



HONDROS
COLLEGE OF NURSING

2024 Student Catalog

January 2024

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WELCOME

You have selected a college designed with the motivated, mature learner in mind. We are committed to providing a high-quality education that serves our communities of interest. As you get to know us, you will have the opportunity to meet and work with our faculty who are experienced, dedicated and passionate educators. Our faculty bring significant hands-on professional experience to the classroom, lab and clinical experiences at Hondros College of Nursing. This allows us to provide our students with an education based on sound academic theory and real-world experience.

We appreciate and support your commitment to your future! Best wishes with your educational endeavors.

History of Hondros College of Nursing

Hondros College began in 1981 as a real estate preparatory school. In 2006, the College received approval from the Ohio Board of Nursing to offer Practical Nursing and Associate Degree in Nursing programs, which were launched at the West Chester campus, near Cincinnati, in January 2007. In 2008, 2009, 2011 and 2017 the College expanded the Practical Nursing and Associate Degree in Nursing programs to the Westerville, Fairborn, Independence, and Maumee campuses, respectively. The main campus of record at the Ohio Board of Nursing is the suburban Columbus (Westerville) campus.

Hondros College continued to pursue excellence in higher education. In 2011, the College proudly received authority from the Ohio Board of Regents to confer baccalaureate degrees. The online RN-BSN completion program welcomed its inaugural class in October 2011. In May 2013, the RN-BSN completion program at Hondros College became accredited by the Commission on Collegiate Nursing Education, 655 K Street, NW, Suite 750, Washington, DC 20001, (202) 887-679. Effective July 2018, the College is no longer enrolling new students in the RN-BSN program.

On November 1, 2013, Hondros College was acquired by American Public Education, Inc. (APEI) which provides the college additional resources to advance its mission. The real estate and other business programs remain associated with Hondros College of Business, which is a separate, unrelated organization.

Hondros College has responded to the needs of motivated, dedicated nursing students by introducing more flexible schedules, such as evening/weekend scheduling options. The College has taken additional steps to offer nursing education that is timely, relevant, and directly tied to the expectations of healthcare employers in the communities we serve. In January 2016, Hondros College introduced a concept-based curriculum and realistic, innovative lab simulation experiences to enhance the education and preparedness of nursing students at all campuses. To better reflect its mission, Hondros College changed its name to Hondros College of Nursing in 2016.

As an extension of its goal to provide student-centered career education that meets community needs, Hondros College of Nursing opened a Medical Laboratory Technology program in October 2017 at the West Chester campus, and in April 2019 at the Westerville main campus. Effective July 2019, the College is no longer enrolling new students in the MLT program.

The College launched a new campus in Indianapolis, Indiana in January 2020. The first class of practical nursing students began in April 2020.

The College launched a new campus in Akron, Ohio in January 2021. The first class of practical nursing students began in April 2021. The first class of associate degree in nursing students began in October 2021.

The College launched a new campus in Bingham Farms, MI in August 2022. The first class of practical nursing students began in October 2022.

In May 2023, the College's Fairborn, OH campus commenced classes at a new address in Dayton, OH. This change allows the campus to better serve its student population in a more convenient location.

PURPOSE

Hondros College of Nursing's primary purpose is to provide students with quality education in diploma, associate degree, and baccalaureate programs, and assist graduates in obtaining rewarding careers in their field of study.

MISSION STATEMENT

The mission of Hondros College of Nursing is to provide education through the baccalaureate level to a diverse and motivated population of students through traditional and non-traditional delivery methods. We will do this through providing high-quality education that is immediately applicable to our students' career goals and the communities in which they serve, by faculty who have relevant and demonstrated experience.

COLLEGE OBJECTIVES

As an extension of its mission, Hondros College of Nursing strives to prepare students to meet the following objectives.

1. Demonstrate effective verbal and written communication
2. Apply scientific, legal, and ethical principles to professional practice
3. Integrate critical thinking into decision making
4. Engage in professional life-long learning
5. Demonstrate social responsibility, cultural sensitivity, and service in the community
6. Utilize technology in professional practice

LEGAL CONTROL OF THE COLLEGE

National Education Seminars, Inc., d.b.a. Hondros College of Nursing is a wholly-owned subsidiary of American Public Education, Inc., (APEI), a Delaware Corporation. APEI is a publicly-traded corporation, the common stock of which is listed on NASDAQ. APEI is located at 111 W. Congress Street, Charles Town, WV 25414.

A copy of the Hondros College of Nursing Student Catalog is available at the front desk of each campus. Students maintaining continuous enrollment should follow the policies in effect at the time of enrollment. Students will be notified via the Student Portal of any addenda to the catalog, or publication of a new catalog. In accordance with Ohio Administrative Code 4723-5-12(B), Hondros College of Nursing will not implement changes to policies for student progression or requirements for completion for any students currently enrolled in the nursing programs.

ACADEMIC CALENDAR

Winter Quarter 2024	Dates
Winter 2024 Module*	December 26, 2023 – January 5, 2024
College Closed – New Year’s Day	January 1, 2024
Winter Quarter Begins	January 8, 2024
College Closed - Martin Luther King, Jr. Day	January 15, 2024
Registration Opens for Spring Quarter 2024	February 25, 2024
Registration Closes for Spring Quarter 2024	March 8, 2024
Finals Week	March 18-22, 2024
Winter Quarter Ends	March 22, 2024
Break	March 25 - April 7, 2024
Commencement	Date provided by campus

Spring Quarter 2024	Dates
Spring 2024 Module*	March 5 – April 5, 2024
Spring Quarter Begins	April 8, 2024
Registration Opens for Summer Quarter 2024	May 26, 2024
College Closed - Memorial Day	May 27, 2024
Registration Closes for Summer Quarter 2024	June 7, 2024
Finals Week	June 17-21, 2024
College Closed – Juneteenth	June 19, 2024
Spring Quarter Ends	June 21, 2024
Break	June 24 - July 7, 2024
Commencement	Date provided by campus

Summer Quarter 2024	Dates
Summer 2024 Module*	June 24 – July 5, 2024
College Closed – Independence Day	July 4, 2024
Summer Quarter Begins	July 8, 2024
Registration Opens for Fall Quarter 2024	August 25, 2024
College Closed – Labor Day	September 2, 2024
Registration Closes for Fall Quarter 2024	September 6, 2024
Finals Week	September 16-20, 2024
Summer Quarter Ends	September 20, 2024
Break	September 21 - October 6, 2024
Commencement	Date provided by campus

Fall Quarter 2024	Dates
Fall 2024 Module*	September 23 – October 4, 2024
Fall Quarter Begins	October 7, 2024
College Closed – Veterans Day	November 11, 2024
Registration Opens for Winter Quarter 2024	November 24, 2024
College Closed – Thanksgiving Break	November 28 – December 1, 2024
Registration Closes for Winter Quarter 2024	December 6, 2024
Finals Week	December 16-20, 2024
Fall Quarter Ends	December 20, 2024
Break	December 21, 2024 - January 5, 2025
Commencement	Date provided by campus

*Non-Title IV eligible, two-week module applicable to Ohio and Michigan Practical Nursing program students admitted for Summer 2023 and beyond

ACCREDITATION AND APPROVALS

ACCREDITATION

Hondros College of Nursing is institutionally accredited by the Accrediting Bureau of Health Education Schools (ABHES) to award diplomas, associate degrees, and bachelor's degrees. The Accrediting Bureau of Health Education Schools is recognized by the United States Department of Education.

Accrediting Bureau of Health Education Schools
6116 Executive Blvd., Suite 730
North Bethesda, MD 20852
(301) 291-7550
www.abhes.org

The Hondros College of Nursing Practical Nursing program at the Westerville, OH main campus and the West Chester, OH, Dayton, OH, Independence, OH, Akron, OH, Maumee, OH, Bingham Farms, MI, and Indianapolis, IN non-main campuses is accredited by the National League for Nursing Commission for Nursing Education Accreditation (NLN CNEA), located at 2600 Virginia Avenue, NW, Washington, DC 20037.

APPROVALS

Hondros College of Nursing is approved by the State Board of Career Colleges and Schools of Ohio. Westerville (Columbus) main campus (#2024), West Chester (Cincinnati) branch (non-main) campus (#2027), Dayton branch (non-main) campus (#2025), Independence (Cleveland) branch (non-main) campus (#2026), Maumee (Toledo) branch (non-main) campus (#2038), Akron branch (non-main) campus (#2187).

Hondros College of Nursing is approved to offer the following programs by the Ohio Board of Nursing: Associate Degree in Nursing and Practical Nursing diploma.

Hondros College of Nursing is approved by the Indiana Commission for Higher Education, located at 101 West Ohio Street, Suite 300, Indianapolis, IN 46204-4206. Hondros College of Nursing is approved to offer a Diploma in Practical Nursing program. The Practical Nursing program received initial accreditation in November 2019 from the Indiana State Board of Nursing at 402 West Washington Street, Room W072, Indianapolis, Indiana, 46204.

Hondros College of Nursing is approved by the Michigan Department of Labor and Economic Opportunity, 201 N. Washington Square, Lansing, Michigan 48913, (517) 335-5858. The Practical Nursing program received initial approval from the Michigan Board of Nursing at 611 W Ottawa St, Lansing, MI 48933.

STATE AUTHORIZATION

State regulations require authorization for post-secondary institutions to offer distance education degrees, certificates, and courses, to students who live outside the institution's home state. This may also include supervised field experience (clinical experiences and practicum placements).

SERVING OUT-OF-STATE STUDENTS

Hondros College of Nursing, like all higher education institutions, is required to obtain authorization from individual states to enroll students residing outside of Ohio.

NATIONAL COUNCIL FOR STATE AUTHORIZATION RECIPROCITY AGREEMENTS (NC-SARA)

Hondros College of Nursing is approved by the Ohio Department of Higher Education to participate in NC-SARA.

BOARD OF DIRECTORS

Members of the National Education Seminars, Inc., (NES) Board of Directors

Harry T. Wilkins, Chief Executive Officer, National Education Seminars, Inc.

Angela Selden, President & Chief Executive Officer, American Public Education, Inc.

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Angela Selden, President & Chief Executive Officer, American Public Education, Inc.

LOCATIONS AND GENERAL CONTACT INFORMATION

CENTRAL SUPPORT

Hondros College of Nursing
4140 Executive Parkway
Westerville, OH 43081

General Toll Free: 1-855-90-NURSE (855-906-8773)

Fax: (888) 606-7619

Admissions: admissionsdepartment@hondros.edu

Financial Assistance: financialaid@hondros.edu

Library: library@hondros.edu

Transcripts/Grades: registrar@hondros.edu

Student Accounts: nursingstudentaccounts@hondros.edu



WESTERVILLE, OH MAIN CAMPUS (SUBURBAN COLUMBUS)

4140 Executive Parkway, Westerville, OH 43081

Programs: Associate Degree in Nursing (AAS); Diploma, Practical Nursing

The Hondros College of Nursing programs at the Westerville, OH main campus utilize six (6) classrooms, three (3) nursing labs, one (1) science lab, one (1) student resource room, and one (1) student study room to accommodate the multiple classes offered throughout the week. The six (6) classrooms each include a permanently mounted PC, DVD, LCD projector, presentation devices (such as remote mouse or laser pointer), projection screen, and P/A sound system. The three (3) nursing labs are equipped with four (4) hospital beds, four (4) simulated moderate-fidelity patient mannequins, four (4) IV poles, two (2) laundry carts, eight (8) sets of hospital linens, four (4) blood pressure cuffs, a wheelchair, crutches, a multitude of additional hospital equipment and numerous supplies. The science lab is equipped with three (3) tables/six (6) stations, microscopes, body part models, skeletons, and additional supplies for lab simulation and study.



DAYTON, OH CAMPUS NON-MAIN CAMPUS

6520 Poe Ave., Dayton, OH 45414

Programs: Associate Degree in Nursing (AAS); Diploma, Practical Nursing

The Hondros College of Nursing programs at the Dayton, OH non-main campus utilize six (6) classrooms, three (3) nursing labs, one (1) science lab, one (1) student resource room, and one (1) student study room to accommodate the multiple classes offered throughout the week. The six (6) classrooms include each include a permanently mounted PC, DVD, LCD projector, presentation devices (such as remote mouse or laser pointer), projection screen, and P/A sound system. The three (3) nursing labs are each equipped with LCD projection screens, four (4) hospital beds, four (4) simulated moderate-fidelity patient mannequins, three (3) IV poles, two (2) laundry carts, eight (8) sets of hospital linens, four (4) blood pressure cuffs, a wheelchair, crutches, a multitude of additional hospital equipment and numerous supplies. The science lab is equipped with two (2) large tables/stations seating 24 students, microscopes, body part models, skeletons, and additional supplies for lab simulation and study.



INDEPENDENCE, OH NON-MAIN CAMPUS (SUBURBAN CLEVELAND)

5005 Rockside Road, Suite 130, Independence, OH 44131

Programs: Associate Degree in Nursing (AAS); Diploma, Practical Nursing

The Hondros College of Nursing programs at the Independence, OH non-main campus utilize eight (8) classrooms, three (3) nursing labs, one (1) science lab, one (1) student resource room, and one (1) student study room to accommodate the multiple classes offered throughout the week. The eight (8) classrooms each include a permanently mounted PC, DVD, LCD projector, presentation devices (such as remote mouse or laser pointer), projection screen, and P/A sound system. The three (3) nursing labs are each equipped with four (4) hospital beds, four (4) simulated moderate-fidelity patient mannequins, four (4) IV poles, two (2) laundry carts, eight (8) sets of hospital linens, four (4) blood pressure cuffs, a wheelchair, crutches, a multitude of additional hospital equipment and numerous supplies. The science lab is equipped with six (6) tables/stations, microscopes, body part models, skeletons, and additional supplies for lab simulation and study.



MAUMEE, OH NON-MAIN CAMPUS (SUBURBAN TOLEDO)

1684 Woodlands Dr., Maumee OH 43537

Programs: Associate Degree in Nursing (AAS); Diploma, Practical Nursing

The Hondros College of Nursing programs at the Maumee, OH non-main campus utilize four (4) classrooms, three (3) nursing labs, one (1) science lab, one (1) student resource room, and two (2) student study rooms to accommodate the multiple classes offered throughout the week. The four (4) classrooms each include a permanently mounted PC, LCD projector, presentation devices (such as remote mouse or laser pointer), projection screen and P/A system. The three (3) nursing labs are each equipped with LCD projectors and screens, four (4) hospital beds, four (4) simulated moderate-fidelity patient mannequins, two (2) IV poles, one (1) laundry cart, eight (8) sets of hospital linens, four (4) blood pressure cuffs, a wheelchair, crutches, a multitude of additional hospital equipment and numerous supplies. The science lab is equipped with three (3) large tables to seat 24, microscopes, body part models, skeletons, and additional supplies for lab simulation and study.



WEST CHESTER, OH CAMPUS NON-MAIN CAMPUS (SUBURBAN CINCINNATI)

7600 Tyler's Place Blvd., West Chester, OH 45069

Programs: Associate Degree in Nursing (AAS); and Diploma, Practical Nursing

The Hondros College of Nursing programs at the West Chester, OH non-main campus utilize five (5) classrooms, four (4) nursing labs, one (1) science lab, one (1) student resource room, and one (1) student study room to accommodate the multiple classes offered throughout the week. The five (5) classrooms each include a permanently mounted a PC, DVD, LCD projector, presentation devices (such as remote mouse or laser pointer), projection screen, and P/A sound system. Three (3) nursing labs are each equipped with LCD projection screens, four (4) hospital beds, four (4) simulated moderate-fidelity patient mannequins, four (4) IV poles, two (2) laundry carts, eight (8) sets of hospital linens, and four (4) blood pressure cuffs. One (1) nursing lab is equipped with LCD projection screens, two (2) hospital beds, two (2) simulated moderate-fidelity patient mannequins, two (2) IV poles, one (1) laundry cart, four (4) sets of hospital linens, and two (2) blood pressure cuffs. The nursing labs also house wheelchairs, crutches, a multitude of additional hospital equipment and numerous supplies. The science lab is equipped with three (3) large tables/stations to seat 24, microscopes, body part models, skeletons, and additional supplies for lab simulation and study.



INDIANAPOLIS, IN CAMPUS NON-MAIN CAMPUS

3500 DePauw Boulevard, Suite 1070, Indianapolis, IN 46268

Programs: Diploma, Practical Nursing

The Hondros College of Nursing program at the Indianapolis, IN non-main campus utilizes four (4) classrooms, two (2) nursing labs, 1 science lab (in process), and three (3) student study rooms to accommodate the multiple classes offered throughout the week. The four (4) classrooms each include a permanently mounted PC, DVD, LCD projector, presentation devices (such as remote mouse or laser pointer), projection screen and P/A sound system. The two (2) nursing labs are equipped with LCD projection screens, four (4) hospital beds, four (4) simulated moderate-fidelity patient mannequins, four (4) IV poles, two (2) laundry carts, eight (8) sets of hospital linens, four (4) blood pressure cuffs, a wheelchair, crutches, a multitude of additional hospital equipment and numerous supplies. Upon completion, the science lab will be equipped with three (3) large tables/stations, microscopes, body part models, skeletons, and additional supplies for lab simulation and study.



AKRON, OH CAMPUS (NON-MAIN CAMPUS)

755 White Pond Drive, Akron, OH 44320

Programs: Associate Degree in Nursing (AAS); Diploma, Practical Nursing

The Hondros College of Nursing programs at the Akron, OH non-main campus utilize six (6) classrooms, two (2) nursing labs, one (1) science lab, one (1) student lounge/resource room, and one (1) student study room to accommodate the multiple classes offered throughout the week. The six (6) classrooms each include a permanently mounted PC, DVD, LCD projector, presentation devices (such as remote mouse or laser pointer), projection screen and P/A sound system. The two (2) nursing labs equipped with LCD projection screens, four (4) hospital beds, four (4) simulated moderate-fidelity patient mannequins, four (4) IV poles, two (2) laundry carts, eight (8) sets of hospital linens, four (4) blood pressure cuffs, a wheelchair, crutches, a multitude of additional hospital equipment and numerous supplies. The science lab is equipped with six (6) tables/stations, microscopes, body part models, skeletons, and additional supplies for lab simulation and study.



BINGHAM FARMS, MI NON-MAIN CAMPUS (SUBURBAN DETROIT)

30700 Telegraph Road, Suite 4400, Bingham Farms, MI 48025

Programs: Diploma, Practical Nursing

The Hondros College of Nursing program at the Bingham Farms, MI non-main campus utilizes five (5) classrooms, three (3) nursing labs, one lab (in process), one (1) student resource room, and three (3) student study rooms to accommodate the multiple classes offered throughout the week. The five (5) classrooms each include a permanently mounted PC, DVD, LCD projector, presentation devices (such as remote mouse or laser pointer), projection screen and P/A sound system. The three (3) nursing lab are equipped with LCD projection screens, four (4) hospital beds, four (4) simulated moderate-fidelity patient mannequins, four (4) IV poles, two (2) laundry carts, eight (8) sets of hospital linens, four (4) blood pressure cuffs, a wheelchair, crutches, a multitude of additional hospital equipment and numerous supplies. Upon completion, the science lab will be equipped with three (3) large tables/stations, microscopes, body part models, skeletons, and additional supplies for lab simulation and study.

NURSING PROGRAM OVERVIEW

- The PN and ADN programs are full-time programs with classroom, lab, and clinical components. Some individuals may be eligible to complete the PN program according to a part-time scheduling track.
- Enrollment for the Indianapolis PN program and ADN programs occurs 4 times per year (January, April, July, and October).
- Enrollment for the Ohio and Michigan programs occurs 4 times per year (March, June, September, and December).
- The PN and ADN programs require a specific number of hours of clinical practice per week, depending on the course.

Clinical shifts are usually 6-12 hours in length, and may be scheduled during the day, evening, or weekends. The College has clinical agreements with long term care facilities, MRDD facilities, daycares, hospitals, hospice, surgery clinics, and government agencies to provide students with a thorough, hands-on learning experience.

DIPLOMA IN PRACTICAL NURSING – Ohio and Michigan

- Arranged to be completed in 1 two-week module and 4 eleven-week quarters for full-time students or 7 quarters (for part-time students).
- Students who graduate from the PN program will be eligible to apply for the NCLEX®-PN exam.
- After graduation from the PN program and passing the NCLEX®-PN exam, students may choose to begin their career as a Licensed Practical Nurse, and/or they may choose to apply to the Associate Degree in Nursing program.

DIPLOMA IN PRACTICAL NURSING – Indiana

- Arranged to be completed in 4 quarters.
- Students who graduate from the PN program will be eligible to apply for the NCLEX®-PN exam.
- After graduation from the PN program and passing the NCLEX®-PN exam, students may choose to begin their career as a Licensed Practical Nurse, and/or they may choose to apply to the Associate Degree in Nursing program.

ASSOCIATE DEGREE IN NURSING

- Arranged to be completed in 5 quarters.
- Students who graduate from the ADN program will be eligible to apply for the NCLEX®-RN exam.
- After graduation from the ADN program and passing the NCLEX®-RN exam, students may choose to begin their career as a Registered Nurse, and/or they may choose to apply to an RN-BSN completion program.

NURSING PROGRAM CURRICULUM

Effective January 2016 (Winter 2016 term), the College substantially revised all nursing programs. Community and professional input were important factors in revising the programs. Feedback from community partners, including clinical sites and employers, indicated a strong need to enhance critical thinking among graduates. In addition, the programs were revised to reflect more contemporary nursing education and educational delivery models to meet the demands of today's healthcare environment and, more specifically, the increased needs and complexity of the modern patient. The revisions also enhance the teaching and learning experience through the use of interactive and effective teaching strategies across all modalities.

NURSING MISSION AND FRAMEWORK

Hondros College of Nursing strives to serve society and the community. Our Practical Nursing, Associate Degree in Nursing, and RN-BSN completion programs respond to society's healthcare needs and specifically to the nursing shortage. These nursing programs will stress the highest standards and values as they provide an educational ladder for Licensed Practical Nurses to become Associate to Baccalaureate-degreed Registered Nurses.

The curricular design of the programs promotes the opportunity for students to continue their nursing education. The nursing faculty is committed to providing high quality nursing education.

There are four (4) major concepts supporting the framework for education in the nursing programs. They are:

HUMAN BEINGS

Human beings are individuals who are unique and ever-changing as they move toward achieving their own individual potential. They are accountable for their own actions and decisions, although their behavior is influenced by both internal factors such as state of health, life stage development, and age, as well as external factors such as environmental, socioeconomic status and cultural practices. Human beings are parts of families, groups, and communities.

HEALTH

Health is optimal body and mental functioning. It is a process by which an individual uses available resources to achieve his or her maximum potential or health. This requires effective balancing of internal and external systems. The inability to do so results in illness. Health is further defined by one's perception of his/her own well-being. Everyone has the right to optimal healthcare which is a shared responsibility of health professionals and the individuals for whom they care.

ENVIRONMENT

The environment consists of the interaction between one's internal and external systems. The internal system includes the individual's biological, psychological, and spiritual components, while the external system is composed of a person's social network, sociocultural influences, family, healthcare systems and political and economic policy. One's external environment can influence health and healing in both positive and negative ways. Nursing strives to optimize the environment to promote health.

NURSING

Nursing is an art and a science that provides a human service. It integrates biological principles, behavioral sciences, technological theories, research, and caring to assist individuals and families to reach their maximum health potential. The nurse/client relationship is collaborative as the goal of health promotion, health maintenance and health restoration is accomplished. Through the use of the nursing process and therapeutic communication skills, nurses provide caring and respectful care to their clients. Nurses collaborate with other healthcare professionals, consumers, and health care policy makers.

NURSING CONCEPTUAL FRAMEWORK

An organizing framework for the Program was chosen to reflect not only a contemporary high-quality curriculum, but also a curriculum that is innovative in teaching and learning opportunities, and relevant to the practice of nursing at the practical nurse and registered nurse levels. To that end, the organizing framework of a concept-based curriculum has been adopted. The evolution from a content-based, medical model curriculum to a concept-based curriculum reflects the need for nurses to be critical thinkers and continuous learners.

The organizing framework is based on Giddens's *Concepts for Nursing Practice*. The Concepts for Nursing Practice framework is organized into 1) specific overarching units; 2) themes; and 3) concepts. Each overarching unit has specific themes. The themes have concepts to further organize knowledge. Concepts are integrated throughout the curriculum in order to meet specific course objectives and student learning outcomes. The progression of knowledge occurs as concepts and exemplars (examples) are leveled from basic to complex throughout the curriculum.

The faculty of Hondros College of Nursing has identified a multitude of concepts that are woven throughout the program offering structure as a conceptual framework for the curriculum. The conceptual framework is built upon the major components of the philosophy: human beings, nursing, environment, and health. The supporting concepts of nursing roles, teaching-learning, therapeutic interventions, culture, standards of practice, ethical and legal principles, nursing process, critical thinking, therapeutic communication, caring and client advocacy, professional accountability, and leadership and management help students develop and expand in their role as a nurse.

NURSING ROLES

Nurses practice within three (3) specific roles: provider of care, manager of care, and member of the discipline of nursing.

AT THE PRACTICAL NURSING LEVEL, THE GRADUATE ROLE, UNDER THE DIRECTION OF A REGISTERED NURSE, INCLUDES THE FOLLOWING:

A. PROVIDER OF CARE

1. Participates collaboratively in the nursing process by contributing to data collection for assessment, implementation, and evaluation of individualized plans of care.
2. Uses critical thinking, standards of practice and organizational skills in providing individualized nursing care to clients based on developmental, physiological, sociocultural, religious, and spiritual variations in clients.
3. Performs basic therapeutic nursing interventions using nursing knowledge, skills, and current technologies in a competent and safe manner.
4. Acts as a client advocate showing caring, empathy, and respect for the rights, beliefs, property, and dignity of the individual.
5. Manages assignment of clients and delegates within the scope of practice to trained unlicensed personnel.
6. Practices the principles of effective and therapeutic communication with clients and their families.
7. Communicates pertinent observations related to the client to appropriate members of the health team.
8. Documents observations and care appropriately.

B. MEMBER OF THE DISCIPLINE OF NURSING PRACTICES

1. Within the profession's ethical and legal framework, being accountable for one's own nursing practice and professional growth.

AT THE ADN LEVEL, THE GRADUATE ROLE EXPANDS TO INCLUDE THE FOLLOWING:

A. PROVIDER OF CARE

1. Uses the nursing process (assessment, diagnosis, planning, implementation, and evaluation) and standards of practice as a basis for clinical decision making in developing individualized plans of care.
2. Performs complex therapeutic interventions using nursing knowledge, advanced skills, and current technology in a competent and safe manner.

B. MANAGER OF CARE

1. Demonstrates leadership and accountability.
2. Delegates tasks appropriately.
3. Supervises assistive and unlicensed personnel and PNs.
4. Manages client care within a multi-disciplinary health care system.
5. Collaborates and communicates effectively with clients, families, and health team members.

C. MEMBER OF THE DISCIPLINE OF NURSING

Demonstrates an awareness of community and world health issues and their impact on individuals and health care.

AT THE BSN LEVEL, THE GRADUATE ROLE EXPANDS TO INCLUDE THE FOLLOWING:

A. PROVIDER OF CARE

1. Provides advanced clinical reasoning and problem-solving skills when working with clients with more complex needs.
2. Manages advanced technology and applies scientific reasoning skills when applying evidence-based research findings in the clinical setting.
3. Ability to read and utilize appropriate research findings in the practice arena.
4. Develop strong humanistic and communication skills when caring for clients who have complex, multiple organ dysfunction, complicated family dynamics, and a need for collaboration with physicians and other departments for referral.

B. MANAGER OF CARE

1. Provides leadership in both structured and non-structured settings.
2. Ability to practice in community sites, such as health maintenance organizations, home health, community clinics, and managed care firms.
3. Applies advanced critical thinking skills to clinical decisions which enhance the quality of care of clients.

C. MEMBER OF THE DISCIPLINE OF NURSING

1. BSN level nurses are prepared to assume leadership roles in the community, join professional organizations, become an advocate at a legislative level, and complete specialty certification in their area of expertise.

TEACHING – LEARNING

Teaching – learning is a dynamic process by which the teacher promotes active student involvement in the learning process by acting as a facilitator, focusing on individual student learning styles and diverse needs. Effective teachers empower learners to think critically, communicate effectively in speaking, writing, and interaction with others, as well as reflect on their own learning to make it more meaningful.

Learning is a life-long process. Due to the generation of new knowledge that keeps health care content ever changing, learning experiences must focus on developing student abilities to be self-directed in gathering, analyzing, and integrating new knowledge into their existing knowledge base. This will enable them to develop creative and innovative solutions to intellectual and clinical problems.

THERAPEUTIC INTERVENTIONS

Therapeutic interventions are the skills and techniques used by nurses to implement the plan of care developed in the nursing process. These skills and techniques help clients achieve the desired outcomes.

CULTURE

Culture refers to one's values, beliefs, norms, and practices of these systems in one's life. Cultural awareness or knowing about the similarities and differences among cultures helps to end prejudice and discrimination. Nurses must provide culturally competent care, appreciating the diversity and adapting care to fit the cultural context of the client.

STANDARDS OF PRACTICE

Standards of practice are formal statements by a profession related to quality of care and accountability of its practitioners. Evidence based practice is essential for quality nursing care.

ETHICAL AND LEGAL PRINCIPLES

Nurses routinely practice using the beliefs and values inherent in professional nursing. Ethical decision making is guided by the Nurse's Code of Ethics, while the Nurse Practice Act and governing laws provide rules of conduct and regulations to guide the nurse legally.

NURSING PROCESS

Nursing process is a specific problem-solving method nurses use for decision making. It is comprised of five (5) specific steps:

1. Assessment
2. Diagnosis
3. Planning
4. Implementation using therapeutic interventions
5. Evaluation

CRITICAL THINKING

Critical thinking is a purposeful process that enables a nurse to interpret, clarify and analyze nursing problems, as well as generate multiple therapeutic solutions, evaluating the merits and shortcomings of each. In this process, one monitors and reflects on his/her own thinking and learning.

THERAPEUTIC COMMUNICATION

Therapeutic communication is an art in which nurses use interpersonal skills to help clients communicate their thoughts and feelings while displaying non-judgmental acceptance that promotes trust, an essential element to the therapeutic nurse-client relationship. Communication techniques, self-awareness and collaborative skills are essential components of therapeutic communication.

CARING AND CLIENT ADVOCACY

Caring is an art in which the nurse watches over, attends to, and provides for the needs of clients. Essential to caring is an attitude of respect, empathy, and nurturing. Client advocacy is acting in the best interest of the client. Nurses must advocate for clients who are unable to do so for themselves.

LEADERSHIP AND MANAGEMENT

Leadership is a role and a process in which the nurse involves others in their plan for action. The leader must use the skills of facilitation, coordination, communication and mentoring to get others to work more effectively. Management regulates care and resources through planning, organizing, directing, delegating, coordinating, and controlling.

ESSENTIAL FUNCTIONS

Graduates of the Practical Nursing and the Associate Degree in Nursing programs must have the essential skills and knowledge to function in a broad variety of healthcare settings and demonstrate a commitment to life-long learning.

Essential functions are those processes, procedures, or behaviors that nursing professionals must perform in the ordinary course of their duties. Essential job functions are non-academic qualities that employees must possess in order to be successful in the field. Students in the Practical Nursing and Associate Degree in Nursing programs must carry out several essential functions in order to safeguard patients, fellow students, instructors, and the general public. These essential functions are also necessary in order for the student to successfully complete the Practical Nursing or Associate Degree in Nursing program.

If a student or applicant has a disability and thinks that they may require a reasonable accommodation to meet these essential functions, then the student or applicant should refer to the process outlined in the Americans with Disabilities Act (ADA) policy in this Catalog.

Practical Nursing and Associate Degree in Nursing students understand and acknowledge that these essential functions include, but are not limited to:

Critical Thinking: Students must demonstrate the ability to have clinical judgment to provide safe, quality patient care; and the ability to acquire, assimilate, integrate, and apply information, and problem solve.

Interpersonal:

- Students must be able to recognize and accept responsibility for his or her own mistakes and behavior, without making excuses or blaming others.
- Students must demonstrate acceptance of differences of race and culture.
- Students must be able to engage in actions that support team workmanship and respond to corrections and criticism without being quarrelsome or defensive.

Communication:

- Student must be able to communicate fluently in English by written and oral and/or alternate means, including the ability to successfully receive and transmit information.
- Student must be able to read and follow instructions and ask for clarification, if necessary.

Sensory:

- Student must be able to perform close and distance visual activities involving objects, persons, and paperwork as well as discriminate depth and color perception.
- Student must be able to perform a patient assessment through visualization, direct and indirect auscultation, and detection of odors, palpation, and percussion.
- Student must be able to discriminate between sharp/dull and hot/cold when using hands.
- Student must be able to respond and react immediately to auditory requests, instructions, monitor equipment, and perform auditory auscultation without auditory impediments.

Motor: Student must demonstrate dexterity and range of motion conducive to assisting patients and manipulating equipment without threatening harm or violating safety protocols.

Mobility:

- Student must be able to engage in and sustain physical activity that may require sitting, standing, or walking for extended periods of time.
- Student must be able to lift and transfer patients up to six inches from a stooped position, then push or pull the patient up to three feet. In addition, the student must be able to lift and transfer patients from a stooped to an upright position to accomplish bed-to-chair and chair-to-bed transfers.
- Student must be able to physically apply up to 10 pounds of pressure to bleeding sites or in performing CPR.
- Student must be able to physically perform up to a 12-hour clinical experience.

Behavioral: Student must be able to accurately perform duties in a stressful environment. This includes, but is not limited to, identifying and responding to emergency and non-routine situations.

Cognitive: Student must be able to use previous theory content/skills to enhance learning; comprehend written and verbal information; apply previous content/skills in new situations; and organize and synthesize facts and concepts.

