deadline date may result in the student being dropped from his/her classes and/or removed from clinical experiences. Students may be reinstated into classes/clinical based upon class availability at the time of submission.

The deadline by which annual requirements results must be submitted is August 15 (effective summer 2014).

Background and Fingerprint Check Violations

Aultman College clinical affiliation agreements require that all full- and part-time degree-seeking students complete an annual background check. The background check must be completed by the College’s approved vendor at the student’s expense. Failure to complete the annual background check will result in the student’s being excluded from all courses and clinical experiences, which may affect program progression. Failure to achieve a satisfactory background

check outcome in accordance with College policy will result in dismissal from the College. Reminders and procedures will be sent to students when it is time to meet the annual background check requirements. An active student who violates any of the laws covered by the background check policy is required to report any violation to their program director.

Dress Code

Students are expected to maintain cleanliness and appropriate attire when attending classes and functions affiliated with Aultman College. 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 student conduct policies for additional clinical dress code requirements. Inappropriate dress in any setting may result in disciplinary action.

Technology Resources Acceptable and Responsible Use Policy*

*Requirement for students to possess a personal device is effective with Spring 2015 semester

Aultman College requires all students to possess a personal mobile device that complies with the college technical requirements. Refer to the Hardware and Software section for technical requirements. Devices unable to meet hardware and software requirements are not acceptable for use. Students are expected to bring their device fully charged (minimum 2 hour battery life) for classroom activities. Students must have administrator access (i.e. the ability to install software).

Aultman College provides technology resources for students to support their academic success. Student use of technology resources and all information maintained in any form is subject to laws, regulations, contracts, licenses, policies, and procedures as established by the College. This policy broadly applies to all on- and off- campus events and activities sponsored by the College and/or student organizations.

Students are expected to comply with all policies related to the acceptable, responsible, and lawful use of technology resources. Failure to do so is considered a conduct violation that will be investigated and resolved according to College policy. Depending on circumstances, infractions may result in disciplinary action up to and including suspension or expulsion, revocation of system access privileges, and/or prosecution. Appeals will be handled in accordance with College policy.

Aultman College and/or Aultman Health Foundation reserve the right to randomly audit the contents of its technology resources to monitor user compliance with applicable policies and, if an infraction is discovered, Aultman College and/or Aultman Health Foundation will take appropriate action.

Aultman College and/or Aultman Health Foundation will cooperate with all legitimate law enforcement agencies regarding investigations and relevant search and seizure laws.

Student Responsibility and Accountability

- Students are responsible for knowing and abiding by all College policies and procedures applicable to the use of technology resources.
- Students who observe an infraction of the Aultman College Technology Resources Acceptable and Responsible Use Policy should report the violation immediately to a College staff or faculty member.
- A student is the steward of all information technology resources at his/her access. Common sense in the use/handling of all technology and associated information is expected.
- The College provides technology resources to students for education and research purposes. Incidental personal use of Aultman College technology resources should be limited. Priority will be given to individuals using technology for academic or professional purposes.
- Students are prohibited from using Aultman College technology resources for personal gain or for solicitation efforts that do not directly support College business or interests.
- Report issues to Aultman College IT at aultmancollegeit@aultmancollege.edu or by calling 330.363.9010. Limited support after normal business hours for general issues is available at 330.363.6238. Limited support after normal business hours for online and hybrid courses is available at 330.363.3567.

Provide the following information when requesting assistance:

- ✓ First and last name
- ✓ Computer ID (refer to the C-number located on the desktop)
- ✓ Application or software name
- ✓ Description of the issue
- ✓ Error message (when applicable)
- ✓ Contact information

Passwords

Students are solely responsible and held accountable for all actions taken under their passwords.

Passwords are confidential:

- Do not share passwords with anyone else including family and friends.
- When there is any suspicion that a password is no longer secure, change it.
- Log off or lock a desktop when leaving a workstation.
- Do not gain or attempt to gain access to another individual's user ID and/or password.

Electronic Devices

Aultman College allows the responsible use and transport of cell phones, pagers, cameras, and other personal electronic devices. Users of these electronic devices must be sensitive to the needs, sensibilities, and rights of other people.

The following actions are prohibited:

- Photographing, videotaping, or recording any individual without his or her consent.
- Photographing, videotaping, or recording test questions, simulation or skill lab procedures, or other protected academic information without authorized College instructor consent.
- Disrupting the functions of the College, specifically in classrooms, laboratories, clinical settings, or within any facility utilized by the College.
- Using these devices, even as a calculator, on tests and in the clinical setting, unless approved by the instructor.
- Failing to set phones and/or pagers to vibrate or silent mode while in the classroom or clinical setting.

Social Media

Aultman College encourages responsible participation in social networks. This includes, but is not limited to, web-based and mobile technologies used for communication and interactive dialogue such as Facebook, Twitter, LinkedIn, and YouTube. Social media interactions should mirror professional conduct used in face-to-face interactions. Prospective employers frequently use social networking sites to screen job candidates.

Aultman College reserves the right, but has no obligation, to monitor social media interactions. A student advised of inappropriate content is responsible for removing the unacceptable content within 24 hours of notice.

Posting content that is offensive or illegal is prohibited. Remember the following rules when engaging in social media pathways:

- Maintain privacy.
- Maintain confidentiality.
- Be accurate.
- Be respectful.
- Be honest.
- Respect copyright and intellectual property rights of others.
- Think before you post.

Email

Aultman College encourages the appropriate use of email. Email usage must comply with Aultman College policy as well as local, state, and federal laws. Students are required to use their College-provided email to receive official communication from Aultman College. Students are responsible for all information sent from Aultman College to the student's College-provided email address.

Remember the following rules when utilizing Aultman College email:

- Check Aultman College email daily.
- Students are expressly prohibited from accessing or sending any messages or materials containing discriminatory, sexually explicit, offensive language, humor, or images.
- Sending or responding to chain letters/messages is prohibited.
- Aultman College is not responsible for lost, rejected, or delayed email forwarded from a student's official College e-mail address to off-campus or unsupported email services or providers.

Internet

Internet access is provided as an educational resource. Internet usage must comply with Aultman College policy as well as local, state, and federal laws.

The following actions are prohibited:

- Internet activity that is illegal or unethical.
- Activities involving discriminatory, sexually explicit, and/or offensive content.
- Dissemination of confidential information.
- Misuse of copyrighted or intellectual property.

Network / Hardware / Information systems

The technology infrastructure including, but not limited to, the network, desktops, printers, and information systems utilizes combined resources from Aultman College and Aultman Health Foundation. Technology resources are intended for College-related activities.

Aultman College maintains no responsibility for supporting personal hardware or software. Casual technical assistance that may be provided by Aultman College or Aultman Health Foundation personnel does not infer any further technology responsibility or accountability to the student.

Remember the following rules when accessing the College's technology infrastructure:

- Configuration settings must not be modified.
- Personal Health Information may not be copied or scanned or captured by any electronic means.
- Software and programs cannot be copied without written permission by Aultman College.
- Food and beverages are not permitted in any lab classrooms including, but not limited to, computer lab, science labs, simulation labs, and skills labs.

- A student's personal device may not be configured to operate as a server accessible by other computers via the Internet.
- Any use of the technology infrastructure for illegal purposes is prohibited.
- Students must take precautions against importing and spreading computer viruses.
- Deliberate attempts to interfere with the technology infrastructure or to circumvent privacy and security safeguards are prohibited.
- Technology resources may not be used for personal gain that has not been pre-authorized by Aultman College. Any authorization may be further restricted by the regulations of Aultman College maintaining an ".edu" Internet domain.
- Technology resources may not be used for commercial gain, solicitation, advertisement, or promotion of commercial services or products.

User Rights and Privileges

Freedom from Disruption

Aultman College will strive to provide for all users a technology infrastructure that is stable, accessible, and responsive during the college's business 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 promptly by Aultman College staff.

Privacy and Security

Aultman College and/or Aultman Health Foundation will provide industry standard mechanisms to protect the privacy and confidentiality of software, data, and correspondence created by Aultman College users. All Aultman College users are responsible for abiding by Aultman College and Aultman Health Foundation policies and procedures for maintaining the privacy and security of Aultman's technology resources.

Hardware and Software

Aultman College requires all students to own a personal mobile device that complies with the following college technical requirements. Devices unable to meet hardware and software requirements are not acceptable for use. Students are expected to bring their device fully charged (minimum 2 hour battery life) for classroom activities. Students must have administrator access (i.e. the ability to install software).

Minimum Hardware Requirements

PC and MAC

- PC - 2 gigahertz (GHz) or faster processor

- MAC – Intel Processor
- 2 gigabyte (GB) RAM
- 1 GB available hard disk space
- Internet access
 - Broadband Internet connection
 - Wireless Connectivity 802.11g
- Screen Resolution must be able to support 1024x768 or higher
- Sound require audio output (Audio Jack)
- Headset with microphone for hybrid and online classes
- Battery that is capable of 2 hours use

iPad

- Hardware = iPad 2, 3, 4, or newer, and iPad Mini
- Operation System – iOS 6 and iOS 7, Only genuine versions of iOS are supported
- iPad must not be “Jail Broken”
- 500 MB of free space
- Battery that is capable of 2 hours of use

Recommended not required

- CD/DVD authoring requires a compatible optical drive (CD/DVD Drive)*

* Not applicable to iPad.

Minimum Software Requirements

- Supported PC Operating Systems – Windows Vista, Windows 7, and Windows 8. Only genuine English versions of Windows Operating Systems are supported.
- Supported MAC Operating Systems – MAC OS X 10.6 (Snow Leopard), 10.7 (Lion), 10.8 (Mountain Lion), and 10.9 (Mavericks) Only genuine English versions of MAC Operating Systems are supported.
- Administrator level account permissions
- Web Browsers - Internet Explorer 8 or higher recommend, and Mozilla Firefox – with Silverlight plug-in
 - <http://www.microsoft.com/silverlight/>
- Microsoft Office 2007 or newer
- Adobe Acrobat Reader
- Adobe Flash Player

Where to Locate System Specifications

- Right-click the "My Computer" icon and choose "Properties". A window will appear and the "General" tab should be selected. Listed under the "General" tab is information about

what version of the operating system is installed. Also listed is the processor's name, followed by the speed, usually measured in gigahertz. Next listed is the system memory, measured in megabytes or gigabytes.

- To determine the amount of hard drive space, double-click on the "My Computer" icon and then right-click on the hard drive icon then choose "Properties". Listed under the "General" tab is hard drive's "Capacity," and the amount of free space that remains.

Student Dell Discount

- Student discounts are available from Dell
- Contact Dell over the internet
 - <http://www.dell.com/eppbuy>
 - Member ID: HS610619 is required
- Contact Dell over the phone
 - Phone Number: 800-695-8133
 - Member ID: HS610619 is required.

Substance Abuse Policy

Aultman College 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 illegal drugs. The college also supports and will cooperate at the local, state, and federal levels regarding regulation of alcohol and illegal drugs. The college will not protect a student/employee in violation of the law from prosecution under federal, state or local law. The college will not provide protection from the law, nor are the students/employees immune from legal investigation or arrest by civil authorities. The following rules represent Aultman College's policy concerning substance abuse:

1. Students are prohibited from attending class, labs or clinicals of any nature, or any college-related activities, under the influence of alcohol or illegal drugs.
2. All employees are prohibited from working under the influence of alcohol or illegal drugs.
3. The manufacture, sale, possession, distribution or use of illegal drugs on Aultman property or while engaged in official Aultman College educational activities is strictly prohibited and is cause for dismissal.
4. For the purposes of this policy, "illegal drugs" include any prescription drug for which the individual does not have a valid prescription. Only the person for whom a prescription drug is issued can bring the medication on Aultman premises in its original container. The student/employee 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. Students who test positive for drugs and/or alcohol will be dismissed from the College. Appeals may be made through the grievance process.

Aultman College's Substance Abuse Prevention Program outlines:

- Health risks associated with the use and abuse of alcohol and/or illegal drugs.
- Information for referral resources for counseling and/or treatment.
- Specific local, state, and federal laws governing unlawful possession and distribution of illegal drugs and alcohol.

Aultman College requires all full- and part-time degree-seeking students to undergo annual drug testing in order to participate in clinical experiences. For more information, refer to program-specific Clinical Requirements. Aultman College's Substance Abuse Prevention Program and Treatment Resources are available in Aultman Hospital's Health Services Department, Aultman College Financial Aid Office, the college website and on WiseLine.

Policy on Alcohol and Other Drug Use During On- and Off-Campus Student Activities

Aultman College is committed to maintaining a safe and healthy environment free from alcohol and drug use. When students represent Aultman College at campus activities and events, whether on-campus or off-campus, they are responsible to conduct themselves professionally. Their behavior reflects on themselves as individuals, on the student organization to which they belong, and on the College community in general. Inappropriate behavior will be subject to disciplinary action, according to College policy, up to and including expulsion.

Students are responsible to be aware of the physical and mental effects of alcohol and other drugs and the risks associated with use. They are also responsible to be aware of relevant College policies (e.g., Substance Abuse, Conduct, etc.) and federal, state, and local laws related to alcohol and other drug use. Faculty and staff advisors to student groups must also be aware of these risks, policies, and laws and conduct themselves accordingly.

Policy for On-and Off-Campus Student Events

When a college event is scheduled, the following procedures must be observed:

- The group advisor will meet with the students to clarify the requirements of this policy. The Substance Abuse Policy and Student Activity/Event Travel Policy will be distributed to all members at that time.
- Underage drinking and illegal drug use will not be tolerated. Any member who provides alcohol or other drugs to an underage person or is found to be in possession of illegal drugs will be subject to disciplinary action according to college policy, up to and including termination or expulsion.

- Students who are of legal drinking age are expected to act responsibly and adhere to the following guidelines:
 1. If a college group travels off campus for activities/events, students must behave responsibly and in accordance with college policy. No abusive, illegal, or irresponsible use of alcohol and/or other drugs will be tolerated. Hotel or other off-campus establishment management will be encouraged to deal with disruptive or illegal activities as they would with any other guests, which may include law enforcement or legal intervention.
 2. No alcohol or other drug use is permitted on buses or in any other means of public or private transportation when associated with a trip, event, or tour sponsored by or involving a College-related activity.

Students participating in on and off-campus activities/events who use alcohol or other drugs in violation of this or other College policies will be subject to disciplinary action, up to and including expulsion. The formal student conduct violation procedure will be initiated upon the student's return to campus, and depending on the severity of the violation, the group advisor may immediately (at the time and location of the activity/event) impose one or more of the following sanctions at his/her discretion

3. The student may be suspended from participation in one or more activities during the remainder of the travel period
4. The student may be immediately dismissed from the event, and may have to travel home at his/her own expense. Underage or illegal use of alcohol or other drugs are grounds for such dismissal. If a student is under the influence of alcohol or drugs to the extent that he/she cannot travel safely, transportation arrangements may be made for the student at his/her expense

Student Activity/Event Travel Policy

Policy:

Students who travel off-campus under the sponsorship and/or funding of Aultman College are required to have a faculty or staff advisor travel with them and/or their organization. The travel advisor must be a college employee with administrative approval to travel with the group. The advisor's role is to coordinate all trip-related activities and immediately report any conduct violations to the Vice President of Administrative and Student Affairs, either during the trip or upon the group's return to campus.

1. All policies stated in the Student Handbook are in effect during a college-sponsored trip. Students will be held accountable for any behavior which violates college policy.
2. Students are financially responsible for any damage to property, real or personal, caused by themselves or their guests, from the time and point of trip origin to time and point of trip return.
3. Students are responsible to be aware of and adhere to departure times for all modes of transportation being used on a college-sponsored trip.
4. Any proposed changes to the trip itinerary or schedule must be approved by the advisor and submitted to the Student Life Coordinator prior to departure.
5. Abusive, illegal, or irresponsible use of alcohol and other drugs will not be tolerated. Alcohol or other drug use is not permitted on buses or any other public or private transportation. Refer to the “Alcohol and Other Drug Use During On-and-Off Campus Student Activities” policy.
6. Students are expected to behave as responsible, professional representatives of the college at all times. They must attend scheduled activity/event functions in a timely manner. Hotel, restaurant, transportation, or other venue management will be encouraged to deal with disruptive or illegal activities as they would with other guests, which may include law enforcement or legal intervention.
7. If private vehicles are transporting students, the responsible driver must show proof of a valid driver’s license and automobile insurance to the Student Life Coordinator prior to the trip. The advisor is prohibited from transporting students to and from the event in his/her own private vehicle. Students may car-pool with each other. If students choose to car-pool, the college will not be liable, in any manner whatsoever, for injuries to person or property, arising from student transportation in private vehicles. In an emergency, the advisor should use his/her best judgment in handling the situation.

Purpose: To provide information and guidelines for all travel participants.

Definitions:

- **Medical and Emergency Contact Form-**Form that participants need to fill out that notes medical contact information and emergency contact information, as well as their medical information such as allergies or illnesses to be aware of.

- **Release, Hold Harmless, and Indemnification Agreement**-Form that participants must sign before an event. This agreement states that Aultman College will not be held responsible for any personal injuries, property damage or death to the participant signing the form or any other person or entity arising out of and/or resulting from the participation of the participant signing the form.
- **Alcohol and Other Drug Use During On and Off Campus Student Activities Policy**-Aultman College is committed to maintaining a safe and healthy environment free from alcohol and drug use. When students represent Aultman College at campus activities and events, whether on campus or off-campus, they are responsible to conduct themselves professionally. Their behavior reflects on themselves as individuals, on the student organization to which they belong, and on the College community in general. Inappropriate behavior will be subject to disciplinary action, according to College policy, up to and including expulsion. Students are responsible to be aware of the physical and mental effects of alcohol and other drugs and the risks associated with their use. They are also responsible to be aware of relevant College policies (e.g., Substance Abuse, Conduct, etc.) and federal, state, and local laws related to alcohol and other drug use. Faculty and staff advisors to student groups must also be aware of these risks, policies, and laws and conduct themselves accordingly.

Procedure: The Student Life Coordinator approves travel for student activities. Advisors will travel with and attend all scheduled activities where possible. Prior to departure on an approved trip, all students must read, agree to, and sign the documents listed in the Definitions section.

1. Advisors must submit to the Student Life Coordinator the original signed forms listed in the definitions section above, along with a list of all participants, one week prior to the trip. Prior to departure, the advisor must submit to the Student Life Coordinator a trip itinerary, including travel and lodging information, and a schedule of activities. The Student Life Coordinator will review the forms for completeness and will assemble all necessary travel documents for the advisor to take on the trip.
2. Prior to departure, the advisor should make students aware of all out-of-pocket expenses they are responsible for during the trip.
3. The advisor will communicate departure times for all modes of transportation.
4. All expenses will be reimbursed for advisors/Student Life Coordinator upon return after completing a Travel Expense Sheet.

Tobacco-Free Environment

Aultman College is a tobacco-free environment demonstrating our commitment to healthy living. Our tobacco-free policy prohibits use on all of the Aultman Hospital and Aultman College 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 states that employees are prohibited from using tobacco products during the course of the work shifts and ensuring that clothing, hair, and other personal effects are free of tobacco and smoke odor. If a tobacco odor is detected, students will be asked to leave and report back when they no longer smell like tobacco products. Tobacco cessation resources are available through Aultman Hospital as part of the Aultman College Substance Abuse Prevention Program.

Science Lab Safety

Aultman College and its Division of General Education are committed to providing safe laboratory and preparation spaces for use in the instruction of science. The Division has designated a Laboratory Safety Coordinator to oversee compliance with Laboratory Safety Standards. Aultman College Laboratory Safety Standards and Procedures are created to comply with and support already established guidelines for Aultman Health Foundation. Full details of Laboratory Safety Standards are outlined in the Laboratory Safety Manual. Copies of the Laboratory Safety Manual are housed in the offices of the Lab Safety Coordinator and Campus Coordinator, and in every laboratory preparation area. Any deviation from Laboratory Safety Standards will be addressed immediately by the Laboratory Safety Coordinator. Students will have a brief laboratory safety overview as part of the safety and security team's presentation during college orientation. All students enrolled in a laboratory course will undergo laboratory safety training every semester. Laboratory safety training will be conducted by the laboratory instructor and training details are kept in the Laboratory Safety Manual. Proper safety postings will be maintained in all laboratory and preparation areas.

Weapons

Possession of any weapon is strictly forbidden on the Aultman College campus, or any other college-owned or operated property. The definition of a weapon may include anything "likely to be used/designed to be used" in destroying, defeating, or injuring a person(s) or property (or an instrument likely to cause bodily harm or property damage.) Any of the following items may be considered a "weapon" (not an exhaustive list): any firearm, BB gun, pellet gun, air pistol gun, paintball gun, taser, ammunition, bow and arrows, sword, slingshot, switchblade, or large knife. Explosives/fireworks or any sort of firearm (whether loaded or non-loaded) may be considered a "weapon". At times, some forms of the above listed items may be used as "non-weapons" for educational purposes by faculty with prior consent of the president of the college. This policy extends to all Aultman College students, employees, contractors, visitors, and guests on all Aultman College and Aultman Health Foundation property, including parking lots, personal/commercial vehicles, and sidewalks/streets/lawns. Any person found in possession of a "weapon" will be considered in violation of this policy and action will be taken to immediately confiscate the "weapon." Disciplinary action for violation of this policy may include termination, suspension, and/or dismissal from the college, and possibly criminal prosecution or arrest.

