

# ATHENA CAREER ACADEMY

## *Practical Nursing Program*

# STUDENT HANDBOOK

**School Registration Number- 10-09-1943T**

**JUNE 2021**



**ATHENA CAREER ACADEMY**

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Toledo, Ohio 43615  
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[www.athenacareers.edu](http://www.athenacareers.edu)

School Registration No. 10-09-1943T

OPEID No. 04192200



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# Welcome

I, along with the administration, faculty, and entire staff would like to welcome you to Athena Career Academy (ACA). We are very proud of our school, our students, and our staff. We are excited to have you here as a new student. Congratulations on making a positive choice to become a nursing student in our quality program and a member in our community of learners. We look forward to working with you and helping you achieve success in becoming a Licensed Practical Nurse.

Sincerely,

Dr. Suzanne Smith, DNP, MSN, RN, Director of Nursing Education

**A**dvancing Nursing

**C**elebrating Education

**A**chieving Success

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# **ATHENA CAREER ACADEMY PRACTICAL NURSING 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 inspires a respect and value for lifelong learning.

## **PROGRAM PHILOSOPHY**

The faculty of the Athena Career Academy Practical Nursing (PN) 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 PN Program delivers an organized, goal-directed learning process by which knowledge, skills, and professional behaviors applicable to the basic biological, physical and technological sciences of human anatomy and physiology. 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 learn to use the nursing process. This will be demonstrated by the collection of data to assist in the development of a nursing care plan and 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 Practical Nurse.

## **CONCEPTUAL FRAMEWORK**

The curriculum in the Athena Career Academy Practical Nursing Program is designed to prepare students in the core competencies performed by entry-level Licensed Practical 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 and the **five (5)** concepts and processes identified by the latest NCLEX-PN Plan as fundamental to the practice of nursing. These are defined as follows:

- **Nursing Process**: The clinical problem-solving process provides a scientific approach for delivering care to individuals. The steps of the process include data collection, planning, implementation, and evaluation.
- **Caring**: Encounters between the nurse and other persons are grounded in a humanistic value system of altruistic behaviors that fosters mutual respect and trust, provides support and compassion and is the essence of nursing.
- **Communication**: The verbal and/or nonverbal interactions between the individual, significant others, and members of the healthcare team.
- **Documentation**: The validation of the events and activities associated with healthcare are maintained by written or electronic records that reflect standards of practice and accountability in the provision of care. This is a critical component of a nurse's responsibility.
- **Teaching and Learning**: When a nurse serves the role of teacher, strategies to facilitate the acquisition of knowledge, skills, and attitudes will be used to produce professionalized behavior in students and future nurses.

## **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](http://www.council.org).
- Ohio State Board of Career Colleges and Schools; 30 E. Broad Street, Ste. 2481, Columbus, Ohio 43215, Telephone: (877) 275-4219

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-PN**

In order to obtain permission to sit for the NCLEX-PN licensure exam. Athena Career Academy's PN program will provide the prospective graduate with information regarding application to the Ohio/Michigan Boards of Nursing. 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-PN 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 clinical agencies throughout Ohio and Michigan and other jurisdictions as needed.

**NURSING OFFICE HOURS**

Monday – Friday 8:00 a.m. – 5:00 p.m. by appointment. Meetings with the Director of Nursing Education are by appointment only.

**PUBLICATIONS**

Each student will receive an electronic copy of the PN Student Handbook at orientation and the student will sign for his/her PN student handbook. Hard copies of the handbook available upon request from the Compliance Manager. Please note that the PN PROGRAM handbook overrides any policy stated in the campus policies and procedures manual.

**PRE-REGISTRATION COSTS\***

*\*Pre-Registration Costs are non-refundable*

- ENTRANCE TEST FEE (Paid to School) \$30.00
- DRUG SCREEN (Paid to School) \$25.00

**PROGRAM COSTS**

- REGISTRATION FEE \$120.00
  - BOOKS, UNIFORMS, SUPPLIES & LAB FEES \$1,845.00
  - TUITION \$21,200.00
- TOTAL PROGRAM COSTS \$23,165.00

\*All books, uniforms and supplies must be purchased through Athena Career Academy\*



## **GRADUATION COSTS**

Costs will be paid by Athena Career Academy and include Cap, Gown, Tassel, and diploma cover (providing student has satisfied all the graduation/completion requirements). (An optional nursing pin is available for purchase).

## **ADMISSIONS POLICY**

Persons interested in attending the Practical Nursing 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. Complete an informational meeting with an admissions representative.
4. Take the WorkKeys pre-entrance test (Applicants must show photo ID prior to testing) Athena accepts WorkKeys tests taken at other institutions.
5. Complete an individual meeting with a financial aid administrator for funding/payment arrangements.
6. Complete an online State of Ohio Disclosure course.
7. Submit a copy of a high school transcript or GED transcript. High school transcripts must have a full name, graduation date, and school official signature if possible. Foreign transcripts must be evaluated prior to enrollment by an accredited agency.
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 accepted)
11. Complete an Athena Pre-Admission Health Form that is signed and dated by a physician or qualified medical representative without limitations or restrictions.
12. Complete and pass a drug screen at Athena. In the event a student fails the initial drug screen, the student is denied enrollment at Athena Career Academy.
13. 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 within (1) year of start date.
  - 2-MMR, 1-Varicella, 3-Hepatitis B series/waiver and/or Titers verifying immunity, and current Tetanus.
  - ALL health records must be turned in before a student can enroll into the program
  - Student will be responsible to complete any immunizations required by clinical sites. (examples: Flu vaccine/Pneumococcal/Coronavirus vaccine)
14. Complete a BCI and FBI criminal background check and fingerprinting at Athena. The background checks are subject to approval and/or consultation with a director.
15. Sign an enrollment agreement.
16. Complete the orientation session.