Ethical: Student must uphold honesty and personal integrity in all campus/clinical activities, and must be able to function as a patient advocate when planning and implementing nursing care.

ADMISSIONS REQUIREMENTS

GENERAL ADMISSION REQUIREMENTS

Acceptance to Hondros College of Nursing is based on the following requirements:

1. The applicant must be a U.S. citizen or permanent resident of the United States. The applicant must submit official, un-expired government-issued documentation needed for admission (driver's license, state ID, passport, or proof of citizenship or permanent residency if not a U.S. citizen);
2. The applicant must be at least 18 years of age or older at the time he or she starts the program;
3. The applicant must complete and sign the application for admission and pay the applicable application fee;
4. The applicant must complete the Student Online Readiness Survey. For technology requirements, refer to the "Technology Requirements and Acceptable Use Policy" on page 23. There are no additional costs to enroll in courses offered only via distance education
5. The applicant must be a high school graduate or possess the recognized equivalent of a high school diploma. The applicant must provide documentation of graduation from high school in the form of a valid high school diploma, transcript, or other acceptable documentation issued by an authorized state education agency (e.g., General Education Development (GED)). International transcripts/documents need to be evaluated by an organization that is a member of the National Association of Credential Evaluation Services (NACES) or Association of International Credential Evaluators, Inc. (AICE); and
6. The applicant must complete and sign the enrollment agreement and pay any applicable enrollment agreement fees.

Hondros College of Nursing determines each applicant's physical location using the address provided on the enrollment agreement. Students must process changes to their address using the CAMS Student Portal, by clicking the "Edit Profile" link. Residing in a state in which Hondros College of Nursing is not approved to operate may adversely impact the student's ability to complete the program. Further, moving to a state where Hondros College of Nursing has not determined that the program will lead to licensure may impact the student's ability to become licensed within the state. More information can be found under the Professional Licensure Disclosure on the Consumer Information area of the Hondros College of Nursing website.

ADDITIONAL REQUIREMENTS FOR OHIO AND MICHIGAN PRACTICAL NURSING APPLICANTS:

1. The applicant must take the HESI Admission Assessment Exam and achieve a cumulative score of 70% or higher. The HESI Admission Assessment Exam fee, for each attempt, is paid by the applicant.
2. The applicant must complete an interview with an admissions representative;
3. The applicant must complete a federal and state criminal background check with National Background Check, Inc. (NBCI), or Viewpoint, and pay the applicable fee (certain convictions and/or pending charges may result in an adverse admissions decision).

ADDITIONAL REQUIREMENTS FOR INDIANA PRACTICAL NURSING APPLICANTS:

1. The applicant must take the HESI Admission Assessment Exam and achieve a cumulative score of 70% or higher. The HESI Admission Assessment Exam fee, for each attempt, is paid by the applicant.
2. The applicant must complete an interview with an admissions representative;

3. The applicant must complete a criminal background check via electronic fingerprint, a federal and state criminal background check through Indiana State Police (ISP) or Viewpoint, and pay the applicable fee (certain convictions and/or pending charges may result in an adverse admissions decisions).;
4. The applicant must complete a drug screening through LabCorp, and pay the applicable fee.

ADDITIONAL REQUIREMENTS FOR ADN APPLICANTS IN OHIO:

Applicants may be admitted to the Associate Degree in Nursing program by meeting the criteria of either having completed an approved practical nursing program or through the direct entry option.

1. The applicant must complete an interview with an admissions representative;
2. The applicant must complete a criminal background check via electronic fingerprint check with National Background Check, Inc. (NBCI), or Viewpoint, for an Ohio [BCI] and FBI check, and pay the applicable fee (certain convictions and/or pending charges may result in adverse admissions decision).

PRACTICAL NURSING PROGRAM COMPLETERS OPTION:

1. Applicants who have not graduated from Hondros College of Nursing Practical Nursing Program are required to have, and maintain throughout the duration of the program, an active unencumbered PN license. Failure to maintain an active, unencumbered license throughout the duration of the program will result in being administratively withdrawn from the College.
2. Applicants must have graduated from an approved practical nursing program. Submission of a practical nursing program transcript is required. International transcripts/documents need to be evaluated by an organization that is a member of the National Association of Credential Evaluation Services (NACES) or Association of International Credential Evaluators, Inc. (AICE).
3. Hondros College of Nursing's Practical Nursing program graduates applying to start the Associate Degree in Nursing Program the quarter immediately following their PN graduation may be admitted to the program prior to possessing an active unencumbered PN license, but must obtain, and maintain throughout the duration of the program, an active, unencumbered PN license prior to the start of their second quarter of enrollment in the Associate Degree in Nursing Program. Failure to obtain an active, unencumbered PN license prior to the start of the second quarter of enrollment in the Associate Degree in Nursing Program, or to maintain the license throughout the duration of the program, will result in being administratively withdrawn from the College.
4. Applicants that have completed a practical nursing program are not eligible for the Direct Entry option.

DIRECT ENTRY OPTION:

1. The applicant must have completed a minimum of 32 semester credits/48 quarter credits of associate level, or higher, general education course work from prior college experience as determined by an official evaluation completed by Hondros College of Nursing. Coursework will be granted as Advanced Standing credit. Coursework eligible for transfer credit will not be granted as advanced standing credit. Please refer to the Transfer Credit Policy. International transcripts/documents need to be evaluated by an organization that is a member of the National Association of Credential Evaluation Services (NACES) or Association of International Credential Evaluators, Inc. (AICE).
2. An unofficial transcript is required from each previous post-secondary institution attended. The applicant must have earned a cumulative GPA of 2.50, or higher, from each prior college experience. Applicants that have not achieved a minimum cumulative GPA of 2.50 may request an appeal with the Campus Executive Director. The Campus Executive Director will notify the applicant of the appeal decision in writing. Official transcripts will be

required from institutions where courses are being applied towards the Advanced Standing credits. Applicants with an earned bachelor's degree do not have a cumulative GPA requirement.

3. The applicant must take the HESI Admissions Assessment Exam and achieve a cumulative score of 75% or higher. The HESI Admissions Assessment Exam will include the following components: Reading Comprehension, Grammar, Vocabulary & General Knowledge, Math, Anatomy & Physiology, and Biology. The HESI Admissions Assessment Exam fee, for each attempt, is paid by the applicant.

REGISTRATION INFORMATION

Students are responsible for their own academic planning and scheduling to meet graduation requirements. Students are required to register for courses via the Student Portal during open registration. Students who have an outstanding balance or have not submitted all required documentation will not be able to register for upcoming quarters. Students are expected to complete the courses in an uninterrupted pattern as indicated on the curriculum listing page in this catalog.

Students not registered for an upcoming quarter will be withdrawn from the college. Students who need to change their program track, if multiple tracks are available at their campus, must request a change prior to the end of week 1 of the quarter in which they need to change tracks. All change requests must be approved by the Campus Dean/Director of Nursing. No section or track changes will occur after the end of week 1 of the quarter.

Students who need to repeat a course must complete academic advising with their Campus Dean/Director of Nursing or designee before being registered for the repeat course. Please refer to the Repeat Policy for additional information.

STUDENT RIGHTS AND PROFESSIONAL RESPONSIBILITIES

STUDENT CODE OF CONDUCT

Hondros College of Nursing expects all students to uphold the highest standards of integrity, professionalism, compassion and respect for fellow human beings. The Hondros College of Nursing Student Code of Conduct strengthens this philosophy by holding students to the highest standards. Any violation of the Student Code of Conduct may result in disciplinary action, up to and including dismissal from the college.

Examples of behaviors that violate the Student Code of Conduct include:

ACADEMIC MISCONDUCT

Academic misconduct refers to instances in which the student uses, or attempts to use, unacceptable means to avoid the full completion of the academic requirements of the program of study and its coursework; primarily, academic misconduct refers to cheating and plagiarism. The College will immediately address any instances of academic misconduct according to the policy outlined below.

Hondros College of Nursing considers the severity of the academic misconduct violation when assigning consequences for that action. Tier I instances are the least severe, and Tier III instances are the most severe. Examples of instances of academic misconduct include, but are not limited to, the following:

TIER I

- **Improper direct quotations:** Using the exact words of another source, and failing to use quotation marks to indicate that they are a direct quotation from another writer. This is an instance of plagiarism regardless of whether or not citations and references are included in the work.
- **Failed paraphrase:** Using ideas from another source, but failing to fully rephrase those ideas into the author's own words. This is an instance of plagiarism regardless of whether or not citations and references are included in the work.
- **Failure to cite and/or reference:** Incorporating the words and ideas of others into a new work, but failing to provide citations and/or references for those words and ideas. Hondros College of Nursing follows the 7th edition of Publication Manual of the American Psychological Association (APA) for the formatting of citations and references.
- **Self-plagiarism:** Re-using work, or portions of work, from another class, assignment, or term without receiving the instructor's permission to do so.

TIER II

- **Copying:** Improperly using information copied from another student's examination, homework, papers, or projects, whether inside or outside of class, and regardless of whether the course is delivered in lecture, lab, clinical, or online. This includes collaboration with another student to take an online quiz or exam or complete an assignment without the permission of the instructor.
- **Using notes, resources, electronic devices, or any other materials or tools during a quiz or exam that the proctor has not explicitly allowed.** This includes the practice of "information dumping," which occurs when students immediately write down a significant amount of information on the testable material on provided scrap paper or whiteboard at the start of the exam or quiz.
- **Compromising course assignments or assessments in any way, including exams and quizzes:** Exam and quiz questions and/or answers should never be shared with other students or any other party, or shared publicly (e.g., posting exam or quiz information online).

TIER III

- **Improper Submission of Others' Work:** Submitting the work of another person as one's own. Instances include, but are not limited to, turning in work created by another student, or any other individual; hiring or allowing

another individual to complete work for the student, or take a quiz or examination on the student's behalf; and purchasing and submitting work from another individual or a company that sells completed academic work.

CONSEQUENCES OF ACADEMIC MISCONDUCT

The consequences below are separate sequential progressions of penalties for academic misconduct violations and are associated with the severity of the violation. Any instance of Academic Misconduct may result in immediate dismissal from the program.

TIER I

- First instance: The opportunity to resubmit the assignment, at no penalty that would not have otherwise been assessed, after completing academic advising with the instructor or designee.
- Second instance: A zero on the assignment, project, paper, quiz or exam.
- Third instance: Failure of the course, with a notation of academic misconduct on the transcript.
- Fourth instance: Immediate dismissal from the program, and notation on the student's permanent records of the Student Code of Conduct dismissal.

TIER II AND TIER III

- First instance: A zero on the assignment, project, paper, quiz or exam.
- Second instance: Failure of the course, with a notation of academic misconduct on the transcript.
- Third instance: Immediate dismissal from the program, and notation on the student's permanent records of the Student Code of Conduct dismissal.

At the discretion of the program's Sr. VP of Academics, occurrences of Tier III Academic Misconduct may be immediately advanced to the second or third instance in the progression above.

Students who have progressed beyond the course associated with the violation will receive a critical incident and face consequences per the Critical Incident policy.

If a student is subject to any of the consequences listed above and disagrees with the outcome, he or she may follow the Academic Appeal Policy, as outlined in the Student Catalog.

HARRASSMENT/HAZING CONDUCT

1. Physically or verbally abusing, assaulting, threatening, endangering, or harassing any person connected with the College or a clinical agency.
2. Engaging in harassment based on race, ethnicity, gender, sexual orientation, ability, or religious affiliation.
3. Engaging in sexual assault, sexual exploitation, sexual harassment, non-consensual contact, and/or stalking, as defined by the Ohio Revised Code.
4. Engaging in, or coercing another individual to engage in, any act related to initiation or membership in a student or other organization that causes or creates a substantial risk of mental or physical harm to any person. This includes, but is not limited to, coercing another individual to consume alcohol or a drug of abuse.

DISRUPTIVE AND UNETHICAL CONDUCT

1. Improper verbal or physical conduct in any classroom, lab, clinical location while on College property or wearing the College uniform.
2. Threatening or actually physically harming another person or person's property.
3. Intentional disruption while in a classroom, lab, or clinical location. Disruptive conduct may include, but not limited to, arriving late to class, leaving class early, frequent breaks, outbursts, or any other activity that disrupts the educational and learning opportunities of other students.
4. Use of cellular phone and Bluetooth devices while in class, lab, or at clinical locations including texting and Internet usage. Due to patient confidentiality, cellular phones and Bluetooth devices are prohibited in the clinical setting.

5. Sleeping during class, lab, or at clinical locations.
6. Leaving the clinical facility before the end of the scheduled shift without faculty permission.
7. Unauthorized entry to or use of College facilities.
8. Theft or damage to the College or College property.
9. Possession, use, distribution and/or sale of any illicit/illegal substance.
10. Use of or being under the influence of alcohol or drugs while on College property and/or any clinical location. Students should report any knowledge of such activities to the appropriate College personnel. Whenever anyone with supervisory responsibilities within the College suspects a student has fallen short of performance or behavioral standards due to the use of alcohol or drugs, or is under the influence of alcohol or drugs, the College may require that individual to submit a saliva, blood, or urine sample for alcohol and/or drug testing to stay enrolled in a program.
11. Carrying a firearm, deadly weapon, or dangerous ordinance anywhere on College property or on any clinical campus used by the College.
12. Having children on campus. Children are not permitted to attend classes, including labs and clinicals. Children are not permitted on campus or common areas used by the campus.
13. Smoking and tobacco use. Students may not smoke or use tobacco products of any kind, including electronic cigarettes, snuff, chewing tobacco, etc. at any clinical sites, while in uniform, or while on campus.
14. Students are not permitted to eat or drink in the nursing skills lab or the science lab.
15. Falsifying Information: This includes, but is not limited to, providing false information to College officials or clinical agencies, participating in forgery, and knowingly supplying the college false or altered documentation or information.
16. Failing to abide by College policies.

CONSEQUENCES OF MISCONDUCT – NON-ACADEMIC MISCONDUCT

The College has the right to discipline any student whose behavior violates the Student Code of Conduct or Ohio Board of Nursing regulations, as outlined below. Students will receive written notification of any disciplinary actions.

Depending upon the severity of the violation, the College may:

1. Issue a verbal warning to the student.
2. Issue a written warning to the student. The warning will be placed in the student file.
3. Immediately dismiss the student from the College.

Additionally, the College may be required to notify the state board of nursing of certain behaviors or offenses. If a student is subject to any of the consequences listed above and disagrees with the outcome, he or she may follow the Academic Appeal Policy, as outlined in the Student Catalog. Students who are dismissed due to a violation of the Student Code of Conduct are prohibited from being on College property and are not eligible for reinstatement.

OHIO BOARD OF NURSING (OAC, 4723-5-12(C)) STUDENT CONDUCT REQUIREMENTS

1. A student shall, in a complete, accurate, and timely manner, report and document nursing assessments or observations, the care provided by the student for the client, and the client's response to that care.
2. A student shall, in an accurate and timely manner, report to the appropriate practitioner errors in or deviations from the current valid order.
3. A student shall not falsify any client record or any other document prepared or utilized in the course of, or in conjunction with, nursing practice. This includes, but is not limited to, case management documents or reports or time records, reports, and other documents related to billing for nursing services.
4. A student shall implement measures to promote a safe environment for each client.
5. A student shall delineate, establish, and maintain professional boundaries with each client.
6. At all times when a student is providing direct nursing care to a client the student shall:

- a. Provide privacy during examination or treatment and in the care of personal or bodily needs;
- b. Treat each client with courtesy, respect, and with full recognition of dignity and individuality.

7. A student shall practice within the appropriate scope of practice as set forth in division (B) of section 4723.01 and division (B)(20) of section 4723.28 of the Revised Code for a registered nurse and division (F) of section 4723.01 and division (B)(21) of section 4723.28 of the Revised Code for a practical nurse.

8. A student shall use universal blood and body fluid pre-cautions established by Chapter 4723-20 of the Administrative Code.

9. A student shall not:

- a. Engage in behavior that causes or may cause physical, verbal, mental, or emotional abuse to a client
- b. Engage in behavior toward a client that may reasonably be interpreted as physical, verbal, mental, or emotional abuse.

For the purpose of the following paragraph, the client is always presumed incapable of giving free, full, or informed consent to the behaviors by the student set forth in this paragraph.

10. A student shall not misappropriate a client's property or:

- a. Engage in behavior to seek or obtain personal gain at the client's expense;
- b. Engage in behavior that may reasonably be interpreted as behavior to seek or obtain personal gain at the client's expense;
- c. Engage in behavior that constitutes inappropriate involvement in the client's personal relationships; or
- d. Engage in behavior that may reasonably be interpreted as inappropriate involvement in the client's personal relationships.

For the purpose of the following paragraph, the client is always presumed incapable of giving free, full, or informed consent to sexual activity with the student.

11. A student shall not:

- a. Engage in sexual conduct with a client; Engage in conduct in the course of practice that may reasonably be interpreted as sexual;
- b. Engage in any verbal behavior that is seductive or sexually demeaning to a client;
- c. Engage in verbal behavior that may reasonably be interpreted as seductive, or sexually demeaning to a client.

12. A student shall not, regardless of whether the contact or verbal behavior is consensual, engage with a patient other than the spouse of the student in any of the following:

- a. Sexual contact, as defined in section 2907.01 of the Revised Code;
- b. Verbal behavior that is sexually demeaning to the patient or may be reasonably interpreted by the patient as sexually demeaning.

13. A student shall not self-administer or otherwise take into the body any dangerous drug, as defined in section 4729.01 of the Revised Code, in any way not in accordance with a legal, valid prescription issued for the student.

14. A student shall not habitually indulge in the use of controlled substances, other habit-forming drugs, or alcohol or other chemical substances to an extent that impairs ability to practice.

15. A student shall not have impairment of the ability to practice according to acceptable and prevailing standards of safe nursing care because of habitual or excessive use of drugs, alcohol, or other chemical substances that impair the ability to practice.
16. A student shall not have impairment of the ability to practice according to acceptable and prevailing standards of safe nursing care because of a physical or mental disability.
17. A student shall not assault or cause harm to a patient or deprive a patient of the means to summon assistance.
18. A student shall not obtain or attempt to obtain money or anything of value by intentional misrepresentation or material deception in the course of practice.
19. A student shall not have been adjudicated by a probate court of being mentally ill or mentally incompetent, unless restored to competency by the court.
20. A student shall not aid and abet a person in that person's practice of nursing without a license, practice as a dialysis technician without a certificate issued by the board, or administration of medications as a medication aide without a certificate issued by the board.
21. A student shall not prescribe any drug or device to perform or induce an abortion, or otherwise perform or induce an abortion.
22. A student shall not assist suicide as defined in section 3795.01 of the Revised Code.
23. A student shall not submit or cause to be submitted any false, misleading or deceptive statements, information, or document to the nursing program, its faculty or preceptors, or to the board.
24. A student shall maintain the confidentiality of patient information. The student shall communicate patient information with other members of the health care team for health care purposes only, shall access patient information only for purposes of patient care or for otherwise fulfilling the student's assigned clinical responsibilities, and shall not disseminate patient information for purposes other than patient care or for otherwise fulfilling the student's assigned clinical responsibilities through social media, texting, emailing or any other form of communication.
25. To the maximum extent feasible, identifiable patient health care information shall not be disclosed by a student unless the patient has consented to the disclosure of identifiable patient health care information. A student shall report individually identifiable patient information without written consent in limited circumstances only and in accordance with an authorized law, rule, or other recognized legal authority.
26. For purposes of paragraphs (C)(5), (C)(6), (C)(9), (C)(10), (C)(11) and (C)(12) of this rule, a student shall not use social media, texting, emailing, or other forms of communication with, or about a patient, for non-health care purposes or for purposes other than fulfilling the student's assigned clinical responsibilities.

CRITICAL INCIDENT POLICY

A critical incident is defined as any incident that reflects poor performance in providing nursing care, managing care, or performing as a student in a professional manner. This behavior may or may not result in failure of the course in which the incident occurred. Critical incidents may be given for unsatisfactory behavior in the classroom, lab, and/or clinical. Critical incidents include, but are not limited to, the following: unsafe clinical or laboratory practice, violation of HIPAA, excessive tardiness, violations of the Student Code of Conduct, and dishonesty.

One critical incident, or a pattern of critical incidents, could result in failure of the course, or dismissal from the College, depending upon the severity of the incident. Violations will be reviewed by the Campus Dean/Director of Nursing or designee. Documentation of the Critical Incident will be kept in the student file on a Critical Incident Form.

COPYRIGHT POLICY

It is the policy of Hondros College of Nursing to respect the copyright protections given to authors, owners, and publishers under federal law including the Digital Millennium Copyright Act of 1998.

Copyright is the legal protection for creative intellectual works, which is broadly interpreted to cover almost any expression of an idea. Text (including e-mail and Web information), graphics, arts, photographs, video and other media types, music, and software are examples of types of works protected by copyright. The creator of the work, or sometimes the person who hired the creator, is the initial copyright owner.

Copyright infringement (or copyright violation) is the unauthorized or prohibited use of works covered by copyright law, in a way that violates one of the copyright owner's exclusive rights, such as the right to reproduce or perform the copyrighted work, or to make derivative works.

Willful infringement may subject a student or employee to discipline and can impact the privilege to use information and technology resources for educational purposes at the College. Uploading or downloading works protected by copyright without the authority of the copyright owner is an infringement of the copyright owner's exclusive rights of reproduction and/or distribution. Even an innocent, unintentional infringement violates the law.

The College has secured purchasing agreements with many of its hardware and software vendors that allow students to purchase these items at significant discounts. This is an alternative to help reduce illegal downloading or otherwise acquiring copyrighted material. Other alternatives are assessed annually by the College. Many resources found on the Internet are protected by copyright and should not be copied, distributed, or otherwise infringed upon by faculty, students or staff.

Pursuant to federal law, copyright notices are posted in all faculty, administration, and student copier access areas. Questions regarding copyright and possible fair use of copyrighted materials should be directed to Compliance@hondros.edu. For more information on United States copyright law, please consult the U.S. Copyright Office's website at <https://www.copyright.gov/>.

TECHNOLOGY REQUIREMENTS AND ACCEPTABLE USE POLICY

Students are required to have personal laptops for classroom and online learning experiences and any other educational activity. Technology requirements for student laptops for all programs are listed below:

- A wireless card or built-in wireless networking
- Windows 10 operating system or newer. Alternate versions of Windows 10, such as Windows RT and Windows 10 S, are not supported
- Microphone and speakers or headset
- A display capable of 1024 x 768 resolution or greater
- 4 GB of RAM or higher
- 50 GB of free hard disk space or more
- A modern, multi-core Windows-compatible processor, that operates at a minimum of 2.0 GHz
- A modern graphics card capable of producing high-quality graphics and video
- Microsoft Office 2010 or higher
- Anti-virus software (current and regularly updated according to the software manufacturer)
- The latest versions of:
 - Internet Explorer
 - Firefox
 - Java
 - Adobe Flash Player
 - Adobe Shockwave Player
 - Adobe Acrobat Reader
 - Microsoft .NET Framework

- DirectX
- Wired headset or wired earbuds
- Webcam for virtual lecture and exams as applicable

In addition, students need access to a broadband internet connection of 3Mbps or greater. Students using adaptive technology are recommended to use JAWS (version 10.0 or later) or Window-Eyes (version 7.0 or later) with MyClassroom.

PN and ADN students receive a technology package, which includes a laptop, software, and capabilities for wireless connection. Having the accessibility of a laptop will allow students to stay connected with their classmates and faculty throughout their courses. All students are responsible for acquiring wireless access off campus. Free wireless access is available at each College campus.

Every student is expected to be proficient and responsible with the technology used at the College; this includes:

- College e-mail - Enrolled students are given a College student e-mail address. This e-mail address will be used to communicate with faculty, administration, and fellow students; it is the official e-mail address the College will use to communicate with students. Students should check their Hondros College of Nursing e-mail at least daily.
- CAMS Student Portal - Students will be required to utilize the Student Portal throughout their program. The College will post vital information, including addenda to this catalog, on the Student Portal. It is the responsibility of the student to access the Student Portal to:
 - a. read news postings;
 - b. stay current on changes/addenda to the Student Catalog;
 - c. receive documentation and communication specific to his or her student record;
 - d. access official midterm and final grades;
 - e. complete end-of-term evaluations;
 - f. access unofficial transcripts;
 - g. access the student email system; and,
 - h. access the MyClassroom.
- MyClassroom – All students taking classes traditionally offered online at Hondros College of Nursing will utilize the MyClassroom learning management system as their course classroom. MyClassroom houses course lessons and documents, assignments and assessments, discussion forums, and the course gradebook. Students should log in to their online courses at least once per day. The Campus Deans/Director of Nursing or designee provides technical support for electronic educational products including, but not limited to, MyClassroom , HESI, Connect, etc.

Students are shown how to access the learning management system utilizing their own personal username and password.

While students are welcome and encouraged to contact the Helpdesk and student support services on their campuses for assistance, issues that cannot be resolved locally are escalated to the support team that administrates the Hondros MyClassroom learning management system.

This team can be reached by phone or email during the following hours:

- Monday – Friday: 6:00 a.m. to 10:00 p.m. ET
- Saturday: 8:00 a.m. to 10:00 p.m. ET
- Sunday: 7:00 a.m. to 12:00 a.m. (Midnight)ET

For assistance, students should call 855-90-NURSE or email myclassroomsupport@hondros.edu.

ACCEPTABLE USE POLICY

Students attending Hondros College of Nursing agree to abide by the Acceptable Use Policy (AUP). Failure to follow the College's AUP can result in disciplinary action and possible prosecution under the mandates of federal and state law.

ACCEPTABLE USE OF EMAIL

Hondros College of Nursing e-mail services should only be used for academic communications. Students' use of e-mail should not interfere with others' use of the systems and network. E-mail use shall comply with all federal and state laws and all College policy.

ACCEPTABLE USE OF THE INTERNET AND THE WORLD WIDE WEB

Students are encouraged to use the Internet to further their academic achievements and objectives. Individual Internet use should not interfere with others' use and enjoyment of the Internet. Internet use shall comply with all federal and state laws and College policies.

USERNAMES AND PASSWORDS

The username and password issued to students for college activity are critical to network security. Usernames and passwords serve to protect user accounts and verify the identity of student users in courses, and therefore should not be shared.

MONITORING AND FILTERING

The College may monitor any Internet activity occurring through College equipment, networks, or accounts.

USE OF SOCIAL MEDIA

Personal participation in social media outlets is not objectionable; however, students are reminded that posts on such outlets are not private communications and should be considered to be part of the public domain. Students, faculty, and staff are expected to maintain professional standards of behavior at all times. If students choose to post about student life, best judgment should always be used. Postings and other communications on personal pages, blogs, journals, Twitter, Facebook, etc., that comment on other students or employees of the College and/or College activities, may become available to the College, and such posts may be held subject to professional standards and ethics that are set forth in the Student Catalog.

Students should not be connected to current or prior faculty on a social media outlet, even if the relationship existed prior to the student's enrollment, unless that social media outlet or website is professionally oriented (for example, LinkedIn).

Posts about faculty and/or other students that are derogatory, demeaning, threatening, libelous, or which reveal nonpublic information about patients, fellow students, college policies, processes, procedures, or private business matters may be used as grounds for discipline up to dismissal. Posting information about patients is illegal, and a violation of existing statutes and administrative regulations, including HIPAA, which may expose the offender to criminal and civil liability.

LOGO USAGE

Student usage of the Hondros College of Nursing logo and seal is strictly prohibited.

VIDEO/AUDIO RECORDING OF LECTURES POLICY

Hondros College of Nursing prohibits video/audio recording and transmission of lectures and discussions by students unless express written permission from the class instructor has been obtained, and all students in the class as well as guest speakers, if any, have been informed that video/audio recording may occur.

Video/audio recordings, course materials, and lecture notes may not be exchanged or distributed for commercial purposes, for compensation, or for any other purpose other than study by students enrolled in the class. Public

distribution of such materials may constitute copyright infringement in violation of federal and/or state law, and the College's copyright policy.

DRESS CODE & GENERAL APPEARANCE POLICY

Requirements for grooming and appearance are based on safety, infection control, and the need to present a professional appearance.

GROOMING STANDARDS

1. The skin should be cleansed daily. A deodorant should also be used daily. Makeup should be used in moderation with no heavy application of foundation, rouge, eye makeup or lipstick. Perfumes, colognes, and scented lotions or body sprays are not permitted.
2. The hair should be neatly groomed and of a natural color. For lab and clinical, long hair should be arranged back in a ponytail, braids, or bun so that it does not fall into the face, on the back of the collar, or otherwise obstruct vision. Hair extensions and styles should be conservative. Beards and/or mustaches should be short, neat, and well-trimmed.
3. The hands should be clean and well cared for, with short fingernails, (natural nail tips no longer than 1/4 inch). Due to infection control standards, nail polish, nail overlay of any type, or artificial nails are not permitted at any time.
4. All tattoos that can be covered must be covered in the lab and clinical settings.
5. For lab or clinical: any visible body piercings, and/or tongue piercings must be removed or covered. Additionally, only one small stud earring per lower ear lobe may be worn. Only one plain, stone-less, smooth metal ring is permitted. A watch with a second hand or digital display is required. Medic Alert jewelry will be permitted at all times. No other jewelry will be allowed.
6. Hats, scarves, and other head coverings are not permitted in class, lab, or clinical unless required by religious guidelines or due to a verifiable medical situation. Headbands may be worn; however, they must be of a solid color and without adornments.

UNIFORMS

All admitted students are given information about how to order College uniforms.

1. Students must wear approved uniforms to all lectures, labs, and clinical unless otherwise authorized by the campus leadership.
2. Students will be issued a photo ID badge that must be worn and visible above the waist at all times while on campus and at off-campus clinical sites. Lost ID badges must be replaced immediately. There is a \$10 replacement cost for each badge.
3. Uniform must be freshly laundered, pressed, and in good condition.
4. Students are permitted to wear a plain white short or long sleeve t-shirt under the uniform.
5. Students must wear flesh/white color nylons or solid color socks.
6. Students are to wear clean nursing or athletic white shoes without any decoration or color to lab and clinical. Students are permitted to wear any type of nursing or athletic shoe for class.
7. Due to the COVID-19 global pandemic students are required to wear a face mask, covering both the mouth and nose, while on campus, unless fully vaccinated or otherwise noted, and at an off-site clinical location as directed by the facility. Face masks are required to be free from written messages, professional in nature, and non-offensive.

DISCIPLINARY ACTION RELATED TO DRESS CODE VIOLATIONS

Students not in uniform or not in adherence with the College Dress Code policy during any classroom, lab, or clinical experiences may be asked to leave the facility. The attendance policy will be applied and any absence incurred as a result of being out of dress code will be recorded.

VIOLATIONS OF THE DRESS CODE POLICY WILL BE HANDLED AS FOLLOWS:

1. First occurrence: The student will be given a warning of the dress code violation. Documentation of the warning will be kept in the student's file on an Opportunity for Growth Form.
2. Second occurrence: A written warning will be issued to the student via a Critical Incident Form.
3. Third Occurrence: The student will meet with the Campus Dean/Director of Nursing and Campus Executive Director to address their refusal to comply with the dress code. A second and final Critical Incident Form will be issued to the student.
4. Fourth Occurrence: The College reserves the right to dismiss a student for failure to comply with the dress code.

ATTENDANCE & TARDINESS POLICY

Hondros College of Nursing believes active participation in classroom, lab, online, and clinical experiences is essential for the development of the healthcare professional.

Attendance is expected in all courses. A record will be maintained for each student's attendance and tardiness patterns in the classroom, on-campus labs, online courses, and clinical settings. Any and all absences put the student's ability to be successful at risk. A student will be withdrawn from their program when any of the following criteria are met:

- A student fails to post any attendance during week 1; or
- A student has unexcused absences from all classes (including lab and clinicals) for fourteen (14) consecutive calendar days; or
- A student is absent from consecutive classes and/or lab meetings (excluding clinicals), as outlined in the following schedule, for a second time within their program.

Class/Lab Meetings Per Week	Maximum Consecutive Unexcused Absences
4	8
3	6
2	4
1	2

Lecture and lab meetings for an individual course count as a separate "meeting" for that week. Courses traditionally offered online are considered as "meeting" once per week.

EXCUSED ABSENCES

The following documented absences may be considered excused for purposes of the attendance policy (see above). Excused absences do not apply to pre-class/out-of-class assignments. Pre-class assignments, by their very nature, are designed to prepare students for specific lecture content and therefore cannot be made up. An excused absence means that a student will not be penalized under the attendance and tardiness policy and will only be considered for purposes of whether or not a student will be administratively withdrawn.

- Court Appearance – Applicable only when a student is mandated to appear in court for an action in which he/she is a third party or witness. Documentation will be required.
- Military Duty – All military personnel requesting an excused absence must submit a copy of their orders to the Campus Dean/Director of Nursing or designee prior to the missed time.
- Illness – In the event a student suffers personal illness or injury, either a written doctor's note excusing participation in school or documentation of the stay in the hospital will be required.

- Bereavement – Applicable in the event of the death of an immediate or extended family member and not to exceed 3 days. Documentation (e.g. newspaper notice, funeral notice, obituary, or church handout) is required.
- Jury Duty – Documentation required (stamped jury duty form from court).
- Extenuating Circumstance - Approved by the program's Sr. VP of Academics.

Documentation of the above approved excused absences should be presented to the Campus Dean/Director of Nursing or designee upon returning to school, or in advance when applicable. Students receiving funds from any state or federal agency may be subject to the additional attendance requirements of that specific agency.

