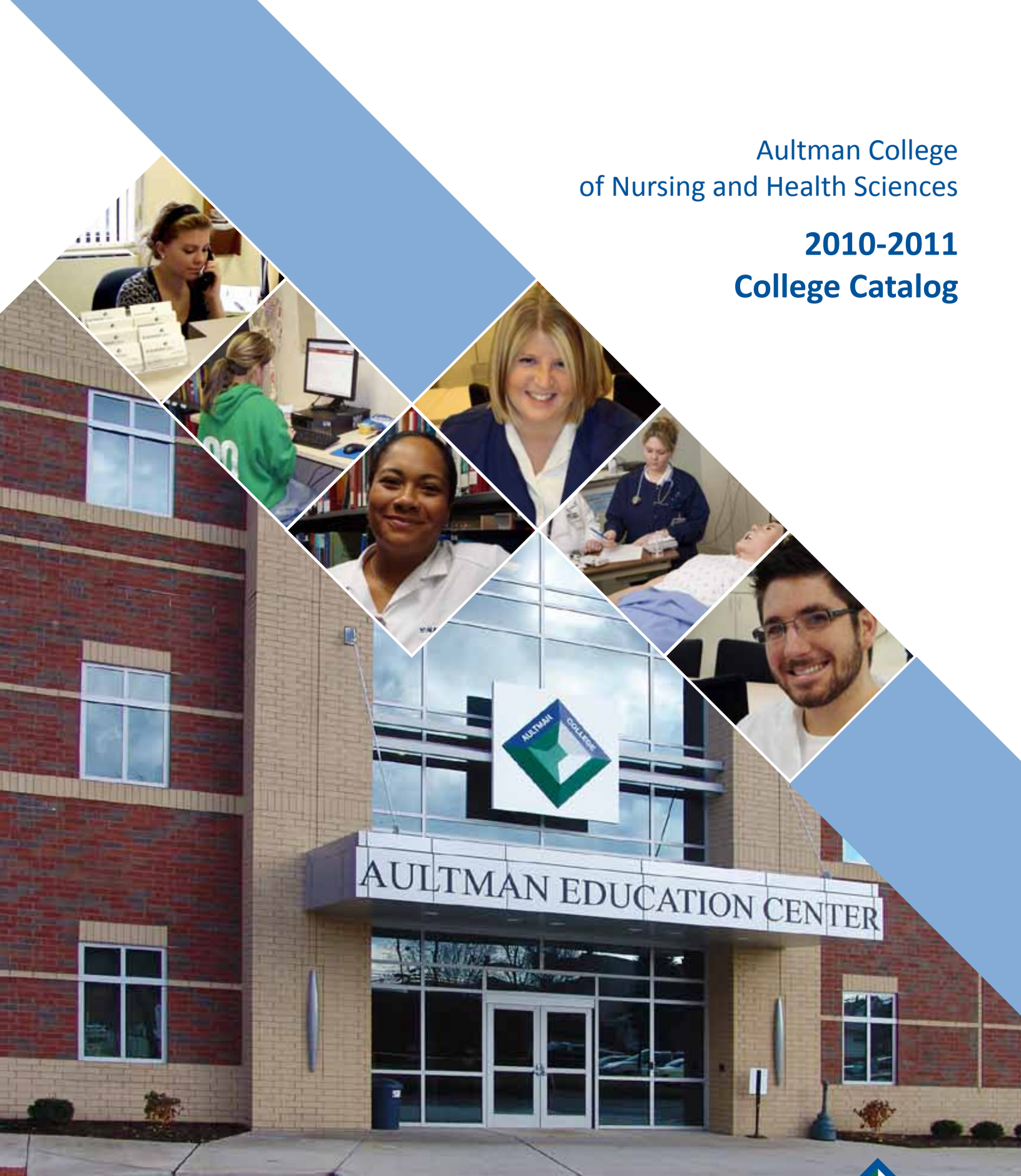


Aultman College  
of Nursing and Health Sciences

**2010-2011  
College Catalog**





# AULTMAN COLLEGE OF NURSING AND HEALTH SCIENCES

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## OUR VISION

Aultman College of Nursing and Health Sciences will be the leader in preparing exceptional health care professionals who positively impact society.

## OUR MISSION

The Corporation is formed for the purpose of preparing men and women for careers in nursing and other health-related educational programs. Aultman College of Nursing and Health Sciences is a health-system affiliated institution of higher learning committed to meeting the needs of nursing and allied health students by providing a coherent general and professional educational experience to prepare individuals for service and leadership roles.

## OUR VALUES

In support of its mission, Aultman College of Nursing and Health Sciences values:

- Integration of general and professional studies as a basis for successful career preparation;
- Correlation of theory and experiential learning as companion elements in adult learning and behavior;
- Cultivation of excellence in teaching, scholarship and service as primary responsibilities of faculty;
- Promotion of compassion, service and respect as intrinsic values of our organizational and academic culture;
- Promotion of accountability within the academic and clinical environment;
- Integration of critical thinking within the context of professionally competent behaviors; and
- Promotion of the understanding of issues of diversity in the men and women we educate and the community served.

# AULTMAN COLLEGE OF NURSING AND HEALTH SCIENCES

*Preparing exceptional health care professionals who positively impact society*

*Aultman College has made every reasonable effort to ensure the accuracy of this Catalog. Aultman College reserves the right to interpret and change policies, regulations, courses and fees, in its sole discretion, at any time subsequent to the publication of this Catalog. Changes will be publicized through the College website, Student Portal and other communication vehicles to minimize inconvenience to students, faculty and staff. This Catalog does not constitute a contract with the student. All previous editions are obsolete.*

## NOTICE OF EQUAL OPPORTUNITY

Aultman College of Nursing and Health Sciences is an equal education and employment institution. The College admits students of any race, color, national or ethnic origin, religion, gender, age and disability to all the rights, privileges, programs and activities generally accorded or made available to students at the College. It does not discriminate on the basis of race, color, national or ethnic origin, religion, gender, age, disability or any other characteristic protected by state or federal law in the administration of its educational policies, admissions policies, scholarship and loan programs and other school administrative programs.

## GOVERNING CATALOG

Aultman College reserves the right to change its academic policies and procedures. Changes will be publicized to minimize inconvenience to faculty, staff, and students. Aultman College reserves the right to modify or discontinue any academic offering for degree programs when demand falls below reasonable levels. In such cases, the College will make reasonable efforts to allow current students to complete the program or will assist in their transfer to other acceptable programs.

### **Degree requirements are based on the Catalog which is in effect at the time of the student's initial enrollment.**

However, the College reserves the right to change course offerings and academic requirements without notice. These changes should not be to the disadvantage of the student during his or her enrollment. In that regard, the following guidelines determine which Catalog a student must follow in meeting program requirements:

#### *Students who are continuously enrolled:*

- Students may elect to complete their coursework under the Catalog which is in effect at the time of the student's initial enrollment.
- Students may elect to complete their coursework under the most recent Catalog and must comply with all of the new requirements for their program.

- Students who change majors must meet the requirements of the Catalog which are in effect at the time they change majors.

#### *Student requiring readmission to the College:*

Students who transfer to another college or university and return to Aultman College will be readmitted under the Catalog which is in effect at the time of readmission. Dismissed students are readmitted under the Catalog which is in effect at the time of readmission.

Exceptions to the above may be necessary when changes in certification or licensure standards mandate changes in academic requirements or in College programs. Questions concerning this policy should be directed to the Student Advisor.

## FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (PUBLIC LAW 93-380)

In accordance with Public Law 93-380, Family Educational Rights and Privacy Act (FERPA), strict confidentiality will be observed regarding student information, even though the nature of an educational institution requires that records must be kept.

The act provides that the College may retain the right to release directory information which is defined as the name, current mailing address, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, and degrees and awards received. In the absence of written notice by a student to withhold any or all information included in the definition of "Directory Information," the College reserves the right to release any of this information it may consider desirable. Details of this act can be found on page 37.



Aultman College of Nursing and Health Sciences  
2600 Sixth St. SW  
Canton, OH 44710-1799  
(330) 363-6347  
[www.aultmancollege.edu](http://www.aultmancollege.edu)

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## AULTMAN COLLEGE PROFILE

Aultman College of Nursing and Health Sciences is a health-system affiliated institution of higher learning with a goal of preparing exceptional health care professionals who positively impact society. Aultman College is located in Canton, Ohio, approximately one hour from Cleveland and Youngstown. The College is affiliated with Aultman Hospital, Stark County's largest hospital and winner of numerous quality and value awards, including Magnet designation from the American Nurses Credentialing Center. Aultman Hospital serves a 5-county area with Centers of Excellence in heart, cancer, neurosurgery, maternity, orthopedics, and emergency and trauma care.

The roots of the Aultman College of Nursing and Health Sciences go back to 1892, when the Aultman Hospital School of Nursing was founded. More than 3,000 graduates earned their diplomas through the Aultman Hospital School of Nursing. Recognizing the demand for nursing education beyond a diploma program, the School expanded its curriculum and became an incorporated college in 2004, changing its name to the Aultman College of Nursing and Health Sciences. The College is authorized by the Ohio Board of Regents to confer an Associate of Science degree in Nursing and was recently authorized by the Chancellor of the Ohio Board of Regents to confer an Associate of Science degree in Radiography, beginning in Fall 2011. Aultman College was granted Initial Accreditation by the Higher Learning Commission (HLC) of the North Central Association of Colleges and Schools in 2009 and is accredited by the HLC to offer an Associate of Science degree in Nursing and an Associate of Science degree in Radiography.

Aultman College of Nursing and Health Sciences currently has an enrollment of approximately 300 students. Graduates of Aultman College have gone on to work in hospitals, physician practices, schools, nursing facilities, public health settings and other health care environments. Many continue their education while employed. Students who wish to explore their health care career options are welcome to begin their general education coursework at Aultman College to gain the experience of learning in a health care environment. Aultman College is committed to playing an important role in meeting the growing need for exceptional health sciences professionals in our community and the world.

### AFFILIATION WITH WALSH UNIVERSITY

Aultman College of Nursing and Health Sciences maintains a purchased course agreement with Walsh University in North Canton, Ohio for instruction in specified general education courses at the Walsh University campus. As part of their academic program, Aultman College of Nursing and Health Sciences students are required to attend Walsh University for some general education coursework unless previous transfer credits have been accepted. Acceptance into Aultman College automatically qualifies a student to enroll in the required courses at Walsh University. When attending courses at Walsh, students should follow the policies and procedures established by Walsh University. Those policies can be found in the Walsh University catalog and handbook, both of which can be found on their website, [www.walsh.edu](http://www.walsh.edu). They can also be accessed through the Student Portal and on the College website. While taking courses at Walsh University, Aultman College students will be provided with a Walsh University ID and parking pass and have access to the library, tutorial services and other student services available through the University.

Grades received for courses taken at Walsh University are determined by the University faculty in accordance with the grading policy of the University. Grades from Walsh University are incorporated into the student's transcript and apply toward the cumulative grade point average. College credit is granted upon satisfactory completion of these courses.

### GENERAL EDUCATION PHILOSOPHY

At Aultman College of Nursing and Health Sciences, the term "general education" refers to a breadth of exposure introducing students to a variety of subjects covering the liberal arts, humanities, and natural sciences. This general education provides the "roots" that ground the Aultman College experience and will be integrated into each student's health science-based curriculum, thereby linking their general and professional education.

As part of this general education, every graduate of Aultman College should expect to exemplify certain core abilities that are addressed throughout their academic experience. These core abilities transfer across context (from one course to the next, from one program to another, from Aultman College

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

- Think critically and solve problems
- Demonstrate information literacy
- Model ethical and civic responsibility, and
- Communicate effectively

## Core Abilities and Learning Outcomes in General Education

### A. Think Critically and Solve Problems

*Definition: The ability to think creatively and reflectively; actively search for answers and meaning; evaluate ideas and information in a purposeful, organized manner; and develop beliefs that lead to action.*

#### **Indicators (Outcomes)**

The learner will:

- Integrate experience, reason, and information to make meaningful conclusions, judgments, and/or products.
- Integrate mathematic and scientific-based knowledge and understanding into problem-solving activities.

### B. Demonstrate Information Literacy

*Definition: The ability to identify, locate, and utilize information to engage in lifelong learning. To develop an aptitude for the use of technology and an understanding of its impact on the evolving healthcare environment.*

#### **Indicators (Outcomes)**

The learner will:

- Retrieve, evaluate, synthesize, and apply information across a range of contexts, cultures, and areas of knowledge.
- Apply appropriate technology and resources as part of a team approach.
- Question the validity of information and evaluate it using fact-based scientific inquiry.

### C. Model Ethical and Civic Responsibility

*Definition: The ability to recognize an obligation to self and others for his or her decisions/actions, evaluate potential consequences of decisions/actions, and make both personal and professional choices based on these.*

#### **Indicators (Outcomes)**

The learner will:

- Accept responsibility for learning now and in the future.
- Exhibit professional, personal, and academic honesty.
- Act cooperatively and work effectively in a diverse environment by respecting the rights, views, and work of others.
- Consider context and implication of ethics in all actions.

### D. Communicate Effectively

*Definition: The ability to exchange information by writing, speaking, and listening in order to precisely convey thoughts, ideas, and opinions in a variety of contexts.*

#### **Indicators (Outcomes)**

The learner will:

- Communicate effectively, appropriately, and professionally in verbal, nonverbal, and written forms.
- Use appropriate technology that supports or facilitates communication.
- Provide and accept constructive feedback.
- Demonstrate fluency in the scientific-based language of healthcare settings.

## ACCREDITATIONS AND AUTHORIZATIONS

### **Aultman College of Nursing and Health Sciences**

*Accredited by The Higher Learning Commission of the North Central Association of Colleges and Schools to offer an Associate of Science degree in Nursing and an Associate of Science degree in Radiography, HLC, 230 South LaSalle Street, Suite 7-500, Chicago, IL 60604-1413. (312) 263-0456, [www.ncahigherlearningcommission.org](http://www.ncahigherlearningcommission.org).*

*Authorized by the Ohio Board of Regents (OBR) to confer an Associate of Science degree in Nursing (effective January 2005 – December 31, 2011). OBR, 30 East Broad Street, 36th floor, Columbus, OH 43215-3414, (614) 466-6000; [www.regents.ohio.gov](http://www.regents.ohio.gov)*

*Authorized by the Ohio Board of Regents (OBR) to confer an Associate of Science degree in Radiography (effective April 30, 2010 – December 31, 2011). OBR, 30 East Broad Street, 36th floor, Columbus, OH 43215-3414, (614) 466-6000; [www.regents.ohio.gov](http://www.regents.ohio.gov)*

### **Nursing Program**

*Full approval by the Ohio Board of Nursing (OBN) (effective May 17, 2007 – May 17, 2012). OBN, 17 South High St. Suite 400, Columbus, OH 43215-3413; (614) 466-3947 [www.nursing.ohio.gov](http://www.nursing.ohio.gov).*

*Accredited by the National League for Nursing Accrediting Commission (NLNAC). Initial accreditation (effective Fall 2007 – Fall 2012). NLNAC, 3343 Peachtree Rd. NE Suite 500, Atlanta, GA 30326; (404) 975-5000; [www.nlnac.org](http://www.nlnac.org).*

### **Radiography Program**

*Accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT). (Effective November 14, 2011 – November 14, 2019). JRCERT, 20 N. Wacker Dr., Suite 2850, Chicago, IL 60606-3182; (312) 704-5300; [www.jrcert.org](http://www.jrcert.org).*





## ACADEMIC CALENDAR 2010-2011

### FALL SEMESTER 2010

|   |                        |
|---|------------------------|
| Classes begin   | August 30, 2010        |
| Labor Day (Offices Closed)                                | September 6, 2010      |
| Last Day to Add/Drop Classes                              | September 7, 2010      |
| Financial Aid Freeze Day                                  | September 7, 2010      |
| Last Day to Withdraw Classes with a 100% Refund           | September 7, 2010      |
| Last Day to Withdraw Classes with a 90% Refund            | September 17, 2010     |
| Last Day to Withdraw Classes with a 50% Refund            | October 1, 2010        |
| Last Day to Withdraw Classes with a 25% Refund            | October 8, 2010        |
| Academic Advising for Spring Semester 2011                | October 13-22, 2010    |
| Fall Break  | October 11-12, 2010    |
| Mid-term Grades Due by 12:00 Noon-Office of the Registrar | October 13, 2010       |
| Last day to withdraw classes with a "W" grade             | November 12, 2010      |
| Last day to withdraw from classes for Fall Semester       | November 12, 2010      |
| Open Registration for Spring Semester 2011                | November 15, 2010      |
| Spring 2011 Graduation Application Deadline               | November 24, 2010      |
| Thanksgiving Break (Students)                             | November 24 – 28, 2010 |
| Offices Closed at 2:00 PM                                 | November 24, 2010      |
| Thanksgiving Break (Offices Closed)                       | November 25 – 28, 2010 |
| Last day of classes for Fall Semester                     | December 4, 2010       |
| Study Day   | December 6, 2010       |
| Final Examinations  | December 6 -10, 2010   |
| Semester ends   | December 10, 2010      |
| Final Grades due by 12:00 Noon                            | December 15, 2010      |
| Commencement  | December 18, 2010      |
| Holiday Break (Offices Closed)                            | December 23-27, 2010   |
| New Year's Day (Offices Closed)                           | December 31, 2010      |

***Dates are subject to change at the College's discretion.***



## ACADEMIC CALENDAR 2010-2011

### SPRING SEMESTER 2011

|  |                      |
|--|----------------------|
| Classes begin  | January 10, 2011     |
| Martin Luther King Jr. Day (Offices Closed)  | January 17, 2011     |
| Last day to Add/Drop Classes   | January 18, 2011     |
| Financial Aid Freeze Day   | January 18, 2011     |
| Last Day to Withdraw Classes with a 100% Refund  | January 18, 2011     |
| Last Day to Withdraw Classes with a 90% Refund   | January 28, 2011     |
| Last Day to Withdraw Classes with a 50% Refund   | February 11, 2011    |
| President's Day Break  | February 21-22, 2011 |
| Last Day to Withdraw Classes with a 25% Refund   | February 18, 2011    |
| Mid-term Grades Due by 12:00 Noon-Office of the Registrar  | February 28, 2011    |
| Spring Break   | March 7-11, 2011     |
| Academic Advising for Summer and Fall Semesters  | March 14-22, 2011    |
| Last day to withdraw classes with a "W" grade  | April 8, 2011        |
| Last day to withdraw from classes for Spring Semester  | April 8, 2011        |
| Open Registration for Summer and Fall Semesters 2011   | April 11, 2011       |
| Fall 2011 Graduation Application Deadline  | April 15, 2011       |
| Last Day of Classes  | April 20, 2011       |
| Student Break  | April 21-25*, 2011   |
| Final Examinations<br><b>(NOTE) *Final exam schedule officially begins on Monday, April 25th at 1:30 p.m. for classes with a regularly scheduled Monday/Wednesday meeting time of 3:00 pm.</b> | April 25*-29, 2011   |
| Semester ends  | April 29, 2011       |
| Final Grades due by 12:00 Noon   | May 4, 2011          |
| Commencement at 6:00PM   | May 13, 2011         |

***Dates are subject to change at the College's discretion.***

## ADMISSIONS POLICIES AND PROCEDURES

*As an equal opportunity institution, Aultman College invites qualified students of any age, race, color, national or ethnic origin, religion, disability, sex or marital status to apply for admission. Applicants must provide evidence of graduation from high school or General Equivalency Diploma (GED). Please review the admission criteria and application requirements carefully before submitting an application.*

### AULTMAN COLLEGE ADMISSION

Aultman College offers an Associate of Science degree in Nursing (ASN) and, beginning in Fall 2011, will also offer an Associate of Science degree in Radiography (ASR). In addition, Aultman College offers general education coursework (Math, English, Natural Sciences and Humanities) that provides a foundation for other health care degrees. The College welcomes applications from degree-seeking students, transfer students, transient students and students who are interested in beginning general education coursework while they explore their health care options. All students who wish to take course(s) at Aultman College must follow the Aultman College Admissions Process. Prospective students who wish to apply to an Aultman College degree program should refer to the information below to learn about additional application requirements.