17. If at any time during the admissions/enrollment process a prospective student becomes belligerent, deceptive, or mistreats any staff, or faculty, the Director of Nursing Education has the right to refuse enrollment into the nursing program for violation of the code of conduct.

### **STUDENT AVAILABILITY POLICY**

Day students are expected to be available **Monday through Friday from 6am until 5pm.** Evening students are expected to be available **Monday through Friday from 5pm until 11pm.** **Day students may have to complete necessary clinicals in the evening hours; Evening students may have to complete necessary clinical in the day hours.**

### **CHANGE IN PROGRAM POLICIES**

All Students will be notified in writing and/or an email of any program policy changes.

### **FAILED CLASS POLICY**

Upon a student failing a course, the student will be notified by their instructor and will be given a course failed advisory form for them to sign acknowledging the cause of the failure.

The financial aid manager will email course cost information, a retake payment plan, and an enrollment agreement addendum to repeat the failed course(s). 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 90days or more, a BCI/FBI and drug screen is required. It is the student's responsibility to maintain and work with Athena Career Academy's 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. 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 fails twice, whether it's the same class or a combination of any two classes during the tenure of the program, they will not be eligible for student aid (125% of timeframe) and will possibly need to withdraw from the program. (See SAP Policy)

If the student decides to withdraw from the program, the student must contact the Director of Nursing Education. The Director of Nursing Education 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 been inactive in the program for six (6) months or longer he/she must begin the PN program from the very beginning. A student who has been inactive for any portion of the program must complete a skills remediation with the skills lab coordinator prior to returning. All students returning to Athena who have exceeded six (6) months must attend student orientation, have a zero balance, 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, and any necessary 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 re-entry to any person for any nondiscriminatory reason.**

### **TRANSFERS TO ATHENA CAREER ACADEMY**

Athena Career Academy does not accept transfers from other institutions.

Students enrolled in the PN program may transfer credits earned in the PN program into one of Athena Career Academy's Allied Health Programs after review of transcript by the Allied Health Director of Nursing Education. Students in the PN program may not transfer into the Associate Degree Early Childhood Education program.

Students enrolled in other programs at Athena Career Academy may not transfer into the PN program at Athena Career Academy.

### **TRANSFERABILITY OF CREDIT**

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

### **COLLEGE CREDIT FOR MILITARY SERVICE**

Athena Career Academy PN Director of Nursing Education 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. Although, Athena Career Academy does not offer professional counseling services students are informed that community support services are available in Lucas County on a sliding scale cost to students in need of help. Refer to Harbor Behavioral Health, Toledo, Ohio. 419-475-4449. Website URL: <http://www.harbor.org/>. Students who do not reside in Ohio are encouraged to seek services in their area.

**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 Director of Nursing Education for further guidance.

## **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 placement 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 Student Operations Manager

Please note Athena Career Academy cannot guarantee employment upon graduation. To view Athena Career Academy's disclosures, visit [www.athenacareers.edu](http://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/signed by the Director of Nursing Education.

## ACADEMICS

**Grading Policy:** Letter grades are awarded, based upon a percentage scale (*see below*). Students will be evaluated periodically by course instructors with midterm evaluation. In order to remain in the program and progress to the next quarter, a minimum grade of 75% must be achieved in every academic course and a grade of “satisfactory/pass” must be achieved in the skills lab and/or clinical component of each course.

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 0.5 or higher will be rounded up and 0.4 or lower will be rounded down) Example: 79.5% = 80% 79.4% = 79%

### **Clinical/Skills/IV 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 repeated grade will replace the previous grade received. (Please see Failed Class Policy). All credits attempted are calculated in the maximum timeframe for completion.

## **STUDENT ADVISORY GROUP (SAG)**

The student advisory group is in place to build a student constituency that will be directly involved in developing, planning, and presenting social and educational programming on campus, communicating updates, programs, events, and getting input from classmates and providing important input to faculty and staff at Athena. Student Advisory events and activities are designed to reinforce student community at Athena Career Academy. 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.

This group is open to ALL enrolled PN students and participation is strongly supported and encouraged. Meetings are held monthly. (Meeting dates/times are posted throughout the campus)

## CURRICULUM

### CURRICULUM OUTCOMES

1. Develop sensitivity to self and others that commits the nurse to help other people achieve such goals as satisfaction, comfort, freedom from pain and suffering, and higher-level wellness.
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. Function safely as a competent beginning practical nurse in a diversity of health care environments within the scope of practice defined by the Ohio Nurse Practice Act.
5. Demonstrate knowledge of legal, ethical, historical, and emerging issues in nursing including the law and rules that regulate the practice of nursing.
6. Demonstrate interpersonal caring and compassion in interactions with clients while providing support to help them achieve desired outcomes.
7. Use professional and caring communication when collaborating with clients, families, health team members, and other significant individuals.
8. Document events and activities associated with client care that reflects standards of practice and accountability.
9. 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.
10. Promote health and higher-level functioning for clients in transpersonal relationships.
11. Use principles of teaching and learning when helping clients to acquire knowledge, skills, and attitudes that lead to a purposeful change in behavior.
12. Demonstrate safe pharmacotherapeutics including medication administration and assistance with self-administration of medications.
13. Demonstrate sensitivity and responsiveness to the gender, identity, age, culture, religion, sexual preference, socioeconomic status, beliefs, behaviors, and disabilities of patients.

