



Aultman College  
of Nursing and Health Sciences

**2011-2012**  
**College Catalog**



**AULTMAN**College  
OF NURSING AND HEALTH SCIENCES

[www.aultmancollege.edu](http://www.aultmancollege.edu)

# 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 educating exceptional health care professionals who positively impact society.

## OUR MISSION

As a partner in a unique integrated healthcare delivery system, Aultman College is a higher education institution offering a premier health sciences education. We serve current and emerging needs in Northeast Ohio and beyond through academically challenging and relevant degree and community education programs.

## OUR VALUES

Aultman College maintains a student-centered culture that values:

### *Quality*

- We will deliver an outcome-focused, cost-effective educational experience.

### *Integrity*

- We will build trustworthy relationships through transparency, collaboration, and personal and professional accountability.

### *Caring*

- We will serve with compassion and respect and embrace diversity of ideas, cultures, and people.

### *Knowledge*

- We will foster a rigorous academic environment that inspires critical thinking, creativity, and life-long learning.

# 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, WiseLine, 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 40.



Aultman College of Nursing and Health Sciences  
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[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 educating 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 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 an Associate of Science degree in Radiography. 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 2011-2012

### FALL SEMESTER 2011

|   |                         |
|---|-------------------------|
| Classes begin   | August 29, 2011         |
| Labor Day (Offices Closed)                                | September 5, 2011       |
| Last Day to Add/Drop Classes                              | September 6, 2011       |
| Last Day to Withdraw Classes with a 100% Refund           | September 6, 2011       |
| Financial Aid Pell Grant Freeze Day                       | September 7, 2011       |
| Last Day to Withdraw Classes with a 90% Refund            | September 16, 2011      |
| Last Day to Withdraw Classes with a 50% Refund            | September 30, 2011      |
| Last Day to Withdraw Classes with a 25% Refund            | October 7, 2011         |
| Financial Aid OCOG, Employee Tuition Reduction Freeze Day | October 8, 2011         |
| Fall Break  | October 10-11, 2011     |
| Mid-term Grades Due by 12:00 Noon                         | October 17, 2011        |
| Academic Advising for Spring Semester 2012                | October 18-25, 2011     |
| Registration for Spring Semester 2012                     | November 10-18, 2011    |
| Open Registration for Spring Semester 2012                | November 15, 2011       |
| Last day to withdraw classes with a "W" grade             | November 18, 2011       |
| Spring 2012 Graduation Application Deadline               | November 23, 2011       |
| Thanksgiving Break (Students)                             | November 23–27, 2011    |
| Offices Closed at 2:00 PM                                 | November 23, 2011       |
| Thanksgiving Break (Offices Closed)                       | November 24–27, 2011    |
| Last day of classes for Fall Semester                     | December 2, 2011        |
| Final Examinations  | December 5-9, 2011      |
| Semester ends   | December 9, 2011        |
| Final Grades due by 12:00 Noon                            | December 14, 2011       |
| Commencement at 6:00 PM                                   | December 16, 2011       |
| Holiday Break (Offices Closed)                            | December 24-Jan 2, 2012 |

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



## ACADEMIC CALENDAR 2011-2012

### SPRING SEMESTER 2012

|   |                      |
|---|----------------------|
| Classes begin   | January 9, 2012      |
| Martin Luther King Jr. Day (Offices Closed)               | January 16, 2012     |
| Last day to Add/Drop Classes                              | January 17, 2012     |
| Last Day to Withdraw Classes with a 100% Refund           | January 17, 2012     |
| Financial Aid Pell Grant Freeze Day                       | January 18, 2012     |
| Last Day to Withdraw Classes with a 90% Refund            | January 27, 2012     |
| Last Day to Withdraw Classes with a 50% Refund            | February 10, 2012    |
| Last Day to Withdraw Classes with a 25% Refund            | February 17, 2012    |
| Financial Aid OCOG, Employee Tuition Reduction Freeze Day | February 18, 2012    |
| President's Day Break                                     | February 20-21, 2012 |
| Mid-term Grades Due by 12:00 Noon                         | February 23, 2012    |
| Spring Break  | March 5-9, 2012      |
| Academic Advising for Summer and Fall 2012 Semesters      | March 12-16, 2012    |
| Fall and Summer Semesters 2012 Registration               | March 22-30, 2012    |
| Last day to withdraw classes with a "W" grade             | March 30, 2012       |
| Student Break   | April 6-9, 2012      |
| Open Registration for Summer and Fall Semesters 2012      | April 11, 2012       |
| Fall 2012 Graduation Application Deadline                 | April 14, 2012       |
| Last Day of Classes                                       | April 20, 2012       |
| Final Examinations  | April 23-27, 2012    |
| Semester ends   | April 27, 2012       |
| Final Grades due by 12:00 Noon                            | May 2, 2012          |
| Commencement at 6:00 PM                                   | May 11, 2012         |

***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 an Associate of Science degree in Radiography (ASR). In addition to these two degrees, 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, undeclared students who are not sure if they are interested in nursing or radiography, non-degree seeking 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.

### DEGREE PROGRAM SELECTIVE ADMISSIONS PROCESS

A unique characteristic of Aultman College degree programs (ASN and ASR) are the quantity and quality of clinical training 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 53 for the ASN program and page 57 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 and complete the application process are eligible for acceptance to Aultman College.

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.

### Post – College Acceptance Requirements

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

1. Schedule COMPASS Placement Testing through the Aultman College website. Information about COMPASS Placement Testing is available on page 9.
2. Complete the online criminal background check and fingerprinting during the time frame provided on your checklist. Instructions are included with the College acceptance letter. Please be aware that a conviction of a felony or a misdemeanor may disqualify your acceptance to Aultman College.
3. Complete and return the Demographic form.
4. Complete and return the Fair Credit Reporting Act Disclosure form.

Reminder – Complete the FAFSA (Free Application for Federal Student Aid) at <http://www.fafsa.ed.gov>. The Aultman College code is 006487.

### 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 9. 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 or currently do not meet program admission requirements. A non-degree seeking student must be a high school graduate or hold a GED equivalent. 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 application and Post-College Acceptance process.
2. Notify the Office of Admissions that you are interested in taking classes as a non-degree seeking student. The Office of Admissions will send a non-degree seeking student letter, checklist and College RSVP.
3. Return the College RSVP to the Office of Admissions and complete all items listed on the non-degree seeking checklist.

### ***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 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 student authorization form signed by 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 Academic Advisor to discuss course registration and further admission procedures. Students wishing to register for program-specific courses, such as NRS or RAD offerings, must meet additional admission health and background check requirements.

### ***Special Admissions: Undeclared Major***

Degree-seeking students who are still exploring their major options may be classified as undeclared majors. To

be admitted as an undeclared major, students must be accepted to the College and meet all program admission requirements. Students enrolled as an undeclared major must apply 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 Academic Advisor each semester.

### ***COMPASS Placement Testing***

Accepted students must take the ACT Computer-Adaptive Placement, Assessment and Support System (COMPASS) test before registering for courses at Aultman College. COMPASS 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 completion of the test and will be used when scheduling courses during the Initial Registration 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 scores to be official, they must be signed by the administering college or university. 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 English language transcripts will be reviewed to determine which course(s) from previously attended educational institutions will transfer. A transcript is considered official when stamped with the official school seal, signed by the appropriate school official, and received in a sealed envelope.

Transfer credit may be granted for coursework completed at other institutions, advanced placement (AP) coursework, and CLEP. Please refer to the Aultman College Transfer Credit Equivalencies, located on the College website, for specific details. 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).

Please note the following rules regarding transfer credit:

1. Transfer credit awards become FINAL three (3) weeks prior to the expected graduation date. All appeals and submissions must be completed prior to that final date.
2. Aultman College does not accept transfer credit for developmental coursework.
3. A maximum of 37 transfer semester credit hours can be granted in accord with the ACNHS residency requirement.
4. Math and science courses must be completed within seven (7) years of the semester date of the request. Program specific courses (e.g. nursing and radiography) must be completed within three (3) years of the semester date of the request.
5. Transferrable courses must be completed with a grade of C or better.
  - a. If a student does not complete a pre-requisite course with a C or better, a higher level course cannot be used for transfer credit.
6. AP and CLEP credit is granted according to exams and scores indicated on the Transfer Credit Equivalencies document.
7. When evaluating course content, 80% of the content must match in order to receive transfer credit. Content is based on the catalog and course description for the specific term during which the student completed the course.
  - a. Evaluation of courses NOT part of the current transfer credit equivalency list will be completed by Registrar and/or Academic Division Directors who are responsible for determining course content matches. Resources such as past catalogs, course descriptions, and course syllabi may be acquired and used.
8. Transferable courses must match or exceed the semester credit hour requirement for Aultman College courses. 5.0 and 4.0 quarter hour courses will be considered equivalent to a 3.0 semester credit hour course.
9. Transfer credit cannot be denied based on a COMPASS test score.

Aultman College reserves the right to determine the acceptability of transfer credits in accord with its regulatory bodies and College policies. Acceptable transfer credit must reflect the content and credit hour requirements set forth by Aultman College, both for general education and specific programs of study. This policy is not a guarantee of transfer credit to be granted for any course. Courses accepted from other institutions, along with AP 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 three (3) weeks prior to the student's expected graduation date to complete the 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.

## REGISTRATION, ADVISING, TUITION AND FEES, BILLING

### REGISTRATION

Registration is the process of enrolling in classes at Aultman College. All registration procedures are coordinated by the Office of the Registrar. Official registration periods are listed on the Academic Calendar. Please see the WiseLine for specific information and dates regarding registration packet pick-up, academic advising and registration sign-up. Sign-ups for registration times will be posted approximately one week prior to the official registration date. Available times are based on a student's college level. College levels are defined as:

Freshman: 0 – 43 hours earned

Sophomore: 44 or more hours earned

Students must see their Academic and Faculty Advisor for all advising prior to the official registration time. Advising will not take place during official registration dates. Please note that it is the student's ultimate responsibility to register for the appropriate courses each semester.

### **Changes In Registration**

*Please note: Any change in registration could affect the student's financial aid award. Please contact the Financial Aid Administrator for information prior to taking action. Students are encouraged to discuss a registration change with the Academic 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 Registration Add/Drop form to the Academic 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 Add/Drop period. Please refer to the Withdraw/Refund policy on page 16 for refund information.