Violent Offenses of Conduct

Aultman College strives to maintain an environment where people of different beliefs and values can learn to live harmoniously. Therefore, any type of verbal or nonverbal harassment, intimidation, retaliation, or threatening behavior on the part of students will not be tolerated.

Depending on the circumstances, this type of behavior could result in dismissal from Aultman College.

Threats

A threat to inflict harm on oneself or others, while on the college premises or at college-sponsored events, must be taken seriously and responded to immediately. A person hearing such a threat should report it immediately to one of the following college officials: security, administrative staff, or faculty.

Assault

An assault, sexual or nonsexual, committed by a member of the campus community against another member of the campus or local community will result in immediate dismissal from campus and/or any other Aultman College activities. Criminal or civil charges may result.

Harassment Policy

Aultman College is committed to providing an environment that respects the dignity of every individual by treating students with honesty and professionalism and valuing student talents and perspectives. The college environment should be free of inappropriate behavior of all kinds, including harassment because of age, disability, marital status, race or color, national origin, religion, gender, sexual orientation, or gender identity. Incidents of harassment and inappropriate behavior will not be tolerated at the college.

Definition of Harassment

Harassment is unwelcome conduct toward an individual because of his or her age, disability, marital status, national origin, race or color, religion, gender, sexual orientation, or gender identity, when the conduct creates an intimidating, hostile, or offensive environment that causes performance to suffer or negatively affects the aptitude of an individual.

The law prohibits many forms of harassment. Examples of harassment include:

- Oral or written communication that contains offensive name-calling, jokes, slurs, negative stereotyping, or threats. This includes comments or jokes that are distasteful or targeted at individuals or groups based on age, disability, marital status, national origin, race or color, religion, gender, sexual orientation, or gender identity.
- Nonverbal conduct such as staring, leering, or giving inappropriate gifts, and physical conduct such as assault or unwanted touching.
- Visual images, such as derogatory or offensive pictures, cartoons, drawings, or gestures. Such prohibited images include those in hard copy or electronic form.

Reporting Harassment Policy Violations

Incidents of harassment should immediately be reported to the person responsible for student affairs. If, for any reason, a student is reluctant to report harassment to the person responsible for student affairs, he or she may report the incident to the Student Life Coordinator or any faculty, staff, or administrator, who will then forward the report to the person responsible for student affairs for investigation.

Investigation and Response

The college will investigate allegations of harassment. To the extent possible, the college will protect the privacy of those involved, consistent with its need to investigate the allegation and resolve the issue. In appropriate cases, the college may take disciplinary action, up to and including immediate expulsion from the college, against those who violate this harassment policy. To respect the privacy and confidentiality of all the people involved, including the accused, the college might not share specific details of the discipline or other action taken by the college.

Retaliation is Prohibited

The college will not retaliate against an individual who makes, in good faith, a report of harassment, or provides, in good faith, information in an investigation of an incident of harassment. Nor will the college tolerate retaliation against any individual by others. Like harassment, any incidences of retaliation should be reported immediately. Any student who is found to have engaged in retaliation may be subject to disciplinary action, up to and including expulsion.

No Appeal

The resolution by the college of an allegation of harassment is final and non-appealable.

Sexual Discrimination, Harassment, and Assault Policy

Purpose and Definition

Aultman College is committed to providing an environment that respects the dignity of every individual by valuing student talents and perspectives, and to maintaining a safe, supportive environment for students, faculty, staff, and visitors. The college expects all members of the college community and guests to act responsibly, showing respect for others and for the community at large. The college does not discriminate in any aspect of its educational program on the basis of sex and is prohibited from doing so by Title IX.

The purpose of this policy is to give guidance for identifying, reporting, and addressing all forms of sexual discrimination, including harassment and assault.

Harassment is any unwelcome conduct that creates an intimidating, hostile, or offensive environment that interferes with or limits an individual's ability to participate in or benefit from the college's programs. Assault is a crime, and is not limited to any gender, race, or age. Sexual assault is defined as intentional sexual contact, characterized by the use of force, physical threat of force, or abuse of authority; or when the victim does not or cannot consent. Sexual assault can include, but is not limited to, rape, attempted rape, unwelcome sexual contact or threats, sexual battery, gross sexual imposition, felonious sexual penetration, or any attempt thereof.

Policy

Sexual discrimination in any form will not be tolerated. This prohibition extends to both sexual harassment and sexual violence and includes all members of the college community such as students, faculty, staff, and third parties. Students who violate this policy are subject to disciplinary sanctions up to and including expulsion from the college. In addition, the college will report allegations of sexual assault to the proper law enforcement agency.

What To Do If You Are A Victim of Sexual Harassment or Violence

Incidents of sex discrimination, sexual harassment, and sexual assault or violence should be immediately reported to a trusted college faculty/staff member or the person responsible for student affairs regardless of whether the incident occurs on or off the college grounds. Victims of sexual harassment or violence will be treated with sensitivity, decency, and respect. Victims will be referred to appropriate medical, emotional, psychological, and social services.

Victims may also report sexual violence or assault immediately to Aultman Hospital Security at 330-363-6777 or to the local police. Any law enforcement investigation conducted as a result of such a report will be separate and apart from and will not replace the college’s investigation of the incident under the Reporting and Investigation Procedure outlined in this policy. If possible, victims of sexual assault are encouraged to preserve physical evidence; for example, refrain from bathing or changing clothes until law enforcement officials can properly investigate the incident. Victims who have the courage to report sexual violence/assault must feel confident that their personal safety will be protected, and they will not be re-victimized by the Student Conduct Violation Procedure or criminal investigation.

Victims of sexual assault may access the following for assistance:

On-Campus

<u>Provider</u>	<u>Location</u>	<u>Phone Number</u>
Aultman Hospital Security	Ground Level Main Hospital	330-363-6777
College Main Office	AEC Second Floor-Main Office	330-363-6347
Student Affairs		330-363-6347
Aultman Spiritual Care	Third Floor Main Hospital	330-363-6402

Off-Campus

<u>Provider</u>	<u>Phone Number</u>
Canton City Police	911 or 330-489-3100
Rape Crisis Center (24 hours)	330-452-1111

Victim Assistance Program	330-438-0887
---------------------------	--------------

Medical Assistance

(Listed hospitals can provide medical support and counseling services.)

<u>Provider</u>	<u>Phone Number</u>
Emergency Assistance	Dial 911
Aultman Hospital	330-452-9911
Mercy Medical Center	330-489-1000
Affinity Medical Center	330-832-8761
Union Hospital	330-343-3311

Sexual Assault and Alcohol and Other Drugs

Alcohol and drug use is frequently cited in incidences of sexual violence or assault. Consumption of alcohol can place students at an increased risk for sexual violence or assault. Consenting to sexual activity requires sober, verbal communication that is free of threats, intimidation, or other coercion. Use of alcohol or drugs never makes a victim at fault for sexual harassment, violence, or assault, and should not prevent or dissuade a student from making a report of sexual harassment, violence, or assault under this policy.

Lowering the Risk of Sexual Assault

- Be aware of your surroundings. There is a higher chance of avoiding sexual assault just by being aware of what and who is around you.
- Understand your sexual boundaries, and believe in your right to set limits on your sexuality.
- Communicate your sexual boundaries. If someone offends you, clearly state your boundaries up front.
- Avoid use of alcohol and/or drugs. Alcohol and drugs interfere with clear thinking and effective communication and, as stated above, are cited frequently in sexual assault incidences.

Registered Sex Offenders

For a listing of registered sex offenders in Stark County, please refer to the Stark County Sheriff’s website at <http://www.sheriff.co.stark.oh.us/OffenderLinks.htm>. This website provides addresses and classification of registered sex offenders. For a listing of registered sex offenders in any Ohio county, refer to the Ohio Department of Rehabilitation and Correction’s Offender Search website at <http://www.drc.state.oh.us/OffenderSearch/Search.aspx>. The Aultman Hospital Security Services Department may also assist with how to obtain sexual offender information. Please contact the Security department’s non-emergency number, 330-363-6968, for assistance.

Awareness Programming

The college is committed to providing programming that increases awareness of sexual discrimination, including harassment and violence, such as rape, acquaintance rape, and other forcible and non-forcible sex offenses. The examples below represent some of the program topics regularly offered to the college community:

- Campus Safety/Crime Prevention Presentation by Aultman Hospital Security Services Department.
- Domestic Violence Training.
- Presentation by Quest Recovery Services.
- Sexual Assault Prevention Training.

Reporting and Investigation Procedure

Complaints regarding any act of sexual harassment, violence, or assault carried out by Aultman College students, faculty, staff, or third parties will be directed to the director of student affairs and processed in accordance with Aultman College's Student Conduct Violation Procedure.

The college will investigate and respond to any complaint in a manner that maintains the confidentiality of the victim to the fullest extent reasonable and possible. However, victims should be aware that requests for their identity to be protected from disclosure to the alleged perpetrator may limit the college's ability to respond. The college will notify a victim if the victim's request for confidentiality cannot be ensured.

The college will take prompt and reasonable action to protect victims from further harassment or violence. For example, the college may reassign the alleged perpetrator to a different class or provide an escort for the victim to and from his or her vehicle before and after class.

Both the victim and the perpetrator have the right to be notified about the outcome of the Student Conduct Violation Procedure process and any sanctions imposed. There is no established time frame for filing a complaint; however, victims of sexual assault are urged to file a complaint as soon as possible. Consistent with the timelines set forth in the Student Conduct Violation Procedure, the college will conduct its investigation as promptly as reasonable, and practical given the nature and complexity of the complaint.

Questions

Inquiries concerning the application of Title IX to the college's programs may be made to the College Compliance Officer.

Additional Violations of Conduct

Additional violations of regulations include, but are not limited to:

- Obstruction or disruption of the normal operations of the college, or activities authorized by the college.

- Theft or damage to property of the college, or property of any visitor or member of the college community.
- Knowingly furnishing false information to the college.
- Nonpayment of college fees within the appropriate time period.
- Violations of program-specific conduct policies.

Disciplinary Action Due to Conduct Violations

College disciplinary actions related to conduct include but are not limited to:

- Informal oral reprimand.
- Formal written reprimand.
- Administrative probation.
- Suspension*
- Expulsion*

*Suspension and expulsion may result in academic consequences.

NOTE: In addition to the sanctions listed above, a student may also be assessed a monetary fine to cover the costs of labor, materials, and time to replace or repair items damaged due to the conduct violation.

Student Conduct Violation Procedure

Appropriate student conduct is fundamental to a successful academic community. It is important that a fair and equitable process exist to investigate and remedy student violations of conduct policies. When a conduct violation occurs, faculty and staff members must follow the procedures set forth to guide the investigation, decision-making, and appeal process. All violations should be handled in the same manner, starting at the lowest level.

Level One: Student Meeting

NOTE: Depending on the nature and severity of the conduct violation, at any time during the investigatory process, the student(s) may be suspended from class(es) pending the outcome of the investigation.

Academic Dishonesty Conduct Violation

1. If a faculty member knows or has reason to believe that a student(s) in a course may have been involved in academic dishonesty, the faculty member shall contact the student(s) and schedule a meeting to discuss the allegations. This meeting should occur within two college business days of having discovered the suspected dishonesty. The faculty member may choose to have a witness present during this discussion with the student(s).
2. When meeting with the student(s), the faculty member shall objectively review the circumstances and evidence related to the suspicion of academic dishonesty and allow the student(s) an opportunity to provide his or her perspective on the suspicion. During the meeting, the faculty member will complete the Conduct Violation Investigation Form and take notes to document important information.

a. If, based on the outcome of the meeting, the faculty member determines that an academic dishonesty violation did not occur, the faculty member shall indicate his/her conclusion on the Conduct Violation Investigation Form. The faculty member shall inform the student(s) of this conclusion and forward the completed form to the person responsible for student affairs.

b. If, based on the outcome of the meeting, the faculty member determines that an academic dishonesty violation may have occurred, the faculty member will inform the program/division director, the vice president of academic affairs, and the person responsible for student affairs.

Other Conduct Violations

1. If there is reason to believe a student(s) has violated a conduct policy other than academic dishonesty, the faculty or staff member who suspects or knows about the behavior should contact the student(s) and schedule a meeting to discuss the allegations. This meeting should occur within two college business days of having discovered the suspected violation. The faculty/staff member may choose to have a witness present during this discussion with the student(s).
2. When meeting with the student(s), the faculty/staff member shall objectively review the circumstances and evidence related to the suspicion of conduct violation and allow the student(s) an opportunity to provide his or her complete the Conduct Violation Investigation perspective on the suspicion. During the meeting, the faculty/staff member will Form and take notes to document important information.

Level Two: Investigation of Conduct Violations

The person responsible for student affairs will begin the conduct investigation by contacting appropriate parties to discuss allegation(s) and the evidence. Those included in the discussion, in addition to the director and the faculty or staff member directly involved, may include the program director, division director, vice president of academic affairs, and student(s). Other faculty or staff may be invited to participate as appropriate and necessary, depending on the nature of the violation.

1. The facts and evidence of the Level One meeting will be reviewed so that the investigatory committee may understand the nature and extent of the violation, if any, by the accused student(s).
2. If the investigatory committee concludes that a conduct violation did not occur, such conclusion will be noted on the appropriate form and the director will inform the student(s) of the conclusion.
3. If the investigatory committee concludes that a conduct violation has occurred, the committee will discuss and decide on a course of action for resolving the violation, including the imposition of any penalties (i.e., failure of the course, significant reduction of the final grade, suspension, expulsion, etc.). The decision will be noted on the appropriate form.
4. The director shall provide written notice of the committee decision to the student(s) within seven college business days after the investigatory committee's decision. The written notice shall include the college's determination that a conduct violation occurred, the description

of the conduct violation, the course of action to resolve the violation including any academic penalty, and information regarding the student's option to appeal the committee's decision (including a description of the appeal procedure and the time limits for filing an appeal).

5. The written notice to the student(s) shall be copied to the appropriate administrative staff and faculty members. The director will compile a case file that includes the written notice and all supporting documentation (e.g., the completed Academic Dishonesty Allegation Form, exams/assignments involving cheating, crib sheets, faculty member meeting and investigation notes, witness statements, etc.).
6. Copies of the notice letter and completed Conduct Violation Investigation Form shall be kept in the student's(s') academic file in the Office of the Registrar as a record of the violation.

Level Three: Appeal Process

If the student(s) desires to appeal the college's determination that he/she committed a conduct violation, the student(s) must initiate the formal written appeal process and submit the written appeal with supporting documentation within 10 college business days of receiving the written notice, or the student(s) will waive his/her right to appeal.

The student's(s') appeal must include the following written documentation and be submitted to the person responsible for student affairs:

- Date letter submitted.
- Student name.
- Course name, course number and semester.
- Faculty or staff member name.
- Date of the meeting with the faculty or staff member.
- Reason for further appeal.
- Desired outcome.
- A copy of the written notice (Level Two).

The time frame for reviewing the student's appeal will commence when the student provides the written appeal and all supporting documentation to the Director as required by this policy.

1. The director will form the Appeals Committee, which will be composed of the director, two faculty members, a student senator, a representative of the student affairs council, and a member of college administration. The director will facilitate the appeals process and provide all documentation to committee members for review and evaluation, but the director will not participate in the committee's final decision. The committee will meet to discuss and recommend whether to confirm or rescind the investigatory committee's decision.
2. The Appeals Committee will review all documentation, records, policies, and procedures to make the final decision. Once the Appeals Committee has rendered a decision, the director will notify the student(s) in writing of the committee's decision within 10 college business days after the student(s) submits the appeal. The decision of the Appeals Committee will be final.
3. Copies of the notice letter regarding the Appeals Committee's decision shall be kept in the student's academic file in the Office of the Registrar as a record of the appeal and final

determination.

Financial Information

Tuition and Fees

Tuition

Cost Per Credit Hour	
Associate Degree Full-time Students	\$508
Associate Degree Part-time Students.....	\$524
Course Auditing Fee	\$254
BSN Completion Students.....	\$457

Fees

Application Fee (non-refundable).....	\$45
Admission Test Fee (non-refundable)	\$20
General Fee (per semester)	\$100
Parking Fee (per semester).....	\$50
Non-sufficient Fund Fee (if applicable).....	\$30
Book Fees	\$2000*
Credit By Institutional Exam –CBIE (optional).....	\$200*
Transcript Fee (Withdrawn or graduated students only)	\$5

Associate of Nursing Program Fees

Reservation Fee (non-refundable)	\$100
Physical Examination	\$100*
Supplies (stethoscope, scissors, etc.)	\$100*
Uniforms.....	\$120-\$140*
Lab Fee (per lab course)	\$50
Testing Fee (per semester).....	\$125
Graduation Fee	\$200
NCLEX Review Course	\$200

Associate of Radiography Program Fees

Reservation Fee (non-refundable)	\$100
Physical Examination	\$100*
Supplies (calculator, lead markers, etc.)	\$100*
Uniforms.....	\$120-\$140*
Lab Fee (per lab course)	\$50
Testing Fee (per semester).....	\$125
Assessment Fee (per semester).....	\$25
Graduation Fee	\$200

BSN Completion Program Fees

Reservation Fee (non-refundable)	\$100
Physical Examination	\$100*
Uniforms.....	\$60*
Graduation.....	\$200

Other Expenses

Aultman Meal Plan (optional)

The following three plans are available for your consideration:

\$145 per semester + \$10 processing fee = \$155

\$303 per semester + \$10 processing fee = \$313

\$385 per semester + \$10 processing fee = \$395

**Approximate costs. All rates are estimated and subject to change.*

Individual programs or courses may assess additional fees.

Meal Plans

Aultman College, in conjunction with the Aultman Hospital Food Services Department, has established a tiered meal plan program. This program is optional to all students. The meal plan eliminates the need to carry cash at the hospital by allowing students to store value on their ID badges and swipe the badge to cover the cost of food charges. Students enrolled in the meal plan program may swipe their badges for food and beverage purchases from the Seasons' Café (Bedford Building), Breakaway Café (second floor cafeteria), and 7th Street Café. Balances remaining on a student's account at the completion of the fall semester will roll over to the next semester. However, any dollar amount remaining on the card at the completion of spring semester (the week prior to final exams) will be forfeited. Menus are located outside the Student Life Office and on the CAMS WiseLine. Three meal plan options are available (see Tuition and Fees Schedule). Students who are interested in purchasing a Meal Plan should contact the Billing Office for payment options.

Billing and Payment Information

Payment Terms

All charges for tuition and fees are collected through the Aultman College Billing Office. Tuition and fee payment is due no later than the last day to Add/Drop classes each semester, or students may elect to participate in the Aultman Payment Plan. Students electing this plan will be assessed a processing fee, monthly payments are required 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.

Late Fees

Late fees begin to accrue the day after fees are due and are assessed according to the U.S.

postmark. Any undated payments received after the deadline will be assessed a \$20 per month late fee. Notices for late fees are not sent, but fees are reflected on the monthly statements.

Unpaid Balances

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 after 90 days. Students are responsible for collection fees and are advised that collection activity may be reported to credit agencies.

Billing Statements

Students entering the college for their first semester will receive the first billing statement at their initial registration appointment. This is the only paper statement that is received. Students are responsible for accessing all further billing statements on the WiseLine.

Payment Options

Pay by Mail.

- Send a check or money order payable to Aultman College of Nursing and Health Sciences.
- Include the student's name on the check or money order.
- Address payment to:
Aultman College of Nursing and Health Sciences
Billing Office
2600 Sixth St. S.W.
Canton, Ohio 44710

Pay in Person.

- Payment may be made in person at the college office during business hours.
- 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) at the college office during business hours.
- The telephone number for the Main Office is 330-363-6347.
- Please have the following information when calling:
 - Student's name.
 - Credit card number & billing address.
 - Expiration date.
 - 3-digit security number on the back of the card.
 - Amount of payment.

Pay online.

•Payment may be made through Paypal on the WiseLine using a credit card (Visa, Mastercard, or Discover).

Payroll deduction.

•Aultman employees can make payments via payroll deduction. Please contact the billing office for more details (330-363-2834).

Direct Deposit

For student convenience, Aultman College offers direct deposit so that credit balances can be automatically deposited into a designated bank account. Information about the direct deposit process, as well as authorization forms, are available in the Billing section of the Aultman College website.

Book Voucher Program

The Aultman College Book Voucher program allows eligible students to credit the purchase of up to \$900 in textbooks per semester to their college account and authorize payment for the textbooks from financial aid funds. To be eligible, students must have completed the college financial aid process, and have a signed financial aid award letter on file with the college. Textbooks must be ordered and purchased through the Billing Office and may be purchased during a time period beginning one week prior to the first day of the semester and continuing through the Add/Drop period. All purchases must go through Matthew Medical, the college's book voucher vendor. Full details and the book voucher contract are available in the Billing section of the Aultman College website.

Withdrawal/Refund Policy

- A. A student may withdraw from a course or the college through the designated date indicated on the academic calendar.
 1. If a student withdraws from all courses during the term/semester, that student may be eligible for a partial tuition credit based on the current refund schedule.
 2. Students who withdraw from all courses prior to the end of the term/semester may be subject to the return of federal and state aid for the current term/semester and may risk the loss of future federal and state aid (see Title IV Refund and Satisfactory Academic Progress (SAP) Policies).
 3. Students who fail to notify the college of their intent to withdraw are held responsible for all tuition, fees, and charges owed to the college and will not be eligible for any refunds or credits.
 4. Failure to attend and/or to notify a school official of withdrawal from classes does **not** constitute an official notification and may result in a final grade of "F" being entered on the student's transcript at the end of the term/semester.

