

FACULTY HANDBOOK: 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) for specific details. Awarded

FACULTY HANDBOOK: 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

FACULTY HANDBOOK: 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).
- 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.

FACULTY HANDBOOK: 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.

FACULTY HANDBOOK: 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 _____

FACULTY HANDBOOK: 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

FACULTY HANDBOOK: 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.

FACULTY HANDBOOK: 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

Technology Stewardship Policy

This policy outlines the expectations and responsibilities of students and faculty for consistent delivery of courses utilizing technology.

- The college expects students to be reasonably skilled with standard technology including but not limited to a personal computer with a mouse, Internet navigation, WiseLine student portal navigation, student response technology (clickers), use of college email, and applications including Adobe, Word, Excel, and PowerPoint, and recommended phone apps.
- Students are responsible for knowing their college login credentials.
- Students need reliable access to the Internet to complete course assignments. Licensed copies of Microsoft Adobe Reader, Office 2007 or newer releases of Word, Excel, and PowerPoint are required. Note: Students are provided access to Office products via Office 365.
- Faculty will clearly specify in the course syllabus any technology requirements beyond the college standard software that students are expected to use.
- Examples are external testing software (e.g., Quia), collaboration sites, etc.
- Students and faculty should contact Aultman College IT with issues related to college-wide system applications. Isolated events such as one computer losing an Internet connection or locking up cannot be substantiated by Aultman College IT and are outside the scope of this policy.
- Refer to the Technology Resources and Acceptable Responsible Use Policy for student device requirements.
- Students who fail to submit or complete course work by assigned dates due to technology issues will incur a grade penalty in compliance with college policy. Penalties applied for technology issues may be in addition to penalties defined in course-specific grading policies. Extenuating circumstances such as extreme weather or a disaster event will be evaluated by the instructor in consultation with the program director and/or dean.

Student Procedure for System Problems:

1. Students should practice appropriate planning and time management strategies in order to prevent late assignments due to technology issues (e.g., knowledge of available on-campus resources on-campus including the computer lab, library, and LRC; avoiding last minute submission, etc.).
2. When a student experiences a system problem, the student must:
 - a. Notify Aultman College IT at aultmancollegeit@aultmancollege.edu. Provide the following information:
 - i. Course name, course number, section number
 - ii. Instructor Name
 - iii. Problem experienced

FACULTY HANDBOOK: POLICY UPDATES FOR 2014-2015 ACADEMIC YEAR

- iv. Time of incident
 - b. Notify the instructor by phone or email if the system problem impacts an assignment that is due.
 3. Aultman College IT will log the request.
 - a. If the system is supported by Aultman College, IT will work to promptly resolve.
 - b. If the system is not supported by Aultman College, IT will route the request to the instructor to resolve with the outside vendor.
 - c. If the problem is due to technology issues on the student side, the student must resolve the issue.

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

LMS Supported Courses

This policy is meant to allow face to face instructors access to features of the LMS that may not be available or as effective as those available through CAMS. It also restricts LMS support, so that a course cannot be offered hybrid without an instructor going through the proper course listing, course development, and instructor training necessary to effectively design and deliver a hybrid course.

Course instructors may utilize the Amvonet Learning Management System (LMS) for support in face to face courses when minimal use of the LMS features are utilized; and when use of the LMS does not reduce necessary face to face course meeting time. If the resources, instruction and interaction supported by the LMS for a course reaches the point of necessitating a reduction in the face to face meeting time in order to maintain the federal definition of a credit hour, the instructor needs to seek approval for offering the course in a hybrid delivery format. The LMS

FACULTY HANDBOOK: POLICY UPDATES FOR 2014-2015 ACADEMIC YEAR

cannot be utilized in place of the CAMS course management system for required instructor tasks such as posting grades, recording attendance and posting a course syllabus.

Definitions:

An LMS supported course is a face to face course that uses minimal features of the LMS in order to support course delivery. Face to face meeting time is not replaced with online instruction (refer to federal definition of a credit hour policy).

Procedure:

1. At least one semester in advance of the course being offered the instructor must notify the appropriate program director/dean what course and section s/he wants to offer as an LMS supported course.
2. The program director or dean will communicate to the registrar what courses and sections should be LMS supported when building the next semester's schedule.
3. The program director or dean will communicate with the dean of academic support to ensure that the instructor is enrolled in and completes Hybrid Training part 1, which focuses on using the LMS. This training only needs completed once.
4. The registrar will designate the identified courses as "LMS Supplement" when building these courses in CAMS.
5. College IT will create shells for LMS Supported courses after the next semester's courses are built in CAMS. These courses will use the shell designed for LMS Supported courses, not the hybrid course shell.
6. Once the instructor is granted access to the LMS Supported course shell s/he must work with the Instructional Designer (ID) in order to set up their course properly, according to the policy on federal definition of a credit hour. The ID will ensure that the course does not exceed minimal use of the LMS and will report any compliance issues to the appropriate program director or dean.

