Aultman College
of Nursing and Health Sciences

College Catalog
2014-2015
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Director of Finance and Financial Aid
OUR VISION

Aultman College will be the leader in educating exceptional healthcare 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

Educating exceptional healthcare 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 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:

• May elect to complete their coursework under the Catalog which is in effect at the time of the student’s initial enrollment.
• May elect to complete their coursework under the most recent Catalog and must comply with all of the new requirements for their program.
• 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:**

• Who transfer to another college or university and return to Aultman College will be readmitted under the Catalog that is in effect at the time of readmission. Dismissed students are readmitted under the Catalog that 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 Academic 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 that 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.

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Aultman College of Nursing and Health Sciences

2600 Sixth St. S.W.

Canton, OH 44710-1799

330-363-6347

www.aultmancollege.edu
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Aultman College is a health-system-affiliated institution of higher learning with a goal of educating exceptional healthcare 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. Aultman Hospital is accredited by The Joint Commission, the national accrediting body for hospitals and other healthcare delivery organizations.

The roots of Aultman College go back to 1892, when the Aultman Hospital School of Nursing was founded. More than 3,000 graduates earned their diplomas from their institution. 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 Associate of Science degrees 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 currently accredited by the HLC to offer Associate of Science degrees in both Nursing and Radiography.

Aultman College currently has an enrollment of approximately 350 students. Graduates of Aultman College have gone on to work in hospitals, physician practices, schools, nursing facilities, public health settings, and other healthcare environments. Many graduates continue their education while employed. Students who wish to explore their healthcare career options are welcome to begin their general education coursework at Aultman College to gain the experience of learning in a healthcare 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.

GENERAL EDUCATION PHILOSOPHY

At Aultman College, 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 for those 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.
- 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 a Bachelor of Science in Nursing Completion degree, 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.nchigherlearningcommission.org.

Authorized by the Ohio Board of Regents (OBR) to confer an Associate of Science degree in Nursing and a Bachelor of Science in Nursing Completion. OBR, 30 East Broad Street, 36th floor, Columbus, OH 43215-3414, (614) 466-6000; www.regents.ohio.gov.

Authorized by the Ohio Board of Regents (OBR) to confer an Associate of Science degree in Radiography OBR, 30 East Broad Street, 36th floor, Columbus, OH 43215-3414, (614) 466-6000; www.regents.ohio.gov.

Bachelor of Science in Nursing Completion Program
In the process of seeking accreditation through:
Commission on Collegiate Nursing Education
One Dupont Circle, NW Suite 530
Washington, DC 20036
http://www.aacn.nche.edu/ccne-accreditation
Phone: (202) 887-6791 Fax: (202) 887-8476

The Baccalaureate degree completion program at Aultman College is a new applicant pursuing initial accreditation by the Commission on Collegiate Nursing Education, One Dupont Circle, NW, Suite 530, Washington, DC 20036, (202) 887-6791. The applicant status is neither a status of accreditation nor a guarantee that accreditation will be granted.

Associate of Science in Nursing Program
Full approval by the Ohio Board of Nursing (OBN). OBN, 17 South High St. Suite 400, Columbus, OH 43215-3413; (614) 466-3947; www.acenursing.org.

Accredited by the Accreditation Commission for Education in Nursing Inc. 3343 Peachtree Rd. NE Suite 850, Atlanta, GA 30326; (404) 975-5000; www.acenursing.org.

Associate of Science in Radiography Program
Accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT).
(Effective November 14, 2011 – November 14, 2018). JRCERT, 20 N. Wacker Dr., Suite 2850, Chicago, IL 60606-3182; (312) 704-5300; www.jrcert.org. mail @jrcert.org.
The Higher Learning Commission (HLC) is an independent corporation and one of two commission members of the North Central Association of Colleges and Schools (NCA), which was founded in 1895 as one of six regional institutional accreditors in the United States. The Higher Learning Commission accredits, and thereby grants membership in the Commission and in the North Central Association, to degree-granting educational institutions in the North Central region: Arkansas, Arizona, Colorado, Iowa, Illinois, Indiana, Kansas, Michigan, Minnesota, Missouri, North Dakota, Nebraska, Ohio, Oklahoma, New Mexico, South Dakota, Wisconsin, West Virginia, and Wyoming.

For more information: www.ncahlc.org
### FALL SEMESTER 2014-2015

<table>
<thead>
<tr>
<th>Event Description</th>
<th>Date</th>
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<tr>
<td>CLASSES BEGIN</td>
<td>AUGUST 25, 2014</td>
</tr>
<tr>
<td>LABOR DAY (OFFICES CLOSED)</td>
<td>SEPTEMBER 1, 2014</td>
</tr>
<tr>
<td>LAST DAY TO ADD/DROP CLASSES</td>
<td>SEPTEMBER 2, 2014</td>
</tr>
<tr>
<td>LAST DAY TO WITHDRAW FROM CLASSES WITH A 100% REFUND (4:00 PM)</td>
<td>SEPTEMBER 2, 2014</td>
</tr>
<tr>
<td>FINANCIAL AID PELL GRANT FREEZE DAY</td>
<td>SEPTEMBER 3, 2014</td>
</tr>
<tr>
<td>LAST DAY TO WITHDRAW FROM CLASSES WITH A 90% REFUND (4:00 PM)</td>
<td>SEPTEMBER 12, 2014</td>
</tr>
<tr>
<td>LAST DAY TO WITHDRAW FROM CLASSES WITH A 50% REFUND (4:00 PM)</td>
<td>SEPTEMBER 26, 2014</td>
</tr>
<tr>
<td>LAST DAY TO WITHDRAW FROM CLASSES WITH A 25% REFUND (4:00 PM)</td>
<td>OCTOBER 3, 2014</td>
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<tr>
<td>FINANCIAL AID OCOG, EMPLOYEE TUITION REDUCTION FREEZE DAY</td>
<td>OCTOBER 4, 2014</td>
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<td>FALL BREAK</td>
<td>OCTOBER 6-7, 2014</td>
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<td>MIDTERM GRADES DUE BY 12:00 NOON</td>
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<td>OCTOBER 20, 2014</td>
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<tr>
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<td>OCTOBER 13-17, 2014</td>
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<td>Event</td>
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<tr>
<td>Registration for Spring Semester</td>
<td>October 27-31, 2014</td>
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<tr>
<td>Last Day to Withdraw from Classes with a W Grade (4:00 PM)</td>
<td>November 14, 2014</td>
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<tr>
<td>Thanksgiving Break (No Classes)</td>
<td>November 26-28, 2014</td>
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<tr>
<td>Offices Closed at 2:00 PM</td>
<td>November 26, 2014</td>
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<tr>
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<td>November 27-28, 2014</td>
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<td>Last Day of Classes</td>
<td>November 25, 2014</td>
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<tr>
<td>Final Examinations</td>
<td>December 1-5, 2014</td>
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<tr>
<td>Semester Ends</td>
<td>December 5, 2014</td>
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<tr>
<td>Final Grades Due by 12:00 Noon</td>
<td>December 10, 2014</td>
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<tr>
<td>Commencement</td>
<td>December 12, 2014</td>
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<tr>
<td>Holiday Break (Offices Closed)</td>
<td>December 24, 2014</td>
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<td>Through January 1, 2015</td>
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**SPRING SEMESTER 2015**

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<td>Classes Begin</td>
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<tr>
<td>Last Day to Add/Drop Classes</td>
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<tr>
<td>Last Day to Withdraw from Classes with a 100% Refund (4:00 PM)</td>
<td>January 12, 2015</td>
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<tr>
<td>Financial Aid Pell Grant Freeze Day</td>
<td>January 13, 2015</td>
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<tr>
<td>Martin Luther King Jr. Day (No Classes, Offices Closed)</td>
<td>January 19, 2015</td>
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<tr>
<td>Last Day to Withdraw from Classes with a 90% Refund (4:00 PM)</td>
<td>January 23, 2015</td>
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<tr>
<td>Last Day to Withdraw from Classes with a 50% Refund (4:00 PM)</td>
<td>February 6, 2015</td>
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<tr>
<td>LAST DAY TO WITHDRAW FROM CLASSES WITH A 25% REFUND (4:00 PM)</td>
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<tr>
<td>FINANCIAL AID OCOG, EMPLOYEE TUITION REDUCTION FREEZE DAY</td>
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<td>PRESIDENTS’ DAY BREAK (NO CLASSES)</td>
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<td>COMMENCEMENT</td>
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# Academic Calendar 2014-2015

**Bachelor of Science Completion Program**

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<tr>
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<td>SEPTEMBER 5, 2014</td>
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<td>SEPTEMBER 12, 2014</td>
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<tr>
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<td>SEPTEMBER 19, 2014</td>
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<tr>
<td>LAST DAY TO WITHDRAW CLASSES WITH A W GRADE (4:00 PM)</td>
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<td>OCTOBER 10, 2014</td>
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<td>STUDENT BREAK (NO CLASSES)</td>
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<td>FINAL FALL A GRADES DUE BY 12:00 NOON</td>
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<td>ACADEMIC ADVISING FOR SPRING</td>
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<td>FALL B CLASSES BEGIN</td>
<td>OCTOBER 20, 2014</td>
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<tr>
<td>LAST DAY TO ADD/DROP CLASSES (4:00 PM)</td>
<td>OCTOBER 24, 2014</td>
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<tr>
<td>LAST DAY TO WITHDRAW CLASSES WITH A 100% REFUND</td>
<td>OCTOBER 24, 2014</td>
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<tr>
<td>Event</td>
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<tr>
<td>--------------------------------------------------------</td>
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<tr>
<td>Last Day to withdraw classes without receiving a W grade (4:00 PM)</td>
<td>October 24, 2014</td>
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<td>Last Day to withdraw classes with a 90% refund</td>
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<tr>
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<td>November 7, 2014</td>
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<tr>
<td>Last Day to withdraw classes with a 25% refund</td>
<td>November 14, 2014</td>
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<tr>
<td>Last Day to withdraw classes with a W grade (4:00 PM)</td>
<td>November 17, 2014</td>
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<tr>
<td>Thanksgiving break (students)</td>
<td>November 26-28, 2014</td>
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<tr>
<td>Offices closed at 2:00 PM</td>
<td>November 26, 2014</td>
</tr>
<tr>
<td>Thanksgiving break (offices closed)</td>
<td>November 27-28, 2014</td>
</tr>
<tr>
<td>Last day of classes for Fall B Semester</td>
<td>December 5, 2014</td>
</tr>
<tr>
<td>Final grades due by 12:00 noon</td>
<td>December 10, 2014</td>
</tr>
<tr>
<td>Commencement</td>
<td>December 12, 2014</td>
</tr>
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**Spring Semester 2015**

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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</thead>
<tbody>
<tr>
<td>Spring A classes begin</td>
<td>January 5, 2015</td>
</tr>
<tr>
<td>Last Day to add/drop classes (4:00 PM)</td>
<td>January 9, 2015</td>
</tr>
<tr>
<td>Last Day to withdraw classes with a 100% refund</td>
<td>January 9, 2015</td>
</tr>
<tr>
<td>Last Day to withdraw classes without receiving a W grade (4:00 PM)</td>
<td>January 9, 2015</td>
</tr>
<tr>
<td>Last Day to withdraw classes with a 90% refund</td>
<td>January 16, 2015</td>
</tr>
<tr>
<td>Last Day to withdraw classes with a 50% refund</td>
<td>January 23, 2015</td>
</tr>
<tr>
<td>Event</td>
<td>Date</td>
</tr>
<tr>
<td>----------------------------------------------------------------------</td>
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</tr>
<tr>
<td>REFUND</td>
<td></td>
</tr>
<tr>
<td>LAST DAY TO WITHDRAW CLASSES WITH A 25% REFUND</td>
<td>JANUARY 30, 2015</td>
</tr>
<tr>
<td>MARTIN LUTHER KING JR. DAY (OFFICES CLOSED)</td>
<td>JANUARY 19, 2015</td>
</tr>
<tr>
<td>LAST DAY TO WITHDRAW CLASSES WITH A W GRADE (4:00PM)</td>
<td>FEBRUARY 2, 2015</td>
</tr>
<tr>
<td>PRESIDENT’S DAY BREAK (STUDENTS)</td>
<td>FEBRUARY 16, 2015</td>
</tr>
<tr>
<td>LAST DAY OF SPRING A CLASSES</td>
<td>FEBRUARY 20, 2015</td>
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<tr>
<td>FINAL SPRING A GRADES DUE BY 12:00 NOON</td>
<td>FEBRUARY 25, 2015</td>
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<tr>
<td>STUDENT BREAK (NO CLASSES)</td>
<td>FEBRUARY 23-MARCH 6, 2015</td>
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<tr>
<td>SPRING B CLASSES BEGIN</td>
<td>MARCH 9, 2015</td>
</tr>
<tr>
<td>LAST DAY TO ADD/DROP CLASSES (4:00 PM)</td>
<td>MARCH 13, 2015</td>
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<tr>
<td>LAST DAY TO WITHDRAW CLASSES WITH A 100% REFUND</td>
<td>MARCH 13, 2015</td>
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<tr>
<td>LAST DAY TO WITHDRAW CLASSES WITHOUT RECEIVING A W GRADE (4:00 PM)</td>
<td>MARCH 13, 2015</td>
</tr>
<tr>
<td>ACADEMIC ADVISING FOR SUMMER AND FALL SEMESTERS</td>
<td>MARCH 16-20, 2015</td>
</tr>
<tr>
<td>LAST DAY TO WITHDRAW CLASSES WITH A 90% REFUND</td>
<td>MARCH 20, 2015</td>
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<tr>
<td>LAST DAY TO WITHDRAW CLASSES WITH A 50% REFUND</td>
<td>MARCH 27, 2015</td>
</tr>
<tr>
<td>LAST DAY TO WITHDRAW CLASSES WITH A 25% REFUND</td>
<td>APRIL 3, 2015</td>
</tr>
<tr>
<td>LAST DAY TO WITHDRAW CLASSES WITH A W GRADE (4:00 PM)</td>
<td>APRIL 6, 2015</td>
</tr>
<tr>
<td>LAST DAY OF SPRING B CLASSES</td>
<td>APRIL 24, 2015</td>
</tr>
<tr>
<td>Event</td>
<td>Date</td>
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<tr>
<td>------------------------------------------</td>
<td>---------------</td>
</tr>
<tr>
<td>FINAL GRADES DUE BY 12:00 NOON</td>
<td>APRIL 29, 2015</td>
</tr>
<tr>
<td>COMMENCEMENT</td>
<td>MAY 2015</td>
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## SUMMER SEMESTER 2015

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>LAST DAY TO DROP COURSES WITHOUT RECEIVING A W GRADE (4:00 PM)</td>
<td>MAY 8, 2015</td>
</tr>
<tr>
<td>LAST DAY TO WITHDRAW CLASSES WITH A 90% REFUND</td>
<td>MAY 15, 2015</td>
</tr>
<tr>
<td>LAST DAY TO WITHDRAW CLASSES WITH A 50% REFUND</td>
<td>MAY 22, 2015</td>
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<tr>
<td>MEMORIAL DAY (OFFICES CLOSED)</td>
<td>MAY 25, 2015</td>
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<tr>
<td>LAST DAY TO WITHDRAW CLASSES WITH A 25% REFUND</td>
<td>MAY 29, 2015</td>
</tr>
<tr>
<td>LAST DAY TO DROP COURSES WITH A W GRADE</td>
<td>JUNE 1, 2015</td>
</tr>
<tr>
<td>LAST DAY OF SUMMER A CLASSES</td>
<td>JUNE 19, 2015</td>
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<tr>
<td>FINAL SUMMER A GRADES DUE BY 12:00 NOON</td>
<td>JUNE 24, 2015</td>
</tr>
<tr>
<td>STUDENT BREAK (NO CLASSES)</td>
<td>JUNE 22-26, 2015</td>
</tr>
<tr>
<td>SUMMER B CLASSES BEGIN</td>
<td>JUNE 29, 2015</td>
</tr>
<tr>
<td>LAST DAY TO ADD/DROP CLASSES (4:00 PM)</td>
<td>JULY 3, 2015</td>
</tr>
<tr>
<td>LAST DAY TO DROP COURSES WITH 100% REFUND (4:00 PM)</td>
<td>JULY 3, 2015</td>
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<tr>
<td>LAST DAY TO DROP COURSES WITHOUT RECEIVING A W GRADE (4:00 PM)</td>
<td>JULY 3, 2015</td>
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<tr>
<td>INDEPENDENCE DAY (OFFICES CLOSED)</td>
<td>JULY 4, 2015</td>
</tr>
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<td>Event</td>
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<tr>
<td>----------------------------------------------------</td>
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</tr>
<tr>
<td>LAST DAY TO WITHDRAW CLASSES WITH A 90% REFUND</td>
<td>JULY 10, 2015</td>
</tr>
<tr>
<td>LAST DAY TO WITHDRAW CLASSES WITH A 50% REFUND</td>
<td>JULY 17, 2015</td>
</tr>
<tr>
<td>LAST DAY TO WITHDRAW CLASSES WITH A 25% REFUND</td>
<td>JULY 24, 2015</td>
</tr>
<tr>
<td>LAST DAY TO DROP COURSES WITH A W GRADE</td>
<td>JULY 27, 2015</td>
</tr>
<tr>
<td>SUMMER B SESSION ENDS</td>
<td>AUGUST 14, 2015</td>
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<tr>
<td>FINAL GRADES DUE BY 12:00 NOON</td>
<td>AUGUST 19, 2015</td>
</tr>
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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 in Nursing (ASN) and an Associate of Science 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 healthcare 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 healthcare 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. For more information about the program admission process and criteria please see individual program section.

AULTMAN COLLEGE ADMISSION CRITERIA

Aultman College has admission criteria for each of its programs.

ASN Program
Program Entrance Requirements:
Applicant must apply to, be accepted, and meet all admission requirements for Aultman College.

High School Applicants
1. Applicant must have a high school GPA of 3.00 or better or GED score of 2250 or better.  
   AND  
2. An ACT score of 20 or better or SAT combined score of 950 or better.  
3. Applicants who have completed dual enrollment/post-secondary coursework, please refer to the Transfer Applicant’s section below.
Transfer Applicants
1. Must have a college GPA of 2.5 or greater with 6 credit hours or more of coursework based on most recent college transcript.

LPN Applicants
1. Must have a high school diploma or GED, have graduated from an accredited LPN program, and have an unencumbered Ohio LPN license.
2. If seeking advanced LPN standing, refer to the ASN LPN advanced standing policy.

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

Admission Requirements:
Final acceptance into the program is subject to:
• Completing all aspects of the pre-admission physical, immunization, and drug-screening requirements.
• Complete and successfully pass a criminal background check with fingerprinting through the approved vendor.
• 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.
• Providing proof of health insurance by completing the online Student Statement of Health Insurance Form found on the WiseLine student portal.

ASR Program
Program Entrance Requirements:
Applicant must apply to, be accepted, and meet all admission requirements for Aultman College.

High School Applicants
1. Applicant must have a high school GPA of 3.00 or better or GED score of 2250 or better.
   AND
2. An ACT score of 20 or better or SAT combined score of 950 or better.
3. Applicants who have completed dual enrollment/post-secondary coursework, please refer to the Transfer Applicant’s section below.

Transfer Applicants
1. Must have a college GPA of 2.5 or greater with 6 credit hours or more of coursework based on most recent college transcript.

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

Admission Requirements:
Final acceptance into the program is subject to:
• Completing all aspects of the pre-admission physical, immunization, and drug-screening requirements.
• Complete and successfully pass a criminal background check with fingerprinting through the approved vendor.
• 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.
• Four (4) hours of observation in the/a radiography department are mandatory after acceptance into the ASR program. The radiography Clinical Coordinator will contact the student to schedule the observation time and will provide the observation forms required for documentation.
• Providing proof of health insurance by completing the online Student Statement of Health Insurance Form found on the WiseLine student portal.

BSN Completion Program
A. Applicants may enter and progress through the BSN Completion Program under one of the following pathways:
   1. Post-Licensure Aultman College ASN graduate applicants will have all general education prerequisite coursework completed and may start the BSN Completion coursework immediately upon acceptance to the program.
   2. Post-Licensure Aultman Hospital School of Nursing diploma graduates can be admitted to the BSN Completion Program but will be required to complete all general education prerequisite coursework as specified for progression through the program.
   3. Post-Licensure nursing graduates with a diploma or associate degree from another institution can be admitted to the BSN Completion Program but will be required to complete all general education prerequisite coursework as specified for progression through the program.
   4. Pre-Licensure nursing graduates can be admitted to the BSN Completion Program but will be required to pass the NCLEX-RN as specified for progression through the program.
   5. Pre-Licensure current nursing students can be admitted to the BSN Completion Program but will be required to complete all pre-licensure requirements as specified for progression through the program.