### DEGREE PROGRAM

#### SELECTIVE ADMISSIONS PROCESS

Aultman College offers an Associate of Science degree in Nursing (ASN) and an Associate of Science degree in Radiography (ASR) (beginning in Fall 2011). One of the unique characteristics of Aultman College degree programs are the quantity and quality of clinical training provided for students. To ensure each student receives comprehensive clinical experience, seats in these programs are limited and admission is competitive. Therefore, in addition to the Aultman College application and acceptance process, Aultman College degree programs require a second application procedure. Prospective students who meet the selective admission criteria may submit their program application at the same time as the Aultman College application. For more information about the program application process and admission criteria, refer to page 44 for the ASN program and page 48 for the ASR program.

### AULTMAN COLLEGE ADMISSION CRITERIA

To be considered for admission to Aultman College, applicants must meet one of the following criteria:

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

**OR**

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

Applicants who meet one of these criteria are eligible to be accepted at Aultman College after completing the application process. Final acceptance to Aultman College is subject to:

- Completion and passage of a criminal background check
- Completion of a 2-step TB test

Please note that the College is prohibited from accepting anyone who has been suspended, sanctioned, excluded or precluded from participating in Medicare, Medicaid, or other private or governmental health insurance programs.

### AULTMAN COLLEGE APPLICATION PROCESS

Students who would like to begin coursework and/or apply for admittance to a degree program must follow the Aultman College application process. To apply for admission to Aultman College:

1. Complete the Aultman College application. The application can be completed online on the College website. A printable application is also available online. Hard copy applications are available through the Office of Admissions.
2. Submit the \$30 non-refundable application fee, made payable to Aultman College of Nursing and Health Sciences. The application fee may be paid by cash, check or credit card. Checks may be mailed to:

Aultman College  
Office of Admissions  
2600 Sixth St SW  
Canton, OH 44710

Cash and credit card payments may be made at the College office during business hours. Credit card payments can be made over the phone by calling 330-363-6347.

3. Arrange for submission of official high school transcripts or GED scores. Transcripts are considered official only when they are in a sealed envelope from the originating institution and bear the school seal or official signature.
4. Submit ACT/SAT Testing scores (if applicable). Aultman College codes are ACT: 3228; SAT: 3203.
5. Arrange for official transcripts from each college attended (if applicable). Transcripts are considered official only when they are in a sealed envelope from the originating institution and bear the school seal or official signature.

Applications will be reviewed once the Office of Admissions receives all of the required documents.

### Application Deadlines

Prospective students are invited to submit applications at any time. Decision notification will take place within one month of receipt of a completed application and documentation. Accepted students who complete final admission requirements by the deadlines stated on the College website may begin general education coursework at Aultman College at the start of any semester, based on seat availability. Please note that, at this time, financial aid is not available to students who are not accepted into a degree program. Students applying for a degree program should refer to their program of interest for program application deadlines, procedures and admission criteria.

### Transfer Students

Aultman College welcomes applications from students who meet College admission criteria and wish to transfer to Aultman College from another higher education institution. Transfer students should follow the Aultman College

Application Process. At least one semester with six credits or more of college coursework must be completed to be eligible for transfer. For information on the awarding of Transfer Credit and the Transfer Credit Appeal process, see page 10. Transfer students accepted into degree programs at Aultman College should review the Residency Requirements of their degree program to determine the number of course hours that must be taken at Aultman College to be eligible for graduation.

### Special Admissions: Non-Degree Seeking Students

Aultman College welcomes applicants who wish to take general education courses for enrichment or exploration, but are not seeking entrance into a degree program. A non-degree seeking student must be a high school graduate or hold a GED equivalent. Applicants are not required to meet Aultman College admission criteria, but must participate in COMPASS Placement Testing to ensure accurate course placement. Non-degree seeking students:

- Are not eligible for financial aid.
- Must meet all of the same pre-requisites and co-requisites for course enrollment as degree seeking students.
- Are limited to taking a total of 15 credit hours, after which they must declare a major and meet all applicable admission criteria and requirements. (Audited and developmental courses do not count toward this credit total.)

To enroll as a Non-Degree Seeking Student:

1. Complete the Aultman College Transient/Non-Degree Seeking Student Application available on the College website.
2. Submit the \$30 non-refundable application fee by following the instructions described in the Aultman College Application Process. Applications must be submitted by the deadlines posted on the College website.
3. Arrange for submission of high school transcripts along with any college transcripts required to verify completion of course pre-requisites or co-requisites (if applicable).

Following acceptance to the College, non-degree seeking students should follow the Post-Acceptance Procedures outlined below.

### Special Admissions: Transient Students

Aultman College welcomes applications from students who are currently enrolled at another college and who wish to take courses at Aultman College and transfer those credits back to their home institution. To enroll as a transient student:

1. Complete the Aultman College Transient/Non-Degree Seeking Student Application available on the College website.
2. Submit the \$30 non-refundable application fee by following the instructions described in the Aultman College Application Process. Applications must be submitted by the deadlines posted on the College website.
3. Submit a transient letter or letter of good standing from the “home” institution verifying the course(s) to be taken.

After all required documents are received by the Office of Admissions, the applicant will be contacted by the Aultman College Student Advisor to discuss course registration and further admission procedures. Transient students registering for general education courses are not required to follow the Post-Acceptance Procedures outlined below. Students wishing to register for program-specific courses, such as NRS or RAD offerings, must meet additional admission health and background check requirements.

### Effective Fall 2011: Undeclared Major

Beginning in Fall 2011, degree-seeking students who are still exploring their major options may be classified as undeclared majors. Students with undeclared majors must meet College requirements for admission. These students may be admitted as an undeclared major. Students enrolled as an undeclared major must transfer to a degree granting program upon completion of 24 credit hours of general education. All students who have not declared a major are required to see the Student Advisor each semester.

### POST-ACCEPTANCE PROCEDURES

Once an applicant has been notified of acceptance into the College, there are several steps that must be completed to finalize admission:

1. Return the RSVP form accompanying the acceptance letter.
2. Schedule COMPASS Placement Testing through the Aultman College website. Information about COMPASS Placement Testing is available below.
3. Complete the online criminal background check within a six month period before the first day of class. The background check can be accessed through [www.certifiedbackground.com](http://www.certifiedbackground.com). Instructions are included with the acceptance letter.
4. Complete the online Aultman College Safety Education and Patient Privacy Self-Study modules and submit the post-tests. The modules are available in the Admissions section of the College website.
5. Schedule and submit the results of the two-part Tuberculosis test. The test may be administered by a family physician or scheduled through AultWorks by calling 330-491-9675.
6. Complete New Student Orientation. This includes scheduling a Registration Appointment, online orientation, and registering for on-site College orientation. Full details can be found on the Aultman College website.
7. Complete the FAFSA (Free Application for Federal Student Aid) at [www.fafsa.gov](http://www.fafsa.gov). Aultman College’s FAFSA code: 006487

### COMPASS Placement Testing

Accepted students must take the ACT Computer-Adaptive Placement, Assessment and Support System (COMPASS) Placement test before registering for courses at Aultman College. COMPASS testing is used by colleges around the nation to provide measures of key skills in the areas of writing, reading and mathematics. COMPASS scores are used to place students into appropriate college-credit or developmental (preparation) courses. Students can

schedule a COMPASS Placement Test appointment through the College website. Scores will be available immediately following the completion of the exams and will be used when scheduling courses during the Student Services appointment. Students who have taken the COMPASS test within one year of the first day of their start date may submit those scores to Aultman College in lieu of taking the test. For more information about COMPASS Placement Testing, visit the College website.

## TRANSFER CREDIT

Transfer credit analysis is conducted after a student is accepted into Aultman College of Nursing and Health Sciences. Only official transcripts will be reviewed to determine which course(s) from previously attended educational institutions will transfer. A transcript is considered official when stamped with the official school seal, signed by the appropriate school official, and received in a sealed envelope.

Transfer credit may be granted for coursework completed at other institutions, advanced placement (AP) coursework, CLEP, or credit by examination. Please refer to the Aultman College Transfer Credit Equivalencies, located on the College website, for specific details. Credit by examination will be overseen and administered by academic Division Directors. Awarded transfer credit grades are reflected on the student's Aultman College transcript; however, are not reflected in the student's grade point average (GPA).

Aultman College reserves the right to determine the acceptability of transfer credits in accord with its regulatory bodies and College policies. Acceptable transfer credit must reflect the content and credit hour requirements set forth by Aultman College, both for general education and specific programs of study. This policy is not a guarantee of transfer credit to be granted for any course. Courses accepted from other institutions, along with AP and CLEP exams are

subject to revision on an annual basis; therefore, Aultman College reserves the right to change, at any time, and without notice, the criteria for awarding credit in any or all subject areas. For details regarding the process and rules for granting transfer credit, please refer to the College website.

## Transfer Credit Appeal Process

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

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

1. If the student disagrees with the awarding of transfer credit, they have until the last day of classes of their first enrolled semester to initiate an appeal of the award.
2. Complete the Transfer Credit Evaluation Request Form which is found on the College website.
3. Submit the completed Transfer Credit Evaluation Request Form to the College front office where it will be date and time stamped by the front office staff. The appeal form will be delivered to the Chief Academic Officer. Please keep a copy for your own record.
4. The Chief Academic Officer will re-evaluate the course(s) for which the student is requesting reconsideration in consultation with the appropriate Division Director. Once the re-evaluation is complete the student will be notified of this final decision. This process should be complete within 2 weeks of the date of the appeal request.

## ADVISING, REGISTRATION, TUITION & FEES, BILLING

### STUDENT CLASSIFICATIONS

#### Constituencies

*Resident Students:* Those students who choose to live in the resident halls offered at Walsh University.

*Commuter Students:* Those students who do not reside in housing offered at Walsh University.

#### Student Classifications

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

*Full-time student* – 12 semester hours or more

*Part-time student*

- Three-fourths time: 9-11 semester hours
- Half-time: 6-8 semester hours
- Less than half-time: 5 semester hours or less

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

### ADVISING

The Aultman College Student Advisor assists students with academic issues, such as course planning and degree audit, general education course substitutions and transient work, as well as student support services. The Student Advisor is located in Room 270, next to the Learning Resource Center. Students are welcome to drop by during posted office hours or may schedule an appointment by calling (330) 363-1223. Aultman College students should meet with the Student Advisor at least once per semester to discuss academic progress. While the Student Advisor assists the student in fulfilling the requirements for completing a degree, the student has the ultimate responsibility for selecting appropriate courses. Students who have been admitted to a degree program will also be assigned a faculty advisor to assist with specific program questions.

### REGISTRATION

Registration is the process of enrolling in classes at Aultman College. Registration for newly admitted Aultman College students occurs during the Registration Appointment. Official

registration periods for enrolled students are listed on the Academic Calendar. Students are responsible for registering for the appropriate courses each semester. All registration procedures are handled through the Office of the Registrar.

#### Changes In Registration

*Please note:* A withdrawal from a course could affect the student's financial aid award and degree progression. Please contact the Financial Aid Administrator and review discipline-specific co- and pre-requisites prior to taking action. Students are encouraged to discuss a withdrawal consideration with the Program Director and/or Student Advisor prior to taking action.

The Academic Calendar lists important dates that impact the academic and financial repercussions of registration changes. All changes in registration should be initiated by submitting a signed Change in Registration form to the Student Advisor. The form is available in the College office, LRC, or on the College website. A fee is charged for each change in registration that occurs after the official registration period. Please refer to the Withdrawal/Refund policy on page 14 for refund information.

#### Changes During Add/Drop Period

The Add/Drop period is a limited timeframe that enables students to add or drop courses without financial or academic repercussions. The official student academic record does not reflect courses dropped during the add/drop period. Refer to the Academic Calendar for Add/Drop periods.

#### Changes After Add/Drop Period

Students may withdraw from a course after the add/drop period but before the final withdrawal date specified in the academic calendar. Grading policies are as follows:

- A course dropped after the add/drop period up to mid-semester will receive a grade of "W" (withdraw).
- The student who fails to attend a course and fails to withdraw will receive a final grade of "F" in the course.

## Withdrawal Requirements

All students who drop their course load to zero (0) hours must return:

- Attrition survey
- Exit checklist
- ID badge/Magnetic Strip Badge
- Inactive form (if applicable)
- Laboratory or course equipment
- Library books
- Magnetic Strip Badge
- Parking permits (if applicable)

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

## Withdrawal from the College

A student who is considering withdrawal from Aultman College of Nursing and Health Sciences, thereby discontinuing enrollment, should make an appointment with the Student Advisor. The student must complete the Change

in Registration Form and the Student Attrition Survey located in the College office or on the College website. Withdrawal from the College is not official until these documents are completed, returned, and processed by the registrar. Students receiving financial aid must contact the Financial Aid Office regarding withdrawal. Please see page 19 for more information regarding return of financial aid funds.

### ***Refund due to withdrawal***

The College's refund policy and the date the completed Change in Registration Form is returned to the Student Advisor will determine tuition refunds. Please see the Withdraw/Refund Policy on page 14. A change in registration fee will not be assessed when withdrawing from the College.

## Re-enrolling after withdrawal

A student re-enrolling to Aultman College after a six (6) month time frame will require a new background check and may require completion of other admission requirements, at the discretion of the College. The Student Advisor will assist the student in this process.



## TUITION AND FEES

### TUITION

*Cost Per Credit Hour*

|                     |       |
|---------------------|-------|
| Full-time students  | \$445 |
| Part-time students  | \$460 |
| Course Auditing Fee | \$223 |

### FEES

|  |          |
|--|----------|
| Application Fee (non-refundable)                     | \$30     |
| Reservation Fee (non-refundable)                     | \$100    |
| General Fee per semester                             | \$100    |
| Graduation Fee                                       | \$200    |
| Transcript   | \$5      |
| Lab Fee (per lab course, if applicable)              | \$50     |
| Non-Sufficient Fund Fee                              | \$30     |
| Late/Change in Registration Fee                      | \$20     |
| Uniforms   | \$150*   |
| Supplies (stethoscope, scissors, etc.)               | \$60*    |
| Physical Examination (if applicable)                 | \$100*   |
| Books  | \$1,500* |
| Standardized Test Fees (per semester, if applicable) | \$125*   |
| NCLEX Review Course                                  | \$200*   |
| **Walsh Housing (per semester)                       | \$4,180* |
| Compass Test Fee                                     | \$20     |
| Parking  | \$50     |

### OTHER EXPENSES

|  |         |
|--|---------|
| **Walsh Meal Plan (per semester if applicable) | \$1,970 |
|--|---------|

Aultman Meal Plan

*The following three plans are available for your consideration:*

\$145 per semester + \$10.00 processing fee = \$155.00

\$303 per semester + \$10.00 processing fee = \$313.00

\$385 per semester + \$10.00 processing fee = \$395.00

*\*Approximate costs. All rates are estimated and subject to change. Individual programs or courses may assess additional fees.*

*\*\* Additional information about Student Housing and Meal Plans is available on page 32.*

## BILLING AND PAYMENT INFORMATION

### PAYMENT TERMS

All charges for tuition and fees, including those affiliated with courses held at Walsh University, are collected through the Aultman College Billing Office. Tuition and fee payment is due no later than the last day to Add/Drop classes each semester, or students may elect to participate in the Aultman Payment Plan. Students electing this plan will be assessed a processing fee and their account must be paid in full by the end of the semester. Please contact the Billing Office for information regarding the Aultman Payment Plan.

### LATE FEES

Late fees begin to accrue the day after fees are due and are assessed according to the U.S. postmark. Any undated payments received after the deadline will be assessed a \$20 per month late fee. Notices for late fees are not sent, but fees are reflected on the monthly statements.

### UNPAID BALANCES

Students with outstanding balances may not register for classes, receive grades, participate in graduation ceremonies, or receive a diploma or transcript of grades. Students with unpaid balances, regardless of payment form, may be sent to a third party for collection after 90 days. Students are responsible for collection fees and are advised that collection activity may be reported to credit agencies.

### BILLING STATEMENTS

Students entering the College for their first semester will receive the first billing statement at their Registration Appointment. This is the only paper statement that is received. Students are responsible for accessing all further billing statements on the Student Portal.

### PAYMENT OPTIONS

*Pay by mail.*

- Send a check or money order payable to Aultman College of Nursing and Health Sciences.
- Include the student's name on the check or money order.

- Address payment to:

Aultman College of Nursing and Health Sciences  
Billing Office  
2600 Sixth Street SW  
Canton, Ohio 44710

*Pay in person.*

- Payment may be made in person at the College office during business hours (see page x).
- Payment may be made by cash, check, or credit card (Visa, MasterCard or Discover).

*Pay by telephone.*

- Payment may be made by telephone using a credit card (Visa, MasterCard or Discover) during the College business hours.
- The telephone number for the Billing Office is 330-363-2834.
- Please have the following information when calling:
  - Student's name
  - Student's social security number
  - Credit card number & credit card billing address
  - Expiration date
  - 3-digit security number on the back of card
  - Amount of payment

### WITHDRAWAL/REFUND POLICY

Registration for classes creates a contract for payment of tuition, fees, and charges. A student choosing not to attend Aultman College of Nursing and Health Sciences must officially withdraw during the first six (6) business days of the semester or is obligated to pay charges based on a prorated schedule. Withdrawal must be made in writing through the Student Advisor (see page 11). Non-attendance in class or notification to a faculty member does not constitute an official withdrawal.

Withdrawal from a class or from the College on or before the sixth (6th) business day will cancel all financial obligations to the College.

***Fall and Spring Semesters:***

The Refund Policy for withdrawal after the sixth business day of the semester is as follows:

- Week 2 & 3: 90% of tuition refunded
- Week 4 & 5: 50% of tuition refunded
- Week 6: 25% of tuition refunded
- After week 6: No Refund

***Summer Semesters:***

The refund policy is as follows:

- Prior to 4pm on the first day of class: 100% refund

If a student withdraws or reduces the number of credit hours after the refund period for reasons beyond his or her control, a detailed letter may be submitted for special consideration.

Letters may be addressed to: Aultman College of Nursing and Health Sciences, Finance Director, 2600 Sixth Street SW, Canton, Ohio 44710.

**WITHDRAWAL AND FINANCIAL AID**

If a student withdraws from a class or from the College at anytime, the College may be required to return a portion of the federal and/or state financial aid to the appropriate programs. Any balance created on the student's account as a result of this transaction is the responsibility of the student. Students receiving financial aid who are considering withdrawing from a course or the College should contact the Financial Aid Administrator before taking action. See page 19 for more information.

## FINANCIAL AID

The Financial Aid Office is available to assist qualified students in paying for the cost of their education. The types and amounts of aid awarded are determined by financial need, availability of funds, student classification, and academic performance. Financial Aid is designed to supplement the financial resources of the student and/or the student's parents.

### TYPES OF AID

Financial Aid is available through grants, scholarships and loans through federal, state, institutional, and private funds.

#### Grants

Grants are need-based financial aid that does not have to be repaid. Federal, state and institutional grants are available. Grant programs include the Pell Grant, Academic Competitiveness Grant, and the Pennsylvania State Grant Program (PHEAA). Learn more about these programs on page 22.

#### Loans

Loans are financial aid that must be repaid. Available loan programs include Federal Stafford Loans, Federal Parent PLUS Loans, the Nurse Education Assistance Loan Program (NEALP) and Private Education Loans. Learn more about these programs on page 22.

#### Scholarships

Scholarships are need and/or merit-based funds that do not have to be repaid. Scholarships are provided to students by the College or outside agencies. Scholarships are based on criteria determined by the donor.

### FILING THE FAFSA

All students who wish to apply for or be considered for all federal, state and institutional aid must first fill out the Free Application for Federal Student Aid (FAFSA). The FAFSA must be completed each academic year in order to remain eligible for financial aid.

To complete the FAFSA, students will be required to supply information from their federal tax return. Parental tax return information will also be required if the student is listed as a dependent.

