

ATHENA CAREER ACADEMY

LPN to RN PROGRAM

STUDENT HANDBOOK

School Registration Number- 10-09-1943T

January 2018

(Revised February 2018)



ATHENA CAREER ACADEMY
5203 Airport Highway
Toledo, Ohio 43615
Phone (419) 472-1150 • Fax (419) 932-6911
www.athenacareers.edu

School Registration No. 10-09-1943T

OPEID No. 04192200

Welcome to the Athena Career Academy LPN to RN Program!

Congratulations on your acceptance into the LPN to RN Diploma Program. We are excited to share this next milestone in your nursing career. Your nursing education will be both challenging and rewarding. You will be expected to actively engage in the learning process here at Athena, through a variety of learning experiences that are designed to prepare you to become a professional registered nurse. The nursing program will require you to devote a considerable amount of time and commitment to your studies to be successful. Success will require a change in thinking, beliefs, and habits as you transition from the role of practical nurse into the role of a registered nurse. It will be essential that you find ways to balance and manage your time to allow for sufficient study time outside of the school day, class, simulation laboratory, and clinical attendance.

Be assured that every faculty member, as well as every member of the Athena Team, is eager to help you succeed in your nursing career. I look forward to working with you and to your successful completion of this rigorous nursing program.

Sincerely,

Connie Bowler, RN, DNP
LPN to RN Program Administrator

WELCOME	2
MISSION STATEMENT	5
VISION STATEMENT	5
PROGRAM PHILOSOPHY	5
CONCEPTUAL FRAMEWORK	5
ACCREDITATION AND LICENSURE	6
NCLEX-RN	6
FACILITIES	6
NURSING OFFICE HOURS	6
PUBLICATIONS	7
PRE-REGISTRATION COSTS	7
PROGRAM COSTS	7
GRADUATION COSTS	7
ADMISSIONS POLICY	7
CHANGE IN PROGRAM POLICIES	8
FAILED CLASS POLICY	8
READMISSION	8
ADVANCED STANDING POLICY	9
TRANSFERABILITY OF CREDIT	10
TRANSFERS TO ATHENA CAREER ACADEMY	10
COLLEGE CREDIT FOR MILITARY SERVICE	10
STUDENT GUIDANCE AND COUNSELING	11
JOB PLACEMENT	11
LETTER OF RECOMMENDATION	11
ACADEMICS	11
STUDENT ADVISORY GROUP	12
CURRICULUM OUTCOMES	13
CURRICULUM PLAN	14
REQUIRED CURRICULUM SEQUENCE	15
COURSE DESCRIPTIONS	15
ASSESSMENT TECHNOLOGIES INSTITUTE (ATI) POLICY	18
ATI GRADING	19
ATI COMPREHENSIVE PREDICTOR ASSESSMENT	21
ATI LIVE REVIEW AND VIRTUAL ATI (VATI) POLICY	22
NCLEX-RN LICENSURE EXAM FEE POLICY	22
PROFESSIONAL BEHAVIOR AND LANGUAGE	22
THEORY ATTENDANCE POLICY	23
CLASSROOM COURTESY	23
CLASSROOM SAFETY RULES	24
CLASSROOM QUIZ POLICY	24
CLASSROOM TEST POLICY	24
SKILLS LAB	25
SKILLS LAB ATTENDANCE POLICY	25
OPEN LAB HOURS	25
MAKE UP LAB HOURS	25
SKILLS LAB POLICIES	25
STUDENT ATI/COMPUTER LAB	25

CLINICALS	25
DRESS CODE FOR LAB/CLINICALS	26
CLINICAL ATTENDANCE POLICY	26
EVALUATION OF CLINICAL PERFORMANCE	29
EVALUATION OF LPN TO RN PROGRAM	29
GRIEVANCE PROCEDURE/APPEALS PROCESS	29
LEAVE OF ABSENCE	30
ESTIMATED GRADUATION/COMPLETION OF PROGRAM	30
WITHDRAWAL	30
CODE OF STUDENT CONDUCT	31
WRITTEN DISCIPLINARY POLICY	31
ACADEMIC DISHONESTY POLICY	31
UNETHICAL CONDUCT/UNACCEPTABLE BEHAVIOR/ATTITUDE	31
BOARD OF NURSING REQUIREMENTS RELATED TO NURSING STUDENTS	32
SMOKING POLICY	34
CELL PHONE POLICY	35
LAPTOPS AND ELECTRONIC DEVICES	35
TRANSPORTATION	35
DRESS CODE FOR CLASS	35
SCHOOL CLOSING DUE TO INCLEMENT WEATHER	35
TRANSCRIPTS	35
ELIGIBILITY OF LICENSURE	35
ESTIMATED LICENSURE FEES	36
PROGRAM RECORDS	36
CONFIDENTIALITY	36
SAFETY POLICIES	36
INSURANCE	37
EMERGENCY MEDICAL FORMS	37
HEALTH/MEDICAL CARE	37
INJURY/ILLNESS/POSTPARTUM	38
SCOPE OF PRACTICE OF THE REGISTERED NURSE	38
STANDARDS OF COMPETENT PRACTICE AS A REGISTERED NURSE	39
FINANCIAL AID INFORMATION	42
APPENDIX A-	49

ATHENA CAREER ACADEMY REGISTERED NURSING DIPLOMA PROGRAM

MISSION STATEMENT

Athena Career Academy's mission is to provide quality educational programs that produce a competent and educated workforce.

VISION STATEMENT

Athena Career Academy's vision statement is to excel in providing students with quality programs that inspire a respect and value for lifelong learning.

PROGRAM PHILOSOPHY

The faculty of the Athena Career Academy LPN to RN PROGRAM are committed to providing quality education as a prerequisite to placing competent and caring nurses in healthcare employment. Our objective is to provide support and encouragement to students so that they may promote, maintain, and restore wellness in mind, spirit, and body.

Athena Career Academy also provides the necessary knowledge, skills, and tangible applications, frameworks of analysis and synthesis of information, scientific principles, and appropriate legal and ethical considerations to foster critical thinking in the delivery of nursing care. The LPN to RN PROGRAM delivers an organized, goal-directed learning process by which knowledge, skills, and professional behaviors applicable to the biological, physical and technological sciences. Social and behavioral sciences are presented to encompass an understanding and to assist in communication with individuals and groups across the lifespan.

At Athena, the student nurse will use the nursing process to plan, implement, and deliver safe nursing care. This will be demonstrated by the collection of data to develop nursing care plans, establishing a nursing diagnosis as well as implementation and evaluation of nursing actions. Our graduates will be able to professionally and appropriately collaborate with members of healthcare teams. The achievement of these objectives based in the science and art of nursing will prepare graduates to function safely and effectively within their defined scope of practice as a Registered Nurse.

CONCEPTUAL FRAMEWORK

The curriculum in the Athena Career Academy LPN to RN PROGRAM is designed to prepare students in the core competencies performed by entry-level Registered Nurses toward assisting others in meeting their physical, mental, social, and spiritual needs in a variety of healthcare settings.

Integrated within the courses are objectives based on Watson's science of caring. These are defined as follows:

- **Nursing Process:** A scientific, clinical reasoning approach to client care that includes assessment, analysis, planning, implementation and evaluation
- **Caring:** The interaction of the nurse and client in an atmosphere of mutual respect and trust. In this collaborative environment, the nurse provides encouragement, hope, support and compassion to help achieve desired outcomes.

- **Communication and Documentation:** The verbal and/or nonverbal interactions between nurse and the client, the client's significant others and the other members of the health care team. Events and activities associated with client care are recorded in written and/or electronic records that demonstrate adherence to the standards of practice and accountability in the provision of care.
- **Teaching/Learning:** facilitation of the acquisition of knowledge, skills and attitudes promoting a change in behavior.
- **Culture and Spirituality:** Interaction of the nurse and the client (individual, family or group, including significant others and population) which recognizes and considers the client-reported, self-identified, unique and individual preferences to client care, the applicable standard of care and legal instructions.

ACCREDITATION AND LICENSURE

Athena Career Academy has governing associations, agencies, or governmental bodies that accredit, approve, or license the school and its programs.

- The Ohio Board of Nursing
- The Council on Occupational Education (COE) 7840 Roswell Road, Building 300, Ste 325, Atlanta, GA 30350, Telephone: [770.396.3898](tel:770.396.3898) / FAX: [770.396.3790](tel:770.396.3790), www.council.org
- Ohio Board of Career Colleges and Schools

Athena Career Academy will provide a copy of the school's documents describing its accreditation, approval, or licensing. Athena Career Academy does an annual report for COE as well as the Ohio Board of Career Colleges and Schools, and the Ohio Board of Nursing. The three agencies also conduct visits per their governing schedules. Students are encouraged to contact the Ohio Board of Career Colleges with any complaints.

NCLEX-RN

Athena Career Academy's LPN to RN PROGRAM will provide the prospective graduate with information regarding application to the Ohio/Michigan Board of Nursing to begin the licensure application for permission to sit for the NCLEX-RN certification exam. Information regarding application for licensure, if the graduate chooses to test and be licensed in a state other than Ohio/Michigan, should be sought from that Board of Nursing or appropriate licensing authority in that state. Application for licensure will be the responsibility of the student. Once the student has completed the requirements for the program, the Director/Designee will submit the appropriate forms to the selected board of nursing indicating that the graduate has completed the approved program and, therefore, has met the academic requirements for licensure. The selected board of nursing determines eligibility to sit for the examination. The graduate will receive authorization to test from their selected board of nursing and will then be able to schedule the NCLEX-RN examination with the testing center. (See graduation requirements for additional information).

FACILITIES

Athena Career Academy has sufficient space for classroom and laboratory activities, and is furnished with all the needed supplies and equipment. Clinical practice will be performed in the laboratories, classrooms, and in the clinical agencies throughout Ohio and Michigan and other jurisdictions as needed.

NURSING OFFICE HOURS

Monday – Friday 8:00 a.m. – 5:00 p.m. Students must make an appointment.

PUBLICATIONS

Each student will receive a hard copy of the LPN to RN PROGRAM Student Handbook at orientation and the student will sign for his/her LPN to RN PROGRAM student handbook. Please note that the LPN to RN PROGRAM handbook overrides any policy stated in the campus catalog.

PRE-REGISTRATION COSTS*

**Pre-Registration Costs are non-refundable*

- DRUG SCREEN (*Paid to School*) \$25.00

PROGRAM COSTS

- REGISTRATION FEE \$120.00
- BOOKS, UNIFORMS, SUPPLIES & LAB FEES \$2,625.00
- TUITION \$20,600.00

TOTAL PROGRAM COSTS \$23,345.00

All books and fees must be purchased through Athena Career Academy

GRADUATION COSTS

Costs will be paid by Athena Career Academy and include Cap, Gown, Tassel, diploma cover, and the Athena Career Academy nursing pin.

ADMISSIONS POLICY

Persons interested in attending the Registered Nursing Diploma Program must meet the following criteria for admittance:

1. Must be 18 years old at time of enrollment.
2. Complete an online application for admission.
3. Attend an informational meeting with an admissions representative.
4. Attend an individual meeting with a financial aid administrator for funding arrangements.
5. Complete an online State of Ohio Disclosure Course.
6. Submit a copy of an official Licensed Practical Nurse Transcript.
7. The RN PROGRAM Director will validate LPN licensure.
8. Provide a copy of valid government identification and signed social security card.
9. Citizenship requirements include I94 card with date of entry, current passport, and proof of alien registration number if applicable.
10. Provide proof of American Heart Association BLS Healthcare Provider CPR. (**NO** online CPR courses are accepted).
11. Complete a physical that is signed and dated by a physician or qualified medical representative within (1) year of start date without limitations or restrictions
11. Complete and pass a drug screen **90 days** prior to start date. In the event a student fails the initial drug screen, the student is denied enrollment at Athena Career Academy.

12. Provide immunizations records, which include:
 - A 2 step PPD within (1) year of start date or an initial 2 step PPD with documented proof of annual (1) step PPD. –OR- CXR prior to (1) year of start date.
 - (2)-MMR, Varicella, Hepatitis B series/waiver, recent Tetanus, and/or Titers verifying immunity.
 - ALL health records MUST be completed by the first day of class.
 - Student will be responsible to complete any immunizations required by clinical sites. (example: Flu vaccine/Pneumococcal vaccine)
13. Complete a BCI and FBI criminal background check and fingerprinting **90 days** prior to start date. The background checks are subject to approval and/or consultation with a director.
14. Sign an enrollment agreement.
15. Attend the orientation session.