B. Withdrawal Procedures

1. Cancellation prior to Beginning of Classes
 - a. Official notice occurs when the Program Coordinator or Director Academic Advisor, or any other school official is notified of intent to cancel all classes.
 - b. There will be no financial liability for students whose classes are officially canceled prior to the beginning of classes, with these exception[s]:
 - i. Non-refundable general fee
 - ii. Non-refundable testing fee
 - iii. Any book fee liability incurred

C. Withdrawal from the College after Beginning of Classes

1. Official withdrawal: The student's withdrawal date is based on the date that the college is provided with "official" notice of withdrawal. Official notice occurs when the Program Coordinator or Director, Academic Advisor, or any other school official is notified of intent to withdraw.

Notification can be:

- a. In person
- b. By telephone
- c. By letter
- d. By email
- e. By fax

In order to complete the official withdrawal process, students are required to complete and submit the Registration Add/Drop Form to the Academic Advisor. The actual date of withdrawal for Title IV Refund Policy purposes will be based on the best available academic information.

The college strongly recommends an in-person visit so that withdrawal can be expedited. One-on-one counseling is provided which results in students being well informed regarding all the ramifications of their specific withdrawal which may include a delay in graduation, potential financial liability and/or potential loss of future financial aid due to academic progress requirements.

2. Unofficial withdrawal: An unofficial withdrawal takes place when a student does not provide the college with official notification. In such cases, the date of withdrawal for purposes of financial aid and return of federal and state funds purposes will be based on the best available academic record.
3. Administrative withdrawal: Withdrawal of a student for administrative purposes will take place when it is believed that such action is in the best interest of the institution or the student. Administrative withdrawals are subject to the current

refund policy and proration schedules. For specific academic policies, please refer to the Student Handbook's section on Changes after the Add/Drop period and Administrative Withdrawals.

D. Bachelor's Level Courses

Each Seven-Week Term

Withdrawal from a class or from the College on or before the fifth (5th) business day will cancel all financial obligations to the College. The Refund Policy for withdrawal after the fifth business day of the term is as follows:

Week 2	90% of tuition refunded
Week 3	50% of tuition refunded
Week 4	25% of tuition refunded
After Week 4	No refund

E. Associate's Level Courses

Fall and Spring Semesters

Withdrawal from a class or from the College on or before the sixth (6th) business day will cancel all financial obligations to the College. The Refund Policy for withdrawal after the sixth business day of the semester is as follows:

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

Summer Semester

Withdrawal from a class or from the College on the fifth (5th) business day will cancel all financial obligations to the College. The Refund Policy for withdrawal after the fifth business day of the semester is as follows:

Week 2	90% of tuition refunded
Week 3	50% of tuition refunded
Week 4	25% of tuition refunded
After Week 4	No refund

Withdrawal and Financial Aid

If a student withdraws from a class or from the college at any time, 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. Students receiving financial aid who are considering withdrawing from a course or the college should contact the Financial Aid Administrator before taking action. Please refer to the Satisfactory Academic Progress (SAP) policy and the Title IV Refund policy for consequences of withdrawal.

Withdrawal Requirements

All students who drop their course load to zero hours must complete financial aid exit counseling (if applicable) and return:

- ID badge.
- Laboratory or course equipment.
- Library books.
- College separation form.

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

Financial Aid

Refunds In Regard to Dismissal

Students who are dismissed are not eligible for refunds. The Financial Aid Office is available to assist qualified students in paying for the cost of their education. Financial aid is designed to supplement the financial resources of the student and/or the student's parents. The types and amounts of aid awarded are determined by financial need as determined by the FAFSA, availability of funds, student classification, and academic performance.

Sources of Financial Aid

Financial aid is available through grants, scholarships, federal work-study, 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. 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. Detailed financial aid information can be found at www.aultmancollege.edu, in the Financial Aid Office, and in the college catalog.

Free Application for Federal Student Aid (FAFSA)

You must file the FAFSA form each academic year in order to be eligible for all federal, state and institutional aid. Complete the FAFSA at www.fafsa.gov. The Aultman College school code is 006487. Further information and deadlines for completing the FAFSA are available on the college website.

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 transcript, W-2s and a verification worksheet. If you are a dependent student, as determined by the FAFSA, you will also be required to submit your parents' tax return transcript in addition to your own. Among items verified are adjusted gross income, U.S. income tax paid, high school completion status, IRA deductions and payments, education credits, tax exempt interest income, household size, number of family members in college, child support, food stamps, identity and independent student status. Additional information may be required. 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 promptly to all requests for information. See the college website for information regarding how to order a free Tax Return Transcript from the IRS.

Withdrawal and Return of Federal Aid (Title IV Refund Policy)

Federal regulations require each educational institution of higher learning to have a written policy for the refund and repayment of aid received by students who withdraw from all classes during a term for which aid has been received. These policies are effective only if the student completely terminates enrollment (for example, the student voluntarily withdraws from all courses or is dismissed from all classes prior to the end of the academic semester).

The Title IV programs that are covered by the law, and that are available at Aultman College, are:

- Federal Pell Grants.
- Stafford Loans.
- PLUS Loans.

Federal law requires that, when you withdraw from all your classes during the enrollment period, the amount of financial aid assistance that you have "earned" up to that point is determined by a specific formula. The calculation of the Return of Title IV funds (and state funds, if applicable) is determined by the date that the student withdrew from all classes. A student's withdrawal date is determined by:

- The date the student officially notifies the institution of his/her intent to withdraw; or
- The student's last date of attendance or at an academically-related activity, or
- The midpoint of the enrollment period for students who leave without notifying the institution (an unofficial withdrawal).

The enrollment period for a program measured in credit hours is one semester. The amount of financial aid that you have earned is determined on a prorated basis. Therefore if you withdraw after completing 40 percent of the enrollment period, you have earned 40 percent of the amount of federal aid for which you were entitled. The school takes all or a portion of your earned federal financial aid to pay any outstanding charges that remain on your school account. Once

you have completed more than 60 percent of the enrollment period, you earn all of your financial aid assistance for which you were entitled.

In accordance with federal regulations, financial aid funds are returned in the following order, if applicable:

1. Direct Unsubsidized Loan.
2. Direct Subsidized Loan.
3. Direct Parent Loans for Undergraduate Students (PLUS).
4. Federal Pell Grant for which a return of funds is required.
5. Other Title IV aid (with the exception of Federal Work Study- FWS).

The requirements for the return of Title IV program funds when a student withdraws are separate from the Aultman College refund policy. Therefore, a student may still owe funds to the college to cover unpaid institutional charges. The college may also charge a student for any Title IV program funds that the college was required to return. The college's refund policy can be found on page 58 and can also be obtained from the main office of the college. If a student wishes to withdraw, he should meet with the Academic Advisor and complete a Withdrawal Form.

For more information about Title IV program funds, contact the Federal Student Aid Information Center at 1-800-4-FEDAID (1-800-433-3243). Student aid information is also available on the Web at www.studentaid.ed.gov.

Military Withdrawal/Temporary Leave and Readmission Policy

Students who enlist for military service, or who are serving in Reserve or National Guard units and are called to active military duty, are eligible to withdraw from classes with a full refund of tuition. Students receiving financial aid will be subject to refund policies as provided for by the agencies sponsoring the aid.

When appropriate, instructors may prefer to make arrangements for the student to take an incomplete grade. When students are called to active military duty, and when they reach an agreement with their instructor(s) to take an incomplete, they will have up to one calendar year following their discharge from active duty to complete any incomplete grades.

Under the Higher Education Opportunity Act of 2008 (HEOA), institutions are required to readmit an individual who left school or did not accept an offer of admission in order to perform military service or for military service related medical treatment.

This policy applies only to U.S. military veterans seeking readmission to the program that they previously attended; it does not apply to individuals seeking admission to a different program at Aultman College. Veterans are eligible if they began their leave of absence on or after August 14, 2008.

Definitions:

Military Leave of Absence (Inactive Status): Students ordered to active military service and who are unable to complete academic responsibilities to Aultman College may request an inactive status.

Census Date: the point at which your enrollment is locked for financial aid purposes and the last date you can add or drop classes for a full tuition refund as defined each semester on the academic calendar.

Attestation: To certify by signature and/or to supply evidence of.

Student Procedure

1. Students who wish to withdraw from courses as a result of being called to active duty, specialized training, or disaster relief efforts must provide a copy of their orders to the Dean/Program Director and to the Registrar along with the completed and signed withdrawal form.
2. The student notifies the Academic Advisor of his/her "order to active military service."
3. The student's copy of the military orders directing him/her to report for active duty will be copied and retained in the student's academic and financial aid file. Note: a fax copy is NOT acceptable
4. The Academic Advisor will recommend that the student see his/her faculty advisor, Program Director, and professors to discuss and determine the best possible option of those listed below given the circumstances. Once the best option is determined, the completed withdrawal form will be signed by the student and by the faculty members (where applicable) and returned to the Academic Advisor.
5. According to Ohio Revised Code 3332.20 and Aultman College policy, the student may request any one of the following options:
 - **Option 1**
 1. If coursework is at 80% or more of completion, the student may consider accepting Incomplete (I) grades. Full tuition charges will apply, and the student will be given every reasonable opportunity to complete his/her coursework. Faculty approval is required for this option. Should extenuating circumstances be present which delay timely completion, an appeal for extension may be made in writing to the Program Director. The results of said appeal will be conveyed by the Program Director to pertinent administrative departments (Registrar, Financial Aid, and Finance Office).
 - **Option 2**
 1. If the semester is close to completion, the student may confer with his/her instructors and the Program Director to determine if an early final might be allowed, and an early final grade(s) assigned. Faculty approval is required for this option.

- **Option 3**
 1. If coursework is **not** near completion, the student may consider withdrawal with full tuition refund or tuition credit according to federal regulations. The option elected by the student will be notated on the withdrawal form. The Financial Aid Office may adjust or remove all financial assistance if the student elects option 3 according to federal and state guidelines (see Return of Title IV Funds Policy). This may result in repayment of previously disbursed aid or refunds. A full refund of tuition and mandatory fees will be authorized for students who are:
 1. Military reservists who receive orders to active duty after having enrolled and paid for tuition and fees.
 2. Active duty military personnel who receive a reassignment after having enrolled and paid for tuition and fees.
- **Option 4**
 1. Under certain circumstances, a student who is required to participate in active military service or called to National Guard training is excused from scheduled classes or other required activities and will be allowed to complete an assignment or exam within a reasonable time after the absence. The excused absence is subject to faculty approval and permitted only if the student will miss no more than 25% of the total number of class meetings or the contact hour equivalent (not including the final examination period) for the specific course or courses in which the student is enrolled at the beginning of the period of active military service.
- **Option 5**
 1. If the student withdraws before the Census date of the semester in which the student is called to active military duty and the student requests Military Leave, courses will be dropped. Courses dropped on or before the Census date will **not** appear on the student's transcript (see Withdrawal/Refund Policy).
- The student will be advised to obtain the appropriate signatures. Once completed, the withdrawal form will undergo data processing and distribution.

Required Military Withdrawal and Temporary Leave Re-admission Procedure:

1. The student is required to present proof of training schedule, official orders or letter from the member's unit. In cases of a medical treatment, the student must present a signed document from the VA physician, Master of Social Work, or other qualified individual indicating that an absence should be excused.
 - a. Students are eligible for readmission under this provision if, during their leave, he/she performed or will perform voluntary or involuntary active duty service in the U.S. armed forces, including active duty for training and National Guard or Reserve service under federal authority, for a period of more than 30 consecutive days, and received a discharge other than dishonorable or bad conduct. In general,

- the cumulative length of absence and all previous absences for military service (service time only) must not exceed five years.
2. To be readmitted, the student must have provided advance written notice of military service and give written notice of his/her intent to reenroll to the program director no later than three years after the completion of the period of your service. If he/she is recovering from a service-related injury or illness, he/she must notify the school no later than two years after recovery.
 - a. A student who fails to give advance notice may submit, at the time the student seeks readmission, an attestation to the school that the student performed uniformed services that necessitated the student's absence from the school.
 - i. A student who does not submit a timely notification of intent within designated time limits may not be eligible for the benefits outlined.
 3. The school must allow the student to reenroll in the next class or classes in the same program, with the same enrollment status, number of credits, and academic standing as when he or she was last in attendance at Aultman College. The student may also request a later date of admission or, if unusual circumstances require it, the institution may admit the student at a later date. If the school determines that the student is not prepared to resume the program where he or she left off, the school must make reasonable efforts - at no extra cost to the student - to enable the student to resume and complete the program. Such reasonable efforts include, but are not limited to, providing a refresher course and allowing the student to retake a pretest, as long as they do not place an undue hardship on the school. If reasonable efforts are unsuccessful or the school determines that there are no reasonable efforts that the school can take, the school is not required to readmit the student.
 - a. If the program to which the student was admitted is no longer offered, the student must be admitted to the program that is most similar, unless the student requests or agrees to admission to a different program.
 4. A reservist or member of the National Guard called to active duty (not including routine National Guard training) may be readmitted without application or payment of additional application fees within one year of the "release from active duty" date on military orders. Applicable students will retain academic standing and financial eligibility if they meet current eligibility requirements other than continuous enrollment or other timing requirements.
 5. For the first academic year in which the student returns, he/she must be readmitted with the same tuition and fees charges the student was or would have been assessed for the academic year when the student left, unless there are sufficient veterans' educational benefits or institutional aid to pay the increased amount of tuition and fees. For subsequent academic years, the student may be charged the same tuition and fees as other students in the program.
 - a. In the event that there is an unpaid student account balance at time of or after deployment, the college will work with the student on payment arrangements. No

collection actions will occur during deployment; however, the student must resolve any unpaid balances upon return and prior to subsequent enrollment.

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 for any offense involving the possession or sale of illegal drugs. Federal student aid includes Federal Stafford Loans, Federal Stafford PLUS Loans, and Federal Pell Grants. 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 the financial aid administrator immediately, becomes ineligible for further aid, and is required to pay back all aid received after the conviction. Information regarding penalties, regaining eligibility, and the college's substance abuse prevention program is available on page 41, in Health Services, on the WiseLine and on the college website.

Scholarships

A complete list of endowed and gifted scholarships and awards can be found on the college website. As scholarships become available, information and applications are posted on the college website and WiseLine at that time. Scholarships are divided between fall and spring semesters unless otherwise designated by the donor. Additional scholarships may be found through research at the local library or high school guidance offices and may be available through religious organizations, employers, and community service organizations (e.g., Kiwanis, Lions Club, Rotary, church, etc.). 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. For additional information on scholarship scams, please visit <http://www.finaid.org/scholarships/scams.phtml>.

Financial Aid Student Rights/Responsibilities

You have the right to:

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

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 reapplication 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.

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

***Please note:** The Financial Aid Satisfactory Academic Progress Policy is separate and apart from the institutional Academic Standing policies listed in the college Catalog.*

Federal regulations require that Aultman College 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 must make satisfactory academic progress toward achieving a certificate or degree. Aultman College applies this rule to ALL students applying for federal aid.

The federal government requires that Aultman College also monitor the academic progress of non-recipients. 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.**

The aid programs affected by these requirements are:

- Federal Pell Grant.
- Federal Work Study (FWS).
- Direct Subsidized and Unsubsidized Loans.
- Direct Parent Loans for Undergraduate Student (Direct PLUS).
- Ohio College Opportunity Grant (OCOG).
 - The Nurse Education Assistance Loan Program (NEALP). Satisfactory Academic Progress is measured by:
 - The student's cumulative GPA,
 - The number of credits earned in relation to those attempted,
 - The maximum time frame allowable to complete the academic program.

SAP Suspension:

A student will be placed on Satisfactory Academic Progress Suspension if any of the qualitative and quantitative conditions below are met after completion of two academic semesters:

- The cumulative GPA is below 2.0 for completed hours and/or,
- The cumulative completion rate is below 67 percent and/or,
- The student has attempted more than 150 percent of the required number of credits for a degree or certificate.

While on suspension, students lose their eligibility for financial aid. No aid will disburse to student accounts for terms that a student is on suspension. Students have the right to appeal a Satisfactory Academic Progress Suspension (see Satisfaction Academic Progress Appeal). It is highly recommended that any student considering withdrawal from a course contact an LRC advisor academic advisor and the financial aid administrator for information prior to taking action. Students who are on financial aid suspension should contact the financial aid administrator and an LRC advisor to discuss appeal options, educational plans/requirements and overall academic progress.

Qualitative and Quantitative Requirements to Maintain Financial Aid

Qualitative

Maintain grade point average

The student's cumulative grade point average will be reviewed to ensure the following minimums are met:

- 2.0 cumulative GPA on a 4.0 scale.

Quantitative:

Meet or exceed a cumulative earned 67 percent of cumulative attempted credit hours

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 percent. 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 Add/Drop 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 hours x 2 semesters = 34 hours x .67 (67%) = 23 hours.

Complete the degree within the specific time

Degree Completion: Students must complete an associate degree in no more than 150 percent of the stated number of credit hours for an academic program.

Aultman College Associate Degree Programs Maximum of 110 (73 x 1.5)
attempted semester hours

Additional Impacts on SAP

Incompletes (I)

Incomplete grades do not count until changed to an A, B, or C. Once an “I” has been changed to an A, B, or C, it is the student’s responsibility to notify the Financial Aid 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.

Withdrawals

Withdrawals from courses after the Add/Drop period will be counted as hours attempted but not completed.

Repeated Courses

Financial aid may be available 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. Files will be reviewed at the completion of each academic year to determine the student’s status 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 each academic year, the files will be reviewed to determine the student's status for receipt of future aid.

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 the academic year to determine if the "Progression Requirements" have been met. On release of grades, if these requirements have not been met, the student will be placed on financial aid suspension and the student will be ineligible to receive aid if the minimum "standards requirements" are not met. A letter will be sent stating the student's status and the steps necessary to have financial aid eligibility reinstated. *It is required that students on financial aid suspension requesting an appeal meet with the LRC Coordinator to discuss an academic success plan.*

To Regain Eligibility

Complete the number of credit hours you are lacking and/or achieve the minimum cumulative grade point required **at your own expense**. When these hours are completed, notify the Financial Aid Office so your eligibility for financial aid can be reinstated.

NOTE: *If your violation is for failure to complete your degree within the specified time, you must complete your degree at your own expense.*

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 the Satisfactory Academic Progress Appeal Form. 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 that prevents the student from attending classes and completing academic requirements.

Please complete the following required steps to complete the appeal process:

1. Meet with an LRC advisor to discuss an Academic Success Plan.
2. Complete the Satisfactory Academic Progress Appeal Form.
3. Obtain third-party documentation verifying the circumstances for the appeal.
4. Submit the Satisfactory Academic Progress Appeal Form, Academic Success Plan, and all supporting documentation to the financial aid administrator within 30 days of your notification of loss of aid. The appeal will be reviewed by the financial aid administrator. If the appeal is granted, your aid for the semester will be reinstated.

Other Information

Aully's Nest (College Store)

Aully's Nest, the college Store, is located next to the Main Office in the college. Logowear, 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.

Student Life

The Office of Student Life is dedicated to promoting a collegiate environment by providing students with opportunities to get involved in academic, community, and student body activities. Student life activities are designed to assist students with personal, professional, physical, intellectual, and collegiate development during their academic program. A student life e-newsletter is distributed to student emails on Sunday of each week. Student life activities are also posted on the *This Week At Aultman College* board off of the second floor elevator and on fliers throughout the college. Student Life also oversees all student-led associations. For more information, visit the Student Life Office, located adjacent to the Main Office.

Golden Owl Student of the Month

The Golden Owl Student of the Month recognition program honors students who have gone above and beyond in demonstrating the Aultman College values in academics, clinical settings, patient care, service learning, and effort. Students may be nominated by faculty, staff, hospital employees, patients, or other students. The Golden Owl Student of the Month is acknowledged in The Pulse newsletter, on the WiseLine and by posters in the hallway kiosks. One of the perks of the award is a reserved, front-row parking space in Aultman Education Center parking lot #8. Nomination forms are available on the WiseLine and outside the Student Life Office.

Peer Mentoring Program

The Aultman College Mentorship Program connects first-semester students with upperclassmen to build friendships and increase student success. Mentoring relationships are typically built via email, phone, text messaging, or Facebook. Students can sign up to get a mentor or be a mentor during the first weeks of fall and spring semester. Sign-ups are handled through the Student Life Office.

Student Fundraising

The student life coordinator or his/her designee must approve all fundraising activities sponsored by student organizations. The sponsoring organization must keep financial records to submit for auditing at the end of each semester.

Starting a Club

Students with common interests are encouraged to assist the college in expanding student life activities by starting a student club. Information about starting a club, including finding an advisor and obtaining funding, is available in the Start Your Own Club Guide on the WiseLine!

Aultman College Student Organizations

Aultman College Student Nurse Association (ACSNA)

ACSNA is the Aultman College chapter of the Ohio Nursing Students' Association (ONSA) and the National Student Nurses' Association (NSNA). Students automatically become members of the ACSNA by joining NSNA. Membership information is available at www.nsna.org. 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 ACSNA is one of the state's most active chapters. ACSNA members help with student life activities, represent Aultman College at the ONSA convention, and have an opportunity to network with other nursing students at Aultman College and around the state.