### FAFSA Application Procedure

**Aultman College FAFSA School Code: 006487.**

- 1. Apply for a Department of Education personal identification number (PIN) at [www.pin.ed.gov](http://www.pin.ed.gov).**
- 2. Fill out and submit the Free Application for Federal Student Aid (FAFSA) or renewal FAFSA online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).**
- 3. List the Aultman College School Code (006487) to ensure your information is forwarded to Aultman College.**

FAFSA processing can take up to 4 weeks. The results will automatically be forwarded to Aultman College of Nursing and Health Sciences by the federal government as long as our school code is listed. The Department of Education will forward a copy of the Student Aid Report (SAR) to the student once the FAFSA is completed. Please review the SAR to confirm the accuracy of the information and make any corrections, if applicable.

Incoming freshmen and transfer students must complete the College application process, including the submission of final high school transcripts or GED scores. Once the admission process is complete and the FAFSA has been processed, Aultman College will mail applicants a financial aid award letter. Upon receipt of the award letter, students must accept or decline the award and return the signed letter within 14 days to the Financial Aid Office. If a loan is offered as part of the financial aid package, the loan application process must also be completed.

### Late Applications

Applicants who complete the FAFSA after the priority dates may still receive financial aid, if eligible. However, some funds may be limited. Students should seek other means to meet payment deadlines until late applications can be processed and funds can be released.

### Verification

After filing your FAFSA, you may be notified that you have been chosen for a process called verification. Verification is a process governed by federal regulations and is used to

insure that the information reported by applicants on the FAFSA is accurate. If you are selected for verification, you will be required to submit a copy of your/your spouse's most recent tax return, W-2's and a Verification Worksheet. If you are a dependent student, as determined by the FAFSA, you will also be required to submit your parent's tax returns in addition to your own. Among items verified are income, household size, number of family members in college and independent student status. Your signature on the FAFSA indicates willingness to provide proof of the information, if requested.

Verification must be completed before any federal funds can be applied to students' accounts. Please respond to all requests for information promptly.

## GENERAL ELIGIBILITY REQUIREMENTS

Eligibility for most student financial aid programs is based on demonstrated financial need of the student, and/or the student's family and on registered credit hours.

For federal and state financial aid programs a student must:

- Be a citizen, national or permanent resident of the United States. Certain persons in process of becoming citizens or permanent residents may also be eligible.

To be eligible for federal financial aid programs (Pell, Direct Stafford Loan, Direct Parent PLUS Loan), a student must also:

- Be accepted by the College for admission and demonstrate the ability to benefit from the selected program of study.
- Be enrolled in a degree or certificate program.
- Meet the enrollment and attendance requirements for each program.
- Comply with requirements concerning selective service registration.
- Comply with requirements concerning submission of a Statement of Educational Purpose. This is included on the financial aid application (FAFSA).
- Have financial need as determined by a need analysis formula provided through information on the FAFSA.
- Certify that he or she is not in default on any federal loan.

## FINANCIAL AID PRIORITY DATES

### ***Filing the FAFSA***

- March 1 of the award year if attending summer semester.
- April 1 of the award year.

### ***Responding to Verification Notification (if applicable)***

- Promptly upon request

### ***Accepting or Declining Financial Aid Award Letter***

- 14 days from receipt

### ***Completing Online Loan Request***

- May 1 of the award year if attending summer semester
- August 1 of the award year if attending fall semester

### ***Submitting other required documentation (if applicable)***

- Promptly upon request

## OTHER DEADLINES:

### ***Ohio National Guard Scholarship (see website)***

- April 1 of the award year if attending summer semester
- July 1 of award year if attending fall semester
- November 1 of the award year if attending spring semester

### ***Ohio War Orphans Scholarship (see website)***

- July 1 of award year

### ***Nurse Education Assistance Loan Program***

- July 15 of award year

### ***Ohio State Grants and Scholarships***

- October 1 of award year

### ***Pennsylvania's State Grant Program***

- May 1 of award year

### ***All Others***

- Confirm dates on applications or with the appropriate agency

- Certify that he or she does not owe a refund to any federal aid program. This includes grant overpayments resulting from withdrawing from class(es).
- Maintain satisfactory academic progress as set forth in the Financial Aid Satisfactory Academic Progress Policy.
- Comply with the requirements of the Anti-Drug Abuse Act (see Drug Convictions & Financial Aid Eligibility).

*Please note, in addition to federal aid program requirements, Academic Competitiveness Grant recipients must meet certain academic requirements.*

**For Ohio programs, the student must also:**

- Be a resident of Ohio (according to Ohio Law) for 12 consecutive months
- Be enrolled full-time (12 hours), except for ONG and OCOG
- Be enrolled in a degree program. Students in certificate programs are not eligible.

For Aultman College Institutional Funds all eligibility requirements for State and Federal programs are followed.

## Additional Eligibility Requirements

### Attendance

To be eligible for federal financial aid, attendance in class must be verified. Once attendance in class is verified, any refund checks to which the student is entitled will be mailed to the student. Direct deposit of financial aid refunds into your checking account is available. Contact the Financial Analyst for additional information.

Please 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. Please see the College website for additional information concerning Veteran's Administration and Standards of Progress.

### Enrollment

Aultman College uses a "freeze" date each semester to determine a student's enrollment status for awarding financial aid. The "freeze" date for each semester can be

found on the Academic Calendar. The credit hours in which a student is enrolled on the freeze date are used to calculate the amount of federal financial the student will receive. If students add or drop classes prior to the freeze date the amount of aid for which the student is eligible may be recalculated. If classes are added or dropped after the freeze date, the financial aid will not change.

## Policy Exceptions

- Students receiving Stafford Loans must be enrolled six credit hours at the time of disbursement.
- For students receiving OCOG funds: The OCOG amount will be determined by the percentage reduction in the student's actual fee charges during the refund period.
- If a student totally withdraws or stops attending classes prior to completing 60% of the semester, financial aid must be recalculated. The student could owe a refund to a grant program, to the College, and/or impact eligibility for future aid. Additional information regarding the recalculation policy is available in the Financial Aid Office. Financial Aid is recalculated according to the last date of attendance or withdrawal date.

## Drug Convictions & Financial Aid Eligibility

Under the Higher Education Act, students become ineligible for federal student aid upon conviction during any period of enrollment of any offense involving the possession or sale of illegal drugs. Federal aid includes Federal Stafford Loans, Federal Stafford PLUS Loans, Federal Pell Grants, and Federal ACG Grants.

## Penalties for Drug Convictions

### Possession of Illegal Drugs:

- First Offense: Ineligible for aid 1 year from the date of conviction
- Second Offense: Ineligible for aid 2 years from the date of conviction
- Third and Subsequent Offenses: Indefinite ineligibility from the date of conviction

### Sale of Illegal Drugs:

- First Offense: Ineligible for aid 2 years from the date of conviction

- Second and Subsequent Offenses: Indefinite ineligibility from the date of conviction

### How to Regain Eligibility

If a student successfully completes a drug rehabilitation program, he or she can regain eligibility for federal student aid funds as of the day the student successfully completes the program.

To be sufficient to reinstate financial aid eligibility, the program must:

- include at least 2 unannounced drug tests
- AND**
- be recognized as a Federal, State, or local government agency program

Information regarding the College's Substance Abuse Program may be obtained in Health Services and on the College website.

### COLLEGE WITHDRAWAL AND RETURN OF FEDERAL AID (TITLE IV REFUND POLICY)

Federal regulations require each educational institution of higher learning to have a written policy for the refund and repayment of aid received by students who withdraw from all classes during a term for which aid has been received.

*These policies are effective **only if the student completely terminates enrollment** (for example, the student voluntarily withdraws from all courses or is dismissed from all classes prior to the end of the academic semester).*

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

- Federal Pell Grants
- Academic Competitiveness Grants (ACG)
- Stafford Loans
- PLUS Loans

Federal law requires that, when you withdraw from all your classes during the enrollment period, the amount of financial aid assistance that you have "earned" up to that point is determined by a specific formula.

The calculation of the Return of Title IV funds (and state funds, if applicable) is determined by the date that the student withdrew from all classes. A student's withdrawal

### Financial Aid Student Rights/Responsibilities

#### *You have the right to:*

- Know how your financial need is determined, including the cost of attendance, and how your family contribution is determined.
- Know how and when you will receive student assistance.
- Request an explanation of the type and amount of financial assistance you are receiving.
- If you have a loan – know the type, the interest rate, amount to be repaid, when you must begin repayment and other cancellation and deferment provisions.
- Discuss your financial aid package with a representative of the Financial Aid Office.
- Know how the College determines if you are making satisfactory academic progress and what happens if you are not.

#### *You are required to:*

- Report any scholarship, fee waiver, loan, grant, employment earnings or other financial benefits which you receive from any source other than Aultman College. Such benefits, if not already taken into consideration, may result in a revision or cancellation of other financial aid benefits.
- Provide all documentation requested by the Financial Aid Office or other agencies.
- Read and understand all forms that you are asked to sign and maintain copies of them.
- Know and comply with all deadlines for application and re-application for financial aid.
- Complete the Free Application for Federal Student Aid (FAFSA) correctly, and submit it two to three months prior to the semester you plan to attend. A renewal FAFSA must be completed each academic year.
- Follow-up on any corrections or adjustments as requested.
- Accept responsibility for all loan promissory notes and other agreements that you sign.
- Understand loan obligations and make repayment as required.

date is determined by:

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

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

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

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

1. Unsubsidized Stafford Loan
2. Subsidized Stafford Loan
3. Parent PLUS Loan
4. Federal Pell Grant
5. Academic Competitiveness Grant (ACG)
6. Other Title IV programs
7. Other state, private and institutional aid
8. Student

The requirements for the return of Title IV program funds when a student withdraws are separate from the Aultman College refund policy. Therefore, a student may still owe funds to the College to cover unpaid institutional charges. The College may also charge a student for any Title IV program funds that the College was required to return. A copy of the College's refund policy is published in the Student Handbook and can also be obtained from the College Office. If a student wishes to withdraw, he should meet with the Student Advisor and complete a Withdrawal form.

For more information about Title IV program funds contact the Federal Student Aid Information Center at 1-800-4-FEDAID (1-800-433-3243). Student Aid information is also available on the web at [www.studentaid.ed.gov](http://www.studentaid.ed.gov).

## SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY

Federal regulations require that Aultman College of Nursing and Health Sciences establish policies to monitor the academic progress of ALL students who apply for and/or receive federal financial aid as well as non-recipients.

The aid programs affected by these requirements are:

- Federal Pell Grant
- Federal Academic Competitiveness Grant (ACG)
- Direct Subsidized and Unsubsidized Loans
- Direct Parent Loans for Undergraduate Student (Direct PLUS)
- Ohio College Opportunity Grant (OCOG)
- Nurse Education Assistance Loan Program (NEALP)

***It is important to note that Satisfactory Academic Progress Rules apply for all semesters of enrollment, even when financial aid is not received.*** Please note: The financial aid Satisfactory Academic Progress Policy is separate and apart from the institutional academic standards listed on page 29 and in the Student Handbook.

The financial aid Satisfactory Academic Progress Policy is to ensure that any student who receives or applies for financial aid is making progress toward a degree. In order to maintain eligibility for aid for the following academic year, a student must meet the 3 quantitative and qualitative requirements listed below. Failure to meet these requirements will result in the loss of aid until action is taken to regain eligibility.

### SAP Requirements

To remain eligible for federal financial aid, an Aultman College student must:

1. Maintain a cumulative GPA of 2.0 on a scale of 4.0
2. Meet or exceed a cumulative earned 67% of cumulative attempted credit hours
3. Complete your degree within the number of hours required to graduate, multiplied by 150%

To determine if requirement 2 is being met, combine the



total number of credit hours the student is registered for on the eighth calendar day of all semesters (summer, fall, and/or spring) in each academic year. Multiply the cumulative attempted hours by .67. This is cumulative attempted hours, this number represents the minimum number of credit hours the student must complete. For example, if a student takes 0 credit hours in summer, 16 credit hours in Fall and 18 credit hours in Spring, the student has attempted 34 credit hours (16 + 18). To meet SAP requirements, the student must satisfactorily complete 23 hours by the end of the academic year.

*Example:*

*34 credit hours x .67 (67%) = 23 credit hours.*

To satisfy requirement 3, accumulated attempted credit hours must total no more than 150% of the credit hours required to receive a first undergraduate degree. For example, the Aultman College ASN program graduation requirement is 73 credit hours. To meet the Satisfactory Academic Progress Requirement, a student can attempt no more than 110 credit hours in order to complete the degree.

*Example:*

*73 credit hours x 1.5 (150%) = Maximum of 110 attempted hours.*

### SAP Monitoring Procedures

Satisfactory Academic Progress will be monitored annually. A student's progress for summer, fall and/or spring will be reviewed at the completion of spring semester to determine if the "Progression Requirements" have been met. On release of spring grades, if these requirements have not been met, the student will be placed on financial aid probation. Students will be notified if the minimum standards have not been met.

### SAP Probation

The first time the student fails to meet the satisfactory progress standards, he/she receives a notice from the College and is put on academic probation for one payment period (semester). Students maintain their financial aid eligibility while on probation but must bring their Cumulative GPA and Cumulative Completion Rate above the stated standards to avoid Suspension in subsequent terms.

### SAP Suspension

A student will be placed on Satisfactory Academic Progress Suspension if any one (1) of the following conditions apply:

- After a probationary term the Cumulative GPA is below 2.0 for completed hours.
- After a probationary term the Cumulative Completion Rate is below 67%.
- Student has attempted more than 150% of the required number of credits for a degree or certificate.

While on suspension students lose their eligibility for financial aid. No aid will disburse to student accounts for terms that a student is on suspension and the student is responsible for paying at their own expense.

### Regaining Financial Aid Eligibility

Students may regain financial aid eligibility by completing the number of credit hours lacking or achieving the minimum cumulative grade point required **at their own expense**. When these hours are completed, notify the Financial Aid Office so your eligibility for financial aid can be reinstated.

**NOTE:** Students who fail to complete their degree within the specified time must complete their degree **at their own expense**.

### Appeal for Financial Aid Eligibility

A student who is ineligible for financial aid due to not meeting Satisfactory Academic Progress requirements may appeal his/her ineligibility within 30 days of notification. The Satisfactory Academic Progress Appeal Form and procedures can be found on the College website. Some examples of reasons for such a request may include, but are not limited to:

1. Serious physical or mental illness for which the student needed to withdraw from all classes in order to recover, or remained enrolled at the college and did poorly in his/her classes.
2. Death or serious illness or injury to an immediate family member.
3. An injury to the student which prevents the student from attending classes and completing academic requirements.

The Satisfactory Academic Progress Appeal Form, along with

the appropriate third-party professional documentation, should be returned to the Financial Aid Office. The appeal will be reviewed by members of the Academic Progress Ad Hoc Appeal Committee. If the appeal is granted, you will be considered to be making satisfactory progress and your eligibility for aid can be reinstated.

***It is highly recommended that students on financial aid probation or suspension meet with the Aultman College Student Advisor to discuss educational plans/requirements and overall institutional academic progress.***

## ACADEMIC STATUS IMPACTS ON FINANCIAL AID

### Incompletes (I)

Incompletes do not count until changed to a letter grade. Once an "I" has been changed to an A, B, or C it is the student's responsibility to notify our office. Those credit hours can then be counted into the number of credit hours completed for the academic year during which the class was originally taken.

### Audit

Audit hours do not count in determining financial aid eligibility.

### Withdrawals

Withdrawals from courses after the drop/add will be counted as hours attempted but not earned (completed).

### Repeated Courses

Financial aid may be awarded to cover the cost of courses previously taken to improve a grade of D or F; however, initial and repeated enrollment in the same course counts as hours attempted each time the course is taken.

### Course failures

Course failures are counted as hours attempted but not completed.

### Transfer Students

Students who transfer into the College will initially be eligible for aid. Transfer credits are calculated into the number of credits attempted but are not factored into the cumulative GPA when a student transfers to Aultman College of Nursing and Health Sciences. At the end of Spring Semester, the files

will be reviewed to determine the status of the student for receipt of future aid.

### Change of Program Major within the College

Students who change their major will initially be eligible for aid. For this policy, the College will not include in the student's SAP standing credits attempted and grades earned that do not count toward the student's new major. At the end of Spring Semester, the files will be reviewed to determine the status of the student for receipt of future aid.

## SOURCES OF FINANCIAL AID

A variety of grants and loans are available to students. Federal and State Grant and Loan guidelines are established by federal and state agencies and are not subject to alteration by the Financial Aid Office. Students receiving financial aid may not receive aid beyond the calculated need based on standard need analysis. Any source of assistance must be identified to the Financial Aid Office (scholarships, tuition reimbursement, private loans or grants, etc.) in order to determine aid eligibility.

### FEDERAL AID

#### Pell Grant

This is a federal grant program based solely on need (EFC as defined by FAFSA). Students are not required to repay these monies. The amount of the grant varies and is determined by the student's need, enrollment and the cost of attendance at the school and is disbursed by semester. The Pell Grant is not available to students with baccalaureate degrees. The maximum Pell Grant award for the 2010-2011 award year (July 1, 2010 to June 30, 2011) is \$5,550. The smallest Pell Grant award for 2010 -2011 for full-time students is \$555. Students must be enrolled a minimum of 3 credit hours.

Pell Grants are limited to 18 semesters (or equivalent) for students who first receive a Pell Grant on or after July 1, 2008. Only the amount (or percent) of time that a student is enrolled will count against that time limit.

#### The Academic Competitiveness Grant

The Academic Competitiveness Grant is available for first year students who graduated from high school after January 1, 2006, and for second year students who graduated

from high school after January 1, 2005. The Academic Competitiveness Grant award is in addition to the student's Pell Grant award.

An eligible student may receive an Academic Competitiveness Grant (ACG) of up to \$750 for the first academic year of study and up to \$1,300 for the second academic year of study.

To be eligible for each academic year, a student must:

- Be a U.S. citizen;
- Be a Federal Pell Grant recipient;
- Effective July 1, 2009, be enrolled at least half-time (6 hours) in an associate's, bachelor's, or combined undergraduate/graduate (if it includes at least three years of undergraduate education) degree program or in a two-academic year program acceptable for full credit toward a bachelor's degree;
- Be enrolled in the first or second academic year of his or her program of study at an eligible institution;
- Have completed a rigorous secondary school program of study (after January 1, 2006, if a first-year student, and after January 1, 2005, if a second-year student);
- If a first-year student, not have been enrolled previously as regular students in an ACG-eligible college program when they were still in high school and were at or below the age of compulsory attendance; and
- If a second-year student, have successfully completed their first year and have a cumulative GPA of at least 3.0 on a 4.0 scale.

### **The William D. Ford Direct Stafford Loan Program (Subsidized and Unsubsidized)**

Direct Loans are loans which must be repaid and are available on either a subsidized or unsubsidized basis. The maximum annual amounts are \$3,500 for freshmen, \$4,500 for sophomores or an aggregate total of \$31,000 for dependent students. The aggregate limit for independent students is \$57,500 for undergraduate study. Eligible dependent students may borrow up to an additional \$2000 yearly. Eligible independent students may borrow up to an additional \$6,000 yearly.

The Direct Subsidized loan

- Based on financial need as determined by federal regulations
- Federal government paying interest to the lender while the student is in school at least 6 credit hours and for 6 months after graduation.
- Fixed interest rate of 4.5% for loans disbursed after 07/01/10 of the 2010-2011 academic year

The Direct Unsubsidized loan

- Not based on need
- Interest accrues during all periods, even during the time a student is in school and during grace and deferment periods
- Interest payments can be made
- Fixed interest rate of 6.8% for the 2010-2011 academic year

Grade level for Stafford loans is based on the institution in which you are enrolled.

***Students must be enrolled at least half-time (6 credit hours) and be making Satisfactory Academic Progress (SAP) according to policy (see page x).***

### **PLUS-Parent Loan for Undergraduate Students**

This credit-based loan program is available to parents of eligible dependent undergraduate students. The loan can be used to pay the "Expected Family Contribution" (EFC) portion of the student's education expenses and cannot exceed the cost of attendance. Students must be enrolled a minimum of half-time (6 credit hours) and should the number of credit hours change, so may the loan amount. The PLUS loan allows a parent to borrow the total cost of undergraduate education including tuition, room and board, and any other eligible school expenses, minus any aid the student is receiving in their name.