B. All applicants must also meet the following requisites prior to enrollment into the college:
   1. Provide current copy of CPR card.
   2. Complete and successfully pass a background check with fingerprinting through the approved vendor.
   4. Complete and successfully pass a urine drug screen through AultWorks.
   5. Providing proof of health insurance by completing the online Student Statement of Health Insurance Form found on the WiseLine student portal.
   6. Post-licensure students must provide proof of liability insurance with a $1 million minimum coverage.
Post-Licensure

C. Applicants with a cumulative GPA of 2.5 or better on a 4.0 scale for all prerequisite courses and previous college credits may be accepted and permitted to enroll. The requirements for enrollment include:
   1. Graduated from a regionally accredited nursing program with a certificate, diploma, or Associate Degree in Nursing or have a diploma or Associate Degree in Nursing from Aultman College/Aultman Hospital School of Nursing.
   2. An active, unencumbered Ohio RN license.
   3. A completed program application and paid application fee. The application fee will be waived for any applicant providing proof of military service.

D. Applicants with a cumulative GPA of 2.0-2.49 for their most current postsecondary coursework may be accepted and permitted to enroll. The requirements for enrollment include:
   1. Graduated from a regionally accredited nursing program with a certificate, diploma, or Associate Degree in Nursing or have a diploma or Associate Degree in Nursing from Aultman College/Aultman Hospital School of Nursing.
   2. An active, unencumbered Ohio RN license.
   3. A completed program application and paid application fee. The application fee will be waived for any applicant providing proof of military service.
   4. Students must register and complete a minimum of six credit hours of coursework during their first semester and receive a cumulative semester GPA of 2.5 or above to be eligible for continued enrollment.
   5. Failing to achieve a 2.5 GPA or better during the first semester of enrollment will result in dismissal from the Program. A student who has been dismissed from the BSN Completion Program is not eligible for reenrollment.

Pre-Licensure

E. Applicants who have not passed the NCLEX-RN Licensure Exam may be accepted and permitted to enroll. The requirements for enrollment include:
   1. Graduated from a regionally accredited nursing program with a certificate, diploma, or Associate Degree in Nursing or have a diploma or Associate Degree in Nursing from Aultman College/Aultman Hospital School of Nursing.
   2. A completed program application and paid application fee. The application fee will be waived for any applicant providing proof of military service.
   3. Students have two consecutive semesters from the first day of enrollment to pass the NCLEX-RN Licensure Exam.
   4. Students may register for general education courses only until being a licensed registered nurse.
   5. Students who do not pass the NCLEX-RN Licensure Exam in the stated time frame will become inactive and must reapply to the Program after passing the exam. See College Inactive Policy for time constraints.

F. Applicants who are current Aultman College ASN students may be accepted and permitted to enroll in BSN general education courses. The requirements for enrollment include:
   1. A completed program application and paid application fee. The application fee will be waived for any applicant providing proof of military service.
   2. Students must have an entering cumulative GPA of 3.0 or better.
3. Students must remain in good academic standing in both programs. Students who are on probation or have been dismissed from the ASN program are not permitted to continue enrollment in the BSN coursework.

4. The cost per credit hour will be driven by the ASN program, as the primary program.

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

G. Applicants who are current ASN students (not Aultman College) may be accepted and permitted to enroll in BSN general education courses. The requirements for enrollment include:
   1. A completed program application and paid application fee. The application fee will be waived for any applicant providing proof of military service.
   2. Students must have an entering cumulative GPA of 3.0 or better.
   3. Students must remain in good academic standing in both programs. Students who are on probation or have been dismissed from the ASN program are not permitted to continue enrollment in the BSN coursework.
   4. Upon graduation from the ASN program, students should refer to sections B, C and D above for continued enrollment options.

Purpose: To outline the steps for admission into the students’ program of choice.

H. Definitions:
   Unencumbered Ohio RN license verifies the candidate’s good standing with the Ohio Board of Nursing; a current Registered Nurse license according to the law regulating the practice of nursing found in section 4723.7 of the Ohio Revised Code.

I. Procedure:
   Admission to the program of choice will be processed by the BSN Completion program Coordinator/Enrollment Management Coordinator and/or Enrollment Specialist. A ranking process may be used to accept students into each cohort. See Ranking Criteria Policy for specific ranking criteria.

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 $45 non-refundable application fee, made payable to Aultman College. The application fee may be paid by cash, check, credit card or PayPal online. Checks may be mailed to:
Aultman College
Office of Admissions
2600 Sixth St S.W.
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 - ACT: 3228; SAT: 3203.

5. Arrange for official transcripts from each college attended (if applicable). **Transcripts are considered official only when they are in a sealed envelope from the originating institution and bear the school seal or official signature.**

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

**APPLICATION DEADLINES**

Prospective students are invited to submit an application 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 deadlines, procedures, and admission criteria.

**POST – COLLEGE ACCEPTANCE REQUIREMENTS**

Once an applicant has been notified of acceptance into the College, students must schedule Admissions Testing through the Aultman College website (if applicable).

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

**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. Transfer applicants must have a college GPA of 2.5 or greater with 6 credit hours or more of coursework based on most recent college transcript to be
eligible for transfer. For information on the awarding of Transfer Credit and the Transfer Credit Appeal process see transfer credit policy. 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 prerequisites and co-requirements 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 a 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 $45 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 Nursing or Radiography 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 with an undeclared major, students must be accepted to the College and meet all program admission requirements. Students enrolled with 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.

**ADMISSIONS TESTING AND PLACEMENT**

As part of the selective admissions process for the Associate Degree programs and before registering for courses at Aultman College, accepted students are required to take the ACT Computer-Adaptive Placement, Assessment, and Support System (COMPASS). Associate Degree applicants are also required to take test as well as the Kaplan Admissions Science Test.

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 testing appointment through the college website. Scores will be available immediately following completion of the tests, and COMPASS test scores will be used by the Registrar and Academic Advisor to place students into appropriate college-credit or developmental courses during New Student Registration. Students, who have already undergone COMPASS testing at another facility, may submit the official scores to Aultman College in lieu of retaking the test. These results will only be accepted if the test is dated within one year of the application deadline. For scores to be accepted, they must be signed by an administering college or university official. The Kaplan Admissions Science Test may only be completed at Aultman College and by the deadline date listed on the New Student Checklist and on the College website. For more information about these tests, visit the College website.

**FEDERAL DEFINITION OF CREDIT HOUR**

**Policy:**

At ACNHS in a **lecture course**, one credit hour is equivalent to a minimum of 750 minutes of classroom contact over a 15 week semester. The following applies to division specific hours:

- **All labs** (Nursing, General Education, and Radiography) have a 1:3 ratio (one hour credit is equivalent to three hours of time spent in the lab per week).
  - 1 semester credit = a minimum of 2250 minutes per semester
• **Radiography clinicals** have a 1:7 ratio (one hour credit is equivalent to seven hours of clinical time per week).
  ➢ 1 semester credit = a minimum of 5250 minutes per semester
• **Nursing clinicals** have a 1:3 ratio (one hour credit is equivalent to three hours of clinical per week)
  ➢ 1 semester credit = a minimum of 2250 minutes per semester
• **Hybrid lecture courses** have a 1:1 ratio (three credit hour course meets face-to-face for one hour and requires two hours of online work per week)
  ➢ 1 semester credit = a minimum of 750 minutes per semester

*with 1/3 of those 750 minutes delivered in a face-to-face format And 2/3 of those 750 minutes delivered in an online format*

During a compressed term, the federal definition of a credit hour still applies (750 minutes of instruction per credit hour).

**Purpose:** Aultman College of Nursing and Health Sciences follows the Federal Credit Hour definition as supported by the Higher Learning Commission.

**TRANSFER CREDIT**

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

Typically, previous coursework will be accepted as transfer credit, provided that:

• The credit was awarded by a post-secondary institution accredited by one of the six regional accrediting associations
• Math and Science courses must be completed with a **B** (3.0) or better; all other courses must be completed with a **C** (2.0) or better. Coursework from a postsecondary institution not accredited by one of the six regional accrediting associations will be considered on an individual basis through course to course validation. Exceptions can be made by the Registrar in consultation with the Dean/Program Director. Equivalency will be determined through a comparison of course syllabi by the appropriate personnel.

For individuals with experience in the armed forces of the United States, or in the National Guard or in a reserve component, the program shall review the individual’s military education and skills training to determine whether any of the military education or skills training is substantially equivalent to the curriculum established in Chapter 4723-5 of the Administrative Code; and award credit to the individual for any substantially equivalent military education or skills training.

• Transfer credit awards become FINAL three (3) weeks prior to the expected graduation date. All submissions and appeals must be completed prior to that final date.
• Aultman College does not accept transfer credit for developmental coursework.
• Math and Science courses must be completed with a **B** (3.0) or better; all other courses must be completed with a **C** (2.0) or better.
• If a student does not complete a pre-requisite course with a C or better, a higher level course cannot be used for transfer credit.

• For evaluation purposes, courses must have the equivalent content as determined by catalog course descriptions, or evaluation by departmental faculty, in order for the student to receive transfer credit. 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 the Registrar and/or Academic Division Directors who are responsible for determining course content matches. Resources such as past catalogs, course descriptions, and course syllabi may be acquired and used.

• Transfer courses must match or exceed the semester credit-hour requirement for Aultman College courses; for example, 5.0 and 4.0 quarter credit-hour courses will be considered equivalent to a 3.0 semester credit-hour course.

• Transfer credit may be granted for coursework completed at other institutions, advanced placement (AP) coursework, or CLEP. Please refer to the Aultman College Transfer Credit Equivalencies (located on the website www.aultmancollege.edu) for specific details. Awarded transfer credit grades are reflected on the student’s Aultman College transcript; however, they are not reflected in the student’s grade-point average (GPA).

**Associate Degree Programs**

Please note the following rules regarding transfer credit:

• A maximum of 32 transfer semester credit hours toward a degree can be granted in accordance with the Aultman College residency requirement, which states that 41 hours must be completed at Aultman College.

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

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

• Transfer credit cannot be denied based on a COMPASS test score.

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

Please note the following rules regarding transfer credit:

- For a BSN degree, 120 credit hours are required to graduate from Aultman College. Thirty-two (32) of those credits are granted for an active unencumbered RN license. Students must complete twenty-six (26) additional credit hours of nursing coursework in the BSN curriculum.
- Students must complete sixty-two (62) credit hours of general education coursework, all of which is available at Aultman College. There is the opportunity to transfer in fifty (50) of those sixty-two (62) credit hours.
- A maximum of 82 transfer semester credit hours toward a completion degree can be granted in accordance with the Aultman College residency requirement, which states that 38 credit hours must be completed at Aultman College.
- We will accept general education coursework with no time limitations on the completion of those courses.
- A grade of C or better must be achieved in order for the student to receive transfer credit.

The College grants credit by examination, on a limited basis, through the College-Level Examination Program (CLEP) of the College Entrance Examination Board. Students must meet the American Council on Education (ACE) recommended Credit granting scores in order to earn the credit.

Awarded transfer credit grades are reflected on the student’s Aultman College transcript; however, they are not reflected in the student’s grade-point average (GPA).
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. Available times are based on a student’s college level. College levels are defined as:

- Freshman: 0 – 43 hours earned
- Sophomore: 44 – 73 hours earned
- Junior: 74 – 103 hours earned
- Senior: 104+ hours earned

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 Withdrawal/Refund policy for refund information.

Changes During Add/Drop Period

The Add/Drop period is a limited time frame 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:

1. 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.
2. 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

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: 0 – 43 hours earned
Sophomore: 44 – 73 hours earned
Junior: 74 – 103 hours earned
Senior: 104+ hours earned
BSN COMPLETION PROGRAM PROGRESSION POLICY

Academic Probation
A student will be placed on academic probation for any of the following reasons:
1. Receiving a cumulative GPA less than 2.00 at the end of any session.
2. Receiving an “F” (0.00) in any course.
3. Receiving less than a “C” (2.00) in any math, science, or nursing course.

The student has one (1) session to bring the cumulative GPA to 2.00 or better. Students not meeting this requirement will be academically dismissed from the program.

Academic Dismissal
A student enrolled in the BSN Completion Program will be dismissed from the nursing program for any of the following reasons:
1. Failing to bring the cumulative GPA to a 2.00 or better within 1 session of being placed on academic probation due to GPA.
2. Failing to achieve a “C” (2.00) when repeating a math, science, or nursing course.
3. Receiving an “F” (0.00) when repeating a non-math, non-science, non-nursing course.
4. Receiving less than a “C” (2.00) in any two nursing courses at any time in the program, including the same session.
5. A student who has been dismissed from the BSN Completion Program is not eligible for re-enrollment.

ASN PROGRAM PROGRESSION POLICY

This policy would be effective for students entering the ASN program in fall 2014

The ASN curriculum is designed to continually build upon student knowledge and skills gained over the course of the program. Therefore, ASN students must achieve a minimum grade of C (2.00 grade-point equivalent) in their major, math, and science courses in order to ensure progression in the program. A student must complete pre-requisite courses successfully in order to enroll in subsequent courses. Students may initiate a conference at any time with course faculty to discuss grades, GPA, or academic standing. Any student at midterm with a grade average below 80% in nursing courses is encouraged to meet with the course instructor to identify deficiencies and to develop remedial action. It is the responsibility of the student to maintain a grade average of C or better in each nursing, math, or science course.

A student who has received an academic dismissal from the ASN program may be considered for continued enrollment in general education courses. The student must meet with the Academic Advisor to determine an appropriate course of action.

Academic Probation:
A student in the ASN program will be placed on academic probation for the following reasons:
• Receiving a cumulative GPA less than a 2.00 in any semester
• Receiving an F in any course
• Receiving less than a C (2.00) in any nursing, math, or science course

**Academic Dismissal:**
A student who has been on probation in the ASN program must maintain the following standards for the remainder of the program to avoid a final academic dismissal:

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

**Readmission:**
Students who have received an academic dismissal from the ASN program may reapply after three years for readmission to the ASN program. Admission criteria to the ASN program must be met. As a result of the students’ need to stay current in the nursing curriculum, any program-specific (nursing) courses are only valid for three years; therefore, a student who gains readmission to the nursing program is required to take/retake all nursing courses in sequence. Applicants will not be considered for admission/readmission to the ASN program if they have been dismissed from the College.

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**ASR PROGRAM PROGRESSION POLICY**

**Purpose:** The ASR Program Policy outlines the process needed for student progression throughout the ASR program.

**Definitions:**

*Radiography (RAD) program core courses:* Those titled with a RAD prefix.

*Cohort:* A group of students attending classes from the same academic curriculum with the same start and end dates.

**Procedure:** ASR Program Progression Policy

A. The Associate of Science in Radiography (ASR) program curriculum is dependent upon proper sequencing of courses. The general education courses may be completed prior to the application process but may affect financial aid.

B. The radiography core courses can only be taken once one is accepted into the program and must be completed as outlined in the curriculum plan. The student is to meet with the Faculty Advisor and Academic Advisor to plan a course of study for each semester.
C. To progress within the ASR program, the student must:
   1. follow the sequence of Radiography core courses in the curriculum plan, which includes meeting all prerequisites.
   2. successfully complete all RAD core courses on first attempt.
   3. earn grades of “C” or higher in all Radiography core and math/science courses.
   4. satisfactorily complete all clinical rotation requirements.

D. Failure to achieve any of these progression requirements will result in an academic dismissal from the ASR program. If the student has already been readmitted, failure to achieve any of these progression requirements will result in a final dismissal from the ASR program.

E. Non-Progression Status

The ASR program admits students one time a year (fall entrance). Those accepted into the ASR program enter as a cohort; the program courses are sequential, and as such, are offered once per year. Once a student is out of normal progression, the student forfeits the position assigned within the cohort.

F. Non-progression may occur from:
   1. a withdrawal from the program or Radiography course.
   2. unsatisfactory academic progress (earning a grade below a “C” in any RAD course or math/science course).
   3. unforeseen life events.
   4. academic dismissal.
   5. disciplinary action.
   6. lack of reasonable skills in regard to patient safety. Those dismissed for reason #5 or #6 will not be eligible to be readmitted to the ASR program.

ACADEMIC ADVISING

Aultman College academic advisors assist students with academic issues, such as course planning and degree audit, course substitutions, and transient work, as well as student support services. Students are welcome to drop by during posted office hours or may schedule an appointment. Students should meet with an academic advisor at least once per semester to discuss academic progress. While the academic advisors assist 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 (if applicable).
TRANSIENT POLICY

While enrolled in a degree-seeking program at Aultman College, a student may take a maximum number of 6 credits at another college. If a student is currently inactive, the student may take courses at another institution following the transient guidelines outlined below. If the student does not adhere to these guidelines, the student’s credit is not eligible to be counted as transfer credit unless he/she withdraws from the College and reapply. The student would be subject to meeting the admission requirements. The student will also need to adhere to the current Inactive Policy. These credits will be included in the total number of transfer credits allowed. It is the responsibility of the student to ensure Aultman College residency requirement compliance.

BSN Completion Program students are not permitted to take any upper-level nursing coursework as a transient student.

Please read this overview carefully before completing the Transient Student Authorization Form. This form can be found on the website or is available in the Main Office.

Requirements Allowing Aultman College Students to Take Transient Course Work

- Students must have an Aultman College cumulative GPA of 2.0 or better and be in good academic standing.
- Classes cannot be taken for degree credit at another institution if they have been attempted previously at Aultman College including withdrawal.
- The content of each course to be taken elsewhere must correspond to that of an Aultman College course required in the student’s degree program here.
- 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 transfer credit at Aultman College. Failure to obtain this required approval may prevent the acceptance of such credits by the college.
- Students may not take a course as a transient elsewhere in the same semester the course is offered at Aultman College. Exceptions may be made for students in extreme circumstances that affect progression. Exceptions must be requested in writing by the student, reviewed and signed by the Academic Advisor, and approved by the Vice President of Academic Affairs.
- Transient credits will not be included in the GPA, only hours earned will be calculated.
- 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.
- Credit will not be granted for transient work until official transcript received by Aultman College Registrar. Awarding of credit is defined by Aultman College Transfer Credit Policy and Procedure.
- Federal regulations prohibit students from receiving Title IV (federal) financial aid funds from more than one institution during the same semester. If you are eligible for federal aid, a consortium agreement is needed before any funds are disbursed by the home institution.

WITHDRAWAL/REFUND POLICY

A. A student may withdraw from a course or the college through the designated date indicated on the academic calendar.

1. If a student withdraws from all courses during the term/semester, that student may be eligible for a partial tuition credit based on the current refund schedule.
2. Students who withdraw from all courses prior to the end of the term/semester may be subject to the return of federal and state aid for the current term/semester and may risk the loss of future federal and state aid (see Title IV Refund and Satisfactory Academic Progress (SAP) Policies).

3. Students who fail to notify the college of their intent to withdraw are held responsible for all tuition, fees, and charges owed to the college and will not be eligible for any refunds or credits.

4. Failure to attend and/or to notify a school official of withdrawal from classes does not constitute an official notification and may result in a final grade of “F” being entered on the student’s transcript at the end of the term/semester.

B. Withdrawal Procedures

1. Cancellation prior to Beginning of Classes
   c. Official notice occurs when the Program Coordinator or Director, Academic Advisor, or any other school official is notified of intent to cancel all classes.
   d. There will be no financial liability for students whose classes are officially canceled prior to the beginning of classes, with these exceptions:
      i. Non-refundable general fee
      ii. Non-refundable testing fee
      iii. Any book fee liability incurred

C. Withdrawal from the College after Beginning of Classes

1. Official withdrawal: The student’s withdrawal date is based on the date that the college is provided with “official” notice of withdrawal. Official notice occurs when the Program Coordinator or Director, Academic Advisor, or any other school official is notified of intent to withdraw. Notification can be:
   a. In person
   b. By telephone
   c. By letter
   d. By email
   e. By fax

In order to complete the official withdrawal process, students are required to complete and submit the Registration Add/Drop Form to the Academic Advisor. The actual date of withdrawal for Title IV Refund Policy purposes will be based on the best available academic information.

