

2016-2017 AULTMAN COLLEGE CATALOG UPDATES

Admission Criteria & Program Entrance Requirements

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POLICY UPDATE: Admission Criteria & Program Entrance Requirements

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All applicants must apply, submit official high school or GED transcripts, submit official transcript(s) from all colleges or universities attended, and meet the admission requirements of at least one program/category below.

A final official high school transcript verifying graduation or a GED certificate/score report is required for continued enrollment and financial aid.

Non-Degree Seeking (includes Transient students)

Completion of one of the following

High School Applicants

- High School GPA of 3.0 or greater or GED score of 2250 or greater
- OR**
- ACT composite score of 20 or greater or SAT combined score of 950 or greater.

Transfer Applicants

- College GPA of 2.5 or greater with six (6) credit hours or more of coursework based on the most recent college transcript.

Final acceptance is subject to

- Completion of a two-step TB (tuberculosis) test
- Complete math placement testing as needed (refer to Math Placement policy for guidelines)

Provisional Admittance

Provisional admittance is available for some applicants.

High School Applicants

- High School GPA of 2.5-2.99

Transfer Applicants

- College GPA of 2.0-2.49

Provisional students must also do the following in their first semester for continued enrollment

- Obtain good academic standing
- Complete 7-15 credit hours
 - Only one (1) online course
 - Student enrollment and success in Linked HSC 115: US Healthcare Systems (3 credits) & HSC 105: Emerging Healthcare Professional (1 credit)

College Credit Plus (CCP)

- High School GPA of 3.0
- AND**
- ACT composite score of 20 or better or SAT combined score of 950 or greater

Final acceptance is subject to

- Completion of a two-step TB (tuberculosis) test
- Complete math placement testing as needed (refer to Math Placement policy for guidelines)

ASHS Program

High School Applicants

- High school GPA of 3.0 or greater or GED score of 2250 or greater
- OR**
- ACT composite score of 20 or greater or SAT combined score of 950 or greater

Transfer Applicants

- College GPA of 2.5 or greater with six (6) credit hours or more of coursework based on the most recent college transcript.

Final acceptance is subject to

- Completion of a two-step TB (tuberculosis) test
- Complete math placement testing as needed (refer to Math Placement policy for guidelines)

Provisional Admittance

Provisional admittance is available for applicants

High School Applicants

- High School GPA of 2.5-2.99

Transfer Applicants

- College GPA of 2.0-2.49

Provisional students must also do the following in their first semester for continued enrollment

- Obtain good academic standing
- Complete 7-15 credit hours
 - Only one (1) online course
 - Student enrollment and success in Linked HSC 115: US Healthcare Systems (3 credits) & HSC 105: Emerging Healthcare Professional (1 credit)

ASN Program

High School Applicants

- High school GPA of 3.00 or better or GED score of 2250 or greater
AND
- ACT composite score of 20 or better or SAT combined score of 950 or greater

Transfer Applicants

- 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 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 mandated 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
- Completion a two-step TB (tuberculosis) test
- Submitting evidence of current Healthcare 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
- Complete math placement testing as needed (refer to Math Placement policy for guidelines)

ASR Program

High School Applicants

- High school GPA of 3.0 or better or GED score of 2250 or greater
AND
- ACT composite score of 20 or better or SAT combined score of 950 or greater

Transfer Applicants

- 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 mandated 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 Healthcare 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
 - Mandatory attendance is required at a Virtual Career Information session **after** acceptance into the ASR program. The radiography clinical coordinator will contact incoming students to schedule the virtual career information session time and will provide the forms required for documentation.
- Complete math placement testing as needed (refer to Math Placement policy for guidelines)

BSN Completion Program

Post-licensure nursing graduate with a diploma or associate degree.

- College GPA of 2.5 or greater
- 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
- Providing proof of liability insurance with \$1 million minimum coverage

Pre-licensure nursing graduate

- College GPA of 2.5 or greater
- 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 Hospital School of Nursing/Aultman College

- Students may register for general education courses only until they become a licensed registered nurse
- Students must pass the NCLEX-RN licensure exam within two consecutive semesters from the first day of enrollment.
 - a. 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 Withdrawal and Nonattendance policy for time constraints.

As a pre-licensure current Aultman College nursing student

- Complete a Change of Major/Dual Degree form
- Have an entering cumulative GPA of 3.0 or better
- 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.