The Direct PLUS loan

- Not need based
- Repayment begins either 60 days after the loan is fully disbursed or six months after the student graduates or ceases to be enrolled on at least a half-time basis.

- Please note: the parent must apply for deferment of payments.
- 3% origination fee and a 1% federal default fee
- Fixed interest rate of 7.9%
  - Interest may be tax deductible

For additional information about Direct Loans, visit [www.direct.ed.gov/student.html](http://www.direct.ed.gov/student.html).

## APPLYING FOR A LOAN

### Entrance Counseling and Electronic Master Promissory Note (eMPN) Procedures

All Aultman College students planning to borrow a Federal Stafford Loan for the 2010-11 academic year must complete Entrance Counseling and submit a new electronic Master Promissory Note (e-MPN). All Parents planning to borrow a Direct PLUS loan must complete a new PLUS loan application and e-MPN.

You will need your FAFSA PIN number (Personal Identification Number) to complete this process. Visit [www.pin.ed.gov](http://www.pin.ed.gov) to see your current PIN, to apply for a PIN, or to obtain a new PIN.

Each requirement will take approximately 15-20 minutes to complete. Make sure you have enough time to complete the process in a single session because you may not have the option to save the information.

### New and Continuing Students:

#### Step One:

Complete the Free Application for Federal Student Aid (FAFSA) (if you have already completed your FAFSA for the academic year, proceed to Step Two). After Aultman College receives your FAFSA and, if you are eligible for a Federal Direct Loan, it will be included in your financial aid package. Once you have received your Award Letter, please return it to the Financial Aid Office.

#### Step Two:

Complete the Entrance Counseling requirement:

1. Visit the Department of Education Loan Counseling site <https://studentloans.gov>.

2. List Aultman College as your school choice. Our school code is 006487.

#### Step Three:

1. Complete the electronic Master Promissory Note (e-MPN):
2. Visit the Department of Education e-MPN site <https://studentloans.gov>.
3. Read and complete all items for Subsidized/ Unsubsidized loans
4. List Aultman College as your school choice. Our school code is 006487.
5. Once you complete your e-MPN, print a copy for your records and click “Done” to send your application.

### Parents (Direct PLUS loan application and e-MPN):

#### Step One:

Complete the PLUS application and electronic Master Promissory Note (e-MPN):

1. Visit the Department of Education e-MPN site <https://studentloans.gov>.
2. Read and complete all items for the PLUS loan.
3. List Aultman College as your school choice. Our school code is 006487.
4. Once you complete your e-MPN, print a copy for your records and click “Done” to send your application.

#### Questions about the Direct Loan application process?

Phone No: (800)557-7394

Email: [CODsupport@acs-inc.com](mailto:CODsupport@acs-inc.com)

Fax: (877)623-5082

Website: [www.studentloans.gov](http://www.studentloans.gov)

- Entrance Counseling
- eMPN (electronic Master Promissory Note)
- Plus Loan Application
  - Endorser Addendum
  - Initiate Appeal

## STATE AID

### Ohio College Opportunity Grant (OCOG)

The Ohio College Opportunity Grant Program (OCOG) provides need-based tuition assistance to Ohio residents in an associate's or bachelor's degree or nursing diploma program attending an eligible institution. Eligible students must have an Expected Family Contribution (EFC) of \$2190 or less with a maximum household income of \$75,000.

The amount of the grant varies and is determined by the student's enrollment. The maximum OCOG award for the 2010 -2011 award year (July 1, 2010 – June 30, 2011) for full-time students is \$1,848. Students are limited to 10 semesters or 15 quarters of state, need-based grant aid (including combination of OCOG and OIG).

Students apply for OCOG benefits by completing the [Free Application for Federal Student Aid \(FAFSA\)](#). The application deadline is October 1 of each year.

### Ohio Nursing Education Assistance Loan Program (NEALP)

The Nurse Education Assistance Loan Program (NEALP) provides financial assistance to Ohio students enrolled for at least half-time study (or accepted for enrollment) in an approved Ohio nurse education program. NEALP provides funding for nurses who intend to serve as instructors or students who intend to serve as nurses after graduation. The annual award for most recent academic year was \$1,500/year. In exchange, to qualify for loan cancellation, recipients must be employed full-time as a registered nurse or licensed practical nurse in the State of Ohio for a minimum of five years after graduation.

An applicant must:

- Be an Ohio resident.
- Be a U.S. citizen or a permanent resident.
- Be enrolled in or be accepted for enrollment at an approved nurse education program in Ohio colleges, universities, hospitals, or vocational schools.
- Not be in default or owe a refund to any Federal Financial Aid program.
- Maintain an academic record which places the student in good academic standings within the institution.

Students may apply after January 1 and before July 15th of each year. Applications can be submitted 14 days after completing the FAFSA at [https://nealp.regents.state.oh.us/cgi-bin/nealp/nealp\\_student.cgi](https://nealp.regents.state.oh.us/cgi-bin/nealp/nealp_student.cgi). Notification of acceptance or denial for NEALP funding will be sent by the Ohio Board of Regents on or after September 1.

### Pennsylvania State Grant Program

Pennsylvania Higher Education Assistance Authority (PHEAA) sponsors a need-based state grant program for undergraduate Pennsylvania residents who will be enrolled at least half-time (6 credit hours per semester) during the academic year. The maximum out-of-state grant award for a non-veteran student is up to \$600. Veterans are eligible for maximum out-of-state awards of up to \$800.

## SOCIAL SERVICE PROGRAMS

### Bureau of Vocational Rehabilitation (BVR)

Educational assistance may be available for students with special needs. Call the Canton (330-438-0500) or Akron (330-643-3080) BVR Office for additional information.

### Workforce Initiative Association (WIA formerly JTPA) and Trade Adjustment Act (TAA)

Assistance for individuals who recently lost jobs, are entering the workforce after an extended period of unemployment, new to the workforce, under-employed, laid-off or changing job direction. Students must complete the FAFSA to determine eligibility for grants before being considered for WIA and TAA funding. For additional information about WIA and TAA and eligibility requirements, contact the Stark County Employment Source at 330-433-9675 or your local county office. For a complete list of Ohio's Workforce Information Center One-Stop websites, visit <http://jfs.ohio.gov/owd/index.stm>.

### AmeriCorps

A national service program that provides tuition assistance in exchange for community service. Interested students should contact the AmeriCorps National Service Office at 1.800.942.2677 for additional information.

### Veteran's Services

The United States Armed Services, both active duty and reserves, have developed programs to assist enlistees

in obtaining a college education. Veterans and/or their dependents may be eligible to receive benefits for their education. Students should contact their area recruiter and visit the College website for additional information. Please submit documented evidence of qualifying service (example: Form DD214 or NOBE) to the Financial Aid office.

## **SCHOLARSHIPS**

All scholarships are advertised as they become available. Information and applications will be posted on the College website and Student Portal. Scholarships are divided between fall and spring semesters unless otherwise designated by the donor.

**For additional scholarship opportunities, consider resources in your community.** Additional scholarships may be found by doing research at your local library, high school guidance office, religious organizations, employer, and community service organizations (i.e. Kiwanis, Lions Club, Rotary, church, etc.).

We *do not* recommend that students seek the help of private companies for scholarship searches. These companies prove to be costly and produce no greater results. For additional information on Scholarship Scams please visit <http://www.finaid.org/scholarships/scams.phtml>.

## **TAX CREDITS**

In addition to the student loan interest deduction, in 2009 three tax credits are available to help you offset the costs of higher education by reducing the amount of your income tax:

### **Hope Scholarship Tax Credit**

The Hope Scholarship is a non-refundable federal income tax credit of up to \$1,800 (100% of the first \$1,200 and 50% of the next \$1,200) for qualified tuition and related expenses paid during the first two years of college. This credit is available for each student enrolled at least half time. The amount of your Hope credit for 2009 is gradually reduced (phased out) if your modified adjusted gross income is between \$50,000 and \$60,000 (\$100,000 and \$120,000 if you file a joint return). This credit is available only for the first two years of post-secondary enrollment.

### **Lifetime Learning Tax Credit**

The Lifetime Learning tax credit is a non-refundable federal income tax credit of up to \$2,000 (20% of the first \$10,000) for qualified tuition and related expenses. The amount of your lifetime learning credit for 2009 is gradually reduced if your modified adjusted gross income is between \$50,000 and \$60,000 (\$100,000 and \$120,000 if you file a joint return). Students who do not meet the Hope Scholarship eligibility requirements may claim this credit.

### **American Opportunity Credit**

Under the American Recovery and Reinvestment Act, more parents and students will qualify over the next two years for the American Opportunity Credit to pay for college expenses. The new credit modifies the existing Hope tax credit for tax years 2009 and 2010, making the Hope credit available to a broader range of taxpayers, including many with higher incomes and those who owe no tax. It also adds required course materials to the list of qualifying expenses and allows the credit to be claimed for four post-secondary education years instead of two. Many of those eligible will qualify for the maximum annual credit of \$2,500 per student. The full credit is available to individuals whose modified adjusted gross income is \$80,000 or less, or \$160,000 or less for married couples filing a joint return. The credit is phased out for taxpayers with incomes above these levels. These income limits are higher than under the existing Hope and Lifetime Learning credits.

### **Student Loan Interest**

Students can deduct up to \$2,500 of student loan interest paid in 2009 on any federal or private educational loans on your federal tax return. The loans must have been used to fund half time or greater attendance. The amount of your student loan interest deduction for 2010 is gradually reduced if your modified adjusted gross income is between \$60,000 and \$75,000 (\$120,000 and \$150,000 if you file a joint return). You cannot take a deduction if your modified adjusted gross income is \$75,000 or more (\$150,000 or more if you file a joint return).

**NOTE:** *These summaries, current at press time, are meant to give a general overview of these educational tax initiatives. Consult a tax advisor or IRS Publication 970 regarding the specifics of your personal situation.*

# ACADEMIC POLICIES AND PROCEDURES

## ACADEMIC FREEDOM

Aultman College of Nursing and Health Sciences, in its role as an academic institution, is committed to an environment in which a variety of ideas can be reasonably proposed and critically examined. The free exchange of ideas within the College community is considered an indication of intellectual vitality and social awareness, which are important elements in the pursuit of knowledge. It is the responsibility of all members of the College community to maintain channels of communication which will foster a climate favorable to the freedom of expression.

Freedom of expression does not include unlawful activity, activity that threatens or endangers the safety of any member of the community, destruction of property or obstruction of the normal operations of the College. Inappropriate expression will not be tolerated. In addition, expression that is indecent, grossly obscene or offensive on matters such as race, ethnicity, religion, gender or sexual preference is inconsistent with accepted norms of conduct at the College and will not be tolerated.

The use of the College forum does not imply acceptance or endorsement by the College of the views expressed.

## ATTENDANCE

Regular attendance is necessary and expected. Excessive absenteeism may result in failure to achieve course objectives and interfere with academic success. Specific attendance and grading requirements for each course are stated in the respective course syllabus.

## FACULTY COMMUNICATION

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

## DEVELOPMENTAL COURSES

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

The following policy applies to all developmental courses:

1. Placement in developmental courses is mandated by COMPASS testing (see page 9). Placement in a developmental course requires that the student successfully complete that course (or its equivalent) before moving on to the subsequent 100 level course. Be aware that developmental coursework may affect program progression. Please refer to specific program curriculum guidelines.
2. Developmental courses will be assigned a grade of A\*, B\*, C\* or U. Developmental course grades do not count toward a grade point average (GPA).
  - a. A\*, B\* and C\* indicate successful completion of the course.

| Developmental Course Grade | Equivalent from ACNHS grade scale |
|----------------------------|-----------------------------------|
| A*                         | A, A-                             |
| B*                         | B+, B, B-                         |
| C*                         | C+, C                             |
| U                          | C-, D+, D, D-, F                  |

- b. U indicates unsuccessful completion of the course. The course must be repeated with successful completion in order for the student to progress to 100-level coursework in that area.
- c. A student cannot receive an incomplete (I) in a developmental level course. Failure to complete the course in its entirety will result in the automatic assignment of a grade of U.

- Academic credit (hours earned) will be awarded for developmental courses that are successfully completed (grade of A\*, B\*, or C\*). These hours earned do not count towards the 72-73 earned hours necessary to complete an associate's degree.
- Developmental courses are included as part of the Aultman College course repeat and transfer credit policies.

## GRADING SCALE

Aultman College utilizes a college-wide grading scale. Grades are awarded for demonstrated student learning utilizing the grading system identified below.

| <i>Grade</i> | <i>Grade Point Equivalent</i> | <i>Percentage Equivalent</i> |
|--------------|-------------------------------|------------------------------|
| A            | 4.00                          | 94.5-100.0                   |
| A-           | 3.70                          | 92.5-94.4                    |
| B+           | 3.30                          | 89.5-92.4                    |
| B            | 3.00                          | 86.5-89.4                    |
| B-           | 2.70                          | 84.5-86.4                    |
| C+           | 2.30                          | 80.5-84.4                    |
| C            | 2.00                          | 76.5-80.4                    |
| C-           | 1.70                          | 74.5-76.4                    |
| D+           | 1.30                          | 72.5-74.4                    |
| D            | 1.00                          | 70.5-72.4                    |
| D-           | 0.70                          | 69.5-70.4                    |
| F            | 0.00                          | 0.0 - 69.4                   |
| S            | Satisfactory                  | N/A                          |
| U            | Unsatisfactory                | N/A                          |
| I            | Incomplete                    | N/A                          |
| W            | Withdraw                      | N/A                          |
| AU           | Audit                         | N/A                          |
| R            | Repeat course                 | N/A                          |
| *            | Developmental course          | N/A                          |

## GRADE POINT AVERAGE

A student's grade point average (GPA) is based on credit hours, grades awarded, and grade points. The grade points per course are calculated by multiplying the number of semester hours by the grade points received. In the example below the GPA is 3.40 (23.80 divided by 7).

| <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                     |

## "I"— INCOMPLETE

If a student completes all but the final 20% of the requirements of a course due to illness or other extenuating circumstances approved by the instructor, an "Incomplete" (I) may be issued. Incomplete course work must be completed by the end of the next semester the course is offered or the grade will change to an "F". It is the student's responsibility to make the necessary arrangements with an instructor for removal of an "I". An incomplete may affect student progression.

## AUDITING A COURSE

Students may audit a course with the permission of the instructor and the College Registrar by completing the Request for Permission to Audit Class form. An audited course will appear on the student's academic record, however no credit is earned and no grade is assigned. Auditing a course is based on availability. Audited courses follow all regular rules of registration. See the fee schedule for course auditing fees (page 13).

## REPEATING COURSES

Repeating a course indicates the student is attempting to secure a passing grade for a course previously failed or withdrawn. Grades for all courses taken will appear on the official transcript; however, only the last attempt will be used in calculating the student's GPA. Course repetition may affect student progression.

## FAILURE TO ATTEND

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

## ACADEMIC HONORS

Students are eligible for semester honors at the end of fall and spring semesters and may be acknowledged on either the President's List or Dean's List.

### President's List Recognition Requirements

Students that take 12 credits or more during a semester and have earned a grade point average of 4.00\* during that semester are placed on the President's List for outstanding academic achievement.



### Dean's List Recognition Requirements

**Full-time**—Students who have completed 12 credit hours or more and have earned a grade point average of 3.50–3.99\* during the semester will be placed on the Dean's List for high academic achievement.

**Part-time**—Students who have completed at least six but fewer than 12 credit hours and have earned a grade point average of 3.50–4.00\* will be placed on the Dean's List for high academic achievement.

*\*Term grade point averages will not be rounded.*

### Graduating Honors Recognition

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

**High Distinction**—Cumulative grade point average of 3.70–4.00\* upon graduation

**Distinction**—Cumulative grade point average of 3.30–3.69\* upon graduation

*\*Cumulative grade point averages will not be rounded.*

### Phi Theta Kappa (PTK) Honor Society

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

## ACADEMIC STANDING

*Please note: Degree programs may have academic standing requirements that guide progression and dismissal from the program. These requirements override the College's general Academic Standing policies. Please refer to the degree-specific policies on the College website.*

### Good Academic Standing

A minimum cumulative GPA of 2.00 is considered good academic standing at Aultman College.

### Academic Probation

A student with a cumulative GPA of less than 2.00 at the end of any semester, or in any specified course as designated in the Program Progression Policy, will be placed on academic probation. Students placed on academic probation have one (1) semester to bring the cumulative GPA to 2.00 or better.

Students not meeting this requirement will be academically dismissed from the College.

### Inactive

A student may become inactive for personal reasons or illness. An inactive student is one who has dropped his or her course load to zero (0) by withdrawing from all courses. The student may be inactive for no more than three (3) consecutive semesters. After three consecutive semesters, the student may withdraw from the College or be dismissed. Please review the policies found in the Financial Aid section of this handbook for financial aid ramifications.

### Dismissal from the College

A student may be dismissed from the College for academic and/or financial reasons, or through any violation of the Student Code of Conduct. Any student being dismissed will be notified by the College and cease attending classes. The student may need to see the Financial Aid Administrator to complete paperwork if the student is receiving financial aid. Please refer to the financial aid policies in this handbook for more information.

### Re-Admission after Dismissal

A general education student who has been dismissed from the College will need to re-apply if he or she wishes to return to classes at Aultman College. Students enrolled in a specific program of study should refer to the program-specific Academic Policies for information regarding re-admission after dismissal.

## ACADEMIC APPEAL PROCESS

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

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

### Formal Written Appeal Process

The formal written appeal process must be initiated within 7 calendar days of the meeting with the faculty member or the student's right to appeal will have been waived. The student will be advised by the Division Director at the time of initiating the appeal as to whether he/she should continue attending class. The written documentation contained in the appeal must include:

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

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

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

Appeals regarding coursework at Walsh University must follow Walsh's policy. The Aultman College Student Advisor can assist with this process.

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

## GRADUATION

Each student has the responsibility to be aware of and meet the College requirements for graduation. All College assessment activities, program curriculum requirements, program residency requirements and financial obligations must be met prior to graduation. Upon satisfactory completion of the program requirements, the students will be awarded a diploma and a transcript from Aultman College of Nursing and Health Sciences. During the program, students will receive assistance with the application for the examination for certification and/or licensure as appropriate.

Prior to graduation, students must complete:

- Assessment Technologies Institute Critical Thinking Test
- Graduate Exit Survey
- Assessment Technologies Institute Test of Essential Academic Skills (TEAS)

Prior to graduation, students must return:

- ID badge/ Magnetic Strip Badge
- Laboratory or course equipment
- Library books
- Parking permits (if applicable)

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

### Graduation Residency Requirement

In order to graduate with a degree from Aultman College, 36 credit hours must be completed at our College (approximately 50% of degree requirement).

## SERVICE LEARNING

Aultman College believes in the relationship between academic learning and community involvement. Service-learning combines community service with academic instruction to focus on critical thinking and civic responsibility. By working closely with community service organizations, students will gain valuable experiences relating to their course of study. As a requirement of graduation, beginning in Fall 2011, all Aultman College students will be required to complete 16 hours of service-learning prior to graduation. Service learning is co-curricular. Information about service-learning opportunities will be discussed within your course of study.

## SPECIAL ACCOMMODATIONS

In some circumstances, Aultman College provides special accommodations for academic or non-academic issues such as physical or mental impairments. The Learning Resource Center (LRC) is responsible for verifying eligibility for accommodations. Students may request special accommodations through the following process:

- Complete a Request for Accommodations Form (available on the Student Portal, College website or from the LRC). The purpose of this form is to assist the College in determining the basis and nature of a student's request for reasonable accommodation.
- Obtain documentation from an appropriate healthcare provider listing the disability and the recommended accommodations. The practitioner must be qualified in the specialty to accurately assess and diagnose the disability for which the student seeks special accommodations. For example, the practitioner must be a neurologist to assess neurological problems, a psychologist to assess mental, emotional or psychiatric conditions, etc. A general practitioner (family physician) will not be considered as an appropriate healthcare provider. All documentation must be on the practitioner's letterhead, typed, dated, signed, and otherwise legible. The name, title, and professional credential(s) of the evaluator, including information about licensure or certification as well as the area of specialization, must be clearly stated in the documentation. The documentation must contain results of standard tests to support the diagnosis. Testing must have been administered within the last 90 days. This testing is valid throughout the student's continuous enrollment at Aultman College for a maximum of four (4) years.
- Submit the form and healthcare provider documentation to the LRC.

