

# 2015-2016 AULTMAN COLLEGE CATALOG UPDATES

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**POLICY UPDATE: Academic Standing and Academic Probation**  
(located on p. 35 of the catalog)

**Good Academic Standing**

A minimum cumulative GPA of 2.00 is considered good academic standing. Refer to the program progression policies for minimum grade requirements to ensure progression within a degree program.

**Academic Probation**

A student with a cumulative GPA less than 2.00 at the end of any semester/session or in any course designated in a program's progression policy will be placed on academic probation.

Students on academic probation:

- May not hold or run for office in any student organizations.
- Must complete all program specific requirements including an Aultman College academic success workshop.
  - Failure to complete the workshop will block registration
- Have one (1) semester/session to bring the cumulative GPA to 2.00 or better.
  - Students not meeting this requirement will be academically dismissed from the college.

**POLICY UPDATE: Admissions Criteria and Program Entrance Requirements**  
(located on p. 18 of the catalog)

Applicants must meet college and program admission criteria.

**College Admission**

Application requirements include

- Submission of a completed application and paid application fee.
  - The application fee is waived for applicants providing proof of military service or completing an application during an information session.
- Submission of official high school or GED transcript.
- Submission of official college transcript(s), if applicable, from all colleges or universities attended.
- Completion of one of the following requirements:
  - High school GPA of 3.00 or greater or GED score of 2250 or greater.
  - ACT score of 20 or greater or 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.

Accepted applicants must also complete college admission testing.

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

*Program Entrance Requirements*

Applicant must apply to, be accepted, and meet all college admission requirements. Final acceptance is contingent upon:

- 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 college admission requirements.

#### High School Applicants

- High school GPA of 3.00 or better or GED score of 2250 or better.

**AND**

- 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.

#### LPN Applicants

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

### *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.

Final acceptance into the program is subject to:

- Completing all 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.
- Completing a two-step TB (tuberculosis) test.
- 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*

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

#### High School Applicants

- High school GPA of 3.00 or better or GED score of 2250 or better.

**AND**

- 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.

Final acceptance into the program is subject to

- Completing all 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.
- Completing a two-step TB (tuberculosis) test.
- Submitting evidence of current Health Care Provider CPR certification from the American Heart Association.
- Submitting evidence of current health care insurance.
- Receiving the Hepatitis “B” surface antibody series (recommended) or declining the Hepatitis “B” surface antibody series by completing the declination form.
- Completing the mandatory observation experience **after** acceptance into the ASR program.
  - The radiography clinical coordinator will contact incoming students to schedule the observation time and will provide the observation forms required for documentation.

### **BSN Completion Program**

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

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 graduate 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.
- 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 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.
- Completing 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.
- Providing proof of liability insurance with \$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 or diploma, an 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 is waived for any applicant providing proof of military service.

Applicants with a cumulative GPA of 2.0-2.49 for their most current post- secondary 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 is waived for any applicant providing proof of military service.
- To be considered for continued enrollment, students must register and complete a minimum of six (6) credit hours of coursework during their first semester and receive a cumulative semester GPA of 2.5 or above.
- Failure 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 re-enrollment.

#### *Pre-Licensure*

Applicants who have not passed the NCLEX-RN licensure exam 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.
- A completed program application and paid application fee. The application fee is 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 must withdraw and may reapply to the program after passing the exam. See college Withdraw and Nonattendance 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.
- Remaining 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 BSN coursework.

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 BSN coursework.
- Upon graduation from the ASN program, students should refer to sections B, C, and D above for continued enrollment options.

### **BSN Pre-licensure Program**

#### *Program Entrance Requirements*

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

#### High School Applicants

- High school GPA of 3.00 or better or GED score of 2250 or better.

**AND**

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

#### Transfer Applicants

Must have a college GPA of 2.7 or greater with six (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.

#### *Selective Admissions Process*

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

Final acceptance into the program is subject to

- Completing all 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.
- Completing a two-step TB (tuberculosis) test.
- 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.

**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:**

Program admission is processed by enrollment services. A ranking process may be used to accept students into each cohort. See NAH: (ALL) Student Admissions Ranking Criteria Policy for specific ranking criteria.

**POLICY UPDATE: Admissions Testing and Placement**  
(located on p. 22 of the catalog)

As part of the admissions process, all students are required to complete admissions testing.

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

*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 registrar and academic advisor will utilize test scores to place new students into appropriate college-credit or developmental courses during initial registration.

Students may 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 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 the administering college or university official.

**POLICY UPDATE: Alcohol and Illegal Drug Use during On- and Off-Campus Student Activities**  
(located on p. 124-125 of the catalog)

Underage drinking, illegal drug use, and inappropriate behavior caused by drunkenness or drug use are prohibited.

Individuals are responsible to be aware of relevant college policies (e.g., Substance Abuse Policy, Student Conduct Violation Policy, Aultman Employee Handbook 2015, etc.). Faculty, staff, and students must adhere to this policy, be aware of the risks, be cognizant of federal and state laws, and conduct themselves accordingly.

If individuals violate this policy, they will be subject to disciplinary action up to and including termination or expulsion according to the appropriate college policy.

If a college group travels off campus for activities/events, individuals who are of legal drinking age are expected to act responsibly and to adhere to the following guidelines:

- No abusive, illegal, or irresponsible use of alcohol and/or illegal drugs will be tolerated.
  - Hotel or other off-campus establishment management will be encouraged to deal with disruptive individuals and/or their illegal activities as they would with any other guests, which may include involvement of law enforcement or legal intervention.
- No alcohol or illegal drug use is permitted on buses or in any other means of public or private transportation when associated with a trip, event, or tour sponsored by or involving a college-related activity.

**Definitions:**

**Illegal Drugs** – For the purposes of this policy, this includes, but is not limited to, any prescription drug for which the individual does not have a valid prescription. Only the person for whom the prescription drug is issued can bring the medication on Aultman property (or to any on- or off-campus event) in its original container. The student/employee must use the prescription drug only in the manner, combination, and quantity prescribed.

**Procedure:**

When a college activity/event is scheduled



The organization advisor or student life coordinator meets with the students to clarify the requirements of this policy.

- When meeting with the students, the advisor or student life coordinator will distribute the Substance Abuse Policy and Student Activity/Event Travel Policy to the individuals attending.

When faculty are assigned as advisors to students attending college activities

- Verify with the student life coordinator if the required meeting has taken place.
  - If a faculty advisor must meet with the participating students, he/she must clarify the requirements of this policy and distribute the Substance Abuse Policy and the Student Activity/Event Policy.
- Be aware of the parameters of this policy

If a student violates this policy

The formal student conduct violation procedure will be initiated by the advisor or student life coordinator upon returning to campus.

- Depending on the severity of the violation, the group advisor or student life coordinator may immediately (at the time and location of the activity/event) impose one or more of the following sanctions at his/her discretion:
  - The student may be suspended from participation in one or more activities during the remainder of the travel period.
  - The student may be immediately dismissed from the event and may have to travel home at his/her own expense.
    - If a student is under the influence of alcohol or drugs to the extent that he/she cannot travel safely, transportation arrangements may be made for the student at his/her expense.

Violation of this policy by any student, including one of legal drinking age, is grounds for such dismissal.

If an employee violates this policy

The formal conduct violation procedure will be initiated by the appropriate personnel upon returning to campus.

- When disciplinary action is necessary, consideration will be given to the seriousness of the employee’s behavior, offense or violation, the previous conduct/disciplinary record of the employee, the employee’s length of service, and any other relevant or extenuating circumstances (Aultman Employee Handbook, p. 53).

**POLICY UPDATE: Annual Requirements (formerly Program Annual Requirements)**  
**(located on p. 24 of the catalog)**

All students enrolled at Aultman College are required to complete and submit results of annual requirements testing by the stated deadline dates. Annual requirements may incur a cost to the student and include:

Ongoing/Annual Requirements	ASHS	CCP	ASN	BSN	ASR	Due Date
Background Check			X	X	X	8/15
Urine Drug Screen			X	X	X	8/15
One- step TB			X	X	X	
CPR (every two years - multiple dates)			X	X	X	multiple dates

1M Liability Insurance (renewal date)				X		multiple dates
Health Insurance					X	8/15
HIPAA	X	X	X	X	X	10/31
Safety	X	X	X	X	X	10/31
Workplace Violence	X	X	X	X	X	10/31
Armed Assailant	X	X	X	X	X	10/31
Flu Vaccine			X	X	X	11/1
Title IX	X	X	X	X	X	10/31
Blood Glucose Monitoring			X			multiple dates
License Verification**				X		Aug odd years

Current as of July 21, 2015

\*\* unencumbered RN license verification

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 on the above chart 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. The ability to register for future classes will also be dropped. To successfully complete urine drug-screening, students must receive a conclusive result. Any inconclusive results will require the student to complete a second screening. A conclusive positive result constitutes failure of the drug screen.