CLASSROOM, LAB, AND CLINICAL ATTENDANCE

Students are responsible to ensure they answer roll call or sign the attendance roster for each lecture, lab and clinical. Arriving late or leaving early is considered disruptive conduct per the Student Code of Conduct, and is subject to disciplinary action. Students enrolled in a virtual online lecture option are expected to log into the Zoom meeting at the start of each course lecture session and remain for the duration of the course. Student enrolled in a virtual online lecture option will be required to be present at the campus for quizzes/exams. Attendance for virtual online lectures held via Zoom will be captured by the Zoom Usage Report which shows a log in and log out time for each student. Attendance for virtual clinical excursions will be captured on the lesson participation log.

NCLEX® REVIEW ATTENDANCE

Students in their final term of the PN program will complete a two-day NCLEX® review, and students in their final term of the ADN program will complete a three-day NCLEX® review provided by the College. This event is designed to review test-taking strategies and curriculum content in order to increase student success on both the comprehensive and predictor examinations, and the NCLEX-PN® and NCLEX-RN® examinations. Due to the beneficial nature of this review, attendance is mandatory. Attendance will be taken daily. Any absences must be approved by the Campus Dean/ Director of Nursing or designee. If approved, the Campus Dean/Director of Nursing or designee will provide a make-up plan. Completion of the NCLEX® review or the approved make-up must be completed prior to the administration of the final term HESI assessment.

ONLINE ATTENDANCE – FOR TRADITIONAL ONLINE COURSES ONLY

Students are required to “attend” an online course through submission of weekly course work in an asynchronous or synchronous format.

Students who were unable to complete online coursework due to a valid, verifiable excuse (per the Excused Absences policy above), but who are still considered as present in the course during the timeframe in which the missed coursework was due, may make up the missed coursework if they provide proof of the excuse to the Campus Dean/ Director of Nursing or designee within five (5) days of the due date of the missed coursework.

Excused absences only allow students to make up missed online coursework with a due date during the time period covered by the excuse, not the entire week for which the student received attendance.

CLINICAL ATTENDANCE:

1. All clinical attendance is 100% mandatory. Students are required to make-up all missed clinical time resulting from an absence, tardy or leaving early.
2. Any student not attending a clinical must notify the instructor and/or facility as directed by the clinical facility member prior to the scheduled start time of the clinical experience. A no call/ no show is defined a student who does not call prior to the missed clinical experience. A no call/ no show will receive a critical incident and may not be eligible for a clinical make-up.
3. A student arriving less than 30 minutes late for clinical will be required to make up all missed minutes and will do so at the discretion of the clinical instructor.
4. Any student arriving 30 minutes or more late to clinical will be sent away and required to make up the entire clinical, if approved.

5. A pattern of clinical tardiness or leaving early from clinical may result in disciplinary actions up to and including course failure.
6. Students may only submit one clinical make-up form per term.
7. Make-up clinical time must be approved by the Campus Dean/Director of Nursing or designee. The student will be required to submit a make-up request form with supporting documentation.
8. If there is an extenuating circumstance, one additional make-up may be approved by the SVP of the nursing program with supporting documentation.
9. Clinical make-ups are not guaranteed. Clinical make up dates are determined by the Campus Dean/Director of Nursing or designee
10. Clinical make-up time that is not granted will result in a failing grade in the course.
11. Students who have not completed the clinical eligibility requirements or specific clinical facility requirements will not be permitted to attend and will not be eligible for a clinical make up.

LAB ATTENDANCE:

1. Due to the hands-on nature of the nursing and science labs, material presented may be difficult or impossible to replicate. Some lab experiences are not available to be made-up, and the College is under no obligation to provide make-up opportunities.
2. All absences from nursing and/or science lab must be made up.
3. Students arriving less than 30 minutes late or leaving early, will be made up at the discretion of the faculty.
4. A student arriving 30 minutes or greater to lab will be considered an absence, the student will not be permitted to remain, and will be required to make up the entire lab.
5. All time missed resulting from absences, leaving early or tardiness in NUR 166, NUR 167, NUR 221, and NUR 232 must be made up.
6. Students may only submit one lab make-up form per course, per term.
7. Make-up lab time must be approved by the Campus Dean/Director of Nursing or designee. The student will be required to submit a make-up request form with valid, verifiable excuse.
8. If there is an extenuating circumstance, one additional lab miss/make-up may be approved by the SVP of the nursing program with supporting documentation.
9. Approved lab absences must be made up within 14 calendar days of the missed lab. Make-up labs are done at the instructor's availability and cannot be guaranteed.
10. Lab make-up time that is not granted will result in a failing grade in the course.
11. A pattern of lab tardiness or leaving early from lab may result in disciplinary actions up to and including course failure.

FITNESS FOR DUTY POLICY

Students assigned to clinical rotations shall be deemed "fit for duty" by the student's health care provider. If the clinical agency wants to verify the health records of any student assigned to the named agency, those records will be provided upon request.

Students prohibited by a health care provider to participate in lab, or clinical due to an illness, accident, or injury must notify the faculty member. A note from the student's health care provider must be submitted to the Campus Dean/Director of Nursing or designee to verify student's fitness for duty upon return to classes (lab or clinical). Students may not be permitted to attend lab or clinical without this verification.

EXAM/QUIZ POLICY (CLASSROOM, VIRTUAL ONLINE LECTURE OPTION AND ON-CAMPUS LABS)

Students must be present in the classroom at the scheduled testing time in order to take the exam/quiz. Students who arrive late will not receive an extension of testing time. If a student arrives for the exam/quiz after more than half of the scheduled testing time has passed, or after any student has left the room, the student will be unable to sit for the exam/quiz and must follow the missed exam/quiz policy. No early exams/quizzes will be given.

1. No electronic communication devices or accessories, other than an approved laptop for taking an electronically-delivered examination, are allowed on the desk or person, including cellular phones, Bluetooth devices, ear buds, and Internet connected watches. All devices must be off and stored in book bags. All students must keep their book bags at the front of the classroom.
2. Nothing but a pencil or other required items provided by the exam proctor may be at the desk, including drinks or bottles.
3. If a calculator is permitted, it must be a basic math calculator. Faculty will approve the calculator before testing begins.
4. Students will be required to supply a wired headset for use on HESI examinations.
5. A space must be left between each student and the person on either side of the student, if possible.
6. Students may not leave their seats for any reason without permission once the testing has begun. If a student leaves his or her seat without permission, the exam will be submitted as-is for grading.
7. Students may not immediately write down a significant amount of information on the testable material on their provided scrap paper or white-board at the start of the exam or quiz (i.e., "information dump").
8. Graded exams/quizzes are not returned to students, but may be reviewed individually with a faculty member. Students may review the exam prior to the next scheduled testing event. Once the next testing event has occurred, the student may no longer review the exam.
9. For examinations delivered electronically via Exemplify (the ExamSoft testing platform):
 - Students must bring a working laptop with the Exemplify software installed that meets Hondros College of Nursing's technology requirements. Students who do not meet this requirement will not be permitted to take the exam.
 - Students must submit the exam by the conclusion of the testing period. If a technical issue prevents the exam from being submitted during the testing period, it must be submitted as soon as possible, and no later than 24 hours after the end of the exam period. If the exam is not submitted within 24 hours of the conclusion of the testing period, the student will receive a grade of zero on the exam.
10. For paper examinations:
 - Students may not write on anything except the paper test and scan card.
 - Test answers may be recorded on a paper test and/or a scan card. Written responses to questions must be designated clearly. Students will record their ID number, name, and date on both the scan card and exam/quiz paper test. For test questions that require the use of a scan card, only the responses on the scan card will be used for grading. The scan card and the paper test are to be turned in after completion.

EXAM/QUIZ POLICY (ONLINE)

Exams and quizzes for online courses are delivered through MyClassroom, unless noted otherwise within the course.

There are two time constraints on the exam/quiz: when the exam/quiz deadline passes (that is, the date and time at which students will no longer be able to access the exam or quiz), and when the time limit on the exam/quiz has ended (that is, when the amount of time allotted for students to take the exam/quiz is completed). Students must be careful to leave themselves enough time to complete the exam/quiz before the deadline passes, and must be cognizant of the time limitations of the exam/quiz, as well.

After an exam/quiz has closed, it will only be available for a limited time for review. Once the review period has closed, the exam/quiz can no longer be reviewed by the student.

Students are not allowed to work with other students to complete an online exam/quiz without the permission of the instructor. Collaborating in this manner is considered an act of academic misconduct.

MISSED EXAM/QUIZ POLICY (CLASSROOM, VIRTUAL ONLINE LECTURE OPTION AND ON-CAMPUS LABS)

Students that miss an exam/quiz and have a valid, verifiable excuse may take a make-up exam/quiz within two business days after returning to lecture, lab or clinical. It is the student's responsibility to contact the instructor within 24 hours of the exam/quiz, by phone, e-mail, or in person, to schedule the make-up exam/quiz. If the student knows in advance of the exam/quiz that they will not be able to take the exam/quiz as scheduled, the instructor must be notified of the anticipated absence before the original exam/quiz is given.

1. No early exams/quizzes will be given.
2. The make-up exam/quiz may be more difficult and have a different format than the original.
3. Unannounced or pop quizzes cannot be made up. If there is sufficient reason to excuse the quiz, the other quizzes will count more heavily towards the final grade.
4. Failure to follow these policies will result in a zero for the missed exam/quiz.

MISSED EXAM/QUIZ POLICY (ONLINE) – For traditional online courses only

The only instance in which a student will be allowed to make up an exam/quiz is if there is an excused absence or there is a technical issue related to the platform upon which the exam/quiz is taken. If the student experiences a technical issue while taking the exam/quiz, he or she must email myclassroomsupport@hondros.edu while the exam/quiz is still open, and retain any replies from the technical support team as documentation of the issue. No exam/quiz will be given early.

LATE ASSIGNMENT POLICY (CLASSROOM, VIRTUAL ONLINE LECTURE OPTION, AND ON-CAMPUS LABS)

All assignments should be submitted on time. Late assignments will lose 5% for each calendar day late. Assignments will not be accepted once the graded assignments are returned to the class. Due to their nature, pre-class assignments and in-class assignments (such as laboratories, in-class demonstrations, speeches, etc.) cannot be accepted late. No assignments will be accepted after the last day of class.

LATE ASSIGNMENT POLICY (ONLINE) – For traditional online courses only

All assignments should be submitted on time. For each day late, assignments (including essays, papers, and other homework assignments) will be penalized by 5% of the assignment's maximum score. Assignments will not be accepted more than 48 hours after the deadline. No assignments will be accepted after the last day of class.

LATE DISCUSSION POSTS AND REPLIES POLICY (ONLINE) – For traditional online courses only

Discussion forum posts and replies submitted after the discussion's final due date will not be accepted for a grade. For each day late, an initial or main post will be penalized by 5% of the post's point value. Initial or main posts will not be accepted more than 48 hours after the deadline. Reply posts are not accepted late.

ACADEMIC APPEAL POLICY

Students who seek to appeal a decision related to academic policies including, but not limited to, the Student Code of Conduct, classroom policies, attendance, course assignment, or grades, should follow the Academic Appeal Policy.

Appeals related to test questions, an assignment grade, final exam, or final course grade must be submitted in a written format to the faculty, using the Academic Appeal Form, located in the Commonly Used Forms section of the Student Portal. Students must explain the rationale for their appeal with any appropriate citation and submit it to the course faculty.

Appeals related to test questions will follow the process below:

Appeals related to test questions must be submitted within seven (7) business days of receiving the grades, or before the next scheduled testing event, whichever comes sooner.

1. The course faculty of the campus where the appeal was generated will provide their input regarding the appeal to the team of college faculty teaching the course, the Campus Dean/Director of Nursing, and Sr. VP of Academics of the program within two (2) business days.
2. The course faculty will discuss the appealed question with the team of college faculty teaching the course within two (2) business days, and will submit their recommendations to the Campus Dean/Director of Nursing and the Sr. VP of Academics of the program.
3. The final decision will be made by the Sr. VP of Academics for the program within two (2) business days. The appeal decision is final.

4. The Sr. VP of Academics for the program will communicate the decision to the Campus Dean/Director of Nursing and the course faculty. The course faculty will communicate the decision to the student.

Appeals related to an assignment grade, the final exam, and the final course grade will follow the process below:
Appeals related to an assignment grade must be submitted within seven (7) business days of receiving the grade.
Appeals related to the final exam and the final course grade must be submitted by the end of week eleven (11).

1. The course faculty will provide their input regarding the appeal to the Campus Dean/Director of Nursing within two (2) business days.
2. The Campus Dean/Director of Nursing will review the appeal and make a decision within two (2) business days.
3. The Campus Dean/Director of Nursing will communicate the decision to the student.
4. If the student is not satisfied with the outcome of the appeal decision of the Campus Dean/Director of Nursing, they may appeal to the Sr. VP of Academics for the program within two (2) business days.
5. The final decision will be made by the Sr. VP of Academics for the program within two (2) business days. The appeal decision is final.
6. The Sr. VP of Academics will communicate the decision to the student.

Appeals related to Clinical or Lab Make-up will be submitted to the Sr. VP of Academics for the program within two (2) business days of receiving the Clinical/Lab Make-up Request decision from the campus.

1. The final decision will be made by the Sr. VP of Academics for the program within two (2) business days. The appeal is final.
2. The Sr. VP of Academics for the program will communicate the decision to the student.

For appeals related to academic decisions that are non-grade related, the student is asked to follow the steps outlined below:

1. Submit in writing, using the Academic Appeal – NON-GRADE RELATED Form, located in the Commonly Used Forms section of the Student Portal, within five (5) business days of the academic decision, a detail of the appeal and a recommendation to the Campus Dean/Director of Nursing or designee. The Campus Dean/Director of Nursing or designee will respond with their decision, in written format, to the student within two (2) business days.
2. If the student is not satisfied with the outcome of the Campus Dean/Director of Nursing or designee's decision, the student may submit their appeal, in written format, using the Academic Appeal – NON-GRADE RELATED Form, to the program's Sr. VP of Academics within one (1) business day. The program's Sr. VP of Academics will respond with their decision, in written format, to the student within three (3) business days.
3. If the student feels the academic appeal has not been satisfactorily resolved, the student may request, in written format, using the Academic Appeal - NON-GRADE RELATED Form, within three (3) business days of receiving the decision, that the program's Sr. VP of Academics convenes an unbiased panel to review the request.
4. The program's Sr. VP of Academics will formally respond, in writing, to the student within five (5) business days. This decision is final and no further appeal will be considered by the College.

Failure to follow the timelines prescribed in the appeal procedure will result in an automatic denial of appeal and forfeiture of future consideration from Hondros College of Nursing.

STUDENT GRIEVANCE PROCEDURE

A grievance is a complaint or concern regarding College policies, procedures, or unfair treatment, that are not academic related. Academic appeals should follow the "Academic Appeal Policy."

Hondros College of Nursing encourages students to meet with the Campus Executive Director to informally resolve any grievance(s). In the event the student is not satisfied with the outcome, the student is asked to follow the steps outlined below.

1. Submit in writing, within five (5) business days, a detail of the grievance and a recommendation of resolution to the Campus Executive Director. The Campus Executive Director will formally respond, in writing, to the student within three (3) business days.
2. If the student feels the grievance has not been satisfactorily resolved, the student may appeal to the program's Senior Vice President of Operations. Appeals must be submitted, in writing, within three (3) business days of receiving the Campus Executive Director's decision.
3. The College's Senior Vice President of Operations will convene an unbiased panel to review the request. The College's Senior Vice President of Operations will formally respond, in writing, to the student within five (5) business days. This decision is final and no further appeal will be considered by the College.

Failure to follow the timelines prescribed in the grievance procedure will result in an automatic denial of appeal and forfeiture of future consideration from Hondros College of Nursing.

If the student is not satisfied, the student may lodge a complaint with the appropriate state agency.

- Students in Ohio may contact the Executive Director of the State Board of Career Colleges and Schools, 30 East Broad Street, Suite 2481, Columbus, OH 43215, (614) 466-2752.
- Students in Indiana may contact the Indiana Commission for Higher Education/Indiana Board for Proprietary Education, 101 West Ohio Street, Suite 300, Indianapolis, IN 46204-4206, (317) 232-1033.
- Students in Michigan may contact the State of Michigan Department of Labor and Economic Opportunity, Employment & Training, Post-Secondary Schools, P.O. Box 30726, Lansing, MI 48907, (517) 335-4000.

Students who are unsatisfied with the outcome of their grievance may also contact the Accrediting Bureau of Health Education Schools (ABHES), 6116 Executive Blvd., Suite 730, North Bethesda, MD 20852, (301) 291-7550.

PATIENTS' RIGHTS

Consumers of health care have the right to be respected as individuals. The client has the right to expect confidentiality of communication pertaining to his or her care. No part of the client's record may be removed from the agency or reproduced. Written material submitted as a required assignment that contains information regarding an actual patient or client is the property of Hondros College of Nursing. All rules and regulations under the Health Insurance Portability and Accountability Act (HIPAA) of 1996 will be strictly followed. For more information on HIPAA please go to <http://www.hhs.gov/ocr/privacy/>.

NATIONAL PATIENT SAFETY GOALS

The purpose of the National Patient Safety Goals is to improve patient safety. The goals focus on problems in health care safety and how to solve them. Students are required to monitor all aspects of patient safety. The National Patient Safety Goals address specific areas:

1. **Identify patients correctly:** Use at least two ways to identify patients. For example, use the patient's name and date of birth. This is done to make sure that each patient gets the correct medicine and treatment. Make sure that the correct patient gets the correct blood when they get a blood transfusion.
2. **Improve staff communication:** Get important test results to the right staff person on time.
3. **Use medicine safely:** Before a procedure, label medicines that are not labeled. For example, medicines in syringes, cups, and basins. Do this in the area where medicines and supplies are set up. Take extra care with

patients who take medicines to thin their blood. Record and pass along correct information about a patient's medicines. Find out what medicines the patient is taking. Compare those medicines to new medicines given to the patient. Make sure the patient knows which medicines to take when they are at home. Tell the patient it is important to bring their up-to-date list of medicines every time they visit a doctor.

4. **Use alarms safely:** Make improvements to ensure that alarms on medical equipment are heard and responded to on time.
5. **Prevent infection:** Use the hand cleaning guidelines from the Centers for Disease Control and Prevention or the World Health Organization. Set goals for improving hand cleaning. Use the goals to improve hand cleaning.
 - a. Use proven guidelines to prevent infections that are difficult to treat.
 - b. Use proven guidelines to prevent infections of the blood from central lines.
 - c. Use proven guidelines to prevent infections after surgery.
 - d. Use proven guidelines to prevent infections of the urinary tract that are caused by catheters.
5. **Identify patient safety risks:** Find out which patients are most likely to try to commit suicide.
6. **Prevent mistakes in surgery:** Make sure that the correct surgery is done on the correct patient and at the correct place on the patient's body. Mark the correct place on the patient's body where the surgery is to be done. Pause before the surgery to make sure that a mistake is not being made.

Information obtained from http://www.jointcommission.org/standards_information/npsgs.aspx.

STUDENT SAFETY

Students must follow established standard precautions for their own safety in clinical settings and on-campus laboratory activities. Students must know basic preparedness for emergency procedures, such as fire or weather-related occurrences, that are posted on the student portal.

STANDARD PRECAUTIONS

Standard precautions will be followed at all times, including in nursing and science laboratories. This method of infection control requires the student to assume that all human blood and specified human body fluids are infectious for HBV, HIV, and other blood borne pathogens. Where differentiation of types of body fluids is difficult or impossible, all body fluids are to be considered as potentially infectious.

BLOOD-BORNE PATHOGENS & EXPOSURE CONTROL PROTOCOL

Hepatitis B Virus (HBV) and Human Immunodeficiency Virus (HIV) Education and Management

1. Prior to any exposure to clients/patients and as a prerequisite to clinical preparation, students will receive instruction on universal precautions for blood and body borne infections in accordance with applicable Centers for Disease Control (CDC) guidelines. Information regarding personal health habits, HBV and HIV prevention, and risk behaviors will be given. Exposure control education will be provided in the first quarter courses, and will be continually reinforced. Documentation indicating that each student has been provided this information will be kept on file with the departmental office.
2. All healthcare personnel are ethically and professionally obligated to provide client/patient care with compassion and respect for human dignity. No healthcare personnel may ethically refuse to treat a patient solely because the patient is at risk of contracting, or has, an infectious disease such as HIV, AIDS, or HBV. Students and faculty must understand and follow rules of confidentiality as stated under Patient Rights, as well as all applicable laws and regulations.
3. Clinical supervision is managed to ensure strict compliance in all clinical learning experiences.

STUDENTS WHO HAVE HBV OR HIV POSITIVE

1. Students who are HBV or HIV positive, or who have AIDS, must follow the CDC guidelines and universal precautions.
2. Students who know they are infected are encouraged to voluntarily inform their Campus Dean/Director of Nursing or designee. The Campus Dean/Director of Nursing or designee will begin a process to assess the need for necessary modifications/accommodations in a clinical education or job function.

3. Clinical and laboratory settings that pose additional risk to the personal health of HIV positive students and faculty should be identified. Such persons should be advised of these risks and urged to consult their health care provider to assess the significance of the risks to their own health.
4. Any modification of clinical/lab activity of HBV positive or HIV positive students will take into account the nature of the clinical/lab activity, the technical expertise of the infected person, the risks posed by HBV or HIV carriage, functional disabilities, and the transmissibility of simultaneously carried infectious agents.

TESTING GUIDELINES FOR HBV AND HIV

Students have ethical responsibilities to know their HBV and HIV status and have an obligation to be tested if they believe they may be at risk for HBV or HIV antibody. While the testing decision should be voluntary for the individual, there may be instances in which testing could be required. Students may choose where to receive testing. The College supports the principle of confidentiality and individual rights in conjunction with the CDC guidelines on exposure to blood-borne disease.

HEPATITIS B VACCINE IMMUNIZATION

In accordance with College and clinical agency policies, all students are required to present documentation of a completed series of HBV immunizations prior to attending clinical. If the student declines to complete the series due to health, religious, or other reasons, a declination form must be signed.

UNIVERSAL PRECAUTIONS

Universal precautions will be followed at all times. This method of infection control requires the student to assume that all human blood and specified human body fluids are infectious for HBV, HIV, and other bloodborne pathogens. Where differentiation of types of body fluids is difficult or impossible, all body fluids are to be considered as potentially infectious.

POST-EXPOSURE PROTOCOL FOR PROPHYLAXIS OF HBV OR HIV

The use of personal protective equipment, appropriate engineering controls, and proper work practices must be continually reinforced among faculty and students to prevent exposure incidents to blood or other potentially infectious materials (OPIM). However, if an incident occurs, faculty and students should report the incident as soon as possible and be fully familiar with the procedures for testing, evaluation, and treatment.

A potential exposure incident can include:

1. Percutaneous inoculation: needle sticks or sharps
2. Non-needle percutaneous injury: open cuts or abrasions
3. Direct mucous membrane contact: accidental splash
4. Non-intact skin contact with blood or OPIM

INITIAL RESPONSE TO EXPOSURE

1. Immediately apply first aid as appropriate
2. Allow to bleed freely (for needle stick/puncture injury)
3. Wash thoroughly with soap and water
4. Mucous membrane: flush copiously with water
5. Eyes: Irrigate and/or flush copiously with water
6. Document the incident, including:
 - a. Route of exposure

- b. How and when exposure occurred
- c. The source individual, if known

7. Report exposure immediately to nursing or science faculty and appropriate supervisor on campus or at the clinical agency.

POST EXPOSURE RESPONSE BY STUDENTS

In the event a student receives a needle puncture injury or other parenteral contact, the guidelines of the affiliating agency shall be followed. It is the injured/exposed student's responsibility to report and follow the criteria established by the facility to report the incident to the instructor, and to address any expenses incurred. The College will not accept responsibility for expenses incurred.

1. Student and instructor should determine immediately if the incident involved a clean or used needle.
2. Any student on clinical rotation who has a needle puncture shall be sent to his/her physician or other health care agency. Protocols of the facility will be followed.
3. Injuries sustained with needles that have not been used on patients or their blood products require careful cleansing. Ice should be applied to the wound if needle contained a vesicant chemotherapeutic agent. Tetanus prophylaxis should be individualized.
4. If a student reports a potential exposure incident to blood or OPIM, the following CDC guidelines are to be followed.
 - A student should be tested for HIV to establish zero negativity first, followed by a retest at 6 weeks, 3 months, 6 months, and one year. Students are financially responsible for any cost incurred with testing or treatment.
 - A blood borne exposure form should be completed and taken to the health care provider for appropriate testing and possible treatment. A copy will be kept in a confidential file. If the student elects not to follow the guidelines, she or he must sign the declination statement.

Information obtained from <http://www.cdc.org>.

STUDENT SERVICES AND RESOURCES

ACADEMIC ADVISING AND TUTORING

Academic advising is available to students throughout the student's course of study, and is confidential and impartial. Students seeking academic advising should schedule an appointment with a faculty member or Academic Support Advisor outside of regular class time.

In addition, students are provided the opportunity to participate in one-on-one, group, student-to-student, faculty-led, and/or online tutoring sessions. Students are able to participate in tutoring sessions throughout their education and are encouraged to seek assistance from faculty on a regular basis.

Students seeking counseling services should speak with the Campus Executive Director or Academic Support Advisor for appropriate referrals to counseling services and community service organizations.

CAREER SERVICES

The College aids alumni in finding employment by assisting with resume preparation, helping with development of interviewing skills, and identifying appropriate job leads. Through career development, including professionalism, motivation, and the maintenance of ethical standards, students and alumni are empowered with the skills necessary to foster a successful and ongoing career.

Obtaining employment is ultimately the responsibility of the alumni. Alumni are highly encouraged to pursue their own independent employment opportunities. Recent alumni who have yet to obtain employment in their field of study should contact the College about available job openings in their community.

Pursuant to accreditation requirements, the College will confirm employment of alumni by contacting both the employer and alumni. The College cannot guarantee employment or salary.

CAREER EVENTS

Hondros College of Nursing seeks to assist students and alumni in making informed career decisions and partner with employers to maximize recruiting results. To accomplish these goals, the College offers quarterly career events which may include Community Partner Week, career fairs, on-campus recruiting, and virtual recruiting. These events are offered to the Hondros College of Nursing students/alumni and provide a variety of networking opportunities.

ONLINE JOB BOARD

Career partners have the ability to post jobs directly through the Hondros College of Nursing website. These job postings appear in the Student Portal for all students. In addition, continued access to current job postings will be available for alumni via the Student Portal. Therefore, students will have ongoing access to current positions with our career partners.

LAB RESOURCES

The nursing skills lab and the science lab are available for student practice during open lab times. These times will be posted in the laboratory. Students may seek additional help during these times. Students may also seek additional help from the Laboratory Manager by appointment.

LIBRARY SERVICES

The College provides a completely online library collection. Students are able to research multiple databases and find up-to-date information by accessing the online resources and periodicals. The online library is available through the Student Portal.

TRANSCRIPT REQUEST

Requests for official transcripts must be made in writing and submitted to the Student Accounts office, along with applicable processing fees. The transcript request form can be found on the College's website, or on the Student Portal. There is a \$15 fee for each request.

PRINTING SERVICES

Through the Student Portal, students have access to a printing service called PaperCut. PaperCut conveniently allows students to print from their laptop to the campus printer. A nominal fee applies.

STUDENT PARKING

Every campus offers free parking to Hondros College of Nursing students. Students must park in designated school parking spaces and adhere to regulations regarding handicapped and special parking. Violators will be towed at the owner's expense. The College is not responsible for lost or stolen items.

Students attending clinical may be required to obtain an additional parking pass. Students are responsible for any parking expenses and fees incurred while attending the College or any off-campus locations related to their education at the College.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) afford eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.) These rights include:

1. The right to inspect and review the student's education records within 45 days after the day Hondros College of Nursing receives a request for access. A student should submit to the Registrar a written request that identifies the record(s) the student wishes to inspect. The College official will make arrangements and notify the student of the time and place where the records 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 education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask the College to amend a record should write the College official responsible for the record, clearly identify the part of the record the student wants to be changed, and specify why it should be changed.
3. If the College decides not to amend the record as requested, the College will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
4. The right to provide written consent before the College discloses personally identifiable (PII) information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.
5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the 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 20202-5901

The federal regulations may be accessed at <http://www.ed.gov/policy/gen/reg/ferpa/index.html>

STUDENT DIRECTORY

Directory information is defined as information which would not generally be considered harmful or an invasion of privacy if disclosed. The College has designated the following information to be considered directory information:

1. Name
2. Address
3. Telephone number
4. E-mail (college issued)
5. Dates of attendance
6. Enrollment status
7. Graduation date and anticipated graduation date
8. Diploma/Degrees and awards received
9. Photo

STUDENT DIRECTORY OPT OUT

Students should contact the Registrar's Office at registrar@hondros.edu to elect to withhold the release of their directory information or to remove a hold placed on the release of their directory information.

EQUAL OPPORTUNITY STATEMENT

Hondros College of Nursing declares and affirms a policy of equal employment opportunity, equal educational opportunity, and non-discrimination, where applicable, in the provisions of educational services to the public. No individual is excluded from participation in or denied benefits of programs and employment-related opportunities at the College on the grounds of race, color, religion, national origin, gender, age, physical or mental handicap, sexual orientation, gender identification, gender expression, or veteran or military status. The College will fully comply with all laws and regulations to guarantee equal opportunities.

Prospective students seeking a reasonable accommodation for admissions testing must contact the Campus Dean/Director of Nursing for approval.

Persons who believe they have not been afforded equal treatment in accordance with this policy should contact the Campus Executive Director. All complaints of unequal treatment will be fully investigated and corrective action will be taken when necessary.

AMERICANS WITH DISABILITIES ACT (ADA)

Hondros College of Nursing is committed to providing educational services to students with disabilities as required by the Americans with Disabilities Act (ADA) of 1990 and Section 504 of the Rehabilitation Act of 1973 (both as amended).

Hondros College of Nursing will provide reasonable accommodations for qualified students with disabilities. To be eligible for a reasonable accommodation (or academic adjustment), the student must have:

1. A disability (as defined by applicable law) that substantially limits a major life activity and subsequently necessitates an accommodation;
2. Documentation on file with Hondros College of Nursing that supports the need for the requested documentation; and
3. Medical documentation that substantiates the disability and how the accommodation will assist the student.

Qualified students with disabilities seeking reasonable accommodations are responsible for initiating contact with the Campus Dean/Director of Nursing or designee to request an appropriate reasonable accommodation. Essential program outcomes, course objectives, and/or skill competency achievement standards cannot be substantially lowered, waived or otherwise modified as accommodations. Any modifications in the manner in which a course, lab, and/or clinical is conducted are restricted to changes in the format of instruction or evaluation. Such modifications must not substantially lower the essential academic standards or modify basic content of the course, lab, and/or clinical.

No accommodations may be made prior to the notification of disability and the submission of documentation. Students must identify themselves to the Campus Dean/Director of Nursing or designee and provide the required documentation at least 30 days in advance of the start of the accommodation being requested. It is the student's responsibility to ensure that documentation meeting the published requirements is submitted 30 days prior to the start of the accommodation(s).

If the accommodations provided are not meeting the student's needs, it is the student's responsibility to notify the Campus Dean/Director of Nursing or designee as soon as possible.

HARASSMENT, DISCRIMINATION, AND RETALIATION POLICY

The College supports the right of all students to attend class in an environment free of harassment and discrimination. Harassment or discrimination on the basis of sex, race, color, religion, national origin, gender, age, physical or mental handicap, sexual orientation, gender identification, gender expression, or veteran or military status, is strictly prohibited and will not be tolerated.

Any student who feels that he or she is a victim of harassment or discrimination should immediately report the matter to Compliance@hondros.edu. You should provide a description of the issue (including factual details about the people involved, names of any witnesses, and dates of incidents of objectionable behavior) and any steps that have been taken to resolve the issue informally. Reports of discrimination or harassment on the basis of sex should be reported to the Title IX Coordinator at TitleIX@hondros.edu. For more information on Title IX, please refer to the section below and the College's Title IX Compliance Policy available at <https://www.hondros.edu/titleix/index.html>.

The College's policy is to treat any allegations of harassment seriously, and to respond to any legitimate allegation in a timely and confidential manner. Any kind of retaliation is strictly prohibited.

ANTI-HAZING POLICY

Hondros College of Nursing strictly prohibits all acts of hazing. Hazing refers to engaging in, or coercing another individual to engage in, any act related to initiation or membership in a student or other organization that causes or creates a substantial risk of mental or physical harm to any person. This includes, but is not limited to, coercing another individual to consume alcohol or a drug of abuse.

Hazing is a serious violation of the Student Code of Conduct, and subject to the Consequences of Non-Academic Misconduct presented in this Catalog, including dismissal from the College. Reports of hazing will be investigated by the student's Campus Executive Director; Campus Dean/Director of Nursing; Senior Vice President, Academics; and the Dean, Accreditation and Compliance to determine the College's response to the alleged misconduct, including consequences, educational requirements, and resources for the perpetrators and/or victims of hazing.

Suspected incidents of hazing should be reported to the Campus Executive Director. Alternatively, instances can be reported to the Dean, Accreditation and Compliance, at abulizak@hondros.edu.

The Anti-Hazing Policy and related reports on instances of hazing at the College can be found at <https://www.hondros.edu/about/consumer-information/health-and-safety.html>.

TITLE IX COMPLIANCE POLICY

It is the College's policy to take prompt and appropriate steps when it is made aware of possible sex-based harassment or discrimination that would constitute a Title IX offense. Inappropriate conduct that may constitute or otherwise be construed as a Title IX offense committed against any member of the College community is prohibited. All Title IX complaints shall be processed in accordance with the Title IX Compliance Policy.