### **Changes During Add/Drop Period**

The Add/Drop period is a limited timeframe at the beginning of each semester 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.

Students must see the Academic Advisor in order to add or drop courses during the Add/Drop period. Please note that dropping below full-time or half-time status during the Add/Drop period may result in financial aid award changes. Students should refer to the Financial Aid Satisfactory Academic Progress (SAP) policy and Withdrawal and Return of Federal Aid policy, and then speak to the financial aid administrator to determine their award status. 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 the final withdrawal date stated in the Academic Calendar will receive a grade of W.
- The student who fails to attend a course and/or fails to withdraw may receive a final grade of F in the course.

## STUDENT STATUS

### **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.

### **Academic Classifications for Registration Purposes**

**Freshman:** A student who has earned between 0 – 43 credit hours.

**Sophomore:** A student who has earned 44 credit hours or more.

### **Academic Advising**

The Aultman College Academic Advisor assists students with academic issues, such as course planning and degree audit, course substitutions and transient work, as well as student support services. The Academic Advisor is located in Room 268, 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. Students should meet with the Academic Advisor at least once per semester to discuss academic progress. While the Academic Advisor assists the student in fulfilling the requirements for completing a degree, the ultimate responsibility for meeting degree requirements rests with the student. Students who have been admitted to a degree program will also be assigned a faculty advisor.

### **COURSE CANCELLATION POLICY**

Approximately two to three weeks prior to the start of each semester, all course enrollments will be reviewed. Courses without sufficient enrollment or without an instructor may be subject to cancellation. Academic progression of enrolled students will be considered. Course cancellation will occur no later than one week prior to the start of the semester. College staff will personally notify enrolled students of course cancellation and provide assistance with course re-scheduling. No fees will be charged for cancelled courses.

### **TRANSIENT STUDENT POLICY**

While enrolled at Aultman College, a student may take a maximum number of six (6) credits at another college. These six credits will be included in the total number of transfer credits allowed. Students are responsible for ensuring they meet graduation residency requirements.

The following requirements apply to students who wish to take transient course work:

1. Students must have a cumulative GPA of 2.0 at Aultman College and be in good academic standing.

2. Classes cannot be taken for degree credit at another institution if they have been attempted previously at Aultman College, including withdrawal.
3. The content of each course to be taken elsewhere must correspond to that of an Aultman College course required in the student's degree/certificate program here.
4. Classes cannot be taken at another institution in the surrounding city area if the course is offered at Aultman College. Aultman College defines "surrounding city area" as Canton, OH and all locations within a 50 mile radius.
5. Classes cannot be taken at another institution during the semester the student intends to graduate.
6. Students must obtain prior written approval by completing the Transient Student Authorization Form before taking coursework as a transient student. Only approved coursework will receive credit at Aultman College. Failure to obtain this required approval may prevent the acceptance of such credits by the College.
7. Transient credits will not be included in the GPA; only hours earned will be calculated.
8. Tuition and fees for the transient coursework are the responsibility of the student and must be paid according to the visiting school's policies and procedures.
9. Credit will not be granted for transient work until the official transcript is received by the Aultman College Registrar. Awarding of credit is defined by the Aultman College Transfer Credit policy and procedure.
10. Federal regulations prohibit students from receiving Title IV (federal) financial aid funds from more than one institution during the same semester. To request the use of federal financial aid for transient coursework, students may have the host institution fill out a consortium agreement (available on the Financial Aid forms section of the Aultman College website.) After the agreement is received, funds can be disbursed by the home institution (Aultman College).

## INACTIVE STATUS

An inactive student is not attending college AND

- 1) Has a course load of zero (0) in fall or spring semester; OR
- 2) Has a course load of zero (0) in summer semester while enrolled in a year-round program

Unless otherwise specified in program guidelines, a student may be inactive for no more than two (2) consecutive semesters, summer semester included. Students must return to Aultman College in the third semester to prevent being classified as withdrawn. Once classified as withdrawn, should the student wish to re-enter Aultman College, he/she must reapply for admission and meet all criteria in effect at the time of reapplication. Please review the policies found in the Financial Aid and Billing sections of the Student Handbook for information regarding consequences of withdrawal. Please refer to program-specific guidelines for more information.

## WITHDRAWAL FROM THE COLLEGE

A student who is considering withdrawal from Aultman College, thereby discontinuing enrollment, must make an appointment with the Academic Advisor. The student

must complete the Change in Registration Form and the Student Attrition survey located in the College office or at [www.aultmancollege.edu](http://www.aultmancollege.edu). 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 20 for more information regarding Withdrawal and Return of Financial Aid (Title IV Refund policy).

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

The College's refund policy and the date the completed Change in Registration Form is returned to the Academic Advisor will determine tuition refunds. Please see the Withdraw/Refund Policy on page 16. A change in registration fee will not be assessed when withdrawing from the College.

### ***Re-enrolling after withdrawal***

A student wishing to re-enroll in Aultman College must reapply for admission and meet admission criteria in effect at the time of reapplication.

## TUITION AND FEES

### TUITION

*Cost Per Credit Hour*

|                     |       |
|---------------------|-------|
| Full-time students  | \$465 |
| Part-time students  | \$480 |
| Course Auditing Fee | \$233 |

### FEES

|   |               |
|---|---------------|
| Application Fee (non-refundable)                      | \$30          |
| COMPASS Fee (non-refundable)                          | \$20          |
| General Fee (per semester)                            | \$100         |
| Parking Fee (per Fall and Spring semesters)           | \$50          |
| Parking Fee (Summer terms)                            | \$20          |
| Non-sufficient Fund Fee (if applicable)               | \$30          |
| Book Fees   | \$1500*       |
| Housing Fees (if applicable)                          | \$2285-\$4080 |
| Insurance Fee (if applicable)                         | \$824-\$1263  |
| Transcript Fee (Withdrawn or graduated students only) | \$5           |

### NURSING PROGRAM FEES

|  |              |
|--|--------------|
| Reservation Fee (non-refundable)       | \$100        |
| Physical Examination                   | \$100*       |
| Supplies (stethoscope, scissors, etc.) | \$100*       |
| Uniforms                               | \$180-\$200* |
| Lab Fee (per lab course)               | \$50         |
| Testing Fee (per semester)             | \$125        |
| Graduation Fee                         | \$200        |
| NCLEX Review Course                    | \$200        |

### RADIOGRAPHY PROGRAM FEES

|   |              |
|---|--------------|
| Reservation Fee (non-refundable)          | \$100        |
| Physical Examination                      | \$100*       |
| Supplies (calculator, lead markers, etc.) | \$100*       |
| Uniforms                                  | \$140-\$155* |
| Lab Fee (per lab course)                  | \$50         |
| Standardized Test Fee (per semester)      | \$125        |
| Assessment Fee (per semester)             | \$25         |
| Graduation Fee                            | \$200        |

### OTHER EXPENSES

|   |        |
|---|--------|
| Walsh Meal Plan (per semester, if applicable) | \$2035 |
|---|--------|

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.*

## 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 Initial Registration Appointment. This is the only paper statement that is received. Students are responsible for accessing all further billing statements on the *WiseLine*.

### 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.
- 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

### DIRECT DEPOSIT

For student convenience, Aultman College offers direct deposit so that credit balances resulting from financial aid disbursements can be automatically deposited into a designated bank account. Information about the direct deposit process, as well as authorization forms, are available in the Billing section of the Aultman College website.

### BOOK VOUCHER PROGRAM

The Aultman College Book Voucher program allows eligible students to credit the purchase of up to \$900 in textbooks per semester to their College account and authorize payment for the textbooks from financial aid funds. To be eligible, students must have completed the College Financial Aid process, and have a signed Financial Aid Award letter

on file with the College. Textbooks must be ordered and purchased through the Billing Office and may be purchased during a time period beginning one week prior to the first day of the semester and continuing through the second week of class. All purchases must go through Matthew Medical, the College's Book Voucher vendor. Full details and the Book Voucher contract are available in the Billing section of the Aultman College website.

### **WITHDRAWAL/REFUND POLICY**

Registration for classes creates a contract for payment of tuition, fees, and charges. Withdrawal must be made in writing through the Academic Advisor. *Non-attendance in class or notification to a faculty member does not constitute an official withdrawal.*

The Aultman College Refund Policy is as follows:

#### ***Fall and Spring Semesters***

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

Withdrawal from a class or from the College **prior to 4pm on the first day of the term will cancel all financial obligations to the College.** Prorated refunds are NOT offered during summer terms.

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. Please refer to the Satisfactory Academic Progress (SAP) policy (page 21) and the Title IV Refund policy (page 20) for consequences of withdrawal.

#### ***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
- Parking permits (if applicable)

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

### **REFUNDS IN REGARDS TO DISMISSAL**

Students who are dismissed are not eligible for refunds.

## 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 and the Pennsylvania State Grant Program (PHEAA). Learn more about these programs on page 23 and 25.

#### 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 24.

#### 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).

**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 Ohio Instructional Grant and Ohio College Opportunity Grant
- 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
- 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. Other Title IV programs
6. Other state, private and institutional aid
7. 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
- 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 30 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:*

$34 \text{ credit hours} \times .67 (67\%) = 23 \text{ credit hours.}$

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:*

$73 \text{ credit hours} \times 1.5 (150\%) = \text{Maximum of } 110 \text{ attempted hours.}$

### **SAP Monitoring Procedures**

Satisfactory Academic Progress will be monitored regularly to determine if progression requirements have been met. Students will be notified of SAP issues in the following manner:

#### **SAP Warning**

If a student fails to meet satisfactory academic progress standards at the end of a semester, he/she will receive a SAP Warning from the college. Students maintain their financial aid eligibility during the warning period 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 SAP Suspension at the end of a subsequent term if any one (1) of the following conditions apply:

- Cumulative GPA is below 2.0 for completed hours.
- 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 2011-2012 award year (July 1, 2011 to June 30, 2012) is \$5,550. The smallest Pell Grant award for 2011 -2012 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 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 3.4% for loans disbursed after July 1, 2011 of the 2011-2012 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 2011-2012 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 2011-12 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 2011 -2012 award year (July 1, 2011 – June 30, 2012) for full-time students is \$1,872. 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

Tax credits are available to help you offset the costs of higher education by reducing the amount of your income tax. For the most updated information on tax credits, visit [www.irs.gov](http://www.irs.gov) and search “College Tax Credits”.