The college strongly recommends an in-person visit so that withdrawal can be expedited. One-on-one counseling is provided which results in students being well informed regarding all the ramifications of their specific withdrawal which may include a delay in graduation, potential financial liability and/or potential loss of future financial aid due to academic progress requirements.

2. Unofficial withdrawal: An unofficial withdrawal takes place when a student does not provide the college with official notification. In such cases, the date of withdrawal for purposes of financial aid and return of federal and state funds purposes will be based on the best available academic record.

3. Administrative withdrawal: Withdrawal of a student for administrative purposes will take place when it is believed that such action is in the best interest of the institution or the student. Administrative withdrawals are subject to the current refund policy and proration...
schedules. For specific academic policies, please refer to the Student Handbook’s section on Changes after the Add/Drop period and Administrative Withdrawals.

D. Bachelor’s Level Courses
Each Seven-Week Term
Withdrawal from a class or from the College on or before the fifth (5th) business day will cancel all financial obligations to the College. The Refund Policy for withdrawal after the fifth business day of the term is as follows:

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

E. Associate’s Level Courses
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:

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

Summer Semester
Withdrawal from a class or from the College on the fifth (5th) business day will cancel all financial obligations to the College. The Refund Policy for withdrawal after the fifth business day of the semester is as follows:

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

ADMINISTRATIVE WITHDRAWAL

Aultman College may at any time require the withdrawal of a student when it is believed that such action is in the best interest of the institution or the student. The withdrawal could take place as a result of a student’s conduct, academic standing, or general influence that Aultman considers undesirable, either for the student’s sake or the sake of the College. Such action will take place only after careful consideration of pertinent information.

1. A student can be Administratively Withdrawn including, but not limited to the following circumstances:
   a. Lack of attendance
   b. Inappropriate conduct as defined by college policies
2014-2015 ASSOCIATE DEGREE PROGRAMS / NON-DEGREE SEEKING TUITION AND FEES

TUITION

Cost Per Credit Hour
Full-time Students ................................................................. $508
Part-time Students.................................................................. $524
Course Auditing Fee.............................................................. $254
BSN Completion Students.................................................... $457

FEES

Application Fee (non-refundable).......................................... $45
Admission Test Fee (non-refundable) ........................................ $20
General Fee (per semester) .................................................. $100
Parking Fee (per semester).................................................. $50
Non-sufficient Fund Fee (if applicable)................................. $30
Book Fees ............................................................................. $2000*
Credit By Institutional Exam –CBIE (optional)......................... $200*
Transcript Fee (Withdrawn or graduated students only)........ $5

ASSOCIATE OF NURSING PROGRAM FEES

Reservation Fee (non-refundable) ........................................ $100
Physical Examination ................................................................ $100*
Supplies (stethoscope, scissors, etc.)..................................... $100*
Uniforms .............................................................................. $120-$140*
Lab Fee (per lab course) ....................................................... $50
Testing Fee (per semester) .................................................... $125
Graduation Fee ..................................................................... $200
NCLEX Review Course.......................................................... $200
ASSOCIATE OF RADIOGRAPHY PROGRAM FEES

Reservation Fee (non-refundable) ............................................................ $100
Physical Examination .............................................................................. $100*
Supplies (calculator, lead markers, etc.) ................................................. $100*
Uniforms .................................................................................................. $120-$140*
Lab Fee (per lab course) ........................................................................ $50
Testing Fee (per semester) ..................................................................... $125
Assessment Fee (per semester)............................................................... $25
Graduation Fee ......................................................................................... $200

BSN COMPLETION PROGRAM FEES

Reservation Fee (non-refundable) ............................................................ $100
Physical Examination .............................................................................. $100*
Uniforms .................................................................................................. $60*
Graduation................................................................................................. $200

OTHER EXPENSES

Aultman Meal Plan (optional)
The following three plans are available for your consideration:
$145 per semester + $10 processing fee = $155
$303 per semester + $10 processing fee = $313
$385 per semester + $10 processing fee = $395
*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 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. Monthly payments are required. 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 Main Office is 330-363-6347.
- Please have the following information when calling:
  - Student’s name
  - Credit card number & credit card billing address
  - Expiration date
  - 3-digit security number on the back of the card
  - Amount of payment

Pay online.

- Payment may be made through Paypal on the WiseLine using a credit card (Visa, MasterCard, or Discover)

DIRECT DEPOSIT

For student convenience, Aultman College offers direct deposit so that credit balances 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 Add/Drop period. 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 AND FINANCIAL AID

If a student withdraws from a class or from the College at any time, 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 and the Title IV Refund policy for consequences of withdrawal.
Withdrawal Requirements

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

- Laboratory or course equipment
- Library books
- Separation from the college form
- All badges

Radiography Only

- Clinical experience book with content
- Dosimetry Badge
- Lead Markers - right and left

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, the Ohio College Opportunity Grant, and the Pennsylvania State Grant Program (PHEAA).

Loans

Loans are financial aid that must be repaid. Available loan programs include Direct Stafford Loans, Direct Parent PLUS Loans, the Nurse Education Assistance Loan Program (NEALP) and Private Education Loans.

Federal Work Study

Federal Work-Study (FWS) is a federally-funded program that allows eligible students to work part-time to earn money to assist with college expenses.

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.
2. Fill out and submit the Free Application for Federal Student Aid (FAFSA) or renewal FAFSA online at www.fafsa.ed.gov. (Use the IRS Data Retrieval Process by following the IRS link instructions in FAFSA.)
3. List the Aultman College School Code (006487) to ensure your information is forwarded to Aultman College.

FAFSA processing can take up to four weeks. The results will automatically be forwarded to Aultman College 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 needed.

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 and registration and registration 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 Transcript, 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 “parents” Tax Return Transcript in addition to your own. Among items verified are adjusted gross income, U.S. Income Tax paid, high school completion status, IRA deductions and payments, education credits, tax exempt interest income, household size, number of family members in college, child support, food stamps, identity and independent student status. Additional documentation may be required. 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 promptly respond to all requests for information. See the College website for information regarding how to order a free Tax Return Transcript from the IRS.

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:

- Demonstrate financial need (for most programs);
- Be a U.S. citizen or an eligible noncitizen;
- Have a valid Social Security number (with the exception of students from the Republic of the Marshall Islands, Federated States of Micronesia, or the Republic of Palau);
- Be registered with Selective Service, if you’re a male (you must register between the ages of 18 and 25+);
- Be enrolled or accepted for enrollment as a regular student in an eligible degree or certificate program;
- Be enrolled at least half-time to be eligible for Direct Loan Program funds;
- maintain satisfactory academic progress in college or career school;
- sign statements on the Free Application for Federal Student Aid (FAFSA) stating that
  - you are not in default on a federal student loan and do not owe money on a federal student grant and
  - you will use federal student aid only for educational purposes; and
- show you’re qualified to obtain a college or career school education by
  - having a high school diploma or recognized equivalent such as a General Education Development (GED) certificate or
- completing a high school education in a *homeschool* setting approved under state law.

**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.
- 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.
- 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 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. 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. Forms are available in the college office and at www.aultmancollege.edu.

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 payback of veterans benefits already received for the semester in question. Please see the College website for additional information concerning the Veterans Administration and Standards of Progress.

Enrollment

Aultman College uses a “freeze” date each semester to determine a student’s enrollment status for awarding federal 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 aid 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 federal financial aid will not change.

Policy Exceptions

- Students receiving Direct Subsidized and Unsubsidized Loans must be enrolled for 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 or to the College, which may 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, and Federal Pell Grants.

Penalties for Drug Convictions

Possession of Illegal Drugs:

- First Offense: Ineligible for aid one year from the date of conviction.
- Second Offense: Ineligible for aid two 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 two 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 two 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.

**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 student withdrew from all classes. A student’s withdrawal 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. Direct Unsubsidized Loan
2. Direct Subsidized Loan
3. Direct Parent Loans for Undergraduate Students (PLUS)
4. Federal Pell Grant for which a return of funds is required
5. Other Title IV programs (with the exception of Federal Work Study-FWS)

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 Academic 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-FEIDAID (1-800-433-3243). Student Aid information is also available on the web at www.studentaid.ed.gov.

**MILITARY WITHDRAWAL/TEMPORARY LEAVE & READMISSION POLICY**

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

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

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

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

For more information contact the Financial Aid office.

**SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY**

Please note: The Financial Aid Satisfactory Academic Progress Policy is separate and apart from the institutional Academic Standing policies.

Federal regulations require that Aultman College establish policies to monitor the academic progress of students who apply for and/or receive federal financial aid. To remain eligible for financial aid, recipients must make satisfactory academic progress toward achieving a certificate or degree. Aultman College applies this rule to ALL students applying for federal aid.

The federal government requires that Aultman College also monitor the academic progress of non-recipients. It is important to note that academic progress during any term in which students do not have financial aid will be a factor in determining eligibility for aid in subsequent terms. Progress will be monitored and students will be notified if the minimum standards have not been met. Satisfactory Academic Progress rules apply for all semesters of enrollment, even when financial aid is not received.
The aid programs affected by these requirements are:

- Federal Pell Grant
- Federal Work Study (FWS)
- Direct Subsidized and Unsubsidized Loans
- Direct Parent Loans for Undergraduate Student (Direct PLUS)
- Ohio College Opportunity Grant (OCOG)
- The Nurse Education Assistance Loan Program (NEALP)

Satisfactory Academic Progress is measured by:

- The student’s cumulative GPA,
- The number of credits earned in relation to those attempted,
- The maximum time frame allowable to complete the academic program.

**SAP Suspension:**

A student will be placed on Satisfactory Academic Progress Suspension if any of the qualitative and quantitative conditions below are met after completion of two academic semesters:

- The Cumulative GPA is below 2.0 for completed hours and/or,
- The Cumulative Completion Rate is below 67% and/or,
- The 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. Students have the right to appeal a Satisfactory Academic Progress Suspension (see Satisfactory Academic Progress Appeal).

**Qualitative and Quantitative Requirements To Maintain Financial Aid**

**Qualitative:**

Maintain grade point average. The student’s cumulative grade point average will be reviewed to ensure the following minimums are met:

- cumulative GPA on a 4.0 scale.

**Quantitative:**

Meet or exceed a cumulative earned 67% of cumulative attempted credit hours. The total number of credit hours the student begins with on the eighth calendar day of all semesters (summer, fall, and/or spring) is multiplied by 67%. This number represents the minimum number of credit hours the student must complete. A course is considered “attempted” if the student is enrolled in the course at the end of the Add/Drop period and does not withdraw prior to the sixth day of class. For example, if a student
begins each of two semesters with 17 credit hours, the student must satisfactorily complete 23 hours by the end of the academic year.

Example:

17 hours x 2 semesters = 34 hours x .67 (67%) = 23 hours.

Complete the degree within the specific time

Degree Completion: Students must complete an associate degree in no more than 150% of the stated number of credit hours for an academic program.

Aultman College Associate Degree Programs

Maximum of 110 (73 x 1.5) attempted semester hours

ADDITIONAL IMPACTS ON SAP

Incompletes (I)

Incomplete grades do not count until changed to one of the grades listed above. Once an “I” has been changed to an A, B, or C it is the student’s responsibility to notify the Financial Aid 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 Add/Drop period 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 in which an unsuccessful grade was earned; 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 first transfers to Aultman College. Files will be reviewed at the completion of each academic year to determine the student’s status 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 each academic year, the files will be reviewed to determine the status of the student for receipt of future aid.

ADDITIONAL INFORMATION

Monitoring Procedures

Satisfactory Academic Progress will be monitored annually. A student’s progress for summer, fall and/or spring will normally be reviewed at the completion of the academic year to determine if the “Progression Requirements” have been met. On release of grades, if these requirements have not been met, the student will be placed on financial aid suspension and the student will be ineligible to receive aid if the minimum “standards requirements” are not met. A letter will be sent stating the student’s status and the steps necessary to have financial aid eligibility reinstated. It is required that students on financial aid suspension requesting an appeal meet with an LRC Advisor to discuss an academic success plan.

TO REGAIN ELIGIBILITY

Complete the number of credit hours you are lacking and/or achieve the minimum cumulative grade point required at your own expense. When these hours are completed, notify the Financial Aid Office so your eligibility for financial aid can be reinstated.

NOTE: If your violation is for failure to complete your degree within the specified time, you must complete your degree at your own expense.

Satisfactory Academic Progress 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 by completing the Satisfactory Academic Progress Appeal Form. 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.

Please complete the following required steps to complete the Appeal Process:

1. Meet with an LRC Advisor to discuss an Academic Success Plan.
2. Complete the Satisfactory Academic Progress Appeal Form.
3. Obtain third-party documentation verifying the circumstances for the appeal.
4. Submit the Satisfactory Academic Progress Appeal Form, Academic Success Plan, and all supporting documentation to the Financial Aid Administrator within 30 days of your notification of loss of aid. The appeal will be reviewed by the Financial Aid Administrator. If the appeal is granted, your aid for the semester will be reinstated.

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 2014-2015 award year (July 1, 2014 to June 30, 2015) is $5,730. The smallest Pell Grant award for full-time students is $602. Students must be enrolled a minimum of three credit hours.

Pell Grants are limited to 12 semesters (or equivalent). Only the amount (or percent) of time that a student is enrolled will count against that time limit.

Federal Work Study

Federal Work Study (FWS) is a federally-funded program that allows eligible students to work part-time to earn money to assist with college expenses. Students who are employed through the FWS program
are hired for the academic year. Schedules are flexible to allow time for coursework and studying. Students will be paid directly and may use their earnings to assist with their education-related expenditures.

To be eligible to apply for a FWS position, you must:

1. Complete the FAFSA and meet all federal eligibility requirements
2. Apply for the Federal Work Study position. Application procedures are posted on the College website and on the WiseLine each semester.

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:

- is based on financial need as determined by federal regulations.
- includes the federal government’s paying interest to the lender while the student is in school carrying at least six credit hours, during deferment and for 6 months after graduation.*
- fixed interest rate

* Note: If you receive a Direct Subsidized Loan that is first disbursed between July 1, 2012 and July 1, 2014, you will be responsible for paying any interest that accrues during your grace period.

The Direct Unsubsidized Loan

- is not based on need.
- includes interest that accrues during all periods, even during the time a student is in school and during grace and deferment periods.
- interest payments can be made.
- has a fixed interest rate.
- there is a loan fee on all Direct Subsidized, Unsubsidized and PLUS loans. The fee will be deducted from each loan disbursement.

Grade level for Stafford loans is based on grade level at the institution in which you are enrolled.
Students must be enrolled at least half-time (six credit hours) and be making Satisfactory Academic Progress (SAP) according to policy.

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 (six 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. In order to receive a Direct PLUS loan, your child must complete the Free Application for Federal Student Aid (FAFSA) at www.fafsa.gov.

The Direct PLUS Loan

- Is not need based
- Requires repayment begin 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.

- Has a fixed interest rate.

- Interest may be tax deductible

For additional information about Direct Loans, visit www.direct.ed.gov/student.html.

APPLYING FOR A LOAN

Entrance Counseling and Electronic Master Promissory Note (eMPN) Procedures

All new Aultman College students planning to borrow a Federal Stafford Loan for the 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 each academic year.

You will need your FAFSA PIN number (Personal Identification Number) to complete this process. Visit 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:

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

Step Three:

1. Complete the electronic Master Promissory Note (e-MPN):
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):

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
Fax: (877)623-5082
Website: www.studentloans.gov

- Entrance Counseling
- eMPN (electronic Master Promissory Note)
- Plus Loan Application
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. 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 college, university, hospital, or vocational school.
- 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 standing 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. 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 (six 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, underemployed, 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/wia/wiamap.stm.

AmeriCorps

This is 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.

Veterans 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 (e.g. 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 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.
ACADEMIC POLICIES AND PROCEDURES

ACADEMIC FREEDOM

Aultman College, 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.

With respect to faculty, Aultman College supports the concept of academic freedom as it is an essential component of teaching and the pursuit of scholarly activities within an academic community. Such freedom requires free inquiry, free expression, intellectual honesty, respect for the academic rights of others, and openness to change. Academic freedom is accomplished by academic responsibility which requires consistency with the Mission of Aultman College as well as the member, Aultman Hospital. All members of the faculty, in common with all other members of the academic community, share the responsibility for maintaining a professional atmosphere.

Faculty may exercise academic freedom in the classroom when discussing subject matter, but should be careful not to introduce controversial matter having no relation to the subject. They can incorporate general, international, and liberal arts perspectives as appropriate.

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.
PREGNANCY

If a student suspects she is pregnant prior to entering or while enrolled in Aultman College, she has the option of whether or not to declare her pregnancy to program officials. If the woman chooses to voluntarily inform officials of her pregnancy, she must do so in writing and indicate the expected date of delivery. Without this voluntary written disclosure, a student cannot be considered a “declared pregnant individual.” If and when the student chooses to disclose her pregnancy, she must immediately notify the appropriate Program Director and complete and sign a witnessed “Pregnancy Declaration & Agreement Form.” To be considered valid, all parts of this form must be completed. The declaration remains in effect until the declared pregnant student withdraws the declaration or is no longer pregnant.

ASR Program only:

The student who chooses to disclose her pregnancy and continue at the clinical site will be required to wear an additional dosimeter for fetal dose measurement.

The student may or may not be allowed to graduate. This will be determined on an individual basis by the Program Director depending on the student’s capacity to complete course requirements. If the scheduled or unscheduled leave of absence (LOA) for pregnancy exceeds the limits set for a grade of Incomplete (80% of the course work must be finished), the student must meet with an advisor and the Program Director for a re-entrance action plan.

The student will also be required to follow the National Council on Radiation Protection and measurement (NCRP) dose limits for the embryo and fetus in occupationally exposed women, which are no more than 0.5 rem (5 mSv) during the entire gestation, and no more than .05 rem in any month, both with respect to the fetus. It is the policy of the ASR program to instruct all students on radiation protection procedures with respect to the embryo/fetus.

All Students:

If the student chooses to disclose her pregnancy, she may make an informed decision based on her individual needs and preferences. The options include the following:

For students in all programs except ASR:

1. Continuing the educational program without modification or interruption. Neither Aultman College nor the student’s assigned clinical education settings will be responsible for injury to the student or the embryo/fetus if the student chooses to continue in the program during pregnancy.
2. Voluntarily withdrawing from all semester coursework. Please refer to the Inactive Policy for details.
3. Voluntarily withdrawing from all ASN program specific coursework with lab and clinical components and remaining in General Education coursework only.
4. Meeting with the Program Director and Assistant Registrar/Academic Advisor to establish an individualized progression plan that will accommodate the pregnancy. This may involve choosing not to enroll in courses with clinical or lab components and may alter progression.

5. Meeting with the Program Director and Assistant Registrar/Academic Advisor to evaluate a possible reentrance timeframe. For information on what completed work will earn credit, refer to the college Incomplete policy, Readmission policy, and Transfer Credit policy.

6. Withdrawing the declaration in writing.

Students in the ASR Program only:

- Continuing the educational program without modification or interruption. **Neither Aultman College nor the student’s assigned clinical education settings will be responsible for injury, radiation or otherwise, to the student or the embryo/fetus if the student chooses to continue in the program during pregnancy.**
- Voluntary withdrawal/dismissal from all semester coursework. Please refer to the ASR Program Progression and Readmission policies.
- Meeting with the Program Director and Assistant Registrar/Academic Advisor to evaluate a leave of absence for a possible reentrance timeframe. Please refer to the ASR Program Progression and Readmission policies. For information on what completed work will earn credit, refer to the college Incomplete Policy.
- Withdrawing the declaration in writing.

**LEAVE OF ABSENCE**

Students experiencing personal/emotional/medical difficulties and unable to complete academic or social responsibilities to Aultman College may request an Inactive Status. Procedures are available in the Student Handbook.

**JURY DUTY**

**Policy:**
Absences from didactic classes for court-imposed legal obligations (e.g., jury duty and subpoenas) are excused. The student is responsible for making up any assignments missed in a didactic course. Arrangements to make up clinical or lab experiences missed need to be made through the clinical coordinator, instructor, or program director. However, in many circumstances, students can be excused from jury duty if the student requests a letter from the program director stating the student’s in-school status. If you are called for jury duty, please speak with your program director.