Lambda Nu

Lambda Nu is a national honor society for radiologic and imaging services. Aultman College founded the Ohio Gamma chapter in 2012. Lambda Nu's objectives are to foster academic scholarship at the highest academic levels, promote research and investigation in the radiologic and imaging sciences, and recognize exemplary scholarship. To be eligible to join the Ohio Gamma chapter of Lambda Nu, students must have a cumulative GPA of 3.50 and have completed at least five credit hours in the ASR program at Aultman College. For more information on Lambda Nu, visit www.lambdanu.org.

Men in Nursing Association

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 with 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 Office for more information.

Nursing as a Second Career

Nursing as a Second Career is a support group for students who have chosen to go back to school for a second career or for those who may have even been stay-at-home parents. Balancing school, work, and family can be stressful for students who are going back to school to begin a path to a

new career. This group meets over lunch frequently and chats on a group Facebook page.

Nursing Christian Fellowship

Nursing Christian Fellowship (NCF) is an intervarsity, national organization. The mission of NCF, which is open to all Aultman College students, is to engage students with the good news of Jesus Christ to bring God's love and healing to nursing and health care.

Phi Theta Kappa

Phi Theta Kappa is the largest two-year honor society in the world. The Aultman chapter, founded in 2010, is named Beta Sigma Theta. PTK offers students leadership and honors activities, as well as scholarships and career networking. To be eligible to join the Beta Sigma Theta chapter of Phi Theta Kappa, students must have a cumulative GPA of 3.60 and have completed at least 12 credit hours. For more information on joining PTK, visit www.ptk.org.

Radiography Club

The Aultman College Radiography Club meets regularly to discuss fundraising goals and activity opportunities for students in the ASR program. Radiography Club members help with student life activities, represent Aultman College at the Ohio Society of Radiologic Technologists (OSRT) conference, and conduct group community service projects.

Student Activities Society (SAS)

The purpose of SAS is to plan and execute social events for Aultman College students. Members of SAS work with the student life coordinator to develop ideas, and plan and promote events. SAS meets twice a month during fall and spring semesters and several times in the summer in preparation for the upcoming academic year.

Student Senate (Student Governance)

Student Senate is a student-led, student-run organization that plays an important role in the college's administrative structure. The organization's mission is to encourage students to become engaged in social, professional and service activities within the college, and to facilitate communication between students, faculty, staff and administration. Student Senate meets regularly to discuss activities and college-related issues that are important to students. In addition, Student Senate hosts town hall-type meetings to give all Aultman College students an open forum for discussion. Membership consists of at least 10 elected students, representing each class, in addition to an advisor (student life coordinator) and assistant advisor (faculty member).

College Communications

WENS Safety Alert System

Aultman College utilizes an Internet-based mass communication system, called Wireless Emergency Notification System (WENS), to notify all students, faculty, and staff of school closings and emergency situations. In the event of an emergency situation or school closing, an official message will be sent to all communication devices students have registered with Aultman College. The WENS caller ID for text or voice communications will read 330-363-6911 on a landline or cellphone. WENS email communications will come from "Aultman College." WENS communications will continue to be sent until WENS confirms it has been received via an answered a device or an opened email or text message. Students are responsible for keeping all of their contact information current with the college. Phone number and contact information changes should be communicated through the Change of Information Form, available in the Main Office.

Email

All students registered for courses are provided with an Aultman College email address (firstname.lastname@aultmancollege.edu). Email is one of the official methods for communicating to students. Students are responsible for checking their email accounts at least once per day for distribution of official Aultman College communications. Failure to read an email message does not alter the student's responsibility to be informed about college events, announcements, or other pertinent information.

WiseLine

The WiseLine is the Aultman College communication hub. Students are responsible for checking the WiseLine at least once per day. The WiseLine is the first place where college-wide announcements are posted, along with important dates and information about registration, billing, student life events, scholarships, and financial aid. Other information includes The Pulse student newsletter, links to Learning Resource Center academic and personal resources, student spotlights and job postings. Grades are also accessed through the WiseLine. Students are responsible for checking posted grades frequently to keep track of academic status and make timely inquiries into grading discrepancies in accordance with the Academic Appeal Process.

The Pulse Student Newsletter

The Pulse student newsletter contains news and information pertinent to life of an Aultman College student. The newsletter is distributed throughout the college, and an electronic version is posted on the WiseLine for reference. Students with suggestions about articles to be included in The Pulse should contact the communications specialist or the student life coordinator.

Bulletin Boards

There are several bulletin boards available for postings in the 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.

Safety and Security

Security Emergency

Ext. 36777

330-363-6777

Aultman Health Foundation's Security Services Department is available 24 hours a day, seven days a week, to provide a safe environment for students, employees, patients, and visitors.

Services include:

- Escorts to and from parking lots.
- Vehicle assistance.
- Investigation reports.
- Vehicle accident reports.

For non-emergency situations, security personnel can be contacted directly by calling 330-363-6268 or calling 36268 from a college or Aultman Hospital phone. Security phones are also located across the Aultman Health Foundation campus and connect directly to security personnel when the receiver is lifted. Students are encouraged to report all unusual incidents immediately to the Aultman Security Department. Security personnel are empowered with the authority to detain persons and to obtain proper identification of persons detained on AHF property. If an arrest is deemed necessary, security personnel will contact the Canton Police Department.

The Aultman Health Foundation Security Services Department reviews security policies and procedures during student orientation. In accordance with the Crime Awareness and Campus Security Act of 1990, on-campus crime statistics and other security information can be found on the college website at www.aultmancollege.edu.

Campus Visitors Policy

A. Visitors who are taking part in organized, scheduled activities or who are enrolled in specific classes are welcome and encouraged to utilize the Aultman College campus.

B. Visitors who are unsupervised or considered disruptive will be asked to leave the campus immediately. If the visitor is a minor, a parent/guardian will be contacted by college personnel and appropriate measures will be taken.

Purpose:

A. It is the goal of Aultman College to provide a safe and effective learning environment for all students. Aultman College has the responsibility to provide a place of instruction that is conducive to learning and free from distractions. For reasons that include safety, the Health Insurance Portability and Accountability Act (HIPAA) and the assurance of professional, efficient performance of academic pursuits, operations, and services, the college cannot routinely accommodate visitors in campus workplaces, classrooms, laboratories, recreation areas, the library and other student study spaces.

Definitions:

- A. A visitor is defined as someone who is on campus who is not an employee or a student.
- B. For the purpose of the guidelines listed below, a visitor is someone who is NOT taking part in an organized, scheduled college event.

Procedure:**A. EMPLOYEE GUIDELINES**

(The following guidelines apply to bringing visitors of any age to the workplace.)

1. Employees are encouraged to obtain supervisor approval before bringing visitors into the workplace for employee convenience or due to a family emergency.
2. Children are not to be brought to work in lieu of childcare.
3. A parent or guardian must provide supervision at all times.
4. Visitors should not be left unattended or with other employees unless they are taking part in an organized, scheduled activity. (Prior approval from a supervisor is needed.)
5. Visitors should not interfere with workplace activity.
6. Employees with a sick child (ages 4 to 12) can work with the Pediatric Interim Care (P.I.C.) program through Aultman Hospital Human Resources. (See *Aultman Hospital Employee Handbook*.)

B. STUDENT GUIDELINES

(The following guidelines apply to visitors accompanying students on campus.)

1. A visitor should not be left unattended while the student is attending class or conducting any other business or attending a social function in campus workplaces, classrooms, laboratories, recreation areas, the library, and other student study spaces.

Exception: For a short occasional visitation, such as to discuss current coursework in an instructor's office, the student may be accompanied by a visitor, with the approval of the instructor. Prior approval must be obtained or the student must reschedule the appointment.

2. At no time is a visitor permitted in any clinical area.
3. At no time can a visitor be present while a student is obtaining patient information through Cerner.
4. At no time can a visitor attend a class session without completion of the formal registration process.

C. STUDENT LIFE GUIDELINES

1. Student Life welcomes family members and friends to family-oriented College student events/activities.
2. Family members and friends must be accompanied at all times by an enrolled Aultman College student.
3. Student organization meetings are for students only.
4. The Student Life Coordinator has the authority to grant permission for visitors to attend student events/activities.

D. CONSEQUENCES

1. Employee Violation Supervisor is notified and appropriate action will be taken based on supervisor's discretion.
2. Student Violation Vice President of Administrative and Student Affairs is notified of the student conduct violation and will take appropriate action.

Identification (ID) Badges

All students are issued 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. There will be no cost to students for their initial ID badge. Replacement badges can be ordered at a cost of \$20, and may be paid for with cash, check or credit card. Replacement ID badges will be required in the event of the following:

- A student loses, misplaces or forgets an ID badge.
- A student damages an ID badge through misuse, negligence, or abuse.

- A student alters the ID badge through the application of stickers or pins, or use of unapproved ID badge lanyards/holders.

Students will not be charged for replacement ID badges in the event of the following:

- Physical badge failure unrelated to misuse, negligence, abuse, the application of stickers or pins, or the use of unapproved ID badge lanyards/holders.
- Name changes.

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 has been called, please contact Security at 330-363-6777 or ext. 36777 from any hospital telephone to advise that emergency personnel are enroute and to provide directional information as needed for an emergency response.

Fire Alarms

Fire alarms sound and strobe lights display whenever a potential fire has been detected on the Aultman Hospital campus. An overhead page will announce the building and location of the fire and proper evacuation procedures. All students are provided with college evacuation routes and information at college orientation. Students should follow evacuation procedures if directed by the overhead page or college faculty or staff. 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.

Parking

Student parking is available in designated lots on the Aultman Hospital campus. Parking fees will be assigned to students each semester. Parking information is communicated via college email and the WiseLine. Students should not park on the city streets surrounding the Aultman campus or they may be towed by the City of Canton. Contact the campus coordinator for parking questions or concerns.

School Closings

Aultman College rarely closes due to inclement weather. However, if cancellation of classes is warranted, information will be conveyed via the WENS Student Alert System and on the WiseLine. Closing information will also be posted on the college website and local radio and television stations.

Health and Wellness

Health Services

Aultman College maintains 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. Health Services is located on the first floor of Aultman Hospital. The telephone number is 330-363- 6016. A nurse is available Monday through Friday.

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

- Pre-entrance physical examination records.
- 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 the student's personal physician. 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.

Student Health Insurance

Aultman College division of nursing and allied health students are required to maintain health insurance and to complete an on-line student statement of health insurance at the time of enrollment and annually thereafter.

Prior to the annual requirements deadline, all division of nursing and allied health students must complete an on-line student statement of health insurance form indicating the:

- A. health insurance provider
- B. policy holder's name
- C. policy holder's employer
- D. policy number and group number
- E. insurance company's address and telephone number

Failure to comply will result in the student being excluded from all courses and clinical experiences, which may affect program progression. The student may also face disciplinary action up to and including termination from the program and/or college. In the event that a student changes health insurance programs or no longer carries health insurance, the student must report any changes regarding his/her insurance status to the program administrative assistant/coordinator. If the change is not reported, the student may face disciplinary action up to and including termination from the program and/or college.

Fitness Center

Aultman College students are permitted to utilize the Aultman Fitness Center, located in the Morrow House Building of the hospital campus. Students may access the facility by swiping the magnetic strip on the student ID badge. Membership is free. Please contact the college office for additional information.

Spiritual Wellness

The Aultman Hospital chapel is open for use by students. The hospital chaplains are also available to students for spiritual counseling.

Student Records

Aultman College maintains records for applicants, dismissed students, withdrawn students and enrolled students, transient students, and graduates. The official permanent record, financial record, and health services record are also maintained. Student records specifically include, but are not limited to, admission requirement data, level of achievement, transcripts, disciplinary reports, and other pertinent documents.

Records are kept in the Office of the Registrar. Academic records are maintained with the program of study. Financial aid records are maintained according to the five-year federal guidelines and are then destroyed. Health service records are maintained according to the policies and procedures of the Health Services Department.

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. These rights include:

- The right to inspect and review the student's educational records within 45 days of the day Aultman College receives a request for access.
- 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.
- The right to consent to disclosures of personal identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Aultman College 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
www.ed.gov/policy/gen/guid/fpco/ferpa/index.html

The full policy, including exclusions and exceptions, is available on the Aultman College website. 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.

Release of Student Information

Directory information regarding the student will be provided to the public upon request unless a student files a request with the registrar 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, 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 and photograph.

FERPA prevents access to and release of nonpublic (non-directory) information such as educational records (or any personal identifiable information they contain) without prior consent. However, federal law permits access to such information without 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 Soloman 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 Aultman College Record Retention Policy and Procedure is available for examination in the college office, along with copies of the FERPA Act and federal record regulations.

Official Records Request

The Office of the Registrar is responsible for maintaining and releasing student records, which includes transcripts and admission test scores. The registrar is happy to fulfill records requests for Aultman College students. To request an official transcript or admission test score report, please submit the Record Request Form, available on the Aultman College website or in the Main Office.

Instructional Facilities

Aultman Education Center

Aultman College of Nursing and Health Sciences is located in the Aultman Education Center, located at the corner of Dartmouth Ave. and Ninth St. S.W. in Canton, Ohio. Aultman College provides instruction and academic support to students through the following facilities:

- Nine state of the art classrooms.
- Simulation Lab.
- Perinatal Simulation Lab (Main 3514).
- Skills Lab #2 (St. Paul's Methodist Church).
- Bettie Sponseller Skills Lab.
- Radiology Lab.
- Computer Lab.
- Learning Resource Center (see page 11).
- Health Sciences Library (see page 14).
- Quiet Study Area (Classroom 8).

Housing

Housing is not currently available at Aultman College. Contact the Student Life coordinator or campus coordinator for any questions regarding housing issues or referrals.

Baccalaureate of Science in Nursing (BSN) Academic Policies

Academic Curriculum Plan

The curriculum plan provides an arrangement of general education and nursing courses within a given time period. Collectively, the arranged courses within the curriculum plan describe the nursing model for the attainment of the student learning outcomes. Completion of student learning outcomes determines the expected competency level of graduates upon who are conferred the Bachelor of Science in nursing degree. The BSN Completion Program reserves the right to interpret and implement changes in the curriculum, schedules, and policies at any time to preserve the high standards essential for approval by accrediting bodies and the profession of nursing itself. The BSN Completion Program reserves the right to dismiss a student who for legal, ethical, academic, emotional, or physical reasons cannot be advised to continue in the program.

Advising

All students enrolled in the BSN Completion Program will meet with the BSN Program Coordinator (as an advisor) each semester for advising. This advisor will be available to the student throughout the entire program. The role of the advisor is to assist with curriculum questions and/or academic or personal concerns. Students are encouraged to develop relationships with the advisor to ensure they are fully utilizing all resources available for personal and academic support and success.

Program Requirements

Students have annual requirements, including health insurance, that can be found earlier in this handbook. Additional program requirements can be found below.

Cardiopulmonary Resuscitation (CPR) Certification

Students enrolled in the Division of Nursing and Allied Health are required to maintain current CPR certification through the American Heart Association (AHA). The certification is required to be an AHA Health Care 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 which may result in course failure and/or dismissal. CPR renewal courses are available through Aultman College Community Education (ACCE).

Liability Insurance

Post-licensure BSN Completion Program students are required to purchase professional liability insurance.

Liability insurance protects individuals who render professional advice and service from bearing the full cost of defending a negligence claim brought by a client, and the damages that may be awarded in such a civil lawsuit.

1. Each individual student is to purchase nursing student liability insurance.
2. Liability insurance is not provided by Aultman College of Nursing and Health Sciences.
3. All students must show proof of liability insurance to the BSN Completion Program Coordinator annually. Proof of insurance means an insurance card or written acknowledgment from an insurance company of the term and coverage of your insurance.
4. Failure to show proof of insurance will result in the student being dropped from their nursing courses.
5. It is up to the individual nurse as to how much liability to carry, but a minimum of \$1,000,000 must be purchased.

Communicable Diseases

Due to the safety and concern of patients and students, any student enrolled in clinical experiences who is diagnosed with or suspected of having a communicable disease will be required to follow Health Services policies regarding communicable diseases. In the event of student exposure to a patient with a communicable disease at Aultman Hospital, Health Services will initiate a communicable disease protocol, notifying college personnel and affected students of the exposure and initiating preventive treatment measures, if necessary. Students practicing at off-site clinical facilities should follow the exposure control policies of the clinical organization affiliate.

Significant Exposure

A significant exposure is defined as a percutaneous (through the skin) 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.

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.

Attendance

Faculty members believe that regular attendance is necessary for academic success. It is the student's responsibility to maintain regular classroom attendance. Any classroom activity deemed mandatory will be identified by the course faculty either verbally or on the course syllabus/outline. Absence(s) may affect the student's academic achievement and may result in course failure. In the event the student must miss class, the student assumes responsibility for material presented in the classroom. A decision to be absent from regularly scheduled classes, for whatever reason, including employment, does not excuse the student from the responsibility of examinations, assignments, or the knowledge acquired from attending class.

Simulation Attendance

Faculty members believe simulation experiences are critical for student learning in order to promote client-centered care. Thus attendance is mandatory for all simulation experiences. Makeup assignments (papers/simulation/projects, etc.) are not acceptable in place of simulation experiences. Students are advised to plan their personal schedule to ensure success in their nursing courses. When extenuating circumstances make it necessary for a student to be absent from a mandatory experience, the student must call the course faculty at least 30 minutes prior to the start of the experience.

Late Arrivals

In the interest of modeling professionalism, students are expected to be punctual for all experiences. Students need to make every attempt to notify the course faculty of a late arrival. Habitual lateness for mandatory experiences may result in disciplinary action.

Unexcused Absences

Failure to report off according to the above procedure constitutes an unexcused absence. A zero may be recorded for any graded experience missed that day.

Grading

Grading Scale

The BSN Completion Program adheres to the Aultman College Grading System.

Tests and Papers

Tests and papers will be graded according to the percentage ranges stated in the course syllabus. If a student fails a test, it is the student's responsibility to review the test with the faculty member prior to the next test. Refer to each course syllabus/outline for policies related to late papers and missed tests/quizzes.

Testing

In accordance with the values of the college, faculty will instill integrity by holding the students accountable for their ethical conduct.

A. Testing Protocol

The student is expected to maintain professional conduct at all times, arrive on time, respect the rights of others by refraining from distracting behaviors, and avoid asking substance or content questions during an exam. Questions regarding typographical errors or format may be asked. Students will need to place books and belongings in the front or back of the classroom until testing is completed.

B. Test Review

The purpose of a test review is to enhance the learning process.

The course faculty is expected to:

1. determine the method of test review. The student should refer to the course syllabus/outline.
2. assist the student's understanding by clarifying or providing additional learning assistance as needed.
3. treat each student non-discriminatingly with respect and fairness.

C. The student is expected to:

1. conduct himself/herself in a professional manner with respect for the learning environment of fellow students and the knowledgeable teaching of faculty.
2. review content to seek clarification, understanding, reinforcement,, and application in practice.
3. make an appointment with the course faculty if a test review does not clarify content.

Program Progression Policy

Academic Probation

A student will be placed on academic probation for any of the following reasons:

1. Receiving a cumulative GPA less than 2.00 at the end of any session.
2. Receiving an “F” (0.00) in any course.
3. Receiving less than a “C” (2.00) in any math, science, or nursing course.

The student has one (1) session to bring the cumulative GPA to 2.00 or better. Students not meeting this requirement will be academically dismissed from the program.

Academic Dismissal

A student enrolled in the BSN Completion Program will be dismissed from the nursing program for any of the following reasons:

1. Failing to bring the cumulative GPA to a 2.00 or better within 1 session of being placed on academic probation due to GPA.
2. Failing to achieve a “C” (2.00) when repeating a math, science, or nursing course.
3. Receiving an “F” (0.00) when repeating a non-math, non-science, non-nursing course.
4. Receiving less than a “C” (2.00) in any two nursing courses at any time in the program, including the same session.
5. A student who has been dismissed from the BSN Completion Program is not eligible for re-enrollment.

Portfolios

Each student is required to maintain a portfolio across the curriculum. The portfolio allows for reflection on personal growth throughout the curriculum. Students document their understanding of themselves as learners. It is each student’s responsibility to keep the portfolio current. Upon graduation, students retain possession of the original portfolio materials.

Graduation

Each student is individually responsible to adhere to the requirements of the nursing program curriculum at the time of admission and for seeing that these requirements are scheduled and completed before graduation.

Health and Functional Requirements

Essential Physical and Cognitive Functions

In order to assure client and co-worker safety, meet program competencies, and successfully complete the objectives of each nursing course, a student must be able to:

- Visually observe changes in a client's status that indicate changes in the client's physiological condition (i.e., breath patterns, skin color changes, equipment readings).
- Hear sounds of spoken communications, as well as sounds that indicate changes in the client's physiological condition (i.e., breath sounds, blood pressure, apical pulse, alarms).
- Speak to clients and members of the health care team utilizing effective verbal communication skills.
- Demonstrate tactile ability sufficient to assess a client's pulses, as well as changes in a client's physiological status (i.e., changes in skin temperature, edema, etc.).
- Smell odors that indicate changes in the physiological status of the client or unsafe environmental conditions.
- Read and cognitively comprehend written course materials, client care documents, and health care institution policies and procedures.
- Write using a legible and concise documentation style that is readable and in the English language.
- Calculate accurately in order to administer correct medication dosages, count a pulse, count respirations, and determine intake and output.
- Move freely to observe and assess clients and perform emergency client care; this includes having full manual dexterity of the upper extremities, including neck and shoulders, and unrestricted movement in both lower extremities; back, and hips in order to assist in all aspects of client care, (i.e., client hygiene, application or removal of restraints, and nursing procedures such as bladder catheterization, and parenteral injections), and the ability to touch the floor to remove environmental hazards.
- Lift and/or support at least 75 pounds in order to reposition, transfer, and ambulate clients safely.
- Demonstrate cognitive learning in relation to new procedures through clinical application.
- Interpret physician orders accurately through verbal and written communication, and carry through with appropriate psychomotor clinical application.