## CURRICULUM PLAN

<u>Level</u>	<u>Course #</u>	<u>Course Name</u>	<u>Theory Hours</u>	<u>Lab Hours</u>	<u>Clinical/ Hours</u>	<u>Total Hours</u>
Quarter I	PN 101	Anatomy & Physiology with Medical Terminology	140	0	0	140
	PN 102	Fundamentals of Nursing with Math	140	32	48	220
Quarter II	PN 103	Medication Administration & IV Therapy with Pharmacology	52	28	2	82
	PN 104	Medical-Surgical Nursing-I & Gerontology	148	0	72	220
Quarter III	PN 105-MS	Medical-Surgical Nursing II	156	0	64	220
	PN 105-MH	Mental Health	84	0	8	92
Quarter IV	PN 106-O	Maternal Newborn	62	0	3	65
	PN 106-P	Pediatrics	62	0	3	65
	PN 107	NCLEX Prep with Critical Thinking, Transitions, & leadership	196	0	0	196
	<b>Totals</b>		<b>1040</b>	<b>60</b>	<b>200</b>	<b>1300</b>

### REQUIRED CURRICULUM SEQUENCE

Students will progress through each quarter's courses. Each quarter's courses 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. 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**

### **PN 101: Anatomy & Physiology with Medical Terminology:**

**Course Hours: 140 (Theory 140)**

This course covers abbreviations, prefixes, suffixes, and root words of terminology used in the medical field. Introduces anatomy and physiology, pathological conditions, gender identity, sexuality, growth and development, diagnostic test, procedures, and treatment for common medical disorders. Covers spelling, defining, and pronouncing medical terms. This course will provide students with information about anatomy and physiology relating to each of the following body systems: integumentary, cardiovascular, skeletal, respiratory, digestive, endocrine, urinary, muscular, and nervous systems; in addition, the special senses will be covered. Biochemistry, cell biology, and histology will be integrated into each body system. **Students must complete all ATI assigned Tutorials and Assessments with any assigned remediation in this course within the required times frames to successfully complete and pass the course.**

### **PN 102: Fundamentals of Nursing with Math:**

**Course Hours: 220 (Theory 140; Lab 32; Clinical 48)**

This course provides opportunities to develop competencies necessary to meet the needs of individuals throughout the lifespan in a safe, legal, and ethical manner using the nursing process. The role of the nurse as a member of the health care team is emphasized, students are introduced to the concepts of client needs, safety, religion, gender identity, sexuality, growth and development, communication, teaching/learning, critical thinking, ethical-legal, cultural diversity, nursing history, and the program's philosophy of nursing. This course introduces the student to basic nursing concepts and skills as defined by Watson. Students will learn the basic tenets of the science of caring nursing theory that include the five concepts nursing process, caring, communication, documentation, teaching and learning. The math packet is intended to teach the mathematical skills needed to function in the biological or medical area in the clinical setting throughout the course. Subsequent courses are built upon the content of this course. This course has a lab and clinical component. **Students must complete all ATI assigned Tutorials and Assessments with any assigned remediation in this course within the required times frames to successfully complete and pass the course.**

### **PN 103: Medication Administration & IV Therapy with Pharmacology:**

**Course Hours: 82 (Theory 52; Lab 28; Clinical 2)**

Safe, effective nursing care requires basic knowledge of mathematics, as well as the ability to utilize numbers and measuring systems. Students will learn basic principles and methods for medication administration. This course reviews basic math operations before introducing more specific concepts. Topics covered are as follows: drug measures, medication labels, syringe utilization, insulin administration, medication administration systems, other dosage calculations, and documentation of medication administration, pharmacology related to actions, therapeutic and adverse effects, and chemical interactions of drugs and herbal supplements will be discussed. Commonly used medications will be covered using a body system approach, with emphasis placed on therapeutic interventions, culture, gender identity, sexuality, growth and

development, and patient education across the lifespan. Students will demonstrate assessment, clinical judgment, and integration of knowledge to administer medication safely. The student will use critical thinking skills and the nursing process with emphasis placed on accurate assessment of data, safe pharmacological interventions, dosage calculation, medication administration techniques including intravenous administration, client/patient outcomes evaluation, and documentation. IV Therapy will be implemented with theory and understood through the demonstrations and procedures utilizing IV Therapy. **Students must complete all ATI assigned Tutorials and Assessments with any assigned remediation in this course within the required times frames to successfully complete and pass the course.**

**PN 104: Medical-Surgical Nursing-I & Gerontology**

**Course Hours: 220 (Theory 148; Clinical 72)**

Course Description and Core Content Medical-surgical nursing focuses on application of nursing process to care for adult patients experiencing medical-surgical conditions along the health-illness continuum. A variety of health care settings are utilized. Basic nutrition concepts with relation to disease processes are incorporated. Gerontology content is interwoven in each medical surgical course, specific to each content topic area, religious, spiritual, cultural, gender identity, sexuality, and growth and development dealing with the patient's health. Medical-surgical nursing content focuses on use of the nursing process to facilitate student learning about specific disease processes and body systems and associated nursing care. For each pathophysiological condition, common pharmacological interventions used for health promotion, maintenance and restoration across the life span are highlighted. The nurse's role and responsibilities related to pharmacology, including safe and effective medication administration and math will be emphasized. Medical surgical nursing course content covers the adult life span with specific interventional concepts for the geriatric patient. **Students must complete all ATI assigned Tutorials and Assessments with any assigned remediation in this course within the required times frames to successfully complete and pass the course.**