**Procedure:**
- Students bring the jury duty summons to program director
- Students are responsible for requesting that a letter be submitted
- If the student is excused from jury duty, no action is necessary
- If the student is not excused from jury duty, the student must:
  - Provide documentation of time served
Make arrangements with the faculty, clinical coordinator, or program director to make up any missed assignments and/or clinical/lab experiences.

DEGREE PROGRAM CLINICAL REQUIREMENTS

CARDIOPULMONARY RESUSCITATION (CPR) CERTIFICATION

All division of nursing and allied health 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) at www.aultmancollege.edu/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 courses and 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 and 832 S. Main Street in Orrville, OH (330-684-4767).

PROGRAM ANNUAL REQUIREMENTS

Students enrolled in The Division of Nursing and Allied Health at Aultman College are required to complete and submit results of annual requirements testing by the stated deadline date. Annual program requirements, which may include a cost to the student, include:

- background check
- one-step TB test
- urine drug screening
- submission of the Student Statement of Health Insurance Form

The background check, one-step TB test, and urine drug screening must be completed with the College’s approved vendor(s).
Failure to complete and submit results of annual requirements testing by the stated deadline date may result in the student being dropped from his/her classes and/or removed from clinical experiences. Students may be reinstated into classes/clinicals based upon class availability at the time of submission.

The deadline by which annual requirements results must be submitted is August 15 (effective summer 2014).

**Purpose:** In accordance with the College’s clinical site affiliation agreements, all students enrolled in The Division of Nursing and Allied Health must complete or provide proof of the annual requirements each academic year according to the guidelines established by the College.

**BACKGROUND CHECK AND FINGERPRINTING**

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 applicant being excluded from all courses and 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. Instructions are mailed to students once accepted into a program or prior to enrolling as a non-degree seeking student.

**STUDENT HEALTH INSURANCE POLICY**

Aultman College division of nursing and allied health students are required to maintain health insurance and to complete an on-line student statement of health insurance at the time of enrollment and annually thereafter.

New division of nursing and allied health students must complete an on-line student statement of health insurance form indicating the:

A. health insurance provider  
B. policy holder’s name  
C. policy holder’s employer  
D. policy number and group number  
E. insurance company’s address and telephone number

Failure to comply will result in the student being excluded from all program specific courses and clinical experiences, which may affect program progression. The student may also face disciplinary action up to and including termination from the program and/or college.

In the event that a student changes health insurance programs or no longer carries health insurance, the student must report any changes regarding his/her insurance status to the program administrative assistant/coordinator. If the change is not reported, the student may face disciplinary action up to and including termination from the program and/or college.
BSN COMPLETION LIABILITY INSURANCE

Post-licensure BSN Completion Program students are required to purchase professional liability insurance.

Liability insurance protects individuals who render professional advice and service from bearing the full cost of defending a negligence claim brought by a client, and the damages that may be awarded in such a civil lawsuit.

1. Each individual student is to purchase nursing student liability insurance.
2. Liability insurance is not provided by Aultman College of Nursing and Health Sciences.
3. All students must show proof of liability insurance to the BSN Completion Program Coordinator annually. Proof of insurance means an insurance card or written acknowledgment from an insurance company of the term and coverage of your insurance.
4. Failure to show proof of insurance will result in the student being dropped from their nursing courses.
5. It is up to the individual nurse as to how much liability to carry, but a minimum of $1,000,000 must be purchased.

FACULTY COMMUNICATION

Faculty members post office hours on their office doors and on WiseLine. They are available for walk-in visits during these times. Other appointment times may be arranged by contacting the faculty member by email 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 when they can be reached, as well as an alternative number or email address, in case it is needed. In the event of an emergency situation, faculty may be contacted through the college receptionist.

COMMUNICATION OF POLICIES

It is the intent of Aultman College to clearly disseminate pertinent policy changes in a timely fashion to all stakeholders. After a policy is approved through the governance process, the most up-to-date policy (including its effective date) will be posted on the Aultman College website, if applicable to students and subsequently communicated college-wide.

1. All students may find current publications and policy changes on the Aultman College website (www.aultmancollege.edu)
2. Students sign an acknowledgement statement at the time of orientation outlining his/her responsibilities to:
   a. Follow their governing catalog and handbook (in effect at the time of entrance date)
   b. Check the Aultman College website for policy changes
3. Students will be notified via email of any policy changes at the close of fall and spring semesters as applicable.
4. Faculty and staff will be notified via email of any policy changes after each Administrative Council meeting.
5. Policy changes will be tracked and printed in college publications as part of the normal publications review and print cycle.

Should any policy have an immediate effective date, notification may occur sooner than the close of fall and spring semesters; however, the communication cascade will be the same as that listed above.

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. Placement in a developmental course requires that the student successfully complete that course 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.
   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.
3. 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 toward the 73 earned hours necessary to complete an associate’s degree.
4. Developmental courses are included as part of the Aultman College course repeat policy.
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.

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 utilizes 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 ensures accurate financial aid awards. The special grades do NOT affect grade points. For additional information, see the College website or contact the Office of the Registrar.
AUDITING A COURSE

Students may audit a course with the permission of the instructor and the Office of the Registrar. 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.

GRADES AND GRADE POINT AVERAGE

The table below denotes the grading scale used for general education, developmental, and program-specific courses. Grade point averages are calculated using the following system:

<table>
<thead>
<tr>
<th>Developmental Course Grade</th>
<th>Grade</th>
<th>GPA Equivalent</th>
<th>Gen Ed %</th>
<th>NRS/RAD %</th>
</tr>
</thead>
<tbody>
<tr>
<td>A*</td>
<td>A</td>
<td>4.00</td>
<td>93-100</td>
<td>95-100</td>
</tr>
<tr>
<td></td>
<td>A-</td>
<td>3.70</td>
<td>90-92.9</td>
<td>93-94.9</td>
</tr>
<tr>
<td>B*</td>
<td>B+</td>
<td>3.30</td>
<td>87-89.9</td>
<td>90-92.9</td>
</tr>
<tr>
<td></td>
<td>B</td>
<td>3.00</td>
<td>83-86.9</td>
<td>87-89.9</td>
</tr>
<tr>
<td></td>
<td>B-</td>
<td>2.70</td>
<td>80-82.9</td>
<td>85-86.9</td>
</tr>
<tr>
<td>C*</td>
<td>C+</td>
<td>2.30</td>
<td>77-79.9</td>
<td>81-84.9</td>
</tr>
<tr>
<td></td>
<td>C</td>
<td>2.00</td>
<td>73-76.9</td>
<td>77-80.9</td>
</tr>
<tr>
<td>U</td>
<td>C- (C-)</td>
<td>1.70</td>
<td>70-72.9</td>
<td>75-76.9</td>
</tr>
<tr>
<td></td>
<td>D+ (D^)</td>
<td>1.30</td>
<td>67-69.9</td>
<td>73-74.9</td>
</tr>
<tr>
<td></td>
<td>D (DD)</td>
<td>1.00</td>
<td>63-66.9</td>
<td>71-72.9</td>
</tr>
<tr>
<td></td>
<td>D- (D~)</td>
<td>0.70</td>
<td>60-62.9</td>
<td>70-70.9</td>
</tr>
<tr>
<td></td>
<td>F</td>
<td>0.00</td>
<td>0-59.9</td>
<td>0-69.9</td>
</tr>
<tr>
<td></td>
<td>S (Satisfactory)</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td></td>
<td>U (Unsatisfactory)</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td></td>
<td>I (Incomplete)</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td></td>
<td>W (Withdrawal)</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td></td>
<td>AW (Admin Withdrawal)</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td></td>
<td>AU (Audit)</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td></td>
<td>R (Repeat course)</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td></td>
<td>* (Developmental)</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

The Grade Point Average is calculated by multiplying the number of credit hours per course by the grade points received to yield a total grade point per course. The total grade points are added together, and then divided by the total number of semester credit hours. In the example below the GPA is 3.40 (23.80 divided by 7). Please note that developmental courses (demarcated by a 0 in the course numbering system, i.e. 090) do not count toward a GPA.

<table>
<thead>
<tr>
<th>Credit</th>
<th>Gra</th>
<th>Grade</th>
<th>Hou</th>
<th>Total Grade Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>B</td>
<td>3.00</td>
<td>3</td>
<td>9.00</td>
</tr>
<tr>
<td>Math</td>
<td>A-</td>
<td>3.70</td>
<td>4</td>
<td>14.80</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td>7</td>
<td>23.80 = 3.40 GPA</td>
</tr>
</tbody>
</table>

The table above shows the grading scale used for general education, developmental, and program-specific courses. Grade point averages are calculated using the following system:

- **A** (93-100): 4.00 GPA
- **A-** (90-92.9): 3.70 GPA
- **B+** (87-89.9): 3.30 GPA
- **B** (83-86.9): 3.00 GPA
- **B-** (80-82.9): 2.70 GPA
- **C+** (77-79.9): 2.30 GPA
- **C** (73-76.9): 2.00 GPA
- **C- (C-)** (70-72.9): 1.70 GPA
- **D+ (D^)** (67-69.9): 1.30 GPA
- **D (DD)** (63-66.9): 1.00 GPA
- **D- (D~)** (60-62.9): 0.70 GPA
- **F** (0-59.9): 0.00 GPA

The Grade Point Average is calculated by multiplying the number of credit hours per course by the grade points received to yield a total grade point per course. The total grade points are added together, and then divided by the total number of semester credit hours. In the example below the GPA is 3.40 (23.80 divided by 7). Please note that developmental courses (demarcated by a 0 in the course numbering system, i.e. 090) do not count toward a GPA.

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<td>3.00</td>
<td>3</td>
<td>9.00</td>
</tr>
<tr>
<td>Math</td>
<td>A-</td>
<td>3.70</td>
<td>4</td>
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</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td>7</td>
<td>23.80 = 3.40 GPA</td>
</tr>
</tbody>
</table>
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.

MAXIMUM ATTEMPTS PER COURSE

Student success is the main priority of Aultman College; as such, it is the goal of the college to create a structure of course progression. It is of note that any course repeat may affect progression and may require advisement by the program director. Although students may withdraw and repeat coursework, financial aid may be affected by withdrawing from any course. Please refer to the Satisfactory Academic Progress policy for specific guidelines regarding course withdrawal. A student may withdraw from any course by the established deadline if he/she meets the following guidelines:

- A student may have only three attempts per course including the original grade, repeat grades, audits, and all withdrawals. The most recent grade is included in the computation of the cumulative grade point average.
- Courses taken at institutions other than Aultman College of Nursing and Health Sciences will not be counted in determining repeat attempts.
- A course can only be counted once toward meeting graduation requirements.
- A fourth attempt may be allowed only with the approval of the Chief Academic Officer, based upon an academic appeals process, which requires documenting serious extenuating circumstances. Students who want to pursue an appeal should see the Academic Appeal Process in the College Catalog.
- Readmission to the College after a Final Dismissal begins the Repeat Process anew. Maximum attempts in the Satisfactory Academic Progression (SAP) policy still applies to readmitted students. The Transfer Credit Policy still applies to readmitted students. The Admissions requirements must be met for readmission.

BSN COMPLETION MAXIMUM ATTEMPTS PER COURSE

A. Although students may withdraw and repeat coursework, financial aid may be affected by withdrawing from any course. Students are directed to the Satisfactory Academic Progress Policy, located in the Financial Aid section of the Student Handbook.

B. A student may withdraw from any course by the established deadline if he/she meets the following guidelines:

1. A student may have only two attempts per BSN Completion nursing course including the original grade, repeat grades, audits, and all withdrawals. The most recent grade is included in the computation of the cumulative grade point average.
2. Courses taken at institutions other than Aultman College will not be counted in determining repeat attempts.
3. A course can only be counted once toward meeting graduation requirements.
4. A student who has withdrawn on his/her second attempt is not eligible for re-enrollment.

COURSE EVALUATIONS

Course evaluations are used to recommend course, program, and faculty procedural improvements. Students are encouraged to complete course evaluations, which are available on the WiseLine during a week-long evaluation period prior to final examination week of each semester or session.

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 who 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.

HONORS DISTINCTION

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

Valedictorian: Student with the highest cumulative grade point average upon graduation

Latin Honors

Summa cum laude: Cumulative grade point average of 3.80-4.00* upon graduation
Magna cum laude: Cumulative grade point average 3.61-3.79* upon graduation
Cum laude: Cumulative grade point average 3.50-3.60* 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 the 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.

LAMBDA NU NATIONAL HONOR SOCIETY

Students are required to be enrolled in the Associates of Science in Radiography (ASR) program and have completed 5 credit hours in the professional program at Aultman College of Nursing and Health Sciences and have a cumulative GPA of 3.5 or higher. Lambda Nu is a national honor society for the radiologic and imaging sciences. Information about the organization is available at www.lambdanu.org.

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/Program Director.

Formal Written Appeal Process

The formal written appeal process must be initiated within seven 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/Program 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 Dean. The Division Dean will request documentation of the meetings between the student and faculty member.

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

*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 the Wiseline, to assess their progress in fulfilling Aultman College’s degree requirements. The Degree Audit tool indicates the student’s college level (freshman, sophomore, junior, senior) at the top of the page, and lists the courses a student has taken, in process of taking, and has left to take, broken down by areas 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
- Inp – In Progress
- E – Extra Course
- Repeat

In the Degree Audit, the important thing is to ensure that the credit hours you have completed and the credit hours you have left to complete are accurately reflected in the Summary of each curriculum section. Anyone having difficulties understanding his/her Degree Audit should make an appointment with an academic advisor. If you believe your Degree Audit is inaccurate, contact the Office of the Registrar immediately.

**GRADUATION**

*Graduation Requirements:*

Each student has the responsibility to be aware of and meet the College requirements for graduation. Students are encouraged to utilize the Degree Audit function available on the WiseLine. All College assessment activities, program curriculum requirements, service learning requirements, program residency requirements, Financial Aid Exit Counseling 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:

- Graduate Exit Survey

Prior to graduation, students must return:

- Prior to graduation, students must return:
  - ID badge
  - Course equipment
  - Library books
  - Program-specific supplies (if applicable)

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

Residency Requirement:

- In order to graduate with an Associate’s degree from Aultman College, 41 credit hours must be completed at Aultman College.
- In order to graduate with a Bachelor’s of Science in Nursing degree from Aultman College, 38 credit hours must be completed at Aultman College. Students must complete a minimum number of credit hours on the Aultman College campus.

Service Learning Requirement:
As a 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 per degree program of volunteer service learning prior to graduation. Service learning opportunities are presented throughout the academic year or students may submit personal volunteer experiences for service learning credit. Detailed information on the Service Learning requirement is available on WiseLine.

INTELLECTUAL PROPERTY

Aultman College aims to create an environment that encourages research and scholarship amongst faculty, students, and staff. The advancement of scholarship can lead to finished products such as journal articles, books, software, or inventions. Aultman College is currently developing an Intellectual Property policy whose purpose is to define authorship rights for products generated in affiliation with the College. Students will be updated when the policy is complete. In the meantime, students involved in research who have questions about how Intellectual Property rights may affect them should consult their instructor/ Program Director.
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 level. 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 Effectiveness function strives to:

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

STUDENT SATISFACTION SURVEY

Aultman College participates in a student satisfaction survey. Student participation and feedback about the college experience is so important that faculty allow class time for students to complete the survey. A 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 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. 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
- Assisting with career preparation (resumes, interview prep., etc.)

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 included in the cost of tuition.
- 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 by contacting the LRC staff.
- 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.

Check the WiseLine for LRC Hours.
SPECIAL ACCOMMODATIONS

A. Aultman College Learning Resource Center (LRC) provides special accommodations for academic or non-academic issues such as physical or mental impairments for Aultman College students.

B. The Accommodations Policy ensures that Aultman College offers reasonable, appropriate accommodation services to support the academic activities of students with disabilities.

C. Students may request special accommodations through the following process.

1. Complete a Request for Accommodations Form (available on the WiseLine, 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.

2. Obtain supporting documentation from an appropriate healthcare provider.
   a. Documentation must be on the practitioner’s letterhead, typed, dated, signed, and otherwise legible.
   b. 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.
   c. Documentation must confirm the specific diagnosis of the disability and include:
      1. The nature, severity, and past and future duration of the disability.
      2. The activity or activities that the disability limits.
      3. The extent to which the disability limits the student’s ability to perform the activity or activities.
   d. Documentation must contain specific recommendations for reasonable accommodations. For example:
      1) Extra time for test taking and how much extra time is required.
      2) Extra time for quizzes and how much extra time is required.
      3) A separate room for testing.
      4) A quiet room for testing.
   e. Documentation must contain results of standard tests to support the diagnosis.
      1) Testing must have been administered within the last three years.
      2) This testing is valid throughout the student’s continuous enrollment at Aultman College.
   f. Documentation must also include:
      1) The duration of time these special accommodations are needed.
      2) For example: the number of semesters or until graduation

3. Appropriate healthcare provider guidelines. (Professionals conducting and rendering diagnoses for special accommodations must be qualified in the specialty to accurately assess and diagnose the disability for which the student seeks special accommodations.)
   a. For Learning Disabilities
      1) Licensed psychologists or neuropsychologists should show clear and specific evidence of diagnosis of impairment and statement of functional limitations.
   b. For Psychological Disabilities
      1) Licensed psychologists or neuropsychologists should show clear and specific evidence of diagnosis of impairment and statement of functional limitations.
   c. For Medical Disabilities, Mobility Impairments, Visual and Hearing Impairments
      1) Licensed physicians should show clear and specific evidence of diagnosis of impairment and statement of functional limitations.

4. Submit the completed/signed form along with the documentation from the appropriate healthcare provider to the LRC.
5. 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.

6. 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.
   a) Students must contact the LRC during regular hours to make an appointment to schedule testing accommodations for all quizzes and tests for each course.
   b) Students will bring to this appointment the completed/signed Accommodations checklist.
   b) Students will bring to this appointment the completed/signed Accommodations checklist.

AULTMAN HEALTH SCIENCES LIBRARY
330-363-5000
ACADEMIC LIBRARIAN (330) 363-3471
HealthSciences.Library@aultman.com

The Aultman Health Sciences Library is conveniently located on campus next to the Simulation Lab on the second floor. The library provides academic support to all Aultman College students, staff, and faculty. In addition, it provides research assistance to all Aultman Hospital employees including physicians, residents, nurses, and hospital personnel.

The library is staffed by two librarians and a library assistant. Library staff are typically available for assistance from 8:00am to 4:30pm Monday through Friday except for major holidays (subject to change). Aultman College identification badges will allow 24/7 access to the Library after staffed hours.

The Aultman Health Sciences Library collection consists of a physical collection of over 3000 monographs and over 20 current journal titles available in print or electronically. Books are arranged using the National Library of Medicine Classification System. Journals are arranged alphabetically by title. In addition, millions of books, audio/visual resources, and other library items can be borrowed via interlibrary loan through OhioLINK (www.ohiolink.edu) or NEOLINK (http://crusher.neomed.edu/). Once requested, interlibrary loan items typically take a week to arrive at Aultman. The Library complies with all circulation policies and procedures of OhioLINK and NEOMED. Students can typically check out circulating books for three weeks and circulating media for one week. Maximum number of renewals depends on item's origin. See Library staff for more information.

The Reserve collection located behind the circulation desk houses current editions of all College textbooks available for use in the library. The collection is available only during staffed hours and must be used in the Library. Ask a Library staff member if you would like to check out a Reserve book. The
Reference collection is located to the right of the circulation desk. The Reference collection contains authoritative resources for quick use when studying. Reference items can only be used in the Library.

Aultman faculty, students, and staff have access to over 140 databases, 17,000 electronic journals, 100,000 electronic books, and millions of electronic articles through Aultman’s association with Northeast Ohio Medical University and OhioLINK. Databases available include those that focus on general studies (Academic Search Complete, EBSCO) as well as those that focus on nursing and allied health (CINAHL, PubMed, ProQuest). See the library staff for a more comprehensive list of databases. When logging in to electronic resources off campus, students will need to use their library barcode to provide authentication. All students will be issued library barcodes at orientation. For OhioLINK authentication, choose Northeast Ohio Medical University as the affiliated institution and Aultman as the branch library. Ask a Library staff member if you have any problems accessing databases. Stop by the Library during regular hours or make an appointment with a Librarian if you would like database training or assistance with a research assignment.

The library is a quiet study area. Please keep noise and conversation at a minimum. The library has two study rooms intended for group study available on a first come, first serve basis. A black and white copy machine is located in the library. The Library houses 23 computers for research.