All documentation will then be reviewed by the LRC for consideration. The information provided by the student will be treated confidentially and will be handled on a need-to-know basis. If applicable, an LRC staff member will contact Walsh University's Director of Counseling (or designee) to assist with the accommodation process for course(s) taken on the Walsh campus.

If an accommodation is approved, a letter will be sent to the student verifying his or her eligibility. If a student wishes to utilize the granted special accommodations, it is then the responsibility of the student – each semester – to submit a copy of this letter to the instructor of each course for which he or she wishes to apply the special accommodations. Special accommodations that are requested of, and granted by, Aultman College may or may not have implications when later applying for special accommodations during the taking of licensure exams. Therefore, it is strongly recommended that the student contact the licensing board of their chosen profession before requesting special accommodations at Aultman College.

## RECORDING OF LECTURES

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

## INSTITUTIONAL ASSESSMENT

Institutional Assessment is Aultman College's method of continually evaluating and improving the student learning environment. Input from current Aultman College students is a critical part of this process. Students may be asked to participate in assessment activities at the course, division or institutional levels. Various assessment techniques and methods may be used, including but not limited to: tests, surveys, interviews, questionnaires, educational activities, etc. Institutional Assessment is ultimately used to:

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

## STUDENT SERVICES

### LEARNING RESOURCE CENTER (LRC) (330) 363-3233

Aultman College of Nursing and Health Sciences is dedicated to helping students achieve their goal of becoming healthcare professionals. The Learning Resource Center was developed to provide students with a one-stop center for academic and personal support services. The LRC is located in Aultman College room 266. In addition to professional and peer tutoring, LRC services include the following:

#### Personal Support Services

- Individual consultations—held for the purposes of:
- Discussing personal concerns that may be distracting or interfering with academic performance
- Requesting special accommodations

#### Academic Support Services

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

- Enhancing test taking skills
- Improving time and stress management skills
- Enhancing study skills
- Securing tutors
- Reducing test anxiety
- Resume preparation
- Interviewing preparation

#### GENERAL INFORMATION REGARDING THE LRC:

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

- Students may also utilize the services of the Academic Resources Center at Walsh University, which is located in Farrell Hall, on the campus of Walsh University.

#### LIBRARY

The Aultman Health Sciences Library is available to students for a variety of academic support services, including, but not limited to: stacks, reference materials, journals, copying services, and Internet services. The Aultman Health Sciences Library is a member of the Northeast Ohio University College of Medicine consortium, and as such, has electronic access to resources and inter-library loan privileges. Additional accesses are available through the library's active participation in OhioLink resource services. The library is staffed from 8:00 a.m. to 4:30 p.m., Monday through Friday (subject to change). Identification badges provide for library access 24 hours a day, seven days a week. Students also have access to the affiliate library at Walsh University.

#### AULLY'S NEST (COLLEGE STORE)

Aully's Nest, the College Store, is located next to the Main Office in the College. Logowear, clinical supplies, reference materials, and other miscellaneous items are available for purchase. This is the ONLY location authorized to sell College uniforms. An online bookstore is also available on the College website for students to purchase select required textbooks.

#### STUDENT HOUSING

Student housing is offered to Aultman College students in a dorm on the campus of Walsh University. There are a limited number of rooms available. Any student participating in residence life is required to follow the policies and procedures of Walsh University and purchase a Walsh Meal Plan. Contact the Aultman College Student Affairs Coordinator for more information.

#### MEAL PLANS

Aultman College, in conjunction with the Aultman Hospital Food Services Department, has established a tiered meal plan program. This program is optional to all students. The meal plan eliminates the need to carry cash at the hospital by allowing students to store value on their magnetic strip ID badges and swipe the badge to cover the cost of food

charges. Students enrolled in the meal plan program may swipe their badges for food and beverage purchases from the Season's Café (Bedford Building), Breakaway Café (2nd floor cafeteria), and 7th Street Café (Angello's). Balances remaining on student's account at the completion of the fall semester will roll-over to the next semester. However, any dollar amount remaining on the card at the completion of spring semester (the week prior to final exams) will be forfeited. Menus will be located outside the Office of the Student Life and on the CAMS Student Portal. Three meal plan options are available (see Tuition and Fees schedule on page x.) Students who are interested in purchasing a Meal Plan should contact the Billing Office for payment options.

### **DEPARTMENT OF STUDENT LIFE**

The Department of Student Life is dedicated to promoting a collegiate environment by providing students with opportunities to get involved in academic, community and student body activities. Student Life activities are designed to assist students with personal, professional, physical, intellectual, and collegiate development during their academic program. A monthly Student Life activities calendar is posted on College bulletin boards, main office, Student Life Office, Student Portal, Pulse newsletter, and the Aultman College website. The Department of Student Life also oversees all student-led associations. Information about student governance, organizations and activities is available on the College website.

### **STUDENT GOVERNANCE/STUDENT SENATE**

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

### **SAFETY ALERT SYSTEM (WENS)**

Aultman College utilizes a Internet-based mass communication system, called WENS (Wireless Emergency Notification System), to notify all students, faculty and staff of school closings and emergency situations. In the event of an emergency situation or school closing, an official message will be sent to all communication devices students have registered with Aultman College. The WENS caller ID for text or voice communications will read 330-363-0911 on a landline or cell phone. WENS e-mail communications will come from "Aultman College". WENS communications will continue to be sent until WENS confirms it has been received via an answered device or an opened e-mail or text message. Students are responsible for keeping all of their contact information current with the College. Phone number and contact information changes should be communicated through Change of Information form, available in the Main Office.

### **E-MAIL**

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

### **STUDENT PORTAL**

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

with the Academic Appeal Process. (see page 29). Students can access the Student Portal through the Aultman College website.

## SAFETY AND SECURITY

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

- Escorts to and from parking lots
- Vehicle Assistance
- Investigation Reports
- Vehicle Accident Reports

For non-emergency situations, security personnel can be contacted directly by calling 330-363-6268 or calling 36268 from a College or Aultman Hospital phone. Security phones are also located across the Aultman Health Foundation campus and connect directly to security personnel when the receiver is lifted. Students are encouraged to report all unusual incidents immediately to the security department. Security personnel are empowered with the authority to detain persons and to obtain proper identification of persons detained on AHF property. If an arrest is deemed necessary, security personnel will contact the Canton Police Department. The Aultman Health Foundation Security Services Department reviews security policies and procedures during student orientation. In accordance with the Crime Awareness and Campus Security Act of 1990, on-campus crime statistics and other security information can be found on the College website.

### Identification (ID) Badges

All students are issued identification badges which they must wear at all times. These badges are used for various purposes within the College. Students who allow others to use their badges will be in violation of policy and will be subject to disciplinary action. Any lost badges must be reported to the College office immediately to prevent unauthorized use of the card and/or possible risk to patients. There will be no cost to students for their initial I.D. badge. Replacement badges can be ordered at a cost of \$20.00.

Replacement I.D. badges will be required in the event of the following:

- A student loses, misplaces or forgets an I.D. badge.
- A student damages an I.D. badge through misuse, negligence or abuse.
- A student alters the I.D. badge through the application of stickers or pins or unapproved I.D. badge lanyards/holders.

Students will not be charged for replacement I.D. badges in the event of the following:

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

Replacement badges may be paid for with cash, check or credit card.

## Emergencies

Serious emergencies, such as fire, power failure, or similar dangers, require the cooperation of the entire College community. Failure to cooperate in such emergencies (e.g., orders to evacuate) may result in serious disciplinary action. In case of emergency, call 911. If 911 is called, please contact Security at 330-363-6777 or extension 36777 from any hospital telephone to advise that emergency personnel are en-route and to provide directional information as needed for emergency response.

## Fire Alarms

Fire alarms sound and strobe lights display whenever a potential fire has been detected on the Aultman Hospital campus. An overhead page will advise the building and location of the fire and proper evacuation procedures. All students are provided with College evacuation routes and information at College orientation. Students should follow evacuation procedures if directed by the overhead page or College faculty or staff. Failure to leave could result in disciplinary action. Any individual responsible for deliberately making a false alarm or tampering with fire equipment (detectors, fire extinguisher, pull boxes, etc.) may be subject to serious disciplinary action and criminal charges.

## Parking

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

## School Closings

As an educational facility focused on health care, it is very rare for the College to close due to inclement weather. However, if cancellation of classes is warranted, information will be conveyed via the WENS Student Alert System (see page 33) and on the Student Portal. Closing information will also be posted on local radio and television stations.

## HEALTH AND WELLNESS

### Health Services

Aultman College of Nursing and Health Sciences and Walsh University maintain a Health Services office for the benefit of all students. The purpose of the office is to assist students who develop minor illnesses and injuries while attending school. Aultman College Health Services is located on the first floor of Aultman Hospital in the Human Resources Department. The telephone number is 330-363-6016. A nurse is available from 8 a.m. until 4:30 p.m., Monday through Friday. Walsh University Health Services is located on the first floor of the Wellness Center located on the Walsh Campus.

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

- Pre-entrance physical examination record
- Visits to Health Services
- The results of laboratory and x-ray tests ordered by Health Services
- Pertinent information offered by the student or the student's personal physician or specialist.

Illnesses or injuries requiring the services of a physician will be referred to the Emergency Department, an immediate care facility, or to the student's personal physician.

Therefore, it is recommended that each student carry individual health insurance to pay for treatment rendered outside of Health Services. Students and/or their families are responsible for all medical expenses incurred including expenses not covered by their health care plan for the payment of medications and all treatment received outside of Health Services.

### Workers' Compensation

Students are not covered by Workers' Compensation.

### Medical Insurance

Aultman College requires all full-time students to have health insurance coverage. Full-time students will be automatically enrolled into the College-sponsored AultCare health insurance plan. Full-time students who already have insurance coverage may waive out of the AultCare plan each academic year. Part-time students taking at least six credit hours are eligible for voluntary enrollment in the College's AultCare student plan. Further information can be obtained from the College office or online at the College website.

### Communicable Diseases

Clinical experiences are a requirement for most students enrolled in Aultman College of Nursing and Health Sciences. Due to the safety and concern of patients and students, any student diagnosed with or suspected of having a communicable disease will be required to follow Health Services policies regarding communicable diseases. In the event of student exposure to a patient with a communicable disease, Health Services will initiate a communicable disease protocol, notifying College personnel and affected students of the exposure and initiating preventative treatment measures, if necessary.

### Significant Exposure

A significant exposure is defined as a **percutaneous** (skin) or mucous membrane exposure to blood, semen, vaginal secretions or spinal, synovial, pleural, peritoneal, pericardial or amniotic fluid, saliva in dental procedures, any body fluid that is visibly contaminated with blood, and all body fluids in situations where it is difficult or impossible to differentiate between body fluids.

If a student receives a significant exposure, he/she should clean and flush the exposed area immediately and notify the

Clinical Faculty or designee so treatment options can begin according to the clinical agency protocol. If a significant exposure protocol is not available at a clinical site, Aultman Hospital's protocol should be followed.

### **Medical Leave**

Students experiencing personal/emotional/medical difficulties and unable to complete academic or social responsibilities to Aultman College of Nursing and Health Sciences may request an Inactive Status. Please see the Academic Standing procedures and information on page 29.

### **Fitness Center**

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

### **Spiritual Wellness**

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

## **STUDENT RECORDS**

### **Name and Demographic Information Changes**

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

### **Transcript Request**

Students may submit a written and signed request for transcripts and/or obtain a Request for Transcript Form from the College website. The transcript request will be processed once the transcript fee is received. A transcript will not be released if a student is indebted to the College.

### **Student Record Policies**

Aultman College of Nursing and Health Sciences maintains records for applicants, enrolled students, transient students and graduates. The official permanent record, financial record and health services record are also maintained.

Student records include all official records, files and dates directly related to a student who has attended classes at Aultman College of Nursing and Health Sciences. This includes material that is incorporated into the student's cumulative record folder, which is intended for College use. Student records specifically include, but are not limited to, admission requirement data, level of achievement, transcripts, disciplinary reports and other pertinent documents. These records are kept in the Office of the Registrar. Academic records are maintained with the program of study. Since Aultman College of Nursing and Health Sciences maintains a purchased course agreement with Walsh University, a student's academic, behavior, and medical information is considered part of the educational record and may be shared with appropriate Aultman College and Walsh University personnel.

All applicants' records will maintain active status for one year, at which time the files are purged and a student needs to reapply to the College for admission. Financial aid records are maintained according to the three-year federal guidelines and are then destroyed. Health Service records are maintained according to the policy and procedure of the Health Service Department.

The official permanent record includes the students' final transcript. College catalogs containing course descriptions and other College information will also be maintained.

Aultman College of Nursing and Health Sciences maintains a Record Retention Policy and Procedure according to The Family Educational Rights and Privacy Act [FERPA] [20 U.S.C. § 1232g; 34 CFR Part 99]), the American Association of Collegiate Registrars and Admissions Officers, AACRAO's Retention of Records, Guide for Retention and Disposal of Student Records and the Federal Student Aid Handbook, Recordkeeping and Disclosure. The full Record Retention Policy and Procedure is available on the College website and in the College Office, upon request.



## Student Rights Under the Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) of 1974 as amended, known as the Buckley Amendment, affords students certain rights with respect to educational records. The ACNHS office that administers FERPA is:

Office of the Registrar  
2600 6th Street SW  
Canton, OH 44710

These rights include:

1. *The right to inspect and review the student's educational records within 45 days of the day Aultman College of Nursing and Health Sciences receives a request for access.*

Students should submit to the support staff, director, or other appropriate official, written requests that identify the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the record may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. *The right to request the amendment of the student's educational records the student believes to be inaccurate, containing misleading information or are in violation of the student's privacy rights.*

Students may ask the College to amend a record they believe contains information that is inaccurate, misleading or in violation of his/her rights of privacy. They should write to the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the College decides not to amend the record as requested by the student, the student will be notified of the decision and advised of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided when notified of the right to a hearing.

3. *The right to consent to disclosures of personal identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.*

a. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by Aultman College of Nursing and Health Sciences in an administrative, supervisory, academic or research, or support staff position (including law enforcement/security unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Directors; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility. Upon request, the College will disclose educational records without consent to officials of another school in which a student seeks or intends to enroll.

4. *The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Aultman College of Nursing and Health Sciences to comply with the requirements of FERPA.*

**The name and address of the office that administers FERPA is:**

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW; Washington, DC 20202-4605

*Copies of the Act and Federal Regulations are available for examination in the Financial Aid Office or by accessing the Department of Education's FERPA web site at [www.ed.gov/policy/gen/guid/fpco/ferpa/index.html](http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html).*

## REVIEW OF RECORDS

A student may request, in writing, the opportunity to inspect and review his/her records. The request should be made to the Office of the Registrar and must specify records to be reviewed. The request to review the records will be granted within a reasonable amount of time, but not to exceed 14 days after the request has been made. The College reserves the right to limit a student's ability to review certain financial records and confidential letters or statements of recommendation to the extent such limitations are consistent with the Family Educational Rights and Privacy Act (FERPA) of 1974.

Records will be reviewed by the student in the presence of the Registrar or designee. Records may not be amended or deleted during this meeting. The student shall be advised of his/her right and the procedure for challenging any portion of the College record that the student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights.

The College follows the requirements pertaining to the access, inspection, and review of student records, in accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974.

Upon review by outside agencies, files will be appropriately documented to indicate the reviewer, date and nature of the review.

## Release of Student Information

Directory information regarding the student will be provided to the public upon request unless a student files a request with support staff asking to be excluded from the directory or from any other requests for open information from outside entities. The request should be submitted prior to the 12th day of class of the starting semester. A request to withhold information may be submitted after the stated deadline for a semester, but information may be released between the deadline and receipt of the request. The file of the student who has asked to be excluded will be flagged until the student requests the flag be removed.

Directory information is information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to, a student's full name,

participation in officially recognized activities, address, telephone number, electronic email address, date and place of birth, major field of study, dates of attendance, degrees, honors, and/or awards received, grade level, the last educational agency or institution attended prior to Aultman College of Nursing and Health Sciences, and photograph.

The access and release of non-public (non-directory) information such as educational records (or any personal identifiable information they contain) without the student's prior consent is prohibited under federal law. However, federal law permits access to such information without the student's prior consent under certain circumstances or to certain individuals. These include the following:

- School officials, including faculty, who have a legitimate educational interest in the records.
- Officials of another school, upon request, in which a student seeks or intends to enroll.
- Certain officials of the U.S. Department of Education, the U.S. Department of Defense (under Soloman Amendment), the U.S. Comptroller General, and state and local educational authorities, in connection with an audit, or certain state or federally supported education programs.
- Financial aid, as necessary to determine the eligibility, amount or conditions of the financial aid, or to enforce the terms and conditions of the aid.
- Accrediting organizations in order to carry out their accrediting functions.
- Organizations conducting studies for or on behalf of the College.
- Parents, if you are a dependent as defined in Section 152 of the Internal Revenue Code.
- Appropriate parties in a health or safety emergency.
- To a court in which the school is defending itself against legal action initiated by a parent or eligible student.
- By judicial order or lawfully issued subpoena.
- To the alleged victim of a crime of violence or a non-forcible sex offense where the alleged perpetrator is subject to formal disciplinary proceedings conducted by the College.

## STUDENT CONDUCT

Students enrolled in Aultman College are expected to act in a mature, professional manner, to respect the rights and privileges of others, and to be responsible for self-conduct. If a student should conduct themselves in an unbecoming manner, violate College rules, regulations or policies, or engage in academic dishonesty, the College authorities will take such action, as the particular offense requires, up to and including expulsion for a first offense. Claims of ignorance, unintentional error, or academic/personal pressures are not sufficient reasons for violation.

### ACADEMIC INTEGRITY

Academic dishonesty includes both cheating and plagiarism. Cheating includes, but is not limited to (1) using, or attempting to use, unauthorized materials to aid in achieving a better grade in a component of a class; (2) the falsification or invention of any information, including citations, on an assigned exercise or clinical document; and or (3) helping, or attempting to help, another in an act of cheating or plagiarism. Plagiarism is (1) presenting the works or ideas of another person as if they were one's own when in fact, it is at least partly the work of another; (2) submitting a work that has been purchased or otherwise obtained from an Internet source or another source; (3) incorporating the words or ideas of an author into one's paper without giving the author credit; and (4) submitting the same paper/project for more than one course without the knowledge or permission of all involved instructors. It is the responsibility of the student to refrain from cheating and/or plagiarism.

### BACKGROUND CHECK VIOLATIONS

Admission criteria require all incoming students to pass a criminal background check. An active student who violates any of the laws investigated by the background check policy is required to report any such violation to the Student Affairs Coordinator. Such violations may be cause for dismissal. Failure to report a violation will result in automatic dismissal from the College. The criminal background check policy is available under "documents" on the Student Portal and on the College website.

### DRESS CODE

Students are expected to maintain cleanliness and appropriate attire when attending classes and functions

affiliated with Aultman College of Nursing and Health Sciences. Clothing must fit properly. See-through clothing, torn clothing, halter tops, above midriff tops, tube tops, or clothing with offensive language or pictures are not acceptable at any time. Students enrolled in degree programs must adhere to program-specific dress code policies. Inappropriate dress in any setting may result in disciplinary action.

### ELECTRONIC DEVICES AND RESOURCES

#### Acceptable and Fair Use of Electronic Devices

Aultman College of Nursing and Health Sciences allows the use and carrying of cell phones, pagers, and other personal electronic devices and resources, including but not limited to those described in this policy. Users of these devices and resources must be sensitive to the needs, sensibilities, and rights of other members of the college. Furthermore, the use of these devices and resources must not disrupt the functions of the College, specifically in classrooms and laboratories. In addition, cell phones and other personal electronic devices incorporating a camera must be turned off and out of sight in any area in which an individual has a reasonable expectation of privacy and the photographing or recording of any individual without their consent is prohibited. Likewise, utilizing these devices for the purposes of photographing test questions or other forms of academic misconduct or illegal activity is prohibited. The scope of this policy is all encompassing on or off-campus and includes events and activities sponsored by the College and/or student organizations.