Final acceptance into the program is subject to

- Completing and successfully passing a mandated 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 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
- Complete math placement testing as needed (refer to Math Placement policy for guidelines)

Provisional Admittance

Provisional admittance is available for applicants who are a post-licensure nursing graduate and have a college GPA of 2.0-2.49

Additional requirements for continued enrollment of provisional students include

- Maintaining good academic standing
 1. 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.
- Completed 6-15 credit hours first semester

BSN Pre-licensure Program

High School Applicants

- High school GPA of 3.0 or better or GED score of 2250 or greater

AND

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

Transfer Applicants

- College GPA of 2.7 or greater with six (6) credit hours or more of coursework based on most recent college transcript.

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 college website.

Final acceptance into the program is subject to

- Completing all immunization requirements
- Completing and successfully passing a mandated 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
- Complete math placement testing as needed (refer to Math Placement policy for guidelines)

Definitions:

Provisional Admittance- a process where a person without full admission criteria is permitted to enroll for a semester to demonstrate personal capacity. Success as a provisional student leads to full admission the following semester. Transient students may not attend as provisional students.

Online Courses – Any course that delivers 75% or more of its content online.

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.

Non-Degree Seeking – students not enrolled in a degree-granting program, including transient and college credit plus students

Transfer Applicants – students who have attended another postsecondary institution before applying to Aultman College; this includes both external applicants and internal applicants (i.e., change of major).

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.)

Provisional admittance is processed by enrollment services. Enrollment specialist will note "provisional" as student's academic status in initial status record. Registrar will review at end of first semester and change to either "good standing" or "Dismissed Provisional".

Program requirements may not be changed without first reviewing with clinical contract coordinator.

POLICY UPDATE: Alcohol and Illegal Drug Use During On and Off Campus Student Activities **(p. 81)**

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 Code of Conduct, Aultman Employee Handbook, 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 –Commonly used illegal drugs include but are not limited to marijuana, heroin, cocaine, amphetamines, methamphetamines, and club drugs. For the purpose of this policy, “illegal drugs” include any prescription drug for which the individual does not have a valid prescription.

The employee/student must use the prescription drug only in the manner, combination, and quantity as 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 distributes 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 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).

POLICY UPDATE: Background Check and Fingerprinting

(p. 20)

Student Rights and Responsibilities

Because certain criminal offenses preclude an applicant/student from entering or continuing in clinical and/or fieldwork settings, Joint Commission standards require a background check with fingerprinting prior to enrollment for all applicants/students accepted into clinical/fieldwork academic programs.

Continuing students enrolled in a clinical/fieldwork program must complete an annual background check.

Students accepted into non-clinical or non-fieldwork academic programs are not required to complete a background and fingerprinting check.

Should a student change programs and be accepted into a clinical/fieldwork based academic program, he/she must complete an initial background check and fingerprinting and subsequent annual background checks.

Any student who is active in a clinical/fieldwork program and who violates any of the laws covered by this policy is required to report such violation to the appropriate program director. Violations or failure to report violations may be cause for dismissal from the clinical/fieldwork program, and certain offenses may result in dismissal from the college.

The student and the college receive a copy of the criminal background report. The student should contact the background check vendor directly if he/she believes the report is inaccurate.

College Rights and Responsibilities

Based on the background check report, the decision to preclude an applicant from enrolling in or to dismiss a student from a clinical/fieldwork program is within the college's sole discretion.

If the report contains negative information, the applicant/student may be required to submit additional documentation relating to the incident, including court records or a written explanation. The college will notify applicants/students in writing when a decision to deny admission or to dismiss from a clinical/fieldwork program results in whole or in part from information contained in the background check report.

The college has designated an approved vendor to perform the criminal background screenings and fingerprinting. Results from any company other than the approved vendor will not be accepted.

Definitions:

Clinical based academic program – any academic program that contains coursework with clinical experiences (Associate of Science in Nursing, Associate of Science in Radiography, and Bachelor of Science in Nursing)

Fieldwork based academic program – any academic program that contains coursework with fieldwork experiences

Non-clinical based academic program – any academic program that does not contain coursework with clinical experiences (Associate of Science in Health Sciences). Non-degree seeking students (including transient and CCP) fall into this category.

Clinical experience – experiential learning component in a healthcare setting during which students observe patient care or engage in direct patient contact.