Students also have access to the Sharon Lane Center Health Center located off of the main lobby of Aultman Hospital. The Center offers a selection of over 1,400 consumer based books that can be checked out with a valid ID as well as a collection of free educational pamphlets. The Center has over 50 anatomical models and a selection of general reading books available to check out. A compilation of specially selected consumer based medical sites can be accessed from three computers located in the Center. Hours of operation are Monday through Friday from 9:00am – 3:00pm.

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.

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 a 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 are 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 Student Life e-Newsletter is distributed to student emails on Sunday of each week. Student Life activities are also posted on the This Week At Aultman College board located near the 2nd floor elevator, and on flyers throughout the College. Student Life also oversees all student-led organizations. 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 10 elected students, representing each class, in addition to an advisor (Student Life Coordinator) and assistant advisor (faculty member).

STUDENT ORGANIZATIONS

Aultman College offers a variety of student organizations to promote student engagement. Active organizations are:

- Aultman College Student Nurse Association
- Aultman College Veterans Association
- Lambda Nu (Radiologic Honor Society)
- Men in Nursing Association
- Nursing As A Second Career
- Nursing Christian Fellowship
- Phi Theta Kappa Honor Society
- Radiography Club
- Student Activities Society (SAS)

In addition, students with common interests are encouraged to assist the College in expanding Student Life activities by starting a student club. A Start Your Own Club Guide is available on the WiseLine.
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 email 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 email 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 the Change of Information Form, available in the Main Office.

EMAIL
All students registered for courses are provided with an Aultman College email address (firstname.lastname@aultmancollege.edu) Email is one of the official methods for communicating to students. Students are responsible for checking their email accounts at least once per day for distribution of official Aultman College communications. Failure to read an email 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 x36268 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 use of 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 announce 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 (if applicable). Parking information is communicated via College email and WiseLine. Students should not park on the city streets surrounding the Aultman campus as 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 healthcare, the College rarely closes due to inclement weather. However, if cancellation of classes is warranted, information will be conveyed via the WENS Student Alert System and on WiseLine. Closing information will also be posted on local radio and television stations, and the College website.

SCIENCE LAB SAFETY POLICY

Aultman College and its Division of General Education are committed to providing safe laboratory and preparation spaces for use in the instruction of science. The Division has designated a Laboratory Safety Coordinator to oversee compliance with Laboratory Safety Standards. Aultman College Laboratory Safety Standards and Procedures are created to comply with and support already established guidelines for Aultman Health Foundation. Full details of Laboratory Safety Standards are outlined in the Laboratory Safety Manual. Copies of the Laboratory Safety Manual are housed in the offices of the Lab Safety Coordinator and Campus Coordinator, and in every laboratory preparation area. Any deviation from Laboratory Safety Standards will be addressed immediately by the Laboratory Safety Coordinator.

HEALTH AND WELLNESS

Health Services

Aultman College maintains 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. A nurse is available Monday through Friday. 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 division of nursing and allied health students are required to maintain health insurance and to complete an on-line student statement of health insurance at the time of enrollment and annually thereafter.

**Communicable Diseases**

Clinical experiences are a requirement for most students enrolled at Aultman College. 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 (through the 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 who are unable to complete academic or social responsibilities to Aultman College may request an Inactive Status.

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 Form from the Main 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.

Official Records Request

Students may submit a written and signed request for transcripts and/or obtain an official records request from the College website. The record 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 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. 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. 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.


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 Aultman College 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.
   • 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 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 Aultman College 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


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, and photograph.

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

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

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, Dean/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 acknowledgment. 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 résumés, 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.

**Note:** Violations of the Academic Integrity Policy will be considered violations of the student conduct policies and the student will be subject to discipline as outlined in that policy.

**COPYRIGHT GUIDE**

Copyright is an important academic issue and should be considered when students are sharing information, whether in person or in an online format. All material that is “fixed” (meaning written, recorded, or taped) is automatically protected under copyright laws. This includes books, journal articles, photographs, videos, and audio recordings. Students are expected to follow copyright laws that prohibit illegal distribution of copyrighted material. To be compliant, content posted in an online setting, handed out in class, or viewed in the classroom must have copyright coverage. This means that the
College has purchased permission to distribute the content to students, permission has been granted by the copyright holder, or that the content falls within the boundaries of fair use. Aultman College holds an Annual Academic Copyright License from the Copyright Clearance Center that provides copyright clearance for a wide array of academic written material. Full coverage can be found by doing a title search at www.copyright.com. Aultman is currently developing a Copyright Policy and Guidelines to provide copyright guidance for faculty, staff, and students. Students will be updated as these pieces are completed. You may consult NEOMED’s Copyright on Campus library guide for more specific information regarding copyright in an academic environment at: http://libraryguides.neomed.edu/copyright.

**DRESS CODE**

Students are expected to maintain cleanliness and appropriate attire when attending classes and functions affiliated with Aultman College. 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.

**TECHNOLOGY RESOURCES ACCEPTABLE AND FAIR USE POLICY**

Aultman College requires all students to own a personal mobile device that complies with the college technical requirements. Refer to the Hardware and Software section for technical requirements. Devices unable to meet hardware and software requirements are not acceptable for use. Students are expected to bring their device fully charged (minimum 2 hour battery life) for classroom activities. Students must have administrator access (i.e. the ability to install software).

Aultman College provides technology resources for students to support their academic success. Student use of technology resources and all information maintained in any form is subject to laws, regulations, contracts, licenses, policies, and procedures as established by the College. This policy broadly applies to all on- and off-campus events and activities sponsored by the College and/or student organizations.

Students are expected to comply with all policies related to the acceptable, responsible, and lawful use of technology resources. Failure to do so is considered a conduct violation that will be investigated and resolved according to College policy. Depending on circumstances, infractions may result in disciplinary action up to and including suspension or expulsion, revocation of system access privileges, and/or prosecution. Appeals will be handled in accordance with College policy.

Aultman College and/or Aultman Health Foundation reserve the right to randomly audit the contents of its technology resources to monitor user compliance with applicable policies and, if an infraction is discovered, Aultman College and/or Aultman Health Foundation will take appropriate action.

Aultman College and/or Aultman Health Foundation will cooperate with all legitimate law enforcement agencies regarding investigations and relevant search and seizure laws.
Student Responsibility and Accountability

- Students are responsible for knowing and abiding by all College policies and procedures applicable to the use of technology resources.
- Students who observe an infraction of the Aultman College Technology Resources Acceptable and Responsible Use Policy should report the violation immediately to a College staff or faculty member.
- A student is the steward of all information technology resources at his/her access. Common sense in the use/handling of all technology and associated information is expected.
- The College provides technology resources to students for education and research purposes. Incidental personal use of Aultman College technology resources should be limited. Priority will be given to individuals using technology for academic or professional purposes.
- Students are prohibited from using Aultman College technology resources for personal gain or for solicitation efforts that do not directly support College business or interests.
- Report issues to Aultman College IT at aultmancollegeit@aultmancollege.edu or by calling 330.363.9010. Limited support after normal business hours for general issues is available at 330.363.6238. Limited support after normal business hours for online and hybrid courses is available at 330.363.3567.

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

Passwords
Students are solely responsible and held accountable for all actions taken under their passwords.

Passwords are confidential:
- Do not share passwords with anyone else including family and friends.
- When there is any suspicion that a password is no longer secure, change it.
- Log off or lock a desktop when leaving a workstation.
- Do not gain or attempt to gain access to another individual’s user ID and/or password.

Electronic Devices
Aultman College allows the responsible use and transport of cell phones, pagers, cameras, and other personal electronic devices. Users of these electronic devices must be sensitive to the needs, sensibilities, and rights of other people.

The following actions are prohibited:
- Photographing, videotaping, or recording any individual without his or her consent.
- Photographing, videotaping, or recording test questions, simulation or skill lab procedures, or other protected academic information without authorized College instructor consent.
• Disrupting the functions of the College, specifically in classrooms, laboratories, clinical settings, or within any facility utilized by the College.
• Using these devices, even as a calculator, on tests and in the clinical setting, unless approved by the instructor.
• Failing to set phones and/or pagers to vibrate or silent mode while in the classroom or clinical setting.

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

Aultman College reserves the right, but has no obligation, to monitor social media interactions. A student advised of inappropriate content is responsible for removing the unacceptable content within 24 hours of notice.

Posting content that is offensive or illegal is prohibited. Remember the following rules when engaging in social media pathways:
• Maintain privacy.
• Maintain confidentiality.
• Be accurate.
• Be respectful.
• Be honest.
• Respect copyright and intellectual property rights of others.
• Think before you post.

Email
Aultman College encourages the appropriate use of email. Email usage must comply with Aultman College policy as well as local, state, and federal laws. Students are required to use their College-provided email to receive official communication from Aultman College. Students are responsible for all information sent from Aultman College to the student’s College-provided email address.

Remember the following rules when utilizing Aultman College email:
• Check Aultman College email daily.
• Students are expressly prohibited from accessing or sending any messages or materials containing discriminatory, sexually explicit, offensive language, humor, or images.
• Sending or responding to chain letters/messages is prohibited.
• Aultman College is not responsible for lost, rejected, or delayed email forwarded from a student’s official College e-mail address to off-campus or unsupported email services or providers.

Internet
Internet access is provided as an educational resource. Internet usage must comply with Aultman College policy as well as local, state, and federal laws.
The following actions are prohibited:

- Internet activity that is illegal or unethical.
- Activities involving discriminatory, sexually explicit, and/or offensive content.
- Dissemination of confidential information.
- Misuse of copyrighted or intellectual property.

**Network / Hardware / Information systems**

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

Aultman College maintains no responsibility for supporting personal hardware or software. Casual technical assistance that may be provided by Aultman College or Aultman Health Foundation personnel does not infer any further technology responsibility or accountability to the student.

Remember the following rules when accessing the College’s technology infrastructure:

- Configuration settings must not be modified.
- Personal Health Information may not be copied or scanned or captured by any electronic means.
- Software and programs cannot be copied without written permission by Aultman College.
- Food and beverages are not permitted in any lab classrooms including, but not limited to, computer lab, science labs, simulation labs, and skills labs.
- A student’s personal device may not be configured to operate as a server accessible by other computers via the Internet.
- Any use of the technology infrastructure for illegal purposes is prohibited.
- Students must take precautions against importing and spreading computer viruses.
- Deliberate attempts to interfere with the technology infrastructure or to circumvent privacy and security safeguards are prohibited.
- Technology resources may not be used for personal gain that has not been pre-authorized by Aultman College. Any authorization may be further restricted by the regulations of Aultman College maintaining an “.edu” Internet domain.
- Technology resources may not be used for commercial gain, solicitation, advertisement, or promotion of commercial services or products.

**User Rights and Privileges**

**Freedom from Disruption**

Aultman College will strive to provide for all users a technology infrastructure that is stable, accessible, and responsive during the college’s business 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 promptly by Aultman College staff.

**Privacy and Security**

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

Hardware and Software
Aultman College requires all students to own a personal mobile device that complies with the following college technical requirements. Devices unable to meet hardware and software requirements are not acceptable for use. Students are expected to bring their device fully charged (minimum 2 hour battery life) for classroom activities. Students must have administrator access (i.e. the ability to install software).

Minimum Hardware Requirements

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

**iPad**
- Hardware = iPad 2, 3, 4, or newer, and iPad Mini
- Operation System – iOS 6 and iOS 7. Only genuine versions of iOS are supported
- iPad must not be „Jail Broken“
- 500 MB of free space
- Battery that is capable of 2 hours of use

*Recommended not required*
- CD/DVD authoring requires a compatible optical drive (CD/DVD Drive)*
  * Not applicable to iPad.

Minimum Software Requirements

- Supported MAC Operating Systems – MAC OS X 10.6 (Snow Leopard), 10.7 (Lion), 10.8 (Mountain Lion), and 10.9 (Mavericks) Only genuine English versions of MAC Operating Systems are supported.
- Administrator level account permissions
- Web Browsers - Internet Explorer 8 or higher recommend, and Mozilla Firefox – with Silverlight plug-in
  - http://www.microsoft.com/silverlight/
- Microsoft Office 2007 or newer
- Adobe Acrobat Reader
- Adobe Flash Player
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 healthcare community.

The College opposes substance abuse and will enforce its rules regarding alcohol and illegal drugs. The College also supports and will cooperate at the local, state, and federal levels regarding regulation of alcohol and illegal drugs. The College will not protect a student/employee in violation of the law from prosecution under federal, state or local law. The College will not provide 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. Students who test positive for drugs and/or alcohol will be dismissed from the College. Appeals may be made through the grievance process.

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 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 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.

ALCOHOL AND OTHER DRUG USE DURING ON- AND OFF-CAMPUS STUDENT ACTIVITIES

Aultman College is committed to maintaining a safe and healthy environment free from alcohol and drug use. Students representing Aultman College at activities and events, whether on-campus or off-campus, are responsible for conducting themselves professionally. Inappropriate behavior will be subject to disciplinary action, according to College policy, up to and including expulsion.

Students are responsible to be aware of the physical and mental effects of alcohol and other drugs and the risks associated with use. They are also responsible to be aware of relevant College policies (e.g., Substance Abuse, Conduct, etc.) and federal, state, and local laws related to alcohol and other drug use. Faculty and staff advisors to student groups must also be aware of these risks, policies, and laws and conduct themselves accordingly.

When a College event is scheduled, the following procedures must be observed:

- The group advisor will meet with the students to clarify the requirements of this policy. The Substance Abuse Policy and Student Activity/Event Travel Policy will be distributed to all members at that time.

- Underage drinking and illegal drug use will not be tolerated. Any member who provides alcohol or other drugs to an underage person or is found to be in possession of illegal drugs will be subject to disciplinary action according to College policy, up to and including termination or expulsion.

- Students who are of legal drinking age are expected to act responsibly and adhere to the following guidelines:

  1. If a College group travels off campus for activities/events, students must behave responsibly and in accordance with College policy. No abusive, illegal, or irresponsible use of alcohol and/or other drugs will be tolerated. Hotel or other off-campus establishment management will be encouraged to deal with disruptive or illegal activities as they would with any other guests, which may include law enforcement or legal intervention.
2. **No alcohol or other drug use is permitted on buses or in any other means of public or private transportation when associated with a trip, event, or tour sponsored by or involving a College-related activity.**

Students participating in on and off-campus activities/events who use alcohol or other drugs in violation of this or other College policies will be subject to disciplinary action, up to and including expulsion. The formal student conduct violation procedure will be initiated upon the student’s return to campus, and depending on the severity of the violation, the group advisor may immediately (at the time and location of the activity/event) impose one or more of the following sanctions at his/her discretion:

3. **The student may be suspended from participation in one or more activities during the remainder of the travel period.**

4. **The student may be immediately dismissed from the event, and may have to travel home at his/her own expense. Underage or illegal use of alcohol or other drugs are grounds for such dismissal.** If a student is under the influence of alcohol or drugs to the extent that he/she cannot travel safely, transportation arrangements may be made for the student at his/her expense.

**STUDENT ACTIVITY/EVENT TRAVEL POLICY**

Students who travel off-campus under the sponsorship and/or funding of Aultman College are required to have a faculty or staff advisor travel with them and/or their organization. The travel advisor must be a college employee with administrative approval to travel with the group. The advisor’s role is to coordinate all trip-related activities and immediately report any conduct violations to the Vice President of Administrative and Student Affairs, either during the trip or upon the group’s return to campus.

1. **All policies stated in the Student Handbook are in effect during a college sponsored trip. Students will be held accountable for any behavior which violates college policy.**

2. **Students are financially responsible for any damage to property, real or personal, caused by themselves or their guests, from the time and point of trip origin to time and point of trip return.**

3. **Students are responsible to be aware of and adhere to departure times for all modes of transportation being used on a college-sponsored trip.**

4. **Any proposed changes to the trip itinerary or schedule must be approved by the advisor and submitted to the Student Life Coordinator prior to departure.**

5. **Abusive, illegal, or irresponsible use of alcohol and other drugs will not be tolerated. Alcohol or other drug use is not permitted on buses or any other public or private transportation. Refer to the “Alcohol and Other Drug Use During On-and-Off Campus Student Activities” policy.**

6. **Students are expected to behave as responsible, professional representatives of the college at all times. They must attend scheduled activity/event functions in a timely manner. Hotel, restaurant, transportation, or other venue management will be encouraged to deal with disruptive or illegal activities as they would with other guests, which may include law enforcement or legal intervention.**
7. If private vehicles are transporting students, the responsible driver must show proof of a valid driver’s license and automobile insurance to the Student Life Coordinator prior to the trip. The advisor is prohibited from transporting students to and from the event in his/her own private vehicle. Students may car-pool with each other. If students choose to car-pool, the college will not be liable, in any manner whatsoever, for injuries to person or property, arising from student transportation in private vehicles. In an emergency, the advisor should use his/her best judgment in handling the situation.

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/designated 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, paintball 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 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.

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.

**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.

**Definitions:**

**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.
- Nonverbal 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.

**How to Report Violation of Harassment Policy**

Incidents of harassment should immediately be reported to the person responsible for student affairs. If, for any reason, a student is reluctant to report harassment to the person responsible for 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 person responsible for 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.

**SEXUAL DISCRIMINATION, HARASSMENT, AND ASSAULT POLICY**

Sexual discrimination in any form will not be tolerated. This prohibition extends to both sexual harassment and sexual violence and includes all members of the College community such as students, faculty, staff, and third parties. Students who violate this policy are subject to disciplinary sanctions up to and including expulsion from the College. In addition, the College will report allegations of sexual assault to the proper law enforcement agency.

**What To Do If You Are A Victim of Sexual Harassment or Violence**

Incidents of sex discrimination, sexual harassment, and sexual assault or violence should be immediately reported to a trusted College faculty/staff member or to the person responsible for student affairs, regardless of whether the incident occurs on or off the College’s grounds. Victims of sexual harassment or violence will be treated with sensitivity, decency, and respect. Victims will be referred to appropriate medical, emotional, psychological, and social services.

Victims may also report sexual violence or assault immediately to Aultman Hospital Security at 330.363.6777 or to the local police. Any law enforcement investigation conducted as a result of such a report will be separate and apart from and will not replace the College’s investigation of the incident under the Reporting and Investigation Procedure outlined in this policy. If possible, victims of sexual
assault are encouraged to preserve physical evidence; for example, refrain from bathing or changing clothes until law enforcement officials can properly investigate the incident. Victims who have the courage to report sexual violence/assault must feel confident that their personal safety will be protected, and they will not be re-victimized by the Student Conduct Violation or criminal investigation.

Victims of sexual assault may access the following for assistance:

**On-Campus**

<table>
<thead>
<tr>
<th>Provider</th>
<th>Location</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aultman Hospital Security</td>
<td>Ground Level Main Hospital</td>
<td>330-363-6777</td>
</tr>
<tr>
<td>College Main Office</td>
<td>AEC Second Floor-Main Office</td>
<td>330-363-6347</td>
</tr>
<tr>
<td>Student Affairs</td>
<td></td>
<td>330-363-6347</td>
</tr>
<tr>
<td>Aultman Spiritual Care</td>
<td>Third Floor Main Hospital</td>
<td>330-363-6402</td>
</tr>
</tbody>
</table>

**Off-Campus**

<table>
<thead>
<tr>
<th>Provider</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Canton City Police</td>
<td>911 or 330-489-3100</td>
</tr>
<tr>
<td>Rape Crisis Center (24 hours)</td>
<td>330-452-1111</td>
</tr>
<tr>
<td>Victim Assistance Program</td>
<td>330-438-0887</td>
</tr>
</tbody>
</table>

**Medical Assistance**

(Listed hospitals can provide medical support and counseling services.)