CHANGE IN PROGRAM POLICIES

All Students will be notified in writing and/or an email of any program policy changes. The program shall not implement changes to policies for student progression, or requirements for completion of the program, regarding students enrolled in the program at the time the changes are adopted.

FAILED CLASS POLICY

Upon a student failing a course; the student will be notified via email by their instructor. The student must then make an appointment to meet with the Financial Aid Department/business office and compliance coordinator prior to the first day of class. It is the sole responsibility of the student to pay out of pocket for all retakes.

The student must sign the student handbook that is in alignment with the cohort that the student joins for the retake. In the event a student is inactive for 90 days or more, a BCI/FBI and drug screen is required. The student is also responsible to complete new assignments related to the course such as, but not limited to, ATI assignments, homework assignments, medication administration cards, key terms, quizzes, and exams. No course work from previously failed courses can be used during the retake process. In the event the student is found recycling work, it will be deemed as academic dishonesty, and the student will be dismissed from the practical nursing program.

If the student decides to withdraw from the program, the student must contact the Program Director. The Program Director will issue a withdrawal form. The Controller will mail to the student the final paperwork detailing any financial obligation of either party (the school or student).

READMISSION

In the event a student has sat out for six (6) months or longer he/she must begin the LPN to RN PROGRAM from the very beginning. All students returning to Athena who have exceeded six (6) months must attend student orientation, and sign a student handbook that is in alignment with the cohort in which they join. Returning students must provide a current (90 days prior to start) BCI/FBI background check, Drug Screen, as well as any updated health requirements for readiness.

Students dismissed for punitive or disciplinary reasons will not be permitted back into any program offered by Athena Career Academy. Athena Career Academy reserves the right to deny a re-entry to any person for any nondiscriminatory reason.

ADVANCED STANDING POLICY

Advanced standing status will be granted to Athena Career Academy practical nursing graduates as well as any student who has successfully completed LPN training as evidenced by submission of an official LPN transcript, validation of a current/valid LPN license, and proof of successful completion of intravenous therapy certification.

Each advanced placement applicant will be considered on an individual basis. Records and other pertinent information of transfer students or students applying for special admissions shall be reviewed by the Program Administrator. The amount of course credit granted shall be determined by the Administrator or designated individual based on official program documentation (Academic Transcript and if necessary, review of course syllabi, military service documents as indicated) from the prior program of study or military education and skills training. Applicants must have a minimum of 30 weeks including the components of Rule 4723-5-14 OAC.

To be considered for advanced placement in the program, the student must:

1. Complete required application / pay fee.
2. Complete / meet all standard admission requirements.
3. Official transcript(s) for PN program of study and other course work being considered for transfer credit.
4. Course syllabi may be required if through transcript course equivalency cannot be clearly determined
5. Official transcripts demonstrating a grade “C” or above in each of the following courses:
 - A. Anatomy and Physiology
 - B. Psychology
 - C. Pharmacology*
 - D. Human Growth & Development*
 - E. Maternal Newborn Care*
 - F. PN fundamentals*

*Credit may be awarded through PN program course work – determined through transcript/ course syllabi review (see below).

Students admitted as advanced standing are subject to the policies, curricular requirements, and graduation requirements effective at the time of admission.

Credit for prior course work is determined through official transcript review, with the final decision being made by the Program Administrator. Specifically, the process of verification is as follows:

Academic Transcript verification: The program requires all applicants to submit an official academic transcript from the applicant’s Practical Nursing program to verify the completion of theory and clinical course(s) with C or better. Verification of academic transcript is to assure

that candidates have met theory and clinical requirements identified in 4723-5-14 of the OAC for practical nursing programs in Ohio; Official Transcripts for all programs from which course work credit is being considered for transfer must be on file.

Evaluation of Course syllabus: Select course syllabi will be evaluated for the purpose of verifying course objectives that are integrated across several courses (i.e. not clear by course title on transcript).

Licensure Verification: Admission to the program requires that the LPN to RN applicant hold a current, valid, unencumbered license to practice as a Licensed Practical Nurse in Ohio. Licensure must include medications. This licensure requirement verifies that LPN has met the requirements to safely deliver nursing care to individuals and groups across the life span and has graduated from a program of study that met the requirements identified by the Board of Nursing to be licensed in Ohio.

Military Education and Skills:

- (1) The individual's military education and skills training records will also be reviewed by the program administrator.
- (2) Based upon that review of military education and skills training records, determine whether any of the military education or skills training is substantially equivalent to the curriculum established under Chapter 4723-5 of the Administrative Code.
- (3) And award credit for any substantially equivalent military education and/or skills training.

TRANSFERABILITY OF CREDIT

The acceptability of credits is solely at the discretion of the accepting institution.

TRANSFERS TO ATHENA CAREER ACADEMY

- Students enrolled in the RN program may transfer credits earned in the RN program into one of Athena Career Academy's Allied Health Programs after review of transcript by the Allied Health Program Director. Students in the RN program may not transfer into the Associate Degree Early Childhood Education program.
- Students enrolled in other non-nursing programs at Athena Career Academy may not transfer into the RN program at Athena Career Academy

COLLEGE CREDIT FOR MILITARY SERVICE

Athena Career Academy LPN to RN PROGRAM Director will look for evidence that the learning acquired through military training courses or experience directly relates to the objectives of the academic courses that are offered at Athena Career Academy.

The American Council on Education collaborates with the U.S. Department of Defense (DOD) to review military training and experiences and recommend appropriate college credit for members of the Armed Forces. ACE's credit recommendations appear in the Military Guide and on military transcripts. More information can be located at <http://www.acenet.edu/news-room/Pages/Military-Guide-Online.aspx>.

STUDENT GUIDANCE AND COUNSELING

Personal Counseling: Personal or family problems may present barriers to successful completion of education. Community support services are available in Lucas County for students who are in need of help. Refer to Harbor Behavioral Health, Toledo, OH 419-475-4449.

Website URL: <http://www.harbor.org/>

Academic Guidance and Coaching: If a student identifies a need for academic assistance, it is the student's responsibility to contact his/her instructor(s) for a discussion of the issue and for guidance in correcting the academic problem. Faculty who identify an academic problem with a student will arrange a meeting with the student to address the issue, and refer the student to the tutoring program. In the event a student needs further assistance they can request an appointment with the program director for further guidance. If a student needs additional resources related to nonacademic issues such as transportation, housing, childcare, or related issues, they may seek the support services of the student success coordinator.

JOB PLACEMENT

Athena Career Academy will assist students and expects students to be very active in their employment search as graduation nears. Athena Career Academy will provide career development assistance.

All graduates are afforded opportunities to participate in the following career-planning activities:

- Preparation of resumes and letters of introduction
- Interviewing techniques
- Job referrals by career planning services
- Job Fairs

Please note Athena Career Academy cannot guarantee employment upon graduation. To view Athena Career Academy's disclosures, visit www.athenacareers.edu.

LETTER OF RECOMMENDATION

Athena Career Academy will provide a letter of recommendation upon request to any student who meets all of the following requirements.

- Students who have completed the course of study at Athena Career Academy and have graduated
- Have a zero (\$0) outstanding balance owed to Athena Career Academy.

The letter will be signed by the faculty member who generated the letter and reviewed by the program director.

ACADEMICS

Grading Policy: Grades are awarded in letters. Students will be evaluated periodically by the course instructors with midterm evaluation. A minimum grade of 75% must be achieved in every academic course and a grade of "satisfactory/pass" must be achieved in skills lab and clinical component of each course to remain in the program and progress to the next quarter.

*Please note that an instructor is given a complete **(48) "Business"** hours to post students grades.

Grading Scale:

Theory:

92-100= A.....4.0 Grade Point
84-91= B.....3.0 Grade Point
75-83= C.....2.0 Grade Point
66-74=D.....1.0 Grade Point
≤65 = F..... 0 Grade Point

The grade point average (GPA) is the basis for calculating scholastic standing. Points are assigned per Athena Career Academy's grading policy (See above).

Grades are rounded to the nearest tenth .5 or higher. Example: 79.5% = 80% 79.4% = 79%

Clinical/Lab:

Satisfactory= S/PASS

Unsatisfactory= U/Fail

Reestablishing Academic Good Standing: Seats are not guaranteed and are on a first come, first served basis. Readmitted students are ineligible for financial aid and will remain ineligible until they have completed 80% of the total clock hours attempted with a cumulative grade percentage of 75% or better and can complete the program within the 125% maximum timeframe.

Incomplete Grades/Class Repetition: Students are graded by objective assessments that are developed around the information obtained from class lectures and reading assignments.

*****All syllabi, calendars, and exam dates/schedules are subject to change****

If not completed according to the policy enumerated above, the incomplete will revert to a grade of an F. The student may only repeat a class once. The repeated grade will replace the previous grade received. If the student fails a second time, they will be dismissed from the program. All credits attempted are calculated in the maximum timeframe for completion.

Student Academic Progress Appeals: Please see the Appeals process.

STUDENT ADVISORY GROUP (SAG)

The student advisory group is open to ALL enrolled LPN to RN PROGRAM students and is in place to build a learning community that will be directly involved in developing, planning, and presenting social and educational programming on campus, communicating monthly updates, programs, events, and to solicit valuable input to strengthen the learning process. Student Advisory events and activities are designed to reinforce student community at Athena Career Academy and build professionalism. Responsibilities of student advisory group members include the following:

- Review policies of the nursing program and provide input to revisions
- Discuss course concerns of the students and discuss possible solutions
- Recommend possible methods/procedures to enhance learning
- Relay information of advisory committee meetings to classmates
- Assist in the planning activities and events that include the Athena community

- Demonstrate respect and professionalism in all interactions
- Approach concerns from the principles of Watson's Science of Caring

CURRICULUM

CURRICULUM OUTCOMES

1. Provide safe, patient focused, evidenced based nursing care guided by Jean Watson's Theory of Human Caring.
2. Draw upon the cognitive abilities of knowledge comprehension, application, and analysis of scientific principles to employ critical thinking in delivery of nursing care.
3. Utilize the nursing process to contribute to meeting the physiological, psychosocial, cultural, and spiritual needs of individuals and groups, including end-of-life care.
4. Practice as a competent nurse assimilating professional, legal, and ethical principles into daily practice.
5. Demonstrate interpersonal caring and compassion in interactions with clients while providing support to help them achieve desired outcomes.
6. Use professional and caring communication when collaborating with clients, families, health team members, and other significant individuals.
7. Apply patient care technology and information management to support nursing standards and safe patient care.
8. Understand and communicate cultural awareness of individuals and groups by respecting the beliefs and values of clients across the life span, even when these beliefs and values differ from their own.
9. Promote health and higher level functioning for clients in transpersonal relationships.
10. Use principles of teaching and learning when helping clients to acquire knowledge, skills, and attitudes that lead to a purposeful change in behavior.
11. Demonstrate safe pharmacotherapeutics including medication administration and assistance with self-administration of medications

CURRICULUM PLAN

Students will progress through each course in succession through each quarter.

<u>Level</u>	<u>Course #</u>	<u>Course Name</u>	<u>Theory Hours</u>	<u>Lab Hours</u>	<u>Clinical Hours</u>	<u>Observation Hours</u>	<u>Total Hours</u>
Quarter I	BIO 103	Microbiology	50	20	0	0	70
	CHM 101	Chemistry	40	10	0	0	50
	MAT 101	College Math	30	0	0	0	30
	NRS 116	PN-RN Transitions	24	12	0	0	36
	NRS 201	Promoting Psychological Health, Maintenance and Restoration	36	0	52	0	88
	PSY 102	Intro to Psychology	40	0	0	0	40
Quarter II	BIO 105	Pathophysiology	120	0	0	0	120
	ENG 101	Basic Composition	30	8	0	0	38
	MAT 102	College Algebra	30	0	0	0	30
	NRS 115	Pharmacology	40	20	0	0	60
	NRS 202	Adult Nursing	76	24	64	0	164
Quarter III	BIO 104	Nutrition	40	0	0	0	40
	HUM 101	Ethics: Humanities	36	0	0	0	36
	NRS 112	E-Nursing Concepts	20	0	0	0	20
	NRS 200	Wellness and Preventative Care	32	0	0	0	32
	NRS 203	Family Nursing	72	24	42	0	138
	SOC 101	Cultural Diversity	30	0	0	0	30
Quarter IV	NRS 204	Community Nursing	32	0	24	0	56
	NRS 205	Advanced Nursing Care	76	12	64	0	152
	NRS 206	Professional Transitions	54	16	0	0	70
	Totals		908	146	246	0	1300

REQUIRED CURRICULUM SEQUENCE

Each quarter's individual components to a course must be completed with at least a grade of 75% in lecture and a satisfactory passing grade in clinical in order to progress to the next quarter even if courses are combined with a cumulative grade of 75% All courses must be completed within 125% of the normally allotted scheduled calendar time with at least a passing grade of 75 % and a satisfactory passing grade in all labs and Clinical requirements. Students who do not meet the requirements must repeat all components of the course.