#### General Electronic Device Policies

1. Cell phones and Pagers: Cellular phones and pagers and their ancillary equipment, such as headphones and Bluetooth devices, will not be used in a manner that causes disruption in the classroom, the clinical setting, or within any facility utilized by the College. Cell phones and pagers must be on vibrate mode or turned off and out of sight in classrooms, computer laboratories, clinical laboratories, the library, and other academic settings. Such devices and equipment must be turned off and out of sight in all clinical settings.

2. Videotaping, Audio taping and Photography without consent: The unauthorized videotaping, audio taping, or photography (camera and video phones included) of students, faculty or staff without their consent is prohibited. Videotaping of METI simulations and skills lab procedures by instructors and/or College staff are authorized within the College.
3. Cyber Communities and Online Social Networks: The College recognizes participation in cyber communities (Facebook, MySpace, etc) is significant and can be used in positive ways to build community on and off campus. However, these outlets may also be used in inappropriate and harmful ways. Students who choose to utilize cyber communities and/or online social networks are cautioned to exercise discretion and uphold standards of good taste and respect. Students who, in their cyber community entry of choice, exhibit or document behavior which violates any College policy or local, state or federal laws may be held accountable through the code of student conduct and/or the legal court system. Students may also be held responsible for any content on their personal online space that is submitted to their site by individuals affiliated and not affiliated with the institution. Students who participate in cyber communities and/or online social networks are advised to follow established safety practices. Students will also be monitored by staff and advised of inappropriate content. The student is responsible for removing inappropriate content within 24 hours of notice. Students are also to follow policies and procedures stated by all social networking sites (Facebook, MySpace, etc) and may be subject to user termination upon violation. Any inappropriate content can be reported by Aultman College of Nursing and Health Sciences students, staff, faculty or advisors for any and for no reason to the website's violation hotline. The College reserves the right, but has no obligation, to monitor interaction between student users.
4. Personal Digital Assistant: PDA devices can be beneficial to store any type of data. In recognition of the increasing number of students using PDA's, the use of these devices, even as a calculator, on tests and in the clinical setting is prohibited unless approved by the instructor.
5. World Wide Web: All students must comply with the Aultman College of Nursing and Health Sciences Acceptable and Fair Use Policy for Information Technology, as well as all local, state and federal laws in regards to the world wide web.
6. E-mail: The College encourages the appropriate use of e-mail. However, users are expected to adhere to decency, ethics, common sense and good taste in e-mail communications. Students must comply with the Aultman College of Nursing and Health Sciences Acceptable and Fair Use Policy for Information Technology, as well as all state, local and federal laws in regards to e-mail. Students are required to use their College-provided e-mail to receive official communication from the College, and are responsible for all information sent from the College to the student's College-provided e-mail address.

## **SUBSTANCE ABUSE**

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

- To establish and maintain a safe, healthy learning environment for students.
- To provide a safe, healthy environment for clients while providing care.
- To preserve the reputation of the College and its employees within the community at large and within the health care community.
- The College opposes substance abuse and will enforce its rules regarding alcohol and illicit drugs. The College supports and cooperates with local, state and federal laws regarding the regulation of alcohol and illicit drugs.
- The following rules represent Aultman College's policy concerning substance abuse.
- Students are prohibited from attending class or clinicals of any nature under the influence of alcohol or illicit drugs.

- The use, sale, possession, transfer, or purchase of alcoholic beverages, illegal or controlled drugs or drug paraphernalia on Aultman property or while engaged in official Aultman College educational activities is strictly prohibited and cause for dismissal.
- Only the person for whom a prescription drug is issued can bring the medication on Aultman property in its original container. The student must use the prescription drug only in the manner, combination, and quantity prescribed.

The College requires a student to submit to blood, breath, or urine testing for drugs and/or alcohol for reasonable cause. Refusal to submit to testing for reasonable cause is grounds for dismissal. Aultman College's Substance Abuse Prevention Program outlines information for referral resources for counseling and/or treatment, specific local, state and federal laws governing unlawful possession and distribution of illicit drug and alcohol and health risks associated with the use and abuse of alcohol and/or illicit drugs. Aultman College's Substance Abuse Prevention Program information, including treatment resources, is available in Aultman Hospital's Health Services, the College Financial Aid Office, the College website and the Student Portal.

### **Tobacco-Free Environment**

Aultman College of Nursing and Health Sciences is a tobacco-free environment demonstrating our commitment to healthy living. Our tobacco free policy prohibits use on all of the Aultman campus property including parking areas and sidewalks. The use of cigarettes, cigars, pipes and smokeless tobacco is prohibited on Aultman property. This includes vehicles parked in Aultman parking lots, sidewalks, private streets, and outside seating areas. Students participating in clinicals should adhere to the smoking policy established for employees by Aultman Health Foundation, which includes an employee's pledge to refrain from tobacco use at all during shift hours and ensuring that clothing, hair, and other personal effects are free of tobacco and smoke odor. Aultman College's Substance Abuse Prevention Program information is available in Aultman Hospital's Health Services Department and on the College website.

### **WEAPONS**

Possession of firearms, knives, swords, arrows, or any other weapons, including concealed firearms, are strictly forbidden in vehicles on campus or on any other College owned or operated property. The possession or use of weapons in violation of this policy will result in immediate confiscation of the weapons and serious disciplinary action, including dismissal.

### **VIOLENT OFFENSES OF CONDUCT**

#### **Threats**

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

Aultman College of Nursing and Health Sciences strives to maintain an environment where people of different beliefs and values can learn to live harmoniously. Therefore, any type of verbal or nonverbal harassment, intimidation, retaliation or threatening behavior on the part of students will not be tolerated. Depending on the circumstances, this type of behavior could result in dismissal from Aultman College of Nursing and Health Sciences.

#### **Assault**

A sexual assault committed by a member of the campus community against another member of the campus or local community will result in immediate dismissal from campus and/or any other Aultman College activities. Criminal or civil charges may result. The College encourages all victims to report sexual assaults and seek immediate medical treatment. Reporting the crime ensures that victims receive the needed services, gives victims a feeling of control, enhances their recovery and also deters assaults from happening to others.

### **ADDITIONAL VIOLATIONS OF CONDUCT**

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

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

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

## DISCIPLINARY ACTION DUE TO CONDUCT VIOLATIONS

College disciplinary actions related to conduct are:

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

Monetary fines may also be enforced to cover costs of labor, materials and time to repair damaged items.

The Student Affairs Coordinator is initially responsible for responding to any violation committed by a student. Upon receiving notification, the Coordinator will investigate the situation. Generally, once the investigation is complete, the Coordinator will advise and explain the alleged conduct and disciplinary procedure to the student charged. The Coordinator will also advise the student of his/her right to make an appointment to meet with the Coordinator to discuss the violation within three (3) calendar days of the notice of the charge. If the student fails to respond or elects not to respond he/she waives the right to resolve the alleged violation at this level. The Coordinator will move forward in the student's absence with any determination in the case, including the appropriate discipline, if any, and issue a written decision.

Students have the right to appeal action taken by the College which they feel has not been equitable. The student should make reference to the Conduct Grievance/Appeal Procedures.

### Complaint and Investigation Procedure

A student who believes he or she is a victim of sexual harassment or other unlawful harassment, based on the

student's race, color, national or ethnic origin, religion, sex, age, disability or any other characteristic protected by state or federal law, should immediately bring the problem to the attention of the Student Affairs Coordinator. If a student is reluctant to report harassment to the Student Affairs Coordinator, he or she may choose to report the incident to the Student Advisor or his/her faculty advisor.

Complaints of harassment, sexual or otherwise, will be promptly and carefully investigated. The College will protect the confidentiality of those involved to the extent it can, consistent with its need to investigate the claim. Violators of the College's policy against harassment will be subject to disciplinary action, up to and including expulsion.

Aultman College of Nursing and Health Sciences will not retaliate against an individual who makes, in good faith, a report of harassment or who provides, in good faith, information in an investigation. The College also will not tolerate retaliation against any individual by others. Like harassment, any instances of retaliation should be reported immediately. Any student who is found to have engaged in retaliation will be subject to disciplinary action, up to and including expulsion.

All administrators of Aultman College of Nursing and Health Sciences should take appropriate steps to disseminate this policy statement and to inform employees and students of procedures for filing complaints. Additionally, all members of the student body, faculty and staff are expected to assist in implementing this policy.

### Conduct Grievance/Appeal Procedures

The College attempts to provide for students an environment that is conducive to scholarship, social growth and individual self-discipline. If a student has reason to believe that he/she has been unfairly treated by students or members of the College community, the student may initiate grievance procedures as outlined below. A student experiencing a disagreement over a grade should refer to the Academic Appeal Process (see page 29).

The purpose of the grievance procedure is to provide students with an opportunity to resolve disputes while protecting the rights of due process of all parties involved.

If the grievance involves an issue being appealed from a decision made under the Student Conduct policy, the student's concern will move directly to the committee. The grievance procedure must be initiated no later than 14 calendar days after the occurrence of the problem. The grievance procedure includes the following steps:

1. The student who is expressing the grievance should first discuss the issue with the person or persons involved.
2. If resolution is not reached, the student with the grievance needs to present in writing and within 14 calendar days to the Student Affairs Coordinator, the nature of the grievance and what outcome the student wants to occur. The student will be advised by the Coordinator at the time of initiating the appeal as to whether he/she should continue attending class.
3. If the other party involved is a student, the Coordinator will evaluate the grievance and communicate a recommendation to both parties. If resolution can not be reached, the Coordinator will call together a committee comprised of a member of the faculty, of the Student Affairs Committee, of the administrative staff

and of the Student Senate. The committee will be an ad hoc committee formed only to handle the grievance presented to it. The Coordinator and the committee will have ten (10) calendar days to form the committee and to respond to the complaint. The committee decision will be final.

4. If the other party is a member of the College staff, the Student Affairs Coordinator will direct the student, along with the student's written document, to the appropriate supervisor for resolution. The supervisor will call together a committee comprised of a member of the faculty, of the Student Affairs Committee, of the administrative staff and of the Student Senate. The committee will be an ad hoc committee formed only to handle the grievance presented to it. The supervisor and the committee will have ten (10) calendar days to form the committee and to respond to the complaint. The committee decision will be final.

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

# ASSOCIATE OF SCIENCE IN NURSING (ASN) DEGREE

FOR STUDENTS ENROLLED IN ACADEMIC YEAR 2010-2011

## Occupational Outlook

Graduates of the ASN program are prepared and eligible to take the National Council Licensure Exam (NCLEX-RN) to become licensed as a registered nurse (RN). Registered nurses may work in a variety work settings, such as physician offices, nursing care facilities, clinics, hospitals and other health care environments. RNs are an important part of the health care team, providing care and treatment, health education and advice and emotional support to patients and their family members.

According to the United States Department of Labor Bureau of Labor Statistics, overall job opportunities for registered nurses are expected to be excellent, but may vary by employment and geographic setting. Employment of RNs is expected to grow 22% from 2008 to 2018, much faster than the average and, because the occupation is very large, 581,500 new jobs will result, among the largest number of new jobs for any occupation. Additionally, hundreds of thousands of job openings will result from the need to replace experienced nurses who leave the occupation.

## Program Vision

To prepare nurses who positively impact society

## Program Mission

To provide the community with competent beginning nursing professionals.

## Program Philosophy

The educational philosophy of the Division of Nursing of the Aultman College of Nursing and Health Sciences evolves from a commitment to the College Mission and Values and an interest in providing the community with competent beginning nurse professionals. The faculty believes this philosophy is best accomplished by providing future professionals with a learning environment modeled by scholarly educators who are professional, competent, and service-oriented. The educational environment must foster quality in scholarship and promote accountability, professionalism and service-orientation.

The Division of Nursing offers an Associate Degree of Science in Nursing through a contractual agreement with a liberal arts and sciences university for select courses. The faculty

believes an associate degree nurse is a nursing generalist who is prepared to successfully take the National Council State Boards of Nursing (NCSBN) Licensure Examination (NCLEX-RN). The associate degree nurse is accountable, adaptable, and capable of functioning as a registered nurse in a variety of settings. Central to the faculty's beliefs are important concepts of our eclectic philosophy, which include nursing, client, health, environment and education.

## Holistic Nursing

Holistic nursing is an applied science, utilizing the knowledge and skills attained in the disciplines of natural and social sciences, humanities, mathematics, arts and nursing courses. As both an art and an emerging scientific discipline, nursing uses communication, technology, critical thinking, values, research and leadership in the assessment and implementation of quality care across the lifespan. By utilizing critical thinking and decision making, nursing formulates a plan of care to assist the client to maintain a state of optimal well-being. Nursing focuses on a caring-practice to assist, support or delegate the actions of others, as appropriate, in order to promote wellness, prevent illness, or help the client face limitations or death. The faculty believes in preparing nurses to be competent professionals, practicing in a legal and ethical manner in a variety of professional roles. Utilizing effective communication techniques and caring principles, nursing practice encompasses both independent interventions and collaboration with other health care providers.

## Client

Client is an individual with biophysical, psychosocial, cultural, and spiritual components. Continual change results when the client, a dynamic entity, interacts with others and the environment. The client possesses the freedom to think, to choose, and to act. The client is influenced by internal and external factors that affect optimal health. Nursing recognizes the significance of relationships within families, groups, and communities as these relationships can both alter and support health status. An individual becomes a client when served by the health care provider.



### **Health**

Health is a dynamic phenomenon defined by the client's perceptions of his or her holistic well-being or optimal system functioning. Disruption in health is caused by imbalances of any internal or external subsystem. The faculty view health on a continuum with varying degrees of well-being and diminished health. Optimal health is achieved through interaction with the health care system. Nurses can function at any point on the continuum with the primary focus of nursing care being health promotion and health maintenance.

### **Environment**

Environment includes all internal and external dimensions that affect the dynamic relationships of a client. The health care delivery system is affected by the environment. The environment is constantly changing and the nurse must be goal-directed to provide an environment conducive to the client's optimal health. Throughout the nursing program, students will be exposed to a variety of healthcare environments and will incorporate the impact of these environments into their work and nursing care.

### **Education**

Education is a lifelong process for both the nurse and the client. Nursing Education should include general and scientific knowledge to prepare the nurse with a foundation for service and practice today and in the future. Education should be individualized, taking into account cultural diversity, health beliefs, and individual learning styles. Through education, the learner develops the skills of critical thinking, independent and collaborative decision-making, communication, value formation, and cultural sensitivity. Effective learning is optimized through educational principles which incorporate and respect the learner's values, health beliefs, life experience, and previous knowledge. Learning is cultivated by a commitment to personal and professional development through inquiry, self-motivation, and respect for the uniqueness of individuals.

### **Program Outcomes**

The goal of the ASN degree program is to educate and prepare nurses to meet the health care needs of a constantly changing society. Upon completion of the program the graduate will be prepared to:

1. Function as a beginning competent registered nurse committed to the profession and contributing to the delivery of healthcare services.
2. Integrate nursing principles with liberal arts and sciences to promote evidenced-based care.
3. Adapt effective communication to demonstrate caring, compassion, concern, and cultural sensitivity to promote optimal client outcomes.
4. Integrate the nursing process with clinical reasoning to provide the foundation for appropriate clinical decision-making across the lifespan.
5. Select professional nursing behaviors to assist the client to achieve health on a continuum of well-being or optimal system functioning based on the client's health beliefs.
6. Model nursing care within the legal and ethical scope and standards of nursing practice.
7. Support teaching and learning processes to assist the client through primary, secondary, and tertiary nursing interventions in a constantly changing environment.
8. Initiate a collaborative team approach to promote holistic, client-centered care within a variety of healthcare environments.
9. Facilitate the effective, efficient use of resources to promote continuity of care within and across a variety of healthcare environments.
10. Support a commitment to life-long learning.

# ASSOCIATE OF SCIENCE IN NURSING DEGREE

## PROGRAM INFORMATION

### **Application Deadline**

Feb 1 for Fall admission

Sept 1 for Spring admission

### **Program Entrance Requirements**

1. Applicant must apply to, be accepted, and meet all admission requirements for Aultman College.
2. Must have a high school GPA of 3.00 or better AND an ACT score of 20 or better

#### **OR**

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

3. Must submit a completed Nursing Program application and supporting documentation by the application deadline. (A separate application is required)
4. Must complete COMPASS testing by application deadline (see page 9).

### **Selective Admissions Process**

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

### **Admission Requirements**

Final acceptance into the program is subject to:

- Completing all aspects of the pre-admission physical, immunization and drug-screening requirements.
- 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.

### **Residency Requirements**

To graduate with an ASN degree from Aultman College of Nursing and Health Sciences, 36 credits hours must be taken and successfully completed at Aultman College.

### **Graduation Requirements**

- A minimum of 73 credit hours
- 41 general education credit hours
- 32 nursing credit hours
- Residency course requirements apply
- Completion of NCLEX review course selected by the program

### **Advanced Standing Policy for LPNs**

The Licensed Practical Nurse (LPN) applicant applying to the Division of Nursing may be granted advanced placement in the curriculum. An LPN admitted with advanced standing shall meet the College and program's curriculum requirements for currently enrolled students. The candidate must meet the application process and successfully complete the ACCESS transition course with a minimum of 77%. (ACCESS is the name given to the transition course as provided in the OCEM Ohiowide articulation model). A listing of ACCESS courses and locations can be found at [www.ohioleaguefornursing.org](http://www.ohioleaguefornursing.org) under Ohio Nursing Articulation Model and Transition Course Schedule.

### **ARTICULATION AGREEMENTS**

Aultman College of Nursing and Health Sciences has the following articulation agreements in place for its Associate of Science Degree in Nursing:

- Ashland University
- University of Akron
- Malone University
- Kent State University
- Walsh University
- (Letter of Agreement)

### **Ashland University**

Aultman College of Nursing and Health Sciences and the Ashland University, Department of Nursing have agreed to an Articulation Agreement which provides for the ACNHS graduates, licensed in the State of Ohio as a Registered Nurse, to be eligible for application to the BSN Degree Completion Program at Ashland University. The Articulation Agreement includes a Transfer Guide which may be received in the Aultman College office. Provisions are in place through the Articulation Agreement to review and update the agreement, based on either institution's programmatic changes. Such changes will not adversely affect students already enrolled in the Ashland articulation options.

### **Malone University**

Aultman College of Nursing and Health Sciences and the Malone University School of Nursing are agreed to an Articulation Agreement which provides for the ACNHS graduates, licensed in the State of Ohio as a Registered Nurse, to be eligible for application to the BSN Degree Completion Program at Malone University. The Articulation Agreement includes a Transfer Guide which may be received in the Aultman College office. As North Central Association confers Candidacy Status to ACNHS the Articulation Agreement will be reviewed and updated as indicated.