### **POLICY UPDATE: Auditing a Course** (located on p. 33 of the catalog)

Students who wish to obtain knowledge from a course but do not need/want course credit may:

- audit the course if a seat is available and permission is obtained from the course instructor and appropriate dean or program director.

Students cannot:

- audit laboratory or clinical courses,
- audit courses offered through a course sharing agreement,
- audit a course if they are enrolled through the College Credit Plus program (unless the student pays out of pocket),
- register to audit a course until the first day of classes each semester/session to allow priority registration for students needing the course credit,
- add a class for audit after the add/drop date for the semester/session in which the class is offered,
- change from audit to credit or credit to audit after the add/drop date for the semester/session in which the class is offered.

A student auditing a course is expected to:

- regularly attend and participate in class activities

- work with course faculty at the start of the course to agree on which (if any) assignments the student will complete and what feedback the student can expect from the faculty member. The assignments and content made available to the student is at the discretion of the faculty member teaching the course.

#### Audited courses:

- carry no academic credit,
- do not fulfill any degree requirements,
- will not affect a student's classification, and
- are not calculated into GPA.

#### Transcripts and fees:

- The credit value of audited courses is included in the semester load for determining fees.
- Students pay standard fees and 50% tuition for auditing a course.
- Audited courses do not count as credits attempted or earned for financial aid progression policy purposes (see the Satisfactory Academic Progress Policy).
  - Additionally, audit course hours cannot be used to fulfill credit hour requirements for financial aid or for student loan deferment purposes.
  - Students are not eligible for federal or state financial aid for audited courses and must pay out-of-pocket.
- An AU will be used on transcripts for audited courses.

#### Student Procedure to Register for an Audit Course

1. Download the audit a course permission form from the website or get a copy from the advising office.
2. Obtain signatures on the permission form from the course instructor and appropriate dean or program director.
3. Take the permission form to the academic advisor no earlier than the first day of classes of the semester/session in which the class is offered but no later than the add/drop date for the semester/session in which the course is offered.
4. Attend the course after the academic advisor completes course registration.

#### Student Procedure to Withdraw from an Audit Course

1. Contact the academic advisor prior to the final date to withdraw from classes with a W. (See the Refund Policy) for more information regarding the refund schedule.)

#### Student Procedure to Change from Credit to Audit

1. Contact the academic advisor to make the change prior to the add/drop date.
  - a. If there is a wait list for the course section, the student's request to audit will be denied.
    - i. The student can either continue in the class for credit or withdraw, making the seat available to a student on the wait list.
  - b. If there is no wait list, follow Student Procedure to Register to Audit

#### Student Procedure to Change from Audit to Credit

1. Contact the academic advisor to make the change prior to the add/drop date.
2. The academic advisor will send an email confirmation to the course instructor to notify him/her of the change.

#### **POLICY UPDATE: Aultman College Email (new)**

Aultman College IT provides an official aultmancollege.edu email account for all students, faculty, staff, contracted employees, and designated college departments.

- This is the official address listed in appropriate college publications, including the directory, and to which all college email communications are sent.

Email accounts are created based on the official name of the individual as reflected in Human Resource (HR) and registrar records.

- Requests for mail aliases based on name preference, middle name, nicknames, etc. are not accommodated.
- Requests for a name change will be processed to correct a discrepancy between email account name and official college records or for a legal name change.

All email owners are responsible for complying with appropriate email use as defined in [Technology Resources Acceptable and Responsible Use Policy](#) and are expected to routinely check their college email.

An individual may forward college email to another personal email account, but the college does not support non-college email service providers (e.g., Yahoo, Gmail, etc.).

College emails are retained for the duration of employment or college enrollment. Graduated students transfer to an alumni email account.

Alumni and retirees may retain their college email accounts indefinitely provided they adhere to college policies.

- Violations of college policies may result in permanent loss of college email privileges.

Additionally, as members of the Aultman Health Foundation, all college employees receive an aultman.com email account provided by Aultman IT. Aultman College IT is not responsible for any aultman.com account.

### **Student Account Deletion**

To facilitate returning students, billing, financial aid attention, or other college correspondence, email accounts are active for one year after notice of a student's withdrawal.

- Aultman College IT:
  1. Identifies students who have been withdrawn for one year after the add/drop date each semester
  2. Deletes accounts in Office 365
  3. Removes the email address from CAMS

### **Student Name Changes**

Legal name change requests must be completed via the Change of Information form at the front desk and submitted to the front desk administrative assistant.

- Upon receipt of the form, Aultman College IT:
  1. Updates name in Office 365
  2. Updates CAMS email field

### **Alumni Email**

Alumni that have received a degree(s) from Aultman College are eligible to keep their college email account.

- Three months after students graduate, their email accounts change from student to alumni status.

Alumni continue to have access to all existing emails and contacts but are no longer visible in the address book and lose access to all stored information in other Office 365 features including but not limited to Microsoft Office, OneDrive, Lync, and SharePoint access.

### **POLICY UPDATE: Aultman College System Access (new)**

Only authorized users are granted access to information systems. Users are limited to specific, defined, documented applications and approved levels of access rights. System access control is achieved via unique user IDs to provide individual accountability.

**User Scope:** This policy affects all employees, students, contractors, consultants, temporary employees, and business partners of Aultman College. Users who deliberately violate this policy will be subject to disciplinary action up to and including termination or expulsion.

**System Scope:** This policy applies to all computer systems, including all operating system platforms, communication systems, and all application systems owned or administered by Aultman College.

**Authentication:** Any user (remote or internal) accessing college networks and systems must be authenticated. Entity authentication includes but is not limited to:

- Unique User Identifier
- Password

**Workstation Access:** All workstations on or off campus used for college business activity must use a college approved access control system. Workstation security includes password-enabled screen savers with a time-out-after-no-activity restriction. Active workstations are not to be left unattended for prolonged periods of time. Users are required to lock their workstation when leaving their immediate work area. Users will be held responsible for all actions taken under their unique user identifier.

**Access Approval:** System access will only be granted with appropriate managerial approval. Managers must immediately notify college IT staff when significant changes in end-user duties or employment status occur. User privileges will be appropriately updated when job duties change or a transfer to another job occurs. Likewise, access will immediately be revoked when a user terminates employment.

**Need-to-Know:** Users are granted access to information on a “need-to-know” basis. They will only receive access to the minimum applications and privileges required for performing their jobs.

**Unauthorized Access:** Users are prohibited from gaining unauthorized access to any other information systems or in any way damaging, altering, or disrupting the operations of these systems.

#### **Definitions:**

Authentication – Verification of a user accessing a system

Authorization – Verifies the access a user is permitted to have

System Access – Authority or ability to interact with an internal computer system; access implies authorization

#### **Procedure:**

Access is granted to students a week before their orientation date.

## **POLICY UPDATE: Cardiopulmonary Resuscitation (CPR) Certification**

(located on p. 25 of the catalog)

It is the responsibility of students enrolled in the Division of Nursing and Allied Health to maintain current Healthcare Provider CPR certification through the American Heart Association (AHA). If a student's Healthcare Provider CPR certification lapses, the student will not be permitted to attend clinical rotations, which may result in course failure and/or program dismissal. CPR renewal courses are available through Aultman College Community Education (ACCE) at <http://www.aultmancollege.edu/acce>

## **POLICY UPDATE: Change of Program**

(new)

Current Aultman College students wishing to change the program in which they are enrolled must complete the Change of Program/Degree Interest form and submit it to the academic advisor by the application deadline for the program of interest.

Students must meet program entrance requirements to be eligible to change programs (see Admission Criteria and Program Entrance Requirements policy).

### **Procedure**

1. Student completes the Change of Program/Degree Interest form (found in the college main office and on the website).
2. Student submits the completed form to the academic advisor by the application deadline for the program of interest.
3. The academic advisor verifies that the student meets program entrance requirements as set forth in the Admission Criteria and Program Entrance Requirements policy.

### *Ineligible Students*

1. The academic advisor notifies student of ineligibility and explains reasoning.
2. The academic advisor files the form in the student's administrative file.

### *Eligible Students*

1. The academic advisor notifies student of program eligibility and explains the process.
2. For programs requiring ranking, the academic advisor forwards a copy of the completed form to the admissions office.
3. The academic advisor forwards a copy of the completed form to the registrar for transfer credit re-evaluation and necessary status changes.