### ***Aultman Employee Tuition Reduction Program***

Full and part-time Aultman employees who have been employed for at least six months may be eligible to participate in the Aultman Employee Tuition Reduction Program. For eligibility details and further information, contact the Financial Aid office.

### ***IRS Summertime Tax Tip 2011-18, August 15, 2011***

Whether you're a recent graduate going to college for the first time or a returning student, it will soon be time to get to campus – and payment deadlines for tuition and other fees are not far behind. The Internal Revenue Service reminds students or parents paying such expenses to keep receipts and to be aware of some tax benefits that can help offset college costs.

Typically, these benefits apply to you, your spouse or a dependent for whom you claim an exemption on your tax return.

- 1. American Opportunity Credit** This credit, originally created under the American Recovery and Reinvestment Act, has been extended for an additional two years – 2011 and 2012. The credit can be up to \$2,500 per eligible student and is available for the first four years of post secondary education. Forty percent of this credit is refundable, which means that you may be able to receive up to \$1,000, even if you owe no taxes. Qualified expenses include tuition and fees, course related books, supplies and equipment. The full credit is generally available to eligible taxpayers whose modified adjusted gross income is below \$80,000 (\$160,000 for married couples filing a joint return).
- 2. Lifetime Learning Credit** In 2011, you may be able to claim a Lifetime Learning Credit of up to \$2,000 for qualified education expenses paid for a student enrolled in eligible educational institutions. There is no limit on the number of years you can claim the Lifetime Learning Credit for an eligible student, but to claim the credit, your modified adjusted gross income must be below \$60,000 (\$120,000 if married filing jointly).
- 3. Tuition and Fees Deduction** This deduction can reduce the amount of your income subject to tax by up to \$4,000 for 2011 even if you do not itemize your deductions. Generally, you can claim the tuition and fees deduction for qualified higher education expenses for an eligible student if your modified adjusted gross income is below \$80,000 (\$160,000 if married filing jointly).
- 4. Student loan interest deduction** Generally, personal interest you pay, other than certain mortgage interest, is not deductible. However, if your modified adjusted gross income is less than \$75,000 (\$150,000 if filing a joint return), you may be able to deduct interest paid on a student loan used for higher education during the year. It can reduce the amount of your income subject to tax by up to \$2,500, even if you don't itemize deductions.

For each student, you can choose to claim only one of the credits in a single tax year. However, if you pay college expenses for two or more students in the same year, you can choose to take credits on a per-student, per-year basis. You can claim the American Opportunity Credit for your sophomore daughter and the Lifetime Learning Credit for your senior son.

You cannot claim the tuition and fees deduction for the same student in the same year that you claim the American Opportunity Credit or the Lifetime Learning Credit. You must choose to either take the credit or the deduction and should consider which is more beneficial for you.

For more information, visit the Tax Benefits for Education Information Center at [www.irs.gov](http://www.irs.gov) or check out Publication 970, Tax Benefits for Education, which can be downloaded at [www.irs.gov](http://www.irs.gov) or ordered by calling 800-TAX-FORM (800-829-3676).

Source: <http://www.irs.gov/newsroom/article/0,,id=226993,00.html>

## 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. Please refer to program-specific attendance policies for additional information.

### DEGREE PROGRAM CLINICAL REQUIREMENTS

#### ***Cardiopulmonary Resuscitation (CPR) Certification***

All degree program students active in discipline-specific courses are required to maintain current CPR certification through the American Heart Association (AHA). The certification is required to be an AHA Healthcare Provider. It is the responsibility of the student to maintain a current CPR certification. If a student's CPR lapses, the student will be unable to attend clinical rotations, lectures, or laboratory classes, which may result in dismissal. CPR renewal courses are available through Aultman College Community Education (ACCE).

#### ***Annual PPD (Tuberculosis) Test***

Students are required to undergo an annual one step PPD (Tuberculosis) skin test. Aultman Health Services will provide free testing on the College campus in Fall and Spring semesters, or students may visit Health Services in the Human Resources department at Aultman Hospital. If TB testing is completed outside the College, documentation must be submitted to the Main Office at the College.

#### ***Annual Drug Test***

Aultman College clinical experiences require that all full and part-time degree seeking students undergo an annual drug test. Drug testing must be completed at AultWorks at the student's expense. Failure to complete the annual drug test will result in the student being excluded from all clinical experiences, which may affect program progression. Failure to achieve a satisfactory drug test outcome in accordance with College policy will result in dismissal from the College. Reminders will be sent to students when it is time to meet the annual drug testing requirement. To make an appointment with AultWorks, call 330-491-9675. AultWorks is located at 4650 Hills and Dales Rd., Canton, OH 44708.

#### ***Annual Background Check***

Aultman College clinical experiences require that all full and part-time degree seeking students complete an annual background check. The background check must be completed by the College's approved vendor at the student's expense. Failure to complete the annual background check will result in the student being excluded from all clinical experiences, which may affect program progression. Failure to achieve a satisfactory background check outcome in accordance with College policy will result in dismissal from the College. Reminders and procedures will be sent to students when it is time to meet the annual background check requirement.

#### ***Health Insurance Requirements***

As a requirement for participating in clinical experiences, all full and part-time degree-seeking students must carry health insurance. Coverage must be maintained for the duration of College enrollment. Failure to comply will result in the student being excluded from all clinical experiences, which may affect program progression. To meet this requirement,

degree-seeking students will automatically be enrolled into the College-sponsored AultCare student health insurance plan. Students who already have insurance coverage may opt out of the AultCare plan. To waive coverage, the Student must have current coverage under another plan and must complete the online Electronic Enrollment Waiver form each year, listing proof of coverage. Failure to complete the waiver process will result in an automatic enrollment in the AultCare Student Insurance plan and billing for the premiums. Students who initially waive AultCare coverage, but who unexpectedly lose their coverage under another plan must notify the Program/Division Director immediately to obtain coverage under the AultCare plan. Enrollment into the AultCare plan occurs in the semester the student enters the College. Re-enrollment occurs every August. Additional information is available in the Student Health Insurance Program brochure, available in the Main Office.

### ***Glucose Monitoring Competency***

Clinical Laboratory Improvements Amendments (CLIA) regulations direct that all healthcare providers who perform glucose monitoring must demonstrate and document competence annually. Reminders and procedures for competency testing will be sent to Nursing Program students to ensure compliance with these regulations.

### **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

Grades are awarded for demonstrated student learning based on course requirements. Refer to the course syllabus for grading scale percentage equivalents and to program-specific academic policies and minimum grade requirements that must be achieved to ensure progression toward a degree. For information on grades as they relate to SAP requirements for financial aid, please refer to page 21. Please note that Aultman College does not round grades. (A score of 76.5% on an exam would not be considered a 77%)

### System of Special Grades

Aultman College degree programs require grades of C or better in math, science, and program-specific (NRS or RAD) courses. Only in these courses are grades of C- or below considered to be failing, and students are required to repeat the courses. To ensure the accuracy of your academic records, Aultman College has implemented a system of "special grades" for courses which require a C or better as a passing grade. The special grades allow differentiation between, for example, a C- in Math 105, which is a failing grade, and a C- in English 105, which is a passing grade.

Special grades are as follows:

| Special Grade | equals | Actual Grade |
|---------------|--------|--------------|
| C~            | =      | C-           |
| D^            | =      | D+           |
| DD            | =      | D            |
| D~            | =      | D-           |

This system of special grades ensure the accurate reporting of grades, earned hours, and Satisfactory Academic Progress (SAP), which in turn ensure accurate financial aid awards. The special grades do NOT affect Grade Points. For additional information, see the College website or contact the Registrar.

### Grade Point Average

A student's grade point average (GPA) is based on credit hours, grades awarded, and grade points. Grade points are calculated using the following system:

| Grade                    | Grade Point Equivalent |
|--------------------------|------------------------|
| A                        | 4.00                   |
| A-                       | 3.70                   |
| B+                       | 3.30                   |
| B                        | 3.00                   |
| B-                       | 2.70                   |
| C+                       | 2.30                   |
| C                        | 2.00                   |
| C-                       | 1.70                   |
| C~                       | 1.70                   |
| D+                       | 1.30                   |
| D^                       | 1.30                   |
| D                        | 1.00                   |
| DD                       | 1.00                   |
| D-                       | 0.70                   |
| D~                       | 0.70                   |
| F                        | 0.00                   |
| S (Satisfactory)         | N/A                    |
| U (Unsatisfactory)       | N/A                    |
| I (Incomplete)           | N/A                    |
| W (Withdrawal)           | N/A                    |
| AU (Audit)               | N/A                    |
| R (Repeat course)        | N/A                    |
| * (Developmental course) | N/A                    |

The grade point average is calculated by multiplying the number of semester hours by the grade points received to yield a total grade point per course. The total grade points are added together, and then divided by the total number of semester hours. In the example below the GPA is 3.40 (23.80 divided by 7).

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

## “I”— INCOMPLETE

At the instructor’s discretion a temporary grade of Incomplete (I) may be given. An incomplete (I) is meant to be issued in the event of an unusual, extenuating circumstance and is not encouraged to be part of the regular operations of a course. Only students who have completed a minimum of 80% of their coursework, but due to unforeseen circumstance cannot complete remaining work, may request an Incomplete (I) grade from their instructor.

Should the instructor award an Incomplete (I), both student and instructor must agree upon a date that will be on or before the last day of the next semester (Fall, Spring or Summer) immediately following the initial course attempt when all coursework will be completed.

When the student completes the work, the student’s transcript will reflect the removal of Incomplete (I) and its replacement with the grade earned by the student for the completed course. This grade will be computed into the student’s grade point average. In the event the student does not complete the work by the established deadline, the grade of Incomplete (I) will automatically become an F, which will be computed into the student’s grade point average. This F will not be removed from the transcript under any circumstances. Please note the following:

- A grade of I cannot be assigned to a course if a student drops or withdraws from the course.
- A grade of I does not satisfy the prerequisite need of subsequent courses.
- Students may not re-enroll in a course in which they have an outstanding grade of I.
- Student progression may be affected.
- Students who receive an I in the semester they apply to graduate will not be permitted to participate in graduation and must follow the Incomplete policy. After that time, students must reapply for graduation and complete all graduation/exit requirements before receiving a diploma.