<table>
<thead>
<tr>
<th>Provider</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency Assistance</td>
<td>Dial 911</td>
</tr>
<tr>
<td>Aultman Hospital</td>
<td>330-452-9911</td>
</tr>
<tr>
<td>Mercy Medical Center</td>
<td>330-489-1000</td>
</tr>
<tr>
<td>Affinity Medical Center</td>
<td>330-832-8761</td>
</tr>
<tr>
<td>Union Hospital</td>
<td>330-343-3311</td>
</tr>
</tbody>
</table>

**Sexual Assault and Alcohol or Other Drugs**

Alcohol and drug use is frequently cited in incidences of sexual violence or assault. Consumption of alcohol can place students at an increased risk for sexual violence or assault. Consenting to sexual activity requires sober, verbal communication that is free of threats, intimidation, or other coercion. Use of alcohol or drugs never makes a victim at fault for sexual harassment, violence, or assault, and should not prevent or dissuade a student from making a report of sexual harassment, violence, or assault under this policy.
Lowering the Risk of Sexual Assault

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

Registered Sexual Offenders

For a listing of registered sex offenders in Stark County, please refer to the Stark County Sheriff’s website at http://www.sheriff.co.stark.oh.us/OffenderLinks.htm. This website provides addresses and classification of registered sex offenders. For a listing of registered sex offenders in any Ohio county, refer to the Ohio Department of Rehabilitation and Correction’s Offender Search website at http://www.drc.state.oh.us/OffenderSearch/Search.aspx. The Aultman Hospital Security department may also assist with how to obtain sexual offender information. Please contact the Security department’s non-emergency number, 330-363-6968, for assistance.

Awareness Programming

The College is committed to providing programming which increases awareness of sexual discrimination, including harassment and violence, such as rape, acquaintance rape, and other forcible and non-forcible sex offenses. The examples below represent some of the program topics regularly offered to the College community:

- Campus Safety/Crime Prevention Presentation by Aultman Hospital Security Department
- Domestic Violence Training
- Presentation from representative at Quest Recovery services
- Presentation from Rape Crisis Center - Sexual Assault Prevention

Reporting and Investigation Procedure

Complaints regarding any act of sexual harassment, violence, or assault carried out by Aultman College students, faculty, staff, or third-parties will be directed to the person responsible for student affairs and processed in accordance with Aultman College’s Student Conduct Violation Procedure.

The College will investigate and respond to any complaint in a manner that maintains the confidentiality of the victim to the fullest extent reasonable and possible. However, victims should be aware that
requests for their identity to be protected from disclosure to the alleged perpetrator may limit the College’s ability to respond. The College will notify a victim if the victim’s request for confidentiality cannot be ensured.

The College will take prompt and reasonable action to protect victims from further harassment or violence. For example, the College may reassign the alleged perpetrator to a different class or provide an escort for the victim to and from his or her vehicle before and after class.

Both the victim and the perpetrator have the right to be notified about the outcome of the Student Conduct Violation Procedure process and any sanctions imposed. There is no established time frame for filing a complaint; however, victims of sexual assault are urged to file a complaint as soon as possible. Consistent with the timelines set forth in the Student Conduct Violation Procedure, the College will conduct its investigation as promptly as reasonable and practical, given the nature and complexity of the complaint.

**Purpose**

Aultman College is committed to providing an environment that respects the dignity of every individual by valuing student talents and perspectives, and to maintaining a safe, supportive environment for students, faculty, staff, and visitors. The College expects all members of the College community and guests to act responsibly, showing respect for others and for the community at large. The College does not discriminate in any aspect of its educational program on the basis of sex and is prohibited from doing so by Title IX.

The purpose of this policy is to give guidance for identifying, reporting, and addressing all forms of sexual discrimination, including harassment and assault.

**Definitions**

Harassment is any unwelcome conduct that creates an intimidating, hostile, or offensive environment that interferes with or limits an individual’s ability to participate in or benefit from the College’s programs. Assault is a crime, and is not limited to any gender, race, or age. Sexual assault is defined as intentional sexual contact, characterized by the use of force, physical threat of force, or abuse of authority; or when the victim does not or cannot consent. Sexual assault can include, but is not limited to, rape, attempted rape, unwelcome sexual contact or threats, sexual battery, gross sexual imposition, felonious sexual penetration, or any attempt thereof.

**Questions**

Inquiries concerning the application of Title IX to the College’s programs may be made to the Title IX Coordinator.
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 POLICY

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 Chief Academic Officer, 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 person responsible for 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 final 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 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 person responsible for 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.
BACHELOR OF SCIENCE IN NURSING (BSN) DEGREE
FOR STUDENTS ENROLLED IN ACADEMIC YEAR 2014-2015

College Vision
To be a leader in educating exceptional health care professionals who positively impact society.

College 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.

College Values
Quality
Integrity
Caring
Knowledge

BSN Completion Program Vision
To prepare nurses who positively impact society.

BSN Completion Program Mission
To develop nurses, at the baccalaureate level, who are willing and have the ability to provide leadership in a variety of healthcare settings.

BSN Completion Program Philosophy
The BSN Completion Program is designed to provide educational experiences for registered nurses to broaden their professional practices. The bachelor’s degree nurse is accountable, adaptable, and capable of functioning as a leader in a constantly changing healthcare environment. Building on the basic concepts of the diploma and associate degree programs, the BSN completion program will include:

Concepts
Community/Diverse Populations
Community is defined as a diverse social group influenced by cultural factors (AACN, 2013). The nurse will recognize many different views of health and wellness from the rich cultural diversity within a community.
Evidence-based Practice (EBP)
Professional nursing practice is grounded in the translation of current evidence into practice (AACN, 2013). Evidence-based practice is the conscientious appraisal and integration of best research evidence with clinical expertise while considering the patients’ values and needs. After which patient outcomes will be evaluated. (Cronenwett, 2007; Ignatavicius & Workman, 2013).

Health Promotion
Health promotion involves healthcare directed toward high level wellness that occurs after health stability is present. The goal of health promotion is to eliminate the differences in the health status of racial and ethnic minorities while trying to continually improve the overall health of all people. Clinical prevention and population health maintenance are important aspects of health promotion. (AACN, 2013; Cronenwett, 2007)

Nursing Leadership
Professional values and their associated behaviors are foundational to the practice of nursing. Inherent in professional practice is an understanding of the historical, legal, and contemporary context of nursing practice. The nurse leader inspires other healthcare workers to work toward one or more common goals that include providing high-quality client care, maintaining a safe work environment, developing new policies and procedures, and increasing the power of the nursing profession. Open communication, mutual respect, and shared decision-making among health professionals are imperative to providing patient-centered care. The nurse leader understands that healthcare policies, including financial and regulatory policies, directly and indirectly influence nursing practice and are central to the discussion of quality and safety in nursing practice. (AACN, 2013; Cronenwett, 2007)

Nursing Research
Nursing research is defined as the diligent, systematic inquiry or investigation to validate and refine the existing body of knowledge and generate new nursing knowledge. Because nursing is a practice profession, it is essential that the nurse critique and use research findings to develop and refine knowledge that can be used as evidence to improve clinical practice. (AACN, 2013; ANA, 2010)

Technology
Basic knowledge and skills in nursing informatics are critical to continuously improve the quality of safety in a variety of healthcare settings (Cronenwett, 2007; IOM, 2003b). Technology utilization includes ethically managing data, information, knowledge, and technology to communicate effectively; provide safe and effective client care; and use research and clinical evidence to support decision making, inform practice decisions, and mitigate error (AANC, 2013; Cronenwett, 2007).

Program Goals
1. Apply knowledge from nursing theory, practice, research, and liberal arts and sciences to the professional nursing practice.
2. Coordinate holistic and culturally competent nursing care for clients and communities.
3. Incorporate information technology (to discover, retrieve, and utilize information) to enhance nursing practice.
4. Explore nursing care within the context of legal and ethical scope and standards of practice for clients and communities.
5. Demonstrate beginning leadership and management skills utilizing critical thinking, ethical decision making, and evidence-based practice.
6. Demonstrate knowledge of healthcare policy, finance, and regulatory environment, including local, state, national, and global healthcare needs.

**Application Deadline**

February 1 – summer semester
May 1 – fall semester
October 1 – spring semester

**Program Entrance Requirements:**

A. Applicants may enter and progress through the BSN Completion Program under one of the following pathways:
   1. Post-Licensure Aultman College ASN graduate applicants will have all general education prerequisite coursework completed and may start the BSN Completion coursework immediately upon acceptance to the program.
   2. Post-Licensure Aultman Hospital School of Nursing diploma graduates can be admitted to the BSN Completion Program but will be required to complete all general education prerequisite coursework as specified for progression through the program.
   3. Post-Licensure nursing graduates with a diploma or associate degree from another institution can be admitted to the BSN Completion Program but will be required to complete all general education prerequisite coursework as specified for progression through the program.
   4. Pre-Licensure nursing graduates can be admitted to the BSN Completion Program but will be required to pass the NCLEX-RN as specified for progression through the program.
   5. Pre-Licensure current nursing students can be admitted to the BSN Completion Program but will be required to complete all pre-licensure requirements as specified for progression through the program.

B. All applicants must also meet the following requisites prior to enrollment into the college:
   1. Provide current copy of CPR card.
   2. Complete and successfully pass a background check with fingerprinting through the approved vendor.
   4. Complete and successfully pass a urine drug screen through AultWorks.
   5. Providing proof of health insurance by completing the online Student Statement of Health Insurance Form found on the WiseLine student portal.
6. Post-licensure students must provide proof of liability insurance with a $1 million minimum coverage.

**Post-Licensure**

C. Applicants with a cumulative GPA of 2.5 or better on a 4.0 scale for all prerequisite courses and previous college credits may be accepted and permitted to enroll. The requirements for enrollment include:
   1. Graduated from a regionally accredited nursing program with a certificate, diploma, or Associate Degree in Nursing or have a diploma or Associate Degree in Nursing from Aultman College/Aultman Hospital School of Nursing.
   2. An active, unencumbered Ohio RN license.
   3. A completed program application and paid application fee. The application fee will be waived for any applicant providing proof of military service.

D. Applicants with a cumulative GPA of 2.0-2.49 for their most current postsecondary coursework may be accepted and permitted to enroll. The requirements for enrollment include:
   1. Graduated from a regionally accredited nursing program with a certificate, diploma, or Associate Degree in Nursing or have a diploma or Associate Degree in Nursing from Aultman College/Aultman Hospital School of Nursing.
   2. An active, unencumbered Ohio RN license.
   3. A completed program application and paid application fee. The application fee will be waived for any applicant providing proof of military service.
   4. Students must register and complete a minimum of six credit hours of coursework during their first semester and receive a cumulative semester GPA of 2.5 or above to be eligible for continued enrollment.
   5. Failing to achieve a 2.5 GPA or better during the first semester of enrollment will result in dismissal from the Program. A student who has been dismissed from the BSN Completion Program is not eligible for reenrollment.

**Pre-Licensure**

E. Applicants who have not passed the NCLEX-RN Licensure Exam may be accepted and permitted to enroll. The requirements for enrollment include:
   1. Graduated from a regionally accredited nursing program with a certificate, diploma, or Associate Degree in Nursing or have a diploma or Associate Degree in Nursing from Aultman College/Aultman Hospital School of Nursing.
   2. A completed program application and paid application fee. The application fee will be waived for any applicant providing proof of military service.
   3. Students have two consecutive semesters from the first day of enrollment to pass the NCLEX-RN Licensure Exam.
   4. Students may register for general education courses only until being a licensed registered nurse.
   5. Students who do not pass the NCLEX-RN Licensure Exam in the stated time frame will become inactive and must reapply to the Program after passing the exam. See College Inactive Policy for time constraints.

F. Applicants who are current Aultman College ASN students may be accepted and permitted to enroll in BSN general education courses. The requirements for enrollment include:
1. A completed program application and paid application fee. The application fee will be waived for any applicant providing proof of military service.
2. Students must have an entering cumulative GPA of 3.0 or better.
3. Students must remain in good academic standing in both programs. Students who are on probation or have been dismissed from the ASN program are not permitted to continue enrollment in the BSN coursework.
4. The cost per credit hour will be driven by the ASN program, as the primary program.
5. Upon graduation from the ASN program, students should refer to sections B, C and D above for continued enrollment options.

G. Applicants who are current ASN students (not Aultman College) may be accepted and permitted to enroll in BSN general education courses. The requirements for enrollment include:
1. A completed program application and paid application fee. The application fee will be waived for any applicant providing proof of military service.
2. Students must have an entering cumulative GPA of 3.0 or better.
3. Students must remain in good academic standing in both programs. Students who are on probation or have been dismissed from the ASN program are not permitted to continue enrollment in the BSN coursework.
4. Upon graduation from the ASN program, students should refer to sections B, C and D above for continued enrollment options.

Purpose: To outline the steps for admission into the students’ program of choice.

Definitions:
Unencumbered Ohio RN license verifies the candidate’s good standing with the Ohio Board of Nursing; a current Registered Nurse license according to the law regulating the practice of nursing found in section 4723.7 of the Ohio Revised Code.

Procedure:
Admission to the program of choice will be processed by the BSN Completion program Coordinator/Enrollment Management Coordinator and/or Enrollment Specialist. A ranking process may be used to accept students into each cohort. See Ranking Criteria Policy for specific ranking criteria.

Admission Requirements
Final acceptance into the program is subject to:

- Completing all aspects of the pre-admission physical, immunization, background check/fingerprinting and drug-screening requirements.
- Submitting evidence of current Health Care Provider CPR certification from the American Heart Association.
- Submitting evidence of current liability insurance.
- Receiving the Hepatitis “B” surface antibody series (recommended) or declining the Hepatitis “B” surface antibody series by completing the declination form.
• Providing proof of health insurance by completing the online Student Statement of Health Insurance Form found on the WiseLine student portal.

Residency Requirements

To graduate with a BSN degree from Aultman College of Nursing and Health Sciences, 38 credit hours must be taken and successfully completed at Aultman College.

Graduation Requirements

• A minimum of 120 credit hours
• 32 lower division nursing credit hours
• 41 general education credit hours
• 47 BSN Completion Program credit hours
• Residency course requirements fulfilled
• 16 service learning hours per program completed

For a BSN degree, 120 credit hours are required to graduate from Aultman College. Thirty-two (32) of those credits are granted for an active RN license.

Students must complete twenty-six (26) additional credit hours of nursing coursework in the BSN curriculum. See the chart below that outlines the course title and credit hours. All nursing courses listed are required and must be completed at Aultman College.

REQUIRED NURSING COURSEWORK

<table>
<thead>
<tr>
<th>COURSE TITLE</th>
<th># of credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NRS 300 Health Assessment</td>
<td>3</td>
</tr>
<tr>
<td>NRS 302 Nursing Research</td>
<td>3</td>
</tr>
<tr>
<td>NRS 304 Care of Culturally Diverse Populations</td>
<td>3</td>
</tr>
<tr>
<td>NRS 306 Gerontology</td>
<td>3</td>
</tr>
<tr>
<td>NRS 400 Health Promotion/Teaching</td>
<td>3</td>
</tr>
<tr>
<td>NRS 402 Informatics for Clinical Judgment</td>
<td>3</td>
</tr>
<tr>
<td>NRS 404 Community</td>
<td>4</td>
</tr>
<tr>
<td>NRS 406 Leadership</td>
<td>4</td>
</tr>
<tr>
<td>TOTAL CREDITS</td>
<td>26</td>
</tr>
</tbody>
</table>
Students must complete sixty-two (62) credit hours of general education course work, all of which is available at Aultman College. There is the opportunity to transfer in fifty (50) of those sixty-two (62) credit hours. The chart below lists courses that can be taken to meet your general education course requirements. Please note courses with an (*) beside them are required as part of the general education curriculum but could be included in transfer credit.

**GENERAL EDUCATION COURSEWORK**

<table>
<thead>
<tr>
<th>COURSE TITLE</th>
<th># of credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oral, Written, Visual Communication</td>
<td>3</td>
</tr>
<tr>
<td>Mathematics and Data Analysis</td>
<td>6</td>
</tr>
<tr>
<td>*Required: MTH 105 College Algebra (3 cr)</td>
<td></td>
</tr>
<tr>
<td>*Required: MTH 205 Statistics (3 cr)</td>
<td></td>
</tr>
<tr>
<td>Arts and Humanities</td>
<td>6</td>
</tr>
<tr>
<td>Social and Behavioral Sciences</td>
<td>6</td>
</tr>
<tr>
<td>*Required: PSY 111 Intro to Psychology (3 cr)</td>
<td></td>
</tr>
<tr>
<td>Natural Sciences</td>
<td>11</td>
</tr>
<tr>
<td>*Required: BIO 205&amp;205L A&amp;P I and lab (4 cr)</td>
<td></td>
</tr>
<tr>
<td>*Required: BIO 207&amp;207L A&amp;P II and lab (4 cr)</td>
<td></td>
</tr>
<tr>
<td>*Required: BIO 315 Pathophysiology (3 cr)</td>
<td></td>
</tr>
<tr>
<td>ALL CATEGORIES (electives)</td>
<td>30</td>
</tr>
<tr>
<td>*Required: SLS 105 Distance Education Foundations (1 cr)</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL CREDITS REQUIRED</strong></td>
<td><strong>62</strong></td>
</tr>
</tbody>
</table>

Other general education courses may be substituted; however, all general education coursework must satisfy Ohio Board of Regents minimums. Students work with the Program Coordinator to ensure compliance.
ASSOCIATE OF SCIENCE IN NURSING (ASN)

FOR STUDENTS ENROLLED IN ACADEMIC YEAR 2014-2015

**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 of 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. It is important to note that many hospitals are hiring only bachelor’s-prepared RNs, so ASN graduates are encouraged to continue their education while working in order to ensure maximum employment potential.

**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 ASN Program 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 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 Holistic 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 in maintaining 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 healthcare 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 healthcare 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 healthcare delivery system is affected by the environment. The environment is constantly changing and the nurse must be goal-directed to provide an environment conducive to the client’s optimal health. Throughout the nursing program, students will be exposed to a variety of healthcare environments and will incorporate the impact of these environments into their work and nursing care.

Education

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

Program Student Learning 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.

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 respiration, 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

February 1 and August 15

Program Entrance Requirements:

Applicant must apply to, be accepted, and meet all admission requirements for Aultman College.

High School Applicants

1. Applicant must have a high school GPA of 3.00 or better or GED score of 2250 or better.  

   AND

2. An ACT score of 20 or better or SAT combined score of 950 or better.
3. Applicants who have completed dual enrollment/post-secondary coursework, please refer to the Transfer Applicant’s section below.

Transfer Applicants

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

LPN Applicants

1. Must have a high school diploma or GED, have graduated from an accredited LPN program, and have an unencumbered Ohio LPN license.
2. If seeking advanced LPN standing, refer to the ASN LPN advanced standing policy.
Selective Admissions Process:

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

Admission Requirements:

Final acceptance into the program is subject to:

- Completing all aspects of the pre-admission physical, immunization, and drug-screening requirements.
- Complete and successfully pass a criminal background check with fingerprinting through the approved vendor.
- 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.
- Providing proof of health insurance by completing the online Student Statement of Health Insurance Form found on the WiseLine student portal.

Residency Requirements

To graduate with an ASN degree from Aultman College of Nursing and Health Sciences, 41 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 fulfilled
- Completion of NCLEX review course selected by the program

ASN LPN Advanced Standing Policy

The Licensed Practical Nurse (LPN) applicant applying to the Associate of Science in Nursing (ASN) program may be granted advanced placement in the curriculum. The applicant shall meet the College and ASN program requirements for currently enrolled students. The applicant must additionally hold an active unencumbered LPN license with the state of Ohio, be certified in IV and medication, and successfully complete the Transitions course achieving a minimum letter grade of a C or better, and complete a Skills Review with the ASN program. The award could comprise up to approximately 30% of nursing coursework. Some credit(s) may be awarded in escrow. If the applicant fails to successfully pass the Transitions course or Skills Review on his/her first attempt, he/she is not eligible to receive any advanced-standing credit.
Definitions:
Advanced standing - is a process to facilitate educational progression of students with minimal repetition of coursework.
Escrow - recognizes previous nursing education and posts nursing credit(s) to the student’s transcript based on successful completion of specified nursing courses.
Transitions course - validates prior learning, updates and enhances student’s knowledge, begins the process of role transition, and prepares the student for advanced placement into the program.

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
- Malone University
- Walsh University
- University of Akron
- Kent State University (Letter of Agreement)
## Associate of Science in Nursing (ASN) Curriculum

### Nursing Coursework

<table>
<thead>
<tr>
<th>Course Subject and Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>NRS 100 Nursing Success</td>
<td>1</td>
</tr>
<tr>
<td>NRS 101 Foundations I</td>
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<tr>
<td>NRS 102 Foundations II</td>
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<tr>
<td>NRS 103 Medical Surgical Nursing I.</td>
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<td>NRS 104 Nursing Pharmacology</td>
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<td>NRS 105 Medical Surgical Nursing II</td>
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<td>NRS 201 Medical Surgical III</td>
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<td>NRS 202 Psychiatric Nursing</td>
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<td>NRS 203 Medical Surgical Nursing IV</td>
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<td>NRS 204 Maternal Child Nursing</td>
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### General Education Coursework

<table>
<thead>
<tr>
<th>Course Subject and Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>BIO 205   Anatomy and Physiology I</td>
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<tr>
<td>BIO 205L  Anatomy and Physiology I (Lab)</td>
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<tr>
<td>MTH 105   College Algebra</td>
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<tr>
<td>BIO 207   Anatomy and Physiology II</td>
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<tr>
<td>BIO 207L  Anatomy and Physiology II (Lab)</td>
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<tr>
<td>HSC 110   Introduction to Healthcare</td>
<td>3</td>
</tr>
<tr>
<td>ENG 105   College Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 205   Critical Analysis, Argumentation, &amp; Research</td>
<td>3</td>
</tr>
<tr>
<td>PSY 111   Introduction to Psychology</td>
<td>3</td>
</tr>
<tr>
<td>HSC 120   Language of Medicine</td>
<td>3</td>
</tr>
<tr>
<td>SOC 121   Introduction to Sociology</td>
<td>3</td>
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<tr>
<td>CHM 105   General Chemistry I</td>
<td>3</td>
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<tr>
<td>CHM 105L  General Chemistry I (Lab)</td>
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<tr>
<td>PSY 211   Human Growth and Development</td>
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<tr>
<td>BIO 215   Microbiology</td>
<td>2</td>
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<tr>
<td>BIO 215L  Microbiology (Lab)</td>
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<td>PHL 104   Medical Ethics</td>
<td>3</td>
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<tr>
<td><strong>Total Credits Required</strong></td>
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</table>
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 program are to make sure that the following are met:

1. Students will demonstrate competence in the essential skills of medical imaging and treatment.
2. Students will communicate effectively and professionally in the medical environment.
3. Students will demonstrate critical thinking, problem solving skills and life-long learning.
4. Students will demonstrate professional values and ethical behaviors.
5. The graduate will function as competent, entry-level professional that meets the healthcare needs of the community.

Program Mission

The Associate of Science in Radiography program is committed to providing quality education to prepare students as entry-level radiographers. The program advocates lifelong learning and professional growth, so that the graduates will continue to positively impact the community.

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 AART.

- 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.

**Student Outcomes and Program Assessment**

**Student Outcomes**

- Students will apply positioning skills.
- Student will select appropriate technical factors.
- Students will practice radiation protection.
- Students will use effective oral communication skills in clinical environment.
- Students will practice written communication skills.
- Students will manipulate technical factors for non-routine examinations.
- Students will adapt positioning for trauma patients.
- Students will determine the importance of continued professional development.
- Students will understand appropriate ethical decisions.
- Graduates will pass the ARRT national certification on the 1st attempt.
- Graduates will be gainfully employed within 12 months post-graduation.
- Students who enroll will complete the program.
- Graduates will be satisfied with their education.
- Employers will be satisfied with the performance of newly hired radiographers.
Assessment

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 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**

February 1

**Program Entrance Requirements:**
Applicant must apply, be accepted, and meet all admission requirements for Aultman College.

**High School Applicants**
1. Applicant must have a high school GPA of 3.00 or better or GED score of 2250 or better.  
   **AND**
2. An ACT score of 20 or better or SAT combined score of 950 or better.
3. Applicants who have completed dual enrollment/post-secondary coursework, please refer to the Transfer Applicant’s section below.

**Transfer Applicants**
1. Must have a college GPA of 2.5 or greater with 6 credit hours or more of coursework based on most recent college transcript.

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

**Admission Requirements:**
Final acceptance into the program is subject to:
- Completing all aspects of the pre-admission physical, immunization, and drug-screening requirements.
- Complete and successfully pass a criminal background check with fingerprinting through the approved vendor.
- 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.
- Four (4) hours of observation in the/a radiography department are mandatory after acceptance into the ASR program. The radiography Clinical Coordinator will contact the student to schedule the observation time and will provide the observation forms required for documentation.
- Providing proof of health insurance by completing the online Student Statement of Health Insurance Form found on the WiseLine student portal.
Residency Requirements:

To graduate with an ASR degree from Aultman College of Nursing and Health Sciences, 41 credits hours must be taken and successfully completed at Aultman College.

Graduation Requirements (for students entering prior to Fall 2014):

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

Graduation Requirements (for students entering after Fall 2014):

- A minimum of 73 credit hours
- 37 general education credit hours
- 36 radiography credit hours
- Clinical competency requirements met
- Residency course requirements met
- 16 hours of service learning
Revised Fall 2014 ASR Curriculum

ASR Degree Summary

Radiography Coursework

<table>
<thead>
<tr>
<th>Course Title</th>
<th># of Credits</th>
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<tbody>
<tr>
<td>RAD 112 (Introduction to Radiology)</td>
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<tr>
<td>RAD 114 (Radiographic Anatomy and Positioning I)</td>
<td>2</td>
</tr>
<tr>
<td>RAD 114c (Clinical Practicum I)</td>
<td>1</td>
</tr>
<tr>
<td>RAD 124 (Radiographic Anatomy and Positioning II)</td>
<td>3</td>
</tr>
<tr>
<td>RAD 124c (Clinical Practicum II)</td>
<td>2</td>
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<tr>
<td>RAD 128 (Radiographic Equipment and Computers)</td>
<td>3</td>
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<tr>
<td>RAD 134 (Radiographic Anatomy and Positioning III)</td>
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<td>RAD 134c (Clinical Practicum III)</td>
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<td>RAD 138 (Radiographic Imaging and Analysis)</td>
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</tr>
<tr>
<td>RAD 244 (Radiographic Anatomy and Positioning IV)</td>
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<td>RAD 244c (Clinical Practicum IV)</td>
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<tr>
<td>RAD 246 (Radiographic Pathology)</td>
<td>2</td>
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<tr>
<td>RAD 248R (Radiation Safety)</td>
<td>3</td>
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<tr>
<td>RAD 254 (Radiographic Anatomy and Positioning V)</td>
<td>2</td>
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<td><strong>Total Credits Required</strong></td>
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General Education Coursework

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<tr>
<td>BIO 105 (Structure and Function I)</td>
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<tr>
<td>BIO 107 (Structure and Function II)</td>
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<tr>
<td>CHM 105 (General Chemistry I)</td>
<td>3</td>
</tr>
<tr>
<td>COM 105 (Public Speaking)</td>
<td>3</td>
</tr>
<tr>
<td>CSC 105 (Introduction to Computer Science)</td>
<td>2</td>
</tr>
<tr>
<td>ENG 105 (College Composition I)</td>
<td>3</td>
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<tr>
<td>HSC 120 (Language of Medicine)</td>
<td>3</td>
</tr>
<tr>
<td>MTH 105 (College Algebra I)</td>
<td>3</td>
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<tr>
<td>PHL 104 (Medical Ethics)</td>
<td>3</td>
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<tr>
<td>PHY 105 (Principles of Physics Biomedical Applications)</td>
<td>2</td>
</tr>
<tr>
<td>Arts and Humanities courses</td>
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<tr>
<td>See your course catalog for available electives in established categories.</td>
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<tr>
<td>Social and Behavior Science Courses</td>
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<td>See your course catalog for available electives in established categories.</td>
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<td><strong>Total Credits Required</strong></td>
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ASSOCIATE OF SCIENCE IN RADIOGRAPHY (ASR)

Revised fall 2014 ASR Curriculum

<table>
<thead>
<tr>
<th>COURSE SUBJECT AND TITLE</th>
<th>CREDIT HOURS</th>
<th>NOTES</th>
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<tbody>
<tr>
<td><strong>Semester One (15 credits)</strong></td>
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<tr>
<td>RAD 112 Introduction to Radiography</td>
<td>2</td>
<td>CO-REQ RAD 114</td>
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<td>RAD 114 Radiographic Anatomy &amp; Positioning I</td>
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<td>CO-REQ RAD 112 and RAD 114c</td>
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<td>RAD 114c Clinical Practicum I</td>
<td>1</td>
<td>CO-REQ RAD 114</td>
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<tr>
<td>MTH 105 College Algebra I</td>
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<td>PRE-REQ appropriate placement test scores or MTH 090</td>
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<tr>
<td>CHM 105 General Chemistry I</td>
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<td>PRE-REQ MTH 090 or appropriate placement test score into MTH 105</td>
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<td>CSC 105 Introduction to Computer Science</td>
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<tr>
<td>PHY 105 Principles of Physics Biomedical Applications</td>
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<tr>
<td>RAD 124 Radiographic Anatomy and Positioning II</td>
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<td>PRE-REQ RAD 112 and RAD 114, CO-REQ RAD 124c</td>
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<tr>
<td>RAD 124c Clinical Practicum II</td>
<td>2</td>
<td>PRE-REQ RAD 114c; CO-REQ RAD 124</td>
</tr>
<tr>
<td>RAD 128 Radiographic Equipment and Computers</td>
<td>3</td>
<td>PRE-REQ MTH 105, CHM 105 and PHY 105</td>
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<tr>
<td>ENG 105 College Composition I</td>
<td>3</td>
<td>PRE-REQ appropriate placement test scores or ENG 090</td>
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<tr>
<td>BIO 105 Structure and Function I</td>
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<td>HSC 120 Language of Medicine</td>
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<td><strong>Semester Three (13 credits)</strong></td>
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<tr>
<td>RAD 134 Radiographic Anatomy &amp; Positioning III</td>
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<tr>
<td>RAD 134c Clinical Practicum III</td>
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<td>PRE-REQ RAD 124c; CO-REQ RAD 134</td>
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<tr>
<td>RAD 246 Radiographic Pathology</td>
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<td>PRE-REQ RAD 124, RAD 128 and ENG 105</td>
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<tr>
<td>BIO 107 Structure and Function II</td>
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<td>PRE-REQ BIO 105</td>
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<td>COM 105 Public Speaking</td>
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<td>RAD 244 Radiographic Anatomy &amp; Positioning IV</td>
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<tr>
<td>RAD 244c Clinical Practicum IV</td>
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<td>PRE-REQ RAD 134c; CO-REQ RAD 244</td>
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<tr>
<td>RAD 138 Radiographic Imaging &amp; Analysis</td>
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<td>PRE-REQ RAD 128, RAD 134 and RAD 134c</td>
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<td>PHL 104 Medical Ethics</td>
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<td>Elective – see information below</td>
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<tr>
<td><strong>Semester Five (14 credits)</strong></td>
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<tr>
<td>RAD 254 Radiographic Anatomy &amp; Positioning V</td>
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<td>PRE-REQ RAD 244; CO-REQ RAD 254c</td>
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<td>RAD 254c Clinical Practicum V</td>
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<td>PRE-REQ RAD 244c; CO-REQ RAD 254</td>
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<td>RAD 248R Radiation Safety</td>
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<td>PRE-REQ RAD 138</td>
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<td>Elective – see information below</td>
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<tr>
<td><strong>Elective: Social and Behavioral Science</strong> (Total of 6 credit hours required)**</td>
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</table>

(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, 77 %) 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. The ASR Progression Policy can be found in its entirety in the Student Handbook. Subject to change.

*R=revised
## Initial Fall 2011 ASR Curriculum

### ASR Degree Summary

#### Radiography Coursework

<table>
<thead>
<tr>
<th>Course Title</th>
<th># of Credits</th>
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<tbody>
<tr>
<td>RAD 112   (Introduction to Radiology)</td>
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</tr>
<tr>
<td>RAD 114   (Radiographic Anatomy and Positioning I)</td>
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<tr>
<td>RAD 114c  (Clinical Practicum I)</td>
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<tr>
<td>RAD 124   (Radiographic Anatomy and Positioning II)</td>
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<tr>
<td>RAD 124c  (Clinical Practicum II)</td>
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<td>RAD 128   (Radiographic Equipment and Computers)</td>
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<td>RAD 134   (Radiographic Anatomy and Positioning III)</td>
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<td>RAD 134c  (Clinical Practicum III)</td>
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<tr>
<td>RAD 138   (Radiographic Imaging and Analysis)</td>
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<tr>
<td>RAD 244   (Radiographic Anatomy and Positioning IV)</td>
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<td>RAD 244c  (Clinical Practicum IV)</td>
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<tr>
<td>RAD 246   (Radiographic Pathology)</td>
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</tr>
<tr>
<td>RAD 248R  (Radiation Safety)</td>
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<tr>
<td>RAD 254   (Radiographic Anatomy and Positioning V)</td>
<td>2</td>
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<tr>
<td>RAD 254c  (Clinical Practicum V)</td>
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<tr>
<td><strong>Total Credits Required</strong></td>
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#### General Education Coursework

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<th># of Credits</th>
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<tbody>
<tr>
<td>MTH 105   (College Algebra I)</td>
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</tr>
<tr>
<td>CHM 105   (General Chemistry I)</td>
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<tr>
<td>CHM 105L  General Chemistry (Lab)</td>
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<tr>
<td>ENG 105   College Comp 1</td>
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<tr>
<td>BIO 205   Anatomy &amp; Phys I</td>
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<tr>
<td>BIO 205L  Anatomy &amp; Phys I (Lab)</td>
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<tr>
<td>ENG 205   Critical Analysis, Argumentation &amp; Research</td>
<td>3</td>
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<tr>
<td>BIO 207   Anatomy &amp; Phys I</td>
<td>3</td>
</tr>
<tr>
<td>BIO 207L  Anatomy &amp; Phys I (Lab)</td>
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</tr>
<tr>
<td>PHL 104   Medical Ethics</td>
<td>3</td>
</tr>
<tr>
<td>PSY 111   Introduction to Psychology</td>
<td>3</td>
</tr>
<tr>
<td>Arts and Humanities</td>
<td>6</td>
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<tr>
<td>(choose from HSC 110, HSC 120)</td>
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<tr>
<td>Social and Behavior Science Courses</td>
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<tr>
<td>(choose from ECN 225, SOC 121, PSY 211)</td>
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<tr>
<td><strong>Total Credits Required</strong></td>
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## ASSOCIATE OF SCIENCE IN RADIOGRAPHY (ASR)

### Initial FALL 2011 ASR Curriculum

<table>
<thead>
<tr>
<th>COURSE SUBJECT AND TITLE</th>
<th>CREDIT HOURS</th>
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<tr>
<td><strong>Semester One (15 credits)</strong></td>
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<tr>
<td>RAD 112 Introduction to Radiography</td>
<td>2</td>
<td>CO-REQ RAD 114</td>
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<tr>
<td>RAD 114 Radiographic Anatomy &amp; Positioning I</td>
<td>2</td>
<td>CO-REQ RAD 114c</td>
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<tr>
<td>RAD 114c Clinical Practicum I</td>
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<td>CO-REQ RAD 114</td>
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<tr>
<td>MTH 105 College Algebra I</td>
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<td>PRE-REQ MTH 090 or appropriate placement test score into MTH 105</td>
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<tr>
<td>CHM 105 General Chemistry I</td>
<td>3</td>
<td>PRE-REQ MTH 090 or appropriate placement test score into MTH 105; RECOMMENDED to be taken concurrently with CHM 105 lecture</td>
</tr>
<tr>
<td>CHM 105 General Chemistry I (Lab)</td>
<td>1</td>
<td>PRE-REQ MTH 090 or appropriate placement test score into MTH 105; RECOMMENDED to be taken concurrently with CHM 105 lecture</td>
</tr>
<tr>
<td><strong>Arts and Humanities Elective</strong></td>
<td>3</td>
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<tr>
<td><strong>Semester Two (15 credits)</strong></td>
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<tr>
<td>RAD 124 Radiographic Anatomy and Positioning II</td>
<td>3</td>
<td>PRE-REQ RAD 112 and 114; CO-REQ BIO 205</td>
</tr>
<tr>
<td>RAD 124c Clinical Practicum II</td>
<td>2</td>
<td>PRE-REQ RAD 114c; CO-REQ RAD 124</td>
</tr>
<tr>
<td>RAD 128 Radiographic Equipment and Computers</td>
<td>3</td>
<td>PRE-REQ MTH 105, CHM 105 and CHM 105L</td>
</tr>
<tr>
<td>ENG 105 College Composition I</td>
<td>3</td>
<td>PRE-REQ ENG 090 or appropriate placement test score</td>
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<tr>
<td>BIO 205 Anatomy &amp; Physiology I</td>
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<tr>
<td>BIO 205L Anatomy &amp; Physiology I (Lab)</td>
<td>1</td>
<td>RECOMMENDED to be taken concurrently with BIO 205 lecture</td>
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<tr>
<td><strong>Semester Three (15 credits)</strong></td>
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<tr>
<td>RAD 134 Radiographic Anatomy &amp; Positioning III</td>
<td>3</td>
<td>PRE-REQ RAD 124, ENG 105; CO-REQ 134c; CO-REQ BIO 207</td>
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<tr>
<td>RAD 134c Clinical Practicum III</td>
<td>2</td>
<td>PRE-REQ 124c; CO-REQ RAD 134</td>
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<tr>
<td>RAD 138 Radiographic Imaging &amp; Analysis</td>
<td>3</td>
<td>PRE-REQ RAD 128</td>
</tr>
<tr>
<td>ENG 205 Critical Analysis, Argumentation &amp; Research</td>
<td>3</td>
<td>PRE-REQ ENG 105</td>
</tr>
<tr>
<td>BIO 207 Anatomy &amp; Physiology II</td>
<td>3</td>
<td>PRE-REQ BIO 205 and BIO 205L</td>
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<tr>
<td>BIO 207L Anatomy &amp; Physiology II (Lab)</td>
<td>1</td>
<td>PRE-REQ BIO 205 and 205L; RECOMMENDED to be taken concurrently with BIO 207 lecture</td>
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<td><strong>Semester Four (14 credits)</strong></td>
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<tr>
<td>RAD 244 Radiographic Anatomy &amp; Positioning IV</td>
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<td>PRE-REQ RAD 134; CO-REQ RAD 244c</td>
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<tr>
<td>RAD 244c Clinical Practicum IV</td>
<td>3</td>
<td>PRE-REQ RAD 134c; CO-REQ RAD 244</td>
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<tr>
<td>RAD 246 Radiographic Pathology</td>
<td>2</td>
<td>PRE-REQ RAD 134</td>
</tr>
<tr>
<td>RAD 248 Radiation Safety</td>
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<td>PRE-REQ RAD 138</td>
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<tr>
<td>PHL 104 Medical Ethics</td>
<td>3</td>
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<tr>
<td>PSY 111 Introduction to Psychology*</td>
<td>3</td>
<td>*PRE-REQ to PSY 211 effective Spring 2013</td>
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<tr>
<td><strong>Semester Five (14 credits)</strong></td>
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<tr>
<td>RAD 254 Radiographic Anatomy &amp; Positioning V</td>
<td>2</td>
<td>PRE-REQ RAD 244; CO-REQ RAD 254c</td>
</tr>
<tr>
<td>RAD 254c Clinical Practicum V</td>
<td>3</td>
<td>PRE-REQ 244c; CO-REQ RAD 254</td>
</tr>
<tr>
<td><strong>Arts and Humanities Elective</strong></td>
<td>3</td>
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<tr>
<td><strong>Social and Behavioral Science Elective</strong></td>
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<tr>
<td><strong>Social and Behavioral Science Elective</strong></td>
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<tr>
<td><strong>ELECTIVES</strong></td>
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<tr>
<td><strong>Social and Behavioral Science (Total of 6 credit hours required)</strong></td>
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<tr>
<td>ECN 225 Economics of Healthcare</td>
<td>3</td>
<td>PRE-REQ MTH 105</td>
</tr>
<tr>
<td>SOC 121 Introduction to Sociology</td>
<td>3</td>
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<tr>
<td>PSY 211 Human Growth and Development</td>
<td>3</td>
<td>PRE-REQ PSY 111</td>
</tr>
<tr>
<td><strong>Arts and Humanities (Total of 6 credit hours required)</strong></td>
<td>3</td>
<td></td>
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<tr>
<td>HSC 120 Language of Medicine</td>
<td>3</td>
<td></td>
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<tr>
<td>HSC 110 Introduction to Health Care</td>
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</tbody>
</table>

(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, 77%) 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. The Progression Policy can be found in its entirety in the Student Handbook.