Student Communication of Concerns

The baccalaureate completion degree in nursing at Aultman College is a new applicant pursuing initial accreditation by the Commission on Collegiate Nursing Education, One Dupont Circle, NW, Suite 530, Washington, DC 20036 (202) 887-6791. New applicant status is neither a status of accreditation nor a guarantee that accreditation will be granted.

Should a student have concerns about adherence of the BSN Completion Program to the CCNE, the student may report those concerns to CCNE at:



COMMISSION ON COLLEGIATE NURSING EDUCATION



Commission on Collegiate Nursing Education
One Dupont Circle, NW Suite 530
Washington, DC 20036
<http://www.aacn.nche.edu/ccne-accreditation>
Phone: (202) 887-6791 Fax: (202) 887-8476

BSN Completion – Student Conduct Policies

This section covers student conduct policies for the BSN Completion Program.

BSN Completion Dress Code

Students are required to follow the dress code as outlined below to represent the college in a professional manner.

Students are expected to be neat, clean, and well-groomed including the following:

- Identification badges are to be worn at all times in the clinical settings. IDs should be worn above the waist in proper view [of not for] clients, client's clients' families, and other healthcare team members.
- Clients are sensitive to fragrances; therefore, perfume/cologne/aftershave should not be worn.
- Maximum of two rings may be worn per hand.

- Earrings must be small with plain posts. No hoops or dangling earrings are to be worn. Only two (2) earrings on each ear lobe are allowed.
- Tongue, nose, eyebrow, or any other facial piercing ornaments are not allowed.
- A watch with a second hand is considered part of the uniform and must be worn.
- Tattoos are not to be displayed at any time. If clothing does not cover the tattoo, it must be covered with a plain skin-tone-colored bandage, or appropriate concealing makeup.
- Women – hair should be secured away from the face in a manner that will not allow the hair to fall forward. Non-decorative barrettes, scrunchies, and hair clasps may be worn.
- Men – hair length should be above the collar line and secured away from the face, if necessary. Beards, mustaches, and sideburns must be clean and neatly trimmed.
- Clear or neutral nail polish may be worn and fingernails must be short and rounded. Due to the growing body of evidence of scientific research which links the spread of infection to artificial fingernails, students will not be allowed to have artificial nails.
- Using chewing gum or tobacco products is not permitted.
- The official white lab coat (with Aultman College logo) will be standard in clinical experiences. It is required that baccalaureate nursing students dress in a professional manner at all times in the clinical area.
- Shoes should be clean and in good repair.
- Makeup should be moderately applied.
- If the student appears on the clinical unit inappropriately dressed, hospital personnel or faculty have the authority to send the student off the unit. It is the decision of faculty as to what constitutes acceptable appearance.
- Prior to the first clinical experience, students are required to provide documentation to the Nursing Division if they must adhere to specific religious dress and and/or head covering restrictions.
- Students must adhere to the Aultman College BSN Completion program Clinical Dress Code at all times. Clinical agency policies may be more restrictive and require further or additional accommodations by students. It is the student's responsibility to verify clinical dress code with the clinical agency.

Professional Responsibilities

The Division of Nursing of Aultman College supports and reflects the standards and rules of the law regulating the practice of nursing and the standards for safe nursing care as described by the Ohio Board of Nursing on the Ohio Administrative Code, Rules 4723-5-12 (C). Violation of any of these requirements, which include but are not limited to those listed in this policy, may result in failure of a nursing course/clinical, dismissal from the Division of Nursing, and/or dismissal from Aultman College. In addition, all students are subject to the Aultman College Student Conduct policies.

Students must demonstrate continuity of care through the responsible preparation, implementation and documentation of the nursing care of clients. Students must be respectful of all individuals (client, client family, health care team members, faculty, and self) according to HIPPA laws, AHA Patient’s Bill of Rights, ANA Standards of Care, and ANA Code of Ethics for Nurses, and Ohio Board of Nursing Rules Promulgated from the Law – OAC Rule 4723-5-12 (C).

The faculty of the Division of Nursing reserves the right to dismiss from a course and/or nursing program and recommend dismissal from the college any nursing student whose clinical performance for any nursing course is deemed unsafe as characterized by dangerous, inappropriate, irresponsible, or unethical behavior that actually or potentially places the student, client, client’s family, or health care team members in jeopardy. The nursing student will be referred to the director of the Division of Nursing and to the person responsible for student affairs. A student may initiate the grievance appeal procedure as outlined in the handbook.

Student Professional Responsibilities

Professional Conduct/Responsibility	Disciplinary Action for Violation
<ol style="list-style-type: none"> 1. A student shall, in a complete, accurate, and timely manner, report and document nursing assessments or observations, the care provided by the student for the patient, and the patient’s response to that care; (C1). 2. A student shall, in an accurate and timely manner, report to the appropriate practitioner errors in or deviations from the current valid order; (C2). 3. A student shall delineate, establish, and maintain professional boundaries with each patient; (C5). 4. At all times when a student is providing direct nursing care to a patient, the student shall: <ol style="list-style-type: none"> a. Provide privacy during examination or treatment and in the care of personal or bodily needs; (C6a). 5. A student shall use universal and standard precautions established by Chapter 4723-20 of the Administrative Code; (C8). 	<ul style="list-style-type: none"> • Documentation on Clinical Evaluation Tool • Student Action Plan addressing ways to change behavior • Repeated offense will result in clinical/course failure • Documentation on Clinical Evaluation Tool

<p>6. A student shall implement measures to promote a safe environment for each patient; (C4).</p>	<ul style="list-style-type: none"> • Student Action Plan addressing ways to change behavior • May result in clinical/course failure
<p>7. At all times, when a student is providing direct nursing care to a patient, the student shall:</p> <p style="padding-left: 20px;">a. Treat each patient with courtesy, respect, and with full recognition of dignity and individuality, (C6b).</p>	<ul style="list-style-type: none"> • Documentation on Clinical Evaluation Tool • Student Action Plan addressing ways to change behavior • Immediate three (3)-day suspension • May result in clinical/course failure or dismissal from the Nursing program
<p>8. A student shall not falsify any patient record or any other document prepared or utilized in the course of, or in conjunction with, nursing practice. This includes, but is not limited to case management documents or, reports, time records or reports, and other documents related to billing for nursing services; (C3).</p>	<ul style="list-style-type: none"> • Documentation on Clinical Evaluation Tool • Immediate dismissal from the Nursing program • May result in dismissal from ACNHS

Student Professional Responsibilities

Professional Conduct/Responsibility	Disciplinary Action for Violation
<p>9. A student shall practice within the appropriate scope of practice as set forth in division (B) of section 4723.01 and division (B) (20) of section 4723.28 of the Revised Code for a registered nurse; (C7).</p>	<p>Depending on the severity of the offense, the following will apply:</p> <ul style="list-style-type: none"> • Documentation on Clinical Evaluation Tool AND • Student Action Plan addressing ways to change behavior • Immediate three (3)-day suspension OR • May result in clinical/course failure OR • Dismissal from the Nursing program
<p>10. A student shall not:</p> <ol style="list-style-type: none"> a. Engage in behavior that causes or may cause physical, verbal, mental or emotional abuse to a patient; and/or b. Engage in behavior toward a patient that may reasonably be interpreted as physical, verbal, mental, or emotional abuse; (C9). <p>11. A student shall not misappropriate a patient's property or:</p> <ol style="list-style-type: none"> a. Engage in behavior to seek or obtain personal gain at the patient's expense; b. Engage in behavior that may reasonably be interpreted as behavior to seek or obtain personal gain at the patient's expense; c. Engage in behavior that constitutes inappropriate involvement in the patient's personal relationships; or d. Engage in behavior that may reasonably be interested as inappropriate involvement in the patient's personal relationships (C10). 	<ul style="list-style-type: none"> • Documentation on Clinical Evaluation Tool • Immediate dismissal from the Nursing program • Immediate dismissal from ACNHS

Student Professional Responsibilities

Professional Conduct/Responsibility	Disciplinary Action for Violation
<p><i>For the purpose of this paragraph, the patient is always presumed incapable of giving free, full or informed consent to the behaviors by the student set forth in the paragraph.</i></p> <p>12. A student shall not:</p> <ol style="list-style-type: none">a. Engage in sexual conduct with a patient;b. Engage in conduct in the course of practice that may reasonably be interpreted as sexual;c. Engage in any verbal behavior that is seductive or sexually demeaning to a patient; ord. Engage in verbal behavior that may reasonably be interpreted as seductive or sexually demeaning to a patient; (C11). <p><i>For the purpose of this paragraph, the patient is always presumed incapable of giving free, full or informed consent to sexual activity with the student.</i></p> <p>13. A student shall not, regardless of whether the contact or verbal behavior is consensual, engage with a patient other than the spouse of the student in any of the following:</p> <ol style="list-style-type: none">a. Sexual contact, as defined in section 2907.01 of the Revised Code;b. Verbal behavior that is sexually demeaning to the patient or may be reasonably interpreted by the patient as sexually demeaning; (C12). <p>14. A student shall not self-administer or otherwise take into the body any dangerous drug, as defined in section 4729.01 of the Revised Code, in any way not in accordance with a legal, valid prescription issued for the student, or self-administer or otherwise take into the body any drug that is a Schedule I controlled substance; (C13).</p> <p>15. A student shall not habitually or excessively use controlled substances, other habit-forming drugs, or alcohol or other chemical substances to an extent that impairs ability to practice; (C14).</p>	<ul style="list-style-type: none">• Documentation on Clinical Evaluation Tool• Immediate dismissal from the Nursing program• Immediate dismissal from ACNHS <ul style="list-style-type: none">• Documentation on Clinical Evaluation Tool• Immediate dismissal from the Nursing program• Immediate dismissal from ACNHS

<p>16. A student shall not have impairment of the ability to practice according to acceptable and prevailing standards of safe nursing care because of the use of drugs, alcohol, or other chemical substances; (C15).</p> <p>17. A student shall not have impairment of the ability to practice according to acceptable and prevailing standards of safe nursing care because of a physical or mental disability; (C16).</p>	
---	--

Student Professional Responsibilities

Professional Conduct/Responsibility	Disciplinary Action for Violation
<p>18. A student shall not assault or cause harm to a patient or deprive a patient of the means to summon assistance; (C17).</p>	
<p>19. A student shall not misappropriate or attempt to misappropriate money or anything of value by intentional misrepresentation or material deception in the course of practice; (C18).</p> <p>20. A student shall not have been adjudicated by a probate court of being mentally ill or mentally incompetent, unless restored to competency by the court; (C19).</p> <p>21. A student shall not aid and abet a person in that person’s practice of nursing without a license, practice as a dialysis technician without a certificate issued by the board, or administration of medications as a medication aide without a certificate issued by the board; (C20).</p> <p>22. A student shall not prescribe any drug or device to perform or induce an abortion, or otherwise perform or induce an abortion; (C21).</p> <p>23. A student shall not assist suicide as defined in section 3795.01 of the Revised Code; (C22).</p>	<ul style="list-style-type: none"> • Documentation on Clinical Evaluation Tool • Immediate dismissal from the Nursing program • May result in dismissal from ACNHS

<p>24. A student shall not submit or cause to be submitted any false, misleading or deceptive statements, information, or document to the nursing program, its administrators, faculty, teaching assistants, preceptors, or the board; (C23).</p>	
---	--

Student Professional Responsibilities

Professional Conduct/Responsibility	Disciplinary Action for Violation
<p>25. A student shall maintain the confidentiality of patient information. The student shall communicate patient information with other members of the health care team for health care purposes only, shall access patient information only for the purposes of patient care or for otherwise fulfilling the student's assigned clinical responsibilities, and shall not disseminate patient information for purposes other than patient care or for otherwise fulfilling the student's assigned clinical responsibilities through social media, texting, emailing or any other form of communication. (C24)</p> <p>26. To maximize extent feasible, identifiable patient health care information shall not be disclosed by a student unless the patient has consented to the disclosure of identifiable patient health care information. A student shall report individually identifiable patient information without written consent in limited circumstances only and in accordance with an authorized law, rule or other recognized legal authority. (C25)</p> <p>27. For purposes of paragraphs C 5, 6, 9, 10, 11 and 12 of</p>	

this rule, a student shall not use social media, texting, emailing, or other forms of communication with or about a patient for non-health care purposes or for purposes other than fulfilling the student's assigned clinical responsibilities. (C 26)	
---	--

*Ohio Board of Nursing Adopted Rules 4723-5-12-C Program Policies; Effective 2/01/12
Division of Nursing Policy; Revised 2/01/14*

Associate of Science in Nursing (ASN) Academic Policies

Academic Curriculum Plan

The curriculum plan provides an arrangement of general education and nursing courses within a given time period. Collectively, the arranged courses within the curriculum plan describe the nursing model for the attainment of the student learning outcomes. Completion of student learning outcomes determines the expected competency level of graduates upon who are conferred the Associate of Science in nursing degree. The ASN Curriculum Plan and Student Learning Outcomes are available on the Aultman College website (www.aultmancollege.edu). The ASN program reserves the right to interpret and implement changes in the curriculum, schedules, and policies at any time to preserve the high standards essential for approval by accrediting bodies and the profession of nursing itself. The ASN program reserves the right to dismiss a student who for legal, ethical, academic, emotional, or physical reasons cannot be advised to continue in the program.

Advising

In addition to utilizing the services of the Aultman College Academic Advisor, each nursing student is assigned a faculty advisor upon entrance into the program. This advisor will be available to the student throughout the entire program. The role of the faculty advisor is to assist with career planning, curriculum questions, and/or academic or personal concerns. Students are encouraged to develop relationships with both the academic advisor and their faculty advisor to ensure they are fully utilizing all resources available for personal and academic support and success.

Clinical Requirements

Students have annual requirements, including health insurance, that can be found earlier in this handbook. Additional program requirements can be found below.

Cardiopulmonary Resuscitation (CPR) Certification

All ASN students active in discipline-specific courses are required to maintain current CPR certification through the American Heart Association (AHA). The certification is required to be an AHA Health care 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 which may result in dismissal. CPR renewal courses are available through Aultman College Community Education (ACCE).

Glucose Monitoring Competency

Clinical Laboratory Improvements Amendments (CLIA) regulations direct that all health care providers who perform glucose monitoring must demonstrate and document competence annually. Reminders and procedures for competency testing will be sent to students to ensure compliance with these regulations.

Communicable Diseases

Due to the safety and concern of patients and students, any student enrolled in clinical experiences who is diagnosed with or suspected of having a communicable disease will be required to follow Health Services policies regarding communicable diseases. In the event of student exposure to a patient with a communicable disease at Aultman Hospital, Health Services will initiate a communicable disease protocol, notifying college personnel and affected students of the exposure and initiating preventive treatment measures, if necessary. Students practicing at off-site clinical facilities should follow the exposure control policies of the clinical organization affiliate.

Significant Exposure

A significant exposure is defined as a percutaneous (through the skin) 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.

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.

Attendance

Classroom Attendance

Faculty members believe that regular attendance is necessary for academic success. It is the student's responsibility to maintain regular classroom attendance. Any classroom activity deemed mandatory will be identified by the course faculty either verbally or on the course syllabus/outline. Absence(s) may affect the student's academic achievement and may result in course failure. In the event the student must miss class, the student assumes responsibility for material presented in the classroom. A decision to be absent from regularly scheduled classes, for whatever reason, including employment, does not excuse the student from the responsibility of examinations, assignments, or the knowledge acquired from attending class.

Clinical/Simulation/Laboratory Attendance

Faculty members believe clinical/METI/laboratory ("clinical") experiences are critical for student learning in order to promote client-centered care. Thus attendance is mandatory for all clinical experiences. The Ohio Board of Nursing requires students to attend all lab/clinical hours as designated for each nursing course. Makeup assignments (papers/simulation/projects, etc.) are not acceptable in place of clinical experiences. In accordance with this requirement, only one clinical

makeup day is allotted. Students are advised to plan their personal schedule to ensure success in their nursing courses. Students should understand that missed clinical experiences may jeopardize attainment of course outcomes and, consequently, progression in the program may be affected.

Late Arrivals

In the interest of modeling professionalism, students are expected to be punctual for all experiences. Students need to make every attempt to notify the course faculty of a late arrival. Habitual lateness for mandatory experiences may result in disciplinary action.

Report off Procedure for Any Mandatory Experience

When extenuating circumstances make it necessary for a student to be absent from a mandatory experience, the student must call the course faculty at least 30 minutes prior to the start of the experience.

Unexcused Absences

Failure to report off according to the above procedure constitutes an unexcused absence. The following will occur as a result of an unexcused absence:

- A zero may be recorded for any graded experience missed that day.
- A notation will be made on the clinical tool regarding the unexcused absence under each outcome related to accountability and responsibility.
- A conference form identifying outcomes in jeopardy will be initiated; course failure may result.

Grading

Grading Scale

The ASN program adheres to the Aultman College Grading System.

Tests and Papers

Tests and papers will be graded according to the percentage ranges stated in the course syllabus. If a student fails a test, it is the student's responsibility to review the test with the faculty member prior to the next test. Refer to each course syllabus/ outline for policies related to late papers and missed tests/quizzes.

Grading for Clinical Coursework

The clinical component of nursing courses is rated satisfactory or unsatisfactory based on attainment of student learning outcomes. A final grade of "F" will be assigned in a clinical nursing course if the clinical component of the course is not satisfactory regardless of the theory percentage.

All clinical courses require an evaluation of student performance. The student's performance is evaluated according to established, performance standards for each course. Clinical evaluations are written at midterm and at the end of the semester. At midterm, conferences are held with each student to discuss clinical performance and to develop an action plan for improving clinical performance. Additionally, at the end of the semester, a conference is held to discuss the student's clinical achievement.

Testing

Testing Protocol

Individual course faculty will set the protocol for testing in the classroom setting either verbally or in the course syllabus/outline. The student is expected to maintain professional conduct at all times, arrive on time, respect the rights of others by refraining from distracting behaviors, and avoid asking substance or content questions during the exam. Questions regarding typographical errors or format may be asked. Students will need to place books and belongings in the front or back of the classroom until testing is completed. Violations of ethical conduct may result in disciplinary action.

Test Review

The purpose of test review is to enhance the learning process.

The course faculty is expected to:

- Determine the method of test review. See course syllabus/outline.
- Assist the student to understand, clarify, or provide additional learning assistance as needed.
- Treat each student non-discriminately with respect and fairness. The student is expected to:
- Conduct himself/herself in a professional manner with respect for the learning environment of fellow students and the knowledgeable teaching of faculty.
- Review content for clarification, understanding, and application in practice.
- Make an appointment with the course faculty if test review does not clarify content.

Standardized Testing

Standardized testing is a means by which the nursing program can reinforce and enhance student learning. Standardized tests are assessment tools that help students to identify areas of individual strength and weakness in order to focus and customize their studies in preparation for NCLEX-RN success and positive career outcomes. Attendance for standardized testing sessions and the expected level of achievement on standardized tests will be explained in each nursing course. A testing fee may be required each semester.

NCLEX RN Predictor Test

Students are required to take an NCLEX-RN Predictor Test prior to graduation. Students not meeting the established benchmark are required to remediate and retest. If the established benchmark is not met with the second retest, an additional NCLEX review course of the student's

choice is required to be completed at the student's expense. Aultman College will not send the program completion letter to the Ohio Board of Nursing until this requirement is met.

Program Progression Policy

Effective for students entering prior to Fall 2014:

The ASN curriculum is designed to continually build upon knowledge and skills gained over the course of the program. Therefore, nursing students must achieve an overall minimum grade of "C" (2.00 grade point equivalent) in their major, math, and science courses in order to ensure progression in their program. A student must complete prerequisite courses successfully in order to enroll in subsequent courses. Students may initiate a conference at any time with course faculty to discuss grades, GPA, or academic standing. Any student at midterm with a grade average below 80% in nursing courses is encouraged to meet with the course instructor to determine deficiencies and to develop remedial action. It is the responsibility of the student to achieve and maintain a grade average of C or better in each nursing, math, or science course.

Academic Probation

A student majoring in nursing will be placed on academic probation for the following reasons:

- Receiving a cumulative GPA less than 2.00 in any semester.
- Receiving an "F" (0.00) in any course
- Receiving less than a "C" (2.00) in any math, science, or nursing course.

Academic Dismissal

A student majoring in nursing will be academically dismissed from the nursing program for the following reasons:

- Failing to bring cumulative GPA to 2.00 or better within 1 semester of being placed on academic probation due to GPA
- Failing to achieve a "C" (2.00) when repeating a math, science, or nursing course
- Receiving an "F" (0.00) when repeating a non-math, non-science, non-nursing course
- Receiving less than a "C" (2.00) in any two nursing courses at any time in the nursing program.

Readmission

A student who is academically dismissed may submit a request in writing to the division director to be considered for readmission. This request must be received by the end of the semester following the academic dismissal. The decision to readmit a student will be based on academic records, availability of space, and documented progress with any recommendations made at the time of dismissal. Readmitted students may be required to meet updated admission requirements, at the discretion of the College.