## **POLICY UPDATE: Course Attendance and Participation**

(new)

### **College-wide**

- Faculty must implement an attendance policy that is communicated to students in the course syllabus.
- Attendance for all courses must be tracked by faculty in CAMS on a weekly basis at minimum.
- A student who has never attended and/or participated in a class as required by the course syllabus will be dropped for nonattendance on the second Friday of the term.

- A student who stops attending and/or participating in a course for three consecutive weeks will be administratively withdrawn for lack of attendance.
  - Students will not be administratively withdrawn for attendance and/or participation after “the last day to withdraw” date as published on the academic calendar.
- If administratively withdrawn from a course for attendance and/or participation, the student will need to refer to the Refund Policy for details on tuition credits.
  - The student will be assigned a grade of AW (administratively withdrawn).
  - A grade of AW does not calculate into the earned credits or overall GPA; however, it does count toward the number of allowable attempts per course, and it will be factored into the credit attempted/credits earned ratio for satisfactory academic progress.
- A student receiving financial aid is subject to the Withdrawal and Return of Federal Aid (Title IV Refund) policy.
  - **Note:** If a student receives AWs in all the courses taken during the period of enrollment, refund calculations will be completed according to the Title IV policy. A student’s last date of participation will be the same as the course administrative withdrawal date.
- If a veteran withdraws or stops attending any course within the enrollment period, the college must notify the Department of Veterans Affairs (VA) within 30 days, and the student must repay all funds disbursed for those courses, regardless of when the withdrawal occurred (Chapter 33 recipients).

Note: The VA requires veterans receiving benefits to attend all scheduled class meetings. Failure to do so may result in the loss of benefits and pay back of veterans benefits already received for the semester in question. See the [Military Withdrawal/Temporary Leave and Readmission Policy](#) for more information.

### Program/Department Specific Requirements

All following program/department specific policies must comply with the above college-wide policy.

#### Hybrid

- Faculty must track weekly attendance in CAMS by taking attendance during the face-to-face course meeting and using at least one weekly assignment delivered on the LMS.
- Students must be logging in to the course and submitting work as described in the course syllabus to be counted as participating.

#### Online

- Faculty must track attendance in CAMS by using at least one weekly assignment delivered on the LMS.
- Students must be logging in to the course and submitting work as described in the course syllabus to be counted as actively participating.

#### Pre-licensure nursing

- Classroom Attendance
  - Faculty must track weekly attendance in CAMS.

- Course faculty identify any classroom activities that are deemed mandatory, either verbally or in the course outline/syllabus.
  - The course coordinator is responsible to ensure that attendance is documented in CAMS by the end of each week.
  - Students are expected to arrive to class on time and stay for the entire class period.
  - Students have a responsibility to notify course faculty prior to any absence and are responsible for any content missed. Content includes, but is not limited to, examinations, assignments, or presented material.
  - Absence in a mandatory experience may result in the following:
    - a reduction in points may be recorded for any graded assignment missed that day, and/or
    - a conference form may be completed identifying student learning outcomes in jeopardy.
- Clinical/Simulation/Laboratory Attendance
    - Faculty must track attendance in CAMS.
    - The course coordinator is responsible to ensure that clinical attendance is documented in CAMS by the end of each week and recorded on the evaluation tool.
    - The course coordinator ensures that any absence will be made up by the student.
    - Clinical/simulation/laboratory experiences are mandatory.
    - Students are expected to arrive to clinical/simulation/laboratory experiences on time and stay for the entire scheduled experience. Arriving late or leaving early may disrupt patient care and learning outcomes and may result in the student not meeting the defined number of clinical hours required by the Ohio Board of Nursing.
    - In the event that a student must be absent for a mandatory experience, regardless of the reason, the student must call off to the identified course contact 30 minutes prior and one make-up day will be assigned.
    - If a student leaves the clinical area during a clinical/simulation/laboratory experience, she/he incurs a clinical absence.
    - More than one clinical absence results in course failure.
    - If students neglect to make up absences, they will remain unsatisfactory on the evaluation tool.
  - Clinical/Simulation/Laboratory Tardiness
    - Faculty must track attendance in CAMS.
    - The course coordinator is responsible to ensure that clinical tardiness is documented and recorded on the evaluation tool.
    - Arriving  $\geq 15$  minutes late is considered tardy.
    - Two tardy occurrences will constitute a clinical absence.
    - Arriving  $>1$  hour late, will constitute a clinical absence.

#### Post-licensure nursing

- Classroom Attendance
  - Faculty must track attendance in CAMS
  - Course faculty identify any classroom activities that are deemed mandatory, either verbally or in the course outline/syllabus.
  - The course coordinator is responsible to ensure that attendance is documented in CAMS by the end of each week.



- Students are expected to arrive to class on time and stay for the entire class period.
- Students have a responsibility to notify course faculty prior to any absence and are responsible for any content missed. Content includes, but is not limited to, examinations, assignments, or presented material.
- Absence in a mandatory experience may result in one of the following:
  - a reduction in points may be recorded, and/or
  - a conference form may be completed identifying student learning outcomes in jeopardy.
- Simulation Attendance
  - Faculty must track attendance in CAMS.
  - The course coordinator is responsible to ensure that simulation attendance is documented in CAMS by the end of each week.
  - Simulation/laboratory experiences are mandatory.
  - Students are expected to arrive to simulation on time and stay for the entire scheduled time. Arriving late or leaving early disrupts the learning environment.
  - In the event that a student must be absent for a mandatory experience, regardless of the reason, the student must call off to the identified course contact 30 minutes prior.
  - Make-up assignments are not accepted in place of simulation absence.
  - Failure to report off according to the above guidelines may result in a recorded grade of zero.

### Radiography

- Classroom Attendance
  - Faculty must track weekly attendance in CAMS.
  - Course faculty identifies any classroom activities that are deemed mandatory, either verbally or in the course outline/syllabus.
  - Absence(s) may affect the student's academic achievement and may result in course failure.
  - In the event the student must miss class, the student is responsible for any content missed. Content includes, but is not limited to, examinations, assignments, or presented material.
  - A decision to be absent from regularly scheduled classes, for whatever reason, including employment, does not excuse the student from the responsibility of examinations, assignments, or the knowledge acquired from attending class.
  - Students must notify the program director and clinical coordinator of an absence or late arrival through phone voice mail at least 30 minutes prior to the start of the class.
- Clinical/Lab Attendance
  - Faculty must track attendance in CAMS.
  - The clinical coordinator is responsible to ensure that clinical attendance is documented in CAMS by the end of each week and recorded in the evaluation tool.
  - The clinical coordinator ensures that any absence will be made up by the student.
  - Attendance is mandatory for all clinical and lab experiences.
  - Students are expected to arrive to clinical on time and stay for the entire session. Arriving late or leaving early may disrupt patient care, lab simulation, or positioning and learning outcomes and may result in the student not meeting the number of competencies required for graduation.

- Missed clinical and laboratory experiences may jeopardize attainment of course outcomes; consequently, progression in the program may be affected.
- In the event that a student must be absent for a mandatory experience, the student must call the program director and clinical coordinator at least 30 minutes prior to the start of the clinical or lab assignment.
  - If the program director or clinical coordinator is not available, the student must leave a voice mail message that includes a phone number where the student can be reached.
  - Students may not contact the clinical site or clinical instructor with regard to absence or tardiness.
- Consequences for failure to follow these procedures are defined in the course syllabi.

**Definitions:**

**Administrative Withdrawal** – Occurs when the college unenrolls a student from a course(s) after the published add/drop date. When an administrative withdrawal occurs, an AW is reflected on the student’s transcript.

**Distance education (online) course** – A course which delivers 75% or more content online.

**Drop** – Typically occurs when a student or college official unenrolls a student from a course before the posted add/drop deadline. The only exception is when a student is unenrolled for nonattendance. When a drop occurs, there is no indication of the course on the student’s transcript.

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

**Lack of Attendance** – Occurs when a student is enrolled in a course but has stopped attending and/or participating for three consecutive weeks after having attended classroom sessions and/or participated online. An AW is reflected on the student’s transcript.

**Nonattendance** – Occurs when a student is enrolled in a course but never attends and/or participates in that course by the second Friday of the term.

**Online attendance/participation** - A student must be engaged in an academic related activity, such as contributing to an online discussion, submission/completion of assignments, completion of exams, or additional participation as defined in the individual course syllabus. Simply logging into an online class is not sufficient to demonstrate academic attendance.

**Unenroll** – to drop or withdraw from a course.

**Procedure:**

Registrar

*Attendance Review*

- Reviews weekly attendance reports and notifies the division dean of noncompliant faculty.