Procedure:

For Students in Clinical/Fieldwork Based Programs

- A. Upon acceptance into a clinical/fieldwork based academic program, applicants/students receive detailed information on how to complete this requirement.
- B. Applicants/students must give consent to the approved vendor to conduct the criminal background check and provide findings to Aultman College.
 - Failure to provide consent will result in denial of admission to or dismissal from the program.
- C. The criminal background check must be completed by the approved vendor during the time period and by the deadline indicated on the New Student Checklist.
- D. The applicant/student is responsible for all fees associated with the required background check.
- E. Applicants/students may not use similar reports on file with any other school or agency to meet this requirement.
- F. The approved vendor sends criminal background check results to Aultman College.
 - A college appointed committee that includes academic, compliance, and student affairs representatives determines the student's/applicant's pass/fail status based on established risk-factor assessment criteria. In making this determination, the committee may request additional information from the applicant/student. Once a decision is made, the applicant/student receives a written explanation and a copy of the background check results.
 - In the event an applicant fails, he/she receives a denial letter accompanied by a copy of the background check results and a summary of rights under the Fair Credit Reporting Act.
 - In the event a currently enrolled student fails, he/she is dismissed from the clinical and/or fieldwork program. Certain offenses may additionally result in dismissal from the college.
 - Results will be confidentially maintained by the college to the extent required or permitted by law.

Students who wish to appeal a decision should refer to the appeal process outlined in the Student Code of Conduct policy.

POLICY UPDATE: Campus Visitor Policy

(p. 123)

This policy applies to employees, students, and campus visitors of any age.

Visitors who are taking part in organized, scheduled social activities or who participate in community education and other non-academic credit classes are welcome and encouraged to utilize the Aultman College campus.

Employees and students may invite family members and friends to events/activities that are specified as family oriented. Should questions arise about the appropriateness of inviting family and friends to campus events/activities, the student affairs coordinator and the campus coordinator will have final say in their respective areas.

Visitors who are unsupervised or considered disruptive will be asked to leave the campus immediately, and the campus coordinator and/or security will be notified.

Expectations for students, employees, and staff

- Students must obtain approval before bringing a visitor to student organization meetings.
- Children are not permitted on campus in lieu of child care.
- Employees and students must obtain approval from the appropriate personnel before bringing visitors onto the campus.
 - Employees must have approval from their direct supervisor/designee.
 - Students must have approval from the faculty or staff member in charge of the meeting or event. This faculty/staff member is responsible to comply with the provisions of this policy.
- Deans/directors and the campus coordinator must provide approval if minors are requested on campus for an educational experience.
 - If the minor will *not* be accompanied by a parent/guardian or compulsory school representative, the campus coordinator will provide faculty with the appropriate forms to be completed in their entirety by the minor's parent/guardian.
 - If the minor will be accompanied by a parent/guardian or compulsory school representative, completed forms are not required.
- Visitors must not interfere with campus activities.
- Visitors must not be left unattended or with other individuals while the student or employee is attending class, conducting business, or attending a social function in campus workplaces, classrooms, laboratories, recreation areas, library, or student study spaces.
- Visitors are never permitted in any clinical area and must not be present when students or employees are obtaining patient information through Cerner.

Exceptions to this policy can be made on a case by case basis.

Violations of this policy should be addressed immediately by those who witness them. Witnesses must also notify the campus coordinator, who will engage appropriate personnel and document the violation.

- Adult visitors will be asked to leave the premises immediately.
- Parents/guardians of minor visitors will be contacted and both minor and parent/guardian will be asked to leave campus immediately.

Violations of this policy may include disciplinary actions up to and including expulsion/termination.

Definitions:

Visitor—a person on campus who is neither an employee nor student

Procedure:

Violations of this policy:

1. The campus coordinator will meet with student who is in violation and complete a conduct violation form.
2. Human Resources representative will meet with employee who is in violation and complete the appropriate paperwork.
3. Disciplinary actions will be taken according to the student conduct policy or the Aultman Employee Handbook.

POLICY UPDATE: Student Activity/Event Travel

(p. 85)

Students who travel off-campus under the sponsorship and/or funding of Aultman College are required to have a full- or part-time employee with administrative approval travel with them and/or their organization. The employee's role is to coordinate all trip-related activities and immediately report any conduct violations to the vice president of business and student affairs, either during the trip or upon the group's return to campus.

1. If the travel is academic or professional and interferes with scheduled coursework, students should refer to the "Course Attendance and Participation" policy and provide verification of travel/participation to all course faculty.
2. All policies in the College Catalog are in effect during college-sponsored trips. Students will be held accountable for any behavior that violates college policy.
3. Students are financially responsible for any damage to property, real or personal, caused by themselves or their guests, from the time and point of trip origin to time and point of trip return.
4. Students are responsible to be aware of and adhere to departure times for all modes of transportation being used.
5. Any proposed changes to the trip itinerary or schedule must be approved by the college employee and submitted to the student affairs coordinator prior to departure.