The College's goal is to resolve Title IX complaints promptly and equitably and provide a safe and nondiscriminatory environment for all students and employees, free from discrimination and harassment of a sexual nature. For more information see the College's Title IX Compliance Policy available at <https://www.hondros.edu/titleix/index.html>

NOTICE OF NONDISCRIMINATION – DISCRIMINATION ON THE BASIS OF SEX

In accordance with the requirements set forth in Title IX of the Education Amendments of 1972 (Title IX), the College provides this notice of nondiscrimination and states that the College does not discriminate on the basis of sex in its education programs and activities, including with respect to admission and employment. Questions regarding Title IX may be referred to the College's Title IX Coordinator, or the Office for Civil Rights at the United States Department of Education.

Contact information for HCN's Title IX Coordinator follows:

Name: Adam Bulizak
 Email: TitleIX@hondros.edu
 Phone: 614-942-7158
 Mail: 6530 West Campus Oval, Suite 170 New Albany, OH 43054

For more information, see Hondros' Title IX Compliance Policy available at <https://www.hondros.edu/about/consumer-information/title-ix/>.

SAFETY AND EMERGENCY PROCEDURES

Safety and security of students, faculty, and staff is a top priority. When an emergency situation arises, students are expected to fully cooperate. The following information should be used as a guide to emergency best practices:

If a problem appears to be life threatening or could cause immediate damage to the property, please contact the police or fire department immediately by dialing 911 from a cellular phone, or by dialing 0-1-911 from an on-campus phone. Report the incident to the Campus Executive Director or a faculty member immediately.

BUILDING SAFETY

- If the building requires evacuation, all persons will evacuate the building in a quick and orderly manner. No persons will be allowed re-entry until administrators or emergency personnel give the all-clear.
- Outside doors must remain closed and at no time should be propped open.

PERSONAL SAFETY

- Do not bring valuables to clinical area. Lock belongings in the trunk of your car, out of clear view.
- Do not leave personal belongings in an unsecured place. All unattended belongings will be taken to the Campus Executive Director's office.
- Notify campus personnel of any accident, theft, or injury in order to complete an incident report.
- Request an escort to parking after hours or after dark.
- Report suspicious persons to security, faculty, or campus personnel.

WEATHER EMERGENCIES

In the event of a tornado warning, all persons will proceed to the following areas in a quick and orderly fashion:

- Under stairwells.
- Interior corridors.
- Interior rooms of any campus facility.

STUDENT INJURY OR ILLNESS

Students are responsible for all expenses that occur due to an injury, accident, or illness at either the campus or the clinical site. The College is not responsible for any medical expenses. If a student becomes ill during class or while in the lab, it is the responsibility of the faculty member to assess the illness, and together with the student, determine an appropriate course of action. In the event that the student does not feel he or she can remain in class, he or she should seek treatment from a physician. The College reserves the right to request documentation of the doctor's visit.

If a student becomes ill during an exam or skills check-off, the student shall notify the faculty member proctoring the exam. In case of injury or exposure to infection, the student must follow the agency's protocols. If emergency treatment is needed, the student may elect to go to the emergency room for treatment, or to their own healthcare provider.

Students who become ill during clinical experiences must report to the clinical instructor immediately. All agency policies related to student illness, accident, or injury will be followed. Students will be able to see the healthcare provider of their choice, as the College does not provide a campus health center.

INFESTATION POLICY

Students must be aware of the growing community health concern of infestations. If the student observes any type of parasitic pest in a clinical setting, he or she must immediately notify his or her clinical faculty. Students will remain at the clinical site and follow the facility's procedure for infestation treatment unless the clinical facility requests the students leave the facility. Students need to notify the Campus Executive Director or the Campus Dean/Director of Nursing if any parasitic pests are observed while on campus. The College will take appropriate measures to treat the infestation. The College is not responsible for any student expenses incurred from any exposure to an infestation outbreak during clinical or on campus.

CRIME AWARENESS

The following information is provided and updated annually as directed by the U. S. Department of Education through Public Law 101-542, the "Criminal Awareness and Campus Security Act of 1990."

REPORTING OF CRIMINAL INCIDENT

The College strives to provide a safe and secure campus for all students and staff members. All students and staff members are encouraged to report any and all suspicious campus activity immediately upon witnessing the occurrence. Any knowledge of a criminal or suspicious nature should be reported to the Campus Executive Director; the College will then take appropriate action based upon the information given. When deemed appropriate, local law enforcement authorities will also be notified.

CAMPUS SECURITY PROCEDURES

The Hondros College of Nursing emergency management guide can be found on the Student Portal and the Hondros College of Nursing website. The campus security procedures and crime statistics are published annually. These can be found online at <https://www.hondros.edu>.

FINANCIAL SERVICES

FINANCIAL AID

Mission Statement

Hondros College of Nursing (HCN) Office of Financial Aid strives to meet the needs of students by providing access to federal, state, and local resources of assistance.

As required by the Higher Education Opportunity Act, HCN has established and abides by a Title IV Code of Conduct. The following link provides HCN's Title IV Code of Conduct: <https://www.hondros.edu/tuition-and-financial-aid/title-iv-code-of-conduct/>

Hondros offers several educational financing options including Federal Student Aid, grants and loans, Veterans' Benefits, and more. Financial aid is available to those that qualify. Student requesting to use Federal Financial Aid are required to complete the Free Application for Federal Student Aid (FAFSA®). Information provided on and through the FAFSA® is used to calculate an index (Expected Family Contribution (EFC) for those applying for 2023-24; Student Aid Index (SAI) for those applying for 2024-25). This index is derived from a calculation performed by the United States Office of Federal Student Aid (FSA). HCN will receive the necessary index electronically after the student meets all necessary filing requirements of FSA. For HCN to process and award aid, all applicants must also complete HCN's Online Student Financial Aid Portal. HCN will use the FSA provided index in combination with the Cost of Attendance (COA) to establish aid eligibility for each student. Students will use the HCN Online Student Financial Aid Portal to view, accept, decline, and monitor for changes and necessary actions. Financial aid disbursements, both positive and negative, occur throughout the Term, generally beginning in the third week of classes. Disbursements are made via a credit to a student's institutional account.

COMPLETING THE FAFSA®

Students must complete the FAFSA® annually to be considered for financial aid eligibility. The FAFSA® serves as the application for all federal, state, and institutional financial aid at HCN and, generally, must be completed online at FSA's website, www.studentaid.gov

For the 2022-23 FAFSA®, filers had the option to enter their tax information manually on the form or use the IRS Data Retrieval Tool. Beginning with 2024-25, all persons, now known as contributors, on the FAFSA must provide consent for the U.S. Department of Education to receive tax information or confirmation of non-filing status directly from the IRS using the IRS Direct Data Exchange (DDX). Denial of consent will result in FSA rejecting the application and the applicant will not be eligible for federal student aid until all required contributors provide consent.

Contributor is a new term used by FSA for the 2024-25 FAFSA®. It refers to anyone asked to provide information on a student's FAFSA®. A contributor could be the student, the student's spouse, a biological or adoptive parent, or the parent's spouse (stepparent).

All students and their required contributors must create an FSA ID at www.studentaid.gov to complete a FAFSA form online. The FSA ID will be used to login to the FAFSA site and apply for aid consideration. To create an FSA ID, a Social Security Number (SSN), full legal name, and date of birth will be required. If a contributor

does not have a social security number, they still can get a FSA ID using their Individual Tax Identification Number (ITIN) to fill out their portion of the FAFSA®.

The FSA ID will be used to file the FAFSA®, be used as the applicant's electronic signature, and be used to access the FSA site.

Students who wish to attend HCN and be considered for Federal Student Aid, grants and loans, must have the results sent to Hondros College of Nursing, using the school code 040743. Regardless of the Campus the student is attending, students must use the State of Ohio to locate the school on the FAFSA® application.

The information provided on and through the FAFSA® is used to determine the index (Expected Family Contribution (EFC) for those applying for 2023-24; Student Aid Index (SAI) for those applying for 2024-25). After the FAFSA® has been processed, the student will receive a Student Aid Report (SAR) if filing for 2023-24 or a FAFSA® Submission Summary (FSS) if filing for 2024-25. The student and/or their contributors must review their SAR or FSS for accuracy and update FAFSA® with any necessary corrections. Financial need is determined by subtracting the EFC/SAI and other financial assistance from the Cost of Attendance (COA). Do note, COA is an estimate of a student's educational expenses for a 9-month, 36 quarter credit hour basis, full-time enrollment intensity or status, applicable program of study, and housing status. The Higher Education Act of 1965, as amended, defines COA components for all federal student aid programs. These components include direct costs that the student will be charged directly by the College to the student such as tuition and fees, as well as indirect costs not directly charged by the college, but should be budgeted for by the student, such as food and housing.

The EFC/SAI is the foundation for all financial aid awards. Students with a valid FAFSA® on file and a complete HCN Online Student Financial Aid Portal will be awarded maximum eligibility in accordance with all governing rules and regulations. Students may view their aid awards through the HCN Online Student Financial Aid Portal. Student aid is disbursed quarterly. Students must complete all requested and required steps/paperwork prior to disbursement.

FINANCIAL NEED

Financial Need is based on the following formula and applicable aid year:

Cost of Attendance (Direct and Indirect Costs) minus EFC (2023-24) or SAI (2024-25) minus Other Financial Assistance = Financial Need.

Direct Costs include Tuition, Fees, Books, and Supplies.

Indirect Costs include Transportation, Housing, Food, Personal and Miscellaneous.

Expected Family Contribution (EFC) for 2023-24 or Student Aid Index (SAI) for 2024-25 is determined by a federally defined formula using information you provide on and through your Free Application for Federal Student Aid (FAFSA®).

GENERAL ELIGIBILITY FOR FEDERAL STUDENT AID PROGRAMS

In order to qualify for Federal Student Aid assistance*, you must:

- Enroll as a degree-seeking student.
- Be a U.S. citizen or an eligible noncitizen.
- Meet and consent to all Federal FAFSA® filing requirements.

- Qualify in accordance with all applicable rules and regulations defined under Title IV of the Code of Federal Regulations and the 1965 Higher Education Act, as amended.
- Demonstrate financial need for need based aid programs according to the federally defined formula.
- Maintain Satisfactory Academic Progress
- Not be in default on a federal education loan.
- Not owe a refund on a federal education grant
- Have a high school diploma or verifiable recognized equivalent.

FEDERAL STUDENT AID PROGRAMS

FAFSA®, Direct Loans, and the Direct Loan Program are registered trademarks of the U.S. Department of Education. There are three categories of Federal Financial Aid Assistance:

- **Grant** – financial aid assistance that does not need to be repaid.
- **Loan** – financial aid assistance that must be repaid.
- **Work Study** – wages for part-time, educationally related, student or community-service employment. FWS allows students who demonstrate financial need to earn a portion of their educational expenses. Students must complete the FAFSA® to be considered for FWS funds. In this program, students earn at least the current hourly minimum wage by working at Hondros College of Nursing or in community service roles. Certain restrictions apply.

FEDERAL PELL GRANTS

Federal Pell Grants help fund post-secondary education for undergraduate students who have not previously earned a bachelor's degree. The amount of Federal Pell Grant funds you may receive over your lifetime is limited by federal law to be the equivalent of six years of Pell Grant funding. Since the maximum amount of Pell Grant funding you can receive each year is equal to 100%, the six-year equivalent is 600%. For many students, these grants provide a foundation of financial aid to which aid from other sources may be added.

Pell Grant-eligible students who have Title IV funds awarded in excess of school charges are eligible for a refund. (Effective July 1, 2016, all students awarded Title IV funds in excess of school charges are eligible for a refund.)

The refund should be made by the seventh day of class to obtain books and supplies. HCN meets this requirement by refunding the student his or her Title IV credit balance by the seventh day of class.

If a student has not yet established eligibility to receive Title IV funds because of outstanding verification requirements, or unresolved conflicting information, etc., this requirement does not apply. For further information, contact nursingstudentaccounts@hondros.edu.

FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANTS (FSEOG)

Direct Subsidized, Direct Unsubsidized and Direct PLUS Loans obtained through the Direct Loan Program® are acquired directly from the U.S. Department of Education. Students who receive a student loan of any type have a legal obligation to repay the loan. The student's degree of success at Hondros College of Nursing does not alter this obligation. Terms and conditions of Federal Student Loans (Direct and Direct PLUS Loans) are listed on the Master Promissory Note signed by the borrower accepting the loan. To view a sample Master Promissory Note, go to <https://studentaid.gov/mpn/>.

FEDERAL DIRECT LOANS®

Direct Subsidized, Direct Unsubsidized and Direct PLUS Loans obtained through the Direct Loan Program® are acquired directly from the U.S. Department of Education. Students who receive a student loan of any type have a legal obligation to repay the loan. The student's degree of success at Hondros College of Nursing does not alter this obligation. Terms and conditions of Federal Student Loans (Direct and Direct PLUS Loans) are listed on the Master Promissory Note signed by the borrower accepting the loan. To view a sample Master Promissory Note, go to <https://studentaid.gov/mpn/>.

Institutions are required to inform the student or parent that Direct Stafford loans will be submitted to the National Student Loan Data System (NSLDS), and will be accessible by the student/parent, guaranty agencies, lenders, and institutions determined to be authorized users of the data system.

As required by the Higher Education Opportunity Act, HCN has established and abides by a Title IV Code of Conduct. The following link provides HCN's Title IV Code of Conduct: <http://www.hondros.edu/how-to-pay/financial-aid-programs.html>.

FEDERAL DIRECT SUBSIDIZED & FEDERAL DIRECT UNSUBSIDIZED LOANS

Direct Subsidized Loans and Direct Unsubsidized Loans are federal student loans offered by the U.S. Department of Education (ED) to help eligible students cover the cost of higher education. Undergraduate students may be eligible for the Direct Loan Program. These interest-based loans offer a range of repayment options. Repayment can also be deferred while the student is enrolled at least half-time. Loan amounts are based on several factors, including the number of credit hours taken each term and grade level as follows:

0-35 Credits Earned	Freshman Level Loan Limits
36-71 Credits Earned	Sophomore Level Loan Limits
72 or more Credits Earned	Junior and Senior Level Loan Limits

- **Federal Direct Subsidized Loans:** Available to undergraduate students who demonstrate financial need and otherwise meet the eligibility criteria. The federal government pays the interest on the loan while the student continues to be enrolled at least half time.
- **Federal Direct Unsubsidized Loans:** Available to undergraduate and graduate students, regardless of financial need. The student is responsible for the interest accrued on the loan. The student may allow

the interest to accumulate over the loan period, but Hondros College of Nursing suggests that the student pay the interest while in school.

The amount borrowed may not exceed the Cost of Attendance minus other aid per academic year. The aggregate limit for dependent students is \$31,000, up to \$23,000 of which can be Federal Direct Subsidized Loans. The limit for independent students (and dependent students whose parents cannot borrow a Federal Direct PLUS Loan) is \$57,500, up to \$23,000 of which can be Federal Direct Subsidized Loans.

Students requesting to use Direct Loans will be required to complete a Master Promissory Note (MPN) and Entrance Counseling (EC), if they are first-time borrowers. To complete entrance counseling students should go to: <https://studentaid.gov/entrance-counseling/> To complete the MPN students should go to: <https://studentaid.gov/mpn/>

Students begin repaying the loan after ceasing to be enrolled at least half time. Additional information on repayment, interest rates and loan fees for Federal Direct Loans is available at <https://studentaid.gov/understand-aid/types/loans/subsidized-unsubsidized> .

Monthly payments are based on aggregate borrowing, though the minimum monthly payment is \$50 for each loan.

Repayment is usually completed within 10 years. Students who leave school or drop below half-time status are contacted by their loan servicer to establish repayment schedules. Students must notify the college and their lender of a change in address.

LOAN EXIT COUNSELING

Federal student aid regulations require that all borrowers complete loan exit counseling for their Federal Direct Loans. Students must complete loan exit counseling when they are graduating, leaving Hondros College of Nursing, or enrolling for fewer than six credit hours. Loan exit counseling notifications are provided to all identified students, and students may visit <https://studentaid.gov/exit-counseling/> to complete the process.

FEDERAL DIRECT PLUS LOANS

This loan allows parents of undergraduate students who are dependent by federal definition to borrow the maximum of educational costs less financial aid per academic year (3 quarters). Additional information on interest rates and loan fees for Federal Direct Loans is available at <https://studentaid.gov/plus-app/> . A credit check is performed to establish creditworthiness. Any credit refund created by a Federal Direct PLUS loan will be paid to the parent.

FEDERAL WORK-STUDY (FWS)

FWS allows students who demonstrate financial need to earn a portion of their educational expenses. Students must complete the FAFSA® to be considered for FWS funds. In this program, students earn at least the current hourly minimum wage by working at Hondros College of Nursing or in community service roles. Certain restrictions apply.

STATE-FUNDED PROGRAMS

In addition to federal financial assistance, state programs may be available to students who demonstrate financial need or who have successfully achieved certain academic qualifications. Typically, state recipients must attend an institution in their home state, and they or their parents must have resided in the state for a

specified period of time. Proof of residency is usually required. The application for the State of Ohio is the FAFSA. <https://highered.ohio.gov/>

HONDROS COLLEGE OF NURSING ALUMNI ACHIEVEMENT GRANT

This Alumni Achievement Grant is designed to assist Hondros College of Nursing Alumni as they progress into our Associate Degree in Nursing (ADN) program.

BASIC STUDENT ELIGIBILITY REQUIREMENTS:

1. Eligible students must be graduates of a Hondros College of Nursing program; and
2. Eligible students must be enrolled in the Hondros College of Nursing ADN program (at any campus).
3. Eligible students must have a PN program CGPA of a 2.5 or higher

AWARDING CRITERIA:

- Alumni meeting the criteria above will receive up to \$1,200.
- Awards will be equally distributed over the first three quarters of the program.

HONDROS COLLEGE OF NURSING INSTITUTIONAL AFFORDABILITY GRANT (IAG)

This Institutional Affordability Grant (IAG) is designed to assist Hondros College of Nursing (the “College”) students that have financial need in order to cover their gap funding, i.e., the difference between total cost of tuition and fees (direct) less the amount of all eligible financial aid resources. The IAG will be applied quarterly to a student’s ledger. The IAG is for students with the most significant financial need.

BASIC STUDENT ELIGIBILITY REQUIREMENTS:

1. Eligible students must be currently enrolled in a Hondros College of Nursing program;
2. Eligible students must be eligible for the Federal Pell Grant (regardless of amount) and otherwise be eligible for Title IV financial aid programs;
3. Eligible students must file a FAFSA each year by the deadline and meet verification deadlines, if any;
4. Eligible students must make required monthly on-time payments to the College; and
5. Eligible students must have exhausted all other eligible financial aid resources (e.g., WIA, employer tuition reimbursement, veterans’ affairs benefits, etc.)

AWARDING CRITERIA

Grant amounts are determined based on financial need.

Award Amount	HCN IAG
Up to \$600.00 per academic term	Practical Nursing Program –IAG award is up to a maximum of \$200.00 per month/\$600.00 per academic term/\$2,400.00 for the program.
Up to \$600.00 per academic term	Associate Degree in Nursing Program –IAG award is up to a maximum of \$200.00 per month/\$600.00 per academic term/\$3,000.00 for the program.

EXAMPLE OF POTENTIAL IAG AWARDS:**Practical Nursing Program**

1. Student has a program gap of \$4,500.00. Monthly payments are \$375.00 (\$4,500.00/12 months (program length)). IAG award is \$175.00 per month for 12 months=\$2,100.00. Revised student payment is \$200.00 per month.
2. Student has a program gap of \$4,800.00. Monthly payments are \$400.00 (\$4,800.00/12 months (program length)). IAG award is \$200.00 per month for 12 months=\$2,400 (maximum IAG award). Revised payment amount is \$200 per month.

Associate Degree in Nursing Program

1. Student has a program gap of \$3,750.00. Monthly payments are \$250.00 (\$3,750.00/15 months program length)). IAG award is \$50.00 per month for 15 months=\$750.00. Revised payment amount is \$200.00 per month.
2. Student has a program gap of \$6,000.00. Monthly payments are \$400.00 (\$6,000.00/12 months (program length)). IAG award is \$200.00 per month for 15 months=\$3,000 (maximum IAG award). Revised payment amount is \$200.00 per month.

PRIVATE EDUCATION LOANS

Many lenders also offer private education loans to students to supplement their federal financial aid. Terms of repayment, including interest rates, vary by loan. Lenders perform a credit check and determine a loan applicant's creditworthiness before approving these loans. A loan applicant may also be required to provide a credit-worthy cosigner. The following link provides more information on private education loans. <https://www.hondros.edu/how-to-pay/financial-aid-programs.html>.

VETERANS' BENEFITS

Students who may qualify for veterans' educational benefits should notify their financial aid representative regarding eligibility as far in advance of their scheduled class start date as possible. On December 31, 2018, the President signed into law the Veterans Benefits and Transition Act of 2018. It contains a provision (Section 103) that takes effect on August 1, 2019. Therefore, despite any policy to the contrary, for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation and Employment (Ch. 31) benefits, while payment to the institution is pending from the VA, Hondros College of Nursing will not: prevent a veteran student's enrollment; impose any penalty fee to a veteran student; require a veteran student to secure alternative or additional funding; or deny a veteran student access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution. However, to qualify for this provision, veteran students may be required to: produce the VA's Certificate of Eligibility by the first day of class; provide written request to be certified; or provide additional information needed to properly certify the enrollment as described in other institutional policies.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <https://www.benefits.va.gov/gibill>

For the purpose of certifying Veterans Affairs (VA) benefits, students are required to submit all previous transcripts. Veteran students enrolled in a course in which they are eligible to receive transfer credit will not have that course included in the total hours reported to the U.S. Department of Veterans Affairs. It is the student's responsibility to be aware of prior credit eligible for transfer.

Hondros College of Nursing notifies the Department of Veterans Affairs of those students who are receiving veterans' education benefits and whose status is academic probation. For details on standards of academic progress, refer to the Academic Standing Status Policy section of this catalog. Students on academic probation are eligible to receive veterans' education benefits for that quarter.

A student who has been dismissed for failing to meet standards of academic progress may appeal for reinstatement. Those with approved appeals remain eligible for veterans' educational benefits. Students who do not successfully appeal their dismissals are dismissed and have their veterans' benefits terminated. The VA is notified of such dismissals. If the veteran or eligible person continues in training despite unsatisfactory progress, conduct, or despite having failed to meet the regularly prescribed standards of attendance at the school, the school must report the fact of his or her unsatisfactory progress. Veteran's benefits will not be denied to the student.

Veteran students must notify a Student Finance Advisor immediately upon withdrawal from school. For students receiving veterans' education benefits, Hondros College of Nursing notifies the VA of changes in student status within 30 days of the official last date of attendance.

EMPLOYER TUITION BENEFIT

Students eligible for employer tuition reimbursement benefits should contact their employer or human resources department. Tuition reimbursement does not eliminate a student's responsibility to pay tuition. Students receiving tuition reimbursement are required to disclose to the college the benefit and the amount as it must be considered as Estimated Financial Assistance.

DEPENDENCY STATUS

The Federal Government has established how dependency status is determined for Federal Financial Aid purposes. If a student is considered a dependent, his or her parents', also known as contributors, must provide income and asset information on the FAFSA®. If a student is unsure who their parent is, the online 2024-25 FAFSA® will provide a "Who's My Parent" wizard to help determine which parent or parents (contributors) will need to provide information on the FAFSA® form. This information will be used in addition to the student's income and asset information to determine the previously mentioned index (EFC/SAI).

VERIFICATION

The federal government requires some federal student aid applicants to verify the accuracy of information provided on and through the FAFSA®. In accordance with federal requirements, Hondros College of Nursing requires students to submit verification documents prior to disbursement of funds. Students and their contributors may be required to submit a verification worksheet, federal tax return transcripts and additional information necessary to complete verification or clear conflicting information.

If information on any documents is found to be conflicting, students may, likewise, be selected for verification by the College and required to provide additional information. Failure to complete verification may result in a loss of financial aid eligibility. All verification documentation must be submitted prior to the student's last day of their academic year.

If Hondros College of Nursing suspects that an individual falsified information and/or altered documentation and fraudulently obtained federal funds, Hondros College of Nursing is legally obligated to file a report with the Office of the Inspector General and/or local law enforcement officials.

PROFESSIONAL JUDGEMENT

Federal Student Aid regulations allow financial aid administrators to use professional judgment, on a case-by-case basis and with supporting documentation, as determined by the Financial Aid Office. Students are welcome to pursue a Professional Judgement based on special or unusual circumstances, see below for definitions.

All fully completed submissions will be considered within 60-days of enrollment. Adjustments must be deemed reasonable and related to the Professional Judgement request.

The FAFSA Simplification Act distinguishes between different categories of Professional Judgment by amending section 479A of the HEA.

Special Circumstances refer to the financial situations (loss of a job, etc.) that justify an HCN aid administrator adjusting data elements in the COA or in the need analysis factors.

Unusual Circumstances refer to the conditions that justify an aid administrator making an adjustment to a student's dependency status based on a unique situation (e.g. human trafficking, refugee or asylee status, parental abandonment,) more commonly referred to as a dependency override.

It is important to note that the U.S. Department of Education has given guidance regarding situations that do and do not qualify as an Unusual Circumstance to merit a dependency override. In particular, the following circumstances do not merit a dependency override, either alone or in combination:

- Parents refuse to contribute to the student's education;
- Parents are unwilling to provide information on the FAFSA or for verification;
- Parents do not claim the student as a dependent for income tax purposes;
- Student demonstrates total self-sufficiency.

A student cannot become independent just because the parents are unwilling to help pay for the student's college education. Although these circumstances are not sufficient for a dependency override, they do not preclude it. Sometimes there are additional circumstances that occur in conjunction with these circumstances that do merit a dependency override such as abusive family environment (e.g. sexual, physical or domestic abuse), incarceration or institutionalization of both parents, court documented abandonment, etc. To learn more please visit the studentaid.gov webpage concerning dependency at: <https://studentaid.gov/apply-for-aid/fafsa/filling-out/dependency#dependent-or-independent>

A student may have both a special circumstance and an unusual circumstance, with appropriate documentation.

To Request a Professional Judgment:

The first step in HCN's process for a student to request a Professional Judgement consideration is to contact the Campus Financial Services Advisor at financialaid@hondros.edu and make them aware of the situation.

Once HCN becomes aware of the student's situation and their request for Professional Judgement consideration, HCN will request that the student provide applicable supporting documentation. Following the submission of all requested documentation, and the student's applicable completion of the FAFSA, HCN will provide the student a decision.

End-to-end all decisions and processing will occur within 60-days of the student's material submittal/enrollment, as defined by the U.S. Department of Education.

NOTICE OF FEDERAL STUDENT FINANCIAL AID PENALTIES FOR INCARCERATION.

Currently incarcerated individuals have limited eligibility for federal student aid. Applicants who are incarcerated and students who become incarcerated must report this information to the Campus Executive Director.

NOTICE OF FEDERAL STUDENT FINANCIAL AID PENALTIES FOR DRUG LAW VIOLATIONS

Disclosure Requirement: Made available to students and families in print or other medium HEOA Sec. 488(g): as amended.

HEA Sec. 485 (20 U.S.C. 1092): added HEA Sec. 485(k)

HEOA amendments effective August 14, 2008

FR notice (CFR 668.40)

A federal or state drug conviction may impact a student's access to financial aid funds. To learn more about situations affecting federal student aid eligibility please visit the Federal Student Aid website at <https://studentaid.gov/help-center/answers/article/do-drug-convictions-affect-ability-to-get-federal-student-aid>

For information concerning eligibility for students with criminal convictions please visit the Federal Student Aid website at <https://studentaid.gov/understand-aid/eligibility/requirements/criminal-convictions>

UNUSUAL ENROLLMENT HISTORY (UEH)

The U.S. Department of Education has established regulations to prevent fraud and abuse in the Federal Student Aid program by identifying students with unusual enrollment histories. Some students who have an unusual enrollment history have legitimate reasons for their enrollment at multiple institutions. However, such an enrollment history requires HCN to review your file in order to determine future federal financial aid eligibility. If selected by the Department of Education, this must be resolved before you will be eligible to receive financial aid.

DEFINITION OF UEH

The specific pattern the Department of Education uses to select students includes those students who have received a Federal Pell Grant and/or Federal Loans at multiple institutions during the past four academic years. Once the Department of Education indicates that a student has an unusual enrollment history, the Office of Student Financial Aid must review the academic history prior to determining federal financial aid eligibility for that student. Students with an UEH will be identified through coding on the Student Aid Report (SAR) for 2023-24 and/or the FAFSA® Submission Summary (FSS) for 2024-25.

UEH APPEAL PROCESS AND WHAT WILL BE REQUIRED OF YOU

If selected, you will be notified of the requirements associated with the process. You are required to have earned academic credit at every institution where you received a Federal Pell Grant or Federal Direct Subsidized/Unsubsidized loan while attending in those relevant academic years.

The HCN Office of Student Financial Aid will review your Unusual Enrollment History Form and your financial aid history at all previous institutions that you attended during the last four financial aid years (please ensure we have received all official/unofficial transcripts for those schools) and verify that academic credit was received at each institution during the relevant years.

If you failed to earn academic credit at any institution where you received a federal Pell Grant or Federal Direct Subsidized/Unsubsidized loan during the relevant award years, you will need to provide a statement explaining the circumstance for credit not earned along with any relevant documentation using the Unusual Enrollment History Form.

The results of the appeal will be emailed to your Hondros College of Nursing email account (or personal email account from your FAFSA® if you do not have a college email account). These decisions are final and are not appealable to the Department of Education. Regaining Federal Student Aid Eligibility Students that have been denied federal student aid based on an Unusual Enrollment History Appeal have the ability to regain financial aid eligibility by successfully completing one quarter at Hondros College of Nursing with a 2.0 or better GPA. Upon successful completion of one quarter, you may submit another Unusual Enrollment Appeal.

REGAINING FEDERAL STUDENT AID ELIGIBILITY

Students that have been denied Federal Student Aid based on an Unusual Enrollment History Appeal have the ability to regain financial aid eligibility by successfully completing one quarter at Hondros College of Nursing with a 2.0 or better GPA. Upon successful completion of one quarter, you may submit another Unusual Enrollment Appeal.

COST OF ATTENDANCE

Cost of Attendance (COA) is established for use in determining Federal Student Aid eligibility. The COA below is an estimate of a student's educational expenses for a 9-month, 36 quarter credit hour basis, full-time enrollment status, applicable program of study, and housing status.

The Higher Education Act of 1965, as amended, defines COA components for all federal student aid programs. These components include direct costs, such as tuition and fees, and indirect costs, like food and housing. COA can be adjusted annually to reflect changes to these cost components.

Cost of Attendance will vary depending on your program of study, credit hour enrollment, and housing status. Students are not allowed to receive aid that exceeds their COA. It is important to budget wisely and make responsible borrowing decisions. Please email CSFinancialAid@hondros.edu for COA information for enrollment other than full-time.

The COA below is an estimate of a student's educational expenses for a 9-month, 36 quarter credit hour basis, full-time enrollment status, applicable program of study, and housing status. It does not represent the cost of the overall program nor when charges are applied. All institutions of higher education are required to provide an estimated budget that would best state the average overall COA for a student to attend their school. In addition to tuition and fees, categorical items in this budget include the estimated cost of living expenses, books, supplies, & course materials, miscellaneous personal expenses, and transportation. The COA provides an idea, or estimate, of how much the student might need to spend, in addition to paying tuition and fees. These estimates can help to determine the student's ability to attend HCN. Anything listed in the COA budget that is not tuition and fees is not owed to HCN unless the student purchases items through the College, such as books, computers, supplies, etc.

Practical Nursing Student: 2023-24 Award Year

OHIO/MICHIGAN - PN Independent**, Off Campus	
Tuition (36 credit hours)*	\$13,860.00
Fees*	\$957.60
Books, Supplies, & Course Materials	\$2,524.32
Food & Housing (Living Expenses)	\$9,891.00
Miscellaneous Personal Expenses	\$3,114.00
Transportation	\$2,079.00
Total Cost	\$32,425.92

OHO/MICHIGAN - PN Dependent** with Parent or Military Housing	
Tuition (36 credit hours)*	\$13,860.00
Fees*	\$957.60
Books, Supplies, & Course Materials	\$2,524.32
Food & Housing (Living Expenses)	\$4,950.00
Miscellaneous Personal Expenses	\$3,114.00
Transportation	\$2,079.00
Total Cost	\$27,484.92

**PN Students attending the Indianapolis Campus must add an additional Tuition & Fees charge of \$411.60 and an additional \$5.09 in Books, Supplies, & Course Materials.*

***As Determined by the United States Department of Education, Office of Federal Student Aid, Free Application for Federal Student Aid (FAFSA).*

Associate Degree Nursing Student (ADN): 2023-24 Award Year

ADN Independent**, Off-Campus	
Tuition (36 credit hours)*	\$15,984.00
Fees*	\$1,101.96
Books, Supplies, & Course Materials	\$2,685.24
Food & Housing (Living Expenses)	\$9,891.00
Miscellaneous Personal Expenses	\$3,114.00
Transportation	\$2,079.00
Total Cost	\$34,855.20

ADN Dependent** with Parent or Military Housing	
Tuition (36 credit hours)	\$15,984.00
Fees*	\$1,101.96
Books, Supplies, & Course Materials	\$2,685.24
Food & Housing (Living Expenses)	\$4,950.00
Miscellaneous Personal Expenses	\$3,114.00
Transportation	\$2,079.00
Total Cost	\$29,914.20

***As Determined by the United States Department of Education, Office of Federal Student Aid, Free Application for Federal Student Aid (FAFSA).*

Cost of Attendance Components – Definitions

Below we provide the updated definitions of commonly used COA terms based on the statutory changes in section 472 of the HEA, incorporating, as applicable and/or requested via the [Professional Judgement process](#):

Tuition and fees – *charged by the College*

An amount normally assessed a student carrying the same academic workload, as determined by the institution.