## 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 and there are fees associated with auditing a course. The procedure for withdrawing from an audited course is the same as for credit enrollment.

## 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. Please refer to the program-specific progression requirements for minimum grades that must be achieved to ensure progression toward a degree.

#### **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 are strongly encouraged to access all learning support services offered by the College. Students on academic probation are not permitted to hold or run for office in any student organizations. 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.

### **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 Academic 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.*

## DEGREE AUDIT

Students are advised to utilize the Degree Audit tool, available on WiseLine, to assess their progress in fulfilling Aultman College's degree requirements. The Degree Audit tool indicates the student's college level (freshman or sophomore) at the top of the page, and lists the courses a student has taken, is in process of taking, and has left to take, broken down by area of study (Arts and Humanities, Nursing, Radiography, etc.) The report indicates a course status for each course a student has taken. Course statuses include:

- C – Completed
- R – Remaining
- TC – Transfer Completed
- TR – Transfer Remaining
- Inp – In Progress
- E – Extra Course
- Repeat

Anyone having difficulties understanding their Degree Audit should make an appointment with the Academic Advisor.

## GRADUATION

Each student has the responsibility to be aware of and meet the College requirements for graduation. All College assessment activities, program curriculum requirements, service learning 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)
- Program-specific supplies

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**

As part of Aultman College's General Education philosophy, graduates are expected to exemplify certain core abilities that are addressed through their academic experience. One of these core abilities is to model ethical and civic responsibility. As such, Aultman College believes in the relationship between academic learning and community involvement. Therefore, Aultman College students are required to complete 16 hours of volunteer service learning prior to graduation. Service learning opportunities are presented throughout the academic year or students may submit personal volunteer experiences for service learning credit. Detailed information on the Service Learning requirement is available on the WiseLine.

## 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 EFFECTIVENESS

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: surveys, interviews, focus/discussion groups, questionnaires, educational activities, and tests. Ultimately, the Institutional Effective function strives 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

## ACT SURVEY

Each Fall, Aultman College participates in a student satisfaction survey sponsored by ACT. Student participation and feedback about the college experience is so important that faculty allow class time for students to complete the survey. An ACT survey administrator will visit the classroom during the survey period. All Aultman College students are encouraged to take advantage of the opportunity to use the ACT survey to share their thoughts about their college experience.

## STUDENT SERVICES

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

Aultman College 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:

#### ***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
- Preparing resumes
- Preparing for interviews

#### ***Personal Support Services***

Students seeking guidance for academic or personal concerns should speak with the LRC staff. These professionals will guide students to appropriate resources and services.

### 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 to internal/external professionals may incur a charge.
- Appointments may be made at the College office or by contacting the LRC.
- Information provided by a student to the LRC staff may be shared with administrators, faculty, and/or staff on a need-to-know basis in order for college personnel to fulfill their professional responsibilities.
- Students taking courses on the Walsh University campus may also utilize the services of the Walsh Academic Resources Center in Farrell Hall.

**Check the *WiseLine* for LRC Hours.**

### 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.

### **AULTMAN HEALTH SCIENCES LIBRARY**

**330-363-5000**

**hlibrary@aultman.com**

The Aultman Health Sciences Library is located on the second floor of the Aultman Education Center. The library provides academic support to all Aultman College students, staff, and faculty. In addition, it provides research assistance to all Aultman Hospital employees and affiliated healthcare providers. The library is typically staffed from 8:00 a.m. – 4:30 p.m. Monday through Friday (subject to change). Students can use their identification badges to gain 24 hour access to the library seven days a week. Students have access to the library's collection, which includes over 2,800 books and over 45 print journals. Students also have access to thousands of additional journals and books through OhioLINK. Most items can be checked out with a valid student identification card. Copies of current textbooks and reference books are available for use in the library only. Books that are not in the library's collection may be borrowed from another institution through an OhioLINK request or a request to library staff, in person, by phone, email, or fax. The library houses two study rooms which are intended for group study. The rooms are used on a first come, first serve basis. Please be courteous. If an individual is using the room when two or more people need the space for group study, the individual may be asked to relinquish the room. A copy machine is available in the library for all clients. Copy machines also function as printers for the computers. Additionally, copy machines can be used to send black

and white scans to an Aultman email address. The library contains several computers available for Intranet access and Internet searches. Look for shortcuts on the computer desktop to gain access to important library resources. Consult the List of Important Links to assist you in choosing a database or other resource. If you need additional assistance in narrowing your search, please ask one of the librarians or the library assistant for help. Database training is available upon request.

### **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 Life 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 *WiseLine*. Three meal plan options are available (see Tuition and Fees schedule.) Students who are interested in purchasing a Meal Plan should contact the Billing Office for payment options.

## OFFICE OF STUDENT LIFE

The Office 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, *WiseLine*, Pulse newsletter, and the Aultman College website. 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 Life Coordinator) and assistant advisor (Faculty member).

## SAFETY ALERT SYSTEM (WENS)

Aultman College utilizes an 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.

## WiseLine STUDENT PORTAL

The *WiseLine* Student Portal is the Aultman College communication hub. Students are responsible for checking *WiseLine* at least once per day. *WiseLine* 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 *WiseLine* includes *The Pulse* student newsletter, links to Learning Resource Center academic and personal resources, student spotlights and job postings. Grades are also accessed through *WiseLine*. 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. Students can access *WiseLine* 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 *WiseLine*. Students should not park on the city streets surrounding the Aultman campus or they may be towed by the City of Canton. Contact the Campus 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 37) and on *WiseLine*. Closing information will also be posted on local radio and television stations, and the College website.

## **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. 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 and part-time degree seeking students to have health insurance coverage. Please see page 28 for more information.

### ***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 are unable to complete academic or social responsibilities to Aultman College of Nursing and Health Sciences may request an Inactive Status. For more information, please see page 13.

### ***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.

### ***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 Solomon 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.

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

## 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 the appropriateness of their conduct. Students who conduct themselves in an unbecoming manner or violate College rules, regulations, or policies will be subject to disciplinary action up to and including expulsion for a first offense, as warranted by the particular situation. Claims of ignorance, unintentional error, or academic/personal pressure are not sufficient reasons for violation of College rules, regulations, or policies.

### ACADEMIC INTEGRITY POLICY

Academic honesty and intellectual integrity are fundamental to the process of learning and to evaluating each student's academic performance. Maintaining academic integrity is the responsibility of all Aultman College students, faculty, and staff members. Aultman College faculty and staff are responsible for promoting and maintaining an atmosphere of academic honesty including compliance with this Academic Integrity Policy. Aultman College students also share responsibility for promoting and maintaining an atmosphere of honesty and integrity. Students should be aware that personally completing assigned work is essential to the learning process. Students who have knowledge that others in a course are cheating or otherwise committing academic dishonesty have a responsibility to bring the matter to the attention of the course faculty, Division/Program Director, and/or the Chief Academic Officer.

Academic dishonesty includes, but is not limited to, the following:

#### ***Cheating***

Cheating is the act of deception when a student misrepresents mastery of information on an academic exercise. These acts can be either premeditated or not. Examples of cheating include but are not limited to copying or allowing someone else to copy from another student; unauthorized use of a textbook or other material during an examination; inappropriate and unauthorized collaboration during an academic exercise; inappropriate use of electronic devices in violation of the "Acceptable and Fair use of Electronic Devices" policy in this handbook; and unauthorized use or possession of specially prepared

materials, such as notes or formula lists, during an academic exercise.

#### ***Plagiarism***

Plagiarism is the intentional or unintentional presentation of someone else's actual words, ideas, or data as one's own work. Plagiarism includes the paraphrasing of someone else's words, ideas, or data and the use of someone else's words, ideas, or data without acknowledgement. This means that sources of information must be appropriately identified and cited, whether published or unpublished, copyrighted or un-copyrighted.

#### ***Academic Misconduct***

Academic misconduct is the actual or attempted tampering or misuse of academic records or materials such as transcripts and examinations. Examples of academic misconduct include but are not limited to stealing, buying, or otherwise obtaining all or part of a test or academic exercise; selling or giving away or engaging in bribery to get all or part of an academic exercise or any information about it; changing or altering a grade book, test, resources, or other official academic records of the College; and entering a College building or office without authorization for the purpose of changing a grade or tampering in any way with grades or examinations.

#### ***Falsification/Fabrication***

Falsification (or fabrication) is the intentional use of false information or the falsification of research, findings, data, and personal or college documents with the intent to deceive. Examples of falsification include citing information not taken from the source indicated; listing sources in a bibliography not used in the academic exercise; inventing data or source information; submitting as one's own work any academic exercise prepared totally or in part for or by another; taking a test for another student or permitting another student to take a test for oneself; and falsifying or misrepresenting information on resumes, documents, or College related forms.

#### ***Accessory to Acts of Academic Dishonesty***

An accessory to acts of academic dishonesty includes any conduct by a student that facilitates or supports another student to commit or attempt to commit any form of academic dishonesty.

### **Multiple Submissions**

Multiple submissions is the act of submitting work (including oral reports) previously used in a course without express permission of the current instructor. The current instructor is responsible for providing guidance to the student in this process.

### **BACKGROUND CHECK VIOLATIONS**

Admission criteria require all incoming students to pass a criminal background check. An active student who is convicted of a felony or misdemeanor is required to report any such violation to the Student Affairs Director. Such violations may be cause for dismissal. Failure to report a violation will result in automatic dismissal from the College. The College requires an annual background check for all full and part-time degree seeking students.

### **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.

## INFORMATION TECHNOLOGY

Students are responsible for understanding and adhering to the Aultman College Information Technology Acceptable and Fair Use Policy. The policy is located on the Aultman College website. Updates to the policy will be posted on the Wiseline and on the College website. Aultman College of Nursing and Health Sciences provide designated computing resources available to employees, students, and select

contractors (hereafter referred to as users). The information technology infrastructure is a combined resource from Aultman College of Nursing and Health Sciences and Aultman Health Foundation (hereafter referred to as ACIS). Computing resources provided to users are tools intended for College-related administrative and academic activities. Computer Resources include all ACIS owned, operated, leased or contracted computing, networking, telephony and information resources whether individually controlled, shared, standalone or networked.