## 5 Semester Curriculum Plan

It is recommended that the program of study be completed with the last clinical nursing course. (NRS 250)

**Bolded courses reflect Division of Nursing courses.** *Italicized courses reflect General Education courses.*

### AUGUST ENTRANCE

#### Fall Semester

|                                     |             |
|-------------------------------------|-------------|
| <b>NRS 110 Nursing Skills Lab I</b> | 2 cr        |
| <b>NRS 120 Nursing Management I</b> | 4 cr        |
| <i>BIO 209 &amp; BIO 209L</i>       | 4 cr        |
| <i>CHEM 109 &amp; CHEM 109L</i>     | 4 cr        |
| <i>MTH 105</i>                      | <u>3 cr</u> |
|                                     | 17 cr       |

#### Spring Semester

|                                      |             |
|--------------------------------------|-------------|
| <b>NRS 130 Nursing Management II</b> | 5 cr        |
| <b>NRS 140 Clinical Reasoning I</b>  | 1 cr        |
| <i>BIO 210 &amp; BIO 210L</i>        | 4 cr        |
| <i>CHEM 110 &amp; CHEM 110L</i>      | 4 cr        |
| <i>PSY 111</i>                       | <u>3 cr</u> |
|                                      | 17 cr       |

#### Summer Semester

|                 |             |
|-----------------|-------------|
| <i>ENG 105</i>  | 3 cr        |
| <i>ECON 205</i> | 3 cr        |
| <i>PSY 211</i>  | <u>3 cr</u> |
|                 | 9 cr        |

#### Fall Semester

|                                       |             |
|---------------------------------------|-------------|
| <b>NRS 210 Nursing Skills Lab II</b>  | 2 cr        |
| <b>NRS 220 Nursing Management III</b> | 5 cr        |
| <b>NRS 240 Clinical Reasoning II</b>  | 1 cr        |
| <i>BIO 206 &amp; BIO 206L</i>         | 4 cr        |
| <i>SOC 121</i>                        | <u>3 cr</u> |
|                                       | 15 cr       |

#### Spring Semester

|  |             |
|--|-------------|
| <b>NRS 250 Nursing Management IV</b>         | 10 cr       |
| <b>NRS 260 Professional Role Development</b> | 2 cr        |
| <i>PHL 104</i>                               | <u>3 cr</u> |
|  | 15 cr       |

### Progression Policy

The Associate of Science in Nursing curriculum is designed to continually build upon knowledge and skills gained over the course of the program. Therefore, nursing students must achieve an overall minimum grade of "C" (2.00 grade point equivalent, 76.5 to 80.4 %) in their major, math, and science courses in order to ensure progression in their program. A student must complete prerequisite courses successfully in order to enroll in subsequent courses.

### Nursing Curriculum Realignment

As of 7/29/10, the Ohio Board of Nursing has approved a nursing curriculum realignment which would become effective in the 2011-2012 academic year. Please visit the college website in January 2011 for more information.

### JANUARY ENTRANCE

#### Spring Semester

|                                     |             |
|-------------------------------------|-------------|
| <b>NRS 110 Nursing Skills Lab I</b> | 2 cr        |
| <b>NRS 120 Nursing Management I</b> | 4 cr        |
| <i>BIO 209 &amp; BIO 209L</i>       | 4 cr        |
| <i>CHEM 109 &amp; CHEM 109L</i>     | 4 cr        |
| <i>MTH 105</i>                      | <u>3 cr</u> |
|                                     | 17 cr       |

#### Summer Semester

|                 |             |
|-----------------|-------------|
| <i>ENG 105</i>  | 3 cr        |
| <i>ECON 205</i> | 3 cr        |
| <i>PSY 211</i>  | <u>3 cr</u> |
|                 | 9 cr        |

#### Fall Semester

|                                      |             |
|--------------------------------------|-------------|
| <b>NRS 130 Nursing Management II</b> | 5 cr        |
| <b>NRS 140 Clinical Reasoning I</b>  | 1 cr        |
| <i>BIO 210 &amp; BIO 210L</i>        | 4 cr        |
| <i>CHEM 110 &amp; CHEM 110L</i>      | 4 cr        |
| <i>PSY 111</i>                       | <u>3 cr</u> |
|                                      | 17 cr       |

#### Spring Semester

|                                       |             |
|---------------------------------------|-------------|
| <b>NRS 210 Nursing Skills Lab II</b>  | 2 cr        |
| <b>NRS 220 Nursing Management III</b> | 5 cr        |
| <b>NRS 240 Clinical Reasoning II</b>  | 1 cr        |
| <i>BIO 206 &amp; BIO 206L</i>         | 4 cr        |
| <i>SOC 121</i>                        | <u>3 cr</u> |
|                                       | 15 cr       |

#### Fall Semester

|  |             |
|--|-------------|
| <b>NRS 250 Nursing Management IV</b>         | 10 cr       |
| <b>NRS 260 Professional Role Development</b> | 2 cr        |
| <i>PHL 104</i>                               | <u>3 cr</u> |
|  | 15 cr       |

# ASSOCIATE OF SCIENCE IN RADIOGRAPHY (ASR) DEGREE

(BEGINNING IN FALL 2011)

## Occupational Outlook

Graduates of the Associate of Science in Radiography (ASR) program will use radiographic and fluoroscopic equipment to create images that will assist the radiologist in diagnosing and treating diseases. Rotations through the varied modalities within radiology will give the learners a more in-depth look at their individual strengths and interests. The graduate of this program receives an Associate of Science Degree in Radiography and is prepared to sit for the National Certification Examination administered by the American Registry of Radiologic Technologists (ARRT). Once registered and licensed, the graduate will be able to work in hospitals, clinics, or physician offices as a Registered Radiologic Technologist RT(R). The graduates will also have the opportunity to further their health care careers as an advanced radiographer, performing magnetic resonance imaging (MRI), computed tomography (CT scan), mammography, interventional radiography, sonography (ultrasound), angiography, nuclear medicine, radiation therapy, bone density, or quality control management. Individuals with knowledge or registry in more than one modality will increase their employment opportunities.

## Program Goals

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

1. Students will be clinically competent.
2. Students will communicate effectively.
3. Students will use critical thinking and problem solving skills
4. Students will evaluate the importance of professional growth and development.
5. The program will graduate entry-level technologists.

## Program Mission

The Aultman College of Nursing and Health Sciences Radiography Program is committed to excellence in the preparation of competent and compassionate graduates. The program's purpose is to provide each student with the knowledge, ability and attitude necessary for effective performance as an essential member of the health care team. To ensure that these purposes are achieved, the student is offered a planned, integrated and relevant course of study. The addition of selected general education courses ensures a well rounded student. Exposure to all available methods of instruction in both didactic and clinical

radiography include: cognitive (problem solving and critical thinking), psychomotor and affective domains. By modeling professional ideals and high personal standards, we will foster life-long learners who act as change agents within their professional communities.

## Program Philosophy

The philosophy of the ASR program is to prepare graduates who are competent in the art and science of radiography. The graduate of this program receives an Associate of Science in Radiography and is prepared to sit for the National Certification Examination administered by the American Registry of Radiologic Technologists.

The primary responsibility of the program is to guide students in achieving educational goals. A comprehensive curriculum is provided that consists of a broad base of knowledge and diverse clinical experiences. The curriculum provides opportunities for students to develop skills in conceptual understanding, analytical judgment, critical thinking, and the ability to problem solve in the performance of radiologic procedures.

Students are encouraged to identify individual learning styles and develop study methods that permit the acquisition and retention of knowledge and concepts. Principles of ethics are demonstrated that build character and professional attributes. Clinical skills are developed that instill appropriate attitudes and foster affective growth in providing care and responding to patient needs during imaging procedures.

The program is designed to encourage success and develop lifelong learning patterns. The program has specific learning objectives and outcomes, contained in the courses' outlines and syllabi that articulate the educational achievements to be accomplished.

## Program Outcomes

The ASR program is committed to its mission and to continuous improvement of its programs and services. Assessment is the ongoing process of evaluating student academic achievements. Students, faculty, staff, and external constituencies are asked to participate in assessment and institutional effectiveness activities that may include, but are not limited to, examination, performance assessments, questionnaires, surveys, focus groups, interviews, learning journals, portfolios, case studies, comprehensive exams and follow-up studies.

# ASSOCIATE OF SCIENCE IN RADIOGRAPHY DEGREE (BEGINNING IN FALL 2011)

## PROGRAM INFORMATION

### Application Deadline

Feb 1 for Fall admission

### Program Entrance Requirements:

1. Applicant must apply to, be accepted, and meet all admission requirements for Aultman College.
2. Must have a high school GPA of 3.00 or better AND an ACT score of 20 or better

#### OR

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

3. Must submit a completed Radiography Program application and supporting documentation by the application deadline. (A separate application is required).
4. Must complete COMPASS testing by application deadline (see page 9).

### Selective Admissions Process:

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

### Admission Requirements:

Final acceptance into the program is subject to:

- Completing all aspects of the pre-admission physical, immunization and drug-screening requirements.
- 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

### Residency Requirements:

To graduate with an ASR degree from Aultman College of Nursing and Health Sciences, 36 credits hours must be taken and successfully completed at Aultman College.

### Graduation Requirements:

- A minimum of 73 credit hours
- 39 general education credit hours
- 34 radiography credit hours
- Clinical competency requirements met
- Residency course requirements met

## Associate of Science in Radiography

### 5 Semester Curriculum Plan

IMPORTANT: Students are admitted to the Radiography Program in Fall of each year. Program enrollment is limited and highly competitive. Course content is arranged so that students follow a sequence of courses that build skills and knowledge for subsequent courses. Students should plan to enroll in all Radiography courses in the order and during the terms indicated in the following curriculum outline. Individuals interested in applying to the Radiography Program are encouraged to contact the Aultman College Student Advisor prior to submitting an application to gain a thorough understanding of program requirements and progression policies.

**Bolded courses reflect Division of Radiography courses.**

*Italicized courses reflect General Education courses.*

### August Entrance

#### Fall Semester

|  |             |
|--|-------------|
| <b>RAD 112 Introduction to Radiography</b>   | 2 cr        |
| <b>RAD 114 Rad Anatomy &amp; Positioning</b> | 2 cr        |
| <b>RAD 114c Clinical Practicum I</b>         | 1 cr        |
| <i>MTH 105 (College Algebra I)</i>           | 3 cr        |
| <i>*CHEM 105 w/lab (General Chemistry)</i>   | 4 cr        |
| <i>*LANG 105 (Language of Health)</i>        | <u>3 cr</u> |
|  | 15 cr       |

#### Spring Semester

|   |             |
|---|-------------|
| <b>RAD 124 Rad Anatomy &amp; Positioning II</b> | 3 cr        |
| <b>RAD 124c Clinical Practicum II</b>           | 2 cr        |
| <b>RAD 128 Rad Equipment and Computers</b>      | 3 cr        |
| <i>ENG 105 (College Comp I)</i>                 | 3 cr        |
| <i>*BIO 209 w/lab (A &amp; P I w/lab)</i>       | <u>4 cr</u> |
|   | 15 cr       |

#### Summer Semester

|  |             |
|--|-------------|
| <b>RAD 134 Rad Anatomy &amp; Positioning III</b> | 3 cr        |
| <b>RAD 134c Clinical Practicum III</b>           | 2 cr        |
| <b>RAD 138 Rad Imaging &amp; Analysis</b>        | 3 cr        |
| <i>*ENG 205 (College Comp II)</i>                | 3 cr        |
| <i>*BIO 210 w/lab (A&amp;P II w/lab)</i>         | <u>4 cr</u> |
|  | 15 cr       |

#### Fall Semester

|   |             |
|---|-------------|
| <b>RAD 244 Rad Anatomy &amp; Positioning IV</b> | 2 cr        |
| <b>RAD 244c Clinical Practicum IV</b>           | 3 cr        |
| <b>RAD 246 Radiographic Pathology</b>           | 2 cr        |
| <b>RAD 248 Radiation Safety</b>                 | 1 cr        |
| <i>PHL 104 (Medical Ethics)</i>                 | 3 cr        |
| <i>PSY 111 (Introduction to Psychology)</i>     | <u>3 cr</u> |
|   | 14 cr       |

#### Spring Semester

|  |             |
|--|-------------|
| <b>RAD 254 Rad Anatomy &amp; Positioning V</b> | 2 cr        |
| <b>RAD 254c Clinical Practicum V</b>           | 3 cr        |
| <i>SOC 121 (Introduction to Sociology)</i>     | 3 cr        |
| <i>PSY 211 (Human Growth and Development)</i>  | 3 cr        |
| <i>A &amp; H Elective</i>                      | <u>3 cr</u> |
|  | 14 cr       |

Two Social and Behavioral Science electives and two Arts and Humanities electives required for graduation.

\* *New course offered in Fall 2011. Course description not yet available.*

## COURSE LISTINGS

### BIOLOGY

#### **BIO 206                      Microbiology                      3 credits**

This course introduces the student to microorganisms including bacteria, fungi, protozoa, helminthes and viruses. Emphasis is placed on the structure and life processes of these microorganisms along with their role in causing human diseases and the host response to infectious diseases.

*Prerequisites: None, but it is assumed that the student has had a high school or an introductory college science course.*

#### **BIO 206L                      Microbiology Laboratory                      1 credit**

Students examine the microscopic and macroscopic structure of microorganisms. Students learn basic laboratory techniques including gram staining, plate streaking, methods for quantifying microorganisms, and biochemical/immunological tests needed to identify microorganisms. The laboratory meets for two hours per week.

*Prerequisites: None, but it is suggested that the student take the laboratory portion simultaneously with the lecture portion of the course.*

#### **BIO 209                      Anatomy and Physiology I                      3 credits**

This course is the first course of a two-semester sequence in which the structure and function of the human body are studied using a systemic approach. Three hr/week lecture sessions address primarily, though not exclusively, body function (physiology) while laboratory sessions address structure (anatomy). Topics include the basic anatomical and directional terminology; fundamental principles of cell biology; histology; the integumentary, skeletal, nervous (including special senses) and endocrine systems. Unifying themes, such as homeostasis are emphasized throughout both semesters.

*Prerequisite: High school biology and chemistry.*

#### **BIO 209L                      Anatomy and Physiology I Lab                      1 credit**

This course is the laboratory component of the anatomy and physiology course and is recommended to be taken concurrently with the BIO 209 lecture course. Laboratory sessions address primarily, though not exclusively, structure (anatomy), while lecture sessions address body function

(physiology). It provides hands-on exploration of human anatomy and covers tissues, skeletal system, nervous system and special senses. *The laboratory meets two hours per week.*

#### **BIO 210                      Anatomy and Physiology II                      3 credits**

This course is the second course of a two-semester sequence in which the structure and function of the human body are studied using a systemic approach. Three hr/week lecture sessions address primarily, though not exclusively, body function (physiology) while laboratory sessions address structure (anatomy). Topics include the muscular, lymphatic, cardiovascular, respiratory, digestive, urinary and reproductive systems; metabolism; fluid/electrolyte / acid/base balance; development and inheritance. Unifying themes, such as homeostasis is emphasized throughout both semesters.

*Prerequisite: Successful completion of BIO 209 or by permission.*

#### **BIO 210L                      Anatomy and Physiology II Lab                      1 credit**

This course is the laboratory component of the anatomy and physiology course and is recommended to be taken concurrently with the BIO 210 lecture course. Laboratory sessions address primarily structure (anatomy), while lecture sessions address body function (physiology). It provides hands-on exploration of human anatomy through animal dissection with human cadavers as prosections. Topics include the muscular, lymphatic, cardiovascular, respiratory, digestive, urinary and reproductive systems.

*Prerequisite: Successful completion of BIO 209L or by permission.*

### CHEMISTRY

#### **CHEM 100                      Introduction to Chemistry                      3 credits**

This course is designed for students who have had little or no chemistry experience prior to attending Aultman College. This course is mandatory for nursing-intended students who do not pass the CHEM 100 placement test with 70% or higher. This course provides the concepts and basic skills sets to help prepare students for CHEM 109. Topics include the metric system; units; significant figures; factor-label calculations; density; atoms, molecules and ions; basic nomenclature of inorganic salts; balancing chemical



## ECONOMICS

### **ECON 205 Introduction to Economics 3 credits**

Introduction to concepts of micro- and macro-economics. Course introduces student to those principles essential to an understanding of fundamental economic problems and the alternative policies society may use to contend with these problems. Overall emphasis on developing student's ability to reason accurately and objectively about economic matters and to arouse a lasting interest in economics.

## ENGLISH

### **ENG 090 College Writing Workshop 3 credits**

This course emphasizes paragraph and essay development in a writing workshop format. The methodology is based on the premise that writing is a process that develops through experience and varies among students, who will discover how writing and sharing their writing with others will improve skills. Therefore, the focus is on the components of the writing process: prewriting, drafting, revision, peer review, and reflection. The course is also intended to prepare students for the demands of college-level essays and research required in College Composition I. Through discussion, collaboration, and practice, students will learn how to write paragraphs and essays that are logically organized around a topic sentence or thesis; establish coherence with appropriate transitions; develop main ideas with specific detail; and use language that is grammatically and mechanically correct. Core activities include a variety of readings; written reading responses and discussion; paragraph and essay development; peer review, tutorial sessions and other collaborative writing experiences; journaling; and instructor-led discussions/lessons about issues that arise in student writing.

### **ENG 105 College Composition I 3 credits**

This course emphasizes college-level critical thinking, reading, and writing as they relate to expository writing, argumentation, and research. The methodology is guided by the premise that writing is a process that develops through experience and varies among students; therefore, the primary format is workshop rather than lecture. The focus is on the writing process—essay development via pre-writing,

drafting, revision, editing, and reflection. Students will discover how to create compositions that are grammatically correct, logically sound, and rhetorically effective. Core activities include a variety of readings to which students will respond in writing and discussion, essay development that incorporates critical analysis and argumentation, individual conferences with the instructor, collaborative peer review, instructor-led discussions/lessons on issues that arise from student writing, and an APA style research project that utilizes library and online resources.

*Required Pre-requisites: Appropriate placement test scores or ENG 090.*

## MATHEMATICS

### **MTH 090 Introductory Algebra 3 credits**

Introductory Algebra is a course designed for those students who don't feel that their math skills are strong enough to enter College Algebra I. The course will review basic number and computation topics, solving equations, working with equations and their graphs to model real-world data, and emphasize the usefulness in mathematics to solve a wide variety of problems.

### **MTH 105 College Algebra I 3 credits**

College Algebra I is a standard college algebra course emphasizing a deep understanding of functions and their properties and usefulness in modeling real-world data. In addition to working with polynomial, rational, exponential, and logarithmic functions, students will solve systems of linear and nonlinear equations and inequalities, and see the usefulness in mathematics to solve a wide variety of problems.

*Required Pre-requisites: Appropriate placement test scores or MTH 090.*

## NURSING

### **NRS 110 Nursing Skills Lab I 2 credits**

This introductory course will utilize a systematic approach to focus on the development of basic nursing skills when providing for health care needs of adult and geriatric clients. Special emphasis will be placed on communication skills,



critical thinking, delegation, organization, prioritization, and time management. Note: Withdrawal from NRS 110 automatically results in a withdrawal from NRS 120.

*Required Pre-requisites: Entrance Requirements*

*Required Co-requisites: BIO 209 & lab, MTH 105 or higher*

*Recommended Co-requisite: NRS 120, CHEM 109 & lab*

**NRS 120                    Nursing Management I                    4 credits**

This introductory course will focus on the nursing process approach to assist adult and geriatric clients in acute, intermediate, and long-term care environments to maintain a state of optimal well-being, including facing limitations or death. The health care needs of the client experiencing alterations in health related to musculoskeletal, neurological, endocrine, and integumentary systems are addressed.

*Required Pre-requisites: Entrance Requirements*

*Required Co-requisites: NRS 110, BIO 209 & lab, MTH 105 or higher*

*Recommended Co-requisite: CHEM 109 & lab*

**NRS 130                    Nursing Management II                    5 credits**

This course will focus on the nursing process approach to assist adult and geriatric clients in acute, intermediate, and long-term care environments to maintain a state of optimal well-being, including facing limitations or death. The health care needs of the client experiencing alterations in health related to cardiovascular, blood, lymphatic, respiratory, gastrointestinal, metabolic, renal, fluids, electrolytes, and acid/base homeostasis are addressed.

*Required Pre-requisites: NRS 110, NRS 120, BIO 209 & lab, MTH 105 or higher*

*Required Co-requisites: BIO 210 & lab*

*Recommended Co-requisite: NRS 140, CHEM 110 & lab, PSY 111*

**NRS 140                    Clinical Reasoning I                    1 credit**

This course will foster the students' development of clinical decision making. A variety of teaching/learning principles will be utilized to facilitate development of problem solving and critical thinking skills. The focus will be on delivery of safe, effective care of adult and geriatric clients.

*Required Pre-requisites: NRS 110, NRS 120\**

(\*Special permission may be granted by the Director and Registrar if NRS 120 not completed)

*Required Co-requisites: BIO 209 & lab, MTH 105 or higher*

*Recommended Co-requisite: NRS 130, BIO 210 & lab, CHEM 110 & lab, PSY 111*

**NRS 210                    Nursing Skills Lab II                    2 credits**

This course will utilize the nursing process approach to focus on the development of advanced nursing skills. In addition to health promotion and health maintenance, acute and complex health care needs of the client and family experiencing various psychosocial, physiological and developmental alterations are addressed. Continued emphasis will be placed on communication skills, critical thinking, delegation, organization, prioritization, and time management. Note: Withdrawal from NRS 210 automatically results in a withdrawal from NRS 220.