Revised 2/23/12, 5/8/12
COURSE LISTINGS

GENERAL EDUCATION

Arts and Humanities

FOREIGN LANGUAGE

SPA 103  Conversational Spanish  3 credits
This course will develop elementary speaking, reading, writing, and listening comprehension skills in the Spanish language. Geographic differences and cultural variations in Hispanic countries will be highlighted throughout the course. Special attention will be paid to applying emerging Spanish skills to medical scenarios.

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.

PHL 114  World Religion  3 credits
A course in world religions will give the students a theoretical and practical understanding of what one would call the “major world religions.” This will be done from an examination of the potential of human transcendence, formulation of dogma, liturgical practices, and primary belief system of each religion. Particular attention will be made to Christianity, Judaism, Islam, Hinduism, Buddhism, Taoism, and various local and or regional systems such as Native American and Shintoism. The course will allow for an exchange of ideas and examination of similarities and differences in each religion. There will also be a brief presentation of information relevant to a hospital setting covering such ideas as bioethical positions of different religions, what illness means, and what one may expect when a member of a particular faith is a patient.
# Mathematics and Data Analysis

**MATHEMATICS**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MTH 090</td>
<td>Introductory Algebra</td>
<td>3 credits</td>
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</table>

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.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>MTH 105</td>
<td>College Algebra I</td>
<td>3 credits</td>
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</table>

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: Appropriate placement test scores or MTH 090.*

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>MTH 205</td>
<td>Statistics</td>
<td>3 credits</td>
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</table>

An introduction to statistics and statistical literacy. This course is designed to enable students to collect and summarize data and their relationships. The following topics are also covered: probability theory, sampling methods and randomization, correlation and regression, formulation of hypotheses and testing, statistical inference, reasoning, statistical significance, and confidence intervals.

*Prerequisite: MTH 105*
Natural and Physical Sciences

BIOLOGY

BIO 105  Structure and Function I  3 credits

BIO 107  Structure and Function II  3 credits
Course description forthcoming
Prerequisite: BIO 105

BIO 205  Anatomy and Physiology I  3 credits
This course is the first of a two-semester sequence in which the structure and function of the human body is studied. An integrative, systemic study of the body includes the following topics: language of anatomy; basic chemistry; fundamental cell biology; integumentary, skeletal (including articulations), muscular, and nervous (including neurophysiology, the CNS, PNS, and ANS). The functions of each system will be investigated through a study of homeostatic mechanisms within the system as well as the system’s response to homeostatic imbalances.

BIO 205L  Anatomy and Physiology I Lab  1 credit
The laboratory component of BIO 205 (Anatomy and Physiology I). Laboratory will address the gross and microscopic anatomy of systems covered in BIO 205 lecture, in addition to the classification (histology) of tissues. Dissection of the cat as a mammalian model as well as the dissection of select organ specimens will be performed. Laboratory exercises will include investigations into the physiological processes of the covered systems. (Note: This course is recommended to be taken concurrently with the BIO 205 lecture course.)

BIO 207  Anatomy and Physiology II  3 credits
This course is the second of the two-semester sequence in which the structure and function of the human body is studied. An integrative systemic study of the body includes the following topics: special senses, endocrine, circulatory/cardiovascular, lymphatic/immune, respiratory, urinary, digestive, and reproductive systems; water, electrolyte, acid-base balance; nutrition and metabolism. The functions of each system will be investigated through a study of homeostatic mechanisms within the system as well as the system’s response to homeostatic imbalances.
Prerequisite: BIO 205 and BIO 205L

BIO 207L  Anatomy and Physiology II Lab  1 credit
The laboratory component of BIO 207 (Anatomy and Physiology II). Laboratory will address the gross and microscopic anatomy of systems covered in BIO 207 lecture. Dissection of the cat as a mammalian model as well as the dissection of select organ specimens will be performed. Laboratory exercises will include investigations into the physiological processes of the covered systems. (Note: This course is recommended to be taken concurrently with the BIO 207 lecture course.)
Prerequisite: BIO 205 and BIO 205L

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 205 and BIO 205L, CHM 105 and CHM 105L
BIO 215L  Microbiology Lab  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. (Note: This course is recommended to be taken concurrently with the BIO 215 lecture course.)
Prerequisites: BIO 205 and BIO 205L, CHM 105 and CHM 105L

BIO 315  Pathophysiology  3 credits
A study of the etiology, pathogenesis, morphology, and clinical significance of diseases and disorders of the human body. Signs, symptoms, and the manifestation of diseases as well as their diagnostic tests, treatments, and prevention measures will be identified. Normal physiological functioning of the body systems will be highlighted through the study of pathophysiological processes of diseases in the body.
Prerequisites: BIO 205, BIO 207

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. (Note: This course is recommended to be taken concurrently with the CHM 105 lecture course.)
Prerequisite: MTH 090 or appropriate placement test score into MTH 105

PHYSICS
PHY 105  Principles of Physics Biomedical Applications  2 credits
PHY (105) explores a wide array of topics including: space, time, matter, motion, force, momentum, energy, heat, electricity, magnetism, light, radiation, sound, units of measure, and other concepts. Calculation and problem-solving techniques are introduced, including a brief review of elementary algebra and geometry (trigonometry). The “language” of Principles of Physics is algebraic formulas and trigonometry along with graphs and tables of data. Emphasis is placed on understanding the laws and rules governing the physical world and applying them to topics from biology, chemistry, and medicine.
PHY 105L Principles of Physics Biomedical Applications Lab 1 credit
Coursework for Principles of Physics Biomedical Applications lab will correlate with Principles of Physics Biomedical Applications lecture. Students 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. Students will test physical theories using measured data. 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.
Oral, Written, and Visual Communication

COMMUNICATIONS
COM 105  Public Speaking  3 credits
This course is designed to provide practical instructions for developing principles in effective speech preparation and delivery abilities. Skills emphasized include: preparation and planning; listening and audience analysis; research and organization; and persuasive delivery.

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: Appropriate placement test scores or ENG 090.

ENG 205  Critical Analysis, Argumentation, and Research  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
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. Students will learn microeconomic theory, apply that knowledge to the context of health care, and contemplate various interrelationships.
Prerequisite: MTH 105 or MTH 205

POLITICAL SCIENCE
PSC 205 Politics of Healthcare 3 credits
This course is designed to review the origins and framework of constitutional government in order to evaluate public policies regarding healthcare. A close examination of US healthcare policy will require students to understand federalism so that national, state, and local laws and regulations may be critiqued. Students will debate current policy topics and apply both political and healthcare information in order to place contemporary issues in context. Students will gain a practical understanding of the interrelationship between political dynamics and public healthcare policy.

PSYCHOLOGY
PSY 111 Introduction to Psychology 3 credits
Introduction of Psychology provides an overview of the most fundamental ideas in psychology, provides a foundation for critical thinking and learning strategies, while promoting a cross-cultural perspective and sensitivity to issues of diversity. This course will encourage the application of psychological concepts to everyday situations, particularly those in the health care field.

PSY 211 Human Growth and Development 3 credits
In this course basic principles of human development throughout the entire lifespan, from conception through death, will be explored. Discussion will include major theories and foundations of human development and the major people associated with them. Additionally, physical, cognitive, social, and personality development at different ages and the ways in which biological and environmental variables interact to guide development in these areas will be explored. The knowledge gained from this course should provide one with the skills required to better understand people of all ages.
Prerequisite: PSY 111

PSY 221 Caring & Terminal Illness 3 credits
What is grief? What are normal grief responses? What is involved in the final life transition—death? These are some of the questions that will be discussed in this course. The role of culture, palliative and hospice care, advance directives, and the role of spirituality in death and dying will be described. Interactions, healing strategies, and rituals that use the senses and bring comfort and peace for the dying will also be explored. The goal of this course is to provide the health care professional with an understanding of the psychological, physical, social, and spiritual aspects of death and dying.
Prerequisite: PSY 111
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.
Other Electives

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.

HSC 130 Helping Skills 3 credits
This course is designed to identify and facilitate fundamental helping skills for health care professional. It will help students identify the professional distinction between helping skills and counseling and provide an opportunity for students to learn and practice basic helping skills. In addition, this course will address other aspects of self and others that are critical to having successful human relationships (i.e., understanding one’s self, communicating effectively, solving problems, managing conflict, responding to crisis, dealing with difficult people, handling groups of people, behaving ethically and achieving personal wellness).
Prerequisite: PSY 111

COMPUTER SCIENCE

CSC 105 Introduction to Computer Science 2 credits
Introductory course to fundamental computer concepts including terminology, hardware, software, networking, information processing and programming basics. Hands-on exercises for functional use of Word, PowerPoint, and Excel. Discussion topics include security, ethical considerations, and the use of technology in healthcare. Basic keyboarding skills recommended.

STUDENT LEARNING SKILLS

SLS 105 Distance Education Foundations 1 credit
This course will build the foundations needed for students' academic success in: a.) Learning skills and, b.) Technological skills. Students will learn basic skills in; reading, writing, studying, scholarly research, and technology. This course will solidify the college's expectations of students' work, professionalism and skills need for the students' collegiate success.
NURSING

ASSOCIATE DEGREE COURSES

NRS 100  Nursing Success  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.

NRS 101  Foundations I  3 credits
This introductory course focuses on the development of basic nursing skills when providing for health care needs of the adult and geriatric client. The sub-concepts of communication, legal and ethical behaviors, and safe and caring interventions are introduced. Special emphasis is placed on a systematic approach to assessment, basic client care, nutrition, skin and wound care, as well as documentation. Has a laboratory component.
Co-requisites: NRS 100; BIO 205 and BIO 205L; and MTH 105

NRS 102  Foundations II  3 credits
This course focuses on more advanced nursing skills when providing for health care needs of the adult and geriatric client. The sub-concepts of the nursing process, teaching / learning principles, and interdisciplinary approach are introduced. Communication, safe and caring interventions and legal and ethical behaviors are reinforced. Special emphasis is placed on medication administration and invasive nursing procedures. Has a laboratory component.
NOTE: Withdrawal from NRS 102 automatically results in a withdrawal from NRS 103.
Prerequisite: NRS 101

NRS 103  Medical Surgical Nursing I  4 credits
This course focuses on the nursing process approach to assist the adult and geriatric client in acute, intermediate or long term care environments. The health care needs of the client experiencing alterations in health related to immune, basic respiratory, and musculoskeletal conditions as well as the care of the peri-operative client are emphasized. The sub-concepts of nursing process, communication, safe and caring interventions for these populations are incorporated into clinical practice. Sub-concepts of legal and ethical behaviors and teaching/learning are reinforced. The student begins providing care and applying basic skills in the clinical setting. Has both clinical and laboratory components.
Prerequisites: BIO 205 and BIO 205L; Co-requisites: NRS 102; BIO 207 and BIO 207L

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.
Prerequisite: NRS 101
Prerequisite: NRS 101; BIO 205 and BIO 205L; BIO 207 and BIO 207L (for students enrolled starting in Fall 2014)

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 interdisciplinary approach are upheld. Students demonstrate the sub-concepts of nursing process and teaching/learning. The student continues to develop time management and organizational skills while providing care in a single client assignment. Has both clinical and laboratory components.
Prerequisite: NRS 103; BIO 207 and BIO 207L; and ENG 105
NRS 201  Medical Surgical Nursing III  4 credits
This course focuses on the nursing process approach to assist adult and geriatric clients in the acute, intermediate, or long-term care environments. The health care needs of the client experiencing alterations in health related to moderate complex cardiac, complex gastrointestinal, chronic renal, fluid and electrolyte imbalances, complex endocrine and genitourinary disorders are emphasized. Sub-concepts of nursing process, communication, safe and caring interventions are maintained for these populations. Students appropriately apply the sub-concepts of safe and caring interventions and interdisciplinary approach. The student continues to develop time management and organizational skills while beginning to provide care to more than one client. Has both clinical and laboratory components.
Prerequisite: NRS 105
Prerequisite: NRS 105, NRS 104 (for students enrolled starting in Fall 2014)

NRS 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. Has both clinical and laboratory components.
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, legal and ethical behaviors, teaching/learning, and interdisciplinary approach are practiced. The student continues to develop time management and organizational skills while precepting. Has both clinical and laboratory components.
Prerequisite: NRS 201

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. Has both clinical and laboratory components.
Prerequisites: NRS 105 and PSY 211
BACHELOR OF SCIENCE COMPLETION COURSES

NRS 300  Health Assessment  3 credits

This course focuses on enhancing nursing knowledge and assessment skills to perform a comprehensive, holistic assessment on socially diverse adult and geriatric clients. Main concepts of this course include utilizing interviewing techniques, the health history and physical exam skills and evidence-based practice to prioritize and effectively communicate assessment data for improved client outcomes. The analysis and synthesis of assessment data will enable students to enhance clinical reasoning and decision making.

NRS 302  Nursing Research  3 credits

Research provides the foundation for evidence-based professional nursing practice, which is grounded in the translation of current evidence into practice. This course provides students with an overview of the role of theory and research in the development of nursing as a profession. It prepares students to critically read and critique research articles; to develop a research problem and literature review; to participate with a research team; and to use research findings to develop and refine knowledge that can be used as evidence to improve clinical practice utilizing nursing research.

Prerequisite:  MTH 205, NRS 300

NRS 304  Care of Culturally Diverse Populations  3 credits

This course will allow the healthcare professional to examine healthcare issues and perceptions from a diverse social viewpoint. The goal of this course is to increase the healthcare professional’s awareness of the many dimensions and complexities involved in the care of individuals from a community with rich cultural diversity.

Prerequisite:  SOC 121, NRS 300

NRS 306  Gerontology  3 credits

This course will examine the unique health care needs of the older adult and introduces students to the nursing approaches that can be organized by the professional nurse. Self-perception toward care of the older adult is explored. Theories and concepts of aging, physiologic and psychosocial changes and problems associated with the aging process are discussed. Ethical and legal issues related to the nursing care of the older adults are explored in addition to the importance of health promotion for the geriatric population.

Prerequisite:  NRS 300, NRS 304
NRS 400  Health Promotion and Teaching  3 credits

This course focuses on current initiatives and innovations in health promotion and disease prevention across the lifespan. It addresses the influences of family, culture, community and environment on health. Content related to the theories of learning, assessment of learning needs, teaching strategies and evaluation of teaching are explored. Emphasis is placed on the multiple roles of the nurse as: teacher, care giver, critical thinker and problem-solver, researcher and consultant.

Prerequisite: NRS 300

NRS 402  Informatics for Clinical Judgment  3 credits

This course provides a history of information management systems in the transformation of healthcare. The focus will incorporate various computer-based systems that define languages of healthcare disciplines that facilitate utilization of data for patients, research, education, and the institution’s application. Technology utilization including ethically managing data, information, and knowledge to communicate effectively will be covered. The use of technology to provide safe and effective patient care; and the use in research and clinical evidence will also be examined.

Prerequisite: NRS 300

NRS 404  Community  4 credits

This course utilizes principles, theories and concepts of community and public health nursing to generate an understanding of the roles and functions of a nurse in the community setting. There is emphasis on health promotion, risk reduction, disease prevention and population health maintenance for populations at risk and the community as a whole. Opportunities for student application will be through specified course projects.

Prerequisite: NRS 300

NRS 406  Leadership  4 credits

This course focuses on the various leadership and management roles of the nurse in a dynamic healthcare delivery system. The course will also assist the healthcare practitioner to gain an advanced knowledge of professional practice, evidence-based healthcare, and the role of technology in nursing leadership and management.

Prerequisites: NRS 300, NRS 302, NRS 304, NRS 306, NRS 400, NRS 402, NRS 404
RADIOGRAPHY

INITIAL FALL 2011 CURRICULUM

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 credit
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, lower gastrointestinal system and small bowel studies, humerus, and shoulder girdle. 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, lower gastrointestinal system and small bowel studies, humerus, and shoulder.
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 CHM 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 upper gastrointestinal and biliary system, 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 upper gastrointestinal and biliary system, 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 IV 2 credits
This course is a continuation of radiographic terminology, positioning and procedures with the presentation of more complex theories to further the knowledge of the student. New radiologic procedures will be introduced and practiced in a laboratory setting. Image evaluation to include, anatomy, positioning and radiation protection will be included. Prepares radiography students to perform routine radiologic procedures on various parts of the body
including the skull, facial bones, mandible, sinuses, mobile, surgery, and special positioning in pediatric procedures, and trauma. Students apply knowledge of human anatomy to position the patient correctly to achieve the desired result.

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. 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. Final Assessment Competency Exam (FACE). FACE is the procedure in which the student’s overall performance on positional skills, patient interaction, technical factors, knowledge of anatomy and radiographic quality is evaluated.
Prerequisite: RAD 244c; Corequisite RAD 254
REVISED FALL 2014 CURRICULUM

RAD 112  Introduction to Radiography  2 credits
This course 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.
Corequisite: RAD 114

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 will be included. 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 112 and RAD 114c

RAD 114c  Clinical Practicum I  1 credit
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. 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 knee, femur, hip and pelvis, humerus, shoulder girdle, scapula, clavicle, acromioclavicular joints, abdomen, lower gastrointestinal (GI) system, and small bowel. Students apply knowledge of human anatomy to position the patient correctly to achieve the desired result.
Prerequisite: 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 radiographic imaging procedures on patients. Students will demonstrate continued competence on prior clinical requirements gained in the first level
clinical practicum course, as well as learn new procedures. Students apply radiation protection and standard precautions in the production of radiographic images by taking exposures in a health care 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.

Prerequisite: RAD 114c; Corequisite: RAD 124

RAD 128 Radiographic Equipment and Computers 3 credits
The course is designed to establish a knowledge base in radiation physics, and radiographic equipment, X-ray production, X-ray interactions with matter, and digital radiography. The student will also be provided with an introduction to the basics of mobile imaging, fluoroscopy, and computed tomography.

Prerequisite: MTH 105, CHM 105, and PHY 105

RAD 134 Radiographic Anatomy and Positioning III 3 credits
This course is a continuation of radiographic terminology, positioning and procedures. New radiographic procedures will be introduced and practiced in a laboratory setting. Image evaluation will include anatomy, positioning and radiation protection. This course prepares radiography students to perform routine radiographic procedures on various parts of the body including the upper gastrointestinal and biliary system, cervical, thoracic, lumbar spine and the bony thorax, and urological studies. Students apply knowledge of human anatomy to position the patient correctly to achieve the desired result.

Prerequisite: BIO 105, HSC 120 and RAD 124; Corequisite: RAD 134c

RAD 134c Clinical Practicum III 2 credits
This third level clinical course prepares radiography students to perform radiographic imaging procedures on patients with supervision and direction. Students will demonstrate continued competence on prior clinical requirements, as well as learn new procedures. Students apply radiation protection and standard precautions in the production of radiographic images by taking exposures 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 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 grids and beam restricting devices. This course will cover image artifacts and quality control in both film/screen imaging and digital imaging.

Prerequisite: RAD 128, RAD 134, and RAD 134c

RAD 244 Radiographic Anatomy and Positioning IV 2 credits
This course is a continuation of radiographic terminology, positioning and procedures with the presentation of more complex theories to further the knowledge of the student. New radiologic procedures will be introduced and practiced in a laboratory setting. Image evaluation to include, anatomy, positioning and radiation protection will
be included. Prepares radiography students to perform routine radiologic procedures on various parts of the body including the skull, facial bones, mandible, sinuses, mobile, surgery, and special positioning in pediatric procedures, and trauma. Students apply knowledge of human anatomy to position the patient correctly to achieve the desired result.

Prerequisite: BIO 107, RAD 134, and RAD 134c; 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. 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.

Prerequisite: RAD 124, RAD 128, and ENG 105

RAD 248R Radiation Safety 3 credits
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.

Prerequisite: RAD 138

RAD 254 Radiographic Anatomy and Positioning V 2 credits
This course is designed to be a capstone course that focuses on the synthesis of professional knowledge, skills, and attitudes in preparation for professional employment and lifelong learning. The major emphasis is to help students develop a sense of professionalism by focusing on such topics as the role of radiography in the health care system, ethics and medical legal responsibility, patient care, communication skills, and professional development. Service Learning involvement promotes ethical concern for society by researching the needs of the community and reflecting on those service experiences. This course utilizes lecture, demonstration, self-directed learning activities, clinical experiences, and in depth critique of positioning that further develops critical thinking skills supporting clinical competencies, validation, and terminal evaluation events such as the American Registry of Radiologic Technologist (ARRT) simulated registry.

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 radiographic images in the clinical setting. Students apply radiation protection and standard precautions in the production of radiographic images 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