COURSE DESCRIPTIONS

BIO 103: Microbiology:

Course Hours: 70 (Theory: 50 Lab: 20)

This course introduces the student to the fundamental of microbiology with an emphasis on human disease. Virtual laboratory experiences help the student to visualize and apply the concepts taught in theory. Outside work is required in this class and lab, including readings and assignments.

BIO 104: Nutrition:

Course Hours: 40 (Theory: 40)

A study of nutrient and food energy needs of humans throughout the life cycle. Content includes digestion, absorption, metabolism, and utilization of nutrients. There will be discussion of nutrition and how it relates to selected health problems. Outside work includes reading, projects, and research review.

BIO 105: Pathophysiology:

Course Hours: 120 (Theory: 120)

This course presents pathological changes associated with the most commonly occurring diseases of each body system by integrating the aspects of the human body from a total function whole. The course correlates changes with the patient's response, diagnostic studies, and treatment modalities and integrates the developmental and preventative aspects of health. Topics to be explored include foundations of environmental science, chemistry and cellular biology. Outside work is required in this class in reading assignments and questions based on readings.

CHM 101: Chemistry:

Course Hours: 50 (Theory: 40 Lab: 10)

This is a course in elementary chemical concepts including the study of basic general chemistry, especially related to atoms, chemical bonds, molecules, chemical reactions and metabolism. Outside work in the class portion of this course includes reading and answering questions in text associated with each reading.

ENG 101: Basic Composition:

Course Hours: 38 (Theory: 30 Lab: 8)

Review of basic components of the English language. This course introduces students to use the library and internet for research, basic writing skills, types of essays, practice writing basic essay compositions and utilizing the writing process. Outside work is required in this class in writing papers.

HUM 101: Ethics: Humanities:

Course Hours: 36 (Theory: 36)

This course introduces the study of ethics. Students examine the nature of value judgments-their historical origins and philosophical assumptions--and exploration of the application of value distinctions to contemporary issues. Outside work is required for this class.

MTH 101: College Math:**Course Hours: 30 (Theory: 30)**

This course is designed to provide students with the mathematical skills and strategies required for success as a college student and in future Algebra classes. Topics include: fractions, order of operations, decimals, exponents, simplifying expressions, and conversion of units. Outside work is required in this course in practicing and solving math equations.

MTH 102: College Algebra:**Course Hours: 30 (Theory: 30)**

This course is designed to provide students with beginning Algebra concepts. Topics include: real numbers, integers, exponents and polynomials. Outside work is required in this course in practicing and solving math equations.

NRS 112: E-Nursing Concepts:**Course Hours: 20 (Theory: 20)**

Course orients the student to the use of technology in the healthcare delivery system. Emerging legal and ethical issues are reviewed in light of the purported advanced medical outcomes. Outside work is required includes reading assignments, computer projects and ATI assignments.

NRS 115: Pharmacology:**Course Hours: 60 (Theory: 40 Lab: 20)**

This course focuses on the nurse's role in the safe administration of medications to persons of all ages. Drug classifications and their relationship to promotion, maintenance, and restoration of health will be covered. Outside work is required in this course includes readings, homework, and ATI assignments.

NRS 116: LPN-RN Transitions:**Course Hours: 36 (Theory: 24 Lab:12)**

This course is designed to guide the Practical Nursing program graduate student in planning and initiating personal and professional growth towards their future role as a Registered Nurse. The student will explore the role as a returning student, the role of transition and nursing history, the foundation of nursing theory and how evidenced-based practice is a key component of the nursing process, professional nursing roles and the legal and ethical considerations of nursing practice. Additionally, the student will have the opportunity to explore the Ohio Board of Nursing Scope of Practice for the RN to identify differences between a Licensed Practical Nurse and a Registered Nurse. Outside work includes ATI Assignments.

NRS 200: Wellness and Preventative Care:**Course Hours: 32 (Theory: 32)**

This course is designed to focus on wellness and preventative care in today's society. Nurses holistically assess adults and initiate interventions and make recommendations to counteract or minimize negative consequences utilizing the domains of nursing, person, health and environment. Thereby nursing actions result in wellness outcomes. Outside work is required in this class in the form of readings, writing assignments and ATI assignments.

NRS 201: Promoting Psychological Health, Maintenance and Restoration:**Course Hours: 88 (Theory: 36 Clinical: 52)**

This course designed to focus on bio-psycho-social and holistic nursing assessments and interventions for clients and families experiencing alterations specific to the human biological and psychological domains. Students will also explore assessment and intervention of the environmental (social) domain to advance nursing management competencies. Outside work is required in this class in readings, writing assignments, and ATI Assignments.

NRS 202: Adult Nursing:**Course Hours: 164 (Theory: 76 Lab: 24 Clinical: 64)**

Focused clinical course addressing biological, psychological, spiritual and socio-cultural needs of the person from young adulthood to the older adult. Common alterations to adaptation in the course of aging will be reviewed to support nursing interventions to this age level. Students will have the opportunity to participate in general adult and geriatric population clinical areas. Also, intravenous therapy concepts will be introduced. Students will learn how to assess, insert and care for patients with intravenous therapy. Clinical experiences will include the opportunity to insert, assess and evaluate IV sites. Outside work is required in this class, including readings and ATI assignments.

NRS 203: Family Nursing:**Course Hours: 138 (Theory: 72 Lab: 24 Clinical: 42)**

Focused clinical course addressing biological, psychological, spiritual and socio-cultural needs of the human from conception through young adulthood. Common alterations to adaptation in pregnancy, birthing, and childhood will be reviewed to support nursing interventions. Students will have opportunity to participate in family planning, prenatal, labor and delivery, newborn nursery and general pediatric population clinical care arenas and service learning. Outside work is required in this class, including readings, writing assignments, and ATI Assignments.

NRS 204: Community Nursing:**Course Hours: 56 (Theory: 32 Clinical: 24)**

This course presents foundational concepts pivotal to delivering nursing care in the community setting. This is an overview course to introduce nursing practice in a non-traditional environment such as out-patient clinics, health departments, community agencies, etc. It examines the variety of settings and situation in which the community-based nurse provides care, highlighting cultural diversities in the patient populations and emphasizing interactions between the individual and the family. Outside work is required in this class including ATI Assignments.

NRS 205: Advanced Nursing Care:**Course Hours: 152 (Theory: 76 Lab: 12 Clinical: 64)**

Clinical and theory course to synthesize the major constructs of providing safe, competent nursing care. Each of the health functioning patterns will be reviewed, as well as commonly diagnosed alterations and needed patient restoration measures. The student will engage in extensive clinical time in high acuity healthcare arenas to practice skills, correlate theory, prioritize and manage care flow processes including delegation. Outside work is required in this class including ATI assignments.

NRS 206: Professional Transitions:**Course Hours: 70 (Theory: 54 Lab: 16)**

This course is designed to prepare the student for the role of the Registered Nurse. Leadership and management skills are presented. Employment issues and career opportunities are discussed in the context of a challenging health care system. ATI/NCLEX readiness will be discussed and implemented using ATI assignments.

PSY 102: Introduction to Psychology:**Course Hours: 40 (Theory: 40)**

This is a theoretical course to assist the student in differentiating normal and abnormal behaviors and adaptation patterns across the lifespan. The generally recognized growth and development theories will be explored through practical application to teaching/learning scenarios. Theory application in the healthcare environment will be explored. Outside work is required in this course.

SOC 101: Cultural Diversity Awareness:**Course Hours: 30 (Theory: 30)**

This course is designed to enable students to gain an empathetic understanding of an increasingly changing global society. Students shall develop an appreciation for differences among people in areas of race, gender, religion, language, and culture. Outside work is required for this class.

ASSESSMENT TECHNOLOGIES INSTITUTE (ATI) POLICY

****Please note any student who is caught cheating on any ATI assignments eg., copying another student's work, working as a group, or allowing the system to run unattended to accumulate time will be dismissed from the LPN to RN PROGRAM for academic dishonesty****

In the event a student is experiencing technical difficulties it is up to the individual student to seek assistance from ATI using the following number: 1-800-667-7531

Please note that ALL ATI due dates/times will be given to each student by the instructor and each student will sign/date acknowledging due dates/times and NO exceptions or extensions will be granted.

ATI offers resources designed to enhance student academic and NCLEX success. This comprehensive program offers multiple assessment and remediation activities. These activities in combination with the nursing program content assist students to prepare more efficiently and increases confidence and familiarity with nursing content. Students will be assigned ATI tutorials/assessments during their course of study that are specific to the nursing content. In addition, ATI provides active learning/remediation which is a process of reviewing content in an area that was not learned or mastered as demonstrated on an assessment. It is intended to help the student review important information to be successful in courses and on the NCLEX. ATI training will be provided by a faculty member of Athena Career Academy.

All ATI proctored assessments demonstrate a student's course readiness in a specific content area. Please see below for an explanation of the different levels of readiness.

Level 3

Scores meeting the Proficiency Level 3 standard may be considered to exceed most expectations for performance in this content area. Scores at this level were judged by the content expert panel to indicate a student as likely to exceed NCLEX-RN® standards in this content area. ATI advises these students to engage in continuous focused review to maintain and improve their knowledge of this content.

Level 2

Scores meeting the Proficiency Level 2 standard may be considered to exceed minimum expectations for performance in this content area. Scores at this level were judged by the content expert panel to indicate a student as fairly certain to meet NCLEX-RN® standards in this content area. ATI advises these students to engage in continuous focused review in order to improve their knowledge of this content.

Level 1

Scores meeting the Proficiency Level 1 standard may be considered to meet the absolute minimum expectations for performance in this content area. Scores at this level are judged by the content expert panel to indicate a student as likely to just meet NCLEX-RN® standards in this

content area. ATI advises these students to develop and complete a rigorous plan of focused review in order to achieve a firmer grasp of this content.

Below Level 1

Scores below the Proficiency Level 1 standard can be considered below minimum expectations and may be indicative of significant risk in this content area. ATI strongly advises these students to develop and complete an intensive plan for focused review and remediation, including the use of ATI materials, textbooks, class notes, reference materials, and assistance from nurse educators.

ATI Grading

Tutorial Assignments: (All tutorial assignments are in the ATI products page under the Tutorial Tab)

**** Student must turn in ALL tutorial assignments at the beginning of class on its due date****

► ATI Plan 2.0 – Getting Started with ATI

- Assigned at orientation. Must be completed. Time spent in the tutorial will be tracked and a certificate of completion will be available for the Student. It will also be recorded on the Student's ATI transcript.

► Achieve, Dosage Calculation, Nurse Logic, Nurse's Touch, Pharm Made Easy, Skills Modules

There is a maximum of 10 points on each tutorial assignment to factor in the student average ATI/quiz grade.

- 5 points for time requirement in tutorial module – 45 minute requirement for each module assigned.

*Please note that some tutorial modules, such as Pharm Made Easy, require more than 45 minutes to complete entirely. Faculty will be assigning individual sections of these larger modules throughout the nursing program as the content applies to the level of learning in the course.

- 5 points for scoring at least a 90% or higher on post-test - Can retake post-test until you achieve 90%

*Spend at least 45 minutes within the tutorial assigned under the tutorial tab then take the post-test. Time taking the post-test is NOT included in your 45 minute tutorial time. **No partial credit will be given for time requirement or score.**

► Learning System RN

There are 5 points possible for each Learning System RN tutorial assignment to factor into the student average ATI/quiz grade.

- 5 points for taking the assigned practice tests or finals spending at least 1 minute per question.
- *Time Requirement in Learning System modules is a minute per question and graded solely on time requirement.

*Examples of the time requirement are listed in the box below. Time reading questions, answers and rationales are the most important in the Learning System practice tests and finals. **No partial credit will be given.**

Practice test or Final - # of Questions	Minimum Time Requirement to receive 5 points
20 questions	20 minutes
30 questions	30 minutes
40 questions	40 minutes
50 questions	50 minutes
125 questions (only on NCLEX Review)	125 minutes

► **The Communicator, The Leader**

There is a maximum of 10 points on each tutorial assignment to factor into the student average ATI/quiz grade.