Books, course materials, supplies, and equipment – *possibly charged by the College, if the student purchases through HCN*

An allowance for books, course materials, and equipment, which must include all such costs required of all students in the same course of study, including a reasonable allowance for the rental or upfront purchase of a personal computer, as determined by the institution.

Miscellaneous personal expenses – *not charged by the College*

An allowance, as determined by the institution, for a student attending the institution on at least a half-time basis.

Transportation – *not charged by the College*

An allowance, as determined by the institution, which may include transportation between campus, residences, and place of work.

Living expenses – *not charged by the College*

An allowance for food and housing costs, as determined by the institution, to be incurred by the student attending the institution on at least a half-time basis, including a standard food allowance that provides the equivalent of three meals each day.

Dependent care – *not charged by the College*

An allowance based on the estimated actual expenses incurred for dependent care, based on the number and age of such dependents. The period for which dependent care is required includes, but is not limited to, class-time, study-time, field work, internships, and commuting time.

Disability-related expenses – *not charged by the College*

An allowance, as determined by the institution, for expenses associated with a student's disability, including special services, personal assistance, transportation, equipment, and supplies that are reasonably incurred and not provided for by other agencies.

Professional licensure, certification, or a first professional credential – *possibly charged by the College, if the student purchases through HCN, please contact nursingstudentaccounts@hondros.edu for further information*

An allowance for the costs associated with obtaining a license, certification, or a first professional credential, for a student in a program that prepares them to enter a profession that requires such a qualification.

NET PRICE CALCULATOR (NPC)

HCN's Net Price Calculator (NPC) provides an early estimate of:

1. The expected cost to attend HCN, and
2. How much financial aid you may qualify for.

The NPC is a very valuable financial planning tool. The NPC is an estimation tool, not an application for admission or an application for financial aid. <http://www.hondros.edu/how-to-pay/index.html>

SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY

Hondros College of Nursing has academic standards that a student must achieve to remain in good academic standing. Additionally, to participate in federal financial aid programs (Federal Direct Stafford Student Loans, Federal PLUS Loans, Federal Pell Grants, and Federal Supplemental Educational Opportunity Grants), Hondros College of Nursing must take steps to fulfill federal requirements to implement and make public the standards for satisfactory academic progress that students must meet to be eligible to receive financial aid. These standards are for financial aid purposes and are a part of the academic policies of Hondros College of Nursing.

Satisfactory Academic Progress (SAP) is based on three components:

1. SAP CUMULATIVE GPA REQUIREMENT

Students must achieve a minimum cumulative grade point average of a 2.0 at the end of each quarter. Please refer to the repeat policy.

- Repeated courses and failed courses will also count towards the cumulative GPA.
- Students that do not meet the minimum cumulative GPA of a 2.0 for the third time will be academically dismissed from the College in accordance with the College's academic dismissal policy, and must formally apply to be reinstated.

2. PACE OF PROGRESSION

Students must satisfactorily complete 67% of all attempted credits to accomplish pace of progression and be considered as meeting this element of satisfactory academic progress. Pace of progression is calculated by dividing the cumulative total credit hours earned by the cumulative total credit hours attempted. Pace of progression will be evaluated at the end of each quarter. Attempted hours will include grades of F, W, I, and NP, but, these grades will not count as earned hours. Grades tracking the start of a leave of absence, "LA", or the return from a leave of absence, "LR" will not be included in the attempted or earned hours. Transfer credit received will be included in both the attempted and earned credit hours.

- Repeating courses will add to the total number of attempted hours but will only count as earned hours when a passing grade is received.
- Students cannot repeat a course(s) they have previously passed to simply improve their cumulative grade point average (CGPA).

Attempted Credit	Minimum Pace of	Required Earned Credit
13	13 x .67	9
15	15 x .67	10
18	18 x .67	12
21	21 x .67	14

3. MAXIMUM TIMEFRAME

Students must be able to complete their program within the maximum timeframe in order to be considered as meeting satisfactory academic progress. Maximum timeframe is defined as graduating before accumulating 150% of the attempted credit hours required for completion. Maximum timeframe will be evaluated at the end of each quarter. Students who are identified as not meeting satisfactory academic progress due to maximum timeframe may be dismissed from the College.

- **Maximum timeframe by program:**
 - Ohio - PN Program must be completed within 72 attempted credit hours
 - Ohio - ADN Program must be completed within 164 attempted credit hours
 - Indiana - PN Program must be completed within 74 attempted credit hours
- **Transfer credit hours must be included in the maximum timeframe calculation.**
- **Repeated courses, failed courses and withdrawals will also count towards the maximum.**

Additional Credential

General education courses and advanced standing credit previously earned at Hondros College of Nursing are counted as transfer credit as applicable in the subsequent program and therefore affect the student's pace of progression (both attempted and earned credits) and maximum timeframe calculations.

SAP Review

At the end of each quarter, HCN will review cumulative GPA, pace of progression, and maximum timeframe for each student enrolled in that quarter. Depending on the student's status relative to these factors, the student's progress for academic standing and financial aid purposes will be determined as follows:

- 1. Good Standing:** Applies to any student who met the 2.0 cumulative GPA requirement, met pace of progression (67%), and has not exceeded the maximum total attempted hours allowed for their program.
- 2. Financial Aid Warning:** Applies to any student who fails to meet the requirements of pace of progression, cumulative GPA, and/or timeframe listed above for the quarter. A warning letter will be sent at the end of the quarter to the student to indicate why he or she is receiving a warning and what must be done within the next quarter to meet SAP. If the student fails to meet these requirements, his or her federal, state, and other types of financial aid will be suspended for future quarters. The student must bring his or her hours and/or cumulative GPA back into good standing to regain financial aid eligibility. A student cannot have two consecutive quarters on Financial Aid Warning.
- 3. Financial Aid Suspension:** Applies to a student who has not met the requirements for cumulative GPA, pace of progression, or has reached maximum timeframe after the warning period. This student is not eligible for federal, state, and/or other types of financial aid until he/she meets the requirements in each of the three areas listed above or completes and is approved for a SAP Appeal.
- 4. Financial Aid Probation:** Applies only to a student who has failed to meet SAP requirements and has had an appeal approved. A student may be on probation for one quarter only. If a student has not met the SAP requirements above, he or she should work with a Student Finance Advisor to understand what options exist to regain financial aid eligibility.
- 5. Financial Aid Academic Plan:** This status applies to any student who is required to submit an academic plan as part of a SAP appeal. Student must meet all goals as outlined by the plan. The student continues to remain eligible for federal and state financial aid, but does not meet the definition of a SAP-eligible student. Students who do not meet all goals as outlined by the plan, at the least, will have their aid suspended and should work with a student finance advisor to understand what options exist to regain financial aid eligibility. Students that do not meet all goals as outlined by the plan may be academically dismissed from the college.

SAP Appeal Process

1. A student who is not meeting the Satisfactory Academic Progress requirements will receive a SAP Suspension notification letter to their student email account which details the reasoning behind a student's SAP suspension status. A student who wishes to appeal his/her unsatisfactory academic progress determination must submit a SAP Appeal Form to the Central Support Financial Aid Office through electronic means, prescribed in the email notification. The SAP Appeal Form must be completed in its entirety to be considered for appeal. SAP appeals are reviewed based on the extenuating circumstances such as serious injury or illness involving the student, death of an immediate family member, or other circumstances beyond the student's control that prevented him or her from achieving satisfactory progress. Each student's circumstance is reviewed on an individual basis. The student may be required to submit an academic plan indicating exactly what the student must take to complete their academic program and detail the timeframe in which this can be accomplished. Academic Plans must be completed with a Campus Dean/Director of Nursing or designee and forwarded to your campus financial aid office.
2. Your appeal will be reviewed to determine next steps and/or the appeal outcome. To receive aid in a term subsequent to receiving a "Suspension" status, student must appeal by the end of week 9 for consideration . Appeals may take up to 14 days to process and students will be notified of the results of the appeal via their Hondros College of Nursing email account.

Summary

Students are encouraged to review these standards. It is important that the student have a clear understanding of his/her individual progress and financial assistance. The College recognizes that circumstances and conditions regarding these standards may require discretionary judgment. Examples of such conditions include changing majors or career objectives, as well as various personal reasons. Any questions regarding SAP or these conditions should contact their campus financial aid office.

Financial Aid Census Date and Adding/Dropping Courses

Financial Aid Census is the point in time that the financial aid office evaluates students' official enrollment status for financial aid purposes. The Financial Aid Census date is always the second (2nd) Friday of every quarter.

A student's financial aid award is prepared based on anticipated full-time enrollment. If the student's actual attendance is less than full-time (e.g., half-time), the financial aid awards will be adjusted accordingly. Awards are adjusted each quarter, as required, based on the student's enrollment as of the "Census Date" for the quarter. Specifically, Pell grant payments will be based on the number of credit hours for which a student is enrolled as of the Census Date for that quarter.

TREATMENT OF TITLE IV AID WHEN A STUDENT WITHDRAWS

The law specifies how Hondros College of Nursing (HCN) must determine the amount of Title IV program assistance that you earn if you withdraw from school. The Title IV programs that are covered by this law are: Federal Pell Grants, Iraq and Afghanistan Service Grants, TEACH Grants, Direct Loans, Direct PLUS Loans, Federal Supplemental Educational Opportunity Grants (FSEOGs), and Federal Perkins Loans.

Though your aid is posted to your account at the start of each period, you earn the funds as you complete the period. If you withdraw during your payment period, the amount of Title IV program assistance that you have earned up to that point is determined by a specific formula. If you received (or HCN or parent received on your behalf) less assistance than the amount that you earned, you may be able to receive those additional funds. If you received more assistance than you earned, the excess funds must be returned by HCN and/or you.

The withdrawal date is always the last day of attendance. The withdrawal date is also the date used for federal reporting and Return to Title IV. for official withdrawals and for unofficial withdrawals in which a student earns a passing grade in at least one course. For a student that fails to earn a passing grade in at least one course and is not documented to have completed the term, the withdrawal date is the midpoint of the term.

During an approved Leave of Absence, the student is not considered withdrawn and a federal financial aid Return of Funds Calculation is not required.

The amount of assistance that you have earned is determined on a pro rata basis. For example, if you completed 30% of your payment period, you earn 30% of the assistance you were originally scheduled to receive. Once you have completed more than 60% of the payment period or period of enrollment, you earn all the assistance that you were scheduled to receive for that period.

If you did not receive all of the funds that you earned, you may be due a post-withdrawal disbursement. If your post-withdrawal disbursement includes loan funds, HCN must get your permission before it can disburse them. You may choose to decline some or all of the loan funds so that you do not incur additional debt. HCN may automatically use all or a portion of your post-withdrawal disbursement of grant funds for tuition and/or fees. HCN needs your permission to use the post-withdrawal grant disbursement for all other school charges. If you do not give your permission, you will be offered the funds. However, it may be in your best interest to allow HCN to keep the funds to reduce your debt at HCN.

If you receive (or HCN or parent receives on your behalf) excess Title IV program funds that must be returned, HCN must return a portion of the excess equal to the lesser of:

1. Your institutional charges multiplied by the unearned percentage of your funds, or
2. The entire amount of excess funds.

HCN must return this amount even if it didn't keep this amount of your Title IV program funds. If HCN is not required to return all of the excess funds, you must return the remaining amount. Any loan funds that you must return, you (or your parent for a Direct PLUS Loan) repay in accordance with the terms of the promissory note. That is, you must make scheduled payments to the holder of the loan over a period of time.

Any amount of unearned grant funds that you must return is called an overpayment. The maximum amount of a grant overpayment that you must repay is half of the grant funds you received or were scheduled to receive. You do not have to repay a grant overpayment if the original amount of the overpayment is \$50 or less. You must make arrangements with your school or the Department of Education to return the unearned grant funds.

Title IV funds are returned electronically and the order for the return of Title IV funds is as follows:

1. Federal Direct Unsubsidized Loan
2. Federal Direct Subsidized Loan
3. Federal Direct PLUS Loan
4. Federal Pell Grant
5. Federal Supplemental Education Opportunity Grant (FSEOG)
6. Other Title IV aid programs

Students will be notified of their eligibility for a post-withdrawal disbursement within 30 days of HCN's determination that the student withdrew. The student will have 14 days to respond to the notification. A student that does not respond or responds after 14 days will be considered to have not accepted the post-withdrawal disbursement offer. As soon as possible, but no later than 45 days after the date HCN determined the student withdrew, all unearned Title IV funds will be returned.

The requirements for Title IV program funds when you withdraw are separate from the HCN institutional refund policy. Therefore, you may still owe funds to HCN to cover unpaid institutional charges. HCN may also charge you for any Title IV program funds that the school was required to return.

If you have questions about your Title IV program funds, you can call the Federal Student Aid Information Center at 1-800-4-FEDAID (1-800-433-3243). TTY users may call 1-800-730-8913. Information is also available at <https://www.studentaid.ed.gov>.

R2T4 EXAMPLE

If you receive federal financial aid you must "earn" the aid received by staying enrolled in school. The amount of federal financial aid assistance you earn is determined on a pro rata basis. If you withdraw or stop attending classes during the enrollment period, you may be required to return some of the financial aid you were awarded. For example, if you complete 30 percent of the quarter, you earn 30 percent of the aid you originally were scheduled to receive. This means that 70 percent of your scheduled awards remain unearned and must be returned to the federal government.

The following formula is used to determine unearned aid that has to be returned:

Percent earned = number of calendar days completed up to the withdrawal date divided by total calendar days in the payment period

Percent unearned = 100 percent minus percent earned

The following example illustrates how the federal refund policy would affect a student who withdraws from classes at Hondros College of Nursing (HCN):

Student is attending Fall term which is 117 calendar days in length:

- Financial Aid: Pell Grant - \$1,650
- Direct Subsidized Loan - \$3,390
- Total Financial Aid Award - \$5,040
- Tuition and Fees - \$1,621

Financial Aid disbursed to student after Tuition and Fees are paid \$3,419

Student withdraws on the 24th day of the quarter, which is the fourth week. Consult Catalog for HCN Institutional Refund Policy. Percent of federal financial aid earned:

- Completed Days: 24
- Total days: 117
- Percentage earned: 20.5%

Amount of federal financial aid earned:

- Percentage earned - 20.5%
- Aid awarded - \$5,040
- Aid earned - \$1,033.20

Amount of federal aid to be returned:

- Aid awarded: \$5,040
- Aid earned: \$1,033.20
- Unearned aid to be returned to the Department of Education by HCN - \$4,006.80

STUDENT FINANCIAL RIGHTS & RESPONSIBILITIES

STUDENTS HAVE THE RIGHT TO:

- Know what financial assistance programs are available to them, including all federal, state, and institutional financial aid programs.
- Know the deadlines for submitting applications for each of the financial aid programs available, and the process required.
- Know the method and frequency of financial aid disbursements.
- Know how financial need is determined, including how costs for tuition and fees, room and board, travel, books and supplies, personal and miscellaneous expenses, etc., are considered in their budget.
- Know resources (such as parental contribution, other financial aid, assets, etc.) were considered in the calculation of need.
- Know how much of the financial need as determined by the institution has been met.
- Request an explanation of the various programs in your student aid package.
- Know the school's refund policy, including what portion of the financial aid you received must be repaid, and what portion is grant aid. If the aid is a loan, students have the right to know what the interest rate is, the total amount that must be repaid, the payback procedures, the length of time they have to repay the loan, and when repayment is to begin.
- Know how the school determines whether students are making satisfactory progress (SAP), and consequences of not meeting SAP.
- Request a review of their current financial situation if they meet certain criteria based on changes since filing the current aid year FAFSA® application.

STUDENTS HAVE THE RESPONSIBILITY TO:

- Be aware of the ability to pay any institutional charges based on your available financial aid and personal resources.
- Review and understand the terms and conditions of their financial aid award.
- Complete all requirements accurately, in a timely manner, and by the appropriate deadlines.
- Inform Hondros College of Nursing of any outside scholarships, tuition reimbursement, or additional resources that they receive.
- Fill out the FAFSA® application completely and accurately, provide all requested documents in a timely manner, and ensure that all submitted materials are complete and accurate. Falsification of information on application forms for federal financial assistance is considered a criminal offense and may be subject to penalties under the U.S. Criminal Code.
- Read, understand, and keep copies of all forms that they are asked to sign.
- Accept responsibility for all signed agreements.
- Be aware of and comply with all policies and procedures at Hondros College of Nursing.
- Be aware of the school's refund procedures.
- Manage the financial aid experience.

TUITION AND FEES

Policies, tuition, fees, and charges will be effective Winter 2024, December 25, 2023, and beyond and are subject to change without prior notice. The College requires that tuition, textbooks, and fees be covered in full at the time of registration and no later than prior to the first day of classes. A student may use financial aid, and/or payment can be made by cash, check, and credit or debit card.

2024 OHIO/MICHIGAN DIPLOMA IN PRACTICAL NURSING RATE SHEET – Full-Time Track	
Application Fee (first term only)	\$25
Standard Examination	\$50
Enrollment Fee (Entrance)	\$50
FBI/BCI Fees (Entrance and Exit)	\$72
Tuition	\$18,480
Lab/Incidental Fees	\$750
Clinical Fees	\$225
Graduation Fees	\$100
Textbooks/Materials (estimated, as consumed)	\$2,574.70
Uniforms/Student Nurse PAK	\$354.50
Technology Package	\$690
NCLEX® Review	\$200
Technology Fees	\$200
Total Direct Costs	\$23,771.20

2024 OHIO DIPLOMA IN PRACTICAL NURSING RATE SHEET – Part-Time Track	
Application Fee (first term only)	\$25
Standard Examination	\$50
Enrollment Fee (Entrance)	\$50
FBI/BCI Fees (Entrance and Exit)	\$72
Tuition	\$18,480
Lab/Incidental Fees	\$750
Clinical Fees	\$225
Graduation Fees	\$100
Textbooks/Materials (estimated, as consumed)	\$2,574.70
Uniforms/Student Nurse PAK	\$354.50
Technology Package	\$690
NCLEX® Review	\$200
Technology Fees	\$350
Total Direct Costs	\$23,921.20

2024 INDIANA DIPLOMA IN PRACTICAL NURSING RATE SHEET	
Application Fee (first term only)	\$25
Standard Examination	\$50
Enrollment Fee (Entrance)	\$50
Tuition	\$18,865.00
Lab/Incidental Fees	\$750
Clinical Fees	\$300
Graduation Fees	\$100
Textbooks/Materials (estimated, as consumed)	\$2,574.70
Uniforms/Student Nurse PAK	\$354.50
Technology Package	\$690
NCLEX® Review	\$200
Technology Fees	\$200
Total Direct Costs	\$24,159.20

2024 OHIO ASSOCIATE DEGREE IN NURSING RATE SHEET	
Application Fee (first term only)	\$25
Enrollment Fee (Entrance)	\$50
FBI/BCI Fees (Entrance and Exit)	\$72
Tuition	\$27,084
Lab/Incidental Fees	\$1,200
Clinical Fees	\$300
Graduation Fees	\$100
Textbooks/Materials (estimated, as consumed)	\$3,652
Uniforms/Student Nurse PAK	\$354.50
Technology Package	\$690
NCLEX® Review	\$300
Technology Fees	\$250
Total Direct Costs	\$34,077.50

*Tuition for PN Alumni is \$25,803

Cost of CPR, physical examination, and immunizations are not included in the above costs. These costs will vary depending upon the provider. Costs listed are estimated based on an average student. Books and other consumable costs may change. Tuition may be less depending on transferred course work. Tuition and fees are subject to periodic reviews and increases. Estimated costs do not include applicable tax.

APPLICATION FEE

A \$25.00 application fee is required for each program upon application. The application fee is valid for one year from the date the application is signed.

DUPLICATE DIPLOMA/DEGREE FEE

There is a \$15 fee for each duplicate diploma or degree. Students with an outstanding balance will not be issued a diploma or degree.

ENROLLMENT FEE

A \$50.00 enrollment fee is required for each program upon signing the enrollment agreement. The enrollment fee is valid for the term in which the enrollment agreement is signed and the term immediately following, should a student cancel/defer their enrollment. Students signing a new enrollment agreement due to re-entry or reinstatement are required to pay an additional enrollment fee.

REPLACEMENT ID BADGE FEE

Lost ID badges will be replaced immediately. There is a \$10 replacement cost for each badge.

RETURNED CHECK FEE & PAYMENT VERIFICATION HOLD

All returned checks are subject to a \$30 Returned Check Fee. This fee charged is in addition to any fees charged by your bank or financial institution. Payments made by check for an amount of \$500 or greater are subject to a payment verification hold period of five (5) business days before being applied to the student's ledger.

TRANSCRIPT FEE

There is a \$15 fee for each official transcript.

RIGHT TO CANCEL POLICY – Indiana

A student who completes an enrollment agreement or application may cancel their enrollment at any time up through the end of Wednesday of the second calendar week first calendar week of the student's first enrollment quarter. A student that cancels by Wednesday of the second week of their first quarter of enrollment withdraws during the first calendar week of their first enrollment quarter will receive a refund of any tuition paid to the College school. Refunds will be processed based on the student's right to cancel section of the signed enrollment agreement. Books and materials technology fees are subject to the Bookstore Refund Policy.

If I choose to withdraw after classes begin, and after the right to cancel period has ended, the terms of the Refund Policy will apply.

RIGHT TO CANCEL POLICY – Ohio and Michigan

A student who completes an enrollment agreement or application may cancel their enrollment at any time during the two (2)-week module (if applicable) and up through Wednesday of the second calendar week of the student's first quarter of enrollment. A student who cancels by Wednesday of the second week of their first quarter of enrollment will receive a full refund of any tuition paid to the College. Refunds will be processed based on the student's right to cancel section of the signed enrollment agreement. Books and materials are subject to the Bookstore Refund Policy.

Students in the Practical Nursing program who exercise their right to cancel will have their academic history from the COL 099 Strategies for Successful Nursing Professionals course in the two (2)-week module erased and will need to re-take the course before progressing to the first quarter.

If I choose to withdraw after classes begin, and after the right to cancel period has ended, the terms of the Refund Policy will apply.

REFUND POLICIES

OHIO AND MICHIGAN STUDENTS

Hondros College of Nursing's refund policy complies with the state law as follows and is applicable to each term:

1. A student who starts class and withdraws or drops a single course(s) during the first full calendar week of the quarter shall be obligated for twenty-five percent (25%) of the tuition and refundable fees for that academic term, plus the registration fee.
2. A student who withdraws or drops a single course(s) during the second full calendar week of the quarter shall be obligated for fifty (50%) percent of the tuition and refundable fees for that period.
3. A student who withdraws or drops a single course(s) during the third full calendar week of the quarter shall be obligated for seventy-five (75%) percent of the tuition and refundable fees for that period, plus the registration fee.
4. A student who withdraws or drops a single course(s) beginning the fourth full calendar week of the academic term will not be entitled to a refund of any portion of the tuition and fees, plus the registration fee.
5. Refunds will be issued by check from Hondros College of Nursing within 30 days. Last date of attendance is determined by the student's last attended day of clinical, lab, lecture, or the last submitted assignment in an online course.

Last date of attendance is determined by the student's last attended day of clinical, lab, lecture, or the last submitted assignment in a traditional online course.

INDIANA STUDENTS

1. A student is entitled to a full refund if one (1) or more of the following criteria are met:

- A. The student cancels the institutional student contract or enrollment agreement within six (6) business days after signing.
- B. The student does not meet the postsecondary educational institution's minimum admissions requirements.
- C. The student's enrollment was procured as a result of misrepresentation in the written materials utilized by the postsecondary educational institution.
- D. If the student has not visited the postsecondary educational institution prior to enrollment, and, upon touring the institution or attending the regularly scheduled orientation/classes, the student withdrew from the program within three (3) days.

2. A student withdrawing from an instructional program, after starting the instructional program at a postsecondary educational institution and attending one (1) week or less, is entitled to a refund of ninety percent (90%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars (\$100).

3. A student withdrawing from an instructional program, after attending more than one (1) week but equal to less than twenty-five percent (25%) of the duration of the instructional program, is entitled to a refund of seventy-five percent (75%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not the exceed one hundred dollars (\$100).

4. A student withdrawing from an instructional program, after attending more than twenty-five percent (25%) but equal to less than fifty percent (50%) of the duration of the instructional program, is entitled to a refund of fifty percent (50%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars (\$100).

5. A student withdrawing from instructional program, after attending more than fifty percent (50%) but equal or less than sixty percent (60%) of the duration of the instructional program, is entitled to a refund of forty percent (40%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars (\$100).

CREDIT BALANCE REFUND POLICY

All non-Title IV credit balances are applied to future term charges unless requested. Students with a credit balance after satisfying current term balance must email nursingstudentaccounts@hondros.edu to request a refund.

BOOKSTORE REFUND POLICY

The College does not participate in a buy-back program for textbooks or other required course material, including, but not limited to, the technology package. For products being returned, the item and all included materials must be returned in the original packaging in original condition, and must be accompanied by an original receipt and returned within 30 days of purchase. No refunds are given for the technology package if consumed. Refunds will be issued by check from Hondros College of Nursing within 30 days.

Policies, tuition, and fees are effective January 1, 2023 and are subject to change.

FINANCIAL CLEARANCE

Tuition and fees for the quarter are due and payable in full at registration. Details of payment options may be obtained from the student financial aid office.

All students must be financially cleared before registration. Financial clearance is defined as:

- Payment in full for the current quarter;
- A financial plan in place that is estimated to cover current costs in full; and
- Appropriate paperwork completed as defined by the financial aid office.

Students choosing to finance part or all of their education through a tuition payment arrangement must maintain a current payment status.

Students who do not comply with the above requirements may not be cleared to begin classes. In extreme circumstances, students may need to temporarily interrupt their education until appropriate payment arrangements are made.

ACADEMIC & CLINICAL INFORMATION

CLINICAL INFORMATION

The College strives to ensure that each student has excellent clinical learning experiences. This is a challenging goal in today's competitive health care arena, in which clinical facilities are being asked to meet the needs of learners from a growing number of educational programs. Therefore, clinical times and locations may change from quarter to quarter.

Clinical assignments are to be treated as employment; professional, responsible behavior is mandatory. Failure to comply with professional standards or the Student Code of Conduct may result in disciplinary action, up to and including dismissal. Students must remain flexible and be prepared for clinical placement in a variety of settings and at a variety of times.

The College reserves the right to adjust clinical schedules to ensure seamless programming and accommodation of the clinical facilities and the nursing programs.

STUDENTS WILL NEED TO:

1. Have transportation.
2. Arrange childcare, as applicable, including coverage for days, evenings and/or possible weekends.
3. Plan to travel up to 90 minutes one way to a clinical facility from the campus.
4. Arrive at the facility at least 10 minutes prior to the start of the clinical day.

CLINICAL REQUIREMENTS AND VACCINATION POLICY

The following items are required to be submitted and approved by the end of week 4 for ADN students attending NUR 205, and PN students attending NUR 160. Continuing students are required to meet clinical eligibility by the quarter begin date (refer to the academic calendar) for each term in which they are registered for a course with a clinical component.

- Background check (reviewed and approved)
- CPR certification: American Heart Association, BLS provider only
- Complete Clinical Eligibility Packet, including records of current, up-to-date immunizations, seasonal flu vaccine, and annual TB testing (According to Center for Disease Control and Prevention [CDC] guidelines)

Prior to January 2020, Castle Branch was used for submission of health documentation. Starting January 2020, new students will use Viewpoint to submit health documentation. Re-entering students may be required to switch to Viewpoint, depending on their re-entry point in the program.

Additional requirements may vary according to a clinical agency agreement. Failure to be compliant by the quarter begin date (refer to the academic calendar) will result in the student being ineligible to attend clinical, which will result in a failing grade in the course.

PERFORMANCE OF NURSING CLINICAL SKILLS IN A CLINICAL SETTING POLICY

In general, skills performed by a student must be checked off in an on-campus lab prior to performing the skill in clinical. Students are not permitted to do any invasive procedures or administer medications without an instructor present. An invasive procedure is defined as entering the skin or body cavity.

1. All skills performed by a student must follow the policy and procedures of the facility and qualify as accepted safe practice.
2. No student is legally permitted to perform IV push medications.
3. Students scheduled for observation are not permitted to perform any procedures or administer medications.
4. Failure to comply with these policies will result, at a minimum, in a critical incident and failure in the course.

ACADEMIC INFORMATION

Students are expected to progress through the program in an uninterrupted pattern:

- Diploma in Practical Nursing should take 1 two-week module, and 4 quarters;
- Associate Degree in Nursing should take 5 quarters;

DEFINITION OF QUARTER CREDIT HOUR

A quarter-credit hour is equivalent to a minimum of ten (10) classroom hours or twenty (20) hours of lab, on a 50-minute hour of instruction, with appropriate homework and study. Thirty (30) hours of clinical experience, on a 60-minute hour, equals one (1) credit hour.

DEFINITION OF ENROLLMENT STATUS

- **Full-time:** Students are enrolled for 12 or more credit hours per quarter.
- **Three-quarters:** Students are enrolled for 9-11 credit hours per quarter.
- **Half-time:** Students are enrolled for 6-8 credit hours per quarter.
- **Below Half:** Students are enrolled for under 6 credit hours per quarter.

ADVANCED STANDING POLICY

Hondros College of Nursing does not award advanced placement for previous work experience. Students in the Associate Degree in Nursing program receive advanced standing quarter credits for previous education completed. Advanced standing credits are noted on the academic transcript.

TRANSFERABILITY OF CREDITS

Hondros College of Nursing cannot guarantee the transferability of credits earned at any other institution. Determinations on the transferability of credits are made by the receiving institution.

TRANSFER CREDIT POLICY

Official evaluation of transfer credit will be conducted upon receipt of an official transcript. Official transcripts must be delivered in a sealed envelope or sent electronically through a certified credentialing agency from the original institution. Official transcripts should be received no later than the end of week one (1) of the program for evaluation. Hondros College of Nursing cannot guarantee evaluation of transfer credit for transcripts received later than week one (1) of the program. Transcripts will be evaluated from institutions that are accredited by accrediting bodies recognized by the United States Department of Education. Questions regarding the Transfer Credit policy should be directed to the Office of the Registrar.

General Policy – Applies to All Programs

1. Transfer credit will be considered for courses with a grade equivalent to a “C-” or better earned.
2. Transfer credit is not awarded for Hondros College of Nursing courses with the “NUR” prefix.
3. Transfer credits are transcribed on the Hondros College of Nursing transcript and are counted in the cumulative hours completed, but they are not counted in the credit hours attempted as part of the cumulative grade point average.
4. Transfer credits are awarded in whole numbers and will be converted and rounded to the nearest whole number when earned in non-quarter-based units.
5. Upon a student’s formal request, the College will determine whether any of the student’s military education and/or skills training is substantially equivalent to courses in their program. Students who wish to have their military experience and/or national guard experience and training evaluated for equivalent transfer credit should submit the appropriate documentation, in the form of official transcripts and forms DD 214 (veterans) and DD 295 (active-duty military personnel), to the Registrar for formal evaluation. The College may also accept as transfer credit completion of formal military courses as recommended by the American Council on Education (ACE) when verified through official transcripts (Army/ACE registry Transcript System, Community College of the

Air Force, Sailor/Marine/ACE Registry Transcript, Registry of Credit Recommendations, or National Registry for Training Programs). In addition, credit may be awarded through review of a student's certified Department of Defense (DD) Form 214 (Armed Forces of the United States Report of Transfer or Discharge) in conjunction with the ACE Handbook, Evaluation of Educational Experiences in the Armed Forces.

6. Transfer credit will be considered for international transcripts evaluated by an organization that is a member of the National Association of Credential Evaluation Services (NACES) or Association of International Credential Evaluators, Inc. (AICE).

Transfer Credit Policy for Practical Nursing and Associate Degree in Nursing Programs

1. Transfer credit will be evaluated for course content and credit hour. Transfer credit considered for BIO 117, Introduction to Anatomy and Physiology, may be a higher content course.
2. Credits earned at another institution during the period of enrollment at Hondros College of Nursing will not be considered for transfer credit.
3. General Education courses must have been completed within the past 10 years. Science courses, as defined in the program curriculum, must have been completed within the past 5 years. Science courses offered in a series at Hondros College of Nursing must have the complete series transfer in. Transfer credit may be considered outside these time frames if:
 - a.) The student has earned an associate degree or higher.
 - b.) The course was part of a series where at least one of the series components falls within the aforementioned timeframe.
4. The Associate Degree in Nursing anatomy and physiology series at Hondros College of Nursing is evaluated for anatomy, physiology and microbiology content. A stand-alone microbiology course is often required to receive transfer credit for the series.
5. CLEP and other methods to test out of a course are not accepted as transfer credit.

ACADEMIC STANDING STATUS POLICY

Students' academic progress will be evaluated at the end of each quarter. A satisfactory progress report indicating progress and academic standing in the program can be found in the Student Portal in the format of an unofficial transcript.

1. Good standing: Students earning a minimum cumulative grade point average of 2.0 are considered to be in good academic standing. Good Standing will be noted on the student's official transcript.
2. Honors: Students, enrolled half-time or more, with a quarterly grade point average of 3.25 or higher in a given quarter are eligible for honors, according to the following table:

HCN ACADEMIC HONORS	
GPA Range	Honor List
3.75-4.00	President's List
3.50-3.74	Dean's List
3.25-3.49	Merit List

The appropriate honor will be noted on the student's official transcript for the term in which it is earned.

Students who graduate from a program with a cumulative grade point average of 3.25 or higher will earn graduation honors, according to the following table:

HCN GRADUATE HONORS	
GPA Range	Graduation Honor
3.75-4.00	Summa cum laude
3.50-3.74	Magna cum laude
3.25-3.49	Cum laude

ACADEMIC PROBATION

A student earning a cumulative grade point average below a 2.0 or being reinstated from an academic dismissal will be placed on academic probation. Academic Probation will be noted on the student's official transcript. Students will receive written notification if placed on academic probation.