**PN 105-MH: Mental Health:**

**Course Hours: 92 (Theory 84; Clinical 8)**

The course will address current issues and trends in psychiatric-mental health nursing to foster competency in the delivery of mental health care. Using the nursing process, the student will assess various community settings, health practices, health risks, and potential crises including clients' religious, spiritual, cultural, gender identity, sexuality, and growth and development dealing with the client's health. Exploration of different mental health disorders and self-care deficits will allow the student to plan and manage nursing care plans based on specific client self-care requisites. Pharmacological and math integrated throughout the course. **Students must complete all ATI assigned Tutorials and Assessments with any assigned remediation in this course within the required times frames to successfully complete and pass the course.**

**PN 105-MS: Medical Surgical Nursing II:**

**Course Hours: 220 (Theory 156; Clinical 64)**

This course is a continuation of Medical-Surgical Nursing I with application of the nursing process to the care of the adult geriatric clients experiencing medical-surgical conditions along the health-illness continuum in a variety of health care settings. In addition, this course

incorporates use of a systematic problem-solving framework, evidence-based practice, and clinical reasoning skills necessary when providing nursing care for adult clients. For each pathophysiological condition common pharmacological interventions used for health promotion, maintenance and restoration across the life span are highlighted. Demonstrate understanding of the patient's religious, spiritual, cultural, gender identity, sexuality, and growth and development reflecting upon the client's health. The nurse's role and responsibilities related to pharmacology and math, including safe and effective medication administration will be emphasized. Content threaded throughout the course includes cultural diversity, nutrition, pharmacology, math, patient advocacy, and physical, behavioral, and social aspects of human development. **Students must complete all ATI assigned Tutorials and Assessments with any assigned remediation in this course within the required times frames to successfully complete and pass the course.**

**PN 106: Maternal Newborn:**

**Course Hours: 65 (Theory 62; Clinical 3)**

Building on concepts covered in previous courses, this course will focus on the management of the childbearing family from pregnancy through the postpartum period, including newborn care common anomalies. Using the nursing process, the student will implement and modify nursing care plans based on changes in client assessments and nutritional, physical, emotional, or learning self-care requisites. Demonstrate understanding of the clients' religious, spiritual, cultural, gender identity, sexuality, growth, and developmental experiences reflecting on the client's health and attitude. Developmental theory related to the developing family will be explored. Pharmacologics and math integrated throughout the course. **Students must complete all ATI assigned Tutorials and Assessments with any assigned remediation in this course within the required times frames to successfully complete and pass the course.**

**PN 106: Pediatrics:**

**Course Hours: 65 (Theory 62; Clinical 3)**

This course prepares the student with entry level knowledge and skills needed to care for pediatric clients. Learning experience focuses primarily on the normal growth and development of *infants* through adolescence commonly encountered disorders of the stable pediatric patient, care planning and management, documentation, medication administration, along with legal and ethical issues. Family-centered care of children will be addressed as well as health alterations of children from infancy through adolescence including childhood diseases. Understanding the effects of the client's religious, spiritual, cultural, gender identity, and sexuality that reflects experiences on the client's health. **Students must complete all ATI assigned Tutorials and Assessments with any assigned remediation in this course within the required times frames to successfully complete and pass the course.**

**PN 107: NCLEX Prep with Critical Thinking, Transitions, & leadership**

**Course Hours: 196 (Theory 196)**

This course focuses on the knowledge and skills necessary to transition from student to practicing nurse. Content includes a discussion of current issues in health care, practical nursing leadership and management, professional practice issues, and transition into the workplace. Emphasis is placed on NCLEX-PN test-taking skills, clinical thinking, computer-assisted

simulations, and practice tests, development of a prescriptive plan for remediation, and review of selective content, specific to the practice of practical nursing. Review upon the social and behavioral sciences are integrated with the patient's religious, spiritual, cultural, gender identity, sexuality, and growth and developmental lifetime experiences that reflect upon the patient's health and well-being. **Students must complete all ATI assigned Tutorials and Assessments with any assigned remediation in this course within the required times frames to successfully complete and pass the course.**

### **ASSESSMENT TECHNOLOGIES INSTITUTE (ATI) POLICY**

**\*\*Please note any student who is caught cheating on any ATI assignments e.g., copying another student's work, working as a group, using nonacademic resources to obtain answers, utilizing split screens, using multiple devices, completing during clinical hours, or allowing the system to run unattended to accumulate time will be dismissed from the PN 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 at the beginning of the term by the instructor and each student will sign/date acknowledging due dates/times. NO exceptions or extensions will be granted. A copy of this document will be given to each student and will be placed in the student's academic file.**

**Please note it is the STUDENT'S responsibility to seek clarification of any assignments or due date requirements.**

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 show a student's course readiness in a specific content area.

### **ATI Grading**

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All assignments are due by the start of class on its' due date no exceptions. Each tutorial assignment is worth a total of 10 (ten) points. A score of zero will be given if this is turned in late. There is no partial credit for points if the assignment is late. Please note regardless of when the assignment is done (on time or late) it still must be complete to sit for the final exam.

Time Requirement	Score Requirement (75%)
5 points	5 points

**\*\*ONE** quiz grade will be given **AVERAGING** the points of all the assigned tutorial to one percentage grade. Some assigned tutorials may be required to complete as a ticket to participate in skills competency checkoffs or tests. All ATI tutorial assignments must be turned in on time to receive credit. If a 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**\*\***

### **Practice Assessment Assignments**

Possible points are detailed on the table below. Remediation is required as assigned. Students must turn the assignment in at the beginning of the class on its due date. If a student turns it in late, they will receive a **ZERO-EXAM** grade but will still need to turn it in completed per policy to complete the course.