*Administrative Withdrawal*

- Runs a CAMS report to determine number of absences.

- Once three weeks of consecutive absence has occurred, the registrar verifies with the faculty member to ensure the report is correct and that the student should be administratively withdrawn.
- Once the student has been administratively withdrawn, the registrar will notify the student via email.

**POLICY UPDATE: Course Descriptions (Nursing: Associate Degree Courses)**

(located on pp. 168-169 of catalog)

**NRS 101                                      Foundations I                                      3 credits**

This introductory course focuses on the development of basic nursing skills when providing for health care needs of the adult and geriatric client. The sub-concepts of communication, legal and ethical behaviors, and safe and caring interventions are introduced. Special emphasis is placed on a systematic approach to assessment, basic client care, nutrition, skin and wound care, as well as documentation. Has a laboratory component.

*Co-requisites: NRS 100; BIO 205 and BIO 205L; and MTH 105*

**NRS 102                                      Foundations II                                      3 credits**

This course focuses on more advanced nursing skills when providing for health care needs of the adult and geriatric client. The sub-concepts of the nursing process, teaching / learning principles, and interdisciplinary approach are introduced. Communication, safe and caring interventions and legal and ethical behaviors are reinforced. Special emphasis is placed on medication administration and invasive nursing procedures. Has a laboratory component. **NOTE: Withdrawal from NRS 102 automatically results in a withdrawal from NRS 103.**

*Prerequisite: NRS 101*

**NRS 103                                      Medical Surgical Nursing I                                      4 credits**

This course focuses on the nursing process approach to assist the adult and geriatric client in acute, intermediate or long term care environments. The health care needs of the client experiencing alterations in health related to immune, basic respiratory, and musculoskeletal conditions as well as the care of the peri-operative client are emphasized. The sub-concepts of nursing process, communication, safe and caring interventions for these populations are incorporated into clinical practice. Sub-concepts of legal and ethical behaviors and teaching/learning are reinforced. ***The student begins providing care and applying basic skills in the clinical setting.*** Has both clinical and laboratory components.

*Prerequisites: BIO 205 and BIO 205L; Corequisites: NRS 102; BIO 207 and BIO 207L*

**NRS 105                                      Medical Surgical Nursing II                                      4 credits**

This course focuses on the nursing process approach to assist the adult and geriatric client in acute, intermediate or long term care environments. The health care needs of the client experiencing alterations in health related to basic cardiac and gastrointestinal conditions as well as diabetes and neurological disorders are emphasized. Subconcepts of communication, safe and caring interventions, and interdisciplinary approach are upheld. Students demonstrate the sub-concepts of nursing process and teaching/learning. ***The student continues to develop time management and organizational skills while providing care in a single client assignment.*** Has both clinical and laboratory components.

*Prerequisite: NRS 103; BIO 207 and BIO 207L; and ENG 105*

**NRS 201                                      Medical Surgical Nursing III                                      4 credits**

This course focuses on the nursing process approach to assist adult and geriatric clients in the acute, intermediate, or long-term care environments. The health care needs of the client experiencing alterations in health related to moderate complex cardiac, complex gastrointestinal, chronic renal, fluid and electrolyte imbalances, complex endocrine and genitourinary disorders are emphasized. Sub-concepts of nursing process, communication, safe and caring interventions are maintained for these populations. Students appropriately apply the sub-concepts of safe and caring interventions and interdisciplinary approach.

***The student continues to develop time management and organizational skills while beginning to provide care to more than one client.*** Has both clinical and laboratory components.

*Prerequisite: NRS 105*

*Prerequisite: NRS 105, NRS 104 (for students enrolled starting in Fall 2014)*

### **NRS 203**

### **Medical Surgical Nursing IV**

**4 credits**

This course focuses on the nursing process approach to assist adult and geriatric clients in acute, intermediate or long-term care environments. The health care needs of the client experiencing alterations in complex cardiac, cardiac electrophysiology, neurological, complex respiratory, classifications of shock, multiple organ dysfunction syndrome, burns, and the clients who require emergency treatment are emphasized. Sub-concepts of nursing process, communication, safe and caring interventions legal and ethical behaviors, teaching/learning, and interdisciplinary approach are practiced. ***The student continues to develop time management and organizational skills while precepting.*** Has both clinical and laboratory components.

*Prerequisite: NRS 201*

### **POLICY UPDATE: Credit by Exam Institutionally Administered (located on p. 44 of the catalog)**

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 other external exam mechanisms exist or for courses students have audited.

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 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 (i.e., met placement and prerequisite standards),
- 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 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.*

**POLICY UPDATE: Grading**

**(located on p. 30-32 of the catalog)**

Faculty provide students with periodic evaluation throughout each course and at the end of each course.

Grades are awarded for demonstrated student learning based on course requirements. They are not rounded; this means that a score of 76.5% on an exam would not be considered a 77%.

Degree programs may require grades of C or better in program specified courses. Grades of C- or below in these program specified courses are considered failing, and students are required to repeat the courses. Repeatedly receiving a C- or below in such courses may result in academic probation or dismissal. See progression requirements of specific degree programs for details.

**Grades and Grade Point Average (GPA)**

The table below denotes the grading scales used for general education, developmental, and program-specific courses. Developmental courses will be assigned a grade of A\*, B\*, C\*, or U. (Developmental course grades do not count toward GPA.)

- A\*, B\*, and C\* indicate successful completion of the course.
- U indicates unsuccessful completion of the course. The course must be repeated with successful completion for the student to progress to 100-level coursework in that area.

Grade point averages are calculated using the following system:

Developmental Course Grade	Grade	GPA Equivalent	Gen Ed %	NRS/RAD %
A*	A	4.0	93-100	95-100
	A-	3.70	90-92.9	93-94.9

B*	B+	3.30	87-89.9	90-92.9
	B	3.00	83-86.9	87-89.9
	B-	2.70	80-82.9	85-86.9
C*	C+	2.30	77-79.9	81-84.9
	C	2.00	73-76.9	77-80.9
	C-	1.70	70-72.9	75-76.9
U	D+	1.30	67-69.9	73-74.9
	D	1.00	63-66.9	71-72.9
	D-	0.70	60.62.9	70-70.9
	F	0.00	0-59.9	0-69.9
	S (Satisfactory)	N/A	N/A	N/A
	U (Unsatisfactory)	N/A	N/A	N/A
	I (Incomplete)	N/A	N/A	N/A
	W (Withdrawal)	N/A	N/A	N/A
	AW (Admin Withdrawal)	N/A	N/A	N/A
	AU (Audit)	N/A	N/A	N/A
	R (Repeat course)	N/A	N/A	N/A
	*Developmental course	N/A	N/A	N/A

### Division of Nursing and Allied Health

#### Clinical and Lab

- The clinical and laboratory components of nursing and radiography courses are rated satisfactory or unsatisfactory based on attainment of student outcomes.
- A final grade of F will be assigned in any nursing or radiography course if the clinical/lab component of the course is not satisfactory, regardless of the course percentage.
- Students have the opportunity to review all assignments with faculty per syllabus guidelines.
- Student performance is evaluated according to established performance standards for each course.

- Clinical evaluations are written at midterm and at the end of the semester.
  - At midterm, conferences are held with each student to discuss clinical performance and determine an action plan if needed.
  - At the end of the course, conferences are held with each student to discuss clinical performance and achievement of standards.
- Radiography: Detailed information regarding the Clinical Competency Evaluation System will be provided to students in their clinical practicum syllabus.

### Theory Courses

- Theory courses evaluate attainment of student outcomes utilizing Aultman College grading system.
- Graded assignments are listed in each course syllabus.
- Weighting of grades is determined by faculty in the testing guidelines.

### **Procedure:**

#### Communication of Grades

- Faculty communicate in the course syllabus the grading scale percentage equivalents and program-specific minimum grade requirements that must be achieved to ensure progression toward a degree.
- Faculty record all student grades in a timely fashion in CAMS through the faculty portal.

### GPA Calculation

- The grade point average is calculated by multiplying the number of credit hours per course by the grade points received to yield a total grade point per course.
- The total grade points are added together and then divided by the total number of semester credit hours.
  - In the example below, the GPA is 3.40 (23.8 divided by 7).
  - Please note that developmental courses (demarcated by a 0 in the course numbering system—e.g., MTH 090) do not count toward a GPA.

Example:

<b>Credit Course</b>	<b>Grade</b>	<b>Grade Points</b>	<b>Credit Hours</b>	<b>Total Grade Points</b>
English	B	3.00	3	9.00
Math	A-	3.70	4	14.80
Total			7	23.80

## **POLICY UPDATE: Graduation**

(located on p. 39-40 of the catalog)

### **Graduation Requirement:**

Each student must be aware of and meet the college graduation requirements and to use the degree audit function available on the WiseLine.