Students on academic probation will be required to be advised and/or tutored for assistance prior to registering for future courses. Students on academic probation may still be eligible for financial aid.

Any subsequent quarter with a cumulative grade point average below the 2.0 minimum will result in academic dismissal. For new students starting Spring 2020 and beyond, and for re-entries or reinstated students returning Spring 2020 and beyond, a third subsequent quarter with a cumulative grade point average below the 2.0 minimum will result in academic dismissal.

Students will return to an academic status of Good Standing once the cumulative grade point average is a 2.0 or higher and/or the reinstatement requirements have been met.

ACADEMIC DISMISSAL

Academic Dismissal results when a student has met at least one of the following criteria:

1. Fails to earn a cumulative grade point average of 2.0 or better for a third quarter in the program.
2. Fails the same course for a second time. This criterion is not applicable to students whose latest signed Enrollment Agreement specifies enrollment or re-enrollment in the Spring 2023 term or any term thereafter.

Academic Dismissal is noted on the student's official transcript. Students will receive written notification if academically dismissed.

AUDIT POLICY

Students interested in auditing a course must receive approval from the Campus Dean/Director of Nursing or designee. Depending on the course, there may be associated lab/material fees charged to the student.

Students repeating a course may also be required to audit an additional course(s) as indicated by their academic advising. Depending on the course, there may be associated lab/material fees charged to the student.

Audit courses are added to the student schedule and appear on the academic transcript. Audit courses do not count as attempted or earned credits, or apply to the CGPA for SAP purposes.

CRITICAL INCIDENT POLICY

A critical incident is defined as any incident that reflects poor performance in providing nursing care, managing care, or performing as a student in a professional manner. This behavior may or may not result in failure of the course in which the incident occurred. Critical incidents may be given for unsatisfactory behavior in the classroom, lab, and/or clinical. Critical incidents include, but are not limited to, the following: unsafe clinical or laboratory practice, violation of HIPAA, excessive tardiness, violations of the Student Code of Conduct, and dishonesty.

One critical incident, or a pattern of critical incidents, could result in failure of the course, or dismissal from the College, depending upon the severity of the incident. Violations will be reviewed by the Campus Dean/Director of Nursing or designee. Documentation of the Critical Incident will be kept in the student file on a Critical Incident Form.

INCOMPLETE POLICY

Students who have completed a quarter through week 9, may request to receive an incomplete grade (“I”) if they are unable to complete assignments, projects, and/or a final exam due to documented extenuating circumstances beyond the student’s control (for example, hospitalization or death of an immediate family member). Permission must be granted from the Campus Dean/Director of Nursing or designee.

Students receiving an incomplete will have until the start of the following quarter course(s) to submit all work required to complete the course(s). Deadlines for missing work will be outlined by the Campus Dean/Director of Nursing or designee, in conjunction with the faculty member who will be working with the student to resolve the student’s incomplete coursework. If the student fails to complete the incomplete coursework within the established timeline, the “I” will be changed to an “F”. Failure of a course will result in the student needing to repeat the course; in addition, the student may be placed on academic probation, or may be academically dismissed.

Students receiving an incomplete may not progress in the program until they have successfully completed the course(s) by earning a “C” or better. Students successfully completing incomplete coursework prior to the end of the allotted quarter timeline must wait until the start of the next quarter to progress in the program.

REPEAT POLICY

Students must repeat and pass any courses in which they receive a failing grade or from which they have withdrawn or dropped. Students are only permitted to withdraw/drop from the same courses once. Students who need to repeat a course must complete an academic advising session to review scheduling options and registration. Students may be required to repeat in a on ground modality section, if the option is available. Students who need to repeat a course that is no longer offered due to a revised curriculum may have a blended curriculum, which may consist of a revised progression plan. Students cannot repeat a course(s) they have previously passed to simply improve their cumulative grade point average (CGPA).

1. Students on academic probation are not permitted to take any additional course(s) out of sequence when repeating a failed course. Students repeating a course, but not on academic probation, may request to take a general education course, excluding BIO 254, out of sequence if space is available. Students must make the request in writing to the Campus Dean/Director of Nursing. Courses taken out of sequence are subject to all policies regarding unsuccessful progression and attendance. Students that are unsuccessful in a course taken out of sequence may be required to successfully complete only that course prior to advancing in their program.
2. All earned grades will become part of the student’s academic record and will be reflected on the academic transcript. Repeated coursework in which a passing grade was earned will be marked with an “R” on the academic transcript to indicate the course was repeated.
3. Once a course has been repeated with a passing grade, only the latest earned passing grade for a repeated course will be used in the calculation of the cumulative grade point average. Withdrawals (W) are not counted as an earned grade when recalculating the cumulative grade point average. If a student is repeating a previously passed course due to starting a program over, only the highest grades earned will calculate into the cumulative grade point average.
4. Repeated coursework must be taken at Hondros College of Nursing.
5. The student is responsible for all costs associated with repeated coursework. In some cases, financial aid may not be available for repeated coursework.
6. The student may not receive Title IV aid for retaking previously passed courses if the student is required to retake those courses because the student failed a different course in a prior term.

7. Students required to repeat a course will be able to do so only when space is available. If the student is required to repeat a course that is not offered in the following term, he or she must repeat the course the next time the course is offered.
8. Students repeating a course may be required to audit an additional course(s) in accordance with their academic advising plan. Audit courses may have associated lab/material fees changed to the student.

RE-ENTRY POLICY

A former student who voluntarily withdrew may apply to the College for re-entry to his or her previous program. The applicant must satisfactorily demonstrate that the barriers that prevented him or her from completing the program during the previous enrollment have been resolved, and there is reasonable probability that he or she can complete the program of study within the maximum allowable timeframe. Applicants seeking re-entry should contact the Campus Executive Director or designee prior to the start of the next term. The College will evaluate the re-entry applicant's Satisfactory Academic Progress (SAP) to determine if the applicant is eligible for re-entry. Students withdrawn for more than two quarters may be required to restart the program.

Applicants are required to sign a new enrollment agreement, which lists the current curriculum requirements, tuition, fees, term of enrollment, and other required disclosures. An applicant for re-entry must meet all admissions requirements of his or her program in effect at the time of re-entry. In addition, applicants may be required to complete a new background check in accordance with the policy in effect at the time of re-entry. The College reserves the right to deny re-entry to any applicant that carries an unpaid balance from his or her previous enrollment. Re-entry is not guaranteed and is dependent upon space and availability.

Students previously dismissed pursuant to the College's academic dismissal policy, or who were administratively withdrawn, should refer to the Reinstatement Policy. Students who have been dismissed due to a Student Code of Conduct violation are not eligible to be reinstated to Hondros College of Nursing.

REINSTATEMENT POLICY

Students who have been academically dismissed or administratively withdrawn may seek reinstatement by submitting the Request for Reinstatement form to the Campus Dean/Director of Nursing or designee. Supporting documentation may be required. All requests for reinstatement will be reviewed by the College's Reinstatement Committee. Students will be notified in writing of the Committee's decision. The Committee's decision is final and cannot be appealed. Reinstatement is not guaranteed.

Students granted reinstatement after an academic dismissal will be placed on Academic Probation if their cumulative grade point average is below the required 2.0. Students granted reinstatement must follow all policies in effect at the time of the reinstatement.

Reinstated students may be required to sign a new enrollment agreement, which lists the current curriculum requirements, tuition, fees, term of enrollment, and other required disclosures.

In addition, reinstated students may be required to complete a new background check in accordance with the policy in effect at the time of reinstatement.

Students who have been dismissed due to a Student Code of Conduct violation are not eligible to be reinstated to Hondros College of Nursing.

MEDICAL LEAVE

The Medical Leave (ML) is a temporary interruption in a student's program of study and refers to the specific period during a program when a student is not in attendance.

Hondros College of Nursing (HCN) elects to provide students, who encounter significant medical situations, a pathway to a Medical Leave (ML). The ML allows students the ability to have an interruption in their enrollment without withdrawing or being administratively withdrawn from the College. The ML may be granted for following reasons:

Medical Leave Situations:

- Physical Illness or Injury - an illness or injury that is expected to incapacitate the student for an extended amount of time or that incapacitates a member of the student's documentable immediate family (limited to parents, spouse, and children).
- Mental Illness – a diagnosable mental, behavioral, or emotional disorder affecting the student, or immediate family member (limited to parents, spouse, and children).

Students will be required to submit third party documentation supporting their significant medical situation requiring the ML.

The student should submit the ML request on or before the requested ML start date (see below.) by completing the "Medical Leave" request form, which is available upon request from Campus Leadership. The form must be completed in its entirety, signed and dated.

HCN acknowledges that there may be unforeseen circumstances that prevent a student from requesting prior approval for an ML; in such cases, HCN may submit the ML request on the student's behalf, and if granted, proper submission of the ML Request Form and documentation will be required at a later date.

The Vice President of Operations will review submitted requests and may require additional information or documentation from the student. The Registrar's Office will issue an ML approval or denial letter to the student. The approval letter will indicate the student's last day of attendance (LDA); approved ML start date; and ML end date (scheduled date of return) (see below).

The ML may be approved only if the requesting student demonstrates an intention and ability to return to HCN. Upon return, the student must resume training at the same point, term, in the academic program that the ML began. A student's ML must not exceed a total of 180 days in a 12-month period, either alone or in combination with other approved ML's.

Medical Leave Request

ML's requested while course (s) are in progress must be submitted prior to an attendance violation occurring and/or prior to completing final exams.

- The ML start date is the day following the student's last day of attendance (LDA). The student's LDA, ML start date, and the ML end date will be reflected on the ML approval letter. When determining the length of a student's ML, HCN accounts for all periods of nonattendance, including weekends and

scheduled breaks. As noted above, a student's ML may not exceed a total of 180 days in a 12-month period, either alone or in combination with other approved ML's.

- Students who are placed on a Medical Leave are treated as a withdrawal for program academics and Financial Aid purposes. This may result in a debt owed to the college from charges no longer covered by aid. The student will not be eligible for additional Title IV federal financial aid for the returning quarter because of an ML.
- Students approved for an ML must return by the date on their official approval letter or they will be administratively withdrawn.
- Students denied a medical leave will be processed as a withdraw, according to the Withdraw Policy.

LEAVE OF ABSENCE POLICY

As of 12/31/2023 no new Leave of Absence requests will be considered. Students should refer to the Medical Leave Policy or the Withdraw Policy

A Leave of Absence (LOA) is a temporary interruption in a student's program of study and refers to a specific time period when a Hondros College of Nursing student is not in academic attendance. An approved LOA is necessary for unscheduled breaks in attendance. Students are considered to remain in an "in-school" status when on an approved LOA. During the LOA the student is not considered withdrawn and a federal financial aid Return of Funds Calculation is not required. However, a LOA may impact loan and/or grant disbursement dates and amounts that have been awarded. Students required to restart the quarter (LOA occurred during a "quarter in progress") will not be assessed additional institutional charges upon return from a LOA. Students that complete a quarter, subsequently request, and are approved for a LOA for the following quarter(s), will be assessed appropriate charges upon return.

To be approved for a LOA, there must be a reasonable expectation that the student will return from the LOA; this condition is specified to make clear that Hondros College of Nursing will not grant a student an LOA merely to delay the return of unearned Title IV funds. Further, LOA's will only be considered for the following reasons: medical, military, financial, personal, College/facility closure or declared natural disasters.

REQUESTING A LEAVE OF ABSENCE

The student must follow the College's policy in requesting the LOA. A LOA must be applied for in writing while still enrolled using the Leave of Absence Request Form. The form must be completed in its entirety, signed and dated and include the reason for the leave. The Leave of Absence Request Form is available upon request from the Campus Dean/Director of Nursing.

HCN acknowledges that there may be unforeseen circumstances that prevent a student from requesting prior approval for an LOA; in such cases, HCN may grant an LOA, document its reasons for doing so, and require proper submission of the Leave of Absence (LOA) Request Form at a later date.

The request will be reviewed by the Sr. VP of Academics and additional information or documentation may be required from the student. The student will receive either an approval or denial letter from the HCN Registrar's office once a Leave of Absence Request Form has been processed. The Registrar's Office will mail the official letter of the leave of absence request status which will include the student's LDA, LOA start date, and LOA end date (scheduled date of return). The official letter will also include the requirement to begin attendance Week 1 of the returning quarter and the procedure for return.

LENGTH AND NUMBER OF APPROVED LEAVES

Students may be approved by Hondros College of Nursing for multiple leaves of absence as long as the total number of days for all leaves does not exceed a total of 180 days in a 12-month period.

The LOA start date will always equal the day after the student's last date of class attendance and will be used to count the number of days in the leave. The count is based on the number of days between the last date of attendance and the end date of the LOA. The start date of the first approved Leave of Absence is used when determining the start date for the 12-month period. HCN accounts for all periods of nonattendance, including weekends and scheduled breaks.

RETURN REQUIREMENTS AND FAILURE TO RETURN

It will be required for a student to return to class before the end date of the LOA to review material previously covered. However, until the student has resumed the academic program at the point he or she began the LOA, the student is considered to still be on the approved LOA. (If an LOA occurs anytime during a "quarter in progress" student will be required to return to HCN and re-start the quarter in its entirety).

For students required to return early, the days the student spends in class before the course reaches the point at which the student began his or her LOA must be counted in the 180-day maximum for an approved leave of absence. That is, a student repeating coursework while on an LOA must reach the point at which he or she interrupted training within the 180 days of the start of the student's LOA.

Since a student is still considered to be on an LOA while repeating prior coursework, if the student fails to resume attendance at the point in the academic program where he or she interrupted training at the beginning of the LOA (start date), the student will be administratively withdrawn from HCN, and the withdrawal date will be the student's last date of attendance.

FAILURE OF RETURN

If the student does not return as required and re-start the quarter, he or she will be administratively withdrawn from the College. The withdrawal date will be the student's last date of class attendance. If a student on an approved LOA fails to return, HCN must report to the loan holder the student's change in enrollment status as of the withdrawal date.

Another possible consequence of a student not returning from an LOA and being withdrawn from the College is that the grace period for a Title IV loan might be exhausted. Additionally, if the student previously exhausted their grace period, loan repayment will begin immediately. If the student is unable to begin repayment of a loan they may apply for deferment or forbearance of payment.

EXTENDED ENROLLMENT STATUS

The College does not allow extended enrollment status.

MILITARY DEPLOYMENT

When a student or a spouse has been deployed for military reasons, the student must contact the Campus Executive Director or Registrar and provide official military documentation. Upon return, the student is responsible for adhering to policies currently in effect. This applies to all students in all programs.

OUT-OF-CLASS ACADEMIC WORK

Students should be aware that for every hour of on-campus lecture, they should expect to spend two (2) to three (3) hours outside of class completing assigned work, including, but not limited to, readings, case studies, papers, homework assignments, and preparation for quizzes and exams, per the course's topical outline. As an example, in a three (3) credit hour course, students are expected to spend from six (6) – nine (9) hours outside of class in order to succeed in the lecture portion of the courses. Lab and clinical experiences may also require additional hours outside of the scheduled time to be successful in those portions of the course.

WITHDRAWAL POLICY

Attendance must be evident by the end of the first week for continuing students, or the student will be administratively withdrawn from the program. Students who post week 9 attendance and then stop attending or fail to meet the attendance requirements during or after week 9 will receive the grade earned at the end of the quarter, which may result in academic probation, an administrative withdraw, or academic dismissal from the college.

The student gives notice of the intent to withdraw from the College by contacting the Campus Executive Director or designee in person, in writing, by e-mail, or by phone. Withdrawals initiated with a last date of attendance up through the end of week 8 will earn a grade of "W"; a grade of "W" has no effect on cumulative grade point average. Withdrawals initiated with a last date of attendance after week 8 will receive the grade earned at the end of the quarter. Failure of a course may result in the student being placed on academic probation or being academically dismissed. The withdrawal will not supersede academic probation or academic dismissal. Withdrawal from the College may require funds to be returned to the U.S. Department of Education.

SINGLE COURSE DROP POLICY

Students may drop from one or more individual course(s) once up through the end of week 8 of the quarter and will receive a grade of "W". Students must meet with their Campus Executive Director or designee to complete a Course Drop form. A grade of "W" has no effect on cumulative grade point average, but does impact pace of progression and maximum timeframe. Students must post attendance to be eligible for a course drop.

Students that drop all courses within a quarter will be considered withdrawn from the College.

Students must successfully repeat any dropped course prior to progressing in the program. Students may be required to audit additional courses when repeating a dropped course. Please refer to the Repeat Policy for more information.

GRADE SCALE

All grades are awarded in whole letter values only.

GENERAL EDUCATION AND SCIENCE COURSES		
Percentage Range	Letter Grade	Grade Points Awarded
90.00 – 100.00	A	4.00
80.00 – 89.99	B	3.00
70.00 – 79.99	C	2.00
69.99 – Below	F	0.00

NURSING COURSES		
Percentage Range	Letter Grade	Grade Points Awarded
93.00 – 100.00	A	4.00
85.00 – 92.99	B	3.00
78.00 – 84.99	C	2.00
77.99 – Below	F	0.00

APPLICABLE TO ALL PROGRAMS		
Letter Grade	Description	Grade Points Awarded
AU	Audit	No grade points awarded
I	Incomplete	No grade points awarded
LA	Leave of Absence	No grade points awarded
LR	Leave of Absence return but not completed	No grade points awarded
NP	No-Pass	No grade points awarded
P	Pass	No grade points awarded
TR	Transfer	No grade points awarded
W	Withdrawal	No grade points awarded
WT	Withdrawal – transfer credit awarded	No grade points awarded

GRADE POINT CALCULATION

Quality points are determined by multiplying the grade point by the credit hours. The grade point average is determined by dividing the total quality points by total credit hours received. Transferred coursework, withdraw/transfers, withdrawals, audits, and incompletes are not calculated into the grade point average; however, transfer credits are accounted for in the total hours earned.

EXAMPLE

Grade A = 4.0 grade points x 4 credit hours = 16 quality points

Grade B = 3.0 grade points x 5 credit hours = 15 quality points

Total quality points = (16 + 15) = 31 divided by total credits of (9) = 3.444 grade point average

REGISTRATION INFORMATION

Students are responsible for their own academic planning and scheduling to meet graduation requirements. Students are required to register for courses via the Student Portal during open registration. Students who have an outstanding balance or have not submitted all required documentation will not be able to register for upcoming quarters. Students are expected to complete the courses in an uninterrupted pattern as indicated on the curriculum listing page in this catalog.

Students not registered for an upcoming quarter will be withdrawn from the college. Students who need to change their program track, if multiple tracks are available at their campus, must request a change prior to the end of week 1 of the quarter in which they need to change tracks. All change requests must be approved by the Campus Dean/Director of Nursing. No section or track changes will occur after the end of week 1 of the quarter.

Students who need to repeat a course must complete academic advising with their Campus Dean/Director of Nursing or designee before being registered for the repeat course. Please refer to the Repeat Policy for additional information.

PROGRAM COMPLETION REQUIREMENTS

The candidate for program completion must:

1. Have successfully completed all program requirements with a minimum of "C" (2.0 GPA) or better in all courses.
2. Achieved the minimum number of credit hours required for the program of enrollment.

GRADUATION REQUIREMENTS

The candidate for graduation must:

1. Meet all program completion requirements.
2. Pay applicable graduation fee(s).
3. Be free of indebtedness to the College.
4. Complete Exit Counseling, applicable to students who receive Title IV funding and started their program Fall 2016 and through Summer 2021.

Candidates that meet program completion requirements, but have not met all other graduation requirements, listed above will be placed in completer status. Once all graduation requirements have been fulfilled, the candidate will be moved to graduate status. Only students in graduate status will have their completion letters released.

COMMENCEMENT/PINNING CEREMONIES

Commencement ceremonies are held throughout the year. Students assume the ultimate responsibility for meeting all graduation requirements. Failure to meet the graduation requirements may result in a student being deemed ineligible to attend the commencement and pinning ceremonies.

NCLEX EXAM AND LICENSE REQUIREMENTS**OHIO BOARD OF NURSING FELONY POLICY**

Section 4723.28 of the Ohio Revised Code, the law regulating the practice of nursing, states that the Board of Nursing may deny a person the privilege of sitting for the licensing examination based on certain past behaviors or legal history.

Each applicant for licensure will be required to answer questions on the application related to whether the individual seeking licensure has been convicted of, found guilty of, pled guilty to, pled no contest to, or received treatment in lieu of conviction for 1) any misdemeanor committed in the course of practice in Ohio, 2) any felony, 3) any crime involving gross immorality or moral turpitude, or 4) any violation of a municipal, county, state, or federal law.

OHIO BOARD OF NURSING LICENSURE - APPLICATION REQUIREMENT

As of June 2004, the Ohio Board of Nursing requires all applicants for licensure to declare any existing psychiatric condition(s). Please check with the Board of Nursing for further clarification or questions at (614) 466-3947, or e-mail board@nursing.ohio.gov.

PROOF OF CITIZENSHIP REQUIRED FOR NCLEX® CANDIDATES

The federal law known as Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA) limits state licensure to U.S. citizens and other qualified applicants. The State Board of Nursing is required to keep assurance of citizenship on record with applications for licensure.

PRACTICAL NURSING – DIPLOMA (DAY & EVENING/WEEKEND) – OHIO AND MICHIGAN

Upon successful completion of one (1) two-week module and four (4) eleven-week quarters (44 weeks) of the Practical Nursing curriculum, and meeting all graduation requirements, the graduate will be awarded a diploma and be certified to the Ohio Board of Nursing, which will determine the student's eligibility to sit for the National Council Licensure Examination for Practical Nurses (NCLEX®-PN). Within the scope of practice for the licensed practical nurse, and at the direction of a licensed physician, dentist, podiatrist, optometrist, chiropractor or registered nurse, the graduate will meet the client's needs by fulfilling the following program outcomes:

1. Provide safe, quality, evidence-based, patient-centered nursing care to diverse patients across the lifespan in a variety of structured healthcare settings within the scope of practice of the Practical Nurse.

- Collect data related to physical, behavioral, psychological, and spiritual aspects of health and illness parameters in patients experiencing common health problems, using developmentally and culturally appropriate approaches.
- Work with the Registered Nurse or other healthcare provider to identify patient needs based on the data collected.
- Contribute to a patient-centered plan of care based on knowledge of evidence and patient information/preferences to meet individual patient needs.
- Provide patient-centered care focusing on restoration, promotion, and maintenance of physical and mental health.
- Incorporate factors that create a culture of safety when providing patient care.
- Provide patient teaching that reflects developmental stage, age, culture, spirituality, patient preferences, and health literacy considerations.
- Implement nursing interventions to prevent illness, and restore, promote and maintain physical and mental health of patients across the lifespan.
- Analyze collected patient outcome data to determine the effectiveness and impact of nursing care.
- Deliver care within expected time frame.
- Communicate information about care provided and evaluation data including appropriate hand-off at each transition in care.
- Incorporate cultural awareness/sensitivity when providing care to diverse patients in a variety of healthcare settings.
- Assist with the revision of the plan of care based on an ongoing collection of patient data including recognition of alterations to previous patient conditions.
- Safely perform all psychomotor skills needed for efficient, safe, and compassionate patient care including accurate calculation of dosages.
- Accurately document all aspects of patient care.

2. Engage in clinical judgment to make patient-centered care decisions within the scope of practice of the Practical Nurse.

- Use clinical judgment to ensure accurate and safe care when implementing all steps of the nursing process.
- Anticipate risks and predict and manage potential complications for patients experiencing common health problems.
- Prioritize patient care.
- Incorporate knowledge of the healthcare system and how it impacts the nurse's ability to provide safe, quality care.

3. Incorporate quality improvement activities to improve patient care.

- Participate in quality improvement activities.
- Use the data from quality improvement activities to plan patient care.

- Report identified quality improvement concerns to appropriate personnel (e.g., nurse manager, risk manager, etc.).
- Implement National Patient Safety Goals in all applicable patient care settings.

4. Participate in teamwork and collaboration with the inter-professional team, the patient, and the patient's support persons.

- Share pertinent, accurate, and complete information with the inter-professional team.
- Work with the Registered Nurse to plan for patient safety and quality improvements within the context of the interprofessional team.
- Interpret the impact of team functioning on safety and quality improvement.

5. Use information technology to support and communicate the provision of patient care.

- Use patient care technologies, information systems/technologies, and communication devices to support safe nursing practice.
- Use high quality electronic sources of healthcare information.
- Enter computer documentation accurately, completely, and in a timely manner.

6. Incorporate management, legal, and ethical guidelines within the scope of practice of a Practical Nurse.

- Practice within the legal and ethical frameworks of Practical Nursing.
- Demonstrate accountability for nursing care given by self and/or delegated to unlicensed personnel.
- Delegate nursing tasks to unlicensed personnel.
- Advocate for patient rights and needs.
- Initiate a plan for ongoing professional development and lifelong learning.

7. Promote a culture of caring to provide support, compassion and culturally-competent, holistic care.

- Provide support, empowerment, and hope when caring for diverse patients.
- Reflect on care provided to continue to improve caring relationships.
- Deliver compassionate, culturally-competent care that respects patient and family preferences.
- Maintain an environment conducive to well-being.

**Full-time students only. Part-time students in Ohio will complete one (1) two-week module and seven (7) eleven-week quarters.*

PRACTICAL NURSING CURRICULUM – OHIO AND MICHIGAN

48 Quarter Credits – 670 Clock Hours – 46 weeks

MODULE		
COL 099 ▲	Strategies for Successful Nursing Professionals	0
TERM 1		
BIO 117 †▲	Introduction to Anatomy & Physiology	4
MTH 101 ▲	Basic Math & Dosage Calculation	3
NUR 150*	Fundamental Concepts of Practical Nursing I	3
NUR 155*	Critical Thinking for the Practical Nurse	2
TERM 2		
ENG 200 ▲ (ONLINE)	English Composition I	3
NUR 160*	Fundamental Concepts of Practical Nursing II	6
NUR 163*	Concepts of Practical Nursing in the Care of Elderly Patients	3
TERM 3		
NUR 166*	Concepts of Family Centered Nursing for the Practical Nurse	4
NUR 172*	Intravenous Therapy for the Practical Nurse	3
NUR 176*	Concepts of Adult Health Nursing for the Practical Nurse I	5
TERM 4		
NUR 180*	Concepts of Mental Health Nursing for the Practical Nurse	3
NUR 195*	Application of Clinical Judgement in Practical Nursing Practice	3
NUR 185*	Concepts of Adult Health Nursing for the Practical Nurse II	3
NUR 190*	Transition to Practical Nursing Practice	3
	Total Quarter Credit Hours Required	48

Legend: † Science Course, ▲ General Education Course, * Nursing Course

PRACTICAL NURSING CURRICULUM – OHIO (PART-TIME TRACK)

48 Quarter Credits – 670 Clock Hours – 79 weeks

Catalog Code	Course Name	Credits
MODULE		
COL 099 ▲	Strategies for Successful Nursing Professionals	0
TERM 1		
BIO 117 †▲	Introduction to Anatomy & Physiology	4
MTH 101 ▲	Basic Math & Dosage Calculation	3
TERM 2		
NUR 150*	Fundamental Concepts of Practical Nursing I	3
NUR 155*	Critical Thinking for the Practical Nurse	2
ENG 200 ▲ (ONLINE)	English Composition I	3
TERM 3		
NUR 160*	Fundamental Concepts of Practical Nursing II	6
NUR 163*	Concepts of Practical Nursing in the Care of Elderly Patients	3
TERM 4		
NUR 166*	Concepts of Family Centered Nursing for the Practical Nurse	4
NUR 172*	Intravenous Therapy for the Practical Nurse	3
TERM 5		
NUR 176*	Concepts of Adult Health Nursing for the Practical Nurse I	5
TERM 6		
NUR 180*	Concepts of Mental Health Nursing for the Practical Nurse	3
NUR 195*	Application of Clinical Judgement in Practical Nursing Practice	3
TERM 7		
NUR 185*	Concepts of Adult Health Nursing for the Practical Nurse II	3
NUR 190*	Transition to Practical Nursing Practice	3
	Total Quarter Credit Hours Required	48

Legend: † Science Course, ▲ General Education Course, * Nursing Course

PRACTICAL NURSING – DIPLOMA (DAY & EVENING/WEEKEND) – INDIANA (Indianapolis Branch (Non-Main) Campus)

Upon successful completion of four (4) quarters (44 weeks) of the Practical Nursing curriculum, and meeting all graduation requirements, the graduate will be awarded a diploma and be certified to the Indiana Board of Nursing, which will determine the student's eligibility to sit for the National Council Licensure Examination for Practical Nurses (NCLEX®-PN). Within the scope of practice for the licensed practical nurse, and at the direction of a licensed physician, dentist, podiatrist, optometrist, chiropractor or registered nurse, the graduate will meet the client's needs by fulfilling the following program outcomes:

1. Provide safe, quality, evidence-based, patient-centered nursing care to diverse patients across the lifespan in a variety of structured healthcare settings within the scope of practice of the Practical Nurse.

- Collect data related to physical, behavioral, psychological, and spiritual aspects of health and illness parameters in patients experiencing common health problems, using developmentally and culturally appropriate approaches.
- Work with the Registered Nurse or other healthcare provider to identify patient needs based on the data collected.
- Contribute to a patient-centered plan of care based on knowledge of evidence and patient information/preferences to meet individual patient needs.
- Provide patient-centered care focusing on restoration, promotion, and maintenance of physical and mental health.
- Incorporate factors that create a culture of safety when providing patient care.
- Provide patient teaching that reflects developmental stage, age, culture, spirituality, patient preferences, and health literacy considerations.
- Implement nursing interventions to prevent illness, and restore, promote and maintain physical and mental health of patients across the lifespan.
- Analyze collected patient outcome data to determine the effectiveness and impact of nursing care.
- Deliver care within expected time frame.
- Communicate information about care provided and evaluation data including appropriate hand off at each transition in care.
- Incorporate cultural awareness/sensitivity when providing care to diverse patients in a variety of healthcare settings.
- Assist with the revision of the plan of care based on an ongoing collection of patient data including recognition of alterations to previous patient conditions.
- Safely perform all psychomotor skills needed for efficient, safe, and compassionate patient care including accurate calculation of dosages.
- Accurately document all aspects of patient care.

2. Engage in clinical judgment to make patient-centered care decisions within the scope of practice of the Practical Nurse.

- Use clinical judgment to ensure accurate and safe care when implementing all steps of the nursing process.
- Anticipate risks, and predict and manage potential complications for patients experiencing common health problems.
- Prioritize patient care.
- Incorporate knowledge of the healthcare system and how it impacts the nurse's ability to provide safe, quality care.

3. Incorporate quality improvement activities to improve patient care.

- Participate in quality improvement activities.
- Use the data from quality improvement activities to plan patient care.
- Report identified quality improvement concerns to appropriate personnel (e.g., nurse manager, risk manager, etc.).
- Implement National Patient Safety Goals in all applicable patient care settings.

4. Participate in teamwork and collaboration with the inter-professional team, the patient, and the patient's support persons.

- Share pertinent, accurate, and complete information with the inter-professional team.
- Work with the Registered Nurse to plan for patient safety and quality improvements within the context of the interprofessional team.
- Interpret the impact of team functioning on safety and quality improvement.

5. Use information technology to support and communicate the provision of patient care.

- Use patient care technologies, information systems/technologies, and communication devices to support safe nursing practice.
- Use high quality electronic sources of healthcare information.
- Enter computer documentation accurately, completely, and in a timely manner.

6. Incorporate management, legal, and ethical guidelines within the scope of practice of a Practical Nurse.

- Practice within the legal and ethical frameworks of Practical Nursing.
- Demonstrate accountability for nursing care given by self and/or delegated to unlicensed personnel.
- Delegate nursing tasks to unlicensed personnel.
- Advocate for patient rights and needs.
- Initiate a plan for ongoing professional development and lifelong learning.

7. Promote a culture of caring to provide support, compassion and culturally-competent, holistic care.

- Provide support, empowerment, and hope when caring for diverse patients.
- Reflect on care provided to continue to improve caring relationships.
- Deliver compassionate, culturally-competent care that respects patient and family preferences.
- Maintain an environment conducive to well-being.

INDIANA 2021 PRACTICAL NURSING CURRICULUM

49 Quarter Credits – 700 Clock Hours – 44 weeks

TERM 1		
COL 099 ▲	Strategies for Successful Nursing Professionals	0
BIO 117 †▲	Introduction to Anatomy & Physiology	4
MTH 101 ▲	Basic Math & Dosage Calculation	3
NUR 150*	Fundamental Concepts of Practical Nursing I	3
NUR 155*	Critical Thinking for the Practical Nurse	2
TERM 2		
ENG 200 ▲ (ONLINE)	English Composition I	3
NUR 160*	Fundamental Concepts of Practical Nursing II	6
NUR 163*	Concepts of Practical Nursing in the Care of Elderly Patients	3
TERM 3		
NUR 166*	Concepts of Family Centered Nursing for the Practical Nurse	5
NUR 172*	Intravenous Therapy for the Practical Nurse	3
NUR 176*	Concepts of Adult Health Nursing for the Practical Nurse I	5
TERM 4		
NUR 180*	Concepts of Mental Health Nursing for the Practical Nurse	3
NUR 185*	Concepts of Adult Health Nursing for the Practical Nurse II	3
NUR 190*	Transition to Practical Nursing Practice	3
NUR 195*	Application of Clinical Judgement in Practical Nursing Practice	3
	Total Quarter Credit Hours Required	49

Legend: † Science Course, ▲ General Education Course, * Nursing Course

ASSOCIATE DEGREE IN NURSING PROGRAM - OHIO

Upon successful completion of five (5) quarters (55 weeks) of the Associate Degree in Nursing curriculum, and meeting all graduation requirements, the graduate will be awarded an Associate Degree in Nursing and awarded the credentials of AAS, Associate of Applied Science. The graduate will be certified to the Ohio Board of Nursing, which will determine the graduate's eligibility to sit for the National Council Licensure Examination for Registered Nurses (NCLEX®-RN).