Final Dismissal

A student who is readmitted to the nursing program must maintain the following standards for the remainder of the program to avoid a final academic dismissal:

- A minimum cumulative GPA of 2.00
- A minimum of “C” (2.00) in all math, science, and nursing courses.
- A minimum of “D-” (0.70) in all non-math, non-science, and non-nursing courses.

Students who have received a final dismissal from the ASN program may reapply after three years for readmission to the ASN program.

This policy would be effective for students entering the ASN program in fall 2014

Policy: The ASN curriculum is designed to continually build upon student knowledge and skills gained over the course of the program. Therefore, ASN students must achieve a minimum grade of C (2.00 grade-point equivalent) in their major, math, and science courses in order to ensure progression in the program. A student must complete pre-requisite courses successfully in order to enroll in subsequent courses. Students may initiate a conference at any time with course faculty to discuss grades, GPA, or academic standing. Any student at midterm with a grade average below 80% in nursing courses is encouraged to meet with the course instructor to identify deficiencies and to develop remedial action. It is the responsibility of the student to maintain a grade average of C or better in each nursing, math, or science course.

A student who has received an academic dismissal from the ASN program may be considered for continued enrollment in general education courses. The student must meet with the Academic Advisor to determine an appropriate course of action.

Academic Probation:

A student in the ASN program will be placed on academic probation for the following reasons:

- Receiving a cumulative GPA less than a 2.00 in any semester
- Receiving an F in any course
- Receiving less than a C (2.00) in any nursing, math, or science course

Academic Dismissal:

A student who has been on probation in the ASN program must maintain the following standards for the remainder of the program to avoid a final academic dismissal:

- A minimum cumulative GPA of 2.00 in all subsequent semesters
- A minimum of C (2.00) in all nursing, math, and science courses
- A minimum of a D- (0.70) in all non-nursing, non-math, and non-science courses

Readmission:

Students who have received an academic dismissal from the ASN program may reapply after three years for readmission to the ASN program. Admission criteria to the ASN program must be

met. As a result of the students' need to stay current in the nursing curriculum, any program-specific (nursing) courses are only valid for three years; therefore, a student who gains readmission to the nursing program is required to take/retake all nursing courses in sequence. Applicants will not be considered for admission/readmission to the ASN program if they have been dismissed from the College.

Purpose: To define the requirements for successful ASN program progression.

Definitions: ASN: Associate of Science in Nursing.

Academic Standing: refers to a student's standing academically – good standing, academic probation, or academic dismissal.

Procedure:

Registrar:

- Run an end of term report in CAMS to identify all students who have been unsuccessful in a course(s) with a GPA below 2.00.
- Run transcripts to double-check standing. Work with ASN Program Director to determine all affected students' standings.
- Put all data related to academic standing into CAMS (for example, change a student's enrollment status to Dismissed or a student's academic status to Academic Probation).
- Run in CAMS the letters to be sent out to students notifying them of their academic status after a semester ends.

Faculty Secretary:

- Makes copies of all the letters on official letterhead as well as makes copies for all staff with an educational need-to-know
- Mails letters to students

Portfolios

Each student is required to maintain a portfolio across the curriculum. The portfolio allows for reflection on personal growth throughout the curriculum. Students document their understanding of themselves as learners. It is each student's responsibility to keep the portfolio current. Upon graduation, students retain possession of the original portfolio materials.

Graduation and Licensure

Each student is individually responsible to adhere to the requirements of the nursing program curriculum at the time of admission or readmission and for seeing that these requirements are scheduled and completed before graduation. Each student is required to complete the NCLEX review course selected by the nursing program in order to meet the requirements for graduation.

Remediation is a MANDATORY experience for all students not meeting the established benchmark. A focused review must be completed as part of the remediation process. Students not meeting the benchmark after remediation and retesting are required to take an additional NCLEX review course of their choice at the students' expense. Aultman College will not send the program completion letter to the Ohio Board of Nursing until this requirement is met.

Prospective nursing students are advised that when applying for the state licensure examination, they will be required to indicate whether or not they have ever been convicted of a felony or other crime(s). A positive response to this question may disqualify the candidate for licensure. The Ohio Board of Nursing makes all eligibility determinations/decisions. Fingerprinting for civilian and FBI background checks will be a required element of the licensure application process.

Health and Functional Requirements

Essential Physical and Cognitive Functions

In order to assure client and co-worker safety, meet program competencies, and successfully complete the objectives of each nursing course, a student must be able to:

- Visually observe changes in a client's status that indicate changes in the client's physiological condition (i.e., breath patterns, skin color changes, equipment readings).
- Hear sounds of spoken communications, as well as sounds that indicate changes in the client's physiological condition (i.e., breath sounds, blood pressure, apical pulse, alarms).
- Speak to clients and members of the health care team utilizing effective verbal communication skills.
- Demonstrate tactile ability sufficient to assess a client's pulses, as well as changes in a client's physiological status (i.e., changes in skin temperature, edema, etc.).
- Smell odors that indicate changes in the physiological status of the client or unsafe environmental conditions.
- Read and cognitively comprehend written course materials, client care documents, and health care institution policies and procedures.
- Write using a legible and concise documentation style that is readable and in the English language.
- Calculate accurately in order to administer correct medication dosages, count a pulse, count respirations, and determine intake and output.
- Move freely to observe and assess clients and perform emergency client care; this includes having full manual dexterity of the upper extremities, including neck and shoulders, and unrestricted movement in both lower extremities; back, and hips in order to assist in all aspects of client care, (i.e., client hygiene, application or removal of restraints, and nursing procedures such as bladder catheterization, and parenteral injections), and the ability to touch the floor to remove environmental hazards.
- Lift and/or support at least 75 pounds in order to reposition, transfer, and ambulate clients

safely.

- Demonstrate cognitive learning in relation to new procedures through clinical application.
- Interpret physician orders accurately through verbal and written communication, and carry through with appropriate psychomotor clinical application.

Student Communication of Concerns

Should a student have concerns about adherence of the ASN program to the Accreditation Commission for Education in Nursing, Inc. (ACEN), the student may report those concerns to ACEN at:



ACEN

3343 Peachtree Drive N.E. Suite 850

Atlanta, GA 30326

Phone: 404-975-5000

www.ACENursing.org

(Formerly NLNAC, National League for Nursing Accrediting Commission, Inc.)

ASN-Student Conduct Policies

ASN Clinical Dress Code

Students are guests in the clinical settings and are representatives of Aultman College. Your standard of professional care and dress represent you as an individual, the nursing program, and the profession of nursing. If the student appears on the clinical unit inappropriately dressed, hospital personnel or faculty have the authority to send the student off the unit. Professional persons set examples for others, and students are expected to be neat, clean, and well-groomed including the following:

1. Identification badges are to be worn at all times in the clinical settings. IDs should be worn above the waist in proper view for clients, client's families, and other health care team members.
2. Clients are sensitive to fragrances; therefore, perfume/cologne/aftershave should not be worn.

3. Engagement rings and wedding rings may be worn.
4. Only women are allowed to wear earrings. Earrings must be small with plain posts. No hoops or dangling earrings are to be worn. Only two earrings on each ear lobe are allowed.
5. Tongue, nose, eyebrow, or any other facial piercing ornaments are not allowed.
6. A watch with a second hand is considered part of the uniform and must be worn when on clinical units or in a nursing lab practice session.
7. Tattoos are not to be displayed at any time. If clothing does not cover the tattoo, it must be covered with a plain skin-tone-colored bandage, or appropriate concealing makeup.
8. Women - Hair should be secured away from the face and off the collar during clinical and lab experiences. Non-decorative barrettes, scrunches, and hair clasps may be worn.
9. Men - Hair length should be above the collar line and secured away from the face, if necessary. Beards, mustaches, and side burns must be clean and neatly trimmed.
10. Clear or neutral nail polish may be worn, and fingernails must be short and rounded. Due to the growing body of evidence of scientific research that links the spread of infection to artificial fingernails, students will not be allowed to have artificial nails when in the clinical practice areas.
11. Using chewing gum or tobacco products is not permitted when in uniform and/or in client care areas.
12. The accepted nursing program uniform is to be worn in nursing practice at all times. Neat-appearing and appropriate street clothes may be worn to and from the clinical areas requiring scrubs. The uniform is not to be worn in any other employment setting, per state law.
13. White or neutral-colored, plain undergarments are to be worn with the uniform.
14. No low ankle socks may be worn. Only solid white socks/pantyhose may be worn.
15. Shoes should be clean, all-white athletic shoes or all-white nursing clogs.
16. Uniform pants are intended to be worn with the waistband at the waist. Uniform pants worn as hip-huggers or in a drop-waist fashion are not allowed because the style does not conform with client expectations of a professional nurse.
17. The approved Aultman College warm-up jacket may be worn over the approved nursing uniform during clinical experiences.
18. Hospital attire (scrubs furnished by the hospital) may not be taken from the hospital.
19. It is the decision of faculty as to what constitutes acceptable appearance.
20. Makeup should be moderately applied.
21. Also available if desired or needed are maternity tops, maternity bottoms and uniform dresses.
22. If the student appears on the clinical unit inappropriately dressed, hospital personnel or faculty have the authority to send the student off the unit.

Students who entered nursing program prior to Fall 2012		Students who entered nursing program Fall 2012	
Women	Men	Women	Men
White button-up uniform	White zip-up uniform top	White scrub top	White scrub top
White uniform pants	White uniform pants	Hunter scrub pants	Hunter scrub pants
Navy blue warm-up jacket	Navy blue warm-up jacket	Hunter warm-up jacket	Hunter warm-up jacket
White lab coat (see below)	White lab coat (see below)	A short-sleeved white turtleneck may be worn under the top.	A white crew-neck T-shirt or short-sleeved white turtleneck must be worn under the top.
A short-sleeved white turtleneck may be worn under the top.	A white crew-neck T-shirt or short-sleeved white turtleneck must be worn under the top.		

Lab Coats (For students who entered the nursing program prior to Fall 2012)

The lab coat with college insignia must be worn over street clothes when students enter the clinical area to study client charts, check assignments or visit with clients for professional reasons. Lab coats are not to be worn during direct client care procedures. The lab coat is to be worn over neat-appearing clothes – no jeans or revealing tops. The student identification badge is to be worn on the lab coat attached to the collar. If the student appears on the clinical unit inappropriately dressed, hospital personnel or faculty have the authority to send the student off the unit.

Student Professional Responsibilities

Aultman College and the Nursing program supports and reflects the standards and rules of the law regulating the practice of nursing and the standards for safe nursing care as described by the

Ohio Board of Nursing in the Ohio Administrative Code, Rules 4723-5-12 (C). Violation of any of these requirements, which include but are not limited to those listed in this policy, may result in failure of a nursing course/ clinical, dismissal from the Nursing program, and/or dismissal from Aultman College. In addition, all students are subject to the Aultman College Student Conduct policies (see policy in Student Conduct Section).

Students must demonstrate continuity of care through the responsible preparation, implementation, and documentation of the nursing care of patients. Students must be respectful of all individuals (patient, patient’s family, healthcare team members, faculty, and self) according to HIPAA laws, AHA Patient’s Bill of Rights, ANA Standards of Care, and ANA Code of Ethics for Nurses and Ohio Board of Nursing Rules Promulgated from the Law - OAC Rule 4723-5-12 (C).

The faculty of the Nursing program reserves the right to dismiss from a course and/or nursing program and recommend dismissal from the College any nursing student whose clinical performance for any nursing course is deemed unsafe as characterized by dangerous, inappropriate, irresponsible, or unethical behavior which actually or potentially places the student, patient, patient’s family, or healthcare team members in jeopardy. The nursing student will be referred to the Nursing Program Director and to the person responsible for student affairs. A student may initiate the grievance appeal procedure as outlined in the handbook.

Student Professional Responsibilities – 4723-5-12 (C)	
Professional Conduct/ Responsibility	Disciplinary Action for Violation
1. A Student shall, in a complete, accurate, and timely manner, report and document nursing assessments or observation, the care provided by the student for the patient, and the patient’s response to that care; (C1).	<ul style="list-style-type: none"> • Documentation on Clinical Evaluation Tool • Student Action Plan Addressing ways to change behavior • Repeated offense will result in clinical/course failure
2. A student shall, in an accurate and timely manner report to the appropriate practitioner errors in or deviations from the current valid order; (C2).	
3. A student shall delineate, establish, and maintain professional boundaries with each patient; (C 5).	
4. At all times when a student is providing direct nursing care to a	

Student Professional Responsibilities – 4723-5-12 (C)	
Professional Conduct/ Responsibility	Disciplinary Action for Violation
<p>patient the student shall:</p> <p>a. Provide privacy during examination or treatment and in the care of personal or bodily needs; (C 6a).</p> <p>5. A student shall use universal and standard precautions established by Chapter 4723-20 of the Administrative Code; (C 8).</p> <p>6. A student shall implement measures to promote a safe environment for each patient; (C4).</p>	<ul style="list-style-type: none"> • Documentation on Clinical Evaluation Tool • Student Action Plan addressing ways to change behavior • May result in clinical/course failure
<p>7. At all times, when a student is providing direct nursing care to a patient the student shall:</p> <p>a. Treat each patient with courtesy, respect, and with full recognition of dignity and individuality; (C6b).</p>	<ul style="list-style-type: none"> • Documentation on Clinical Evaluation Tool • Student Action Plan addressing ways to change behavior • Immediate three (3)-day suspension • May result in clinical/course failure or dismissal from the Nursing program
<p>8. A student shall not falsify any patient record or any other document prepared or utilized in the course of, or in conjunction with, nursing practice. This includes, but is not limited to case management documents or, reports, time records or reports, and other documents related to billing for nursing services; (C3).</p>	<ul style="list-style-type: none"> • Documentation on Clinical Evaluation Tool • Immediate dismissal from the Nursing program • May result in dismissal from ACNHS
<p>9. A student shall practice within the appropriate scope of practice as set</p>	<p>Depending on the severity of the offense the following will apply:</p>

Student Professional Responsibilities – 4723-5-12 (C)

Professional Conduct/ Responsibility	Disciplinary Action for Violation
<p>forth in division (B) of section 4723.01 and division (B)(20) of section 4723.28 of the Revised Code for a registered nurse; (C7).</p>	<ul style="list-style-type: none"> • Documentation on Clinical Evaluation Tool AND • Student Action Plan addressing ways to change behavior <li style="text-align: center;">OR • Immediate three (3)-day suspension <li style="text-align: center;">OR • May result in clinical/ course failure <li style="text-align: center;">OR • Dismissal from the Nursing program
<p>10. A student shall not:</p> <ul style="list-style-type: none"> a. Engage in behavior that causes or may cause physical, verbal, mental or emotional abuse to a patient; and/or b. Engage in behavior toward a patient that may reasonably be interpreted as physical, verbal, mental, or emotional abuse; (C9). <p>11. A student shall not misappropriate a patient’s property or:</p> <ul style="list-style-type: none"> a. Engage in behavior to seek or obtain personal gain at the patient’s expense; b. Engage in behavior that may reasonably be interpreted as behavior to seek or obtain personal gain at the patient’s expense; c. Engage in behavior that constitutes inappropriate involvement in the patient’s personal relationships; or d. Engage in behavior that may reasonably be interpreted as inappropriate involvement in the patient’s personal relationships 	<ul style="list-style-type: none"> • Documentation on Clinical Evaluation Tool • Immediate dismissal from the Nursing program • Immediate dismissal from ACNHS

Student Professional Responsibilities – 4723-5-12 (C)

Professional Conduct/ Responsibility	Disciplinary Action for Violation
<p>otherwise take into the body any dangerous drug, as defined in section 4729.01 of the Revised Code, in any way not in accordance with a legal, valid prescription issued for the student, or self-administer or otherwise take into the body and drug that is a Schedule I controlled substance; (C 13).</p> <p>15. A student shall not habitually or excessively use controlled substances, other habit-forming drugs, or alcohol or other chemical substances to an extent that impairs ability to practice; (C 14).</p> <p>16. A student shall not have impairment of the ability to practice according to acceptable and prevailing standards of safe nursing care because of the use of drugs, alcohol, or other chemical substances; (C 15).</p> <p>17. A student shall not have impairment of the ability to practice according to acceptable and prevailing standards of safe nursing care because of a physical or mental disability; (C 16).</p> <p>18. A student shall not assault or cause harm to a patient or deprive a patient of the means to summon assistance; (C 17).</p>	<p>Evaluation Tool</p> <ul style="list-style-type: none"> • Immediate dismissal from the Nursing program • Immediate dismissal from ACNHS
<p>19. A student shall not misappropriate or attempt to misappropriate money or anything of value by intentional misrepresentation or material deception in the course of practice;</p>	<ul style="list-style-type: none"> • Documentation on Clinical Evaluation Tool • Immediate dismissal from the Nursing program

Student Professional Responsibilities – 4723-5-12 (C)

Professional Conduct/ Responsibility	Disciplinary Action for Violation
<p>(C 18).</p> <p>20. A student shall not have been adjudicated by a probate court of being mentally ill or mentally incompetent, unless restored to competency by the court; (C 19).</p> <p>21. A student shall not aid and abet a person in that person’s practice of nursing without a license, practice as a dialysis technician without a certificate issued by the board, or administration of medications as a medication aid without a certificate issued by the board; (C 20).</p> <p>22. A student shall not prescribe any drug or devise to perform or induce an abortion, or otherwise perform or induce an abortion; (C 21).</p> <p>23. A student shall not assist suicide as defined in section 3795.01 of the Revised Code; (C 22).</p> <p>24. A student shall not submit or cause to be submitted any false, misleading, or deceptive statements, information, or document to the nursing program, its administrators, faculty, teaching assistants, preceptors, or the board; (C 23).</p> <p>25. A student shall maintain the confidentiality of patient information. The student shall communicate patient information with other members of the health care team for health care purposes only, shall</p>	<ul style="list-style-type: none"> • May result in dismissal from ACHNS

Student Professional Responsibilities – 4723-5-12 (C)	
Professional Conduct/ Responsibility	Disciplinary Action for Violation
<p>access patient information only for the purposes of patient care or for otherwise fulfilling the student’s assigned clinical responsibilities, and shall not disseminate patient information for purposes other than patient care or for otherwise fulfilling the student’s assigned clinical responsibilities through social media, texting, emailing or any other form of communication. (C 24)</p> <p>26. To the maximum extent feasible, identifiable patient health care information shall not be disclosed by a student unless the patient has consented to the disclosure of identifiable patient health care information. A student shall report individually identifiable patient information without written consent in limited circumstances only and in accordance with an authorized law, rule or other recognized legal authority (C 25)</p> <p>27. For purposes of paragraphs C 5, 6, 9, 10, 11 and 12 of this rule, a student shall not use social media, texting, emailing, or other forms of communication with or about a patient for non-health care purposes or for purposes other than fulfilling the student’s assigned clinical responsibilities. (C 26)</p>	

*Ohio Board of Nursing Adopted Rules 4723-5-12-C Program Policies; Effective 2/01/12
Division of Nursing Policy; Revised 2/01/14*

Associate of Science in Radiography (ASR) Academic Policies

This section covers academic policies for the Division of Nursing and Allied Health Radiography Program.

Mission Statement

The Associate of Science in Radiography program is committed to providing quality education to prepare students as entry-level radiographers. The program advocates lifelong learning and professional growth, so that the graduates will continue to positively impact the community.

Philosophy

- The philosophy of the ASR program is to prepare graduates who are competent in the art and science of radiography. The graduate of this program receives an Associate of Science Degree in Radiography and is prepared to sit for the National Certification Examination administered by the American Registry of Radiologic Technologists (ARRT).
- The primary responsibility of the program is to guide students in achieving educational goals. A comprehensive curriculum is provided that consists of a broad base of knowledge and diverse clinical experiences. The curriculum provides opportunities for students to develop skills in conceptual understanding, analytical judgment, critical thinking, and the ability to problem solve in the performance of radiologic procedures.
- Students are encouraged to identify individual learning styles and develop study methods that permit the acquisition and retention of knowledge and concepts. Principles of ethics are demonstrated that build character and professional attributes. Clinical skills are developed that instill appropriate attitudes and foster affective growth in providing care and responding to patient needs during imaging procedures.
- The ASR program is designed to encourage success and develop lifelong learning patterns. The program has specific learning objectives and outcomes, contained in the course outlines and syllabi that articulate the educational achievements to be accomplished.

Program Goals

The goals of the program are to make sure that the following are met:
Students will:

- Demonstrate competence in the essential skills of medical imaging and treatment.
- Communicate effectively and professionally in the medical environment.
- Demonstrate critical thinking, problem solving skills and life-long learning.
- Demonstrate professional values and ethical behaviors.

Graduates will:

- Function as a competent, entry-level professional that meets the healthcare needs of the community.

Academic Curriculum Plan

The ASR program is a cohort-based program with predetermined course curriculum that runs in succession in order to prepare the student to meet the qualifications for national registry standards and obtain the required licensure in the student's field of study. The philosophy of the ASR program is to prepare graduates who are competent in the art and science of radiography. The graduate of this program receives an Associate of Science degree in radiography and is prepared to sit for the National Certification Examination administered by the American Registry of Radiologic Technologists (ARRT). The primary responsibility of the competency based program is to guide students in achieving educational goals. A comprehensive curriculum is provided that consists of a broad base of knowledge and diverse clinical experiences. The curriculum provides opportunities for students to develop skills in conceptual understanding, analytical judgment, critical thinking, and the ability to problem solve in the performance of radiologic procedures. Students are encouraged to identify individual learning styles and develop study methods that permit the acquisition and retention of knowledge and concepts. Principles of ethics are demonstrated that build character and professional attributes. Clinical skills are developed that instill appropriate attitudes and foster affective growth in providing care and responding to patient needs during imaging procedures. The program is designed to encourage success and develop lifelong learning patterns. The program has specific learning objectives and outcomes, contained in the courses' outlines and syllabi that articulate the educational achievements to be accomplished.

Advising

In addition to utilizing the services of the Aultman College Academic Advisor, each radiography student is assigned a faculty advisor upon entrance into the program. This advisor will be available to the student throughout the entire program. The role of the faculty advisor is to assist with career planning, curriculum questions, and/ or academic or personal concerns. Students are encouraged to develop relationships with both the Academic advisor and their faculty advisor to ensure they are fully utilizing all resources available for personal and academic support and success.

Clinical Requirements

Students have annual requirements, including health insurance, that can be found earlier in this handbook. Additional program requirements can be found below.

Cardiopulmonary Resuscitation (CPR) Certification

All radiography students active in discipline-specific courses are required to maintain current CPR certification through the American Heart Association (AHA). The certification is required to be an AHA Health care 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, which may result in dismissal. CPR renewal courses are available through Aultman College Community Education (ACCE).

Communicable Diseases

Due to the safety and concern of patients and students, any student enrolled in clinical experiences who is diagnosed with or suspected of having a communicable disease will be required to follow Health Services policies regarding communicable diseases. In the event of student exposure to a patient with a communicable disease at Aultman Hospital, Health Services will initiate a communicable disease protocol, notifying college personnel and affected students of the exposure and initiating preventative treatment measures, if necessary. Students practicing at off-site clinical facilities should follow the exposure control policies of the clinical organization affiliate.

Significant Exposure

A significant exposure is defined as a percutaneous (through the skin) 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.

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.

Attendance

Classroom Attendance

Faculty members believe that regular attendance is necessary for academic success. It is the student's responsibility to maintain regular classroom attendance. Absence(s) may affect the student's academic achievement and may result in course failure. In the event the student must miss class, the student assumes responsibility for material presented in the classroom. A decision to be absent from regularly scheduled classes, for whatever reason, including employment, does not excuse the student from the responsibility of examinations, assignments, or the knowledge acquired from attending class. Students must notify the program director and clinical coordinator of an absence or late arrival through phone voicemail. Course syllabi will outline attendance guidelines.

Clinical/Lab Attendance Policy

Faculty members believe clinical and laboratory experiences are critical for student learning in order to promote integration with didactic coursework. Thus attendance is mandatory for all clinical and lab experiences. Students should understand that missed clinical experiences may jeopardize attainment of course outcomes; consequently, progression in the program may be affected. Course syllabi will outline attendance guidelines.

Late Arrivals

In the interest of modeling professionalism, students are expected to be punctual at all times. Students need to notify the program director and clinical coordinator of a late arrival. Continued lateness may result in disciplinary action. See course syllabi for guidelines.

Notification of Absence

When extenuating circumstances make it necessary for a student to be absent, the student must call the program director and clinical coordinator at least 30 minutes prior to the start of the clinical or lab assignment. If the program director or clinical coordinator is not available, the student must leave a voice-mail message that includes a phone number where the student can be reached. Students may not contact the clinical site or clinical instructor with regard to absence or tardiness.

Grading

Grading Scale

The ASR program adheres to the Aultman College Grading System.

Tests and Papers

Tests and papers will be graded according to the percentage ranges stated in the course syllabus. If a student fails a test, it is the student's responsibility to review the test with the faculty member prior to the next test. Refer to each course syllabus/ outline for policies related to late papers and missed tests/quizzes.

Grading for Clinical Coursework

The clinical component of radiography courses is rated satisfactory or unsatisfactory based on attainment of course behavioral outcomes. A final grade of "F" will be assigned in a clinical radiography course if a satisfactory grade is not achieved.

All clinical courses require an evaluation of student performance. The student's performance is evaluated according to established, expected behaviors (behavioral outcomes) for each course. Clinical evaluations are written at midterm and at the end of the semester. At midterm, conferences

are held with each student to discuss clinical performance and to develop an action plan for improving clinical performance. Additionally, at the end of the semester, a conference is held to discuss the student's clinical achievement. Detailed information regarding the Clinical Competency Evaluation System will be provided to students in their clinical practicum syllabi.

Testing

Testing Protocol

Individual course faculty will set the protocol for testing in the classroom setting either verbally or in the course syllabus/outline. The student is expected to maintain professional conduct at all times, arrive on time, respect the rights of others by refraining from distracting behaviors and avoid asking substance or content questions during the exam. Questions regarding typographical errors or format may be asked. Students will need to place books and belongings in the front or back of the classroom until testing is completed. Violations of ethical conduct may result in disciplinary action. Make-up testing policies will be outlined in the course syllabi.

Program Progression Policy

Purpose: The ASR Program Policy outlines the process needed for student progression throughout the ASR program.

Definitions:

Radiography (RAD) program core courses: Those titled with a RAD prefix.

Cohort: A group of students attending classes from the same academic curriculum with the same start and end dates.

Procedure: ASR Program Progression Policy

A. The Associate of Science in Radiography (ASR) program curriculum is dependent upon proper sequencing of courses. The general education courses may be completed prior to the application process but may affect financial aid.

B. The radiography core courses can only be taken once one is accepted into the program and must be completed as outlined in the curriculum plan. The student is to meet with the Faculty Advisor and Academic Advisor to plan a course of study for each semester.

C. To progress within the ASR program, the student must:

- follow the sequence of Radiography core courses in the curriculum plan, which includes meeting all prerequisites.
- successfully complete all RAD core courses on first attempt.
- earn grades of "C" or higher in all Radiography core and math/science courses.
- satisfactorily complete all clinical rotation requirements.

D. Failure to achieve any of these progression requirements will result in an academic dismissal from the ASR program. If the student has already been readmitted, failure to achieve any of these progression requirements will result in a final dismissal from the ASR program.

E. Non-Progression Status

The ASR program admits students one time a year (fall entrance). Those accepted into the ASR program enter as a cohort; the program courses are sequential, and as such, are offered once per year. Once a student is out of normal progression, the student forfeits the position assigned within the cohort.

F. Non-progression may occur from:

- a withdrawal from the program or Radiography course.
- unsatisfactory academic progress (earning a grade below a “C” in any RAD course or math/science course).
- unforeseen life events.
- academic dismissal.
- disciplinary action.
- lack of reasonable skills in regard to patient safety. Those dismissed for reason #5 or #6 will not be eligible to be readmitted to the ASR program.

Readmission

A. Former ASR students, who have been dismissed from the program, may be allowed on a “space available” basis one readmission to the program in the year following dismissal or failure. “Space available” is dependent on the authorized enrollment number as established by the Joint Review Committee on Education in Radiologic Technology (JRCERT), the ASR program accrediting agency.

B. Students who have left the program, or who have reverted to non-progression status due to unsatisfactory academic progress or unforeseen life events, may apply for readmission to the program using standard College procedures. Students who meet eligibility requirements for reapplying to the program may only do so once.

C. Students who have failed the same Radiography course twice, failed two different Radiography courses, or have been dismissed from the program for disciplinary action or for lack of reasonable skills in regard to patient safety will not be eligible to be readmitted to the ASR program.

D. Readmission steps are outlined below.

Students seeking readmission to the program must:

1. reapply to the ASR program and compete with the other applicants for admission.
2. meet current admission requirements.
3. undergo advisement with the ASR Program Director prior to reinstatement.

E. Validation Testing

1. Upon readmission into the ASR program, the student must demonstrate retention of didactic, lab, and clinical components prior to formal acceptance. A date will be set prior to admission for a meeting with the Program Director and/or faculty who must assess and determine whether the student has retained prior knowledge and skills by evaluating these areas. Testing is required for students who have interrupted their progression in Radiography studies by withdrawing from or failing a Radiography course or taking a leave of absence. All General Education courses successfully completed at Aultman College will be applied to the student's progression without validation testing.

2. Validation testing will include content from appropriate Radiography courses (didactic, lab and/or clinical). Validation of Radiography knowledge is done through written validation testing and may include demonstration of performance competency in a selected clinical facility/simulated lab. Validation tests are valid for twelve (12) months.

3. The student must show retention of knowledge and skills consistent with previously completed semesters by receiving a grade of "C" or higher on each didactic validation test and a satisfactory grade of "S" on both the clinical and lab validation tests.

4. Students who withdraw from Radiography courses, Radiography prerequisite courses or are academically unsuccessful must reapply following the application process outlined in the current Catalog.

Procedure:

A. The student seeking readmission should:

1. contact the Program Director to make arrangements for date(s) and time(s) of the validation testing by the deadline listed on the website and student portal.
2. complete the Radiography Validation Testing request form.
3. complete the validation testing on the scheduled date(s). Failure to attend the scheduled date(s) may delay your assigned date for the ASR program.

B. Test Results

1. If the student does not pass the validation test(s), then the course(s) must be repeated.

2. If the student passes the validation test(s), then the student will receive credit for the course(s) previously taken.
3. The Registrar will notify the student of the results within seven (7) business days of the validation testing.

Graduation

Each student is individually responsible to adhere to the requirements of the radiography program curriculum at the time of admission or readmission and for seeing that these requirements are scheduled and completed before graduation. All school assessment activities, service learning requirements, program clinical requirements, and financial obligations must be met prior to graduation. In addition to the return items listed on page 30, radiography program students must return:

- Dosimetry monitoring devices (badges, rings, etc.).
- Positioning markers.
- Clinical Experience book.

Students not returning the above items will be charged a fee to cover the replacement cost which will need to be paid prior to graduation.

Licensure Requirements

Eligibility for certification requires that the applicant be of good moral character for the program. Conviction of a misdemeanor or felony may indicate a lack of good moral character for the American Registry of Radiologic Technologists (ARRT) purposes. The ARRT conducts a thorough review of all convictions to determine their impact on eligibility. Documentation required for a review includes a written personal explanation and court records to verify the conviction, the sentence, and completion of the sentence. Individuals considering enrollment in an educational program or already enrolled may submit a pre-application form to have the impact of convictions on eligibility evaluated.

Pre-application Review Forms may be requested from the Department of Regulatory services at the ARRT office. The American Registry of Radiological Technologists:
1255 Northland Drive; St. Paul, Minnesota 55120-1155; Telephone: 651-687-0048;
<http://www.arrt.org>.

If the eligibility review is requested within one year of the intended examination date, a regular examination application form may be submitted early instead of the pre-application form. Anything less than complete and total disclosure of any and all convictions will be considered as having provided false or misleading information to the ARRT.

Incomplete disclosure is grounds for permanent denial of eligibility for certification. The ARRT may conduct criminal background searches whenever appropriate. Disciplinary action may be taken at any time upon discovery that disclosure was not complete.

Health and Functional Requirements

The ASR program has specified the following non-academic criteria (technical standards) that all applicants and enrolled students are expected to meet in order to participate in the program and professional practice. These skills and abilities, called “Technical Standards,” are essential for individuals to demonstrate and possess, so they can perform all of the tasks associated with medical radiography.

Read through the checklist below. If you believe you cannot perform any of the tasks listed, please contact the program director for clarification and further discussion. Some of these requirements will be met during the acceptance portion of the program, while items 6-7 are skills that will be assessed during the educational program.

*Items 1-5 are documented by physical exam.

1. Working in a clinical setting 8-10 hours a day performing physical tasks requiring physical energy without jeopardizing patient, self, or program safety.
2. Frequently bending, reaching, stooping, lifting, and demonstrating the use of manual dexterity with the manipulation and operation of equipment and accessories as well as the use of/creating immobilization devices. This includes sufficient tactile ability for performing a physical examination as well as manipulating syringes and inserting needles into an ampule and removing the contents without contaminating the needle or solution.
3. Assisting in the transporting, moving, lifting, and transferring of patients weighing up to 450 pounds from a wheelchair or stretcher to and from beds, treatment tables, chairs, etc.
4. Lifting devices (weighing up to 50 pounds).
5. Possessing sufficient visual and aural acuity. This is necessary to report visual observations of patients and equipment operations, as well as to read the patient’s medical records and medical information. The aural acuity must be adequate enough to hear the patient during all phases of care as well as to perceive and interpret equipment signals.
6. Possessing the ability to communicate clearly, monitor, and instruct patients before, during, and after procedures [documented by the satisfactory completion of the required English (oral/writing) course].
7. Having sufficient problem-solving skills that include measuring, calculating, reasoning and analyzing, evaluating and synthesizing, with the ability to perform these skills in a timely fashion [documented by the satisfactory completion of the required math (logic/reasoning) course].
8. Passing criminal background checks and drug toxicology tests as required. Due to results of these checks, some students may be ineligible for the program. Costs associated with these screenings will be paid by the student.

Student Communication of Concerns

Should a student have concerns about adherence of the ASR program to the Standards of the Joint Review Committee on Education in Radiologic Technology (JRCERT), the student may report those concerns to the JRCERT at:

JRCERT

20 N. Wacker Drive, Suite 2850

Chicago, IL 60606-3182

Phone: 312-704-5300

mail@jrcert.org

www.jrcert.org

ASR-Student Conduct Policies

This section covers student conduct policies for the Division of Allied Health Radiography Program.

General Conduct

Professional demeanor is expected of students at all times. Inappropriate or disruptive behavior will not be tolerated. Course syllabi will detail behavioral requirements and consequences. Conduct violations will be addressed in accordance with College and program policies governing student conduct.

Clinical Conduct

Students are expected to conduct themselves professionally at all times and be aware of College conduct policies and procedures. Clinical conduct violations will be specified in the course syllabi and will be investigated and resolved according to the college Conduct Violation Investigation policy.

ASR Clinical Dress Code

Students are required to present a professional appearance during all scheduled clinical and lab assignments. It is the patient's right to be treated with dignity and care by clean individuals. It is, therefore required that each student practice appropriate personal hygiene. Students must wear approved uniforms in the clinical and lab area. Approved uniforms consist of the following:

Male:

- approved scrub pants
- approved scrub top
- white hospital shoes, closed toe and heel and solid white socks.

Female:

- approved scrub pants
- approved scrub top
- approved scrub dress, knee length or longer
- white hospital shoes, closed toe and heel and solid white socks.

Students:

The following items are considered part of the uniform and must be worn daily:

- current radiation monitor
- radiographic markers
- ID badge
- Personal positioning manual
- Black pen

The following policies concerning clinical appearance will be in effect at all clinical sites unless otherwise specified:

Uniforms will be neat, pressed, and clean at all times. The pant length will cover the top of the shoes. No rips, tears, or holes will be tolerated.

1. The Aultman College identification badge is to be worn at all times and free of any pins, photos, or slogans. IDs should be worn above the waist in proper view for clients, client's families, and other health care team members.
2. White or neutral-colored plain undergarments are to be worn with the uniform. In addition, an all-white, crew neck undershirt or long sleeved turtleneck may be worn under the uniform top. No low ankle socks may be worn. Only solid white socks/panty hose may be worn.
3. Uniform pants are intended to be worn with the waistband at the waist. Uniform pants worn as hip-huggers or in a drop-form fashion are not allowed.
4. The approved Aultman College warm-up jacket may be worn over the approved uniform during clinical and lab experiences.
5. Hospital shoes with closed toe and heel will be solid white. Athletic shoes are acceptable, but must also be solid white, all leather, low cut. Regardless of style, footwear must be clean and in good repair.
6. Only women are allowed to wear earrings. A maximum of two (2) small post earrings in each earlobe, engagement and wedding rings, and a watch are acceptable. Any exposed body jewelry (including tongue), other than that worn in the ear is prohibited.
7. Necklaces should not be dangling or choker style or outside of the uniform top. No more than two chains should be worn or visible at any time. No large medallions are acceptable. Large dangling bracelets are not acceptable.

8. Fingernails must be short and neatly trimmed. Artificial nails or nail tips are not permitted. Nail polish, if worn, must be clear or neutral in color without glitter. Hand washing is required following contact with each patient.
9. Women-Hair must be neat in appearance, worn up or secured off the face including bangs, off the collar, and of a natural or pleasing color. Non-decorative barrettes, scrunches, and hair clasps may be worn. No extremes in coloring or dyeing (unnatural colors) are permitted.
10. Men- Hair length should be above the collar line and secured away from the face if necessary. Beards should be neat, clean and well groomed, not of extreme length and should not interfere with the performance of clinical education assignments. Mustaches are permitted; otherwise facial hair should be shaven daily. No extremes in coloring or dyeing (unnatural colors) are permitted.
11. Make-up will be applied sparingly; no scented lotions, perfumes, or colognes.
12. Proper personal hygiene (breath and body) should be practiced at all times. Students may not smell of tobacco odor.
13. Tattoos are not to be displayed at any time. If clothing does not cover the tattoo, it must be covered with a plain skin-tone-colored bandage or appropriate concealing make-up.
14. Chewing gum or tobacco products are not permitted when in uniform and/or in client care areas.
15. Revealing clothing such as low cut tops, see through clothing, extremely tight fitting or short clothing is unacceptable in didactic areas.
16. Students in street clothing are not permitted in the clinical or lab area.
17. Any student not in uniform as described above will be sent home and considered absent for that day, and may result in disciplinary action.

SCRUB SUITS

- Scrub suits other than the uniform, will be worn only when required by the individual rotation or department.
- Lab coats or appropriate institutional coverings must be worn over scrub suits when the student is not present in the surgery areas.
- Shoe covers and masks may not be worn outside surgery areas unless specifically instructed to do so.
- Hospital-issued scrub suits of any kind are not for personal use and may not be worn outside the assigned area of use.
- Hospital attire (scrubs furnished by the hospital) may not be taken from the hospital or clinical setting.
- Students must wear clinical uniforms to and from clinical experiences which require scrubs.

Professional Responsibilities

Students of the Associate of Science in Radiography program are responsible for knowing and adhering to the Standards of Ethics set forth by the American Registry of Radiologic Technologists.

ARRT Standards of Ethics

The Standards of Ethics of the American Registry of Radiologic Technologists shall apply solely to persons holding certificates from the ARRT and who either hold current registration by the ARRT or formally held registrations by the ARRT and/or seek reinstatement of registration by the ARRT (collectively, “Registered Technologists”), and to persons applying for examination and certification by the ARRT in order to become Registered Technologists (“Applicants”). The Standards of Ethics are intended to be consistent with the Mission Statement of the ARRT, and to promote the goals set forth in the Mission Statement. The ARRT Standards of Ethics (below) may be found at: <http://arrtpdf1.s3.amazonaws.com/ethics/standardethic.pdf>.

A. Code of Ethics

The Code of Ethics forms the first part of the Standards of Ethics. The Code of Ethics shall serve as a guide by which radiologic technologists and applicants may evaluate their professional conduct as it relates to patients, health care consumers, employees, colleagues and other members of the health care team. The Code of Ethics is intended to assist radiologic technologists and Applicants in maintaining a high level of ethical conduct and in providing for the protection, safety, and comfort of patients. The Code of Ethics is aspirational.

1. The radiologic technologist acts in a professional manner, responds to patient needs, and supports colleagues and associates in providing quality patient care.
2. The radiologic technologist acts to advance the principal objective of the profession to provide services to humanity with full respect for the dignity of mankind.
3. The radiologic technologist delivers patient care and service unrestricted by the concerns of personal attributes or the nature of the disease or illness, and without discrimination regardless of sex, race, creed, religion, or socio- economic status.
4. The radiologic technologist practices technology founded upon theoretical knowledge and concepts, uses equipment and accessories consistent with the purposes for which they were designed, and employs procedures and techniques appropriately.
5. The radiologic technologist assesses situations; exercises care, discretion, and judgment; assumes responsibility for professional decisions; and acts in the best interest of the patient.
6. The radiologic technologist acts as an agent through observation and communication to obtain pertinent information for the physician to aid in the diagnosis and treatment/[management] of the patient, and recognizes that interpretation and diagnosis are outside the scope of practice for the profession.

7. The radiologic technologist uses equipment and accessories, employs techniques and procedures, performs services in accordance with an accepted standard of practice, and demonstrates expertise in minimizing the radiation exposure to the patient, self and other members of the health care team.
8. The radiologic technologist practices ethical conduct appropriate to the profession and protects the patient's right to quality radiologic technology care.
9. The radiologic technologist respects confidences entrusted in the course of professional practice, respects the patient's right to privacy, and reveals confidential information only as required by law or to protect the welfare of the individual or the community.
10. The radiologic technologist continually strives to improve knowledge and skills by participating in continuing educational and professional activities, sharing knowledge with colleagues, and investigating new aspects of professional practice.

B. Rules of Ethics

The Rules of Ethics form the second part of the Standards of Ethics. They are mandatory standards of minimally acceptable professional conduct for all present registered technologists, registered radiologist assistants and candidates. Certification is a method of assuring the medical community and the public that an individual is qualified to practice within the profession. Because the public relies on certificates and registrations issued by ARRT, it is essential that registered technologists and applicants act consistently with these Rules of Ethics. These Rules of Ethics are intended to promote the protection, safety, and comfort of patients. Students are responsible for reviewing and adhering to the Rules of Ethics, which can be found at <https://www.arrt.org/Ethics>.

Clinical Supervision

Aultman College of Nursing and Health Sciences–Associate of Science of Radiography program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT). The Clinical Supervision Policy according to JRCERT guidelines is located in the Student Handbook, Clinical Experience Book, and each Clinical Practicum syllabus.