Prior to graduation, students must:

- Complete Graduate Exit Survey
- Satisfy program curriculum requirements
- Complete service learning
- Satisfy program residency requirements
- Complete financial aid exit counseling
- Satisfy financial obligations

Prior to graduation, students must return:

- ID Badge
- Course equipment
- Library books
- Program specific supplies (if applicable)

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

Upon satisfactory completion of these requirements, students will be awarded a diploma and an official college transcript, and information will be sent to the appropriate licensing board if applicable.

### **Residency Requirement:**

- Associate degree programs require that 41 credit hours be completed at Aultman College.
- Bachelor degree programs require that 80 credit hours be completed at Aultman College.
  - The Bachelor of Science in Nursing Completion degree requires that 38 credit hours be completed at Aultman College.

### **Service Learning Requirement:**

Graduates are expected to exemplify general education core abilities, one of which is to model ethical and civic responsibility. Because the college values the relationship between academic learning and community involvement, students are required to complete 16 hours **per degree program** of volunteer service learning prior to graduation.

- Service learning opportunities are presented throughout the academic year, or students may submit personal volunteer experiences for service learning credit.
- Detailed information on the Service Learning requirement is available on WiseLine.

## **POLICY UPDATE: Inclement Weather**

(located on p. 154 of the catalog)

During inclement weather conditions, the college president or designee may declare a weather emergency which necessitates the delay or cancellation of classes or other scheduled college activities, or the closing of campus.



When a weather emergency declaration is being considered, variables such as nature of the storm, weather forecasts, temperature, wind chill, conditions at campus, road conditions, and decisions being made by other colleges in the area will be assessed and projected. Because weather conditions vary throughout the school day, certain classes may be cancelled even though others may occur as usual.

Student clinical hours normally begin at 7:00 a.m. If a decision is made to delay the opening or close the college, the announcement will be made by 6:00 a.m. whenever possible. For evening clinicals and classes, the announcement will be made by 3:30 p.m. whenever possible. Should the college be unable to disseminate delay and closing information in a timely manner, notifications will be sent through college email and the student portal. Additionally, students may contact college faculty and staff via phone or email.

When inclement weather has caused the college to cancel classes and/or close, employees should NOT report to work; they will be paid a regular day's work if the college closes early, delays opening, or if classes are cancelled. If the college remains open during inclement weather and employees believe that travel to work will be unsafe, they should report off to their immediate supervisor and use an accrued PTO/emergency or vacation day.

**Definitions:**

College Closed: All classes cancelled and offices closed.

College Delayed: All classes delayed and offices closed until college is open.

College Close Early: Classes starting after a designated time are cancelled and offices closed early.

WENS: The student alert system that sends a message via text, phone and email.

**POLICY UPDATE: Jury Duty**

**(located on p. 27 of the catalog)**

Absences for court-imposed legal obligations (e.g., jury duty and subpoenas) are excused.

Students

Students called for jury duty should speak with their program director or, in the absence of a program director, should contact the dean.

Students are responsible for making up assignments missed.

- To make up clinical or lab experiences, arrangements must be made through the clinical coordinator, instructor, or program director, as applicable.

In many circumstances, students can be excused from jury duty if they request a letter from the program director stating their in-school status.

**POLICY UPDATE: NAH: (NURP) Program Completion Requirements**

**(new)**

Each student is responsible for meeting and completing all admission and/or readmission requirements of the nursing program/curriculum. Aultman College will not send the program completion letter to the Ohio Board of Nursing (OBN) until these requirements are met.

Students are required to take a standardized NCLEX predictor test offered by the college and to submit a completed portfolio.

- NCLEX predictor tests are scheduled by the college, and students must take the tests on scheduled dates. Failure to attend a scheduled testing date means the students forfeit their attempt. Students who miss scheduled predictor tests may not meet established performance benchmarks.

Students are also required to maintain a portfolio that documents their understanding of themselves as learners and reflects on their personal growth throughout the curriculum. Students are responsible to keep their portfolios current.

The OBN makes all determinations/decisions about a student's eligibility to sit for the licensure exam. Prospective and current nursing students are advised that fingerprinting for civilian and FBI background checks will be a required element of the licensure application process. Applicants will be asked to disclose felony (or other) convictions, which may disqualify the candidate for licensure.

Procedure:

#### NCLEX

1. After the pre-licensure nursing student has applied for graduation, his/her name is placed on the roster for the required NCLEX review course.
2. Test dates for the NCLEX predictor are established by Aultman College, each semester.  
All students will remediate their results.
  - If the student is unable to attend testing as scheduled, the student will forfeit the opportunity to test for that attempt.
    - This may result in not being able to meet established benchmarks.
    - The ATI Comprehensive Predictor Test benchmark for predicting NCLEX pass rate is set at 90% or above.
3. The remediation is then followed by a second chance to meet the established benchmark by retaking the ATI Comprehensive Predictor Test and meeting the benchmark of 90% or better.
4. If a student does not meet the benchmark after the required remediation, he/she must, at his/her own expense, take an additional approved NCLEX review course.
  - If required to take an additional NCLEX review course, the student may choose from the following approved options. (List is subject to change at the discretion of Aultman College.)
    1. National Council State Board of Nursing NCLEX Review Course
    2. ATI Virtual NCLEX Review Course
  - Students must provide documentation of completion of the approved NCLEX review course to the program director in order to have their completion letters sent to OBN.
  - Completion of the second NCLEX review course, even one offered by a recommended provider, is not a guarantee that the student will pass the NCLEX licensure exam

### Portfolio Submission

1. Students turn in the academic portfolio per guidelines.
2. Upon graduation, students retain possession of the original portfolio materials.

### **POLICY UPDATE: Maximum Attempts per Course**

(located on p. 34 of the catalog)

A student may withdraw from any course by the established deadline. However, students should be aware of the following stipulations:

- A student may have only three attempts per course, [two attempts for BSN-C completion nursing courses] including the original grade, repeat grades, and all withdrawals.
  - The most recent grade is included in the computation of the cumulative grade point average.
- Courses taken at institutions other than Aultman College will not be counted in determining repeat attempts.
- A course can only be counted once toward meeting graduation requirements.
- In the case of a course substitution, a student will have a maximum of three attempts per course for the newly substituted course.

Any course repeat may affect progression and require advisement by the program director. Withdrawal and repetition of a course may also affect financial aid. Refer to the Satisfactory Academic Progress (SAP) policy for specific guidelines on course withdrawal and the effects on financial aid.

If a student is unsuccessful in a course after his/her third attempt (second for the BSN-C program), he/she is dismissed from the program in which he/she is enrolled.

- It may be possible for the student to enter another program, provided that course is not also a requirement of the program.
- It is of note that a BSN-C student who has withdrawn or is not successful on his/her second attempt (and has not been granted any additional attempts) is not eligible for re-enrollment in the BSN-C program.

Students who want to pursue an appeal should follow the process as outlined in the Academic Appeal Policy.

- The academic appeal process requires documenting serious extenuating circumstances.
- If it is determined that extenuating circumstances did exist, one additional attempt may be allowed with the approval of the vice president of academic affairs.

Readmission to the college after a final dismissal begins the maximum attempts process anew. However, the Transfer Credit Policy and the maximum attempts delineated in the SAP still apply to readmitted students. Admissions requirements must be met for readmission. Refer to the academic dismissal section of the appropriate program progression policy as well as the college admission policy for further details.

### **POLICY UPDATE: NAH: (NURP) Pre-licensure Progression Policy**

**(formerly ASN Program Progression Policy located on p. 65 of the catalog)**

The nursing program pre-licensure curriculum is designed to continually build upon student knowledge and skills gained over the course of the program. Therefore, nursing students must achieve a minimum grade of C (2.00) in their major, math, and science courses to ensure progression in the program. A student must complete pre-requisite courses successfully in order to enroll in subsequent courses.

Students who have been academically dismissed from their pre-licensure nursing program may be considered for continued enrollment at Aultman College. These students must meet with the academic advisor to determine an appropriate course of action and program options available.

**Academic Probation:**

A student in a pre-licensure nursing program will be placed on academic probation for the following reasons:

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

**Academic Dismissal:**

Students on probation in their pre-licensure program must maintain the following standards for the remainder of the program to avoid a final academic dismissal from the program:

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

**Readmission:**

Students who have received an academic dismissal from their pre-licensure program may reapply to the program after three years. Pre-licensure admission criteria must be met. Applicants will not be considered for admission/readmission to a pre-licensure nursing program if they have been dismissed from the college.

As a result of the need to stay current in the nursing curriculum, any program-specific (nursing) courses are only valid for three years; therefore, a student who gains readmission to the nursing program is required to take/retake all nursing courses in sequence.

**Academic standing**—a measure of a student’s academic achievement. A student can be in good standing, on academic probation, or academic dismissal.

**Procedure:**

Student (during the semester):

- It is the responsibility of the student to maintain required grade averages. To do so, a student

- May initiate a conference at any time with course faculty to discuss grades, GPA, or academic standing.
- Is encouraged to meet with the course instructor to identify deficiencies and to develop remedial action if at midterm her/his grade average is below 80% in nursing courses.

**POLICY UPDATE: Refund Policy**

**(formerly Withdraw/Refund Policy located on p. 108-110 of the catalog)**

Refunds will be issued in the following scenarios. A student who receives a refund is still responsible for any remaining balance.

- A. Students who officially cancel their courses prior to the first day of classes are not liable to pay tuition and fees.
  - However, these students are still liable for books and meal plans purchased as no refunds are issued for these.
- B. Students who never attend a course will be dropped from that course for nonattendance on the second Friday of the term and will not be liable to pay tuition and fees.
  - However, these students are still liable for books and meal plans purchased as no refunds are issued for these.
- C. Students may withdraw from a course or the college through the designated date indicated on the academic calendar.
  - Students who withdraw from all courses during the term/semester may be eligible for partial tuition credit based on the current refund schedule.
  - Students who withdraw from all courses prior to the end of the term/semester may be subject to the return of federal and state aid for the current term/semester and may risk the loss of future federal and state aid (see Title IV Refund and Satisfactory Academic Progress (SAP) policies).
  - Students who fail to notify the college of their intent to withdraw are held responsible for all tuition, fees, and charges owed to the college according to the published refund schedule.
  - Failure to attend and/or to notify a school official of withdrawal from classes does **not** constitute an official notification. Please refer to the Withdrawal and Nonattendance policy.
- D. Students who are administratively withdrawn from a course may be eligible for partial tuition credit based on the current refund schedule.
  - Students who are withdrawn from all courses prior to the end of the term/semester may be subject to the return of federal and state aid for the current term/semester and may risk the loss of future federal and state aid (see Title IV Refund and Satisfactory Academic Progress (SAP) policies).

**Definitions:**

**Administrative Withdrawal** – Occurs when the college unenrolls a student from a course(s) after the published add/drop date. When an administrative withdrawal occurs, an AW is reflected on the student’s transcript.

**Cancellation** – Occurs when an incoming student voluntarily unenrolls from all classes before beginning at Aultman College.

**Drop** – Occurs when a student or college official unenrolls a student from a course before the posted add/drop deadline. The only exception is when a student is unenrolled for nonattendance. When a drop occurs, there is no indication of the course on the student’s transcript.

**Nonattendance** – Occurs when a student is enrolled in a course but never attends and/or participates in a course by the second Friday of the term.

**Withdrawal** – Occurs when a student voluntarily unenrolls from class(es) or from the college after the published add/drop date. When a withdrawal occurs, a W is reflected on the student’s transcript.

**Unenroll** – to drop or withdraw from a course.

### Procedures

- A. Cancellation prior to beginning of classes
  - Official notice occurs when the student notifies the program director, dean, academic advisor, or other school official of intent to cancel all classes.
- B. Refunds for withdrawal from the college after beginning of classes

#### Seven- (7) and Ten- (10) week Terms

Withdrawal from a class or from the college on or before the fifth (5<sup>th</sup>) business day will cancel all financial obligations to the college other than any book fee liability or meal plan expense. The refund schedule for withdrawal after the fifth business day of the term is as follows:

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

#### Fifteen-week Term

Withdrawal from a class or from the college on or before the sixth (6<sup>th</sup>) business day will cancel all financial obligations to the college other than any book fee liability or meal plan expense. The refund schedule for withdrawal after the sixth business day of the semester is as follows:

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

**POLICY UPDATE: Student Printing and Copying**  
(located on p. 148 of the catalog)

Student printing and copying is coordinated through the Equitrac System wherein every student is given a print/copy allowance each semester. When a student exhausts his/her allowance, the system will allow an unlimited negative balance. Each semester, any unpaid balance is added to the student's billing ledger on the reset dates and any unused funds are forfeited.

**Procedure:**

Students may track their Equitrac balances on the student portal under the "My Print" tab.

Equitrac accounts are reset on the following dates:

- Spring – April 15
- Summer – July 15
- Fall – November 15

\*If these dates fall on a weekend, accounts are reset on the next business day.

Any negative balance at the time of the reset is applied to the student's billing ledger. Students may pay on the negative balances at the college front desk throughout the semester.

Refer to "Unpaid Balances" in the college catalog for information about consequences of unpaid ledger balances.

**POLICY UPDATE: Technology Resources Acceptable and Responsible Use Policy**  
(located on p. 118 of the catalog)

**Purpose:**

This policy provides guidelines for the appropriate usage of Aultman College technology resources and defines hardware and software requirements for student owned devices required by the college.

**Policy:**

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

The use of technology resources and all information maintained in any form is subject to laws, regulations, contracts, licenses, policies, and procedures as established by Aultman College. This policy broadly applies to all on- and off-campus college and student organization-sponsored events and activities.

Users of college technology resources are expected to comply with all policies related to the acceptable, responsible, and lawful use of technology resources. Failure to do so is considered a conduct violation

that will be investigated and resolved according to applicable college policy such as the Student Conduct Violation Policy. Depending on the circumstances, infractions may result in disciplinary action up to and including suspension or expulsion/termination, revocation of system access privileges, and/or prosecution. Appeals are handled in accordance with college policy.

Aultman College and/or Aultman Health Foundation may monitor their technology resources to ensure user compliance with applicable policies. If infractions are discovered, either entity will take appropriate action. The entities will also cooperate with all legitimate law enforcement agencies regarding investigations and relevant search and seizure laws.

#### User Responsibility and Accountability

- Users are responsible for knowing and abiding by all college policies and procedures applicable to the use of technology resources.
- A user is the steward of all technology resources at his/her access and all associated information. Users are expected to exercise common sense in the use/handling of all technology and associated information.
- The college provides technology resources for the purpose of education, research, and professional purposes. Incidental personal use of college technology resources is permissible, but it should be limited. Priority will be given to individuals using technology resources for academic or professional purposes.
- Users are prohibited from using college technology resources for personal financial gain or for solicitation efforts that do not directly relate to college business or interests.
- Users who observe infractions of this policy should report violations immediately to Aultman College IT.
- Report technology resource issues to Aultman College IT at [aultmancollegeit@aultmancollege.edu](mailto:aultmancollegeit@aultmancollege.edu) or by calling 330.363.9010. Limited support after 4:30 pm for general issues such as password reset or distance education course problem is available by emailing [help.desk@aultman.com](mailto:help.desk@aultman.com).

Provide the following information when requesting assistance:

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

#### Passwords

All passwords are confidential, and users are solely responsible and held accountable for all actions taken under their passwords.



To maintain the privacy and confidentiality of all passwords, users should abide by the following guidelines:

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

### Electronic Devices

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

The following actions are prohibited:

- Photographing, videotaping, or recording any individual without his or her consent.
- Photographing, videotaping, or recording test questions, simulation or skills lab procedures, or other protected academic information without authorized college instructor consent.
- Use of devices that interfere with the functions of the college by disrupting others' use of technology resources or their ability to participate in educational programs or activities, specifically in classrooms, laboratories, clinical settings, or within any facility utilized by the college.
- Using these devices, even as a calculator, on tests and in the clinical setting, unless approved by the instructor.
- Failing to set phones and/or pagers to vibrate or silent mode while in the classroom or clinical setting.

### Social Media

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

The college reserves the right, but has no obligation, to monitor social media interactions. A user advised of inappropriate content is responsible for removing that content within 24 hours of notice.

Only designated individuals are authorized to speak on behalf of Aultman College on social media or any other Internet communication tool. Individuals without this authority must not represent that they are speaking or posting on behalf of the college, and must not start or maintain any social media site on behalf of the college.

When an individual not authorized to speak on behalf of the college refers to his/her status (e.g., as a student) with the college in a social media environment, that individual must make it clear that he/she is speaking only for him/herself and not for the college.

Posting content that is offensive or illegal is prohibited. Users should consider the impact of their extension of “friend” or other “following” requests, especially those of students. Students receiving an invite from faculty or staff may have a concern about refusing for fear of offending individuals with discretion over grades and/or sensitive information.

Remember the following conventions when engaging in social media pathways:

- Maintain privacy.
- Maintain confidentiality.
- Be accurate.
- Be respectful.
- Be honest.
- Respect copyright and intellectual property rights of others.
- Think before posting. Users are responsible for the content they publish.
- Published information is public and long lasting.

### Email

The college encourages the appropriate use of email. Email usage must comply with college policy as well as local, state, and federal laws. Official college communications will be sent to users via the college-provided email address, and students are held responsible for all information sent from the college to this address.

Remember the following rules when utilizing Aultman College email:

- Users are expected to check their college email daily.
- Users are expressly prohibited from accessing or sending any messages or materials containing discriminatory, sexually explicit, offensive language, humor, or images.
- Sending or responding to chain letters/messages not related to the college is prohibited.
- The college is not responsible for lost, rejected, or delayed email forwarded from a student’s official college e-mail address to off-campus or unsupported email services or providers.

### Internet

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

The following actions are prohibited:

- Engaging in Internet activity that is illegal or unethical.
- Participating in activities involving discriminatory, sexually explicit, and/or offensive content.
- Disseminating confidential information.

- Misusing copyrighted or intellectual property.

Aultman College does not condone the use of college technology resources, including the Aultman College network, for any unauthorized Peer-to-Peer (P2P) file sharing. P2P file sharing may be defined as the sharing and transferring of digital files from one computer to another when the computers are connected over the Internet, a network, or through a physical connection. It is a violation of copyright law to engage in P2P file sharing, such as through the use of file sharing software (e.g., BitTorrent, KaZaA, Limewire, etc.) to download music, movies, and other copyrighted material without permission from the copyright holder. Any such unauthorized P2P is a violation of, and will be governed by, the Aultman College Copyright Policy.

Alternatives to illegal downloading include, but are not limited to, iTunes, Amazon, Netflix, and Hulu.

Users who engage in unauthorized P2P file sharing on the college network will be subject to the Aultman College Copyright Policy. Such users may also be held liable for the infringement of copyrighted works (music, movies, computer software, video games, and photographs). The college is under no legal obligation to defend or accept responsibility for the illegal actions of its technology users in the P2P context. It is each individual's responsibility to know what constitutes infringement of copyright. Refer to the Aultman College Copyright Policy for additional copyright information.

#### Network / Hardware / Information systems

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

The college maintains no responsibility for supporting personal hardware or software. Casual technical assistance may be provided by college or Aultman Health Foundation personnel. Any technical assistance does not infer any further technology responsibility or accountability to the user. Users needing troubleshooting assistance for user devices (excluding tablets) beyond college supported software (e.g., for slow response time) should make an appointment with Aultman College IT. Users may be required to leave their device with IT staff for approximately one to two days. The college IT department does not support tablet device issues beyond those resulting from college system software.

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

- Configuration settings must not be modified.
- Personal health information may not be copied, scanned, or captured by any electronic means.
- Software and programs cannot be copied without written permission from the college.
- Food and beverages are not permitted in any lab classrooms, including, but not limited to, computer, science, simulation, and skills labs.
- A user's personal device may not be configured to operate as a server accessible by other computers via the Internet.

- Any use of the technology infrastructure for illegal purposes is prohibited.
- Users must take precautions against importing and spreading computer viruses.
- Deliberate attempts to interfere with the technology infrastructure or to circumvent privacy and security safeguards are prohibited.
- College technology resources may not be used for personal gain that has not been pre-authorized by the college. Any authorization may be further restricted by regulations in force due to the college's education (.edu) Internet domain.
- College technology resources may not be used for unauthorized distribution of copyrighted material, commercial gain, solicitation, advertisement, or promotion of commercial services or products.
- College technology resources may not be used for unauthorized peer-to-peer (P2P) digital file sharing as provided by the Aultman College Copyright Policy.

## **User Rights and Privileges**

### Freedom from Disruption

The college strives to provide a technology infrastructure during business hours that is stable, accessible, and responsive. Maintenance procedures that are potentially disruptive to the infrastructure (e.g., system upgrades) are planned in advance and implemented during off-hours whenever possible. Unplanned disruptions (e.g., a system goes offline) may occur periodically. Such unplanned disruptions will be communicated promptly and follow the procedure defined in the Technology Stewardship Policy.

### Privacy and Security

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

## **Minimum Hardware Requirements for Required Personal Mobile Devices**

### *PC and MAC*

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

### *iPad*

- Hardware = iPad 2, 3, 4, or newer, and iPad Mini
- Operation System – iOS 7 and iOS 8. Only genuine versions of iOS are supported
- iPad must not be ‘Jail Broken’
- 500 MB of free space
- Battery that is capable of 2 hours of use

### *Recommended but not required*

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

\* Not applicable to iPad.

### **Minimum Software Requirements for Required Personal Mobile Devices**

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

### **Where to Locate System Specifications**

- Right-click the "My Computer" icon and choose "Properties." A window will appear; select "General" tab to see information about what version of the operating system is installed. Also listed is the processor's name, followed by the speed, usually measured in gigahertz. Next listed is the system memory, measured in megabytes or gigabytes.
- To determine the amount of hard drive space, double-click on the "My Computer" icon; right-click on the hard drive icon; choose "Properties." Listed under the "General" tab is hard drive's "Capacity" and the amount of free space that remains.

### **Student Dell Discount**

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

- Member ID: HS610619 is required

**POLICY UPDATE: Title IX Policy: Sex Discrimination, Sexual Harassment, and Sexual Assault**  
(located on p. 128 of the catalog)

Aultman College is committed to providing an environment that respects the dignity of every individual 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, activities, and/or services 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 sex discrimination, including harassment and assault/violence.

**Policy:**

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 stereo typical 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](mailto: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:

**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](mailto: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](mailto: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:**

#### **A. 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

#### 1. Examples of Sexual Harassment

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
- Sexual innuendos, sexual jokes, or sexual humor
- Making sexual gestures
- Displaying sexual graffiti, pictures, videos, or posters unrelated to legitimate course content
- 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)

#### **B. 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.

#### 1. Examples of Sexual Violence/Assault

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

### **C. 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.

- 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).

#### **D. 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.

#### **E. 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.

### **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.

A complainant who makes a claim of sexual misconduct to the college will be given a copy of the document titled “Rights and Options After Filing a Complaint Under Aultman College’s Sex Discrimination, Sexual Harassment, and Assault Policy.” This document provides information about this policy and the procedures used to investigate and resolve complaints of sexual misconduct, options for filing complaints with the local police, resources that are available on campus and in the community, etc. A person against whom a complaint has been filed will also be given similar information about the process and resources.

## **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 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:

##### ***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 2 <sup>nd</sup> Floor-Main Office	330.363.6347
Title IX Coordinator	College (AEC 2 <sup>nd</sup> Floor)	330.363.4227
VP Admin & Student Affairs	College (AEC 2 <sup>nd</sup> Floor)	330.363.5420
Aultman Pastoral Care	3 <sup>rd</sup> Floor Main Hospital	330.363.6402



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.

The college recognizes that an individual who has been drinking alcohol or using drugs may be hesitant to report sexual misconduct. To encourage reporting, the college will not take disciplinary action for drug or alcohol use against an individual making a good faith report of sexual misconduct, either as the complainant or as a witness, provided that these conduct violations did not and do not place the health or safety of any other person (including patients, students, faculty, or staff in the clinical setting) at risk. The college may, however, require the reporting individual to attend a course or pursue other educational interventions related to alcohol and drugs. The college's commitment to amnesty in these situations does not prevent action by police or other legal authorities against an individual who has illegally consumed alcohol or drugs.

### **Lowering the Risk of Sexual Assault**

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

### **Registered Sex Offenders**

For a listing of registered sex offenders in Stark County, please refer to the Stark County Sheriff's 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 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 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 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>.

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 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**

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 Title IX Policy: Sex Discrimination, Sexual Harassment, and Assault.

#### **POLICY UPDATE: Transfer Credit (located on p. 40-43 of the catalog)**

Transfer credit analysis is conducted after a student is accepted to the college. Only official English language transcripts are accepted for evaluation of transferrable course(s) from previously attended educational institutions. 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 course work will be accepted as transfer credit provided that the credit was awarded by a regionally accredited post-secondary institution.

- Course work from a non-regionally accredited post-secondary 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 may 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. Transfer credit is not awarded for developmental course work.

For transfer credit to be awarded, courses must have equivalent content as determined by catalog course descriptions or evaluation by departmental faculty.

- Content evaluated is based on the catalog and course description(s) for the specific term during which the course was completed.
- Resources such as past catalogs, course descriptions, and course syllabi may be acquired from the previously attended institution and used in evaluation.