Graduates of the Associate Degree in Nursing Program will be able to meet the client's needs by fulfilling the following program outcomes:

1. Provide safe, quality, evidence-based, patient-centered nursing care to diverse patients across the lifespan in a variety of healthcare settings.
 - Complete a comprehensive and/or focused physical, behavioral, psychological, and spiritual assessment of health and illness parameters in patients, using developmentally and culturally appropriate approaches.
 - Use assessment findings to identify patient needs.
 - Develop a plan of care based on evidence-based practice considering individual patient needs.
 - Provide patient-centered care based on an understanding of human growth and development, pathophysiology, pharmacology, nutrition, medical management, and nursing management.
 - Promote factors that create a culture of safety.
 - Provide teaching that reflects the patient's developmental stage, age, culture, religion, spirituality, patient preferences, and health literacy considerations.
 - Monitor patient outcomes to evaluate the effectiveness and impact of nursing care.
 - Deliver care within expected time frame.
 - Provide patient-centered transitions of care and hand-off communications.
 - Revise the plan of care based on an ongoing evaluation of patient outcomes.
 - Safely perform psychomotor skills.
 - Accurately document all aspects of patient care.

2. Exercise clinical judgment to make increasingly complex patient-centered care decisions in a safe care environment.
 - Use clinical judgement to make management decisions to ensure accurate and safe nursing care, including addressing anticipated changes in the patient's condition.
 - Anticipate risks, and predict and manage potential complications.
 - Prioritize patient care.
 - Examine the clinical microsystem to determine its impact on the nurse's ability to provide safe, quality care.

3. Participate in quality improvement processes to improve patient care outcomes.
 - Use quality improvement processes to effectively implement patient safety initiatives and monitor performance measures, including nursing-sensitive indicators.
 - Analyze information about quality improvement processes used in a variety of healthcare settings.
 - Participate in analyzing errors and identifying system improvements.
 - Implement National Patient Safety Goals in all applicable patient care settings.

4. Participate in teamwork and collaboration with members of the inter-professional team, the patient, and the patient's support persons.
 - Effectively communicate with all members of the healthcare team, including the patient and the patient's support network when making decisions and planning care.
 - Collaborate with appropriate inter-professional healthcare professionals when developing a plan of care.
 - Use conflict resolution principles as needed.

5. Use information management systems and patient care technology to communicate, manage knowledge, mitigate error, and support decision-making.

- Use patient care technologies, information systems/technologies, and communication devices to support safe nursing practice.
- Evaluate the role of information technology and information systems in improving patient outcomes and creating a safe care environment.

6. Incorporate leadership, management, legal, and ethical principles to guide practice as a Registered Nurse.

- Practice within the legal and ethical frameworks of Registered Nursing practice.
- Analyze patient care within the context of the ANA Standards of Practice.
- Demonstrate accountability for nursing care given by self and/or delegated to others.
- Apply leadership and management skills when working with other healthcare team members.
- Serve as a patient advocate.
- Evaluate the impact of economic, political, social, and demographic forces on the provision of health care.
- Complete a plan for ongoing professional development and lifelong learning.

7. Promote a culture of caring to provide holistic, compassionate patient care.

- Provide support, empowerment, and hope when caring for diverse patients in a variety of healthcare systems.
- Deliver compassionate, culturally-competent care that respects patient and family preferences.

Students will receive 48 advance standing credits for completion of their approved practical nursing program or previously completed college equivalent work.

ASSOCIATE DEGREE IN NURSING PROGRAM CURRICULUM (EFFECTIVE APRIL 7, 2019)

61 Quarter Credits – 48 Advance Standing Credits - 1530 Clock Hours – 55 weeks (109 credits awarded for Associate Degree in Nursing (ADN))

TERM 1		
BIO 253 †▲	Anatomy & Physiology I	5
NUR 200*	Critical Thinking for the Registered Nurse	2
NUR 205*	Transition to Associate Degree in Nursing	5
TERM 2		
BIO 254 †▲	Anatomy & Physiology II	3
NUR 212*	Concepts of Nursing Care of the Adult I	7
MTH 203 ▲	College Math and Dosage Calculation	2
TERM 3		
PSY 205 ▲ (ONLINE)	Lifespan Development	2
NUR 221*	Concepts of Nursing Care of the Reproducing Family	5
NUR 225* (ONLINE)	Professional Nursing Issues	3
COM 200 ▲	Public Speaking	2
TERM 4		
NUR 230* (ONLINE)	Concepts of Nursing Care of Diverse Populations	2
ENG 205 ▲ (ONLINE)	English Composition II	3
NUR 232*	Concepts of Pediatric Nursing	4
NUR 233*	Concepts of Mental Health Nursing	3
TERM 5		
NUR 240*	Transition to Registered Nursing	3
NUR 243*	Application of Clinical Judgement in RN Practice	3
NUR 245*	Concepts of Nursing Care of the Adult II	7
	Total Quarter Credit Hours Required	61

Legend: † Science Course, ▲ General Education Course, * Nursing Course

Category	Credits
Advanced Standing Credit	48
Nursing Coursework*	44
General Education Coursework	17
Total Credits Required for Degree	109

ENG205 Prerequisite: The prerequisite for ENG205 is ENG200: English Composition I. Students will not receive transfer credit for ENG200, but are required to satisfy the prerequisite by:

1. Submitting documentation showing successful completion of equivalent course at another institution
2. Submitting documentation of CLEP credit for equivalent course
3. Completing ENG200 at Hondros College of Nursing before registering for ENG205

ASSOCIATE DEGREE IN NURSING PROGRAM CURRICULUM (EFFECTIVE January 1, 2019)

61 Quarter Credits – 48 Advance Standing Credits - 1530 Clock Hours – 55 weeks (109 credits awarded for Associate Degree in Nursing (ADN))

TERM 1		
BIO 253 †▲	Anatomy & Physiology I	5
NUR 200*	Critical Thinking for the Registered Nurse	2
NUR 205*	Transition to Associate Degree in Nursing	5
TERM 2		
BIO 254 †▲	Anatomy & Physiology II	3
NUR 212*	Concepts of Nursing Care of the Adult I	7
PSY 205 ▲ (ONLINE)	Lifespan Development	2
TERM 3		
MTH 205 ▲ (ONLINE)	Algebra	3
NUR 220*	Concepts of Nursing Care of the Reproducing Family	4
NUR 225* (ONLINE)	Professional Nursing Issues	3
COM 200 ▲	Public Speaking	2
TERM 4		
NUR 230* (ONLINE)	Concepts of Nursing Care of Diverse Populations	2
ENG 205 ▲ (ONLINE)	English Composition II	3
NUR 232*	Concepts of Pediatric Nursing	4
NUR 233*	Concepts of Mental Health Nursing	3
TERM 5		
NUR 240*	Transition to Registered Nursing	3
NUR 243*	Application of Clinical Judgement in RN Practice	3
NUR 245*	Concepts of Nursing Care of the Adult II	7
	Total Quarter Credit Hours Required	61

Legend: † Science Course, ▲ General Education Course, * Nursing Course

Category	Credits
Advanced Standing Credit	48
Nursing Coursework*	43
General Education Coursework	18
Total Credits Required for Degree	109

ENG205 Prerequisite: The prerequisite for ENG205 is ENG200: English Composition I. Students will not receive transfer credit for ENG200, but are required to satisfy the prerequisite by:

1. Submitting documentation showing successful completion of equivalent course at another institution
2. Submitting documentation of CLEP credit for equivalent course
3. Completing ENG200 at Hondros College of Nursing before registering for ENG205

COURSES OFFERED VIA DISTANCE EDUCATION

Traditionally offered online courses are delivered through the MyClassroom learning management system, and emphasize interaction between students and their faculty, their peers, and the course content. In their online courses, students will: Engage with course content, as presented in slideshows, readings, and other media; interact with other students via discussion forums, peer reviews, and group activities; Review instructor feedback on paper, projects, and other assignments; Take tests and quizzes through the online classroom; Communicate with the instructor using a variety of tools, including email, course chat room, and/or a synchronous virtual classroom.

While courses in the PN and ADN programs are primarily offered on campus or at a clinical location, select courses are only offered online. All students receive information about how to access and use the online classroom as part of an orientation experience. Online courses are provided by the main campus of Hondros College of Nursing, located in Westerville, Ohio (Host Institution), to the five branch campuses of Hondros College of Nursing located in Ohio (Independence, Dayton, West Chester, Maumee, and Akron), and one non-main campus in Indiana (Indianapolis), and one non-main campus in Detroit (Bingham Farms).

Students enrolled in an online course delivered by the Host Institution must adhere to the Single Course Drop Policy and the Withdrawal Policy in the Hondros College of Nursing Student Catalog for the program in which they are enrolled. The time that a student should expect to devote to the mastery of course learning objectives does not vary with the instructional delivery method. The above applies to courses that are traditionally offered online.

Due to the COVID-19 global pandemic, traditionally on-ground lecture courses may have a virtual online lecture viewing option. Additionally, traditional off-site clinicals and campus labs may have a virtual alternative.

COURSE DESCRIPTIONS

EXPLANATION OF COURSE NUMBERING SYSTEM

The College utilizes intuitive course prefixes, typically abbreviations or truncations of the actual course subject name, for all credit courses (i.e., Psychology is noted as PSY). It continues to follow the numbering system noted below. The college does not offer remedial courses.

- **100 level:** These courses are entry level or first year courses as related to their subject matter. All 100 level nursing and science courses are taught at a vocational school level.
- **200 level:** These courses are college level as related to their subject matter.

Course Codes	Course Subject	Legend
BIO	Biology	C Offered in the classroom
COM	Communications	O Offered online - Traditional Online Course
ENG	English	† Science Course
NUR	Nursing	▲ General Education Course
PSY	Psychology	* Nursing Course
MTH	Mathematics	

COURSE DESCRIPTIONS:

BIO 117 INTRODUCTION TO ANATOMY AND PHYSIOLOGY

4 Quarter Credit Hours

Lecture: 4 credits

Lecture: 40 clock hours

This course serves as an introduction to the structure and function of the human body, including basic chemical, physical and cellular principles for students in the practical nurse program. The course uses a body systems approach, with emphasis on the interrelationships between form and function at the gross and microscopic levels of organization.

Introduction to Anatomy and Physiology includes: basic anatomical and directional terminology; fundamental concepts of physics, chemistry, biochemistry, cell biology and histology. The course covers the anatomy and physiology of the integumentary, muscular, skeletal, respiratory, cardiovascular, blood, urinary, reproductive, lymphatic, endocrine, nervous and sensory systems and the fundamental structural and physiological concepts of reproduction, heredity, human development, fluid-electrolyte balance, microbiology, immunology and nutrition. C†Δ

Prerequisites: Indianapolis campus: None, Ohio and Michigan campuses: COL 099

BIO 253 ANATOMY AND PHYSIOLOGY I

5 Quarter Credit Hours

Lecture: 4 Credits, Lab: 1 Credit

Lecture: 40 clock hours, Lab: 20 clock hours

This course is a detailed study of the structure and function of the human body. This is the first of a two-part series designed to introduce students to the fundamentals of human anatomy and physiology. The course uses a body systems approach, with emphasis on the interrelationships between form and function at the gross and microscopic levels of

organization. Anatomy & Physiology I includes: cellular biology, the nervous, endocrine, cardiovascular, respiratory, and urinary systems. Microbiology and pathophysiology will also be discussed, as they relate to the various systems. Laboratory experiences include both hands-on study of anatomical models and simple physiology experiments. C†Δ
Prerequisites: BIO 117 or evidence of integrated course material.

BIO 254 ANATOMY AND PHYSIOLOGY II

3 Quarter Credit Hours

Lecture: 2 Credits, Lab: 1 Credit

Lecture: 20 clock hours, Lab: 20 clock hours

This course is a detailed study of the structure and function of the human body. This is the second of a two-part series designed to introduce students to the fundamentals of human anatomy and physiology. The course uses a body systems approach, with emphasis on the interrelationships between form and function at the gross and microscopic levels of organization. Anatomy & Physiology II includes: the musculoskeletal system, endocrine, the lymphatic system and immunity, digestion and nutrition, reproduction, development and genetics. Microbiology and pathophysiology will also be discussed, as they relate to the various systems. Laboratory experiences include both hands-on study of anatomical models and simple physiology experiments. C†Δ

Prerequisites: BIO 253

COL 099 STRATEGIES FOR SUCCESSFUL NURSING PROFESSIONALS

0 Quarter Credit Hours

Lecture: 0 Credits

Lecture: 10 clock hours (Indianapolis campus – 5 weeks) (Ohio/Michigan campuses – 2 weeks)

This course will help students become familiar with expectations for academic success at the college level. The learning activities will help students understand their learning style and enhance their study skills to maximize academic success. Students will learn basic computer literacy and be introduced to the college's student portal. Students will learn how to use the needed technology for success in the nursing program. The course will emphasize time management skills, stress reduction activities, and test anxiety coping strategies. Δ

Pre-requisites: None.

COM 200 PUBLIC SPEAKING

2 Quarter Credit Hours

Lecture: 2 Credits

Lecture: 20 clock hours

The course will cover various types of oral presentations. Students will practice and hone verbal and nonverbal presentation and listening skills. In addition to preparing and delivering various forms of speeches, students will also study and analyze the content, structure, and style of oral presentations. CA

Prerequisites: None

ENG 090 COLLEGE READING SKILLS

0 Quarter Credit Hours

Lecture: 0 Credits

Lecture: 20 clock hours

College Reading Skills is designed to help students improve their understanding of written materials by using reading comprehension strategies. Topics discussed include learning new vocabulary; comprehending paragraphs and essays by identifying and inferring main ideas, locating supporting details, and identifying organizational patterns; and using reading strategies and study skills. OΔ

Prerequisites: ACCUPLACER Examination placement. This course is to be taken during the first quarter of the ADN program and will follow the Academic Standing Status Policy and the Repeat Policy.

ENG 200 ENGLISH COMPOSITION I**3 Quarter Credit Hours****Lecture: 3 Credits****Lecture: 30 clock hours**

In this course, students will develop the fundamentals of college-level writing, and produce works of structured written prose. Specific topics include the writing process; mechanics, usage, grammar, and spelling; locating, evaluating, and integrating sources; constructing thesis statements; and proper citing and referencing. OΔ

Prerequisites: None

ENG 205 ENGLISH COMPOSITION II**3 Quarter Credit Hours****Lecture: 3 Credits****Lecture: 30 clock hours**

In this course, students continue their development as college-level writers, applying the skills learned in English Composition I to the development of longer and more complex written works. Students will focus primarily on research skills and the effective integration of outside sources into essays and papers. Students will engage with additional topics related to writing style, grammar, mechanics, and usage. OΔ

Prerequisites: ENG 200 or equivalent

MTH 099 PATHWAYS TO ALGEBRA**0 Quarter Credit Hours****Lecture: 0 Credits****Lecture: 20 clock hours**

This course covers topics essential for the successful completion of a college-level algebra course. The student will become familiar with and practice preliminary topics that will be necessary for the study of algebra, including arithmetic expressions; factors and multiples; fractions; decimals; negative number; plotting points on the coordinate plane; rates, ratios, and proportions; expressions, equations, and inequalities; and exponents, radicals, and scientific notation. CA

Prerequisites: ACCUPLACER Examination placement. This course is to be taken during the first quarter of the ADN program and will follow the Academic Standing Status Policy and the Repeat Policy.

MTH 101 BASIC MATH AND DOSAGE CALCULATION**3 Quarter Credit Hours****Lecture: 3 Credits****Lecture: 30 clock hours**

This course is designed to enhance the math skills of students essential for the safe administration of medications. This course includes a review of basic mathematics, the metric system, apothecary and household systems, conversions within each system, conversions from one system to another, dosage calculations of oral and parenteral drugs for adult and pediatric patients. The students will also learn basic intravenous calculations and be introduced to principles of pediatric dosage calculations based on weight, and safe dose ranges. CA

Prerequisites: Indianapolis campus: None, Ohio and Michigan campuses: COL 099

MTH 203 COLLEGE MATH AND DOSAGE CALCULATION**2 Quarter Credit Hours****Lecture: 2 Credits****Lecture: 20 clock hours**

This course is designed to reinforce and enhance the math skills of nursing students essential for the safe administration of medications, and cover essential concepts in college mathematics. Basic mathematic skills, conversions, dosage calculations of oral and parenteral drugs for adult and pediatric patients, intravenous calculations, and safe dosage ranges will be reviewed. Other topics covered include arithmetic expressions; factors and multiples; fractions; decimals;

negative numbers; rates, ratios and proportions; and solving application problems involving proportions, percentages, and fractions. OΔ (*Effective Spring 2020 term (April 6, 2020) this class will only be offered in the classroom*).

Prerequisites: All Term 1 ADN Courses

MTH 205 ALGEBRA - THIS COURSE WAS PART OF THE 2016 AND JANUARY 2019 ADN CURRICULUM AND IS NO LONGER BEING OFFERED

3 Quarter Credit Hours

Lecture: 3 Credits

Lecture: 30 clock hours

This course covers the essentials of algebra. Topics include the study of real numbers, linear equations and inequalities, graphing of equations, properties of exponents, rational expressions and functions, and quadratic equations and functions. Students will practice mathematical reasoning, develop mathematical vocabulary, and apply problem-solving strategies to real-world scenarios. OΔ

Prerequisites: None

PSY 205 LIFESPAN DEVELOPMENT

2 Quarter Credit Hours

Lecture: 2 Credits

Lecture: 20 clock hours

This course explores lifespan development through the lenses of social, cultural, cognitive, biological, and learning theories and research. Students will develop a conceptual understanding of healthy development, and a practical understanding of how to help children, adolescents, and adults address the developmental challenges they face across the lifespan. Additional focus is placed on one's own developmental processes, as well as the role of cultural differences and commonalities in the developmental process. OΔ

Prerequisites: None

NUR 150 FUNDAMENTAL CONCEPTS OF PRACTICAL NURSING I

3 Quarter Credit Hours

Lecture: 2 Credits, Lab: 1 Credit

Lecture: 20 clock hours, Lab: 20 clock hours

This course focuses on fundamental concepts necessary for safe, patient-centered nursing care for a diverse patient population with well-defined healthcare concerns, with an introduction to the legal and ethical responsibilities of the Practical Nurse. This course introduces the use of clinical judgment applied to nursing, the nursing process, cultural diversity, and communication techniques used when interacting with patients, families, other support persons, and members of the inter-professional team. Other program concepts such as evidence-based care, teamwork/collaboration, and information technology are also introduced. Selected nursing skills are taught in the skills laboratory with opportunities to apply fundamental concepts to basic nursing skills. C*

Prerequisites: Indianapolis campus: None, Ohio (Full-Time) and Michigan campuses: COL 099, Ohio (Part-Time) campuses: All Term 1 (Part-Time) PN Courses

NUR 155 CRITICAL THINKING FOR THE PRACTICAL NURSE

2 Quarter Credit Hours

Lecture: 2 Credits

Lecture: 20 clock hours

This course introduces the learner to critical thinking skills and strategies used in nursing. The student learns to use critical thinking skills and strategies that underscore the clinical judgment represented in the nursing process as well as dealing with aspects of the healthcare system for safe practice in the current healthcare environment. This course forms the basis for the thinking processes applied throughout all nursing courses. C*

Prerequisites: Indianapolis campus: None, Ohio (Full-Time) and Michigan campuses: COL 099, Ohio (Part-Time) campuses: All Term 1 (Part-Time) PN Courses

NUR 160 FUNDAMENTAL CONCEPTS OF PRACTICAL NURSING II

6 Quarter Credit Hours

Lecture: 3 Credits, Lab: 2 Credits, Clinical: 1 Credit

Lecture: 30 clock hours, Lab: 40 clock hours, Clinical: 30 clock hours

This course is a continuation of Fundamental Concepts of Practical Nursing I, and focuses on fundamental concepts necessary for safe, patient-centered nursing care for a diverse patient population with consideration of the legal and ethical responsibilities of the Practical Nurse. This course applies the thinking learned in Critical Thinking for the Practical Nurse as students learn additional concepts in the classroom and nursing skills in the skills laboratory, and care for patients with common healthcare problems in the clinical setting. C*

Prerequisites: Ohio (Full-Time), Indiana, and Michigan campuses: All Term 1 (Full-Time) PN Courses, Ohio (Part-Time) campuses: All Term 1, and Term 2 (Part-Time) PN Courses

NUR 163 CONCEPTS OF PRACTICAL NURSING IN THE CARE OF ELDERLY PATIENTS

3 Quarter Credit Hours

Lecture: 3 Credits

Lecture: 30 clock hours

This course incorporates and builds on previously learned concepts for the acquisition and application of concepts necessary for safe, patient-centered nursing care of diverse elderly patients considering the legal and ethical responsibilities of the Practical Nurse. Students begin to apply clinical judgment to nursing care of the elderly, the nursing process, cultural diversity, and communication techniques used when interacting with the elderly, their family, other support persons, and members of the inter-professional team. Other program concepts such as evidence-based care, teamwork/collaboration, and information technology are related to the care of the elderly. C*

Prerequisites: Ohio (Full-Time), Indiana, Michigan campuses: All Term 1 (Full-Time) PN Courses, Ohio (Part-Time) campuses: All Term 1, and Term 2 (Part-Time) PN Courses

NUR 166 CONCEPTS OF FAMILY-CENTERED NURSING FOR THE PRACTICAL NURSE

4 Quarter Credit Hours

Lecture: 2 Credits, Lab: 2 Credits

Lecture: 20 clock hours, Lab: 40 clock hours

This course incorporates and builds on previously learned concepts for the acquisition and application of basic nursing theory, communication, collaboration, and clinical judgment necessary for safe, patient-centered nursing care to diverse families during childbearing and to children with a focus on growth and development. The course incorporates the legal and ethical responsibilities of the Practical Nurse in the care of the childbearing family and children. Application of knowledge and skills occurs in the nursing skills laboratory. C*

Prerequisites: Ohio (Full-Time), Michigan campuses: All Term 1 and Term 2 (Full-Time) PN Courses, Ohio (Part-Time) campuses: All Term 1, Term 2, and Term 3 (Part-Time) PN Courses

NUR 167 CONCEPTS OF FAMILY-CENTERED NURSING FOR THE PRACTICAL NURSE (INDIANAPOLIS PN PROGRAM ONLY)

5 Quarter Credit Hours

Lecture: 2 Credits, Lab: 2 Credits, Clinical: 1 Credit

Lecture: 20 clock hours, Lab: 40 clock hours, Clinical: 30 clock hours

This course incorporates and builds on previously learned concepts for the acquisition and application of basic nursing theory, communication, collaboration, and clinical judgment necessary for safe, patient-centered nursing care to diverse families during childbearing and to children with a focus on growth and development. The course incorporates the legal

and ethical responsibilities of the Practical Nurse in the care of the childbearing family and children. Application of knowledge and skills occurs in variety of lab and clinical settings. C*

Prerequisites: All Term 1 and Term 2 PN Courses

NUR 172 INTRAVENOUS THERAPY FOR THE PRACTICAL NURSE

3 Quarter Credit Hours

Lecture: 2 Credits, Lab: 1 Credit

Lecture: 20 clock hours, Lab: 20 clock hours

This course offers the theoretical basis for intravenous therapy administered by the Practical Nurse. Hands-on learning and practice is accomplished in the skills laboratory. Supervised clinical practice of the skills of intravenous therapy learned in the course is provided in concurrent and subsequent clinical nursing courses. C*

Prerequisites: Ohio (Full-Time), Indiana, Michigan campuses: All Term 1 and Term 2 (Full-Time) PN Courses, Ohio (Part-Time) campuses: All Term 1, Term 2, and Term 3 (Part-Time) PN Courses

NUR 176 CONCEPTS OF ADULT HEALTH NURSING FOR THE PRACTICAL NURSE I

5 Quarter Credit Hours

Lecture: 3 Credits, Clinical: 2 Credits

Lecture: 30 clock hours, Clinical: 60 clock hours

This course incorporates and builds on the concepts introduced in the first two terms and provides for the acquisition and application of basic nursing theory, communication, collaboration, and clinical judgment necessary for safe, patient-centered nursing care to diverse adult patients experiencing various medical/surgical interventions. The course incorporates the legal and ethical responsibilities of the Practical Nurse in the care of adult patients with common health problems. Application of knowledge and skills occurs in a variety of clinical settings. C*

Prerequisites: Ohio (Full-Time), Indiana, Michigan campuses: All Term 1 and Term 2 PN Courses, Ohio (Part-Time) campuses: All Term 1, Term 2, Term 3, and Term 4 (Part-Time) PN Courses

NUR 180 CONCEPTS OF MENTAL HEALTH NURSING FOR THE PRACTICAL NURSE

3 Quarter Credit Hours

Lecture: 3 Credits

Lecture: 30 clock hours

This theory course incorporates and builds on previously learned concepts for the acquisition and application of basic nursing theory, communication, collaboration, and clinical judgment necessary for safe, patient-centered nursing care to diverse patients needing various levels of mental health promotion and mental illness management while integrating legal and ethical responsibilities of the Practical Nurse. Application of knowledge and skills occurs in a variety of clinical settings during the concurrent Adult Health Nursing Course. C*

Prerequisites: Ohio (Full-Time), Indiana, Michigan campuses: All Term 1, Term 2 and Term 3 PN Courses, Ohio (Part-Time) campuses: All Term 1, Term 2, Term 3, Term 4, and Term 5 (Part-Time) PN Courses

NUR 185 CONCEPTS OF ADULT HEALTH NURSING FOR THE PRACTICAL NURSE II

3 Quarter Credit Hours

Lecture: 1 Credit, Clinical: 2 Credits

Lecture: 10 clock hours, Clinical: 60 clock hours

This course is a continuation of Concepts of Adult Health Nursing for the Practical Nurse I, and provides for the acquisition and application of basic nursing theory, communication, collaboration, and clinical judgment necessary for safe, patient-centered nursing care to diverse adult patients experiencing various medical/surgical interventions. The course incorporates the legal and ethical responsibilities of the Practical Nurse in the care of adult patients with common health problems. Application of knowledge and skills occurs in a variety of clinical settings. C*

Prerequisites: Ohio (Full-Time), Indiana, Michigan campuses: All Term 1, Term 2 and Term 3 PN Courses, Ohio (Part-Time) campuses: All Term 1, Term 2, Term 3, Term 4, Term 5, and Term 6 (Part-Time) PN Courses

NUR 190 TRANSITION TO PRACTICAL NURSING PRACTICE

3 Quarter Credit Hours

Lecture: 3 Credits

Lecture: 30 clock hours

This advanced, comprehensive course provides a synthesis of all concepts and nursing content taught throughout the program. This course enables the individual student to recognize areas that need enhancement prior to entering Practical Nursing practice. This course includes a review for the NCLEX-PN® and strategies for success. C*

Prerequisites: Ohio (Full-Time), Indiana, Michigan campuses: All Term 1, Term 2 and Term 3 PN Courses, Ohio (Part-Time) campuses: All Term 1, Term 2, Term 3, Term 4, and Term 5 (Part-Time) PN Courses

NUR 195 APPLICATION OF CLINICAL JUDGMENT IN PRACTICAL NURSING PRACTICE

3 Quarter Credit Hours

Lecture: 1 Credit, Lab: 2 Credits

Lecture: 10 clock hours, Lab: 40 clock hours

This course expands on and reinforces previously learned concepts with application of clinical judgment in the care of patients with multiple health issues. The course incorporates the legal and ethical responsibilities of the Practical Nurse in the care of patients with a variety of health concerns. In addition, the course facilitates the transition from student to Practical Nurse through application of all program concepts as students demonstrate achievement of program student learning outcomes in the simulation laboratory. C*

Prerequisites: Ohio (Full-Time), Indiana, Michigan campuses: All Term 1, Term 2 and Term 3 PN Courses, Ohio (Part-Time) campuses: All Term 1, Term 2, Term 3, Term 4, and Term 5 (Part-Time) PN Courses

NUR 200 CRITICAL THINKING FOR THE REGISTERED NURSE

2 Quarter Credit Hours

Lecture: 2 Credits

Lecture: 20 clock hours

This course introduces the learner to critical thinking skills and strategies used by the Registered Nurse. The student applies critical thinking skills and strategies at the RN level that underscore the clinical judgment represented in the nursing process as well as dealing with aspects of the healthcare system for safe practice in the current healthcare environment. This course reinforces the thinking processes applied throughout all nursing courses. C*

Prerequisites: None

NUR 205 TRANSITION TO ASSOCIATE DEGREE NURSING

5 Quarter Credit Hours

Lecture: 3 Credits, Lab: 1 Credit, Clinical: 1 Credit

Lecture: 30 clock hours, Lab: 20 clock hours, Clinical: 30 clock hours

The course focuses on the difference between the practice of a Practical Nurse and the practice of a Registered Nurse. Common concepts and content learned in a Practical Nursing program are revisited differentiating the scope of practice for a Registered Nurse. Specific concepts include the nursing process, management of care, delegation, legal aspects, and other common differentiating practices related to the scope of practice between the two levels of nursing.

Additional nursing skills that are commonly taught in the first year of a Registered Nursing program are included. Course concepts are applied through the care of patients with common healthcare issues in a variety of healthcare settings. C*

Prerequisites: None

NUR 210 CONCEPTS OF PEDIATRIC NURSING - THIS COURSE WAS PART OF THE 2016 ADN CURRICULUM AND IS NO LONGER BEING OFFERED**4 Quarter Credit Hours****Lecture: 2 Credits, Lab: 2 Credits****Lecture: 20 clock hours, Lab: 40 clock hours**

This course builds on concepts of nursing practice for the acquisition and application of pediatric nursing theory, communication, collaboration, and clinical judgment necessary for safe, patient-centered nursing care of diverse children, their families, and other support persons. The course incorporates the legal and ethical responsibilities of the Registered Nurse in the care of children. Application of knowledge and skills occurs in the nursing skills laboratory. C*

Prerequisites: All Term 1 ADN Courses

NUR 212 CONCEPTS OF NURSING CARE OF THE ADULT I**7 Quarter Credit Hours****Lecture: 3 Credits, Lab: 1 Credit, Clinical: 3 Credits****Lecture: 30 clock hours, Lab: 20 clock hours, Clinical: 90 clock hours**

This course builds on concepts of nursing practice for the acquisition and application of adult health nursing theory, communication, collaboration, and clinical judgment necessary for safe, patient-centered nursing care of adults. The course incorporates the legal and ethical responsibilities of the Registered Nurse in the care of adults, their families, and other support persons. Application of knowledge and skills occurs in the nursing skills laboratory and a variety of clinical settings. C*

Prerequisites: All Term 1 ADN Courses

NUR 215 CONCEPTS OF MENTAL HEALTH NURSING - THIS COURSE WAS PART OF THE 2016 ADN CURRICULUM AND IS NO LONGER BEING OFFERED**3 Quarter Credit Hours****Lecture: 3 Credits****Lecture: 30 clock hours**

This course builds on concepts of nursing practice for the acquisition and application of mental health nursing theory, communication, collaboration, and clinical judgment necessary for safe, patient-centered nursing care of diverse patients needing various levels of mental health promotion and mental illness management, their families, and other support persons. The course incorporates the legal and ethical responsibilities of the Registered Nurse in mental health nursing. Application of knowledge and patient care skills occurs in a variety of clinical settings in concurrent and subsequent clinical courses. C*

Prerequisites: All Term 1 ADN Courses

NUR 220 CONCEPTS OF NURSING CARE OF THE REPRODUCING FAMILY - THIS COURSE WAS PART OF THE 2016 ADN CURRICULUM AND IS NO LONGER BEING OFFERED**4 Quarter Credit Hours****Lecture: 2 Credits, Lab: 2 Credits****Lecture: 20 clock hours, Lab: 40 clock hours**

This course builds on concepts of nursing practice for the acquisition and application of maternal/child nursing theory, communication, collaboration, and clinical judgment necessary for safe, patient-centered nursing care of the reproducing family and other support persons. The course incorporates the legal and ethical responsibilities of the Registered Nurse in the care of reproducing families. Application of knowledge and skills occurs in the nursing skills laboratory. C*

Prerequisites: All Term 1 and Term 2 ADN Courses

NUR 221 CONCEPTS OF NURSING CARE OF THE REPRODUCING FAMILY**5 Quarter Credit Hours****Lecture: 3 Credits, Lab: 2 Credits****Lecture: 30 clock hours, Lab: 40 clock hours**

This course builds on concepts of nursing practice for the acquisition and application of maternal/child nursing theory, communication, collaboration, and clinical judgment necessary for safe, patient-centered nursing care of the reproducing family and other support persons. The course incorporates the legal and ethical responsibilities of the Registered Nurse in the care of reproducing families. Application of knowledge and skills occurs in the nursing skills laboratory and a variety of clinical settings. C*

Prerequisites: All Term 1 and Term 2 ADN Courses

NUR 225 PROFESSIONAL NURSING ISSUES**3 Quarter Credit Hours****Lecture: 3 Credits****Lecture: 30 clock hours**

This course presents various practice issues related to contemporary nursing practice. Also covered are issues relevant to the healthcare system. A major emphasis is on the provision of a safe healthcare environment to promote improved patient outcomes. Specific topics covered in the course are planned to reflect current nursing practice and healthcare system issues. O*

Prerequisites: All Term 1 and Term 2 ADN Courses

NUR 230 CONCEPTS OF NURSING CARE OF DIVERSE POPULATIONS**2 Quarter Credit Hours****Lecture: 2 Credits****Lecture: 20 clock hours**

Diversity of populations is a major emphasis in health care. Improved patient outcomes are often dependent on patient-centered care that represents a deep understanding of cultural competence and sensitivity. This course addresses aspects of diversity including, but not limited to, diversity of culture, religion, ethnicity, sexual orientation, and diversity of thought. O*

Prerequisites: All Term 1, Term 2 and Term 3 ADN Courses

NUR 232 CONCEPTS OF PEDIATRIC NURSING**4 Quarter Credit Hours****Lecture: 2 Credits, Lab: 2 Credits****Lecture: 20 clock hours, Lab: 40 clock hours**

This course builds on concepts of nursing practice for the acquisition and application of pediatric nursing theory, communication, collaboration, and clinical judgment necessary for safe, patient-centered nursing care of diverse children, their families, and other support persons. The course incorporates the legal and ethical responsibilities of the Registered Nurse in the care of children. Application of knowledge and skills occurs in the nursing skills laboratory. C*

Prerequisites: All Term 1, Term 2 and Term 3 ADN Courses.