Computing Resources include but are not limited to:

- Personal Computers (e.g., desktop or laptop units)
- Server Computers (e.g., e-mail, Aultman College web sites...)
- Printers (locally attached or networked)
- Operating System Software (e.g., Windows XP, Windows 2000, Linux...)
- Application Software (e.g., Outlook e-mail, Word, Excel...)
- College-wide Data Network (providing electronic connectivity within the ACIS community)
- Access to the Public Internet (providing electronic connectivity with non-ACIS entities)

Use of computer resources and all information maintained in any form within ACIS resources is subject to laws, regulations, contracts, licenses, policies and procedures. Infractions of Aultman College Acceptable and Fair Use Policy may result in loss of access to ACIS resources and other penalties, disciplinary measures and/or prosecution. Appeals by a student charged in violation of the Aultman College Information Technology Acceptable and Fair Use Policy should be directed to the Student Affairs Coordinator.

### ***User Rights & Privileges***

**INTELLECTUAL PROPERTY RIGHTS:** Specific Aultman College-sanctioned activities on the part of faculty or students may result in the creation of electronic material that is explicitly or implicitly recognized as the personal property of the respective faculty or student. Although created via and perhaps stored on ACIS-managed computing resources, this does not imply ACIS co-ownership or liability for such material.

**FREEDOM FROM DISRUPTION:** Aultman College of Nursing and Health Sciences will strive to provide for all its constituents a computing infrastructure that is stable, accessible, and responsive during normal working hours. Potentially disruptive maintenance to the infrastructure will be planned in advance, and implemented during off-hours whenever possible. Disruptive activities on the part of other users will be addressed immediately by ACIS staff.

**PRIVACY & SECURITY:** No system is absolutely secure in the electronic world. ACIS will provide industry-standard mechanisms to protect the privacy and confidentiality of software, data and correspondence created by ACIS users. The user must assess the risk/rewards of electronically creating and storing such material using ACIS resources.

### ***User Responsibility & Accountability***

- Any recognition of infractions by others of this Acceptable and Fair Use Policy should be brought to the attention of College administration.
- The user of ACIS resources is responsible for knowing and abiding by all applicable laws, regulations, contracts, licenses, policies and procedures.
- The user is the steward of all information technology resources at his/her disposal. Common sense in the use/handling of all computing hardware and network components is expected.
- Users should not leave their workstation unattended while still logged into the network or onto an application.
- Users are prohibited from taking food and drink into the PC lab.
- When leaving the work area users must logoff or lock their workstation to assure that the user's account will not be used or tampered with.
- The user is expected to take reasonable precautions against importing and spreading computer viruses.
- Users should report accessibility and performance issues to the ACIS Help Desk (ext. 3HELP or 330-363-6238) immediately. Provide the following information to the ACIS Help Desk:
  - ◊ First and last name

- ◊ Computer ID (refer to the C-number located on the Aultman Health Foundation label)
- ◊ Application name
- ◊ Contact information
- All users are expected to practice common courtesy to be minimally disruptive to others (e.g., audio levels) when using computing resources.

### ***General Policies and Guidelines***

- All software, data and correspondence are subject to this policy and laws, regulations, contracts and licenses that bind Aultman College.
- ACIS reserves the right to randomly audit the contents of its computing resources for infractions and to take appropriate action.
  - \*ACIS will cooperate with all legitimate law enforcement agencies in regards to their investigations and relevant search and seizure laws.*
- Any use of ACIS computing resources for illegal activities is prohibited.
- The user must not take any deliberate actions to cause interference to the ACIS computing infrastructure or to the work of others. Deliberate attempts to circumvent privacy and security safeguards or procedures are prohibited. Such activities will be viewed as criminal in nature under applicable state and federal laws and will be reported to the appropriate authorities.
- Unauthorized possession, copying, use, disabling or destruction of ACIS-owned computer hardware, network components, software, user accounts or data is prohibited.
- The user may not utilize ACIS resources for personal gain that has not been pre-authorized by the College. Any authorization may be further restricted by the regulations of Aultman College maintaining an “.edu” internet domain.
- The user may not utilize ACIS resources for commercial gain, nor for solicitation, advertisement, or promotion of commercial services or products.

- Except for College-authorized research, the user may not initiate or perpetuate any form of electronic communications or data storage with pornographic or otherwise offensive or harassing content.
- The user may not attempt to hide or misrepresent his or her identity as part of using any ACIS resources. This will constitute violation of applicable federal and/or state fraud or forgery laws and regulations.
- The user may not duplicate copyrighted electronic material without the expressed prior permission of the owner, except as permitted by “fair use” guidelines.
- Users are required to uphold the terms of all contract and licensing agreements entered into by ACIS for computer hardware and software.

### ***Connectivity and Personal Hardware Support Policy***

- A wireless access point may not be attached to the ACIS network without explicit permission from ACIS Administration (3HELP).
- A student’s computer may not be configured to operate as a server accessible by other computers via the public internet.
- Aultman College maintains no responsibility for the acquisition, installation, or support of computing hardware or software provided by the student. Casual technical assistance that may be provided by ACIS support personnel shall not infer any further responsibility or accountability of ACIS to the student.
- ACIS technical support (normally confined to network connectivity problems) will be available via the ACIS Help Desk (3HELP) at the main campus only.

### ***E-mail Policy***

Aultman College provides e-mail accounts for all current students. Students are responsible for checking their e-mail daily for official Aultman College communications. Students are expressly prohibited from accessing or sending any messages or materials containing discriminatory, obscene, profane, lewd, derogatory, or otherwise potentially offensive language or images. Harassment by e-mail is equal to harassment and is

prohibited as described in the Aultman College Student Email Policy. Use of another student’s password to gain unauthorized access to e-mail, or to send a message under someone else’s name is strictly prohibited. Violations of this provision will subject a student to appropriate disciplinary action, at the College’s discretion, up to and including expulsion. Any known or suspected violations should be reported immediately to College administrative staff or faculty. Aultman College is not responsible for lost, rejected, or delayed e-mail forwarded by Aultman College from a student’s official e-mail address to off-campus or unsupported e-mail services or providers. Sending or responding to “chain letters” is prohibited. Questions or problems with College e-mail accounts should be addressed in a timely manner and brought to the attention of the Student Affairs Coordinator.

### **SUBSTANCE ABUSE**

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

- To establish and maintain a safe, healthy learning environment for students.
- To provide a safe, healthy environment for clients while providing care.
- 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 illegal drugs. The College also supports and will cooperate at the local, state and federal levels regarding regulation of alcohol and illegal drugs. The College will not protect a student/employee in violation of the law from prosecution under federal, state or local law. The College will not provide sanction from the law, nor are the students/employees immune from legal investigation or arrest by civil authorities. The following rules represent Aultman College’s policy concerning substance abuse:

- Students are prohibited from attending class, labs or clinicals of any nature, or any college related activities, under the influence of alcohol or illegal drugs.

- All employees are prohibited from working under the influence of alcohol or illegal drugs.
- The manufacture, sale, possession, distribution or use of illegal drugs on Aultman property or while engaged in official Aultman College educational activities is strictly prohibited and is cause for dismissal.
- For the purposes of this policy, “illegal drugs” include any prescription drug for which the individual does not have a valid prescription. Only the person for whom a prescription drug is issued can bring the medication on Aultman premises in its original container. The student/employee 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***

- Health risks associated with the use and abuse of alcohol and/or illegal drugs;
- Information for referral resources for counseling and/or treatment;
- Specific local, state and federal laws governing unlawful possession and distribution of illegal drugs and alcohol. Aultman College requires all full and part-time degree-seeking students to undergo annual drug testing in order to participate in clinical experiences. For more information, refer to program-specific Clinical Requirements.

Aultman College’s Substance Abuse Prevention Program information is available in Aultman Hospital’s Health Services, the College Financial Aid Office, the College website and on *WiseLine*.

### ***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 any weapon is strictly forbidden on the Aultman College campus, or any other College-owned or operated property. The definition of a weapon may include anything “likely to be used/designed to be used” in destroying, defeating or injuring a person(s) or property (or an instrument likely to cause bodily harm or property damage.) Any of the following items may be considered a “weapon” (not an exhaustive list): any firearm, BB gun, pellet gun, air pistol gun, paint ball gun, taser, ammunition, bow and arrows, sword, slingshot, switchblade, or large knife. Explosives/fireworks, or any sort of firearm (whether loaded or non-loaded) may be considered a “weapon”. At times, some forms of the above listed items may be used as “non-weapons” for educational purposes by faculty with prior consent of the president of the College.

This policy extends to all Aultman College students, employees, contractors, visitors and guests on all Aultman College and Aultman Health Foundation property- including parking lots, personal/commercial vehicles, and sidewalks/streets/lawns. Any person found in possession of a “weapon” will be considered in violation of this policy and action will be taken to immediately confiscate the “weapon”. Disciplinary action for violation of this policy may include termination, suspension, and/or dismissal from the College, and possibly criminal prosecution or arrest.

## VIOLENT OFFENSES OF CONDUCT

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.

### **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.

### **Assault**

An assault, sexual or non-sexual, 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

\* Suspension and expulsion may result in academic consequences.

*NOTE: In addition to the sanctions listed above, a student may be assessed a monetary fine to cover the costs of labor, materials, and time to replace or repair items damaged due to the conduct violation.*

## STUDENT CONDUCT VIOLATION PROCEDURE

Appropriate student conduct is fundamental to a successful academic community. It is important that a fair and equitable process exist to investigate and remedy student violations of conduct policies. When a conduct violation occurs, faculty and staff members must follow the procedures set forth to guide the investigation, decision-making, and appeal process. All violations should be handled in the same manner, starting at the lowest level.

### **LEVEL ONE : Student Meeting**

*NOTE: Depending on the nature and severity of the conduct violation, at any time during the investigatory process, the student(s) may be suspended from class(es) pending the outcome of the investigation.*

### **Academic Dishonesty Conduct Violation:**

1. If a faculty member knows or has reason to believe that a student(s) in a course may have been involved in academic dishonesty, the faculty member shall contact the student(s) and schedule a meeting to discuss the allegations. This meeting should occur within two (2) College business days of having discovered the suspected dishonesty. The faculty member may choose to have a witness present during this discussion with the student(s).

2. When meeting with the student(s), the faculty member shall objectively review the circumstances and evidence related to the suspicion of academic dishonesty and allow the student(s) an opportunity to provide his or her perspective on the suspicion. During the meeting, the faculty member will complete the Conduct Violation Investigation form and take notes to document important information.
  - a. If, based on the outcome of the meeting, the faculty member determines that an academic dishonesty violation did not occur, the faculty member shall indicate his/ her conclusion on the Conduct Violation Investigation Form. The faculty member shall inform the student(s) of this conclusion and forward the completed form to the Director of Student Affairs.
  - b. If, based on the outcome of the meeting, the faculty member determines that an academic dishonesty violation may have occurred, the faculty member will inform the Program/Division Director, the CAO, and the Director of Student Affairs.

### **Other Conduct Violations:**

1. If there is reason to believe a student(s) has violated a conduct policy other than Academic Dishonesty, the faculty or staff member who suspects or knows about the behavior should contact the student(s) and schedule a meeting to discuss the allegations. This meeting should occur **within two (2) College business days** of having discovered the suspected violation. The faculty/staff member may choose to have a witness present during this discussion with the student(s).
2. When meeting with the student(s), the faculty/staff member shall objectively review the circumstances and evidence related to the suspicion of conduct violation and allow the student(s) an opportunity to provide his or her perspective on the suspicion. During the meeting, the faculty/staff member will complete the Conduct Violation Investigation form and take notes to document important information.

### **LEVEL TWO : Investigation of Conduct Violations**

The Director of Student Affairs will begin the conduct investigation by contacting appropriate parties to discuss allegation(s) and the evidence. Those included in the discussion, in addition to the Director and the faculty or staff member directly involved, may include the program director, division director, Chief Academic Officer, and student(s). Other faculty or staff may be invited to participate as appropriate and necessary depending on the nature of the violation.

1. The facts and evidence of the Level One meeting will be reviewed so that the investigatory committee may understand the nature and extent of the violation, if any, by the accused student(s).
2. If the investigatory committee concludes that a conduct violation did not occur, such conclusion will be noted on the appropriate form and the Director will inform the student(s) of the conclusion.
3. If the investigatory committee concludes that a conduct violation has occurred, the committee will discuss and decide on a course of action for resolving the violation, including the imposition of any penalties (i.e., failure of the course, significant reduction of the fina grade, suspension, expulsion, etc.). The decision will be noted on the appropriate form.
4. The Director shall provide written notice of the committee decision to the student(s) within seven (7) College business days after the investigatory committee's decision. The written notice shall include the College's determination that a conduct violation occurred, the description of the conduct violation, the course of action to resolve the violation including any academic penalty, and information regarding the student's option to appeal the committee's decision (including a description of the appeal procedure and the time limits for filing an appeal).
5. The written notice to the student(s) shall be copied to the appropriate administrative staff and faculty members. The Director will compile a

case file that includes the written notice and all supporting documentation (e.g., the completed Academic Dishonesty Allegation Form, exams/ assignments involving cheating, crib sheets, faculty member meeting and investigation notes, witness statements, etc.).

6. Copies of the notice letter and completed Conduct Violation Investigation form shall be kept in the student's(s') academic file in the Office of the Registrar as a record of the violation.

### **LEVEL THREE : Appeal Process**

If the student(s) desires to appeal the College's determination that he/she committed a conduct violation, the student(s) must initiate the formal written appeal process and submit the written appeal with supporting documentation **within 10 College business days** of receiving the written notice, or the student(s) will waive his/her right to appeal.

The student's appeal must include the following written documentation and be submitted to the Director of Student Affairs:

- Date letter submitted
- Student name
- Course name, course number and semester
- Faculty or staff member name
- Date of the meeting with the faculty or staff member
- Reason for further appeal
- Desired outcome
- A copy of the written notice (Level Two)
- The time frame for reviewing the student's appeal will commence when the student provides the written appeal and all supporting documentation to the Director as required by this policy.

1. The Director will form the Appeals Committee, which will be composed of the Director, two (2) faculty members, a Student Senator, a

representative of the Student Affairs Council, and a member of College Administration. The Director will facilitate the appeals process and provide all documentation to committee members for review and evaluation, but the Director will not participate in the committee's final decision. The committee will meet to discuss and recommend whether to confirm or rescind the investigatory committee's decision.

2. The Appeals Committee will review all documentation, records, policies, and procedures to make the final decision. Once the Appeals Committee has rendered a decision, the Director will notify the student(s) in writing of the Committee's decision **within ten (10) College business days** after the student(s) submits the appeal. The decision of the Appeals Committee will be final.
3. Copies of the notice letter regarding the Appeals Committee's decision shall be kept in the student's academic file in the Office of the Registrar as a record of the appeal and final determination.

*NOTE: Appeals regarding course work at Walsh University must follow Walsh's policy.*

### **HARASSMENT POLICY**

Aultman College is committed to providing an environment that respects the dignity of every individual by treating students with honesty and professionalism and valuing student talents and perspectives. The College environment should be free of inappropriate behavior of all kinds, including harassment because of age, disability, marital status, race or color, national origin, religion, gender, sexual orientation, or gender identity. Incidents of harassment and inappropriate behavior will not be tolerated at the College.

#### ***Definition of Harassment***

Harassment is unwelcome conduct toward an individual because of his or her age, disability, marital status, national origin, race or color, religion, gender, sexual orientation, or gender identity, when the conduct creates an intimidating,

hostile, or offensive environment that causes performance to suffer or negatively affects the aptitude of an individual. The law prohibits many forms of harassment. Examples of harassment include:

- Oral or written communication that contains offensive name calling, jokes, slurs, negative stereotyping, or threats. This includes comments or jokes that are distasteful or targeted at individuals or groups based on age, disability, marital status, national origin, race or color, religion, gender, sexual orientation, or gender identity.
- Non-verbal conduct such as staring, leering, or giving inappropriate gifts, and physical conduct such as assault or unwanted touching.
- Visual images, such as derogatory or offensive pictures, cartoons, drawings, or gestures. Such prohibited images include those in hard copy or electronic form.

### ***Sexual Harassment***

Sexual harassment is a form of harassment that is based on a person's gender or that is sex-based behavior. Sexual harassment also includes anyone in a position of authority tying promotion, termination, or any other condition at the College to a request or demand for sexual favors.

### ***Reporting Harassment Policy Violations***

Incidences of harassment, including sexual harassment, should immediately be reported to the Director of Student

Affairs. If, for any reason, a student is reluctant to report harassment to the Director of Student Affairs, he or she may report the incident to the Student Life Coordinator or any faculty, staff, or administrator, who will then forward the report to the Director of Student Affairs for investigation.

### ***Investigation and Response***

The College will investigate allegations of harassment. To the extent possible, the College will protect the privacy of those involved, consistent with its need to investigate the allegation and resolve the issue. In appropriate cases, the College may take disciplinary action, up to and including immediate expulsion from the College, against those who violate this harassment policy. To respect the privacy and confidentiality of all the people involved, including the accused, the College might not share specific details of the discipline or other action taken by the College.

### ***Retaliation is Prohibited***

The College will not retaliate against an individual who makes, in good faith, a report of harassment, or provides, in good faith, information in an investigation of an incident of harassment. Nor will the College tolerate retaliation against any individual by others. Like harassment, any incidences of retaliation should be reported immediately. Any student who is found to have engaged in retaliation may be subject to disciplinary action, up to and including expulsion.

### ***No Appeal***

The resolution by the College of an allegation of harassment is final and non-appealable.

# ASSOCIATE OF SCIENCE IN NURSING (ASN) DEGREE

FOR STUDENTS ENROLLED IN ACADEMIC YEAR 2011-2012

## **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.

### ***Division of Nursing Program Outcomes***

1. Provide nursing care within the legal and ethical scope and standards of nursing practice
2. Promote an interdisciplinary approach for the effective use of resources
3. Utilize the nursing process to influence client outcomes across the lifespan
4. Adapt holistic teaching and learning principles to promote health
5. Incorporate a variety of communication modes for effective exchange of information
6. Demonstrate caring, safe and competent nursing interventions in diverse healthcare settings

## **HEALTH AND FUNCTIONAL REQUIREMENTS**

### ***Essential Physical and Cognitive Functions***

In order to assure client and co-worker safety, to meet program competencies, and to successfully complete the objectives of each nursing course, a student must be able to:

- Visually observe changes in a client's status that indicate changes in the client's physiological condition (i.e. breath patterns, skin color changes, equipment readings).
- Hear sounds of spoken communications, as well as sounds that indicate changes in the client's physiological condition (i.e. breath sounds, blood pressure, apical pulse, alarms).
- Speak to clients and members of the healthcare team utilizing effective verbal communication skills.
- Demonstrate tactile ability sufficient to assess a client's pulses, as well as change in a client's physiological status (i.e. changes in skin temperature, edema, etc.).
- Smell odors that indicate changes in the physiological status of the client or unsafe environmental conditions.
- Read and cognitively comprehend written course materials, client care documents, and health care institution policies and procedures.
- Write using a legible and concise documentation style which is readable and in the English Language.
- Calculate accurately in order to administer correct medication dosages, count a pulse, count respirations, and determine intake and output.
- Move freely to observe and assess clients and perform emergency client care; this includes having full manual dexterity of the upper extremities, including neck and shoulders, and unrestricted movement in both lower extremities; back, and hips in order to assist in all aspects of client care, and the ability to touch the floor to remove environmental hazards (i.e. client hygiene, application or removal of restraints, and nursing procedures such as bladder catheterization and parenteral injections).
- Lift and/or support at least 75 pounds in order to reposition, transfer, and ambulate clients safely.
- Demonstrate cognitive learning in relation to new procedures through clinical application.
- Interpret physician orders accurately through verbal and written communication, and carry through with appropriate psychomotor clinical application.

# ASSOCIATE OF SCIENCE IN NURSING DEGREE

## PROGRAM INFORMATION

### **Application Deadline**

January 15 for Fall admission

August 15 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
- 42 general education credit hours
- 31 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.

## ASSOCIATE OF SCIENCE IN NURSING (ASN) DEGREE

| COURSE SUBJECT AND TITLE                | CREDIT HOURS | NOTES  |
|---|--------------|--|
| <i>Semester One (14 credits)</i>        |              |  |
| BIO 209 Anatomy and Physiology I        | 3            | PRE-REQ High school biology and chemistry                        |
| BIO 209L Anatomy and Physiology I (Lab) | 1            | RECOMMENDED CO-REQ BIO 209                                       |
| MTH 105 College Algebra I               | 3            | PRE-REQ MTH 090 or appropriate placement test score              |
| NRS 100 Nursing Success Skills          | 1            | CO-REQ NRS 101   |
| NRS 101 Foundations I                   | 3            | CO-REQ NRS 100 and MTH 105                                       |
| HSC 110 Introduction to Health Care     | 3            |  |
| <i>Semester Two (14 credits)</i>        |              |  |
| BIO 210 Anatomy & Physiology II         | 3            | PRE-REQ BIO 209 or by permission                                 |
| BIO 210L Anatomy & Physiology II (Lab)  | 1            | PRE-REQ BIO 209L or by permission                                |
| ENG 105 College Composition I           | 3            | ENG 090 or appropriate placement test score                      |
| NRS 102 Foundations II                  | 3            | PRE-REQ NRS 101; CO-REQ NRS 103                                  |
| NRS 103 Medical-Surgical Nursing I      | 4            | CO-REQ NRS 102 and BIO 210                                       |
| <i>Semester Three (16 credits)</i>      |              |  |
| ENG 205 College Composition II          | 3            | PRE-REQ ENG 105  |
| NRS 104 Nursing Pharmacology            | 3            |  |
| NRS 105 Medical-Surgical Nursing II     | 4            | PRE-REQ NRS 103 and ENG 105                                      |
| PSY 111 Introduction to Psychology      | 3            |  |
| HSC 120 Language of Medicine            | 3            |  |
| <i>Semester Four (16 credits)</i>       |              |  |
| SOC 121 Introduction to Sociology       | 3            |  |
| CHM 105 General Chemistry I             | 3            | PRE-REQ MTH 090 or appropriate placement test score into MTH 105 |
| CHM 105L General Chemistry I (Lab)      | 1            | PRE-REQ MTH 090 or appropriate placement test score into MTH 105 |
| PSY 211 Human Growth & Development      | 3            |  |
| NRS 201 Medical-Surgical Nursing III    | 4            | PRE-REQ NRS 105  |
| NRS 202 Psychiatric Nursing             | 2            | PRE-REQ NRS 105 and PSY 111                                      |
| <i>Semester Five (13 credits)</i>       |              |  |
| BIO 215 Microbiology                    | 2            | PRE-REQ BIO 209 and 209L, CHM 105 and 105L                       |
| BIO 215L Microbiology (Lab)             | 1            | PRE-REQ BIO 209 and 209L, CHM 105 and 105L                       |
| PHL 104 Medical Ethics                  | 3            |  |
| NRS 203 Medical-Surgical Nursing IV     | 4            | PRE-REQ NRS 201  |
| NRS 204 Maternal-Child Nursing          | 3            | PRE-REQ NRS 105 and PSY 211                                      |

**(PRE-REQ) Pre-requisite:** Indicates a course that must be successfully completed before enrolling in other course as indicated.

**(CO-REQ) Co-requisite:** Indicates a course which must be taken no later than the same semester as the course described.

All nursing clinical courses must be taken concurrently with the corresponding nursing theory course.

**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) 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:** The curriculum plan shown represents a curriculum realignment approved by the Ohio Board of Nursing on 7/29/10 and effective for all new students enrolling in Fall 2011 and beyond. Students who were enrolled prior to Fall 2011 were given the option of following the realigned curriculum or remaining in the old curriculum. Students who remained in the old curriculum are required to complete their degree by Fall 2012 or move to the realigned curriculum. For more information, please contact the Academic Advisor.

## ASSOCIATE OF SCIENCE IN RADIOGRAPHY (ASR) DEGREE

### **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.

### **Health and Functional Requirements**

The ASR program has specified the following non-academic criteria (technical standards) which all applicants and enrolled students are expected to meet in order to participate in the program and professional practice. These

# ASSOCIATE OF SCIENCE IN RADIOGRAPHY DEGREE

## PROGRAM INFORMATION

skills and abilities, called “Technical Standards,” are essential for an individual to demonstrate and possess, so they can perform all of the tasks associated with Medical Radiography. Read through the checklist below. If you believe that you cannot perform any of the tasks listed, please contact the Program Director for clarification and further discussion. Some of these requirements will be met during the acceptance portion of the program, while items number six and seven are courses that will be assessed during the educational program.

\*Items 1-5 are documented by physical exam.

1. Working in a clinical setting eight to ten hours a day performing physical tasks requiring physical energy without jeopardizing patient, self, or program safety.
2. Frequently bending, reaching, stooping, lifting, and the use of manual dexterity with the manipulation and operation of equipment, accessories, as well as for the use/creating of immobilization devices. This includes sufficient tactile ability for performing a physical examination, as well as, manipulating syringes and inserting needles into an ampule and removing the contents without contaminating the needle or solution.
3. Assisting in the transporting, moving, lifting, and transferring of patients weighing up to 450 pounds from a wheelchair or stretcher to and from beds, treatment tables, chairs, etc.
4. Lifting devices (weighing up to 50 lbs).
5. Possesses sufficient visual and aural acuity. This is necessary to report visual observations of patients and equipment operations as well as to read the patient’s medical records and medical information. The aural acuity must be adequate enough to hear the patient during all phases of care as well as to perceive and interpret equipment signals.
6. Ability to communicate clearly, monitor, and instruct patients before, during, and after procedures. [Documented by the satisfactory completion of the required English (oral/ writing) course.]
7. To have sufficient problem-solving skills to include measuring, calculating, reasoning and analyzing, evaluating and synthesizing, with the ability to perform these skills in a timely fashion. [Documented by the satisfactory completion of the required Math (logic/ reasoning) course.]
8. Criminal background checks and drug toxicology are required. Due to results of these checks, some students may be ineligible in the program. Costs associated with these screenings will be paid for by the student.

### **Application Deadline**

January 15 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 (ASR) DEGREE

| COURSE SUBJECT AND TITLE   | CREDIT HOURS | NOTES  |
|--|--------------|--|
| <i>Semester One (15 credits)</i>                                       |              |  |
| RAD 112 Introduction to Radiography                                    | 2            |  |
| RAD 114 Rad Anatomy & Positioning I                                    | 2            | CO-REQ RAD 114c  |
| RAD 114c Clinical Practicum I  | 1            | CO-REQ RAD114  |
| MTH 105 College Algebra I  | 3            | PRE-REQ MTH 090 or appropriate placement test score              |
| CHM 105 General Chemistry I  | 3            | PRE-REQ MTH 090 or appropriate test placement score into MTH 105 |
| CHM 105L General Chemistry I (Lab)                                     | 1            | PRE-REQ MTH 090 or appropriate test placement score into MTH 105 |
| Arts and Humanities Elective   | 3            |  |
| <i>Semester Two (15 credits)</i>                                       |              |  |
| RAD 124 Rad Anatomy and Positioning II                                 | 3            | PRE-REQ RAD 112 and 114  |
| RAD 124c Clinical Practicum II   | 2            | PRE-REQ RAD 114c; CO-REQ RAD 124                                 |
| RAD 128 Rad Equipment and Computers                                    | 3            | PRE-REQ MTH 105, CHM 105 and 105L                                |
| ENG 105 College Comp I   | 3            | ENG 090 or appropriate placement test score                      |
| BIO 209 Anatomy & Phys I   | 3            | PRE-REQ High school biology and chemistry                        |
| BIO 209L Anatomy & Phys I (Lab)  | 1            | RECOMMENDED CO-REQ BIO 209                                       |
| <i>Semester Three (15 credits)</i>                                     |              |  |
| RAD 134 Rad Anatomy & Positioning III                                  | 3            | PRE-REQ RAD 124 and ENG 105; CO-REQ 134c                         |
| RAD 134c Clinical Practicum III  | 2            | PRE-REQ 124c; CO-REQ RAD134                                      |
| RAD 138 Rad Imaging & Analysis   | 3            | PRE-REQ RAD128   |
| ENG 205 College Comp II  | 3            | PRE-REQ ENG 105  |
| BIO 210 Anatomy & Phys II  | 3            | PRE-REQ BIO 209 or by permission                                 |
| BIO 210 Anatomy & Phys II (Lab)  | 1            | PRE-REQ BIO 209L or by permission                                |
| <i>Semester Four (14 credits)</i>                                      |              |  |
| RAD 244 Rad Anatomy & Positioning IV                                   | 2            | PRE-REQ RAD 134; CO-REQ 244c                                     |
| RAD 244c Clinical Practicum IV   | 3            | CO-REQ RAD 244; CO-REQ 244                                       |
| RAD 246 Radiographic Pathology   | 2            | PRE-REQ RAD 134  |
| RAD 248 Radiation Safety   | 1            | PRE-REQ RAD138   |
| PHL 104 Medical Ethics   | 3            |  |
| PSY 111 Introduction to Psychology                                     | 3            |  |
| <i>Semester Five (14 credits)</i>                                      |              |  |
| RAD 254 Rad Anatomy & Positioning V                                    | 2            | PRE-REQ RAD 244; CO-REQ RAD 254c                                 |
| RAD 254c Clinical Practicum V  | 3            | CO-REQ RAD 254; CO-REQ RAD 254                                   |
| Arts and Humanities Elective   | 3            |  |
| Social and Behavioral Science Elective                                 | 3            |  |
| Social and Behavioral Science Elective                                 | 3            |  |
| ELECTIVES  |              |  |
| <b>Soc &amp; Behavioral Science (Total of 6 credit hours required)</b> |              |  |
| ECN 225 Economics of Healthcare  | 3            | PRE-REQ MTH 105  |
| SOC 121 Introduction to Sociology                                      | 3            |  |
| PSY 211 Growth and Development   | 3            |  |
| <b>Arts &amp; Humanities (Total of 6 credit hours required)</b>        |              |  |
| HSC 120 Language of Medicine   | 3            |  |
| HSC 110 Introduction to Health Care                                    | 3            |  |

**(PRE-REQ) Pre-requisite:** Indicates a course that must be successfully completed before enrolling in other course as indicated.

**(CO-REQ) Co-requisite:** Indicates a course which must be taken no later than the same semester as the course described.

All radiography clinical courses must be taken concurrently with the corresponding radiography theory course.

**Progression Policy:** The Associate of Science in Radiography curriculum is designed to continually build upon knowledge and skills gained over the course of the program. Therefore, radiography students must achieve an overall minimum grade of "C" (2.00 grade point equivalent) 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.