- 5 points for time requirement in module – time required per case study listed below
- 5 points for scoring at least a 90% or higher - Must re-do scenario until student achieves at least 90% for credit

* **No partial credit will be given for time requirement or score.** Time and test score must be on transcript and will not register on Student ATI transcript unless scenario is completed and finalized.

Tutorial	Time Requirement
“The Communicator” Communication Simulator Case 1-5	Minimum 30 minutes
“The Communicator” Technique Identifier Case 1-10	Minimum 20 minutes
“The Leader” Case 1-5	Minimum 20 minutes

► **Real Life Tutorials**

There are 10 points possible on each Real Life assignment to factor into the student average ATI/quiz grade.

- 5 points for acquiring a minimum of 30-60 minutes
- 5 points for acquiring a “Satisfactory” level OR Completing assigned worksheet.

* **No partial credit will be given for time requirement or level.** Time and level will not register on Student ATI transcript unless scenario is completed and finalized.

****ONE quiz grade will be given AVERAGING the points of all the assigned tutorials to one percentage grade. Some assigned tutorials may be required to complete as a ticket to participate in skills competency check-offs or tests. All ATI tutorial assignments must be turned in on time to receive credit. If student turns it in late you will receive a zero quiz grade, but will still need to turn it in per policy to complete the course.**

ATI Grading

Practice Assessment Assignments:

Practice assessments will be given as an in class assignment. A course grade may be given for the assignment at the discretion of the instructor. Even if a grade is not assigned to the assessment, it is a **REQUIRED** in class activity.

Remediation will be assigned based on score results as an individual or group activity by the instructor. Attendance and participation for the entirety of in class remediation is a requirement.

Students who are not present for the assessment will be required to find their own proctor and take the assessment prior to the group remediation.

Students failing to take the assessment prior to group remediation or students absent from group remediation will be assigned hand written remediation. Any practice assessment with remediation due within the same quarter of a proctored assessment must be complete and turned in, along with any corrections, before taking the corresponding proctored assessment.

Proctored Assessment:

► **Proctored Assessments:** These are proctored assessments/tests that will be given during class time. If student doesn't show up for the scheduled time, they will receive a zero quiz grade. The student will still have to complete the assessment by making an appointment to take it in order to complete the course. Any practice assessment with remediation due within the same quarter of a proctored assessment must be completed and turned in before taking the corresponding proctored assessment.

ATI Assigned Proctored Assessment	Total Possible Points
Level 3	10/10 (100%)
Level 2	8.5/10 (85%)
Level 1	7/10 (70%)
Below Level 1	6/10 (60%)

** Once a student has taken a Practice or Proctored Assessment, the student will have access to create an ATI focused review under the results page based on content the student needs to review.

Nurse's Touch Proctored Assessments

ATI Assigned Proctored Assessment	Total Possible Points
Exceeds Standards	10/10 (100%) (3)
Meets Standards	8.8/10 (85%) (2)
Needs Improvements	7/10 (70%) (1)

Obtaining a level 2 is the desired outcome of each proctored assessment. If a student receives a “level 1” or “below level 1” remediation may be assigned.

**Each practice or proctored assessment will be given a separate quiz grade according to the charts above.

ATI COMPREHENSIVE PREDICTOR ASSESSMENT POLICY

The ATI's Comprehensive Predictor Assessment has been shown to have a strong correlation with a student's performance on NCLEX-RN. The benchmark for a student is to achieve a minimum of 90% predicted probability of passing (PPP) NCLEX-RN. The comprehensive predictor is scored with a raw score percentage as well as predicted probability of passing NCLEX-RN.

Every student will be required to take the comprehensive predictor assessment during their scheduled time. **PLEASE NOTE IF YOU ARE TARDY** (greater than 15 minutes) or you have failed to correctly complete your remediation prior to the beginning of the predictor. **YOU WILL BE SENT HOME AND TIME WILL BE MADE UP AT THE DISCRETION OF THE INSTRUCTOR.**

On the first attempt in the event a minimum of 90% predicted probability of passing (PPP) is not achieved, the student must remediate according to the instructor's guidance and retake the ATI comprehensive predictor assessment. Each student is given (2) opportunities to take the assessment to achieve a 90% predicted probability of passing (PPP). The second attempt is only given after required remediation.

If a student doesn't achieve a minimum of 90% predicted probability of passing (PPP) on the second attempt, the student must meet with the instructor. Then the student with guidance of the instructor will develop a plan for NCLEX-RN success.

Please note that the ATI comprehensive predictor assessment is designed to evaluate your NCLEX-RN readiness. It is an EXCELLENT opportunity and students should take it seriously and strive to do their best.

****Please note any student who is caught cheating on any ATI assignments eg., copying another student's work, working as a group, or allowing the system to run unattended to accumulate time will be dismissed from the RN program for academic dishonesty****

ATI LIVE REVIEW AND VIRTUAL ATI (VATI) POLICY

Athena Career Academy provides an ATI comprehensive live review. Upon completion of the ATI comprehensive live review, student will be assigned a VATI personal coach. This VATI Coach will work with student until he/she is deemed ready to sit for the NCLEX-RN exam. Student will complete all weekly assignments, as directed by his/her VATI Coach. Student must receive a “Green Light” from their VATI Coach, indicating readiness, before taking the NCLEX-RN exam.

NCLEX-RN LICENSURE EXAM FEE POLICY

Athena Career Academy will pay for a student’s first attempt on the NCLEX-RN exam (See Estimated Licensure Fees) only if the below set guidelines are fulfilled:

- Student must attend all days **AND HOURS** of the ATI Live NCLEX Review
- Student must receive the “Green Light” from their VATI mentor **before** taking the NCLEX-RN exam.
- Student must take the NCLEX-RN exam within 30 days of receiving the “Green Light.”
- Student must take the NCLEX-RN exam within 90 days of graduating from Athena Career Academy.
- Student must achieve the “Green Light” prior to Athena Career Academy paying for the initial NCLEX application.

In the event that a student does not meet **ALL** of the above guidelines, the student is then responsible for their own NCLEX-RN exam fees.

PROFESSIONAL BEHAVIOR AND LANGUAGE

Professional Behavior:

Students are expected to demonstrate professional behavior at all times: in the clinical institutions, classrooms, laboratories, and in all areas on campus. Students are expected to behave in a way that reflects the ANA Code of Ethics for Nurses and the policies and guidelines of Athena Career Academy and the clinical institutions. This behavior is necessary to create a positive and effective learning environment. Violation may be individually reviewed by the faculty and may result in dismissal from the course or the program.

Classroom:

It is expected that all students will be attentive and interactive in the classroom, clinical, and laboratory settings. The instructor reserves the right to dismiss any student who disrupts the normal course of classroom learning. All students are to leave their learning space clean and neat at the conclusion of class.

Campus:

It is expected that all students will respect and interact with fellow students, staff, and guests. Watson’s science and beliefs of caring, mutual respect and understanding is to be maintained at all times, especially in matters of potential disagreement or conflict.

Social Media:

While social media can be an important venue for communication, the misuse of technology has been shown to create potential liability for students, faculty, and learning institutions. Posting certain types of information can be a violation of legal statutes and regulations. It can expose the offender to criminal as well as civil liability. Violations can result in disciplinary action and/or legal action by the school. Students should not post photos or videos of patients, families, faculty, peers, or clinical staff.

One must not post or communicate any patient related information which may potentially identify the individual. Removal of the patient's name does not solve the problem. Inclusion of gender, age, race, etc., may still allow the reader to identify an individual.

You must not communicate private academic information of another nursing student, including but not limited to grades, academic, or clinical performance, or adverse academic actions.

Other Possible Violations:

Violations that can result in disciplinary action also include:

- Vulgar Language
- Communications that demonstrate disrespect of any individual or group based upon age, race, gender, ethnicity, or sexual orientation.
- Posting inflammatory or unflattering material about a fellow student, faculty, staff member, clinical site, or the nursing program.

THEORY ATTENDANCE POLICY

Students are expected to attend all classroom experiences. Failure to do so may result in poor performance in theoretical knowledge and/or clinical application of material. Students are expected to make reasonable decisions about their own attendance and will be responsible for any poor test or clinical performance due to their decisions to miss class. It is the student's responsibility to maintain their own attendance hours. Athena will not issue attendance notifications or warnings related to attendance.

- **Please note instructors are not required to admit students to the classroom after class has begun. You may be required to wait to enter the class until the next scheduled break and this time will be considered missed hours.**
- **Please note if a student is found falsifying attendance records the program director will establish a plan of correction which may include dismissal from the program.**

Any student who is absent more than the maximum 20% of the theory clock hours for a course will receive a failing grade. The course will have to be repeated in its entirety the next quarter if applicable. (Please refer to the financial aid satisfactory academic progress policy for the financial aid obligations).

CLASSROOM COURTESY

Friends and family members can be distracting to others who are trying to study. **Please do not bring any guests with you into the building. Children are NOT permitted to attend class or be on campus during your class time.** Be on time for class. **NO FOOD** is allowed in the lab, computer rooms, or classrooms. **One (1)** covered beverage is allowed in the lecture rooms. ***Be respectful of others. Keep your space clean and neat.***

CLASSROOM SAFETY RULES

- Horseplay and related acts are prohibited
- Students may not eat, drink, or smoke during class or lab. Designated areas and times will be provided
- All injuries must be reported
- Do not use chemicals or equipment you are not authorized to use. Do not bring hazardous or illegal chemicals with you
- Our program maintains a good housekeeping policy. Students must clean up after all spills immediately. Keep student access areas clean and free of debris, unused materials and unneeded equipment. Do not block aisle ways or doorways
- Obey all warning and instructional signs
- Personal electronic equipment, appliances, and extension cords are not permitted

CLASSROOM QUIZ POLICY

1. Quizzes may be given at any time in any nursing course. Each instructor will determine how and when a quiz may occur.
2. Quizzes may be unannounced and administered at variable times during the class period.
3. Quizzes may consist of any number of questions, and the content may be taken from assigned reading material or any other material assigned as part of the course.
4. All Cell Phones/I watches must be in off mode and placed on the Instructor's desk during quizzes.
5. There are **NO MAKE-UPS** allowed for quizzes.
6. If a student arrives late to class for a quiz; the student will have the remainder of the time set by the instructor to complete the quiz.
7. Students are responsible for all course content even if the instructor did not discuss it in class.

CLASSROOM TEST POLICY

Tests will be administered according to the course syllabus. Each exam will be given only once. Students **will not be permitted** to leave and reenter the room during test taking. It is very important that other students are not distracted during the testing period. Students should maintain a record of all grades obtained in the course so that they know their standing in the course at all times. Students who are having problems learning the course material are encouraged to seek assistance from the course instructor or designated faculty as soon as the problem is identified and not just before the final week of the course. It is the responsibility of each student to be aware of their own strengths and weaknesses in test taking and to seek assistance as needed. Exams may consist of any number of questions and the content may be taken from assigned reading material or any other material assigned as part of the course.

If a student arrives late to class for an exam; the student will have the remainder of the time set by the instructor to complete the exam.

Any missed tests must be made up **at the discretion of the instructor** and will result in a **10% deduction**. Failure to make up the test will result in a "0" score. There will be no makeup tests given during regular scheduled class time.

Please note any test that is NOT taken at the scheduled date/time will result in a fill in the blank and a 10% reduction

All make up tests will be given in the form of **FILL IN THE BLANK OR ESSAY** format.

Extenuating circumstances/evidence will be reviewed by the Instructor/RN Director prior to a final determination

Exams will not be reviewed until all students have tested.

SKILLS LAB

When included in a course, the skills lab provides the student the opportunity to learn and practice in preparation for competency testing. The student will demonstrate their comprehension by demonstrating a competency skill to the instructor. The student will be given a total of **three (3)** opportunities to satisfactorily complete any skill during a competency. If the attempt at the demonstration is satisfactory then the student may progress to the next skill demonstration and continue to participate in the clinical rotations. If the student is unsatisfactory in all **three (3)** attempts at competency, the student will be given an "**Unsatisfactory/Fail**" (U) mark and **cannot** progress to the next skill demonstration or continue to participate in the clinical rotations. The student will subsequently be awarded an "Unsatisfactory/Fail" (U) for the course.

SKILLS LAB ATTENDANCE POLICY

Athena Career Academy requires 100% attendance in the skills lab. In the event a student exceeds one (1) missed lab day the student will receive a failing grade for the course.

Please note instructors are not required to admit students to the classroom/lab after class has begun. You may be required to wait to enter the class until the next scheduled break.

OPEN LAB HOURS

Open lab hours will be posted at the beginning of each month. Open lab is to be used for **PRACTICE** and **REMEDICATION ONLY**. Open lab time is for **SKILLS** only and not to be used as a study hall for theory materials.

MAKE UP LAB HOURS

The make-up lab day will be scheduled at the discretion of the Lab Coordinator and/or the course instructor.

SKILLS LAB POLICIES

- Students must complete **100%** of Lab to pass the quarter.
- No eating or drinking, no chewing gum is allowed in the lab
- All students are responsible for previously learned skills
- Guidelines for competency testing are in the course syllabus. The schedule for testing is determined by course faculty and the Skills Lab Instructor
- Students are to sign in and out of lab at all times whether practicing or testing
- No testing or practice will be allowed during times that a student is scheduled to attend the classroom
- Students are expected to bring all necessary check off forms, modules and equipment as needed
- Skills lab books are only for reference. Do not remove them from the lab
- Beds are to be used for practicing purposes only

- Individuals acting in the part of the “patient” must take off their shoes when lying in the bed
- All equipment and supplies are to be returned to their proper place after use
- Be considerate of others. Clean up your stations, remake beds, etc., after use
- DO NOT use Betadine on mannequins
- Students should not expect coaching or leading from the instructor during testing
- Students are expected to complete the skill during the allotted time period
- Students must demonstrate proficiency to earn a satisfactory performance rating
- Remediation and re-testing will be required if competency testing is unsatisfactory

STUDENT ATI/COMPUTER LAB

Hands must be clean and dry before entering the ATI Computer area. **NO FOOD, BEVERAGES, OR CHEWING GUM** are **ALLOWED**.

A first offense will result in a written warning. Subsequent offenses will result in loss of use of the ATI lab.

CLINICALS

DRESS CODE FOR LAB/ CLINICALS

- Clean & wrinkle free Athena Uniform
- Name pin and proper clinical identification must be worn at all times.
- Clean White, Grey, Black, or Athena Blue Tennis shoes (NO clogs/slides/open backs)
- A plain white long sleeve or a white T-shirt may be worn underneath Athena uniform
- **NO** sweatshirts or hoodies permitted
- Tattoos must be covered per clinical facility policies

Grooming:

- Clean Athena Uniform/shoes
- Hair must be neatly groomed and of **NATURAL COLOR**. Long hair must be arranged back in ponytails, braids, or buns so it does not fall on front of face, back of collar, obstruct vision, or interfere with professional patient care. Hair extensions, accessories, and styles must be conservative. Hair guidelines must be maintained at all times while in uniform.
- **NO** false eye lashes
- Male students must be clean shaven. However; if a beard or mustache is worn it must be short, neat, and well-trimmed.
- Make-up may be used in moderation and natural in appearance.
- Scented products: No perfume, cologne, after shave, or scented hand lotions, powders, and deodorants are permitted.
- Hands must be kept clean and infection control practices followed.
- Fingernails must be kept clean and trimmed to a length so as not to interfere with patient care. **Artificial nail enhancements of any kind are not permitted, including nail polish of any kind.**

Jewelry:

The only jewelry permitted in the laboratory or clinical settings are the following:

- One plain, smooth metal ring band with no stones or ornamentation.
- A wrist watch with a second hand. No digital watches are acceptable.
- Earrings must be small studs, only one per ear. No hoop earrings and no jewelry may be worn in any other pierced facial, body, mouth; or tongue areas.
- Faculty reserve the right to address any unprofessional appearance not listed.

A student found to be in noncompliance with the dress code will be sent home to change and will be permitted to return once in dress code compliance. The student is responsible for missed time/materials.

Please note that the first day of clinicals is MANDATORY with NO exceptions. In the event you are absent you will receive a failing grade for the related course.

Students who complete the clinicals in a satisfactory manner will be given a grade of **Satisfactory (S)**. Students who fail to complete the clinicals in a satisfactory manner will receive a grade of **Unsatisfactory (U)** and will not be viewed as passing the course and will not graduate until the course has been satisfactorily completed in accordance with retake and/or readmission guidelines. **Students must complete 100% of all clinical rotations. Please note some clinical locations may require extensive traveling. Students are responsible for their own transportation to the clinical sites. Clinical site requests are not permitted.**

CLINICAL ATTENDANCE POLICY

Clinical experiences provide the students with a learning environment for them to utilize and become proficient using nursing skills related to the scope of practice for the practical nurse. Clinical objectives promote professional accountability and provide the student the opportunity to perform the skills once the student has become competent. **For this reason, students are required to complete 100% of clinical hours.**

It is the student's responsibility to meet **ALL** the clinical objectives and clinical hours, and to maintain compliance with all necessary medical renewals such as, but not limited to, CPR, TB, and Flu vaccine. It is the student's responsibility to maintain and work with Athena Career Academy's Student Compliance manager to ensure all medical documents are current. Failure to renew required medical documents may result in not being permitted to attend a scheduled clinical rotation, which may result in a failing grade for the corresponding course. No student will pass without having met the required clinical objectives, clinical hours, and required medical record compliance. **Students are held to the same standards as those they will be expected to meet in the professional work environment.** Students are required to attend clinical on a predictable and consistent basis to meet curriculum standards and course objectives.

PLEASE NOTE CLINICAL HOURS ARE FROM 6:30AM UNTIL 5PM. NO PERSONAL OR WORK ACCOMODATIONS WILL BE HONORED. NO SWITCHING CLINICAL ASSIGNMENTS ONCE THE ASSIGNMENTS HAVE BEEN POSTED. TRANSPORTATION TO AND FROM THE SITES IS THE INDIVIDUAL STUDENT'S RESPONSIBILITY. NO CAR POOL GROUPS WILL BE HONORED.

In the event a student exceeds the 15-minute tardy rule he/she will be sent home and he/she will receive a failing grade for the course that is related to the clinical component.

If a student is going to arrive late to clinicals, the student must notify the instructor via phone call or text message (NO EMAILS) **BEFORE** the start of the clinical shift or the student will be considered a NO CALL/NO SHOW and **will be receive a failing grade for the course that is related to the clinical component.**

A student is only allowed **ONE** tardy per quarter. In the event the student is tardy the second time this will result in a failing grade for the corresponding course.

Extenuating circumstances/evidence will be reviewed by the RN Director prior to a final determination

Students who intend to be absent must do **both** of the following **ONE HOUR BEFORE START OF YOUR CLINICAL START TIME**: **send an e-mail** to absent@athenacareers.edu prior to the scheduled time **AND** contact the instructor via phone by text or voicemail (**Do NOT e-mail the instructor**). Students must keep a record of the communication with instructors. Students who fail to report their absence are considered a **NO CALL/NO SHOW**. A “**NO CALL/NO SHOW**” will result in a failing grade for the course that is related to the clinical component.

A STUDENT CAN MISS **ONE** CLINICAL FOR THE FOLLOWING EXTREME CIRCUMSTANCES:

1. Student injury, illness, or hospitalization, or immediate family member illness– A doctor’s statement is required (See below for the definition of an immediate family member)
2. Family member hospitalization- A doctor’s statement is required (See below for the definition of an immediate family member)
3. A death in the family- Documentation is required (See below for the definition of an immediate family member)
4. Court-ordered appearances – Documentation is required

NOTE: Documentation for above absences must reflect date of absence; in the event the student fails to provide supporting documentation a failing grade will be issued for the course that is related to the clinical component.

***In the case of injury, illness, or hospitalization, a family member is defined as the spouse or domestic partner; minor or dependent children/step-children/foster children (including wards and children for whom the student is legal guardian); or parent/step-parent living in the same household as the student.**

****In the case of death, a family member is defined as the spouse or domestic partner; parent/step-parent and grandparents; parents/step-parents and grandparents of the spouse; children, grandchildren, brothers, sisters, wards, or step-children of the student.**

Athena Career Academy will provide (1) one scheduled make up day for those students who have missed a clinical for documented extreme circumstances and for those students who were up to (15) minutes tardy. Time, date and facility are at the discretion of the RN Program Director. Please note students must be flexible with hours and dates to accommodate required hours.

EVALUATION OF CLINICAL PERFORMANCE

For all clinical courses, student's clinical performances are evaluated as "**Satisfactory/Pass**" (S) or "**Unsatisfactory/Fail**" (U) according to the clinical learning objectives, expectations, clinical preparation, patient confidentiality, and patient's mental, emotional, and physical safety. For "**Satisfactory/Pass**" performance, each student must be totally prepared for every clinical experience as directed by the instructor.

Written clinical assignments must be handed in when they are due unless prior arrangements have been made with the instructor.

If a student comes to a clinical experience unprepared, he/she may be sent home at the discretion of the faculty Instructor and this will be counted as a clinical absence. All missed time must be made up at the discretion of the clinical manager.

EVALUATION OF LPN TO RN PROGRAM

The Athena Career Academy LPN to RN PROGRAM has a systematic plan of evaluation based on the criteria set forth in the Ohio Administrative Code. The plan is established to guide and direct the evaluation and improvement of the curriculum and program outcomes. The plan will permit on-going evaluation and improvement.

GRIEVANCE PROCEDURE/APEALS PROCESS

Within the LPN to RN PROGRAM, the term "*grievance*" is defined as a dispute between a student and the LPN to RN PROGRAM regarding the interpretation, application of, or compliance with any provision of the ATHENA CAREER ACADEMY policies or procedures. The grievance process is available to all students without fear of retaliation or intimidation. All conversations, with the student, shall be held in strict confidence by those involved. Students with questions about the process are encouraged to consult with the LPN to RN PROGRAM Director. The grievance decision may be appealed as outlined in **Step 1**.

Step 1: The grieving student discusses the concern with the faculty, or staff member who is involved with the issue in an effort to arrive at a mutually agreeable solution. The discussion must be held within **three (3)** working days of the occurrence.

Step 2: If the grievance is unresolved after **Step 1**, the student may further pursue the grievance process by submitting an email to the Academic Review Committee within **five (5)** working days from the completion of **Step 1**.

- Within **five (5)** working days from the submission of grievance from the student, the Academic Review Committee will meet for the purpose of resolving the grievance.
- Following this meeting, the Academic Review Committee's written disposition will be given to the Executive Director of the school for final approval. All approvals require two signatures.
- Upon approval, the student and faculty member(s) will receive the final assessment of the grievance within **three (3)** working days.
- The grievance will be considered resolved.

Step 3: If the student is not satisfied with the Academic Review Committee's resolution, the student may appeal in writing to the Executive Director of the State Board of Career Colleges and Schools within **six (6)** months from the date of the accusation.

- The student may direct any problem or complaint to the Executive Director, State Board of Career Colleges and Schools, 30 East Broad Street Suite 2481, Columbus, Ohio 43215, Phone 614-466-2752; toll free 877-275-4219.
- The time limits set forth in the above procedure may be extended by mutual agreement of the Academic Review Committee and the student.

All steps of the grievance process will be monitored for compliance by the LPN to RN PROGRAM Director.

ATHENA POLICIES

LEAVE OF ABSENCE

The student may request a leave of absence based on the following conditions:

- The student must submit the request in writing and include the reason(s) for request and required documentation to substantiate the request.
- The Program Director will review each individual case and will determine if there is a reasonable request for a leave of absence. The findings will be reported to the student via email after the committee reaches their decision
- The leave of absence must not exceed a total of 180 days in any 12-month period
- If the leave of absence is approved, the school will not assess the student any additional institutional charges, the student's need may not increase, and the student is not eligible for any additional Federal Student Aid
- The student is required to return to school at an equivocal point in the quarter in which he/she left, although, students are encouraged to return at the start of the next quarter.
- The Student must return without restrictions
- For title IV recipients, the school will provide an explanation to the student, prior to granting the leave of absence, the effects that the student's failure to return from a leave of absence may have on the student's loan repayment terms, including the expiration of the student's grace period
- If the student does not resume attendance at the school on or before the end of a leave of absence, the school will treat the student as a withdrawal from the last date of attendance.

ESTIMATED GRADUATION/COMPLETION OF PROGRAM

The LPN to RN PROGRAM is configured to be completed in 52 weeks. Students are eligible for graduation from ATHENA CAREER ACADEMY LPN to RN PROGRAM when they have:

- Completed every theory course with a final grade of at least **75% and 80%** attendance
- Completed every laboratory component of each course with a final grade of "Satisfactory" and **100%** lab hours completed
- Completed clinicals with a satisfactory grade and **100%** of hours completed
- Paid all tuition and fees
- Return FOB (Door entry card)

WITHDRAWAL

Students withdrawing (personal or medical) from the program must do the following:

- 1) Meet with the Program Director to discuss circumstances and options for returning;
- 2) Meet with the Financial Aid Administrator

CODE OF STUDENT CONDUCT

Students are expected to maintain professional behavior at all times in the classroom and clinical areas, and other parts of the campus. Professionalism projects the moral values of empathy, integrity, and trustworthiness. Respect for self and others creates a positive learning atmosphere. Courtesy and cooperation help promote teamwork. The term "professional" is used to describe a person who can be trusted to maintain high personal standards, and is responsible and accountable for his/her own actions. (See Appendix A for professional guidelines.)

In the event a student has been accused of violating the code of student conduct, a thorough investigation will be conducted. The student may be placed on temporary suspension pending outcome of the investigation which may result in dismissal from the program. The student will be responsible for any time/material missed during the suspension.

WRITTEN DISCIPLINARY POLICY

A student who is found to violate the student conduct policy, unethical conduct/unacceptable behavior/attitude policy, or any other written policies applicable to students will receive a written discipline per the following schedule.

1. First offense—the student will receive a verbal warning for his/her infraction and will receive a written warning describing his/her infraction that was verbally discussed.
2. Second offense—the student will receive a written warning for his/her infraction.
3. Third offense—will result in the student being dismissed from the program.

ACADEMIC DISHONESTY POLICY

Academic dishonesty includes, but is not limited to, cheating, lying, plagiarism, falsifying records, breaching confidentiality, stealing, abusing alcohol or drugs, abusing patients/residents, behaving in a disorderly manner in the school or clinical area and providing care outside the scope of practice for licensed practical nurses. No verbal or written warnings are required other than the explanations in this handbook. In the event a student has violated this policy the Program Director will review the infraction and evidence, and will establish a plan of correction which may include dismissal from the program.

UNETHICAL CONDUCT/UNACCEPTABLE BEHAVIOR/ATTITUDE

Ethics refers to the moral or philosophical principles that society uses to define actions as being right or wrong. Nursing ethics identify nurses' professional conduct in relation to clients, health team members and the community. Standards in the *Code of Ethics of the American Nurses Association* (ANA) provide guidelines for registered nurses and students.

Unethical conduct is any behavior that violates the ANA Code of Ethics. For ATHENA CAREER ACADEMY LPN to RN PROGRAM, such behavior includes, but is not limited to, cheating, lying, plagiarism, using social media to deface Athena Career Academy, faculty, staff, or clinical affiliates, falsifying records, breaching confidentiality, stealing, abusing alcohol or drugs, abusing patients/residents, behaving in a disorderly manner in the school or clinical area and providing care outside the scope of practice for registered nurses as defined by the Ohio Board of Nursing.

An undesirable behavior or attitude would be shown if the student refused to cooperate with co-workers or peers, causes dissension among classmates, co-workers or peers, uses profanity or vulgarity, and displays antagonism toward school personnel or classmates. These behaviors are

unacceptable and may be grounds for immediate dismissal. No other verbal or written warnings are required other than the explanations in this handbook.

BOARD OF NURSING REQUIREMENTS RELATED TO NURSING STUDENTS

4723-5-12 Program policies.

(A) The administrator of the program and the faculty shall establish and implement written policies for the following:

- (1) Student admission;
- (2) Student readmission, including a requirement that the readmitted student meet the curriculum requirements effective at the time of readmission;
- (3) The process for determining the amount of credit to be granted to an applicant for advanced standing in a program;

For individuals with experience in the armed forces of the United States, or in the national guard or in a reserve component, the program shall have a process in place to:

- (a) Review the individual's military education and skills training;
- (b) Determine whether any of the military education or skills training is substantially equivalent to the curriculum established in Chapter 4723-5 of the Administrative Code;
- (c) Award credit to the individual for any substantially equivalent military education or skills training;

(4) Student progression, which shall include the following:

(a) The level of achievement a student must maintain in order to remain in the program or to progress from one level to another; and

(b) The requirements for satisfactory completion of each course required in the nursing curriculum;

(5) Requirements for completion of the program;

(6) Payment of fees, expenses, and refunds associated with the program;

(7) Procedures for student illness in the classroom and clinical settings;

(8) Availability of student guidance and counseling services;

(9) Process for students filing grievances and appeals;

(10) A description of faculty responsibilities related to the supervision of students in accordance with section [4723.32](#) of the Revised Code and rule [4723-5-20](#) of the Administrative Code;

(11) Periodic evaluation by the faculty of each nursing student's progress in each course and in the program; and

(12) Procedures for notifying students of changes in program policies.

(B) The program shall not implement changes to policies for student progression, or requirements for completion of the program, regarding students enrolled in the program at the time the changes are adopted.

(C) In addition to the policies required in paragraph (A) of this rule, the program administrator and faculty shall implement policies related to student conduct that incorporate the standards for safe nursing care set forth in Chapter 4723. of the Revised Code and the rules adopted under that chapter, including, but not limited to the following:

(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 patient, and the patient'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 patient 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, time records or reports, and other documents related to billing for nursing services.

(4) A student shall implement measures to promote a safe environment for each patient.

(5) A student shall delineate, establish, and maintain professional boundaries with each patient.

(6) At all times when a student is providing direct nursing care to a patient the student shall:

(a) Provide privacy during examination or treatment and in the care of personal or bodily needs; and

(b) Treat each patient 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](#)

(8) A student shall use universal and standard precautions 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 patient;

(b) Engage in behavior toward a patient that may reasonably be interpreted as physical, verbal, mental, or emotional abuse.

(10) A student shall not misappropriate a patient's property or:

(a) Engage in behavior to seek or obtain personal gain at the patient's expense;

(b) Engage in behavior that may reasonably be interpreted as behavior to seek or obtain personal gain at the patient's expense;

(c) Engage in behavior that constitutes inappropriate involvement in the patient's personal relationships; or

(d) Engage in behavior that may reasonably be interpreted as inappropriate involvement in the patient's personal relationships.

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

(11) A student shall not:

(a) Engage in sexual conduct with a patient;

(b) Engage in conduct in the course of practice that may reasonably be interpreted as sexual;

(c) Engage in any verbal behavior that is seductive or sexually demeaning to a patient;

(d) Engage in verbal behavior that may reasonably be interpreted as seductive, or sexually demeaning to a patient.

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

(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, or self-administer or otherwise take into the body any drug that is a schedule I controlled substance.

(14) A student shall not habitually or excessively use 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 the use of drugs, alcohol, or other chemical substances.
- (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 misappropriate or attempt to misappropriate 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 administrators, faculty, teaching assistants, 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.
- Additionally, a nursing student shall maintain the confidentiality of client information obtained during the course of nursing practice.

SMOKING POLICY

Athena Career Academy is a non-smoking facility. **Smoking is allowed only in personal vehicles.** Use of tobacco of any kind is **not permitted** on, in front of, or around Athena Career Academy property. There will be **no smoking at the front entrance** of the LPN TO RN PROGRAM facility at **any time**. ***Violation of this policy will result in disciplinary action.*** Students will follow the smoking policy at the affiliating clinical sites.

CELL PHONE POLICY

NO cell phones are permitted in the classrooms, laboratories, clinical settings, hallways, or bathrooms. If a student is found in violation of this policy, you will be dismissed from class/lab/clinical for the day and will be responsible for the missed time/content and an advisory form will be issued. Please make sure your family members/childcare providers have the campus phone number **(419) 472-1150** in the event of an emergency. The phones are answered by an Athena staff member from opening of business until close. It is a student's responsibility to inform family members/childcare providers of their clinical sites phone number in the event of an emergency.

****Designated cell phone area is the student lounge/cafeteria only****

LAPTOPS AND ELECTRONIC DEVICES

Laptops and electronic devices (including any recording devices) **ARE NOT** permitted in the classroom, labs, or clinical sites unless prior consent is obtained from the program director and the instructor.

TRANSPORTATION

Students are responsible for obtaining their **OWN** transportation to the school and to the affiliating agencies used for clinical experiences. Please note that there may be extensive travel for clinical rotations.

DRESS CODE FOR CLASS

- Gray Athena Uniform
- Clean White, Gray, Black, or Athena Blue Tennis shoes (**NO** clogs/slides/open backs)
- Athena Sweatshirts, Athena T-shirts, or Athena hooded sweatshirts (campus attire only)
- A plain white long sleeve or a white T-shirt may be worn underneath Athena uniform
- No blankets allowed

A student found to be in noncompliance with the dress code will be sent home to change and will be permitted to return once in dress code compliance. The student is responsible for missed time/materials.

SCHOOL CLOSING DUE TO INCLEMENT WEATHER

In the event school is closed due to inclement weather students are still required to make up all missed hours. If school closes it includes classroom, laboratory, and clinicals.

TRANSCRIPTS

Upon graduation the student receives **one (1)** unofficial transcript. An official transcript must be requested in writing. Official transcripts will be mailed **only** to another educational institution or employer. If a student owes a balance, Athena reserves the right to withhold transcripts until balance is paid in full.

ELIGIBILITY OF LICENSURE

In order to take the examination to become a Registered Nurse in Ohio, the graduate must make application to the Ohio Board of Nursing and the National Council of State Boards of Nursing. The examination is administered at selected computer centers located in this area and throughout the United States.

The Ohio Board of Nursing requires that the criminal records check be completed and filed for each graduate, and may deny a convicted felon the privilege of sitting for the examination. (See Criminal Record Policy)

ESTIMATED LICENSURE FEES

RN-NCLEX (*Ohio or Michigan*) Athena pays for first attempt if all requirements are met.
Subsequent attempts (student pays) \$ 200.00
RECORDS CHECK PRIOR TO
STATE EXAM (*Ohio or Michigan*) (Paid by student) \$85.00
APPLICATION FEE (*Ohio*) (Athena pays initial fee after all requirement are met) \$78.50
APPLICATION FEE (*Michigan*) (Athena pays initial fee after all requirement are met) \$135.00

0

PROGRAM RECORDS

The Program Director maintains all student records. The maintenance of individual student records is initiated with the student's official application to the LPN to RN PROGRAM and continues throughout all of the student's activity within the context of the LPN to RN PROGRAM. Student Services will maintain all necessary student records for the Department of Education, and the State of Ohio Board of Career Colleges and Schools; while the LPN to RN PROGRAM Director will maintain all necessary student records per OBN standards. All permanent records that are required to be maintained; student transcripts and student files, are kept digitally and in locked, fire proof cabinets located at Athena Career Academy, 5203 Airport Highway, Toledo, Ohio 43615. Upon graduation a student's file will contain their transcript.

LEGAL AND SAFETY POLICIES

CONFIDENTIALITY

The Health Insurance Portability and Accountability Act (HIPAA) legislates the rights of individuals and the obligations of health care providers (nurses and nursing students) in maintaining the confidentiality of health care information. Therefore, any violation of confidential statements during classroom activities, clinicals, or during the student's own private time will constitute grounds for **immediate dismissal**. This includes the transmission of such materials by any means (e.g. verbal, cell-phone, e-mail, Facebook, text, Twitter, etc.).

SAFETY POLICIES

Criminal Record Policy

This policy serves to protect the clients, students, and staff of Athena Career Academy and clinical affiliation sites, and also provides for the safety and well-being of patients, for whom responsible care is our primary consideration.

All students will have a criminal record check completed prior to admission to the program and before taking the State Board exam. The student must obtain both a BCI&I and FBI fingerprinting. The Ohio Bureau of Criminal Identification will conduct the criminal records check. Students may be denied access to clinical sites due to a felony record.

The nursing boards reserve the right to refuse licensure to any person with a criminal record that indicated the person has entered a guilty plea, been convicted of, or has a judicial finding of guilt for committing any felony. It is the student's responsibility to contact their selected board of

nursing if they feel they may have a record that could hamper their approval by the selected board of nursing.

Any misconduct on or off school property and/or clinical sites that is directly related to and impacts the welfare and morale of the school is within the scope of authority and the discretion of the Program Director with respect to discipline and/or program termination.

The applicant will be counseled regarding admission, clinical site availability, potential for employment, and potential licensure.

Alcohol and Drug Policy

In the event a student is showing evidence of being under the influence of drugs or alcohol in the classroom or the clinical setting, it is Athena Career Academy's policy that the student must immediately complete the following:

- Secure safe transportation to a healthcare institution that provides alcohol/drug screens
- Provide a drug/alcohol screen at student's expense

No student will be allowed to return to campus or the clinical setting without supporting documentation of a negative alcohol and/or drug screen.

In the event of a positive alcohol screen or a positive drug screen for illicit street drugs, the student will be immediately dismissed from the program.

ACA reserves the right to conduct random drug and alcohol screenings. In the event a student fails the drug/alcohol screening he/she will be dismissed from the program.

Blood/Body Fluid Exposure Protocol

Should a needle stick or any incident occur exposing a student to potentially infective blood and body fluids, this procedure should be followed: Immediately report the incident to the instructor, complete the required forms for variance according to facility protocol, and obtain emergency first aid care from the facility as per protocol. Contact your personal health care professional for follow-up. The individual student is responsible for drug therapy costs and subsequent follow up testing.

INSURANCE

All students enrolled in Athena Career Academy LPN to RN PROGRAM are covered under Athena's liability insurance policy.

EMERGENCY MEDICAL FORMS

All LPN to RN PROGRAM students will be requested to fill out an emergency medical form providing the staff with information about who to call in the event of an emergency. In the event of an emergency at Athena Career Academy or the designated clinical sites the faculty/staff will notify 911 for medical assistance.

HEALTH/MEDICAL CARE

Students are expected to take proper care of their own health by maintaining proper sleep, exercise, and diet. All medical and dental appointments are to be made outside of program hours. The LPN to RN PROGRAM will not be responsible for rendering any medical assistance or transportation due to liability reasons. The instructor reserves the right to request the student

who exhibits signs or symptoms of illness to be seen by a physician. Students may be required to submit a physician's statement that they are able to resume nursing responsibilities before being permitted to return to the program. If an injury or illness alters a student's ability to meet the technical standards, that student will not be able to attend the classroom, lab, and/or clinical portion of the curriculum. Although a reasonable attempt to make accommodations will be made, the absence policy does remain in effect.

INJURY/ILLNESS/POSTPARTUM

A student who is injured/ill while in class or the clinical area must report the injury/illness to their instructor immediately after the incident/illness occurs. Any injury even though it may seem minor, should be reported and an injury report must be completed. Students will be referred to emergency care at their own expense for injuries or illness, and will be referred to their physician for follow-up care. If any first aid or emergency care is required in connection with an injury or illness incurred by a student in the classroom/or clinical site, the faculty will report the emergency and dial 911, thereafter immediately notifying the Program Director at (419) 472-1150. Students must turn in a doctor's release form to be able to return to class. Because students are not covered by Workers Compensation by either the school or the clinical sites, each student will assume the financial responsibility for any illness or accident while enrolled in the program. If an injury occurs at a clinical site, the student must follow the policy and procedure for injury required by that facility. A student who has given birth must have doctor's release with no restrictions when returning to clinicals.

EXCERPTS FROM THE OHIO BOARD OF NURSING DOCUMENTS

SCOPE OF PRACTICE OF THE REGISTERED NURSE

Practice as a Registered Nurse. Section 4723.01(B), ORC, defines the scope of registered nurse practice as: "Providing to individuals and groups nursing care requiring specialized knowledge, judgment, and skill derived from the principles of biological, physical, behavioral, social, and nursing sciences. Such nursing care includes:

- (1) Identifying patterns of human responses to actual or potential health problems amenable to a nursing regimen;
- (2) Executing a nursing regimen through the selection, performance, management, and evaluation of nursing actions;
- (3) Assessing health status for the purpose of providing nursing care;
- (4) Providing health counseling and health teaching;
- (5) Administering medications, treatments, and executing regimens authorized by an individual who is authorized to practice in this state and is acting within the course of the individual's professional practice;
- (6) Teaching, administering, supervising, delegating, and evaluating nursing practice."

STANDARDS OF COMPETENT PRACTICE AS A REGISTERED NURSE

- A. A registered nurse shall provide nursing care within the scope of practice of nursing for a registered nurse as set forth in division (B) of section 4723.01 of the Revised Code and the rules of the board.
- B. A registered nurse shall maintain current knowledge of the duties, responsibilities, and accountabilities for safe nursing practice.
- C. A registered nurse shall demonstrate competence and accountability in all areas of practice in which the nurse is engaged including:
 - 1. Consistent performance of all aspects of nursing care; and
 - 2. Recognition, referral or consultation, and intervention, when a complication arises.
- D. A registered nurse may provide nursing care that is beyond basic preparation for a registered nurse, provided:
 - 1. The nurse obtains education that emanates from a recognized body of knowledge relative to the nursing care to be provided;
 - 2. The nurse demonstrates appropriate knowledge, skills, and abilities to perform the nursing care;
 - 3. The nurse maintains documentation satisfactory to the board of meeting the requirements set forth in paragraphs (D)(1) and (D)(2) of this rule;
 - 4. When the nursing care to be provided is in accordance with division (B)(5) of section 4723.01 of the Revised Code, the nurse has a specific current order from an individual who is authorized to practice in this state and is acting within the course of the individual's professional practice; and
 - 5. The nursing care does not involve a function or procedure which is prohibited by any other law or rule.
- E. A registered nurse shall, in a timely manner:
 - 1. Implement any order or direction for a patient unless the registered nurse believes or should have reason to believe the order or direction is:
 - a) Inaccurate
 - b) Not properly authorized
 - c) Not current or valid
 - d) Harmful, or potentially harmful to a patient; or
 - e) Contraindicated by other documented information; and
 - 2. Clarify any order or direction for a client when the registered nurse believes or should have reason to believe the order is:
 - a) Inaccurate
 - b) Not properly authorized
 - c) Not current or valid
 - d) Harmful, or potentially harmful to a patient; or
 - e) Contraindicated by other documented information
- F. When clarifying an order, the registered nurse shall, in a timely manner:
 - 1. Consult with an appropriate licensed practitioner;
 - 2. Notify the ordering practitioner when the registered nurse makes the decision not to follow the order or administer the medication or treatment as prescribed
 - 3. Document that the practitioner was notified of the decision not to follow the order or administer the medication or treatment, including the reason for not doing so; and
 - 4. Take any other action needed to assure the safety of the patient.
- G. A registered nurse shall, in a timely manner, report to and consult as necessary with other nurses or other members of the health care team and make referrals as necessary.

- H.** A registered nurse shall maintain the confidentiality of patient information. The registered nurse 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 nurse's assigned job responsibilities, and shall not disseminate patient information for purposes other than patient care or for otherwise fulfilling the nurse's assigned job responsibilities, through social media, texting, emailing or any other form of communication.
- I.** To the maximum extent feasible, identifiable client health care information shall not be disclosed by a registered nurse unless the patient has consented to the disclosure of identifiable patient health care information. A registered nurse 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.
- J.** A registered nurse shall use acceptable standards of safe nursing care as a basis for any observation, advice, instruction, or evaluation and shall communicate information which is consistent with acceptable standards of safe nursing care.
- K.** When a registered nurse provides direction to a licensed practical nurse the registered nurse shall first assess:
 - 1.** The condition of the patient who needs nursing care, including, but not limited to, the stability of the patient;
 - 2.** The type of nursing care the patient requires;
 - 3.** The complexity and frequency of the nursing care needed;
 - 4.** The availability and accessibility of resources necessary to safely perform the specific function or procedure.

The information presented here will be helpful as you progress through the RN program. Our expectation is that you will use this handbook as your first point of reference when you have questions concerning your program of study or academic policies. Please retain this handbook throughout your enrollment in the program.

You are starting an exciting, challenging, and rewarding journey. While the primary responsibility for your success lies with you, many individuals stand ready to assist you in your efforts. On behalf of the faculty and staff of the Athena Career Academy, we wish you continued success with your academic studies.



FINANCIAL AID INFORMATION

Financial Assistance

Financing your education is the most important investment you make in the preparation of your career. Sources of financing your education are:

1. Student Self-Help (Personal resources)
2. Parental Assistance (Parental resources)
3. Financial Aid Programs for those who qualify
4. Employee Reimbursement (Check with your employer's human resource department)

Applying for Financial Aid

To begin the process of applying for financial aid, an online application or FAFSA (Free Application for Federal Student Aid) will need to be completed at fafsa.ed.gov. A FSA ID will need to be requested beforehand at <https://fsaid.ed.gov>. Please be sure to include the Athena Career Academy Federal School Code which is 041922 under the "schools you wish to receive your financial aid information".

Entrance Counseling and Master Promissory Note

Entrance Counseling and the Master Promissory Note is a requirement to complete the financial aid process. Borrowers can gain access to Entrance Counseling and the Master Promissory Note at www.studentloans.gov. You will need your FSA ID to log in.

What is Federal Student Aid?

Federal student aid, or Title IV, comes from the federal government—specifically, the U.S. Department of Education. It's money that helps a student pay for education expenses at a postsecondary school (e.g., college, vocational school, graduate school).

Federal Pell Grant

The Federal Pell Grant usually doesn't have to be repaid. It is based on the student's financial need.

The Direct Loan Program

The U.S. Department of Education provides loans through the Direct Loan Program to eligible students at participating schools to help them pay for education after high school. Direct Loans include the following: Direct Subsidized Loans, Direct Unsubsidized Loans, Direct PLUS Loans, and Direct Consolidation Loans. You repay your Direct Loan to the U.S. Department of Education. More specific information about the different types of loans can be found when completing the online Entrance Counseling.

Parent PLUS Loans

Parents of students may borrow up to the cost of education minus any other financial aid per year for each student who is a dependent undergraduate attending at least part-time. A credit check will be conducted to determine the parent's credit history.

Exit Counseling

Exit Counseling must be completed prior to graduation, a school withdraw, or dropping below half-time enrollment status. Borrowers can gain access to Exit Counseling at www.studentloans.gov. You will need your FSA ID to log in.

Other Programs

The following specialized programs are also available: Athena Partnership Plus Grant, Athena Employee Dependent Grant, Athena Retake Grant, Lucas County Workforce Development Agency and Michigan's Workforce Development System. Funding through these agencies is limited. Apply to the agency as early as you can. Local service clubs, businesses, churches, and community groups may offer some assistance.

Athena Partnership Plus Grant recipients must meet the following criteria:

1. Meet all admissions requirements as set forth in the student handbook.
2. Be enrolled with Athena Career Academy prior to application.
3. Meet the standards of academic progress as outlined in the student handbook.
4. Must be a graduate of one of the following Ohio High Schools: Fairview (Fairview Park), North Olmsted, Olmsted Falls, Berea-Midpark, Brooklyn, and/or Polaris Career Center.

For more information about the Athena Partnership Plus Grant, please see an Admissions or a Financial Aid Representative.

Payment Policy

The school accepts the following forms of payment: cash, money order, Master Card, Visa, Discover, and American Express. Students who are receiving financial assistance from any agency or funding source must be advised that it is their responsibility to make sure that all proper paperwork remains compliant so that the school receives the proper tuition fees. All tuition and fees are the responsibility of the student regardless of anticipated grants and/or student loans. If you are set up on a monthly payment agreement, you will need to be current on your payments to be able to progress to the next quarter, or to receive your transcripts, course grades, and diploma upon graduating. Payments are typically due on the 20th of every month. A \$15.00 late fee will be applied to all payments made after the due date.

Satisfactory Academic Progress Policy

Federal financial aid, also referred to as Title IV Funds, is awarded to a student contingent upon that student attending classes and successfully completing an entire payment period. Payment periods determine when funds are disbursed and the exact amount to be disbursed. There are three financial aid payment periods for the LPN to PN Program: the first payment period is 0-450 clock hours of the program, the second payment period is 451-900 clock hours of the program, and the third 901-1300 clock hours all in accordance with this Satisfactory Academic Progress Policy and other school published policies and procedures.

The LPN to RN Program academic year consists of 52 weeks of instruction for students enrolled in the day program and attending an average of 35-40 clock hours per week.

Definition of Satisfactory Academic Progress:

All enrolled students are required to maintain satisfactory academic progress towards meeting the established graduation requirements of the LPN to RN program. A student must meet each of the following qualitative and quantitative standards to demonstrate satisfactory academic progress:

Qualitative: A student must have a minimum cumulative grade point average of C (75%)

Quantitative: A student must attend at least 80% of the scheduled class hours on a cumulative basis during each evaluation period

Increments for Evaluation

Satisfactory academic progress is to be evaluated at the following time periods to determine eligibility of disbursements for students receiving Financial Aid (Title IV Funds):

- At the point when the student has completed 451 clock hours and 13 weeks of instruction
- At the point when the student has completed 901 clock hours and 26 weeks of instruction

Students will be provided progress reports containing both their academic (qualitative) and attendance (quantitative) results when SAP is evaluated.

Maximum Time for Completion:

Students will have a maximum of 125% of the normally allotted scheduled calendar time to complete their program of study. Maximum Time Frame is measured in units attempted. Grades of F, I (Incomplete) or W (Withdrawal) are considered attempted units and are included when calculating Maximum Time Frame. If it is determined that a student will not be able to complete the program because of class(es) failure(s) within the maximum time frame, the student will no longer be eligible for Title IV funds. *Example a 1300 clock hour program mtf for 125% would be 1625 hours and 60 weeks if the benchmark was 48 weeks*

Financial Aid Warning

Any student failing to achieve SAP as defined above at the end of the first payment period will be placed on Financial Aid Warning for the following payment period. A Financial Aid Warning allows a student to receive his/her financial aid disbursement for the first payment period, without an appeal or any other action from the student.

A student assigned a Financial Aid Warning will be notified of this status and the steps necessary to be removed from warning status. The documentation will be provided to the student in person or via email if the student has not attended classes on two consecutive days following the school's determination of his/her placement on Financial Aid Warning. A student receiving Title IV, federal student aid will lose his/her financial aid eligibility if SAP has not been met at the end of the Financial Aid Warning period.

Appeal Process

A student who does not meet the satisfactory academic progress standards at the end of the second payment period will have his/her Title IV Funds terminated. A student may submit a written appeal of his or her Title IV termination within five calendar days of the receipt of the dismissal notice. The appeal must be accompanied by documentation of the mitigating circumstances that have prevented the student from attaining satisfactory academic progress and evidence that changes have occurred to allow the student to now

meet standards of satisfactory academic progress. Only extraordinary conditions will be considered, such as an injury or illness of the student, the death of a relative or other special circumstances. Before an appeal may be granted, a written academic plan will be provided to the student which clearly identifies a viable plan for the student to successfully complete the program within the maximum time frame allowed.

The Executive Director or designee will assess all appeals and determine whether the student may be permitted to continue in the program on probationary status. The student will be sent the written decision within five calendar days of the school's receipt of the appeal. The decision of the Executive Director or designee is final.

Financial Aid Probation

A student reinstated upon appeal is on financial aid probationary status during which time he/she must meet the terms and conditions set out in the letter granting the appeal. A student on financial aid probation may continue to receive Title IV Funds.

Reinstatement

A student will be reinstated if he/she prevails upon appeal or at such time that he/she regains satisfactory academic progress by meeting the defined standard.

Refund Policy

If a student is not accepted into the training program, all program costs paid by the student shall be refunded. Refunds for books, supplies, and consumable fees shall be made in accordance with Ohio Administrative Code section 3332-1-10.1. Refunds for tuition and refundable fees shall be made in accordance with the following provisions as established by Ohio Administrative Code section 3332-1-10:

1. A student who starts class and withdraws within the **five (5)** day cancellation period shall be obligated for the registration fee.
2. A student who starts class and withdraws before the academic term is **15%** completed will be obligated for **25%** of the tuition and refundable fees plus the registration fee.
3. A student who starts class and withdraws after the academic term is **15%** completed but before the academic term is **25%** completed will be obligated for **50%** of the tuition and refundable fees plus the registration fee.
4. A student who starts class and withdraws after the academic term is **25%** completed but before the academic term is **40%** completed will be obligated for **75%** of the tuition and refundable fees plus the registration fee.
5. A student who starts class and withdraws after the academic term is **40%** completed will not be entitled to a refund of the tuition and fees.

The school shall make the appropriate refund within **Thirty (30)** days of the date the school is able to determine that a student has withdrawn or has been terminated from a program. Refunds shall be based upon the last date of the student's attendance or participation in an academic school activity.

Return of Title IV Financial Aid Funds

If a student officially withdraws by contacting the Program Director or unofficially withdraws by ceasing attendance in all of their classes within a quarter, federal financial aid regulations require that a calculation be done on financial aid funds received for that payment period. The financial aid is calculated based on the student's last day of attendance and any unearned aid must be returned to the federal government. Federal financial aid is not **100%** earned until the attendance has exceeded **60%** of the payment period. As a result of the calculation, a student may be responsible to pay tuition charges that were originally covered by financial aid funds that the school was required to return.

Students should contact the Financial Aid Office at the school for additional information about the R2T4 (Return to Title IV) calculation.

(% of enrollment that is completed) X (the total Title IV funds disbursed) + the Title IV funds that could have been disbursed by federal guidelines = the amount of Title IV aid earned.

Any Title IV aid that is unearned must be returned. If the student does not receive the full Title IV that he/she earned, then a post withdrawal disbursement may be made. If a student is entitled to a post-withdrawal loan disbursement, the borrower must respond to Athena's Financial Aid Office notice of the intended disbursement within 14 days.

Refunds from the student accounts for unearned student aid will be repaid in the following order:

1. Direct Unsubsidized Loan
2. Direct Subsidized Loan
3. Direct PLUS Loan
4. Federal Pell Grant
5. Employer
6. Student

All refunds are made within 45 days of the date of the school's determination of withdrawal. For refund purposes, institutional charges according to the federal guidelines are tuition, lab fees, textbooks, supplies, uniforms, and graduation fees.

Index

ACADEMIC DISHONESTY POLICY	31
ACADEMICS	11
ACCREDITATION AND LICENSURE	6
ADMISSIONS POLICY	7
ADVANCED STANDING POLICY	9
APPENDIX A-	49
ASSESSMENT TECHNOLOGIES INSTITUTE (ATI) POLICY	18
ATI COMPREHENSIVE PREDICTOR ASSESSMENT	21
ATI GRADING	19
ATI LIVE REVIEW AND VIRTUAL ATI (VATI) POLICY	22
BOARD OF NURSING REQUIREMENTS RELATED TO NURSING STUDENTS	32
CELL PHONE POLICY	35
CHANGE IN PROGRAM POLICIES	8
CLASSROOM COURTESY	23
CLASSROOM QUIZ POLICY	24
CLASSROOM SAFETY RULES	24
CLASSROOM TEST POLICY	24
CLINICAL ATTENDANCE POLICY	26
CLINICALS	25
CODE OF STUDENT CONDUCT	31
COLLEGE CREDIT FOR MILITARY SERVICE	10
CONCEPTUAL FRAMEWORK	5
CONFIDENTIALITY	36
COURSE DESCRIPTIONS	15
CURRICULUM OUTCOMES	13
CURRICULUM PLAN	14
DRESS CODE FOR CLASS	35
DRESS CODE FOR LAB/CLINICALS	26
ELIGIBILITY OF LICENSURE	35
EMERGENCY MEDICAL FORMS	37
ESTIMATED GRADUATION/COMPLETION OF PROGRAM	30
ESTIMATED LICENSURE FEES	36
EVALUATION OF CLINICAL PERFORMANCE	29
EVALUATION OF LPN TO RN PROGRAM	29
FACILITIES	6
FAILED CLASS POLICY	8
FINANCIAL AID INFORMATION	42
GRADUATION COSTS	7
GRIEVANCE PROCEDURE/APPEALS PROCESS	29
HEALTH/MEDICAL CARE	37
INJURY/ILLNESS/POSTPARTUM	38
INSURANCE	37
JOB PLACEMENT	11
LAPTOPS AND ELECTRONIC DEVICES	35
LEAVE OF ABSENCE	30
LETTER OF RECOMMENDATION	11

MAKE UP LAB HOURS	25
MISSION STATEMENT	5
NCLEX-RN LICENSURE EXAM FEE POLICY	22
NCLEX-RN	6
NURSING OFFICE HOURS	6
OPEN LAB HOURS	25
PRE-REGISTRATION COSTS	7
PROFESSIONAL BEHAVIOR AND LANGUAGE	22
PROGRAM COSTS	7
PROGRAM PHILOSOPHY	5
PROGRAM RECORDS	36
PUBLICATIONS	7
READMISSION	8
REQUIRED CURRICULUM SEQUENCE	15
SAFETY POLICIES	36
SCHOOL CLOSING DUE TO INCLEMENT WEATHER	35
SCOPE OF PRACTICE OF THE REGISTERED NURSE	38
SKILLS LAB ATTENDANCE POLICY	25
SKILLS LAB POLICIES	25
SKILLS LAB	25
SMOKING POLICY	34
STANDARDS OF COMPETENT PRACTICE AS A REGISTERED NURSE	39
STUDENT ADVISORY GROUP	12
STUDENT ATI/COMPUTER LAB	25
STUDENT GUIDANCE AND COUNSELING	11
THEORY ATTENDANCE POLICY	23
TRANSCRIPTS	35
TRANSFERABILITY OF CREDIT	10
TRANSFERS TO ATHENA CAREER ACADEMY	10
TRANSPORTATION	35
UNETHICAL CONDUCT/UNACCEPTABLE BEHAVIOR/ATTITUDE	31
VISION STATEMENT	5
WELCOME	2
WITHDRAWAL	30
WRITTEN DISCIPLINARY POLICY	31

Appendix A

PROFESSIONALISM GUIDELINES

Participation	
Acceptable	Unacceptable
<ul style="list-style-type: none"> • Sharing information pertaining to the course • Setting a positive example • Demonstrating an interest • Not being afraid to ask questions • Speaking so you can be heard 	<ul style="list-style-type: none"> • Total silence • Shrugging shoulders • Saying, “I don’t know” • Arriving late to class • Refusing to participate • Showing disinterest • Negative comments/complaining • Spreading gossip
Collaborations	
Acceptable	Unacceptable
<ul style="list-style-type: none"> • Listening to others ideas • Participating in study groups • Explaining content to another student • Being open to working with others • Being an active member of assigned group work 	<ul style="list-style-type: none"> • Purposely sharing incorrect information • Using a study group to cheat • Refusing to work with another student/group • Spreading gossip • Completing individual assignments as a group • Sharing confidential information/test questions with others
Interpersonal Relationships	
Acceptable	Unacceptable
<ul style="list-style-type: none"> • Respecting the instructors/staff status (they are a valuable resource) • Making and keeping appointments • Displaying a positive attitude 	<ul style="list-style-type: none"> • Not making or keeping an appointment • Not giving the instructor a chance to hear your issue (not using the appropriate channels) • Spreading gossip • Swearing or cursing • Making negative comments about peers, instructors, or school on social media sites
Respect	
Acceptable	Unacceptable
<ul style="list-style-type: none"> • Showing up to class on time • Returning from breaks on time • Being tolerant of others’ opinions • Using an appropriate volume of voice • Using appropriate language • Treating others as you would like to be treated • Raising hand and wait to be called on • Not talking about other instructors/staff members during class 	<ul style="list-style-type: none"> • Body language: rolling eyes, sighing, making “tsk” sound, arms crossed, pouting, etc. • Side conversations (talking to others during lectures or when another person is talking) • Confrontational tones (attitude/whining) • Questioning instructor in a confrontational tone (challenging) • Making excuses • Not doing your own work/cheating • Doing other course work during class • Having cell phone out, texting, calling, etc. during class or in lab • Arguing • Utilizing electronic equipment during class for another purpose other than the class work



ATHENA CAREER ACADEMY
5203 Airport Highway
Toledo, Ohio 43615
Phone (419) 472-1150 • Fax (419) 932-6911
www.athenacareers.edu

School Registration No. 10-09-1943T

OPEID No. 04192200

RECEIPT OF PROGRAM HANDBOOK
(Please Print Your Name)

I, _____, HAVE READ AND UNDERSTAND THE
ATHENA CAREER ACADEMY *STUDENT HANDBOOK*. I understand it is solely my
responsibility to comprehend and abide by the policies and procedures set forth.

I HAVE RECEIVED A COPY OF THE ATHENA CAREER ACADEMY HANDBOOK
DATED: **January 2018.**

*Although we have made every reasonable effort to attain factual accuracy herein, no responsibility is assumed
for editorial, clerical, or printing errors, or errors occasioned by mistake.*

STUDENT SIGNATURE

DATE

SCHOOL OFFICIAL SIGNATURE

DATE