*Required Pre-requisites: NRS 110, BIO 209 & lab, BIO 210 & lab, MTH 105 or higher, PSY 211*

*Recommended Co-requisites: NRS 220, NRS 240, BIO 206 & lab, SOC 121*

**NRS 220                    Nursing Management III                    5 credits**

This course will focus on the nursing process approach to assist clients/ families across the lifespan in acute, intermediate, and long-term care environments to maintain a state of optimal well-being, including facing limitations or death. In addition to health promotion and health maintenance, the acute and complex health care needs of the client and family experiencing various psychosocial, physiological and developmental alterations are addressed. Specialized areas reflecting obstetrical, pediatric, and psychiatric services will be utilized.

*Required Pre-requisites: NRS 110, NRS 120, NRS 130, BIO 209 & lab, BIO 210 & lab, PSY 211, MTH 105 or higher*

*Required Co-requisites: NRS 140, NRS 210, CHEM 109 & lab*

*Recommended Co-requisites: NRS 240, BIO 206 & lab, SOC 121*

**NRS 240 Clinical Reasoning II 1 credit**

This course will continue to foster the students' development of clinical decision making. A variety of teaching/learning principles will be utilized to facilitate development of problem solving and critical thinking skills. The focus will be on delivery of safe, effective care across the lifespan.

*Required Pre-requisites: All first level NRS courses, BIO 209 & lab, BIO 210 & lab, PSY 211, MTH 105 or higher*

*Recommended Co-requisites: NRS 210, NRS 220, BIO 206 & lab, SOC 121*

**NRS 250 Nursing Management IV 10 credits**

This course will focus on the nursing process approach to assist clients across the lifespan in acute, intermediate, and long-term care environments to maintain a state of optimal well-being, including facing limitations or death. The acute and complex health care needs of individuals and groups of clients experiencing various psychosocial, and physiological alterations are addressed. It is recommended that this course be taken in the semester of graduation

*Required Pre-requisites: All first level NRS courses, NRS 210, NRS 220, BIO 209 & lab, BIO 210 & lab, CHEM 109 & lab, PSY 211, MTH 105 or higher*

*Required Co-requisites: NRS 240, CHEM 110 & lab, PSY 111, BIO 206 & lab, SOC 121, ENG 105, ECON 205, PHL 104*

*Recommended Co-requisite: NRS 260*

**NRS 260 Professional Role Development 2 credits**

This course will focus on principles of leadership and management of clients with integration of communication skills, critical thinking, delegation, organization, prioritization, time management and professionalism. Current health care issues and role development of the professional nurse are addressed.

*Required Pre-requisites: All first level NRS courses, NRS 210, NRS 220*

*Required Co-requisite: NRS 240*

*Recommended Co-requisites: NRS 250, SOC 121, PHL 104, ECON 205*

**PHILOSOPHY****PHL 104 Medical Ethics 3 credits**

This course will provide the foundation for ethical decision-making in the healthcare environment. Content will include laws and policies that define and regulate professional practice including job expectations and responsibilities balanced with patients' rights. Complex ethical dilemmas involving euthanasia, physician-assisted suicide, withdrawal and withholding of life support, genetic manipulation in fetal development, surrogacy and conscientious objection will be discussed.

**PSYCHOLOGY****PSY 111 Introduction to Psychology 3 credits**

Introduction of Psychology provides an overview of the most fundamental ideas in psychology, provides a foundation for critical thinking and learning strategies, while promoting a cross-cultural perspective and sensitivity to issues of diversity. This course will encourage the application of psychological concepts to everyday situations, particularly those in the health care field.

**PSY 211 Human Growth and Development 3 credits**

In this course basic principles of human development throughout the entire lifespan, from conception through death, will be explored. Discussion will include major theories and foundations of human development and the major people associated with them. Additionally, physical, cognitive, social, and personality development at different ages and the ways in which biological and environmental variables interact to guide development in these areas will be explored. The knowledge gained from this course should provide one with the skills required to better understand people of all ages.

**RADIOGRAPHY****RAD 112 Introduction to Radiology 2 credits**

Introduces students to the role of radiography in health care. Topics include radiologic profession and organizations,

radiologic terminology, ethics and laws in radiology, isolation techniques, safe equipment usage, radiology processes, procedures and documentation, radiation protection in the clinical areas, pharmacology, drug administration, assessment of vital signs, and venipuncture. Students apply legal and ethical considerations to patient care and pharmacology in the radiologic sciences.

*Required Pre-requisites: Entrance Requirements*

**RAD 114                      Radiographic Anatomy and Positioning I                      2 credits**

Radiographic terminology, positioning and procedures will be introduced and practiced in a laboratory setting. Image evaluation to include anatomy, positioning and radiation protection. This course prepares radiography students to perform routine radiologic procedures on various parts of the body including the upper and lower extremities, and chest. Students apply knowledge of human anatomy to position the patient correctly to achieve the desired result.

*Required Pre-requisite: Entrance Requirements*

**RAD 114c                      Clinical Practicum I                      1 credits**

This beginning level clinical course prepares radiography students to perform radiologic procedures on patients with extensive supervision and direction. Students apply radiation protection and standard precautions in the production of radiographs in a healthcare setting while adhering to legal and ethical guidelines. An emphasis of the course is the development of communication and critical thinking skills appropriate to the clinical setting. Introduces students to the hospital clinical setting and provides an opportunity to participate in or observe radiographic procedures. Topics include: orientation to hospital areas and procedures; orientation to mobile/surgery; orientation to radiography and fluoroscopy; participation in and/or observation of procedures related to the chest, upper and lower extremities. Activities of students are under direct supervision until competency is achieved; indirect supervision once competency is attained.

*Required Pre-requisites: Entrance Requirements*

**RAD 124                      Radiographic Anatomy and Positioning II                      3 credits**

This course is a continuation of radiographic terminology, positioning and procedures with the presentation of more complex theories to further the knowledge of the student. New radiologic procedures will be introduced and practiced in a laboratory setting. Image evaluation to include anatomy, positioning and radiation protection. Prepares radiography students to perform routine radiologic procedures on various parts of the body including the knee, femur, hip and pelvis, abdomen, upper gastrointestinal system, humerus, shoulder girdle and biliary system. Students apply knowledge of human anatomy to position the patient correctly to achieve the desired result.

*Required Pre-requisites: RAD 112, RAD 114*

**RAD 124c                      Clinical Practicum II                      2 credits**

This second level clinical course prepares radiography students to perform radiologic procedures on patients with extensive supervision and direction. Students will show continued competence on prior clinical requirements, as well as learn new procedures. Students apply radiation protection and standard precautions in the production of radiographs in a health care setting while adhering to legal and ethical guidelines. This course prepares radiography students to perform routine radiologic procedures on various parts of the body including the knee, femur, hip and pelvis, abdomen, upper gastrointestinal system, humerus, shoulder girdle and biliary system. An emphasis of the course is the development of communication and critical thinking skills appropriate to the clinical setting.

*Required Pre-requisites: RAD 114c*

**RAD 128                      Radiographic Equipment and Computers                      3 credits**

The course is designed to establish a knowledge base in radiographic, fluoroscopic, mobile and tomographic equipment requirements and design. Discussions will include the nature and characteristics of radiation, x-ray production and the fundamentals of photon interactions with matter. The content will also provide a basic knowledge of quality control in radiography. Topics covered will be the

x-ray machine circuitry and tube which includes electronic theory and design, analysis of common malfunctions and repairs, digital and computed radiography, and fluoroscopy. In addition, a concentration of establishing appropriate technical factors based on anatomy, patient exposure and the relationship between digital index numbers will be thoroughly discussed.

*Required Pre-requisites: MTH 105, CHEM 105 w/Lab*

**RAD 134                      Radiographic Anatomy and Positioning III                      3 credits**

This course is a continuation of radiographic terminology, positioning and procedures with the presentation of more complex theories to further the knowledge of the student. New radiologic procedures will be introduced and practiced in a laboratory setting. Image evaluation to include, anatomy, positioning and radiation protection will be included. Prepares radiography students to perform routine radiologic procedures on various parts of the body including the lower gastrointestinal and small bowel studies, urological studies, bony thorax, cervical, thoracic and lumbar spine. Students apply knowledge of human anatomy to position the patient correctly to achieve the desired result.

*Required Pre-requisites: RAD 124, ENG 105*

**RAD 134c                      Clinical Practicum III                      2 credits**

This third level clinical course prepares radiography students to perform radiologic procedures on patients with supervision and direction. Students will show continued competence on prior clinical requirements, as well as learn new procedures. Prepares radiography students to perform routine radiologic procedures on various parts of the body including the lower gastrointestinal and small bowel studies, urological studies, bony thorax, cervical, thoracic and lumbar spine. Students apply radiation protection and standard precautions in the production of radiographs in a health care setting while adhering to legal and ethical guidelines. An emphasis of the course is the demonstration of communication and critical thinking skills appropriate to the clinical setting.

*Required Pre-requisites: RAD 124c*

**RAD 138                      Radiographic Imaging and Analysis                      3 credits**

This course introduces radiography students to the process of creating radiographic images. Students determine the factors that affect image quality including contrast, density, and distortion. Students apply OSHA standards for health and safety in the darkroom. Students analyze exposure factor considerations; differentiate between film and exposure latitude, and uses of beam restricting devices.

*Required Pre-requisites: RAD 128*

**RAD 244                      Radiographic Anatomy and Positioning IV                      2 credits**

This course is a continuation of radiographic terminology, positioning and procedures with the presentation of more complex theories to further the knowledge of the student. New radiologic procedures will be introduced and practiced in a laboratory setting. Image evaluation to include, anatomy, positioning and radiation protection will be included. Prepares radiography students to perform routine radiologic procedures on various parts of the body including the skull, facial bones, mandible, sinuses, mobile, surgery, and special positioning in pediatric procedures, and trauma. Students apply knowledge of human anatomy to position the patient correctly to achieve the desired result.

*Required Pre-requisites: RAD 134*

**RAD 244c                      Clinical Practicum IV                      3 credits**

This fourth level clinical course prepares radiography students to perform radiologic procedures on patients with supervision and direction. Students will show continued competence on prior clinical requirements, as well as learn new procedures. Prepares radiography students to perform routine radiologic procedures on various parts of the body including the skull, facial bones, mandible, sinuses, mobile, surgery, and special positioning in pediatric procedures, and trauma. Students apply radiation protection and standard precautions in the production of radiographs in a health care setting while adhering to legal and ethical guidelines. Students are encouraged to demonstrate independent judgment in the performance of clinical competencies.

*Required Pre-requisites: RAD 134c*

**RAD 246            Radiographic Pathology            2 credits**

This course prepares students to determine the basic radiographic manifestations of pathological conditions. Students classify trauma related to site, complications, and prognosis and locate the radiographic appearance of pathologies. The lecture portion of this course will also include basic cross sectional anatomy of the brain, thorax, abdomen, pelvis, spine, and extremities.

*Required Pre-requisites: RAD 134*

**RAD 248            Radiation Safety            1 credit**

This course provides information which will enable the student to safely administer ionizing radiation in the diagnostic clinical setting. This course examines how radiation affects human cellular biology; federal regulations regarding exposure levels to patients and operators; and the proper utilization of protective devices to minimize exposure. Computed Tomography equipment and its application will be investigated.

*Required Pre-requisites: RAD 138*

**RAD 254            Radiographic Anatomy and Positioning V            2 credits**

This course is a continuation of radiographic terminology, positioning and procedures with the presentation of more complex theories to further the knowledge of the student. This course utilizes lecture, demonstration, self-directed learning activities, clinical experiences, and in depth critique of images that further develop critical thinking skills supporting clinical competencies, validation, and terminal evaluation events such as the American Registry of Radiologic Technologists (ARRT) simulated registry. The

required ARRT competency of venipuncture and drawing up of contrast will be presented in the lab component of this course. Professional development and service learning will be introduced.

*Required Pre-requisites: RAD 244*

**RAD 254c            Clinical Practicum V            3 credits**

This final clinical course requires students to integrate and apply all knowledge learned in previous courses to the production of high quality radiographs in the clinical setting. Students apply radiation protection and standard precautions in the production of radiographs in a health care setting while adhering to legal & ethical guidelines. Students are encouraged to demonstrate independent judgment in the performance of clinical competencies.

*Required Pre-requisites: RAD 244c*

**SOCIOLOGY****SOC 121            Introduction to Sociology            3 credits**

Introduction to Sociology is designed to help students think clearly and critically about sociological issues, concepts and methods. The questioning of “common sense notions” and “official interpretation” of issues and events is the essence of sociology. “The first wisdom of sociology is this...things are not what they seem”, sociologist Peter Berger attests. Introduction to Sociology promises to provide knowledge and a framework to understand our social world as well as emphasize how society and social forces affect everything from international policies to our everyday lives. Sociology’s diverse research interests and perspectives illustrate the fact that for sociologists, the entire world is a laboratory.

## COLLEGE DIRECTORY

### ADMINISTRATION

**Rebecca Crowl, MSN, NEA-BC**

**President**

Diploma, Aultman Hospital School of Nursing  
BSN, Kent State University  
MSN, University of Akron  
(330) 363-6164

**Barbara Ake, EdD**

**Chief Academic Officer**

Diploma, Saskatchewan Institute of Applied Science and  
Technology  
BSN, University of Saskatchewan  
MA, Central Michigan University  
EdD Nova Southeastern University  
(330) 363-1186

**Jeannine Shambaugh, MBA, BA**

**Chief Internal Affairs Officer**

BA, Bowling Green State University  
MBA, Ashland University  
(330) 363-5420

**Vivian Leggett, MSN, RN, NE-BC**

**Chief External Affairs Officer**

ADN, Kent State University, Tuscarawas Campus  
BSN, Ashland College  
MSN, University of Akron  
(330) 363-6183

**Susan B. Shepherd, MBA, BSN, RN, NE-BC**

**Director of Enrollment Services**

Diploma, Aultman Hospital School of Nursing  
BSN, Malone College  
MBA, Malone College

**Lynda Sabino, MA, BA**

**Director of Strategic Implementation**

BA, Walsh University  
MA, Youngstown University  
(330) 363-4227

### Division of General Education

**Jean Paddock, PhD**

**Assistant Director of General Education and Academic**

**Support/Assistant Professor**

BS, University of Cincinnati  
MS, University of Cincinnati  
PhD, University of Cincinnati  
(330) 363-5205

### Division of Nursing

**Melissa Smith, PhD, RN, ACNS-BC**

**Director and Assistant Professor**

Diploma, Aultman Hospital School of Nursing  
BSN, Walsh University  
MSN, Kent State University  
PhD, Duquesne University  
(330) 363-3930

### Division of Allied Health

**Sherri Cole, PhD(c), RT(R)(M)**

**Director of Allied Health and Professional Development**

Certificate, Aultman Hospital School of Radiology  
BA, Malone University  
MBA, Baker University  
PhD(c), Walden University  
(330) 363-4381

**Robin Williams, MBA, RT (R)**

**Director and Instructor II**

Diploma, Aultman Hospital School of Radiologic Technology  
BA, Malone College  
MBA, St. Joseph's College of Maine  
(330) 363-5320

**FACULTY****Division of General Education****Sasha Annan, MSC, BSC****Instructor II, Mathematics**

BSC, University of Cape Coast  
 MSC, Youngstown State University  
 (330) 363-6762

**Shannon Helfinstine, Ph.D****Microbiology Faculty**

BS, Kent State University  
 PhD, Kent State University  
 (330) 363-1127

**Jennifer Hillyer, MS, BS****Anatomy and Physiology Faculty**

BS, Youngstown State University  
 MS, Youngstown State University  
 (330) 363-1382

**Lynda Sabino, MA, BA****Assistant Professor, English**

BA, Walsh University  
 MA, Youngstown State University  
 (330) 363-4227

**Division of Nursing****Betty Allen, MSN, RN, ACNS-BC****Instructor II**

ADN, Purdue University  
 BSN, Valparaiso University  
 MSN, Malone College  
 (330) 363-4312

**Sheryl Baird, MSN, RN, CNE****Assistant Professor**

BSN, University of Akron  
 MSN, University of Akron  
 (330) 363-6482

**Christine Barcus, BSN, RN, CEN****Instructor I**

BSN, University of North Alabama  
 (330) 363-1123

**Theresa Benzel, MSN, RN, CNS****Assistant Professor**

BSN, Malone College  
 MSN, Malone College  
 (330) 363-4269

**Kelly Carmany, BSN, RN****Instructor I**

BSN, Kent State University  
 (330) 363-1163

**Perri Concialdi, MSN, RN, CNS, PMHNP-BC****Assistant Professor**

BSN, University of Akron  
 MSN, Kent State University  
 (330) 363-4271

**Mary Cook, MSN, RN, CNS, CNE****Assistant Professor**

BSN, University of Akron  
 MSN, University of Akron  
 (330) 363-4272

**Dianne Gibbs, MSN, RN-BC****Assistant Professor**

Diploma, Aultman Hospital School of Nursing  
 BSN, Ashland University  
 MSN, University of Akron  
 (330) 363-3231

**Kelli Henderhan-Miller, MSN, CNP-BC****Instructor I (part time)**

BSN, Kent State University  
 MSN, Malone College  
 (330) 363-4267

**Kathleen Hendrickson, MSN, RN, ACNS-BC**

**Assistant Professor**

Diploma, Aultman Hospital School of Nursing

BSN, University of Akron

MSN, Malone College

(330) 363-4265

**Debra Hyde, MSN, RN, ACNS-BC, CNE**

**Assistant Professor**

BSN, Walsh University

MSN, Malone College

(330) 363-3933

**JoAnn Weinland, MSN, RN, ACNS-BC**

**Assistant Professor**

BSN, University of Akron

MSN, Malone College

(330) 363-4129

## **Division of Radiography**

**Bonnie Link, BA, RT(R)**

**Instructor I**

Diploma, Timken Mercy School of Radiologic Technology

BA, Malone College

(330) 363-1234

## **PROFESSIONAL STAFF**

**Registrar**

(330) 363-1232

**Jennie Carlson, BA**

**Financial Aid Administrator**

BA, Walsh University

(330) 363-6479

**Linda Celik, BA**

**Enrollment Specialist**

BA, Malone University

(330) 363-5075

**Brittany Fehlman, MM, BS**

**Adult and Community Education Coordinator**

BS, Ashland University

MM, University of Phoenix

(330) 363-6776

**Kathleen Gordon, MSN, RN, CNS, CNE**

**Simulation Lab Coordinator**

Diploma, Aultman Hospital School of Nursing

BSN, Ashland University

MSN, University of Akron

(330) 363-5335

**Courtney Halter, BS**

**Student Affairs Coordinator**

BS, Walsh University

(330) 363-4280

**Shannon Helfinstine, PhD**

**Alumni Relations Coordinator**

BS, Kent State University

PhD, Kent State University

(330) 363-1127

**Amy Huffman**

**Administrative Assistant**

(330) 363-6477

**Jennifer Loretto, AAS**

**Financial Analyst**

AAS, Stark State College of Technology

(330) 363-2834

**Monica Mendenhall**

**Campus Coordinator**

(330) 363-6347

**Laurie Moline, BS**

**Communications Specialist**

BS, Miami University

(330) 363-4287



**Jacquelyn Schmotzer, MBA, BA**  
**Information Technology Coordinator**  
BA, Cleveland State University  
MBA, Malone University  
(330) 363-1283

**Kathleen L. Silver**  
**Faculty Secretary**  
(330) 363-5352

**Vicki Scott, MSN, RN, CNS, CNE**  
**Academic Support Specialist**  
Diploma, Aultman Hospital School of Nursing  
BSN, Kent State University  
MSN, University of Akron  
(330) 363-4276

**Michelle Speedy, MBA, BA**  
**Learning Resource Center Coordinator**  
BA, Malone College  
MBA, University of Phoenix  
(330) 363-3233

**Jennifer West, BA**  
**Student Advisor**  
BA, Kent State University  
(330) 363-1223