ATI Assigned Practice Assessment	Remediation See below for remediation instructions	Total Possible Points
Scored 85-100% (4 points)	Complete Remediation (6 points)	10/10 (100%)
Scored 75-84% (3 points)	Complete Remediation (6 points)	9/10 (90%)
Scored 65-74% (2 points)	Complete Remediation (6 points)	8/10 (80%)
Scored 55-64% (1 points)	Complete Remediation (6 points)	7/10 (70%)
Score below 55% (0 points)	Complete Remediation (6 points)	6/10 (60%)

### **Proctored Assessments**

These are proctored assessments/tests that will be given during class times. If a student does not show up for scheduled time, they will receive a **ZERO EXAM 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	7.5/10 (75%)
Below Level-1	6.5-10 (65%)

There is no level assigned by ATI for dosage calculation proctored assessments. The score earned on the dosage calculation proctored assessment will be the score entered into the gradebook.

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

Please note if Proctorio is required for your proctored assessment you will need to use a computer with a camera and microphone, and you are required to have high speed internet access. Your instructor will notify you ahead of time if this is necessary.

## **REMEDATION INSTRUCTIONS**

Each assessment whether practice assessment or proctored assessment remediation is **MANDATORY** to fulfill requirements of the related course(s).

1. Go to My ATI
2. Click on the Improve tab
3. Scroll down to the assessment you need to remediate on.
4. Click on results
5. Do a focused review for each section required.
6. After focused review go to the top and take the quiz there.

### **Level 1-3 Students:**

Go to learning systems 3.0 and create a dynamic quiz. This is an untimed quiz; you will clear all the selections then choose the selection to go with the assessment that was remediated on. Then scroll to the bottom and where it says 200 clear that and put in 25. Once that is done make sure you print your results and turn in with your assessment results.

### **Level 4 Students:**

Go to Board Vitals under the NCLEX prep tab and you will create a 25-question assessment there. You will make sure all the choices are cleared then select the area you are required to focus on for the assessment you are remediating on. Be sure to print your results and turn them in with your assessment results.

## **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 the NCLEX-PN exam. The benchmark for a student is to achieve a minimum of 90% predicted probability of passing (PPP) NCLEX-PN. The comprehensive predictor is scored with a raw score percentage as well as predicted probability of passing NCLEX-PN.

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

## **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 for a term of 12 weeks.** 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-PN exam. **In the event a student exceeds the 12-week time period it will be up to the student to pay for the reinstatement fees associated with the VATI Coach per ATI policy.**

**ATTENDANCE FOR ATI LIVE IS 100% MANDATORY!** A student must achieve **75% COMPLETION** on VATI prior to course completion or the student will fail the corresponding course.

### **CAPSTONE:**

At the start of your 4<sup>th</sup> quarter, you will start capstone review and you will complete different capstone modules each week. During these weeks you will earn up to **30** points each week equaling a total of **200** points for the capstone review. These points will then be added up and made into an **EXAM** grade for the respected course. **Failure to complete the assigned modules will result in a course(s) failure.**

**Please note that you cannot get access to VATI if you do not complete your Capstone which will result in a course failure.**

### **VATI (Virtual ATI):**

During VATI you will be working with an ATI coach each week and will be required to complete assessments and remediation. Each week you will earn up to **50** points each week equaling a total of **250** points that can be earned. These points will then be added up and turned into an **EXAM** grade at the **end of the 5 weeks** of VATI. **Understand that you must have a 75% completion of VATI modules before you can complete the course. Failure to complete all necessary VATI requirements will result in a course failure.**

**ATTENDANCE FOR ATI LIVE IS 100% MANDATORY! ATI LIVE counts as an EXAM grade for attendance and participation.**

**Students must achieve 75% on VATI prior to course completion or the student will fail the corresponding course.**

## **NCLEX-PN LICENSURE EXAM FEE POLICY**

Athena Career Academy will pay for a student's first attempt on the NCLEX-PN 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-PN exam.
- Student must take the NCLEX-PN exam within 30 days of receiving the “Green Light.”
- Student must take the NCLEX-PN 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.
- Student must achieve the “Green Light” prior to Athena Career Academy paying for the initial Pearson-Vue application fees.

If a student does not meet **ALL** of the above guidelines, the student is then responsible for their own NCLEX-PN exam fees.

## **CLASSROOM PROTOCOL**

It is expected that the student will be attentive and interactive in the classroom and laboratory settings. The Instructor reserves the right to run his/her classroom as he/she deems necessary and appropriate. The instructor reserves the right to remove any student who disrupts the normal conduction of his/her classroom activities. The instructor reserves the right to prohibit admittance into the classroom. The instructor reserves the right to set/implement his/her own break schedules and classroom rules.

## **PROFESSIONAL BEHAVIOR AND LANGUAGE**

### **Professional Behavior:**

Students are expected to demonstrate professional behavior at all times: in the clinical institutions, classrooms, laboratories, email correspondence, all areas on campus, and anywhere you are wearing your Athena uniform (Example: Restaurant, bank etc.) 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. Violations may be individually reviewed by the Director of Nursing Education 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 including email communication.

**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, legal action by the school, and/or dismissal from the program. 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. Students must maintain professional behaviors when communicating with instructors/administration in email communications.

**Other Possible Violations:**

Violations that can result in disciplinary action/program dismissal also include:

- Vulgar Language
- Communications that demonstrate disrespect including but not limited to of any individual or group based upon age, race, gender, ethnicity, or sexual orientation.
- Posting/emailing inflammatory or unflattering material about a fellow student, faculty, staff member, clinical site, or the nursing program.

**THEORY ATTENDANCE POLICY**

**PLEASE NOTE THAT THE CLASSROOM DOORS WILL BE CLOSED AT THE SCHEDULED START TIME AND ENTRY WILL NOT BE PERMITTED UNTIL THE NEXT BREAK.**

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, missed quizzes, in-class assignments, 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 will NOT admit students to the classroom after class has begun. You will 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 Director of Nursing Education 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 RULES**

- **BE ON TIME** for class; this doesn't mean walking in when class is set to start; it means being in your chair **"before"** the start time
- Students **MUST** treat the instructor and their peers with respect at all times
- When the instructor is talking; students are **NOT** permitted to talk
- Students are expected to carry themselves like respectful, professional adults at all times
- **NO FOOD** is allowed in the lab, computer rooms, or classrooms. If you are found in violation of eating in the room, you will receive a written disciplinary notice
- **One (1)** covered beverage is allowed in the lecture rooms.
- **DO NOT throw beverage containers in the trash that still contain liquid; in the event this is not followed this opportunity may be taken away**
- Children, family members, or personal friends are **NEVER** permitted to attend class or be on campus during your class time.
- *Be respectful of others. Keep your space clean and neat.* Push in your chairs when class is done

### **CLASSROOM SAFETY RULES**

- Horseplay and related acts are prohibited
- Students may not eat 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, earbuds, appliances, **CELL PHONES**, 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. There are **NO MAKE-UPS** allowed for quizzes regardless of the reason for absence.
5. If a student arrives late to class for a quiz; it is up to the instructor to grant permission for the student to enter the classroom; if the instructor grants permission the student will have **ONLY** the remainder of the time set by the instructor to complete the quiz. (The Director of Nursing Education will **NOT** over-ride the instructor's decision)
6. 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.

**PLEASE NOTE:** The Scan Tron "Bubble Sheet" is considered the final answer sheet. A student's actual exam/quiz paper is not considered part of the final answer sheet. In the event a student fails to complete ALL or a portion of their "Bubble Sheet", and the allotted time for completion of the quiz/exam has expired the "Bubble Sheet" will be graded as is and the student will not be permitted to continue.

**If a student arrives late to class for an exam;** the student will have **ONLY** 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 with proper supporting documentation submitted within (1) business day** and will result in a **10% deduction**. Failure to make up the test on the agreed make-up date/time will result in a "0" score. There will be no makeup tests given during regular scheduled class time. Missed exams must be made up on the next class day upon the student's return to campus.

**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** format. There will only be **(1) date and time** offered to make up the missed exam. In the event the student fails to attend or cancels a **ZERO** will be given for the missed exam regardless of the reason for cancellation. A student who arrives late for the make up exam will only have the remaining time permitted to take the exam.

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

Exams will not be reviewed until all students have tested.

### **SKILLS/SIMULATION LAB**

When included in a course, the skills/SIM 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 **two (2)** 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 **both** 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/SIMULATION LAB ATTENDANCE POLICY**

**PLEASE NOTE THAT THE CLASSROOM DOORS WILL BE CLOSED AT THE SCHEDULED START TIME AND ENTRY WILL NOT BE PERMITTED UNTIL THE NEXT BREAK.**

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. If a student is **TARDY** for his/her scheduled check off; the student will forfeit their first attempt for that scheduled skill and will receive an "**Unsatisfactory/Fail**" (U) mark. The student will have one (1) remaining opportunity to check off for that scheduled skill.

Please note instructors will **NOT** admit students to the classroom/lab after class has begun. You will be required to wait to enter the class until the next scheduled break and this time will be considered missed hours.

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

### **OPEN LAB HOURS**

Open lab hours are available by appointment only. Please email the Skills Lab Coordinator for assistance. Open lab is to be used for **PRACTICE** and **REMEDIATION 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. Please note failure to attend the scheduled make up lab day will result in a failing grade for the related course.

### **SKILLS/SIMULATION LAB POLICIES**

- Students must complete **100%** of Lab to pass the quarter.
- Students are **NOT** permitted to change check off order with another student.
- Students are **NOT** permitted to request a specific instructor for check offs.
- No eating or drinking is allowed in the lab
- **NO** sitting at the tables unless directed to do so by instructors
- **NO** studying other class materials during lab time
- All students are responsible for previously learned skills
- 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
- 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

### **ATI/COMPUTER STUDENT LAB/MEDIA CENTER**

Hands must be clean and dry before entering the ATI/Student Computer Lab and Media Center. **NO FOOD or BEVERAGES** are **ALLOWED**.

**A first offense will result in a written warning. Subsequent offenses will result in loss of use of the ATI/Student Computer lab/media Center.**

### **MANDATORY DRESS CODE FOR CLASSROOM/LAB/SIM/CLINICAL**

- Clean & wrinkle free Athena Uniform
- Clean White, Grey, Black, or Athena Blue Tennis shoes (NO clogs/slides/open backs, or slippers)
- A plain white, grey, black, or Athena Blue long/short sleeve T-shirt may be worn underneath Athena uniform
- Athena gear can be worn **ONLY** in the classroom/lab
- **NO SMART WATCH** is permitted in the classroom/lab/clinical
- **NO** hats of any kind may be worn in the classroom/lab/clinical
- **NO** Bandanas or Do-Rags may be worn in the classroom/lab/clinical
- **Headbands must be Athena colors either a solid blue, black, white, or gray. NO prints and no folded over Do-Rags used as a headband.**
- **NO** headphones or earbuds are permitted in the classroom/lab/clinical
- 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 during the entire length of the program.**
- Hands must be kept clean and infection control practices followed.
- 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 in the **CLINICAL/LAB AREAS**. Hair extensions, accessories, and styles must be conservative.
- **NO** false eye lashes in the lab or clinical settings
- **NO** tattoos may be visible in the clinical facilities
- Beards or mustaches, if worn, 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.
- **NO** blankets

### **DRESS DOWN DAY DRESS CODE**

- **NO** shorts

- **NO** flip-flops or open toe shoes
- **NO** tank tops
- **NO** jeans/pants with excessive/exposing holes
- **NO** pants that contain mesh/fish net materials that expose skin

**\*Special occasions will be announced per the Director of Nursing Education or President of the Company\***

### **Jewelry:**

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

- One plain, smooth metal ring band with no stones or ornamentation.
- A wristwatch with a second hand. No digital or Smart Watches are acceptable.
- Earrings must be small studs, only one earring per ear lobe. No hoop earrings and no jewelry may be worn in any other pierced facial, body, mouth; or tongue areas.

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 compliance. The student is responsible for missed time/materials.

### **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 Compliance manager to ensure all medical documents are current. All renewal documents are due by 5pm the day/evening before your next scheduled clinical rotation. Failure to renew required medical documents will result in not being permitted to attend a scheduled clinical rotation, which will 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.

**It is the student's responsibility to come to ALL clinicals prepared. In the event the instructor determines the student has arrived to clinical unprepared; the student will be sent home, and this will result in failing grade for the corresponding course. Supporting documentation of the infraction will be reviewed by the Director of Nursing Education.**

**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.**

**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 PN 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](mailto: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/stepparent and grandparents; parents/stepparents 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 PN Director of Nursing Education. Please note students must be flexible with hours and dates to accommodate required hours.**

***Calling a classmate to report your absence or tardy is not permitted.***

### **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. All students will receive a clinical mid-term report. In the event the student is placed on mid-term warning; the student will be educated by the instructor with a plan of correction and expectations to achieve a satisfactory/pass. A student may be required to complete remediation in the areas that he/she is showing unsatisfactory.

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

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.

### **EVALUATION OF PN PROGRAM**

The Athena Career Academy PN 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/APPEALS PROCESS**

Within the PN Program, the term "*grievance*" is defined as a dispute between a student and the PN Program regarding the interpretation, application of, or compliance with any provision of the ATHENA CAREER ACADEMY policies or procedures. **PLEASE NOTE THAT GRADES EARNED IN A COURSE ARE NOT GRIEVABLE.** 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.

**Please note all communications regarding the grievance must come directly from the student. No other individuals or parties will be acknowledged by Athena's faculty, staff, or administration.**

**Step 1:** The grieving student discusses the concern with the faculty, staff member, or administration, who is involved with the issue to arrive at a mutually agreeable solution. The discussion must be held within **two (2)** working days of the occurrence.

**\*In the event the student is dismissed from the program please proceed to step 3\***

**Step 2:** If after meeting with the involved faculty, staff member, or administration and there is not resolution found, the student can then **email** the Director of Nursing Education to set up a meeting to discuss the grievance.

**\*In the event the student is dismissed from the program please proceed to step 3\***

**Step 3:** If the grievance is unresolved after **Step 1 & 2**, the student may further pursue the grievance process by submitting an email to (ARC@Athenacareers.edu) the Academic Review Committee within **five (5)** working days from the completion of **Step 1 & 2**

- 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 President 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 **two (2)** working days.
- The grievance will be considered resolved.

**Step 4:** 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 and/or The Council on Occupational Education 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 Council on Occupational Education, 840 Roswell Rd, Bldg. 300, Ste. 325, Atlanta, GA 30350, Phone 800-917-2081, website: <https://council.org>
- The time limits set forth in the above procedure may be extended by mutual agreement of the Academic Review Committee and the student.

\*\* Please note that as a student of Athena Career Academy you are an adult learner. In the event that a grievance, concern, or issues arise, it is the student's responsibility to communicate with the instructors and administration for assistance and clarification to the matter. It is at the discretion of the Director of Nursing Education and Athena's Administration to speak with the student's parent(s) or other individuals listed on their Family Educational Rights and Privacy Act form (FERPA).

## 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 or verbally discuss the situation with the Director of Nursing Education and include the reason(s) for request and required documentation to substantiate the request to the Director of Nursing Education. Supporting documentation must be provided within 72 business hours of request for leave of absence or the request will be denied.
- The Director of Nursing Education will review each individual case and will determine if there is a reasonable request for a leave of absence. **Please note that financial hardship is not grounds for a leave of absence.** The findings will be reported to the student via email.
- 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 unequivocal 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. Supporting documentation must be supplied when applicable.
- 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**

Students are eligible for graduation from ATHENA CAREER ACADEMY PN 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 and for those students that receive loans under the Direct Loan Program; online Exit Counseling at studentloans.gov must be completed
- Return FOB (Door entry card)

## **SWITCHING BETWEEN PROGRAMS**

Athena Career Academy *will not permit* students to switch from day PN Program to night PN Program or night PN Program to day PN Program.