NUR 233 CONCEPTS OF MENTAL HEALTH NURSING**3 Quarter Credit Hours****Lecture: 3 Credits****Lecture: 30 clock hours**

This course builds on concepts of nursing practice for the acquisition and application of mental health nursing theory, communication, collaboration, and clinical judgment necessary for safe, patient-centered nursing care of diverse patients needing various levels of mental health promotion and mental illness management, their families, and other support persons. The course incorporates the legal and ethical responsibilities of the Registered Nurse in mental health

nursing. Application of knowledge and patient care skills occurs in a variety of clinical settings in concurrent and subsequent clinical courses. C*

Prerequisites: All Term 1, Term 2 and Term 3 ADN Courses.

NUR 235 CONCEPTS OF NURSING CARE OF THE ADULT I - THIS COURSE WAS PART OF THE 2016 ADN CURRICULUM AND IS NO LONGER BEING OFFERED

7 Quarter Credit Hours

Lecture: 3 Credits, Lab: 1 Credit, Clinical: 3 Credits

Lecture: 30 clock hours, Lab: 20 clock hours, Clinical: 90 clock hours

This course builds on concepts of nursing practice for the acquisition and application of adult health nursing theory, communication, collaboration, and clinical judgment necessary for safe, patient-centered nursing care of adults. The course incorporates the legal and ethical responsibilities of the Registered Nurse in the care of adults, their families, and other support persons. Application of knowledge and skills occurs in the nursing skills laboratory and a variety of clinical settings. C*

Prerequisites: All Term 1, Term 2 and Term 3 ADN Courses

NUR 240 TRANSITION TO REGISTERED NURSING

3 Quarter Credit Hours

Lecture: 3 Credits

Lecture: 30 clock hours

This advanced, comprehensive course provides a synthesis of all concepts and nursing content taught throughout the program. This course enables the individual student to recognize areas that need enhancement prior to entering Registered Nursing practice. This course includes a review for the NCLEX-RN® and strategies for success. C*

Prerequisites: All Term 1, Term 2, Term 3 and Term 4 ADN Courses

NUR 243 APPLICATION OF CLINICAL JUDGMENT IN RN PRACTICE

3 Quarter Credit Hours

Lecture: 1 Credits, Lab: 2 Credits

Lecture: 10 clock hours, Lab: 40 clock hours

This course expands on and reinforces previously learned concepts with application of clinical judgment in the care of patients across the lifespan with complex health issues. The course incorporates the legal and ethical responsibilities of the Registered Nurse. In addition, the course facilitates the transition from student to Registered Nurse practice through application of all program concepts as students demonstrate achievement of program student learning outcomes in the simulation laboratory. C*

Prerequisites: All Term 1, Term 2, Term 3 and Term 4 ADN Courses

NUR 245 CONCEPTS OF NURSING CARE OF THE ADULT II

7 Quarter Credit Hours

Lecture: 3 Credits, Lab: 1 Credit, Clinical: 3 Credits

Lecture: 30 clock hours, Lab: 20 clock hours, Clinical: 90 clock hours

This course is a continuation of Concepts of Nursing Care of the Adult I and builds on concepts of nursing practice for the acquisition and application of adult health nursing theory, communication, collaboration, and clinical judgment necessary for safe, patient-centered nursing care of adults with complex healthcare issues. The course incorporates the legal and ethical responsibilities of the Registered Nurse in the care of adults, their families, and other support persons. Application of knowledge and skills occurs in the nursing skills laboratory and a variety of clinical settings. C*

Prerequisites: All Term 1, Term 2, Term 3 and Term 4 ADN Courses

HCN Administration

Chief Executive Officer	Harry Wilkins
Senior Vice President of Operations	David Kramer, MA, BS
Senior Vice President of Academics – PN & BSN Programs	Tawnya Lawson, DNP, MS, RN
Senior Vice President of Academics - ADN Program	Dameron Kramer, MSN, RN
Vice President of Operations	Kelly Cavanagh, M.Ed, BBA
Vice President of Academics – Staff Development	Dianna Tabern, MSN, RN
Vice President, Financial Aid Services and Government Liaison	Gregory Guzmán, Ph.D, MPA, BS
Vice President, Accreditation and Compliance	Adam Bulizak, MA
Registrar	Jacqueline Merritt
Manager, Library and Academic Resources	Beth Smith, MSLS

Akron Campus Administration

Regional Campus Executive Director	Anthony Hibbs, MA, BS
Campus Dean/Director of Nursing	Lori Williams, MSN, RN
Regional Director of Admissions	Robin Coleman

Bingham Farms Campus Administration

Campus Executive Director	Nicole Sosa, BA
Campus Dean/Director of Nursing	Terrie Franks, MSN, RN
Regional Director of Admissions	Crystal Sampson

Dayton Campus Administration

Regional Campus Executive Director	Scott Stiver, MBA, MA, BA
Campus Dean/Director of Nursing	Dianna Tabern, MSN, RN
Assistant Director of Nursing	Michelle Jackson, MSN, RN
Sr. Director of Admissions	Lisa Swinderman

Independence Campus Administration

Regional Campus Executive Director	Anthony Hibbs, MA, BS
Campus Dean/Director of Nursing	Dameron Kramer, MSN, RN
Assistant Director of Nursing	Elizabeth Dailey, DNP, MBA, MSN, RN
Assistant Director of Nursing	Sarah DeLong, MSN, RN
Sr. Director of Admissions	Lisa Swinderman

Indianapolis Campus Administration

Campus Executive Director	Michael Traas, MA
Campus Dean/Director of Nursing	Cinnamon Bell-Williams, EdD, MBA, MSN, RN
Director of Admissions	James Wright

Maumee Campus Administration

Campus Executive Director	Marko Flowers, MBA, BBA, PMCHR
Campus Dean/Director of Nursing	Dameron Kramer, MSN, RN
Assistant Director of Nursing	Cynthia Hall, MSN, RN
Assistant Director of Nursing	DeLaura Wright, MSN, RN
Sr. Director of Admissions	Marchelle Rudnicki

West Chester Campus Administration

Regional Campus Executive Director	Scott Stiver, MBA, MA, BA
Campus Dean/Director of Nursing	Sarah Wandstrat, DNP, MSN, RN
Assistant Director of Nursing	Donna Dykes, DNP, MSN, RN
Assistant Director of Nursing	Michelle Steffy, BSN, RN
Director of Admissions	Jeremie Campbell

Westerville Campus Administration

Campus Executive Director	Robert Minto, MBA, BA
Campus Dean/Director of Nursing	Kristin Meyer, MS, RN
Assistant Director of Nursing	Brandy Segner, MSN, RN
Assistant Director of Nursing	Lakeia Welch, MSN, RN
Assistant Director of Admissions	Cristine DiTomassi

Akron, OH Campus Faculty

Nursing Faculty (Full-Time)

Name	Degrees
Debra Arner	MSN/University of Phoenix/Nursing-Integrated Health BSN/University of Phoenix/Nursing Diploma/Massillon Community Hospital School of Nursing/Nursing
Teia Atkins	BSN/University of Akron/Nursing AAS/University of Akron/Psychology
Brittany Breau	MSN/University of Central Florida/ Nursing BSN/Florida Atlantic University/Nursing
Jill Buchanan	MSN/South University/Nursing BSN/University of Akron/Nursing Diploma/Akron School of Practical Nursing/Practical Nursing
Arden Chesnick	MSN/Cleveland State University/Nursing BSN/Cleveland State University/Nursing AAS/Herzing University/Nursing
Jenna Conrad	BSN/Ohio University/Nursing AAS/Cuyahoga Community College/Nursing Diploma/Akron School of Practical Nursing/Practical Nursing
Beth Fortune	BSN/Bowling Green State University/Nursing
Pamela Keen	BSN/University of Akron/Nursing
Priscilla Valenti	MSN/University of Phoenix/Nursing BA/Kent State University/Individual & Family Development AAS/Kent State University/Nursing
Jennifer Willesch	MSN/Chamberlain University/Nursing BSN/Chamberlain University/Nursing Certificate/Cuyahoga Community College/Nursing
Precious Williams	BSN/University of Akron/Nursing

Nursing Faculty (Part-Time)

Name	Degrees
Anthony Mozzochi	BSN/Kent State University/Nursing
Alice Woodruff	BSN/Ohio University/Nursing AAS/Stark State College/Nursing

General Education Faculty (Full-Time)

Name	Degrees
Eric Henthorn	MA/Kent State University/Biological Anthropology BS/Kent State University/Biological Anthropology

Jaiden Miskel	MD/St. George University/Medicine MHS/Meharry Medical College/Health Sciences BS/ Winston-Salem State University/Biology
Theresa Moore	MS/Youngstown State University/Mathematics BS/Youngstown State University/Mathematics

General Education Faculty (Part-Time)

Name	Degrees
Julie Jones	MACTM/Cleveland State University/Communication Theory and Methodology BA/Baldwin Wallace University/Speech Communication

Bingham Farms, MI Campus Faculty

Nursing Faculty (Full-Time)

Name	Degrees
Justin Behnke	MSN/Florida Atlantic University/Nursing BSN/Davenport University/Nursing
Terrie Franks	MSN/Lourdes University/Nursing Education AAS/Owens Community College/Nursing Diploma/Brown Mackie College/Practical Nurse
Ashanna Hicks	MBA/University of Phoenix/Business Administration BSN/Tennessee State University/Nursing
Ayeshah Hicks	BSN/Eastern Michigan University/Nursing AAS/Wayne County Community College/Nursing
Lisa Maximore	DHA/University of Phoenix/Health Administration MS/University of Phoenix/Health Administration MSN/University of Phoenix/Nursing BSN/University of Phoenix/Nursing AAS/Wayne County Community College/Nursing
Kimberly Nash	MSN/Michigan State University/Nursing AAS/Oakland Community College/Nursing ALA/Oakland Community College/Liberal Arts
Shelly Thomas-Katta	MSN/Wayne State University/Community Health Nursing BSN/Wayne State University/Nursing
DiTonya Turner	BSN/Tennessee State University/Nursing
Damita Warren	MSN/University of Phoenix/Nursing BS/Western Michigan University/Biomedical Sciences AS/Henry Ford College/Nursing
Felicia Wright-Williams	BSN/Ferris State University/Nursing

Nursing Faculty (Part-Time)

Name	Degrees
Valerie Joncas	BSN/Eastern Michigan University/Nursing AAS/Lansing Community College/Nursing AS/Madonna University/Operating Room Technician

General Education Faculty (Full-Time)

Name	Degrees
Jacob Paige	MSN/University of Michigan/Exercise Physiology BS/Central Michigan University/Exercise Science
Andoniaina Rarivoarimana	PhD/University of Cincinnati/Mathematics MS/University of Cincinnati/Mathematics BS/University of Antananarivo/Mathematics

Dayton, OH Campus Faculty

Nursing Faculty (Full-Time)

Name	Degrees
Kathryn Adkins	MSN/American Public University/Nursing BSN/Kettering College/Nursing AAS/Kettering College/Nursing
Shannon Brunson	MSN/Aspen University/Nursing AAS/Edison Community College/Nursing
Carol Contardi	BSN/George Mason University/Nursing AAS/Northern Virginia Community College/Nursing BS/Bowling Green State University/Education
Jacqueline Ferguson	MSN/University of Phoenix/Nursing BSN/ University of Akron/Nursing
Michele Jackson	MSN/Walden University/Nursing Education BSN/Wright State University/Nursing Diploma/Clark State Community College/Nursing
Sharon Kazee	MSN/Chamberlain University/Nursing Education BSN/Chamberlain University/Nursing RN to BSN
Yolonda Kelly	MSN/Mount Carmel College of Nursing/Advanced Practice Nursing MEd/Wright State University/Education BSN/The Ohio State University/Nursing BA/Wright University/Mass Communications AAS/Columbus State Community College/Nursing
Jill Neifer	MSN/Grand Canyon University/Nursing BSN/Grand Canyon University/Nursing AA/Modesto Junior College/General Education
Julie Oakes	MSN/University of Phoenix/Nursing BSN/University of Phoenix/Nursing Diploma/Clark State Community College/Nursing
Eliza Rodriguez	MSN/Ohio State University/Nursing BSN/Ohio University/Nursing AAS/Columbus State Community College/Nursing AAB/Bradford School/Accounting
Lori Schmerr	MS/University of Maryland-Baltimore/Nursing BSN/Mount St. Joseph University/Nursing
Colleen Smith	BSN/Wright State University/Nursing AAS/Sinclair Community College/Nursing
Chantel Ueckert	BSN/Wright State University/Nursing
Rose White	MSN/Western Governors University/Nursing Education BSN/Wright State University/Nursing AAS/Clark State University/Nursing
Scarlett Wolfinbarger	MSN/University of Cincinnati/Nursing BSN/Ohio University/Nursing AAS/Sinclair Community College/Nursing

Benita Woodgeard	MSN/American Sentinel University/Nursing Education BSN/Florida Atlantic University/Nursing AA/Broward College/Liberal Arts
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Nursing Faculty (Part-Time)

Name	Degrees
Connie Champ	BSN/Urbana University/Nursing Diploma/Mount Carmel School of Nursing/Nursing
Danielle Fisher	BSN/Chamberlain University/Nursing AAS/Clark State College/Nursing
Michelle Seibert	MSN/Ohio State University/Nursing BSN/Wright State University/Nursing AAS/Sinclair Community College/Nursing
Sheryl Spence	BSN/Franklin University/Nursing AAS/Black Hawk College/Nursing

General Education Faculty (Full-Time)

Name	Degrees
Stacey Harding	MS/New York Chiropractic College/Human Anatomy & Physiology Instruction BS/Wright State University/Psychology
Tatyana Ipatova	MS/Kalinin State University/Mathematics BS/Kalinin State University/Mathematics
Dominic Thacker-Mann	MD/Case Western Reserve University/Medicine BS/University of Michigan/Biology

General Education Faculty (Part-Time)

Name	Degrees
John Seeck	JD/John Marshall Law School/Law MA/Marquette University/Communication BA/Marquette University/Communication

Independence, OH Campus Faculty

Nursing Faculty (Full-Time)

Name	Degrees
Louann Alexovich	MSN/Case Western University/Nursing BSN/Kent State University/Nursing
Laura Boey	BSN/Ashland University/Nursing BSN/Kent State University/Anthropology
Elizabeth Dailey	DNP/Chamberlain University/Nursing Practice MBA/University of Phoenix/Business Administration MSN/University of Phoenix/Nursing BSN/Ashland University/Nursing
Sarah DeLong	MSN/Chamberlain University/Nursing BSN/Kent State University/Nursing BS/Ohio University/Sports Science
Heidi Franklin	MSN/Chamberlin University/Nursing BSN/Chamberlin University/Nursing AAB/Terra Community College/Business
Elonia Griffin	BSN/Ursuline College/Nursing AAS/Cuyahoga Community College/Nursing Diploma/Cleveland Clinic - Huron School of Nursing/Nursing
Rachel Iancu	MSN/Western Governors University/Nursing BSN/Western Governors University/Nursing AAS/Lorain County Community College/Nursing
Lisa Jouriles	MSN/American Public University/Nurse Educator BSN/Indiana Wesleyan University/Nursing AAS/Cuyahoga Community College/Nursing
Ian Konopinski	MSN/Indiana Wesleyan University/Nursing Education BSN/Cleveland State University/Nursing Diploma/Parma School of Practical Nursing/Practical Nursing
Melanie McCrum	MSN/Chamberlain University/Nursing Education BSN/Chamberlain University/Nursing
Anita Mckaney	MSN/Western Governors University/Nursing Education BSN/Malone College/Nursing
Michelle Morris	MSN/American Public University/Nurse Educator BSN/University of Louisville/Nursing AAS/West Virginia Northern Community College/Nursing
Kelly O'Neill	BSN/Chamberlain University/Nursing
Ashley Reeder	MSN/Grand Canyon University/Nursing BSN/University of Akron/Nursing
Lori Schmerr	MS/University of Maryland-Baltimore/Nursing BSN/Mount St. Joseph University/Nursing
Sherri Tanner	BSN/University of Akron/Nursing Diploma/Akron School of Practical Nursing/Practical Nursing

Gregg Thompson	DNP/South University/Nursing MSN/Walden University/Nursing BSN/University of Phoenix/Nursing Diploma/Ashland University-Mansfield/Nursing
Edwin Torres	BSN/Dominican University of California/Nursing

Nursing Faculty (Part-Time)

Name	Degrees
Erica Martemus	BSN/Chamberlain University/Nursing AAS/Lakeland Community College/Nursing

General Education Faculty (Full-Time)

Name	Degrees
Alieta Ciocea	MS/New York Chiropractic College/Human Anatomy & Physiology Instruction BS/Wright State University/Psychology
Anastasios Nalmpantis	MS/Kalinin State University/Mathematics BS/Kalinin State University/Mathematics
Michael Schlais	MD/Case Western Reserve University/Medicine BS/University of Michigan/Biology

General Education Faculty (Part-Time)

Name	Degrees
Kenneth Jurek	MA/Kent State University/Speech BS/Ohio University/Communication

Indianapolis, IN Campus Faculty

Nursing Faculty (Full-Time)

Name	Degrees
Ashley Bilen	BSN/University of Indianapolis/Nursing
Jill Buchanan	MSN/South University/Nursing BSN/University of Akron/Nursing Diploma/Akron School of Practical Nursing/Practical Nursing
Allison Gibbs	BSN/University of Southern Indiana/Nursing
Jennifer Glaze	BSN/Marian University/Nursing ASN/Marian University/Nursing AAS/Professional Careers Institute/Medical Assisting
Cynthia Hall	MSN/University of Phoenix/Nursing BSN/University of Toledo/Nursing MBA/University of Phoenix/Health Care Management BS/Spring Arbor University/Management of Health Services AAS/Monroe County Community College/Nursing
Jackie Mace	BSN/Indiana Wesleyan University/Nursing AS/Medtech College/Registered Nurse AAS/Medtech College/Practical Nursing
Pamela Richeson	BSN/Western Governors University/Nursing AAS/Medtech College/Nursing

Nursing Faculty (Part-Time)

Name	Degrees
Lauren Brewsaugh	BSN/University of Indianapolis/Nursing
Lora McFall	BSN/Ball State University/Nursing
Cayla Walson	MBA/University of Southern Indiana/Business Administration BSN/Union University/Nursing BS/Indiana State University/Health Sciences

General Education Faculty (Full-Time)

Name	Degrees
Ena Bhattacharya	MS/Jadavpur University/Mathematics BS/Jadavpur University/Mathematics BEEd/University of Calcutta/Secondary Education AAS/Ivy Tech Community College/Accounting Certificate/Ivy Tech Community College/Bookkeeper
Veronica Clark	MMS/Lake Erie College of Osteopathic Medicine/Medical Science BA/Indiana University/Biology

Maumee, OH Campus Faculty

Nursing Faculty (Full-Time)

Name	Degrees
Liz Bates-Stafford	MSN/Lourdes University/Nursing Education BSN/Lourdes University/Nursing AAS/University of Toledo/Nursing
Alison Chamberlain	DNP/The University of Texas at Tyler/Nursing MSN/Lourdes University/Nursing BSN/Lourdes University/Nursing AAS/Owens Community College/Nursing
Charity Collins	BSN/University of Phoenix/Nursing AAS/Mercy College/Nursing
Renee Florek	BSN/Mercy College/Nursing AAS/Owens Community College/Nursing
Suzanne Hakeos	MSN/Chamberlain University/Nursing BSN/Chamberlain University/Nursing AAS/Owens Community College/Nursing
Cynthia Hall	MSN/University of Phoenix/Nursing BSN/University of Toledo/Nursing MBA/University of Phoenix/Health Care Management BS/Spring Arbor University/Management of Health Services AAS/Monroe County Community College/Nursing
Brandi Hansen	MSN/Walden University/Family Nurse Practitioner BSN/Lourdes University/Nursing Certificate/Northwest State Community College/Practical Nursing
Elizabeth McGrady	MSN/Excelsior University/Nursing BSN/Excelsior University/Nursing AS/Excelsior University/Nursing
Jacqueline Montalvo	MSN/The Ohio State University/Nursing BSN/Florida International University/Nursing AA/Miami Dade College/Pathway to a Major in Medical Technology
Norma Ruiz	DNP/Lourdes University/Nursing MSN/Lourdes University/Nursing
Amanda Walter	MSN/Grand Canyon University/Nursing Education MSN/Grand Canyon University/ Nursing
Margaret Watterworth	DNP/Lourdes University/Nursing MSN/Indiana Wesleyan University/Nursing
Christy Workman	BSN/Chamberlain University/Nursing AAS/Owens Community College/Nursing AAS/Mercy College of Ohio/General Studies
DeLaura Wright	MSN/Lourdes University/Nursing BSN/Mercy College of Ohio/Nursing

General Education Faculty (Full-Time)

Name	Degrees
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Franco Melocchi	MD/American University of the Caribbean/Medicine AS/Community College of Allegheny County/Math-Natural Science
Roseline Nyaboke	PhD/University of Toledo/Instruction MS/Youngstown State University/Biology AAS/Owens Community College/Nursing Diploma/Southern Ohio College-Brown Mackie College/Nursing
Kimberly Wilcox	MEd/University of West Florida/C&I Mid Level Comp BS/Middle Tennessee State University/Education & Behavioral Science
Jessica Williams	MS/Wright State University/MS Anatomy BS/University of Dayton/Dietetics

General Education Faculty (Part-Time)

Name	Degrees
Joe Dildine	MA/Bowling Green State University/Media & Communications MS/Troy State University/Mental Health Agency

West Chester, OH Campus Faculty

Nursing Faculty (Full-Time)

Name	Degrees
Kimberly Bentley-Fights	BSN/Miami University/Nursing AA/Miami University/Creative Arts AAS/Walters State Community College/Nursing
Brittany Breau	MSN/University of Central Florida/ Nursing BSN/Florida Atlantic University/Nursing
Terri Dorsey	BSN/Ohio University/Nursing AAS/Kettering College/Nursing
Donna Dykes	DNP/Chamberlain University/Nursing Practice MSN/University of Cincinnati/Community Health Nursing MBA/Indiana Wesleyan University/Business Administration BSN/University of Cincinnati/Nursing
Amy Graf	BSN/University of Cincinnati/Nursing
Wajed Hatamleh	PhD/University of Cincinnati/Nursing Research MSN/Villanova University/Clinical Nursing Education BSN/Jordan University of Science & Technology/Nursing
Jennifer Howell	BSN/Miami University/Nursing AAS/Miami University/Nursing
Leah Huston	BSN/Ohio University/Nursing
E. Kitt Johnson	MSN/University of Phoenix/Nursing BSN/Pennsylvania State University/Nursing
Rachel Oder	BSN/Chamberlain University/Nursing AAS/Hondros College of Nursing/Nursing Diploma/Hondros College of Nursing/Practical Nursing
Brittany Poe	BSN/Northern Kentucky University/Nursing
Carissa Porta	MSN/Wright State University/Certified Nurse Practitioner BSN/Mount St. Joseph University/Business Administration Diploma/Good Samaritan School of Nursing/Nursing
Lori Schmerr	MS/University of Maryland-Baltimore/Nursing BSN/Mount St. Joseph University/Nursing
Michelle Steffy	MSN/Spring Arbor University/Nursing Education BSN/Indiana Wesleyan University/Nursing AAS/Cincinnati State Technical and Community College/Nursing
Cora Waldroff	BSN/Mount St. Joseph University/Nursing Diploma/Good Samaritan College of Nursing/Nursing
Danette Willetts	BSN/Ohio University/Nursing Diploma/Christ School of Nursing/ Nursing
Melissa Woods	BSN/Ohio University/Nursing AAS/Fortis College/Nursing

Nursing Faculty (Part-Time)

Name	Degrees
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Amanda Crowell-Polacek	DNP/Frontier Nursing University/Nursing MSN/Frontier Nursing University/Family Nurse Practitioner BSN/Xavier University/Nursing
Amanda Hale	MSN/University of Cincinnati/Nursing BSN/Ohio University/Nursing AAS/Good Samaritan College of Nursing and Health Science/Nursing Technology
Amie Hale	MSN/University of Cincinnati/Nursing BSN/Ohio University/Nursing AASN/Good Samaritan University/Nursing
Polly Hasty	BSN/Miami University/Nursing
Jennifer Lindner	BSN/Ohio University/Nursing AAS/Cincinnati State Technical and Community College/Nursing
Pamela Pilgrim	MSN/Chamberlain College of Nursing/Nursing BSN/Chamberlain College of Nursing/Nursing AAS/Owens Community College/Nursing AAS/University of Toledo/Medical Assisting

General Education Faculty (Full-Time)

Name	Degrees
Robert Brausch	MEd/University of Cincinnati/Secondary Education BS/University of Cincinnati/Metallurgical Engineering
Alexander Gearhart	MS/Wright State University/Anatomy BS/Wright State University/Biological Sciences
Elizabeth Shuler	MS/Bowling Green State University/Biological Sciences BS/Bowling Green State University/Biology

General Education Faculty (Part-Time)

Name	Degrees
Craig Allgower	DCM/National College of Chiropractic/Chiropractic Medicine BS/National College of Chiropractic/Chiropractics
John Seeck	JD/John Marshall Law School/Law MA/Marquette University/Communication BA/Marquette University/Communication

Westerville, OH Campus Faculty

Nursing Faculty (Full-Time)

Name	Degrees
Dawn Apparicio	BSN/Franklin University/Nursing BSN/The Ohio State University/Nursing Diploma/Alamo Colleges - St. Philips's College/Vocational Nursing
Robinette Bowman	MSN/Capella University/Nursing Education BSN/Mount Carmel College of Nursing/Nursing AAS/Central Ohio Technical College/Nursing Diploma/Mid-East Vocational School District/Nursing
Carol Brewster	MSN/Capital University/Nursing Education BSN/Capital University/Nursing AS/Excelsior College/Nursing
Debra Confer	MSN/Chamberlain University/Family Nurse Practitioner MSN/Chamberlain University/Nursing BSN/Chamberlain University/Nursing AS/Excelsior College/Nursing Certificate/Shawnee State University/Nursing
Wendy Davidson	MSN/Ohio State University/Nursing BSN/Mount Carmel College of Nursing/Nursing BA/University of Arizona/Social Science
Cheryl DeFrancisco	MSN/Otterbein University/Nursing BSN/Ohio Wesleyan University/Nursing
Emmanuel Enoabane	MSN/The Ohio State University/Nursing BSN/Grand Canyon University/Nursing AAS/Fortis College/Nursing
Kevin Foy	PhD/The Ohio State University/Microbiology MSN/The Ohio State University/Nursing MS/Umea University/Molecular Biology BS/University of Buea/Microbiology
Karen Goldhardt	MSN/Capital University/Nursing Education BSN/Capital University/Nursing Diploma/Mount Carmel School of Nursing/Nursing
Rachel Gomez	BSN/Marshall University/Nursing
Cara Heavener	BSN/Ohio University/Nursing AAS/Chamberlain University/Nursing
Elizabeth Hysell	BSN/Chamberlain University/Nursing Diploma/Columbus Paraprofessional Institute/Medical Assisting
Lacey Leath	MSN/Ohio University/Nursing BSN/Ohio University/Nursing AAS/Hondros College of Nursing/Nursing Diploma/Hondros College of Nursing/Practical Nursing
Patricia McKee	MSN/Mount Carmel College of Nursing/Nursing Education BSN/Mount Carmel College of Nursing/Nursing AAS/Central Ohio Technical College/Nursing Technology Diploma/Columbus Public Schools/Nursing

Ma Ferlinda Powers	DNP/Chamberlain University/Nursing MSN/University of Phoenix/Nursing BSN/Capital University/Nursing AAS/Central Ohio Technical College/Nursing Technology Diploma/Muskingum Area Joint Vocational School/Nursing
Susan Sommers	MSN/Chamberlain University/Nursing BSN/Chamberlain University/Nursing AAS/Hocking College/Nursing
Gregg Thompson	DNP/South University/Nursing MSN/Walden University/Nursing BSN/University of Phoenix/Nursing Diploma/Ashland University-Mansfield/Nursing
Jeffrey Underwood	MSN/American Sentinel University/Nursing BSN/American Sentinel University/Nursing Diploma/Springfield Regional School of Nursing/Nursing AS/Southern State Community College/Elementary Education
Stacy Veach	MSN/Chamberlain University/Nursing BSN/Chamberlain University/Nursing AAS/Marion Technical College/Nursing
Jennifer Weimer	BSN/Mount Carmel College of Nursing/Nursing
Lakeia Welch	MSN/Chamberlain University/Nursing BSN/Chamberlain University/Nursing AAS/Central Ohio Technical College/Nursing
Matthew Wittman	BSN/Western Governors University/Nursing AAS/Central Ohio Technical College/Nursing Technologies
Amy Wright	BSN/The Ohio State University/Nursing

Nursing Faculty (Part-Time)

Name	Degrees
Hannah Claes	BSN/The Ohio State University/Nursing
Janice Howard	BSN/Chamberlain University/Nursing AAS/Columbus State Community College/General Studies
Victoria Lally	MSN/Capella University/Nursing BSN/Indiana Wesleyan University/Nursing AAS/Fortis College/Nursing
Daniell McSweeney	Post Masters Certificate/University of Cincinnati/Family Nurse Practitioner MSN/Otterbein University/Clinical Nurse Leader BSN/Ohio University/Nursing
Lindsey Moore	BSN/West Virginia University of Parkersburg/Nursing AAS/West Virginia Northern Community College/Nursing
Melissa Riggs	BSN/Capital University/Nursing
Tracy Salmon	BSN/The Ohio State University/Nursing
Amanda Sidner	BS/University of Cincinnati/Nursing AAS/ITT Breckenridge College of Nursing/Nursing
Brandon Vacha	BSN/Kent State University/Nursing AAS/Kent State University/Nursing

General Education Faculty (Full-Time)

Name	Degrees
Heather Burke	MA/Cleveland State University/English BA/Cleveland State University/English
Christopher Gargoline	PhD/Capella University/Psychology MA/University of Akron/Psychology BA/Kent State University/Theater
Mohammad Hasan	MS/Western Kentucky University/Biology BS/Jordan University/Public Health
Cassie Hewitt	MA/Binghamton University/Teaching MA/Binghamton University/English BA/Bowling Green State University/English
Mark Hopkin	MD/The Ohio State University/Medicine PhD/Brigham Young University/Chemistry BS/Brigham Young University/Chemistry

General Education Faculty (Part-Time)

Name	Degrees
Joe Chute	MS/Franklin University/Computer Science BEE/The Ohio State University/Electrical Engineering
Luann Edwards	MA/National University/English MS/Kent State University/Library Information Sciences BA/Wilmington College/English AA/Southern State Community College/Pre-Law
Jacob Hale	MA/University of Dayton/English BA/Mount Vernon Nazarene College/Language Arts Education
Charlotte Morgan	MA/Cleveland State University/English BA/Cleveland State University/English
John Seeck	JD/John Marshall Law School/Law MA/Marquette University/Communication BA/Marquette University/Communication
Holly Strickland	EdD/Nova Southern University/Child and Youth Studies MS/Nova Southern University/Educational Leadership MS/Grand Canyon University/Psychology BS/Florida Southern College/Biology
Stephen Wilson	MS/Franklin University/Instructional Design & Learning Technology MA/University of Phoenix/Mathematics Education BS/Benedictine University/Computer Science AAS/Columbus State Community College/Electronic Engineering Technology



2024 Catalog Addendum (January 2024 Ed.)

Effective February 29, 2024

Addendum legend:

~~Strikethrough~~ = deleted information

Underline = new information

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MAXIMUM TIMEFRAME

Students must be able to complete their program within the maximum timeframe in order to be considered as meeting satisfactory academic progress. Maximum timeframe is defined as graduating before accumulating 150% of the attempted credit hours required for completion. Maximum timeframe will be evaluated at the end of each quarter. Students who are identified as not meeting satisfactory academic progress due to maximum timeframe may be dismissed from the College.

- Maximum timeframe by program:
 - o Ohio and Michigan - PN Program must be completed within 72 attempted credit hours
 - o Ohio - ADN Program must be completed within 164 attempted credit hours
 - o Indiana - PN Program must be completed within 74 attempted credit hours
- Transfer credit hours must be included in the maximum timeframe calculation.
- Repeated courses, failed courses and withdrawals will also count towards the maximum.

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PRACTICAL NURSING – DIPLOMA (DAY & EVENING/WEEKEND) – OHIO AND MICHIGAN

Upon successful completion of quarters (~~44 weeks~~) (46 weeks) of the Practical Nursing curriculum, and meeting all graduation requirements, the graduate will be awarded a diploma and be certified to the Ohio Board of Nursing or Michigan Board of Nursing, which will determine the student's eligibility to sit for the National Council Licensure Examination for Practical Nurses (NCLEX®- PN). Within the scope of practice for the licensed practical nurse, and at the direction of a licensed physician, dentist, podiatrist, optometrist, chiropractor or registered nurse, the graduate will meet the client's needs by fulfilling the following program outcomes: