

## CATALOG: POLICY UPDATES FOR 2014-2015 ACADEMIC YEAR

### 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 (3.00) or better; all other courses must be completed with a C (2.00) 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, the National Guard, or 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.
- Math and science courses must be completed with a B (3.00) or better; all other courses must be completed with a C (2.00) or better.
- 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. Resources such as past catalogs, course descriptions, and course syllabi may be acquired and used. Content is based on the catalog and course description for the specific term during which the student completed the course.
  - 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 and the following exams: advanced placement (AP) coursework, CLEP, DSST, or UExcel. Please refer to the Aultman College Transfer Credit Equivalencies (located on the website [www.aultmancollege.edu](http://www.aultmancollege.edu)) for specific details. Awarded

## CATALOG: POLICY UPDATES FOR 2014-2015 ACADEMIC YEAR

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:

- The college residency requirement states that 41 credit hours of any associate degree program 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.
- Math and science courses must be completed with a B (3.00) or better; all other courses must be completed with a C (2.00) or better.
- 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, CLEP, DSST, and UExcel 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 AP, CLEP, DSST and UExcel exams. Students must meet the American Council on Education (ACE) recommended credit-granting scores for AP, CLEP and DSST in order to earn the credit. UExcel exams receive letter grades and credit will be awarded according to the Aultman College transfer credit policy.

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***

## CATALOG: POLICY UPDATES FOR 2014-2015 ACADEMIC YEAR

- 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.
  - After the student is accepted to Aultman College, the registrar evaluates the transcript.
  - The registrar cross-references the current transfer credit equivalencies list with the transcript and grants credit for exact matches.
  - 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](http://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 receipt of the complete appeal request including syllabi.

### **Policy Development, Review, and College-Wide Communication**

The purpose of this policy is to ensure consistency, conciseness, and clarity across policies and the clear and timely college-wide communication of approved policies and procedures.

Policies are developed or revised in Policy Tech (PT) according to the established procedures.

## CATALOG: POLICY UPDATES FOR 2014-2015 ACADEMIC YEAR

Once approved, policies are published in PT and then communicated college-wide to faculty, staff, students, and other stakeholders via established channels (e.g., college website, catalog, etc.) and procedures.

The policy coordinator audits policies for consistency and congruency at least annually and consults with the document owners about suggested changes. PT also prompts document owners/proxy authors to review policies according to the established cycle. When an audit/review results in content change, the document owner must take the policy to the appropriate council for approval. When the audit/review results in changes that do not modify content, the document owner must take the policy to the appropriate council for informational purposes, and the council decided whether a vote is needed.

### *Procedures:*

#### To Initiate Policy Development and Review:

Document owners and proxy authors who are developing new or revising existing policies/procedures must follow these steps:

1. Access and follow the procedure outlined in policy training materials.

#### Required Actions Following Administrative Council Approval:

Document owners/proxy authors must:

1. Finalize the document(s) in PT with approved changes and approval dates.
2. Notify the policy coordinator of the readiness for publication.
3. Initiate the college-wide communication process for policies that impact students by notifying the student life coordinator of such changes and the effective dates.
4. Contact the admissions recruiter to update information (including effective dates) for recruiting activities.
5. Notify and work with the person responsible for the college website to update policies on the website.

Policy coordinator must:

1. Publish final version in PT in collaboration with the Administrative Council Secretary.
2. Work collaboratively with the document owner and person responsible for the website to ensure congruency of information updated on the website.

Student life coordinator must:

1. Communicate policy changes to students via regular channels including, but not limited to, mass email and student portal.

Administrative Council secretary must:

1. Send, on behalf of the Administrative Council chair, an all college email after every Administrative Council meeting with policy updates. The Administrative Council minutes are the official documentation of policy content changes

#### Implementing College-wide Communication of Policy Changes:

Communication to students:

1. At orientation, students sign an acknowledgement that clearly specifies their obligation to access and read pertinent publications:
  - The college catalog in effect at the time of a student's entry to the college
  - The college website, where the most up-to-date college information resides
2. The student life coordinator regularly communicates policy changes to students personally via email and by notifications on the student portal at the close of fall and spring semesters, or any time during a semester when circumstances dictate a more immediate notification.

## CATALOG: POLICY UPDATES FOR 2014-2015 ACADEMIC YEAR

Communication to faculty and staff:

1. The Administrative Council secretary, on behalf of the Administrative Council chair, notifies faculty and staff via email of any policy changes after each Administrative Council meeting.

### Pregnancy

If a student suspects she is pregnant while enrolled in Aultman College, she is under no obligation to declare her pregnancy status to any individual associated with the college. Should she voluntarily elect to declare her pregnancy status, she may do so by using the Declaration of Pregnancy form located on the college website or available from the program director. A student may reverse her declaration at any time by submitting her decision in writing to the program director. At that time, the student's status will revert to that in effect before her declaration. If the student chooses to disclose her pregnancy, she may make an informed decision on her options based on her individual needs and preferences. The options include the following:

- Continuing the educational program without modification or interruption.
- Voluntary withdrawal from the program
- Meet with program director and academic advisor to evaluate a possible reentrance timeframe.
- Written withdrawal of declaration

Should a student elect not to declare her pregnancy status or reverse the declaration, it is understood that the program is under no requirement to afford any measures with regard to radiation safety other than those routinely provided to all students. If a student declares her pregnancy, additional measures will be afforded to her.

A student wishing to declare pregnancy must complete the appropriate "Declaration of Pregnancy" form and submit it to the program director who will advise the student of program-specific next steps.

#### **Aultman College Pregnancy Declaration & Agreement**

(For all programs except Associate of Science in Radiography [ASR])

I, \_\_\_\_\_, voluntarily declare by means of this written notice to the program director of the program in which I am enrolled 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. The options are as follows:

- Continuing the educational program without modification or interruption.
- Voluntary withdrawal from the program.
- Meet with program director and academic advisor to evaluate a possible reentrance timeframe.
- Written withdrawal of declaration

I understand that my education as a student at Aultman College may put me at risk and therefore agree to hold harmless Aultman College, the college's programs, and/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, programs and clinical affiliates to minimize risks to me and my unborn child.

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 \_\_\_\_\_

## CATALOG: POLICY UPDATES FOR 2014-2015 ACADEMIC YEAR

Date \_\_\_\_\_  
Program Director's Signature \_\_\_\_\_  
Clinical Coordinator's Signature (if applicable) \_\_\_\_\_

### **Aultman College Pregnancy Declaration & Agreement** (For the Associate of Science in Radiography [ASR] Program)

I, \_\_\_\_\_, voluntarily declare by means of this written notice to the program director of the Associate of Science in Radiography that I am pregnant. The approximate date of conception is \_\_\_\_\_, and the anticipated due date is \_\_\_\_\_.

If a student suspects she is pregnant prior to entering or while enrolled in the ASR program, she has the option to declare her pregnancy to program officials. If the student chooses to disclose her pregnancy, she must immediately notify the program director. And sign a witnessed "Declaration of Pregnancy" indicating that she is pregnant, the approximate date of conception, and the approximate due date. The program director then forwards the signed Pregnancy Declaration and Agreement to the Radiation Safety Officer, who monitors both student and fetal radiation badges. 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 may 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 from the program
- Meet with program director and academic advisor to evaluate 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 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 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

## CATALOG: POLICY UPDATES FOR 2014-2015 ACADEMIC YEAR

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 his/her 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 and 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 of the clinical education affiliate in which he/she is assigned.

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

1. Aultman Hospital is committed to the program to maintaining occupational exposure as low as reasonable achievable (ALARA). The necessary written policies, 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 5625 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 followed.

## CATALOG: POLICY UPDATES FOR 2014-2015 ACADEMIC YEAR

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

### Federal Definition of Credit Hour

This policy provides guidance in scheduling the minimum number of minutes that courses should meet.

Aultman College follows the Federal Credit Hour definition as supported by the Higher Learning Commission. A credit hour in a **lecture course** is equivalent to a minimum 750 minutes of classroom contact regardless of semester/session length.

The following applies to division specific hours:

- Face to face courses meet in the classroom during scheduled class times.
  - 1 semester credit = a minimum of 750 minutes per semester
- Hybrid lecture courses meet both face-to-face and online. Online content does not exceed 74.9%.
  - 1 semester credit = a minimum of 750 minutes per semester
- Online lecture courses deliver 75% or more content online.
  - 1 semester credit = a minimum of 750 minutes per semester
- All labs, regardless of delivery mode (online/hybrid/face-to-face), 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

### Student Health Insurance Policy

There is no longer a college-wide student health insurance policy. However, radiography students must continue to provide proof of health insurance.

### Jury Duty

Absences from 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 these courses. To make up clinical or lab experiences missed, arrangements must be made through the clinical coordinator, instructor, or program director. It should be



## CATALOG: POLICY UPDATES FOR 2014-2015 ACADEMIC YEAR

noted that, in many circumstances, students can be excused from jury duty if they request a letter from the program director stating their in-school status. Students called for jury duty should speak with their program director, or in the absence of a program director, should contact the dean.

### 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 (Associate of Science in Radiography student only)

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 program specific classes and/or removed from clinical experiences. Students may be reinstated into classes/clinical based upon class availability at the time of submission. To successfully complete a urine drug-screening, students must receive a conclusive result. Any inconclusive results will require the applicant to complete a second screening. A conclusive positive result constitutes failure of the drug screen.

The deadline by which annual requirements results must be submitted is August 15.

### Admissions Criteria and Program Entrance Requirements Policy

#### ***College Admission***

Applicant must apply, submit official high school or GED transcripts, official transcript(s) from any college or university attended, and meet one of the following admission requirements.

- High school GPA of 3.00 or greater or GED score of 2250 or greater.
- An ACT score of 20 or greater or a SAT combined score of 950 or greater
- College GPA of 2.5 or greater with six (6) credit hours or more of coursework based on the most recent college transcript.

All college accepted applicants must complete college Admission Testing.

#### ***ASHS Program, College Credit Plus, and Non-Degree Seeking Students***

##### ***Program Entrance Requirements:***

Applicant must apply to, be accepted, and meet all college admission requirements for Aultman College.

Final Acceptance is contingent upon:

## CATALOG: POLICY UPDATES FOR 2014-2015 ACADEMIC YEAR

- Completing and successfully passing a criminal background check with fingerprinting through the approved vendor. (College Credit Plus applicants under age 18 are excluded)
- Completion of a two-step TB (tuberculosis) test

### **ASN Program**

#### *Program Entrance Requirements:*

Applicant must apply to, be accepted, and meet all admission requirements for Aultman College.

#### High School Applicants

Applicant must have a high school GPA of 3.00 or better or GED score of 2250 or better.

AND

An ACT score of 20 or better or SAT combined score of 950 or better.

#### Transfer Applicants

Must have a college GPA of 2.5 or greater with 6 credit hours or more of coursework based on most recent college transcript.

#### LPN Applicants

Must have a high school diploma or GED, have graduated from an accredited LPN program, and have an unencumbered Ohio LPN license.

- If seeking advanced LPN standing, refer to the ASN LPN advanced standing policy.

#### *Selective Admissions Process:*

The ASN program has limited enrollment and a selective admission process. Applicants may view the ASN selection criteria ranking system and process on the Aultman College website.

#### *Admission Requirements:*

Final acceptance into the program is subject to:

- Completing all aspects of the pre-admission physical and immunization requirements.
- Completing and successfully passing a urine drug-screening with a conclusive result. Any inconclusive results will require the applicant to complete a second screening. A conclusive positive result constitutes failure of the drug screen.
- Completing and successfully passing a criminal background check with fingerprinting through the approved vendor.
- Submitting evidence of current Health Care Provider CPR certification from the American Heart Association.
- Receiving the Hepatitis "B" surface antibody series (recommended) or declining the Hepatitis "B" surface antibody series by completing the declination form.

### **ASR Program**

#### *Program Entrance Requirements:*

## CATALOG: POLICY UPDATES FOR 2014-2015 ACADEMIC YEAR

Applicant must apply to, be accepted, and meet all admission requirements for Aultman College.

### High School Applicants

Applicant must have a high school GPA of 3.00 or better or GED score of 2250 or better.

AND

An ACT score of 20 or better or SAT combined score of 950 or better.

### Transfer Applicants

Must have a college GPA of 2.5 or greater with six (6) credit hours or more of coursework based on most recent college transcript.

### *Selective Admissions Process:*

The ASR program has limited enrollment and a selective admission process. Applicants may view the ASR selection criteria ranking system and process on the Aultman College website.

### *Admission Requirements:*

Final acceptance into the program is subject to:

- Completing all aspects of the pre-admission physical and immunization requirements.
- Completing and successfully passing a urine drug-screening with a conclusive result. Any inconclusive results will require the applicant to complete a second screening. A conclusive positive result constitutes failure of the drug screen.
- Completing and successfully passing a criminal background check with fingerprinting through the approved vendor.
- Submitting evidence of current Health Care Provider CPR certification from the American Heart Association.
- Submitting evidence of current Healthcare Insurance
- Receiving the Hepatitis "B" surface antibody series (recommended) or declining the Hepatitis "B" surface antibody series by completing the declination form.
- Mandatory observation experience required after acceptance into the ASR program. The radiography clinical coordinator will contact the student to schedule the observation time and will provide the observation forms required for documentation.

### ***BSN Completion Program***

Applicants may enter and progress through the BSN Completion Program through one of the following pathways:

- As a post-licensure Aultman College ASN graduate. These applicants will have all general education prerequisite coursework completed and may start the BSN Completion coursework immediately upon acceptance to the program.
- As a post-licensure Aultman Hospital School of Nursing diploma graduate. These applicants can be admitted to the BSN Completion Program but will be required to complete all general education prerequisite coursework as specified for progression through the program.
- As a post-licensure nursing graduates with a diploma or associate degree from another institution. These applicants can be admitted to the BSN Completion Program but will be required to complete all general education prerequisite coursework as specified for progression through the program.

## CATALOG: POLICY UPDATES FOR 2014-2015 ACADEMIC YEAR

- As a pre-licensure nursing graduate. These applicants can be admitted to the BSN Completion Program but will be required to pass the NCLEX-RN as specified for progression through the program.
- As a pre-licensure current nursing student. These applicants can be admitted to the BSN Completion Program but will be required to complete all pre-licensure requirements as specified for progression through the program.

All applicants must also meet the following requisites prior to enrollment into the college:

- Completing and successfully passing a urine drug-screening with a conclusive result. Any inconclusive results will require the applicant to complete a second screening. A conclusive positives result constitutes failure of the drug screen.
- Completion of a two-step TB (tuberculosis) test
- Completing and successfully passing a criminal background check with fingerprinting through the approved vendor.
- Submitting evidence of current Health Care Provider CPR certification from the American Heart Association.
- Post-licensure students must provide proof of liability insurance with a \$1 million minimum coverage.

### *Post-Licensure*

Applicants with a cumulative GPA of 2.5 or better on a 4.0 scale for all prerequisite courses and previous college credits may be accepted and permitted to enroll. The requirements for enrollment include:

- Graduate of a regionally accredited nursing program with a certificate, diploma, or Associate Degree in Nursing; or a diploma or Associate Degree in Nursing from Aultman College/Aultman Hospital School of Nursing.
- An active, unencumbered Ohio RN license.
- A completed program application and paid application fee. The application fee will be waived for any applicant providing proof of military service.

Applicants with a cumulative GPA of 2.0-2.49 for their most current postsecondary coursework may be accepted and permitted to enroll. The requirements for enrollment include:

- Graduate of a regionally accredited nursing program with a certificate, diploma, or Associate Degree in Nursing; or a diploma or Associate Degree in Nursing from Aultman College/Aultman Hospital School of Nursing.
- An active, unencumbered Ohio RN license.
- A completed program application and paid application fee. The application fee will be waived for any applicant providing proof of military service.
- Students must register and complete a minimum of six credit hours of coursework during their first semester and receive a cumulative semester GPA of 2.5 or above to be eligible for continued enrollment.
- Failing to achieve a 2.5 GPA or better during the first semester of enrollment will result in dismissal from the program. A student who has been dismissed from the BSN Completion Program is not eligible for reenrollment.

### *Pre-Licensure*

Applicants who have not passed the NCLEX-RN licensure exam may be accepted and permitted to enroll. The requirements for enrollment include:

## CATALOG: POLICY UPDATES FOR 2014-2015 ACADEMIC YEAR

- Graduate of a regionally accredited nursing program with a certificate, diploma, or Associate Degree in Nursing; or a diploma or Associate Degree in Nursing from Aultman College/Aultman Hospital School of Nursing.
- A completed program application and paid application fee. The application fee will be waived for any applicant providing proof of military service.
- Students have two consecutive semesters from the first day of enrollment to pass the NCLEX-RN Licensure Exam.
- Students may register for general education courses only until they become a licensed registered nurse.
- Students who do not pass the NCLEX-RN licensure exam in the stated time frame will become inactive and must reapply to the Program after passing the exam. See College Inactive Policy for time constraints.

Applicants who are current Aultman College ASN students may be accepted and permitted to enroll in BSN general education courses. The requirements for enrollment include:

- A completed program interest form.
- An entering cumulative GPA of 3.0 or better.
- Students must remain in good academic standing in both programs. Students who are on probation or have been dismissed from the ASN program are not permitted to continue enrollment in the BSN coursework.
- The cost per credit hour will be driven by the ASN program, as the primary program.
- Upon graduation from the ASN program, students should refer to the sections above for continued enrollment options.

Applicants who are current ASN students (not Aultman College) may be accepted and permitted to enroll in BSN general education courses. The requirements for enrollment include:

- A completed program application and paid application fee. The application fee will be waived for any applicant providing proof of military service.
- An entering cumulative GPA of 3.0 or better.
- Students must remain in good academic standing in both programs. Students who are on probation or have been dismissed from the ASN program are not permitted to continue enrollment in the BSN coursework.
- Upon graduation from the ASN program, students should refer to the sections above for continued enrollment options.

### **Definitions:**

Unencumbered Ohio RN license verifies the candidate's good standing with the Ohio Board of Nursing; a current Registered Nurse license according to the law regulating the practice of nursing found in section 4723.7 of the Ohio Revised Code.

### **Procedure:**

Admission to the program of choice will be processed by the Enrollment services. A ranking process may be used to accept students into each cohort. See Ranking Criteria Policy for specific ranking criteria.

## CATALOG: POLICY UPDATES FOR 2014-2015 ACADEMIC YEAR

### Course Evaluations

Course evaluations are used to recommend course, program, and faculty improvements. Course evaluations are available on the WiseLine prior to final examination week of each semester or session.

### Sexual Discrimination, Sexual Harassment, and Assault Policy (Title IX Policy)

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.

Sex discrimination in any form will not be tolerated. Sex discrimination includes discrimination on the basis of pregnancy, gender identity, and failure to conform to stereotypical notion of femininity and masculinity. Sexual harassment is a form of prohibited sex discrimination, and sexual harassment includes sexual violence. Thus, the college's prohibition of sex discrimination extends to complaints of sexual harassment and sexual violence. This policy applies to all members of the college community including students, faculty, staff, and third-parties who are participating in the college's educational programs and activities. This policy applies even when the complainant and alleged perpetrator are members of the same sex, and it applies regardless of national origin, immigration status, or citizenship status. It extends to all aspects of the college's educational program and activities, include, but not limited to, admissions, employment, academics, and student services.

The college has jurisdiction over Title IX-related complaints regarding conduct that occurred on campus, during or at an official college program or activity (regardless of location), or off campus when the conduct creates a hostile environment on campus. The college will investigate all complaints made under this policy and, if necessary, take action to prevent the recurrence of sex discrimination and remedy its effects.

#### *Title IX Statement*

It is the policy of the college to comply with Title IX of the Education Amendments of 1972 and its implementing regulations, which prohibit discrimination based on sex in the college's educational programs and activities. Title IX and its implementing regulations also prohibit retaliation for asserting claims of sex discrimination. The college has designated the following Title IX Coordinator to coordinate its compliance with Title IX and to receive inquiries regarding Title IX, including complaints of sex discrimination:

Ms. Lyn Sabino  
Director Institutional Effectiveness and Compliance Officer  
Aultman Education Center, second floor  
Office Location: See receptionist in college main office  
Office direct phone line: 330.363.4227  
Email: Lyn.Sabino@aultman.com

## CATALOG: POLICY UPDATES FOR 2014-2015 ACADEMIC YEAR

For more information about Title IX, a copy of the regulations which detail Title IX requirements, or to file a complaint directly with the Office for Civil Rights, see the contact information below:

U.S. Department of Education  
Office for Civil Rights  
Cleveland Office  
1350 Euclid Avenue, Suite 325  
Cleveland, OH 44115-1812  
Telephone: 216-522-4970  
FAX: 216-522-2573; TDD: 800-877-8339  
Email: OCR.Cleveland@ed.gov

U.S. Department of Education  
Office for Civil Rights  
Lyndon Baines Johnson Department of Education Bldg  
400 Maryland Avenue, SW  
Washington, DC 20202-1100  
Telephone: 800-421-3481  
FAX: 202-453-6012; TDD: 800-877-8339  
Email: OCR@ed.gov

### *Role of the Title IX Coordinator*

It is the responsibility of the Title IX Coordinator to: (1) receive complaints under this policy; (2) coordinate dissemination of information and education and training programs; (3) assist members of the college community in understanding that sexual misconduct is prohibited by this policy; (4) answer questions about this policy; (5) appoint investigators and ensure that they are trained to respond to and investigate complaints of sexual misconduct; (6) ensure that employees and students are aware of the procedures for reporting and addressing complaints of sexual misconduct; and (7) to implement the investigation and resolution procedures or to designate appropriate persons to implement them. In complaints involving employees, the Title IX Coordinator will notify and involve other administrators and parties in an investigation as appropriate.

### *Definitions*

**Sexual Harassment:** Sexual advances, requests for sexual favors, and other verbal, physical, or visual conduct of a sexual nature constitute sexual harassment when:

- Submission to such conduct is made or threatened to be made, either explicitly or implicitly, a term or condition of an individual's employment or education
- Submission to or rejection of such conduct by an individual is used or threatened to be used as the basis for academic or employment decisions affecting that individual, or
- Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating what a reasonable person would perceive as an intimidating, hostile, or offensive employment, education, or living environment

Some examples of sexual harassment include:

- Pressure for a dating, romantic, or intimate relationship
- Unwelcome touching, kissing, hugging, rubbing, or massaging

## CATALOG: POLICY UPDATES FOR 2014-2015 ACADEMIC YEAR

- Pressure for sexual activity
- Unnecessary references to parts of the body
- Sexual innuendos, jokes, or humor
- Making sexual gestures
- Displaying sexual graffiti, pictures, videos or posters
- Using sexually explicit profanity
- Asking about, or telling about, sexual fantasies, sexual preferences, or sexual activities
- E-mail and Internet use that violates this policy
- Leering or staring at someone in a sexual way, such as staring at a person's breasts or groin
- Sending sexually explicit emails or text messages
- Commenting on a person's dress in a sexual manner
- Giving unwelcome personal gifts such as flowers, chocolates, or lingerie that suggest the desire for a romantic relationship
- Commenting on a person's body, gender, sexual relationships, or sexual activities
- Sexual violence (as defined below)

Sexual Violence/Assault: Sexual violence/assault is a form of prohibited sexual harassment. Sexual violence includes physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent because of his or her temporary or permanent mental or physical incapacity, because of his or her youth, or because of his or her incapacitation due to the use of drugs and/or alcohol.

Some examples of sexual violence/assault include:

- Rape or sexual assault: sexual intercourse (anal, oral, or vaginal) by a man or woman upon a man or woman without consent
- Unwilling sexual penetration (anal, vaginal, or oral) with any object or body part, committed by force, threat, or intimidation
- Sexual touching with an object or body part, by a man or woman upon a man or woman, without consent
- Sexual touching with an object or body part, by a man or woman upon a man or woman, committed by force, threat, or intimidation
- The use of force or coercion to effect sexual intercourse or some other form of sexual contact with a person who has not given consent
- Having sexual intercourse with a person who is unconscious because of drug or alcohol use
- Hazing that involves penetrating a person's vagina or anus with an object
- Use of the —date rape drug to effect sexual intercourse or some other form of sexual contact with a person
- One partner in a romantic relationship forcing the other to have sexual intercourse without the partner's consent
- Exceeding the scope of consent by engaging in a different form of sexual activity than a person has consented to
- Knowingly transmitting a sexually transmitted disease such as HIV to another person through sexual activity
- Coercing someone into having sexual intercourse by threatening to expose their secrets
- Secretly videotaping sexual activity where the other party has not consented
- Prostituting another student

Consent: Lack of consent is a critical factor in determining whether sexual violence has occurred. Consent is



## CATALOG: POLICY UPDATES FOR 2014-2015 ACADEMIC YEAR

informed, freely given, and mutually understood. Consent requires an affirmative act or statement by each participant. Consent is not passive.

- If coercion, intimidation, threats, and/or physical force are used, there is no consent.
- If a person is mentally or physically incapacitated or impaired by alcohol or drugs such that the person cannot understand the fact, nature, or extent of the sexual situation, there is no consent.
  - Warning signs of when a person may be incapacitated due to drug and/or alcohol use include: slurred speech, falling down, passing out, and vomiting.
- If a person is asleep or unconscious, there is no consent.
- Consent to one form of sexual activity does not imply consent to other forms of sexual activity.
- Consent can be withdrawn. A person who initially consents to sexual activity is deemed not to have consented to any sexual activity that occurs after he or she withdraws consent.
- Effective consent may not exist when there is a disparity in power between the parties (e.g., faculty/student, supervisor/employee).

Domestic Violence, Dating Violence, and Stalking: The crimes of domestic violence, dating violence, and stalking can also constitute sexual misconduct when motivated by a person's sex. These crimes, no matter the motivation behind them, are a violation of this policy.

### 1. Domestic Violence

"Domestic violence" includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of a victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse or the victim under the domestic or family violence laws of the jurisdiction [...], or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

- Ohio's definition of domestic violence can be found in Section 3113.31 of the Ohio Revised Code.

### 2. Dating Violence

"Dating violence" means violence committed by a person:

- A. who is or has been in a social relationship of a romantic or intimate nature with the victim; and
- B. where the existence of such a relationship shall be determined based on a consideration of the following factors:
  - i. The length of the relationship.
  - ii. The type of relationship.
  - iii. The frequency of interaction between the persons involved in the relationship.

- Ohio law does not specifically define dating violence.

### 3. Stalking

"Stalking" means engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

- A. fear for his or her safety or the safety of others; or
- B. suffer substantial emotional distress.

- Ohio's definition of stalking can be found in Section 2903.211 of the Ohio Revised Code.

Sexual Misconduct: For purposes of this policy and procedures, "sexual misconduct" is an umbrella term that includes sex discrimination, sexual harassment, sexual violence, domestic violence, dating violence, and stalking.

## CATALOG: POLICY UPDATES FOR 2014-2015 ACADEMIC YEAR

### *Procedure for Making a Complaint*

#### *A. Making a Complaint*

Incidents of alleged sexual misconduct should be immediately reported to the Title IX Coordinator or a trusted college faculty/staff member, regardless whether the incident occurred on or off the college's grounds. All college faculty and employees have a duty to promptly report sexual misconduct to the Title IX Coordinator when they observe such conduct or a report of sexual misconduct is made to them. This duty does not apply to the confidential resources described in the next paragraph. Students are always encouraged, but not required, to report sexual misconduct. Students should be aware that all faculty and employees except those described in the next paragraph have an obligation to report sexual misconduct to the Title IX Coordinator.

If a victim desires to talk confidentially about his or her situation, he/she may contact a confidential resource, who is available to assist and will not report the victim's circumstances to the college for investigation without the victim's permission. Confidential resources include Aultman Hospital chaplains and the college health services nurse. Notwithstanding, if a crime has occurred, the confidential resource will report it to the Title IX Coordinator for inclusion in the college's annual crime statistics disclosure, though the victim's name will be withheld from this report.

#### *B. Content of the Complaint*

So that the college has sufficient information to investigate a complaint, the complaint should include: (1) the date(s) and time(s) of the alleged conduct; (2) the names of all person(s) involved in the alleged conduct, including possible witnesses; (3) all details outlining what happened; and (4) contact information for the complainant so that the college may follow up appropriately.

#### *C. Timing of Complaints*

There is no statute of limitations for complaints under this policy. However, the college encourages persons to make complaints of sexual misconduct as soon as possible because late reporting may limit the college's ability to investigate and respond to the conduct complained of.

#### *D. Retaliation*

It is a violation of this policy to retaliate against any member of the college community who reports or assists in making a complaint of sexual misconduct or who participates in the investigation of a complaint in any way. Persons who believe they have been retaliated against in violation of this policy should make a complaint to the Title IX Coordinator.

#### *E. Bad Faith Complaints*

While the college encourages all good faith complaints of sexual misconduct, it also has the responsibility to balance the rights of all parties. Therefore, if the college's investigation reveals that a complaint was knowingly false, the complaint will be dismissed and the person who filed the knowingly false complaint may be subject to discipline.

#### *F. Conduct that Constitutes a Crime*

## CATALOG: POLICY UPDATES FOR 2014-2015 ACADEMIC YEAR

Any person who wishes to make a complaint of sexual misconduct that also constitutes a crime—including sexual violence, domestic violence, dating violence, or stalking—is also encouraged to make a complaint to Aultman Hospital security services and local law enforcement. If requested, the college will assist the complainant in notifying the appropriate law enforcement authorities. In the event of an emergency, please contact 911. A victim may decline to notify such authorities.

### *G. Protecting the Complainant*

Pending final outcome of an investigation in accordance with the Investigation and Resolution Procedures, the college will take steps to protect the complainant from further discrimination or harassment. This may include assisting and allowing the complainant to change his or her academic, transportation, work, or living situation if options to do so are reasonably available. Such changes may be available regardless of whether the victim chooses to report the crime to campus police or local law enforcement.

If a complainant has obtained an order of protection, temporary restraining order or other no contact order against the alleged perpetrator from a criminal, civil, or tribal court, the complainant should provide such information to the Title IX Coordinator. The college will take all reasonable and legal action to implement the order.

### *H. Law Enforcement Investigation*

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 Investigation and Resolution Procedure outlined in this policy. The college can find a violation of this policy regardless of the outcome of any criminal investigation.

### *I. Special Guidance Concerning Complaints of Sexual Violence, Domestic Violence, Dating Violence, or Stalking.*

Victims of sexual violence (including sexual assault), domestic violence, dating violence or stalking will be treated with sensitivity, decency, and respect. Victims will be referred to appropriate medical, emotional, psychological, and social services. When physical violence of a sexual nature has been perpetrated against you, the college recommends that you immediately go to the emergency room of a local hospital and contact law enforcement (911 if emergency) or Aultman Hospital Security at 330.363.6777, in addition to making a complaint under this policy to the Title IX Coordinator.

If possible, victims of sexual violence, domestic violence, and dating violence are encouraged to preserve physical evidence; for example, refrain from bathing or changing clothes until law enforcement officials can properly investigate the incident. Preserving evidence may be necessary for proof of the crime or in obtaining a protection order. Victims who have the courage to report sexual violence, domestic violence, dating violence, and stalking must feel confident that their personal safety will be protected and they will not be re-victimized by the college's investigation and resolution or a criminal investigation.

It is also important to take steps to preserve evidence in cases of stalking, to the extent such evidence exists. In cases of stalking, evidence is more likely to be in the form of letters, emails, text messages, etc. rather than evidence of physical contact and violence.

### *J. Victim Resources*

## CATALOG: POLICY UPDATES FOR 2014-2015 ACADEMIC YEAR

Victims of sexual assault may access the following for assistance:

### *On-Campus*

<b>Provider</b>	<b>Location</b>	<b>Phone Number</b>
Aultman Hospital Security	Ground Level Main Hospital	330.363.6777
College Main Office	AEC 2nd Floor-Main Office	330.363.6347
Title IX Coordinator	College (AEC 2nd Floor)	330.363.4227
VP Admin & Student Affairs	College (AEC 2nd Floor)	330.363.5420
Aultman Pastoral Care	3rd Floor Main Hospital	330.363.6402

### *Off-Campus*

<b>Provider</b>	<b>Phone Number</b>
Canton City Police	911 or 330.489.3100
Rape Crisis Center (24 hours)	330.452.1111
Victim Assistance Program	330.438.0887
National Sexual Assault Hotline	1-800-656-HOPE

### *Medical Assistance*

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

<b>Provider</b>	<b>Phone Number</b>
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 or 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

## CATALOG: POLICY UPDATES FOR 2014-2015 ACADEMIC YEAR

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 web site at <http://www.sheriff.co.stark.oh.us/OffenderLinks.htm>. This web site 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 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 which 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
- Domestic Violence Awareness
- Presentation from representative at Quest Recovery services
- Presentation from Rape Crisis Center – Sexual Assault Prevention

To learn more about educational programming and resources, contact the Title IX Coordinator.

### *Investigation and Resolution Procedures*

#### *A. General Principles*

##### 1. Applicability

Complaints regarding any act of sexual misconduct carried out by Aultman College students, faculty, staff, or third-parties will be directed to the Title IX Coordinator and processed in accordance with this Investigation and Resolution Procedure. These procedures are the exclusive means of resolving complaints of sexual misconduct.

##### 2. Administration

For purposes of these procedures, "Investigating Officer" means the Title IX Coordinator or designee. However, the Title IX Coordinator may engage others to assist in the investigation process as appropriate, and an investigation team of multiple parties may serve in the role of the "Investigating Officer." The Investigating Officer shall have responsibility for administering these procedures.

##### 3. Promptness, Fairness and Impartiality

These procedures provide for prompt, fair, and impartial investigations and resolutions. The Investigating Officer shall discharge his or her obligations under these complaint resolution procedures fairly and impartially. If any person involved in an investigation determines that he or she cannot apply these procedures fairly and impartially because of the identity of a

## CATALOG: POLICY UPDATES FOR 2014-2015 ACADEMIC YEAR

complainant, respondent, or witness, or due to any other conflict of interest, he/she shall inform the Title IX Coordinator so that another appropriate individual can be designated to administer these procedures. If the Title IX Coordinator is the person with the conflict of interest, he/she will delegate the investigation to an appropriately trained college official.

#### 4. Training

These procedures will be implemented by officials who receive annual training on the issues related to sexual misconduct, domestic violence, dating violence, and stalking and how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability.

### B. *Investigation and Resolution of the Complaint*

#### 1. Preliminary Matters

##### a. Timing of the Investigation

The college will endeavor to conclude its investigation and resolution of the complaint within sixty (60) calendar days of receiving it. Both the complainant and the respondent will be given periodic updates regarding the status of the investigation. If either the complainant or respondent needs additional time to prepare or to gather witnesses or information, they shall notify the Investigating Officer in writing explaining how much additional time is needed and why it is needed. The Investigating Officer shall respond to any such request within three (3) days.

##### b. Confidentiality

All complaints of sexual misconduct will be promptly and thoroughly investigated in accordance with these procedures, and 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, because of laws relating to reporting and other state and federal laws, the college cannot guarantee confidentiality to those who make complaints.

In the event a complainant requests confidentiality or asks that a complaint not be investigated, the college will take all reasonable steps to investigate and respond to the complaint consistent with the request for confidentiality or request not to pursue an investigation. 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 or discipline the accused party. Sometimes the college will not be able to honor a request for confidentiality because it has an obligation to provide a safe and nondiscriminatory environment for its other campus community members and, therefore, the college reserves the right to initiate an investigation despite a complainant's request for confidentiality in circumstances involving serious or repeated conduct or where the alleged perpetrator may pose a continuing threat to the college community. The college will notify a victim if his/her request for confidentiality cannot be ensured.

The Title IX Coordinator (or his/her designee) is the person responsible for evaluating requests for confidentiality.

##### c. Informal Resolution

Informal means of resolution, such as mediation, may be used in lieu of the formal investigation and determination procedure. However, informal means may only be used

## CATALOG: POLICY UPDATES FOR 2014-2015 ACADEMIC YEAR

with the complainant's voluntary cooperation and the involvement of the Title IX Coordinator. The complainant, however, will not be required to work out the problem directly with the respondent. Moreover, the complainant may terminate any such informal means at any time. In any event, informal means, even on a voluntary basis, will not be used to resolve complaints alleging any form of sexual violence.

### d. Interim Measures

At any time during the investigation, the Investigating Officer/Title IX Coordinator may determine that interim remedies or protections for the parties involved or witnesses are appropriate. These interim remedies may include separating the parties, placing limitations on contact between the parties, suspension, or making alternative class-placement or workplace arrangements. Failure to comply with the terms of these interim remedies or protections may constitute a separate violation of the Sex Discrimination, Sexual Harassment, and Sexual Violence Policy.

### e. Support Person/Advisor

During the investigation process, both a complainant and a respondent may ask a support person/advisor to accompany him or her at all stages of the process. In cases involving multiple complainants or respondents, the support person/advisor cannot be another complainant or respondent. The support person/advisor does not serve as an advocate on behalf of the complainant or respondent may not be actively involved in any proceedings, and he or she must agree to maintain the confidentiality of the process. The college reserves the right to remove or dismiss a support person/advisor who becomes disruptive or who does not abide by the limitations noted in the previous sentence.

### f. Pending Criminal Investigation

Some instances of sexual misconduct may also constitute criminal conduct. In such instances, the complainant is also encouraged to file a report with Aultman Hospital Security and the appropriate law enforcement authorities; if requested, the college will assist the complainant in doing so. The pendency of a criminal investigation, however, does not relieve the college of its responsibilities under Title IX. Therefore, to the extent doing so does not interfere with any criminal investigation, the college will proceed with its own investigation and resolution of the complaint.

### g. Rights of the Parties

During the investigation and resolution of a complaint, the complainant and respondent shall have equal rights. They include:

- Equal opportunity to identify and have considered witnesses and other relevant evidence;
- Similar and timely access to all information considered by the Investigating Officer;
- Equal opportunity to review any statements or evidence provided by the other party; and
- Equal access to review and comment upon any information independently developed by the Investigating Officer.

## 2. Commencement of the Investigation

Once a complaint is made, the Investigating Officer will commence an investigation as soon as practicable, but not later than seven (7) days after the complaint is made. The purpose of the

## CATALOG: POLICY UPDATES FOR 2014-2015 ACADEMIC YEAR

investigation is to determine whether it is more likely than not that the alleged behavior occurred and, if so, whether it constitutes sexual misconduct. During the course of the investigation, the Investigating Officer may receive counsel from other administrators, the college's attorneys, or other parties as needed.

In certain narrow circumstances, the Investigating Officer may commence an investigation even if the complainant requests that the matter not be pursued. In such a circumstance, the Investigating Officer will take all reasonable steps to investigate and respond to the matter in a manner that is informed by the complainant's articulated concerns.

### 3. Content of the Investigation

During the investigation, the complainant will have the opportunity to describe his or her allegations and present supporting witnesses or other evidence. The respondent will have an opportunity to respond to the allegations and present supporting witnesses or other evidence. The Investigating Officer will review the statements and evidence presented and may, depending on the circumstances, interview others with relevant knowledge, review documentary materials, and take any other appropriate action to gather and consider information relevant to the complaint. All parties and witnesses involved in the investigation are expected to cooperate and provide complete and truthful information.

### 4. Resolution

At the conclusion of the investigation, the Investigating Officer will prepare a written report. The written report will explain the scope of the investigation, identify findings of fact, and state whether any allegations in the complaint were found to be substantiated by a preponderance of the evidence.

If the written report determines that sexual misconduct occurred, the Investigating Officer shall set forth in an addendum to the written report those steps necessary to maintain an environment free from discrimination and harassment and to protect the safety and well being of the complainant and other members of the college community. Such actions will also include reasonable steps to correct the effects of such conduct on the complainant and others and to prevent the recurrence of discrimination, harassment, and retaliation. Examples of such action include: no contact orders, classroom reassignment, the provision of counseling or other support services, training, and discipline for the perpetrator, including up to termination, expulsion, or other appropriate institutional sanctions.

The complainant and the respondent will receive a copy of the written report and any addendum within three (3) days of its completion. If necessary, the version of the addendum provided to the complainant and/or respondent will be redacted to ensure that information concerning any remedial and/or disciplinary measures is disclosed in a manner consistent with Title IX, the Family Educational Rights and Privacy Act ("FERPA"), and the Clery Act, as explained by the April 4, 2011 Dear Colleague Letter issued by the U.S. Department of Education, available at: [http://www2.ed.gov/about/offices/list/ocr/letters/colleague\\_201104.pdf](http://www2.ed.gov/about/offices/list/ocr/letters/colleague_201104.pdf).

The written report of the Investigating Officer shall be final subject only to the right of appeal set forth in Section VII.C below.



## CATALOG: POLICY UPDATES FOR 2014-2015 ACADEMIC YEAR

5. Special Procedures for Complaints against the President, the Title IX Coordinator, or other Administrators Ranked Higher than the Title IX Coordinator

If a complaint involves alleged conduct on the part of the college's President, the college's Board of Directors will designate the Investigating Officer. Based on the information gathered by the investigation, the Board of Directors will prepare and issue the written report determining the complaint. The determination of the Board of Directors is final and not subject to appeal.

If a complaint involves alleged conduct on the part of the Title IX Coordinator or any administrator ranked higher than the Title IX Coordinator, the college's President will designate the Investigating Officer. Based on the information gathered by the investigation, the President will prepare and issue the written report determining the complaint. The determination of the President is final and not subject to appeal.

### C. Appeals

1. Grounds of Appeal

The complainant or respondent may appeal the determination of a complaint only on the following grounds:

- There is a substantial likelihood that newly discovered information, not available at the time evidence was presented to the Investigating Officer or hearing panel, would result in a different decision;
- There was a procedural error significant enough to call the outcome into question;
- There was a clear error in factual findings;
- Bias or prejudice on the part of the Investigating Officer; or
- The punishment or the corrective action imposed is disproportionate to the offense.

2. Method of Appeal

Appeals must be filed with the college President ("Appellate Officer"). The appeal must be filed within ten (10) days of receipt of the written report determining the outcome of the complaint.

The appeal must be in writing and contain the following:

- Name of the complainant;
- Name of the respondent;
- A statement of the determination of the complaint, including corrective action if any;
- A detailed statement of the basis for the appeal including the specific facts, circumstances, and argument in support of it; and
- Requested action, if any.

The appellant may request a meeting with the appropriate Appellate Officer, but the decision to grant a meeting is within the Appellate Officer's discretion. However, if a meeting is granted, then the other party will be granted a similar opportunity.

3. Resolution of the Appeal

The Appellate Officer will resolve the appeal within fifteen (15) days of receiving it and may take any and all actions that he/she determines to be in the interest of a fair and just decision. The decision of the Appellate Officer is final. The Appellate Officer shall issue a short and plain, written statement of the resolution of the appeal, including any changes made to the Investigating Officer's previous written determination. The written statement shall be provided to the complainant, respondent, and the Title IX Coordinator within three (3) days of the resolution.

## CATALOG: POLICY UPDATES FOR 2014-2015 ACADEMIC YEAR

### *D. Documentation*

Throughout all stages of the investigation, resolution, and appeal, the Investigating Officer, the Title IX Coordinator, and the Appellate Officer as the case may be, are responsible for maintaining documentation of the investigation and appeal, including documentation of all proceedings conducted under these complaint resolution procedures, which may include written findings of fact, transcripts, and audio recordings.

### *E. Intersection with Other Procedures*

These complaint resolution procedures are the exclusive means of resolving complaints alleging violations of the Sex Discrimination, Sexual Harassment, and Assault Policy. To the extent there are any inconsistencies between these complaint resolution procedures and other college grievance, complaint, or discipline procedures, these complaint resolution procedures will control the resolution of complaints alleging violations of the Sex Discrimination, Sexual Harassment, and Assault Policy.

## Course Waiver Policy

Students who have completed course objectives of specified courses with transfer credit or other Aultman College courses may waive the specified course and earn the equivalent credit hours with another option (elective or appropriate transfer credit).

Eligible students may voluntarily choose to initiate a course waiver for specified courses; opting for the waiver means that the student is not required to enroll in or complete the specified course. However, because the waiver is not mandated by the college, students may also choose to decline the waiver option and enroll in the specified course. Waived courses are not recorded on the student's transcript, no grade is recorded, and no credit is awarded. The credit hours for the waived course must be satisfied with enrollment in another appropriate course or with satisfactory transfer credit. Courses specified as eligible for waiver are listed on the college website.

### *For MTH 090: Introductory Algebra:*

1. At the time of registration, new students will be given the "New Student Registration COMPASS Placement Information" form that explains how their COMPASS test score placed them into the appropriate math course. This form also lists pending math transfer credit awards, if applicable.
2. Students with COMPASS scores placing them into MTH 090 and who have transfer credit for MTH 105 may choose to sign the "COMPASS/Transfer Credit Conflict Acknowledgement" form during new student registration. Signing this form indicates that the student has chosen not to enroll in MTH 090 as placed by COMPASS and that he/she accepts the transfer credit award for MTH 105.
3. The student must return the "COMPASS/Transfer Credit Conflict Acknowledgement" form to the registrar during new student registration.
4. The registrar will award the appropriate math transfer credit and file the "COMPASS/Transfer Credit Conflict Acknowledgement" form in the student's administrative file.

### *For SLS 105: Distance Education Foundations:*

1. BSN completion students may choose to waive SLS 105 if they have successfully completed:
  - a. NRS 100, ENG 105; and
  - b. two Aultman College hybrid courses

## CATALOG: POLICY UPDATES FOR 2014-2015 ACADEMIC YEAR

2. The student must obtain the "SLS 105 Course Waiver" form from the registrar or the college website prior to enrolling in the first session of the BSN completion program.
3. The student should return the completed "SLS 105 Course Waiver" form to the academic advisor/assistant registrar who will confirm that the appropriate courses have been completed with appropriate grades and sign the form.
4. The academic advisor/assistant registrar will notify the assigned faculty advisor that the waiver form has been completed and accepted and file the waiver form in the student's administrative file.
5. The registrar will ensure that the waiver is recorded.

### Course Sharing Policy

Course sharing with other higher education institutions allows Aultman College students the opportunity to take elective coursework that is not currently offered at Aultman College.

Aultman College may offer elective coursework for some degree programs through course-sharing agreements with other regionally accredited higher education institutions. Courses made available through course-sharing agreements will be transcribed as Aultman College credit and will not be considered transfer credit. In all relevant college communications and publications it must be clear which courses are offered through course-sharing agreements and with which institutions. No course-sharing agreement will be made that violates current Aultman College policies.

### ASN LPN Advanced Standing Policy

The Licensed Practical Nurse (LPN) applicant applying to the Associate of Science in Nursing (ASN) program may be granted advanced placement in the curriculum. The applicant shall meet the college and ASN program requirements for currently enrolled students. The applicant must additionally hold an active unencumbered LPN license with the state of Ohio, be certified in IV therapy and medication administration, successfully complete the Transitions course (achieving a minimum letter grade of a C or better), and complete a Skills Review with the ASN program. The award could comprise up to approximately 30% of nursing coursework. Some credit(s) may be awarded in escrow. If the applicant fails to successfully pass the Transitions course or Skills Review on his/her first attempt, he/she is not eligible to receive any advanced-standing credit. All prerequisites, as defined in the College Catalog, must be met prior to the registrar's granting course credit.

Application for advanced standing will only be accepted during the student's initial application process.

#### **Definitions:**

*Advanced standing* - is a process to facilitate educational progression of students with minimal repetition of coursework.

*Escrow* - recognizes previous nursing education and posts nursing credit(s) to the student's transcript based on successful completion of specified nursing courses.

*Transitions course* - validates prior learning, updates and enhances student's knowledge, begins the process of role transition, and prepares the student for advanced placement into the program.

## CATALOG: POLICY UPDATES FOR 2014-2015 ACADEMIC YEAR

### **Procedure:**

If an applicant wishes to apply for LPN Advanced-Standing Credit, he/she must complete the following:

1. Student will notify Admissions of his/her interest in obtaining an LPN Advanced Standing.
2. Student will submit a copy of the LPN coursework transcripts to the registrar.
3. Student will complete and submit a Transient Course Form to the registrar for the Transitions Course.
4. The student will schedule the Transitions Course at the approved outside institution.
5. The student will schedule the Skills Review Course with the Program Director.
6. Student will submit a Financial-Aid Consortium Agreement to the HOST institution's Financial Aid Office.
7. Upon course completion, the student submits an official transcript of the Transitions Course to the Registrar.

Student will register for classes accordingly after notification of Advanced Standing Placement award by Registrar.

### **ASHS Program Progression Policy**

#### **Academic Probation**

A student in the Associate of Science of Health Sciences (ASHS) program will be placed on academic probation for the following reasons:

1. Receiving a cumulative GPA less than 2.00 in any semester
2. Receiving less than a C (2.00) in any required courses, which are listed in the degree summary in the college catalog
3. Receiving an F in any course

#### **Academic Dismissal**

A student on academic probation for two consecutive semesters will be academically dismissed from the program.

Students who have received an academic dismissal from the ASHS program are eligible to reapply to the program after one calendar year from the time of their dismissal.

#### *\*Of Note*

Other programs may have higher grade expectations for some math and science courses.

### **Admissions Testing and Placement**

As part of the admissions process all students are required to participate in admissions testing.

Aultman College graduates from 2007 on have already completed MTH 105 and are exempt from COMPASS testing.

The Associate of Science in Nursing (ASN) program applicants are also required to take a pre-licensure nursing standard admissions test for program ranking purposes.

Students are able to schedule a testing appointment through the college website. Scores will be available immediately following completion of the test(s) students, who have already undergone COMPASS testing at

## CATALOG: POLICY UPDATES FOR 2014-2015 ACADEMIC YEAR

another facility, may submit the official scores to Aultman College in lieu of retaking the test. These results will only be accepted if the test is dated within one year of the application deadline. For scores to be accepted, they must be signed by an administering college or university official.

### *Student Options*

- Students who score less than 56 on the COMPASS math test may retake the math test one time after completing the math refresher course offered through Aultman College Community Education (ACCE).
  - Dates for the math refresher course will be set by the college and published in advance.
  - A fee is required for the refresher course.
  - Proof of completing the math refresher course must be presented to the admissions office prior to COMPASS math retesting.
  - A COMPASS retest fee will be required.
  - The most recent test score will be utilized for placement.
  - **Be aware that completing the math refresher course through ACCE does not guarantee an increased COMPASS math score.**
- Pass the CLEP equivalent of MTH 105.
- Students who have an ACT math score of 22 or greater within the last 3 years may use this score for placement if placement is higher than COMPASS score.
- Please refer to the Transfer Credit policy for further information regarding transfer credit for MTH 105.

The pre-licensure nursing standard admissions test may only be completed at Aultman College for the ASN program applicants by the deadline date provided for program ranking. The out-of-area ASN applicants, who are not able to travel to Aultman College to take the pre-licensure test, may forego taking the test and are made aware that the ranking points will be forfeited. Upon acceptance to the ASN program, the pre-licensure test must be taken at a later date. The registrar and academic advisor will utilize test scores to place new students into appropriate college-credit or developmental courses during initial registration.

### **Preceptor Selection Policy: Division of Nursing**

Under the direction of the college, qualified preceptors from contracted facilities are utilized to provide direct supervision to a nursing student to develop prioritization, organization, delegation, critical thinking, and problem solving skills.

#### ***Definitions:***

*Current, valid license* - a license to practice nursing issued under Chapter 4723 of the Revised Code that is not inactive, suspended, revoked, or subject to restrictions, and for which the individual continues to meet all of the requirements for issuance.

*Preceptor* - a registered nurse who is employed at a clinical agency, who meets the requirements set forth by The Ohio Board of Nursing (OBN), Accreditation Commission of Education in Nursing (ACEN), Commission of Collegiate Nursing Education (CCNE), who provides supervision of a nursing student's clinical experience at the clinical agency, to no more than two students at any one time, and who implements the clinical education plan at the direction of a faculty member.

*Preceptor Qualifications* - completed an approved registered nursing education program, maintains a current valid

## CATALOG: POLICY UPDATES FOR 2014-2015 ACADEMIC YEAR

license, has two years clinical experience as a practicing registered nurse with demonstrated competence in clinical area. BSN preferred.

Supervision of a nursing student in a clinical setting - immediately available to the nursing student at all times to provide guidance and review of the student's performance.

### Military Advanced Standing

An applicant with U.S. military healthcare education and/or field experience applying to Aultman College may be granted advanced standing, provided the student meets the college and program requirements for currently enrolled students. Military curriculum transcripts and experiences will be reviewed on an individual basis. Some credit(s) may be awarded in escrow.

Military healthcare education includes but is not limited to Basic Medical Technician Corpsman Program (Navy HM0000/ Air Force BMTCP 4NoX1), Air Force Independent Duty Medical Technicians (IDMT 4NOX1C), and Army Health Care Specialists (68W Army Medic). Applicants who have previously completed Army Practical Nurse Program (68WM6) should refer to the "ASN: LPN Advanced Standing Policy."

#### **Definitions:**

Advanced standing – a process to facilitate educational progression of students with minimal repetition of coursework.

Escrow – recognizes previous education and posts credit(s) to the student's transcript based on successful completion of a specified course(s).

#### **Procedure:**

If an applicant wishes to apply for Military Advance Standing Credit, he/she must complete the following:

1. Student will notify Admissions of his/her interest in obtaining military advanced standing.
2. Student will submit a copy of current license/certificate of military healthcare training, transcripts, and/or work experience to the registrar upon application.
3. Student will schedule a skills review course with program director if applicable.
4. Student will submit completion of skills review course to registrar upon completion
5. Student will register for classes accordingly after notification of military advanced standing award by registrar.

### Academic Honors

Aultman College recognizes student academic achievement with several types of academic honors as described herein. When an academic honor utilizes a grade point average (GPA), those values will not be rounded.

#### Semester Honors

## CATALOG: POLICY UPDATES FOR 2014-2015 ACADEMIC YEAR

Students may be recognized for academic achievement on either the President's List or the Dean's List at the end of fall, spring, and summer semesters. The guidelines are as follows:

President's List: Students complete 12 credits or more and earn a semester GPA of 4.00

Dean's List: Students complete a minimum of 6 credits and earn a semester GPA of 3.50-3.99

\*Note: Students enrolled in session will be honored at the close of the full semester.

### Graduation Honors

Students are eligible for Latin graduation honors based upon their cumulative GPA as listed below:

*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

### Honor Societies

Honor societies recognize student academic achievement by inviting students to join local chapters. Membership is optional for students. Student eligibility is determined by criteria set at a national level, and societies may be program specific. Aultman College has chapters of the following honor societies:

#### Phi Theta Kappa (PTK) Honor Society

Students who have a cumulative GPA of 3.60 after completing at least 12 credit hours are eligible to join the Beta Sigma Theta chapter of PTK. PTK is the largest two-year honor society in the world. Information about the organization is available at [www.ptk.org](http://www.ptk.org).

A cumulative GPA of 3.50 must be maintained to remain in good standing. Failure to maintain the required cumulative grade point average will result in the member being removed from good standing as stated in the Phi Theta Kappa Constitution and Bylaws, Chapter 1, Section 3. Failure to meet good standing requirements as stated in the Phi Theta Kappa Constitution and Bylaws will cause membership and all membership privileges to be revoked.

#### Lambda Nu National Honor Society

To be eligible, students are required to be enrolled in the Associates of Science in Radiography (ASR) program, have completed 5 credit hours in the professional program at Aultman College of Nursing and Health Sciences, and have a cumulative GPA of 3.5 or higher. Lambda Nu is a national honor society for the radiologic and imaging sciences. Information about the organization is available at [www.lambdanu.org](http://www.lambdanu.org).

### ***Procedure:***

#### Semester Honors

1. The registrar will determine honors after final grades are received for the semester (via CAMS report). Honors will be assigned to students who meet the criteria described above.
2. The registrar attaches the appropriate honors distinction (President's List or Dean's List) to the student's academic record for that semester.
3. The registrar notifies the student and public relations/marketing of the honors distinction.

## CATALOG: POLICY UPDATES FOR 2014-2015 ACADEMIC YEAR

4. The public relations/marketing area completes a press release for honors distinctions for that semester.

### Graduation Honors

1. The registrar will determine honors after final grades are received for the semester of graduation (via CAMS report). Honors will be assigned to students who meet the criteria described above.
2. The registrar attaches the appropriate honors distinction to the student's academic record.
3. Students are notified of their graduation honors distinction at the time of graduation.
4. The public relations/marketing area includes graduation honors in the graduation press release.
5. As part of graduation:
  - Honors will be on the student's diploma
  - Honors will be noted in the program next to the student's name
  - Students who graduate with honors will be given cords.

### Honor Societies

1. The registrar determines eligible students at the close of fall and spring semesters. Eligibility is determined by honor society criteria (see above).
2. The student life coordinator notifies eligible students.
3. Students have sixty (60) days to accept or decline the invitation by notifying both the society and the student life coordinator.
4. The student life coordinator maintains a list of students who will be inducted into honor societies.
5. Students are inducted into the appropriate honor society during the Fall Awards Convocation.

### **Hybrid/Online Course Creation Policy**

In the creation of new hybrid/online courses and the modification of existing ones, the Instructional Designer (ID) must approve the new courses to ensure that they align with college strategic plans and that Aultman College and Quality Matters (QM) standards are upheld.

Faculty members at Aultman College who have not taught hybrid/online courses must complete required training before they are permitted to develop and/or teach these courses.

#### ***Definitions:***

Course Coordination Spreadsheet (Course Set-up Coordination Excel File) – This document communicates scheduled hybrid/online classes, instructors teaching those classes, and faculty who need training to teach in this format.

Hybrid Course – A course which meets both face-to-face and online. Online content does not exceed 74.9%.

Instructional Designer (ID) – The person responsible for ensuring, assessing, and maintaining hybrid/online course design quality.

Learning Management System (LMS) – A web-based software application for the delivery of online courses. The college uses Amvonet, a Moodle-based LMS.

LMS Supported Course – A course that meets entirely in the face-to-face format but may use the LMS to access some course materials.

Online Course – A course which delivers 75% or more content online.

Online Course Template – Basic LMS course shell free of any course content.



## CATALOG: POLICY UPDATES FOR 2014-2015 ACADEMIC YEAR

Quality Matters (QM) – The national consortium that provides quality standards in the creation and delivery of hybrid/online courses.

Subject Matter Expert (SME) – An authority in any given area or topic.

### **Procedure:**

1. At the beginning of each semester, courses are created for the following semester (i.e., in February a final list of courses is created for summer and fall, and in October a list of courses is created for spring).
2. Once the schedule is finalized and approved, the ID populates the course coordination spreadsheet to communicate which courses will be hybrid, online, or LMS supported.
3. Once the schedule is finalized and approved, the courses are assigned to faculty.
4. Any faculty members who are new to the organization must be provided Human Resources (HR) clearance at this time.
5. IT will build a new shell or copy content from the master course shell and grant faculty access to their course shell(s).
6. Any faculty members new to teaching hybrid/online must complete required training modules before teaching the courses.
7. Any faculty member creating or modifying a hybrid/online course must consult with the ID during the process to obtain ID approval.

### **Nursing Student Professional Responsibilities**

Aultman College and the Nursing Program support and reflect 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 the college. In addition, all students are subject to the student conduct policies as found in the college catalog.

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, 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 the program and to recommend dismissal from the college any nursing student whose clinical performance for any 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 catalog.

**CATALOG: POLICY UPDATES FOR 2014-2015 ACADEMIC YEAR**

Student Professional Responsibilities – 4723-5-12 (C)	
Professional Conduct/ Responsibility	Disciplinary Action for Violation
<p>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).</p> <p>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).</p> <p>3. A student shall delineate, establish, and maintain professional boundaries with each patient; (C5).</p> <p>4. At all times, when a student is providing direct nursing care to a patient, the student shall:</p> <p style="padding-left: 20px;">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; (C8).</p>	<ul style="list-style-type: none"> <li>• Documentation on Clinical Evaluation Tool</li> <li>• Student Action Plan addressing ways to change behavior</li> <li>• Repeated offense will result in clinical/course failure</li> </ul>
<p>6. A student shall implement measures to promote a safe environment for each patient; (C4).</p>	<ul style="list-style-type: none"> <li>• Documentation on Clinical Evaluation Tool</li> <li>• Student Action Plan addressing ways to change behavior</li> <li>• May result in clinical/course failure</li> </ul>
<p>7. At all times, when a student is providing direct nursing care to a patient, the student shall treat each patient with courtesy, respect, and with full recognition of dignity and individuality; (C6b).</p>	<ul style="list-style-type: none"> <li>• Documentation on Clinical Evaluation Tool</li> <li>• Student Action Plan addressing ways to change behavior</li> <li>• Immediate three (3)-day suspension</li> <li>• May result in clinical/course failure or dismissal from the Nursing Program</li> </ul>
<p>8. A student shall not falsify any patient record or any other document prepared or utilized in the course of, or in conjunction</p>	<ul style="list-style-type: none"> <li>• Documentation on Clinical Evaluation Tool</li> <li>• Immediate dismissal from the Nursing</li> </ul>

**CATALOG: POLICY UPDATES FOR 2014-2015 ACADEMIC YEAR**

Student Professional Responsibilities – 4723-5-12 (C)	
Professional Conduct/ Responsibility	Disciplinary Action for Violation
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>Program</p> <ul style="list-style-type: none"> <li>• May result in dismissal from the college</li> </ul>
<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"> <li>• Documentation on Clinical Evaluation Tool <b>AND</b></li> <li>• Student Action Plan addressing ways to change behavior</li> </ul> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>• Immediate three (3)-day suspension</li> </ul> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>• May result in clinical/ course failure</li> </ul> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>• Dismissal from the Nursing Program</li> </ul>
<p>10. A student shall not:</p> <ol style="list-style-type: none"> <li>a. Engage in behavior that causes or may cause physical, verbal, mental or emotional abuse to a patient;</li> <li>b. Engage in behavior toward a patient that may reasonably be interpreted as physical, verbal, mental, or emotional abuse; (C9).</li> </ol>	<ul style="list-style-type: none"> <li>• Documentation on Clinical Evaluation Tool</li> <li>• Immediate dismissal from the Nursing Program</li> <li>• Immediate dismissal from the college</li> </ul>
<p>11. A student shall not misappropriate a patient's property or:</p> <ol style="list-style-type: none"> <li>a. Engage in behavior to seek or obtain personal gain at the patient's expense;</li> <li>b. Engage in behavior that may reasonably be interpreted as behavior to seek or obtain personal gain at the patient's expense;</li> <li>c. Engage in behavior that constitutes inappropriate involvement in the patient's personal relationships;</li> <li>d. Engage in behavior that may reasonably be interpreted as inappropriate involvement in the patient's personal relationships (C10).</li> </ol>	

**CATALOG: POLICY UPDATES FOR 2014-2015 ACADEMIC YEAR**

Student Professional Responsibilities – 4723-5-12 (C)	
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"> <li>a. Engage in sexual conduct with a patient;</li> <li>b. Engage in conduct in the course of practice that may reasonably be interpreted as sexual;</li> <li>c. Engage in any verbal behavior that is seductive or sexually demeaning to a patient;</li> <li>d. Engage in verbal behavior that may reasonably be interpreted as seductive, or sexually demeaning to a patient; (C11).</li> </ol>	<ul style="list-style-type: none"> <li>• Documentation on Clinical Evaluation Tool</li> <li>• Immediate dismissal from the Nursing Program</li> <li>• Immediate dismissal from the college</li> </ul>
<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"> <li>a. Sexual contact, as defined in section 2907.01 of the Revised Code;</li> <li>b. Verbal behavior that is sexually demeaning to the patient or may be reasonably interpreted by the patient as sexually demeaning; (C12).</li> </ol>	
<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,</p>	

**CATALOG: POLICY UPDATES FOR 2014-2015 ACADEMIC YEAR**

Student Professional Responsibilities – 4723-5-12 (C)	
Professional Conduct/ Responsibility	Disciplinary Action for Violation
<p>other habit-forming drugs or alcohol, or other chemical substances to an extent that impairs ability to practice; (C14).</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; (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> <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 aid without a certificate issued by the board; (C20).</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; (C21).</p>	<ul style="list-style-type: none"> <li>• Documentation on Clinical Evaluation Tool</li> <li>• Immediate dismissal from the Nursing Program</li> <li>• May result in dismissal from the college</li> </ul>

**CATALOG: POLICY UPDATES FOR 2014-2015 ACADEMIC YEAR**

Student Professional Responsibilities – 4723-5-12 (C)	
Professional Conduct/ Responsibility	Disciplinary Action for Violation
<p>23. A student shall not assist suicide as defined in section 3795.01 of the Revised Code; (C22).</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; (C23).</p> <p>25. A student shall maintain the confidentiality of patient information. The student shall communicate patient information with other members of the healthcare team for healthcare 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 the maximum extent feasible, identifiable patient healthcare information shall not be disclosed by a student unless the patient has consented to the disclosure of identifiable patient healthcare 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 this rule, a student shall not use social media, texting, emailing, or other forms of communication with or about a patient for non-healthcare purposes or for purposes other than fulfilling the student’s assigned clinical responsibilities. (C26)</p>	

## CATALOG: POLICY UPDATES FOR 2014-2015 ACADEMIC YEAR

### Academic Collection Development

The Aultman Health Sciences Library (AHSL) maintains a collection of resources that is diverse, scholarly, substantive, , organized, and relevant to the patron groups of the library. The format of the resources reflects learning needs and includes books, journals, and electronic sources.

Procedure:

#### A. Scope

AHSL serves Aultman College students, faculty and staff and Aultman Health Foundation employees and affiliates. The academic collection includes resources to support Aultman College studies in:

- Health Sciences
- Nursing
- Radiography

The academic collection also supports coursework in:

- Arts and humanities
- Math and data analysis
- Natural and physical sciences
- Oral, written, and visual communication
- Social and behavioral sciences

#### B. Selection criteria

Criteria used to help determine the acquisition of a resource include but are not limited to:

- Relevancy to Aultman College curriculum
- Competence of author
- Scientific, academic, and/or historic value
- Accuracy of information
- Format and permanence of resource
- Usefulness of resource
- Favorable reviews
- Language
- Price
- Availability of comparable material within the existing collection

#### C. Selection guides

When purchasing resources, in order to help determine the usefulness and integrity of resources, the librarians use selection guides including but not limited to:

- Doody's Core Titles in the Health Sciences
- ICIRN's Essential Nursing Resources
- Choice: Current Reviews for Academic Librarians
- Baker and Taylor's Focus on Books

#### D. Material recommendations

AHSL encourages faculty and staff participation in the collection development process in the following ways:

- Faculty and staff submit requests electronically or in-person to the librarian.

## CATALOG: POLICY UPDATES FOR 2014-2015 ACADEMIC YEAR

- The academic librarian solicits recommendations at New Faculty Orientation and through periodic electronic communications.
- The academic librarian presents an annual collection review at division councils meetings, providing faculty and staff another opportunity to make further recommendations.

### E. Reference collection

The reference collection contains materials that support medical and allied health studies and the Aultman College curriculum. These resources include but are not limited to:

- Dictionaries
- Atlases
- Directories
- Encyclopedias

Periodically, older editions are placed in the circulating collection or discarded, depending on their value.

### F. Reserve collection

The reserve collection consists of resources temporarily placed in the collection to support a fixed need for course instruction. Reserved items:

- Can be provided by faculty or pulled from the existing collection
- Can be requested by faculty using the College Library Reserve form, which is posted on the Center for Teaching and Learning

One copy of each current course textbook is purchased and placed in the reserve collection but is not made part of the circulating collection.

### G. Consortia membership

Patrons of AHSL have access to millions of electronic and physical resources above and beyond those collected by the library through its association with Northeast Ohio Medical University and OhioLINK.

### H. Weeding

The six weeding criteria from CREW guidelines are used for routine weeding of the collection. These criteria, termed MUSTIE, are:

- M = Misleading and/or factually inaccurate information
- U = Ugly, worn, and beyond repair
- S = Superseded by a new edition or better book on the subject
- T = Trivial or of no discernible literary or scientific merit
- I = Irrelevant to the needs of the library community
- E = Elsewhere – The information is easily available elsewhere

Materials that are never weeded include:

- Classics in the field
- Authors who are faculty/staff of the college or Aultman Health Foundation
- Works determined to be of historical value by library staff or faculty/staff of the college or Aultman Health Foundation

In order to collect feedback from deans/faculty, the academic librarian, prior to discarding the items, will provide all appropriate deans with a list of materials recommended for weeding.



## CATALOG: POLICY UPDATES FOR 2014-2015 ACADEMIC YEAR

### I. Allocation of funds

The academic librarian, in collaboration with the dean of academic support, assesses budgetary needs annually and bases distribution of funds on program needs, faculty recommendations, and the librarian's assessment of the collection related to course syllabi.

### J. Donations

AHSL accepts gifts from donors under the provision that the librarians will determine the placement of gifted items. The librarians do not appraise gifted items. Items that do not meet selection criteria will be offered to another library, placed in a library book sale, or discarded. Those items that meet the criteria below will be added to the collection. Donation selection criteria include:

- Contains current information
- Is in good physical condition
- Is not a duplication of materials already in the collection
- Meets previously stated selection criteria guidelines

## Transient Student Policy

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.

While enrolled in a degree-seeking program at Aultman College, a student may take a maximum of 6 credits as a transient student at another college, provided the student follows the guidelines outlined below. If the student does not adhere to these guidelines, the credit is not eligible to be counted as transfer credit unless the student voluntarily withdraws from the college and reapplies. The student is then subject to meeting the admission and residency requirements in place at that time. These credits will be included in the total number of transfer credits allowed.

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

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.

## CATALOG: POLICY UPDATES FOR 2014-2015 ACADEMIC YEAR

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.

### ***Procedure:***

1. Student completes Transient Student Authorization Form (available on website and in main office).
2. Student returns completed Transient Student Authorization Form to the registrar.
3. If request is not approved, student is notified of denial and informed that transfer credit will not be awarded for course.
4. Upon receipt of approval of request, student registers and completes transient coursework at other institution.
5. Upon completion of course, student has official transcript sent to the Aultman College registrar.