## COURSE LISTINGS

### BIOLOGY

#### **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.*

#### **BIO 215 Microbiology 2 credits**

This course is an introduction to microbiology taught at a level requiring few prerequisites. Students will learn the basic principles of microbial evolution, diversity, cell biology, genetics, and microbial impacts with humans and the environment. Additionally, students will be exposed to healthcare-based case studies strengthening critical thinking skills.

*Prerequisites: BIO 209 and BIO 209L, CHM 105 and CHM 105L*

#### **BIO 215L Microbiology 1 credit**

Students in Microbiology Laboratory should expect to leave the course with competence in basic laboratory skills including safe laboratory practices, a working knowledge of bright-field microscopes, and standard microbiological laboratory procedures. A student successfully completing microbiology lab should demonstrate an increased skill level in data analysis, communication, and cognitive processes including the development of testable hypotheses and predicting experimental results.

*Prerequisites: BIO 209 and BIO 209L, CHM 105 and CHM 105L*

### CHEMISTRY

#### **CHM 105 General Chemistry I 3 credits**

Students in General Chemistry I should expect to leave the course with a working knowledge of basic chemical concepts as they apply to real-world situations. Topics covered include: modern atomic theory, types of matter and periodicity, bonding and chemical formulas, stoichiometry, solution chemistry, reaction types (including basics of acid-base, redox, and nuclear chemistry), and thermochemistry.

Additionally, students will show strength in quantitative problem-solving (including application of mathematical skills) and build a foundation for higher-level coursework in a science-focused curriculum.

*Prerequisite: MTH 090 or appropriate placement test score into MTH 105*

**CHM 105L      General Chemistry I Lab      1 credit**

Students in General Chemistry I Laboratory should expect to leave the course with competence in basic laboratory skills including laboratory safety, proper use of scientific equipment, experiment set-up, data collection, data analysis, and effective communication of experimental results. Coursework will correlate with the General Chemistry I lecture. A focus on inquiry, critical thinking, and quantitative problem-solving (including application of mathematical skills) will assist in building a foundation for higher-level coursework in a science-focused curriculum.

*Prerequisite: MTH 090 or appropriate placement test score into MTH 105*

**CHEM 110    General, Organic, and Biochemistry II (GOBC II)    3 credits**

This course is specifically designed for students intending to pursue careers in nursing and related fields. This course focuses on basic organic chemistry and fundamental biochemistry. Topics include Lewis structures, physical properties, basic nomenclature, and chemical reactions of the following classes of organic compounds: Hydrocarbons (alkanes, alkenes, alkynes & aromatics), alcohols, ethers, aldehydes, ketones, ester, amides, anhydrides, phosphoesters, thioesters, thioalcohols, and amines. Stereochemistry and acid-base topics are also included. The second half of the course applies the organic chemistry to biochemicals with an emphasis on health related applications. Topics include: amino acids & proteins, enzymes, carbohydrates, lipids, nucleic acids, vitamins and coenzymes, basic metabolism. Clinical topics include, but are not limited to, diabetes mellitus, clinical isoenzymes, lipoprotein profiles, drug therapies, ethanol metabolism, and others. This course is an organic chemical structure-intensive experience emphasizing structure-function relationships,

monomer-polymer relationships and metabolic control systems and disease. Successful completion of CHEM 109 is needed to enter this course. Taking the lab course (CHEM110L) in conjunction with this lecture course is highly recommended.

**CHEM 110L    General, Organic, and Biochemistry II Laboratory    1 credit**

This lab experience is designed to compliment CHEM 110 lecture. Experiments are designed to introduce students to the behavior of organic molecules and with an emphasis on biochemicals. Functional group identification, the chemical properties of amino acids, proteins, carbohydrates, lipids and nucleic acids are investigated. Clinical, nutritional and medical applications are stressed. One 3-hour lab period per week.

## ECONOMICS

**ECN 225      Economics of Healthcare      3 credits**

This course examines principle microeconomic concepts and theories and relates them to health care delivery systems. Presenting content equivalent to a study of introductory microeconomics, some overarching goals of this course are to integrate theory and practice and to facilitate an understanding of health care economics, markets, and issues. Armed with that information, students gain frameworks and share insights toward developing alternative approaches to health care delivery. Through lectures, discussions, and presentations students will learn microeconomic theory, apply that knowledge to the context of health care, and contemplate various interrelationships

*Prerequisite: MTH 105*

## 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.

*Prerequisite: ENG 090 or appropriate placement test score*

**ENG 205**                      **College Composition II**                      **3 credits**

ENG 205 builds upon ENG 105 by expanding concepts and practices introduced there. The methodology is process-oriented workshop rather than lecture. ENG 205 emphasizes argument and persuasion; critical thinking and reading;

collaboration, research, and information literacy skills; and the use of technology to support writing. Students critically analyze their writing and that of others and compose 20-25 pages of formal graded writing, including researched works. Electronic or other projects of equivalent rigor and substance may be included. Core activities include readings for response and discussion; collaborative composition and peer review; research and information literacy standards; and instructor-led discussions and lessons.

*Prerequisite: ENG 105*

## HEALTH SCIENCES

**HSC 110**                      **Introduction to Health Care**                      **3 credits**

This course is the gateway introductory course to the study of health care and as such requires no prerequisites. This course will introduce students to a wide variety of practice based competencies in order to create a common-core foundation for future, more specific, contemporary health care study. Students will be introduced to: ethics, confidentiality, professionalism, healthcare structure and economics. Specific topics include, but are not limited to: infection control, customer service, patient communication, vital signs, and basic safety procedures for the benefit of patients and healthcare providers. Critical thinking and the demonstrated mastery of certain practical skills deemed as essential competencies for the practice of health care are introduced and evaluated.

**HSC 120**                      **Language of Medicine**                      **3 credits**

This course is designed sequentially so that students will develop a working knowledge of the language of medicine. Students will acquire word-building skills by learning prefixes, suffixes, word-roots and abbreviations. Utilizing a body systems approach, the student will define, interpret, and pronounce medical terms relating to the structure and function of the human body, pathology, diagnosis, clinical procedures and interventions. Medical terminology enhances communication skills both written and oral. Knowledge of medical terminology enhances a student's ability to successfully secure employment or pursue advanced education in health science.

## 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.

*Prerequisite: MTH 090 or appropriate placement test score*

## NURSING

### **NRS 100**      **Nursing Success Skills**      **1 credit**

This course will focus on helping students explore proven strategies for creating academic, professional, and personal success by balancing adult roles with college demands. Students will implement learning skills and study strategies and will learn to express themselves more effectively in writing.

*Corequisite: NRS 101*

### **NRS 101**      **Foundations I**      **3 credits**

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

*Corequisites: NRS 100 and MTH 105*

### **NRS 102**      **Foundations II**      **3 credits**

This course focuses on more advanced nursing skills when providing for health care needs of the adult and geriatric client. The sub-concepts of the nursing process, teaching / learning principles, and collaborative care management are introduced. Communication, safe and caring interventions and professional behaviors are reinforced. Special emphasis is placed on medication administration and invasive nursing procedures.

*Prerequisite: NRS 101; Corequisite: NRS 103*

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

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

*Corequisites: NRS 102 and BIO 210*

### **NRS 104**      **Nursing Pharmacology**      **3 credits**

This course introduces the basic concepts of pharmacology and provides the theoretical background necessary for students to provide safe and caring interventions and accurate teaching related to medication administration throughout the lifespan. Major drug categories and the related profiles are presented.

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

This course focuses on the nursing process approach to assist the adult and geriatric client in acute, intermediate or long term care environments. The health care needs of the client experiencing alterations in health related to basic cardiac and gastrointestinal conditions as well as diabetes and neurological disorders are emphasized. Sub-concepts of communication, safe and caring interventions, and collaborative care management are upheld. Students demonstrate the sub-concepts of nursing process and teaching/learning. The student continues to develop time

management and organizational skills while providing care in a single client assignment

*Prerequisites: NRS 103 and ENG 105*

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

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

*Prerequisite: NRS 105*

**NRS 202 Psychiatric Nursing 2 credits**

This course focuses on the nursing process approach to assist clients and families experiencing psychiatric disorders. Sub-concepts of nursing process, communication, teaching/learning and safe and caring interventions are emphasized. The student relates health promotion, health maintenance, and recovery strategies to obtain optimal levels of functioning for this population in the clinical setting.

*Prerequisites: NRS 105 and PSY 111*

**NRS 203 Medical Surgical Nursing IV 4 credits**

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

*Prerequisite: NRS 201*

**NRS 204 Maternal Child Nursing 3 credits**

This course focuses on the nursing process approach to assist clients in childbearing and child-rearing phases. Sub-concepts of nursing process, communication, safe and caring interventions and teaching learning are emphasized within the clinical settings. The student relates health promotion, health maintenance and illness management strategies for these populations.

*Prerequisites: NRS 105 and PSY 211*

**NRS 250 Nursing Management IV 10 credits**

*(Only open to students who have elected to remain under the old curriculum)*

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

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

*Corequisites: NRS 240, CHEM 110 & lab, PSY 111, BIO 206 & lab, SOC 121, ENG 105, ECN 225, 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.

*Prerequisites: All first level NRS courses, NRS 210, NRS 220*

*Corequisite: NRS 240*

*Recommended Corequisites: NRS 250, SOC 121, PHL 104, ECN 225*

## 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 to 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.

### **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.

*Corequisite: RAD 114c*

### **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.

*Corequisite: RAD 114*

**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.

*Prerequisites: RAD 112 and RAD 114; Corequisite RAD 124c*

**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.

*Prerequisite: RAD 114c; Corequisite RAD 124*

**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.

*Prerequisites: MTH 105, CHM 105 and 105L*

**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.

*Prerequisites: RAD 124 and ENG 105; Corequisite RAD 134c*

**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.

*Prerequisite: RAD 124c; Corequisite RAD 134*

**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.

*Prerequisite: RAD 128*

**RAD 244 Radiographic Anatomy and Positioning I 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.

*Prerequisite: RAD 134; Corequisite RAD 244c*

**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.

*Prerequisite: RAD 134c; Corequisite RAD 244*

**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.

*Prerequisite: 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.

*Prerequisite: 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.

*Prerequisite: RAD 244; Corequisite RAD 254c*

**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.

*Prerequisite: RAD 244c; Corequisite RAD 254*

**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.

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