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 from the previously attended institution and used in evaluation.

For individuals with military experience including armed forces, National Guard, or reserves, credit will be awarded for military education and skills training that is substantially equivalent to the curriculum established in Chapter 4723-5 of the Administrative Code.

Math and science courses must be completed within seven (7) years of the semester date of the request. Nursing and Radiography courses must be completed within three (3) years of the semester date of the request.

- Exceptions to this may be outlined in specific program sections below.

Math and Science courses must be completed with a B (3.0) or better; all other courses must be completed with a C (2.0) or better.

- Exceptions to this may be outlined in specific program sections below.

Transfer credit awards become FINAL three (3) weeks prior to the expected graduation date. All submissions and appeal decisions must be completed prior to that final date.

Transfer credit cannot be denied based on a placement test score

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 successful completion of the following exams: advanced placement (AP), CLEP, DSST, or UExcel. The Aultman College Transfer Credit Equivalencies guide located on the college website contains details.

Awarded transfer credit grades are reflected on the student's Aultman College transcript but are not calculated into the student's grade-point average (GPA).

## Associate Degree Programs

The college residency requirement requires that 41 credit hours of any associate degree program must be completed at Aultman College.

## Bachelor Degree Programs

The college residency requirement allows a maximum of 40 semester hours of transfer credit toward a bachelor degree. The remaining 80 credit hours for the degree must be completed at Aultman College. Exceptions to this may be outlined in specific program sections below.

### BSN Completion Program

The BSN Completion degree requires 120 credit hours, 32 of which are granted for an active, unencumbered RN license.

Students must complete 26 credit hours of nursing course work in the Aultman College BSN Completion curriculum. Students must also complete 62 credit hours of general education courses, all of which are available at Aultman College, but up to 50 of the 62 general education credits may be transferred in.

The BSN Completion residency requirement allows a maximum of 82 transfer semester credit hours toward the 120 credit hour degree. At least 38 credit hours must be completed at Aultman College. The college will accept general education course work with no time limitation on the completion of those courses. Transfer credit will only be awarded for courses which earned a grade of C or better.

### Definitions:

**Regionally Accredited-** a post-secondary institution that has received accreditation from one of the six regional accreditation associations.

**Non-Regionally Accredited-** a post-secondary institution that has not received accreditation from one of the six regional accreditation associations. This includes international institutions for which a third party transcript evaluation is necessary.

### Procedure:

- 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 where the course was taken.
  - a. After the student is accepted to Aultman College, the registrar evaluates the transcript.
  - b. The registrar cross-references the current transfer credit equivalencies list with the transcript and grants credit for exact matches.

- c. If the registrar cannot determine the match, the appropriate faculty member evaluates the course based on course outcomes.
- Once credit is granted, the registrar enters data into CAMS. 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 five (5) weeks prior to his/her expected graduation date (see Appeal Procedure below).

Appeal Procedure:

Transfer credit in the appeals process is reserved for transcribed academic courses only. Appeals may not be made for nonacademic credit, such as that awarded for military experience.

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, the college will inform the student of the appeal process. This process as outlined below is multi-level, and responses will be issued promptly.

- If the student disagrees with the awarding of transfer credit, he/she must file an appeal no later than five (5) weeks prior to the student's expected graduation date.
- The student should complete the Transfer Credit Evaluation Request Form found on the college website ([www.aultmancollege.edu](http://www.aultmancollege.edu)).
- The completed Transfer Credit Evaluation Request Form should be submitted with course syllabi to the registrar, who will forward it 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 within two (2) weeks of the date of receipt of the complete appeal request including attached syllabi.

**POLICY UPDATE: Withdrawal and Nonattendance**  
**(formerly Administrative Withdrawal located on p. 37 of the catalog)**

Administrative Withdrawal

The college may at any time administratively withdraw a student when such action is in the best interest of the institution and/or the student. Administrative withdrawals may be implemented for reasons including but not limited to:

- a. Lack of attendance and/or participation for three consecutive weeks.
- b. Inappropriate conduct as defined by college policies
- c. Unsafe clinical performance as defined by program standards



Students who are administratively withdrawn receive an AW grade on the transcript.

#### Voluntary Withdrawal from the College

Students who voluntarily withdraw from the college may re-enter without reapplication within two consecutive semesters (including summer) following withdrawal. After two consecutive semesters, 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 (refer to the ASR Progression Policy).

Note: Before students voluntarily withdraw, they are strongly encouraged to consult with the financial aid administrator to determine the impact of withdrawal on their financial aid awards (if applicable) and with the college billing representative to understand billing and refund practices. Students should review the Refund, Satisfactory Academic Progress, and Withdrawal and Return of Title IV Funds Policies in the college catalog.

#### Nonattendance

Students will be dropped from a course for nonattendance and/or participation on the second Friday of the term if they have not attended and/or participated.

#### Withdrawal from a Course(s)

Students who stop attending classes and fail to withdraw after the last published withdrawal date may receive a final grade of F in the course.

#### **Definitions:**

**Add/Drop** - The limited time frame noted on the official academic calendar at the beginning of each semester wherein students are able to add or drop courses without financial or academic repercussions. Official student academic records do not reflect courses dropped during this period.

**Administrative Withdrawal** – Occurs when the college unenrolls a student from a course(s) after the published add/drop date. When an administrative withdrawal occurs, an AW is reflected on the student's transcript.

**Dismissed** – When a student is no longer officially registered in courses.

**Drop** – Typically occurs when a student or college official unenrolls a student from a course before the posted add/drop deadline. The only exception is when a student is unenrolled for nonattendance. When a drop occurs, there is no indication of the course on the student's transcript.

**Enrolled** – When a student is officially registered in courses.

**Lack of Attendance** – Occurs when a student is enrolled in a course but has stopped attending and/or participating for three consecutive weeks after having attended classroom sessions and/or participated online. An AW is reflected on the student’s transcript.

**Nonattendance** – Occurs when a student is enrolled in a course but never attends and/or participates in that course by the second Friday of the term.

**Voluntary Withdrawal** – Occurs when a student voluntarily unenrolls from all courses. If the voluntary withdrawal occurs after the posted add/drop date, a W is recorded on the student’s transcript. If the voluntary withdrawal occurs before the posted add/drop date, nothing is recorded on the student’s transcript.

**Withdrawal** – Occurs when a student voluntarily unenrolls from class(es) or from the college after the published add/drop date. When a withdrawal occurs, a W is reflected on the student’s transcript.

**Unenroll** – to drop or withdraw from a course.

**Procedure:**

Administrative Withdrawal

If an instructor and/or registrar wishes to initiate an Administrative Withdrawal, he/she must provide adequate documentation to support the request and must obtain approval by the program director and/or division dean.

If a student is administratively withdrawn, the registrar marks the student’s registration status in CAMS as AW, which appears on the student’s transcript.

The academic advisor enters the proper withdrawal date (date of withdrawal) into CAMS and completes the Separation Form with the student. The academic advisor marks the student’s enrollment status, registration status, and student type in CAMS.

Voluntary Withdrawal

Students who voluntarily withdraw from the college must see the academic advisor to complete the Separation Form.

The academic advisor:

- Withdraws the student from all coursework in CAMS.
- Enters the withdrawal date (date of notification) in CAMS.
- Changes the student’s enrollment status to Withdrawn.
- Notifies staff of the student’s withdrawn status.
  - The campus coordinator deactivates the student’s ID badge.
  - Aultman College IT deactivates the student’s email account and removes all computer access.
  - Library staff immediately suspends all library privileges
- Forwards the appropriate withdrawal paperwork to the registrar to file in the student’s administrative file.
- Provides the student with a copy of the completed Separation Form.

### Nonattendance

- The registrar contacts all faculty via email on the day after add/drop, encouraging them to check their student roster in CAMS.
- The faculty notifies the registrar by 4:00pm on the second Friday of the term of any student who has not attended the class and/or participated online.
- The registrar drops the student from the course for non-attendance and notifies the student via email.
- If the student is dropped from all courses for non-attendance, the academic advisor:
  - Meets with the student to complete the Separation Form
  - Enters the withdrawal date (date of last attendance) in CAMS
  - Changes the student's enrollment status to Withdrawn
  - Notifies staff of student's withdrawn status
    - The campus coordinator deactivates the student's ID badge.
    - Aultman College IT deactivates the student's email account and removes all computer access.
    - Library staff immediately suspends all library privileges
  - Forwards the appropriate withdrawal paperwork to the registrar to file in the student's administrative file.
  - Provides the student with a copy of the completed Separation Form.