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 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.

Procedure:

- Students bring the jury duty summons to program director (In the absence of a program director, please submit to the dean)
- Students are responsible for requesting that a letter be submitted

FACULTY HANDBOOK: POLICY UPDATES FOR 2014-2015 ACADEMIC YEAR

- If the student is excused from jury duty, no action is necessary
- If the student is not excused from jury duty, the student must:
 - Provide documentation of time served
 - Make arrangements with the faculty, clinical coordinator, or program director to make up any missed assignments and/or clinical/lab experiences

Credit by Exam Institutionally Administered

Eligible students may earn credit for designated Aultman College courses through successful completion of a Credit by Exam (Institutionally Administered) (CBE). CBE is not available for courses for which CLEP or other external exam mechanisms exist.

Exams are comprehensive in nature, represent coverage of all course competencies, and are designed to assure that successful performance indicates student mastery equivalent to that expected upon completion of the full Aultman College course. Students must prepare for the exam on their own and are not eligible for tutoring, study guides, or faculty support prior to the exam. A current list of eligible courses, CBE request form, exam calendar, passing test scores, and related fees are available on the college website.

Credit awarded via CBE will be:

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

A non-refundable, non-transferrable fee is charged for each exam. Students who are absent for the CBE at the designated testing time forfeit the fee payment. Should the student fail the CBE, the exam fee will not be applied toward the tuition for the course.

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

- have met all program admission requirements, including all transcripts on file.
- be currently enrolled as an active student in the applicable Aultman College program.
- be in good academic standing, with a 2.0 GPA.
- be otherwise eligible for enrollment in the course (e.g., met placement and prerequisite standards and is within the allowable number of course attempts, etc.).
- not be currently enrolled in the course.
- not previously have attempted or audited the Aultman College course.
- not previously have attempted to challenge the course via any credit by exam.
- have completed the Credit by Exam Request Form.
- have paid the exam fee.

Exceptions to these eligibility requirements must be approved by the vice president of academic affairs.

The faculty member will (if applicable):

FACULTY HANDBOOK: POLICY UPDATES FOR 2014-2015 ACADEMIC YEAR

1. Evaluate the exam within one (1) week of the scheduled CBE date.
2. Provide results (including the exam) to the registrar.

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

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:

FACULTY HANDBOOK: POLICY UPDATES FOR 2014-2015 ACADEMIC YEAR

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
- Pressure for sexual activity
- Unnecessary references to parts of the body

FACULTY HANDBOOK: POLICY UPDATES FOR 2014-2015 ACADEMIC YEAR

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

FACULTY HANDBOOK: POLICY UPDATES FOR 2014-2015 ACADEMIC YEAR

- 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.

Procedure for Making a Complaint

FACULTY HANDBOOK: POLICY UPDATES FOR 2014-2015 ACADEMIC YEAR

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

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

FACULTY HANDBOOK: POLICY UPDATES FOR 2014-2015 ACADEMIC YEAR

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

Victims of sexual assault may access the following for assistance:

FACULTY HANDBOOK: POLICY UPDATES FOR 2014-2015 ACADEMIC YEAR

On-Campus

Provider	Location	Phone Number
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

Provider	Phone Number
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.)

Provider	Phone Number
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 communication, and as stated above, are cited frequently in sexual assault incidences.

FACULTY HANDBOOK: POLICY UPDATES FOR 2014-2015 ACADEMIC YEAR

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 complainant, respondent, or witness, or due to any other conflict of interest, he/she shall inform

FACULTY HANDBOOK: POLICY UPDATES FOR 2014-2015 ACADEMIC YEAR

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 with the complainant's voluntary cooperation and the involvement of the Title IX

FACULTY HANDBOOK: POLICY UPDATES FOR 2014-2015 ACADEMIC YEAR

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 and 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 investigation is to determine whether it is more likely than not that the alleged behavior

FACULTY HANDBOOK: POLICY UPDATES FOR 2014-2015 ACADEMIC YEAR

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.

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

5. Special Procedures for Complaints against the President, the Title IX Coordinator, or other

FACULTY HANDBOOK: POLICY UPDATES FOR 2014-2015 ACADEMIC YEAR

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.

D. Documentation

FACULTY HANDBOOK: POLICY UPDATES FOR 2014-2015 ACADEMIC YEAR

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.

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.

Definitions:

A required course is one which is mandatory for graduation from a specific degree program.

Procedure:

1. The registrar determines and provides to the program director a list of students on academic probation and academic dismissal.
2. The registrar generates the academic probation and academic dismissal letters to notify the students of their academic status.
3. Students on academic probation will follow the Aultman College academic probation procedures.

Voluntary Withdrawal (Formerly the Inactive Policy)

Students who voluntarily withdraw from the college may re-enter without reapplication within two consecutive semesters/four sessions (including summer) following withdrawal. After two consecutive semesters/four sessions,

FACULTY HANDBOOK: POLICY UPDATES FOR 2014-2015 ACADEMIC YEAR

the student must reapply and meet all admission criteria in effect at the time. This policy does not include ASR students who have started program specific courses.

Definitions:

- Withdrawn: the student is not enrolled at Aultman College
- Dismissed: the student is dismissed from the college and is not enrolled at Aultman College
- Enrolled: currently enrolled in courses at Aultman College

Hybrid/Online Course Design Review Policy

After a hybrid/online course is delivered at least twice, the internal Quality Matters (QM) review team will assess it using the internally developed, customized QM rubric. Following a successful internal QM review, the instructional designer (ID) will determine what courses are eligible for a full QM external review depending on the availability of QM credits.

Definitions:

Applying the QM Rubric (APPQMR) – A QM facilitated workshop required of anyone who wishes to be an internal QM reviewer and/or take the external QM reviewer certification course.

External QM reviewer certification course – a QM facilitated online workshop required to become a QM peer reviewer.

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

QM Credits – Awarded by QM for being a QM member and conducting external reviews for other Ohio institutions.

QM My Custom Rubric (MyCR) – Online tool that allows institutions to manage their own quality reviews using rubrics they have designed.

QM Rubric – A set of general and specific standards used to evaluate the design of hybrid/online courses.

QM Review – A review process utilizing the QM rubric. This review may be conducted internally utilizing the MyCR custom rubric tool or externally through QM.

QM Internal Review – Unofficial, internal QM review conducted by faculty members who have completed the APPQMR training.

QM Review Team – Consists of three members:

Master Reviewer/Team Chair (MR) – The MR leads the team and is coordinates team communication.

Reviewer – A member of the review team.

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

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

FACULTY HANDBOOK: POLICY UPDATES FOR 2014-2015 ACADEMIC YEAR

Procedure:

Internal QM Review

- The ID and dean of online learning will determine when a course is eligible for an internal QM review.
- Course design will be assessed using the QM MyCR.
- To initiate an internal review, the ID will set up the review through the QM web page.
- If the course does not meet QM standards, it will be assessed by the ID, corrected by the course representative, and re-reviewed by the review team.

Quality Matters Review

- Once a hybrid or online course has been internally reviewed successfully, a faculty member may request of the dean of online learning an external Quality Matters review.
- Course design will be assessed using the QM course review management system.
- To initiate an external review, the ID will set up the review through the QM web page.
- If the course does not meet QM standards, it will be assessed by the ID, corrected by the course representative, and re-reviewed by the review team.

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.

FACULTY HANDBOOK: 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.

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:

FACULTY HANDBOOK: POLICY UPDATES FOR 2014-2015 ACADEMIC YEAR

- 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.
- 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.

FACULTY HANDBOOK: POLICY UPDATES FOR 2014-2015 ACADEMIC YEAR

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.

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

Military Withdrawal/Temporary Leave and Readmission Policy

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

FACULTY HANDBOOK: POLICY UPDATES FOR 2014-2015 ACADEMIC YEAR

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

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

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

Definitions:

Military Leave of Absence (Withdrawn): Students ordered to active military service and who are unable to complete academic responsibilities to Aultman College may request a withdrawn status.

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

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

Departmental Procedure:

1. The Finance/Financial Aid Office
 - Will administer the student's tuition in accordance with the option chosen. Should the student elect option 1, 2, or 3, any applicable tuition will be billed to the student. A deferred payment plan may be available. Where applicable, Meal Plan charges will be prorated from the date the student takes leave of the college.
 - May adjust or remove all financial assistance if the student elects option 3 according to federal and state guidelines.
 - Will notify the student's lending institution if he/she has borrowed a federal student loan
 - Will forward a copy of the student's "order to active military service" papers to the student's lenders.
 - Will notify the VA of enrollment changes within 30 days
2. The Academic Advisor will
 - Process the withdrawal, as applicable, according to current Withdrawal and Attrition Policies and Procedures.
 - Notify all pertinent departments and attach orders of the student's call to active duty or training.
 - Withdraw students from any subsequent semester courses in which they are pre-registered.
 - Process the selected option according to policy and retain the supporting paperwork.
3. The Registrar will
 - Process any incomplete grades given for the semester according to the Incomplete Grade policy.
 - Note on the transcript that the student is inactive due to a call to active military service.

NOTE: Students who enlist for military service after the add/drop period will be subject to the college's non-military refund policy.