6. Abusive, illegal, or irresponsible use of alcohol and other drugs will not be tolerated. Alcohol or other illegal drug use is not permitted on buses or any other public or private transportation. Refer to the “Alcohol and Illegal Drug Use During On- and Off-Campus Student Activities” policy for more information.
7. Students are expected to behave as responsible, professional representatives of the college at all times. They must attend scheduled activity/event functions in a timely manner. Hotel, restaurant, transportation, or other venue management will be encouraged to deal with disruptive or illegal activities as they would with other guests, which may include law enforcement or legal intervention.
8. If private vehicles are transporting students, the responsible driver must show proof of a valid driver’s license and automobile insurance to the student affairs coordinator prior to the trip. The college employee is prohibited from transporting students to and from the event in his/her own private vehicle. Students may car-pool with each other. The college will not be liable, in any manner whatsoever, for injuries to person or property arising from student transportation in private vehicles. In an emergency, the college employee should use his/her best judgment in handling the situation.

Definitions:

Medical and Emergency Contact Form-required form that notes medical and emergency contact information, and medical information such as allergies or illnesses to be aware of.

Release, Hold Harmless, and Indemnification Agreement-required form that states Aultman College will not be held responsible for any personal injuries, property damage, or death to the signee nor to any other person or entity arising out of and/or resulting from the participation of the signee.

Alcohol and Illegal Drug Use During On- and Off-Campus Student Activities Policy-policy asserting that the college is committed to maintaining a safe and healthy environment free from substance abuse and establishing the expectation that those representing the college (on or off campus) conduct themselves professionally at all times.

Procedure:

1. The student affairs coordinator approves travel for student activities.
2. Prior to departure, all students must read, agree to, and sign the documents listed in the definitions section.
3. One week prior to the trip, the college employee must submit to the student affairs coordinator the original signed forms, a list of all participants, a trip itinerary including travel and lodging information, and a schedule of activities.
4. The student affairs coordinator reviews the forms for completeness and assembles all necessary travel documents for the college employee to take on the trip.
5. Prior to departure, the college employee should make students aware of all out-of-pocket expenses they are responsible for during the trip.
6. The college employee communicates departure times for all modes of transportation.
7. College employees travel with and attend all scheduled activities where possible.
8. The college employee must submit a Travel Expense Sheet for reimbursement upon return.

POLICY UPDATE: Substance Abuse

(p. 94)

Aultman College is committed to a drug and alcohol-free environment and has adopted a substance abuse policy for the purposes outlined below:

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

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

The following rules represent the college's policy concerning substance abuse:

- Students are prohibited from attending class, labs, clinicals of any nature, or college-related activities under the influence of alcohol or illegal drugs.
- All employees are prohibited from working under the influence of alcohol or illegal drugs.
- The manufacture, sale, possession, distribution, or use of illegal drugs on Aultman property or while engaged in official Aultman College educational activities is strictly prohibited and is cause for dismissal.

Student Testing

Pre-Admission: Upon acceptance to the college, all applicants/students must pass a drug and alcohol screening test as a condition for admission. Whether a student passes is determined by the Medical Review Officer using federal guidelines in resulting.

Reasonable Cause: Students may be subject to drug and alcohol testing under reasonable cause when evidence indicates it is more likely than not that a student is under the influence of alcohol or illegal drugs in violation of college policy. Facts which could give rise to reasonable cause include but are not limited to

- observable phenomena, such as direct observation of drug use and/or physical symptoms or manifestations of being under the influence of a drug, including but not limited to erratic behavior, slurred speech, staggered gait, flushed face, dilated/pinpoint pupils, wide mood swings, or inappropriate responses to stimuli while the student is attending class, clinical, or any college related activities,
- information that a student has caused or contributed to an accident that resulted in injury requiring treatment by a licensed health care professional, or where a student shows signs of impairment after any accident or occurrence that results in a significant injury or damages while performing college activities,

- evidence that the student has tampered with a previous drug test, or arrest, conviction, or acceptance of responsibility for being in possession of or being found guilty of a drug, alcohol, or controlled substance related offense.

Students who test positive for drugs and/or alcohol will be dismissed from the college. Appeals may be made through the appeals process as defined in the Student Code of Conduct policy.

Readmission after a Positive Drug Test: A student who is dismissed from the college due to a positive drug test may be considered for readmission if the student submits to an evaluation for substance abuse by a college-approved evaluation or treatment agency, completes a prescribed treatment program, and submits to a drug test prior to readmission.

- A positive drug test will result in ineligibility for readmission.