Direct supervision assures patient safety and proper educational practices. The JRCERT defines **Direct Supervision** as student supervision by a qualified radiographer who:

- reviews the procedure in relation to the student's achievement,
- evaluates the condition of the patient in relation to the student's knowledge,
- is physically present during the conduct of the procedure, and
- reviews and approves the procedure, and/or image.

Students must be directly supervised until competency is achieved.

Indirect supervision promotes patient safety and proper educational practices. The JRCERT defines **Indirect Supervision** as that supervision provided by a qualified radiographer immediately available to assist students regardless of the level of student achievement. “Immediately available” is interpreted as the physical presence of a qualified radiographer adjacent to the room or location where a radiographic procedure is being performed. This availability applies to all areas where ionizing radiation equipment is in use on patients.

THEREFORE, STUDENTS ARE NOT PERMITTED TO DO MOBILE RADIOGRAPHY WITHOUT A RADIOLOGIC TECHNOLOGIST (RT) R, REGARDLESS OF THE STUDENT'S LEVEL OF COMPETENCY.

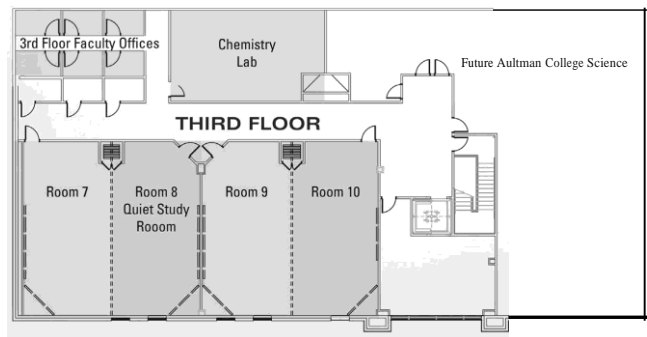
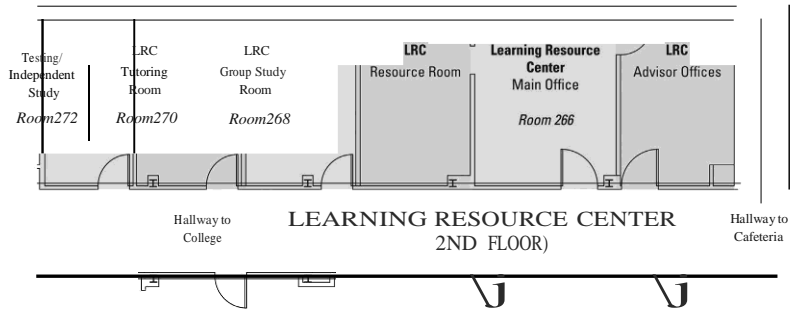
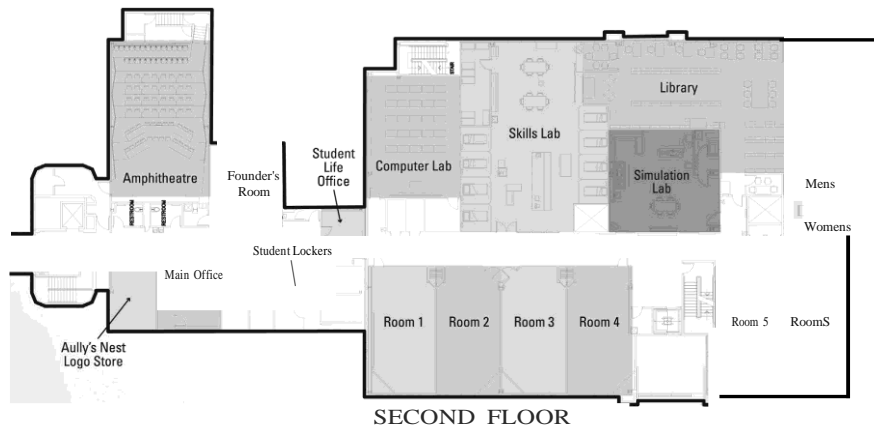
REPEAT RADIOGRAPH POLICY

The presence of a qualified radiographer during the repeat of an unsatisfactory image assures patient safety and proper educational practices. A qualified radiographer must be physically present during the conduct of a repeat image and must approve the student’s procedure prior to re-exposure.

Please read the policy and sign your name to verify that you understand and will follow the JRCERT Guidelines outlined in the Clinical Supervision Policy and Repeat Radiograph Policy.

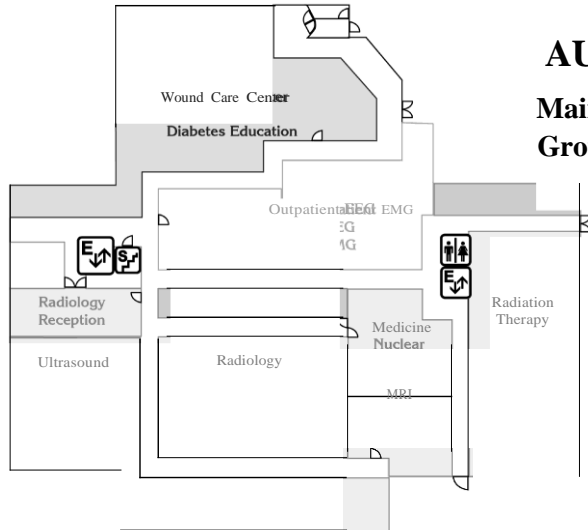
Refer to the college pregnancy policy on page 31 for specific ASR guidelines.

Aultman College

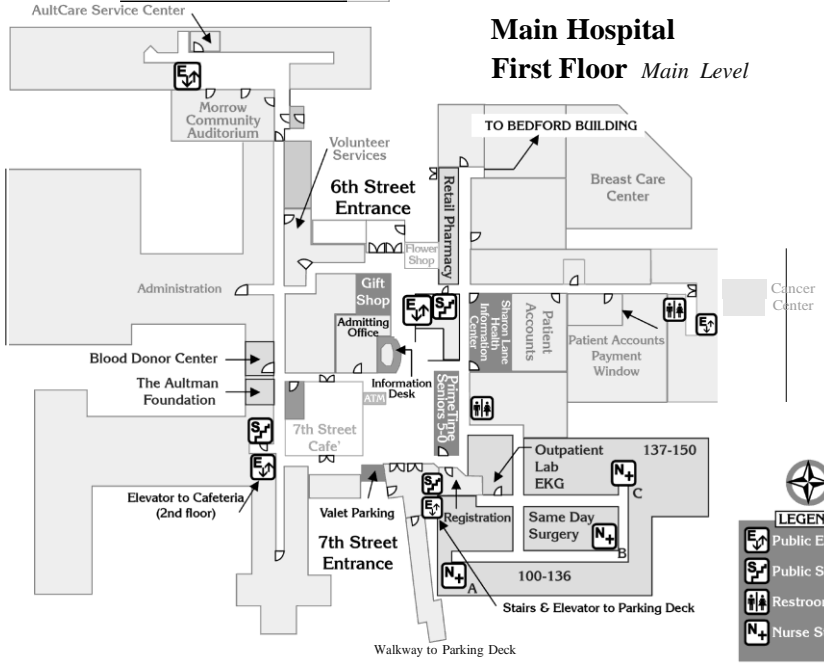


AULTMAN

Main Hospital Ground Level



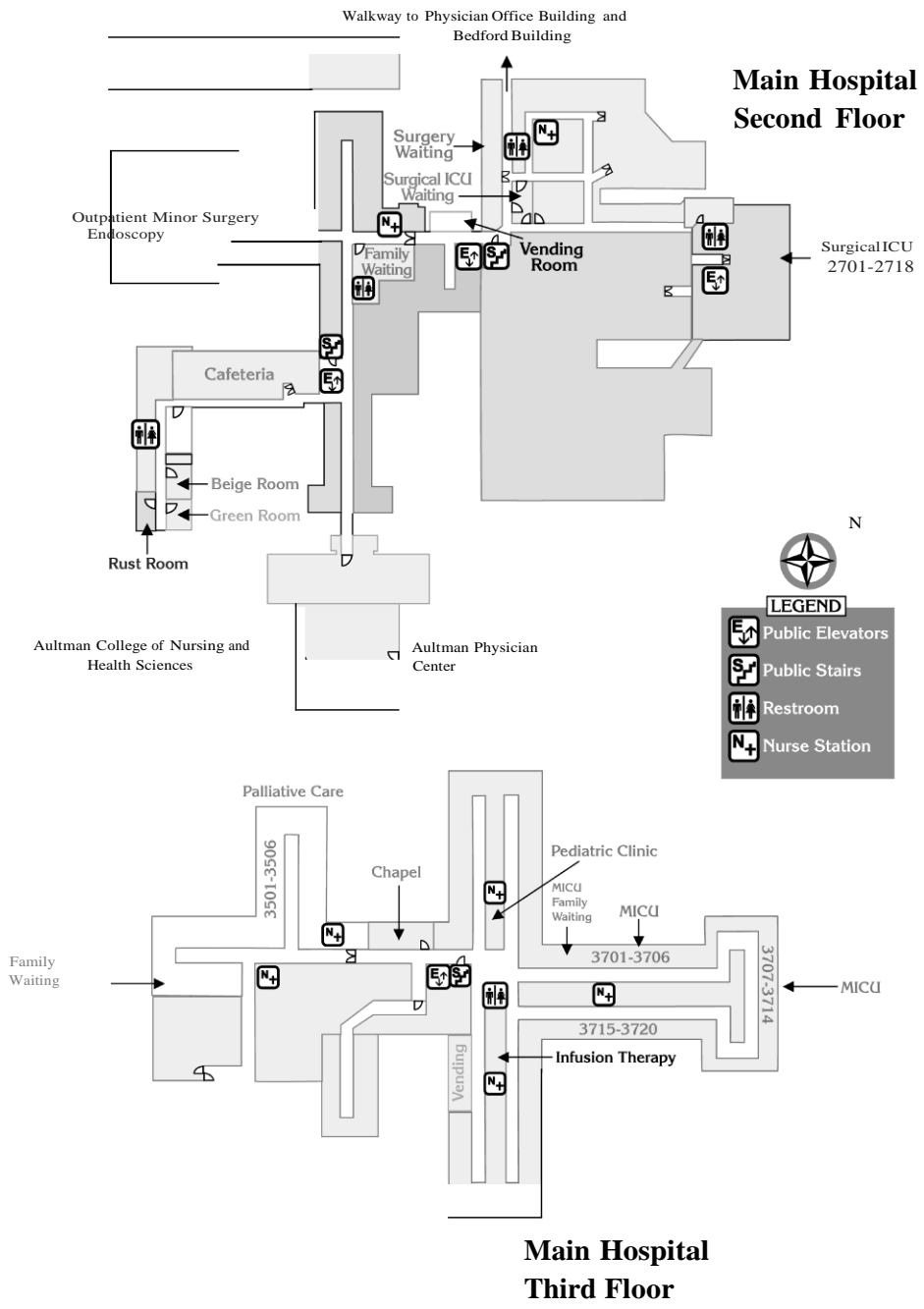
Main Hospital First Floor *Main Level*



N

LEGEND

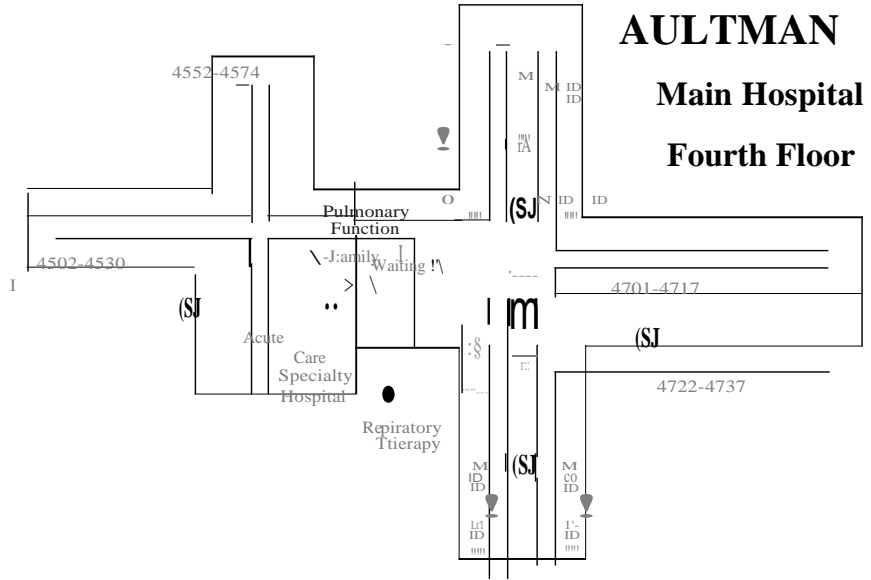
- Public Elevators
- Public Stairs
- Restroom
- Nurse Station



AULTMAN

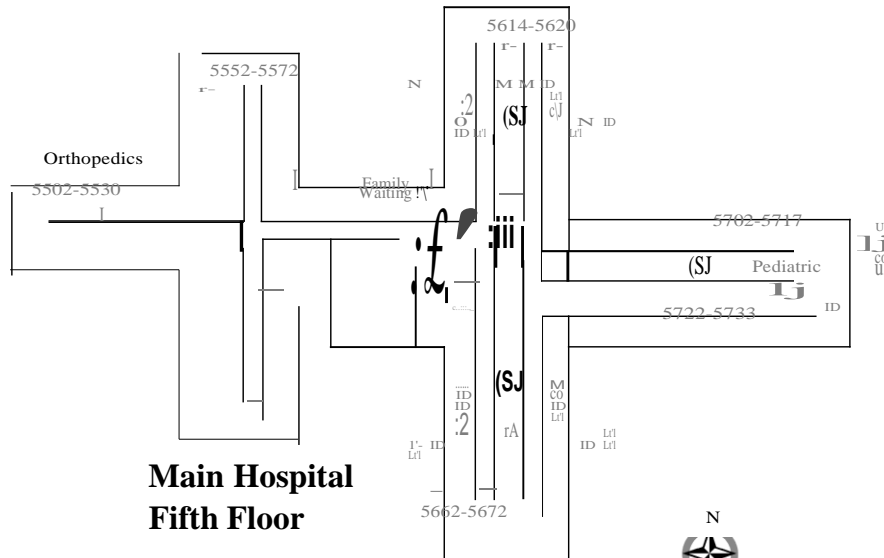
Main Hospital

Fourth Floor




Main Hospital




Fifth Floor

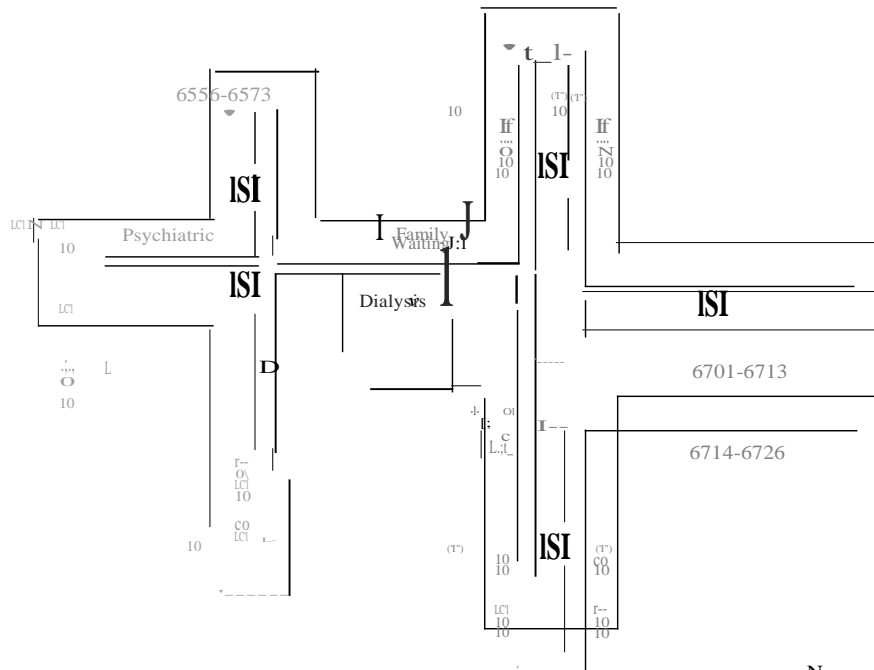


N



LEGEND

-  Public Elevators
-  Public Stairs
-  Restroom
-  Nurse Station



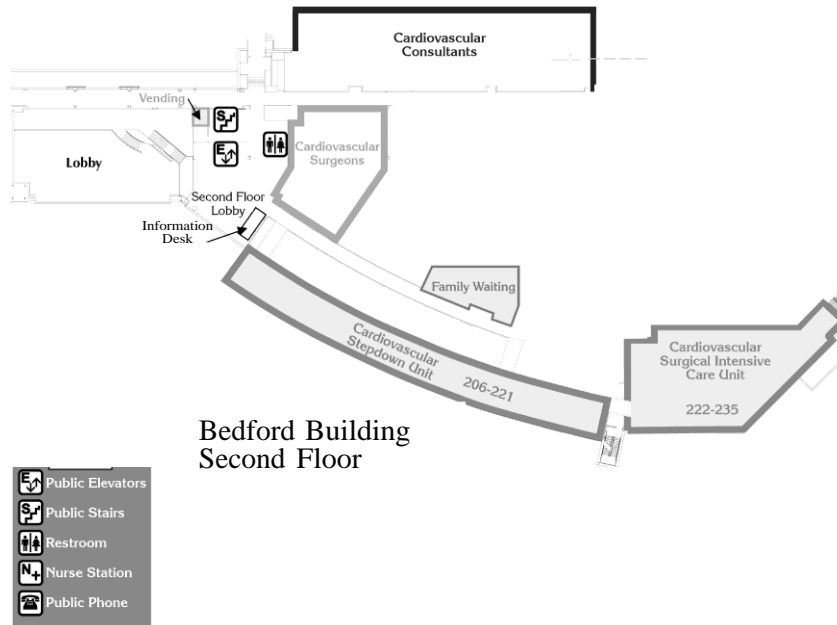
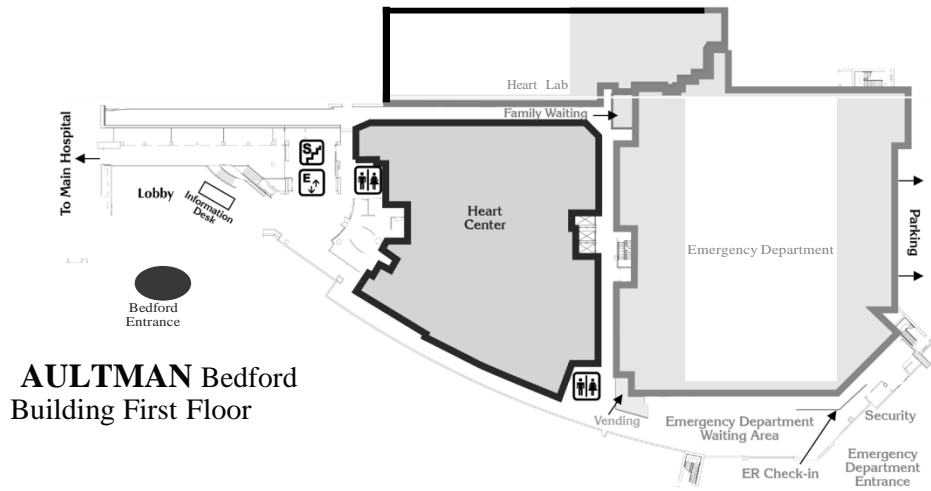
AULTMAN
Main Hospital
Sixth Floor

N

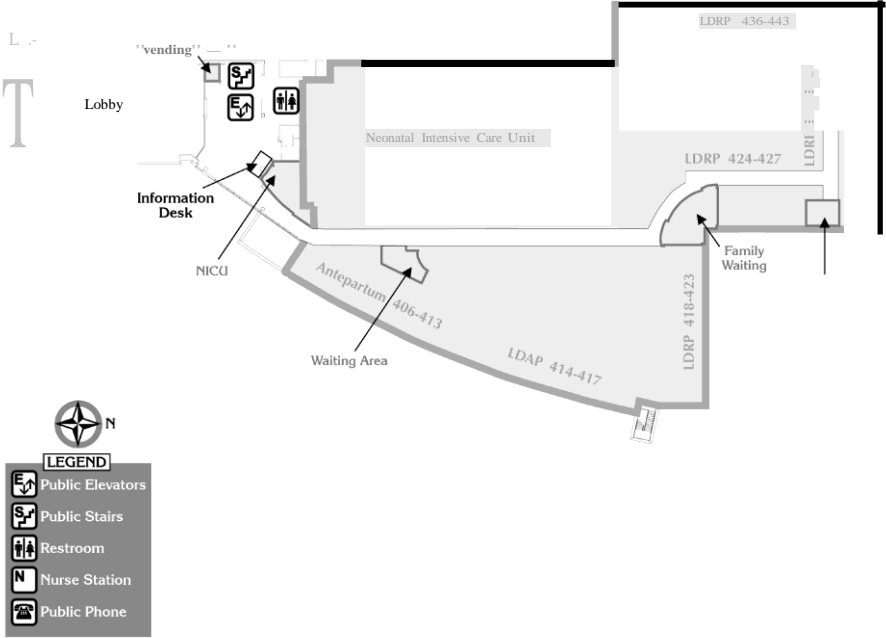


LEGEND

-  Public Elevators
-  Public Stairs
-  Restroom
-  Nurse Station



AULTMAN Bedford
Building Third Floor
Cardiac Care Unit



Bedford Building Fourth