## **WITHDRAWAL**

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

- 1) Meet/Speak with the Director of Nursing Education to discuss circumstances and options for returning;
- 2) Meet/email with someone from Financial Aid or the Business Office

## **CODE OF STUDENT CONDUCT**

Students are expected to maintain respectful and professional behaviors at all times in the classroom, lab, clinical areas, email communication, 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 found in violation of the code of student conduct, a student may immediately receive a failing grade for the courses that he/she is currently attending or the student may be permanently dismissed from the program depending on the severity of the infraction. 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.

**Each offense will be reviewed by the Director of Nursing Education. In the event the infraction is severe in nature failure of the course and/or dismissal of the program may immediately occur at the discretion of the Director of Nursing Education.**

## **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. In the event a student has violated this policy, the student will be permanently dismissed from Athena Career Academy. The severity and evidence of the infraction will be reviewed by the Director of Nursing Education prior to the student dismissal.

## **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 National Association of Practical Nurse Education and Services, Inc. (NAPNES)* reflect the high ideals expected of the practical nurse and students.

Unethical conduct is any behavior that violates the NAPNES Standards of Practice. For ATHENA CAREER ACADEMY PN Program, such behavior includes, but is not limited to, threatening faculty, administration, or staff, refusing to speak when spoken to, engaging in inappropriate emails, taunting/antagonizing peers, faculty, administration, or staff, threatening to cause bodily or structural harm to faculty, peers, administration, staff, or the structure of Athena, 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, causing Athena to lose a clinical site, and providing care outside the scope of practice for licensed practical nurses. A student who displays unethical conduct will be permanently dismissed from Athena Career Academy.

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. A student who displays undesirable behaviors/attitude will be permanently dismissed from Athena Career Academy.

## **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](#) and division (B)(21) of section [4723.28](#) of the Revised Code for a practical nurse;
- (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 or alongside the building** of the 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. **Please refrain from smoking prior to clinical rotations to avoid smelling like smoke. Facilities and Instructors have the right to remove you from the clinical setting if this is violated. A failing grade may result in missed materials and time.**

### **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 8am until 5pm. It is a student's responsibility to inform family members/childcare providers of their clinical sites phone number in the event of an emergency. **Students who continuously violate this policy will receive disciplinary warnings and will forfeit their right to have their cell phone in the building of Athena Career Academy for the duration of the quarter they are in. Upon losing their cell privileges, if the student is found to have their cell phone in the building, they will be dismissed from the program for violation of student conduct.**

**\*\*Designated cell phone area is the student lounge/cafeteria only! NO cell phone usage in the hallways or classroom during break time\*\***

### **LAPTOPS/ELECTRONIC DEVICES/EARPHONES/VOICE RECORDING**

Laptops, electronic devices, and earphones/buds (including any recording devices) **ARE NOT** permitted in the classroom, labs, or clinical sites. In the event a student is caught recording in the classroom/lab/or clinical setting the student will be immediately dismissed from the program.

Please note that it is against Athena Career Academy's policy to record an instructor, staff member, or management without their knowledge. In the event a student records conversation during class, or during a private meeting the student will be dismissed from the program for violation of this internal policy.

### **TRANSPORTATION**

Students are responsible for obtaining their **OWN** transportation to the school and to the affiliating agencies used for clinical experiences. **Carpool requests are NOT granted.** Please note that there may be extensive travel for clinical rotations. **NOTE: Extensive travel may be required for certain clinical facilities.**

### **STUDENT ID/SECURITY FOB**

Each student is provided with a student ID and security fob on their first day of their enrolled program. In the event that the student loses either, please alert the receptionist as soon as possible so that Athena can take appropriate action to deactivate your security fob. The cost to replace your student ID is \$5.00 and a replacement security fob is \$25.00. The student is responsible for replacement fees and replacements will be issued upon receipt.

**\*\*Please Note:** Student ID's and FOBS can take up to 24 hrs. to complete once notified and payment is received.

### **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. School closings are based on Ohio weather. Students are responsible to check their Athena email for updated emails related to closures.

### **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.

### **ELGIBILITY OF LICENSURE**

In order to take the examination to become a Licensed Practical 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. The Ohio Board of Nursing has the authority to determine eligibility for licensure. (See Criminal Record Policy)

### **ESTIMATED LICENSURE FEES**

PN-NCLEX (*Ohio or Michigan*):

Athena pays for first attempt if all requirements are met. Subsequent attempts (student pays)  
Please see the Ohio/Michigan boards of nursing for current fees.

RECORDS CHECK PRIOR TO STATE EXAM (*Ohio or Michigan*) (Paid by student) ACA offers BCI/FBI for \$60; Students must background check in the same state they are taking the NCLEX examination.

APPLICATION FEE (*Ohio*) (Athena pays initial fee after all requirements are met) Fee structure per the boards of nursing

APPLICATION FEE (*Michigan*) (Athena pays initial fee after all requirements are met) Fee structure per the boards of nursing

### **PROGRAM RECORDS**

The Director of Nursing Education maintains all student academic records. The maintenance of individual student records is initiated with the student's official application to the PN Program and continues throughout all the student's activity within the context of the PN Program. Student Services will maintain all necessary student records for the Department of Education, Council on Occupational Education, and the State of Ohio Board of Career Colleges and Schools; while the PN Director of Nursing Education 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 cabinets located at Athena Career Academy, 5203 Airport Highway, Toledo, Ohio 43615. Upon graduation a student's academic file will contain their transcript only.

## **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, cellphone, 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 criminal 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 Director of Nursing Education with respect to discipline and/or program termination.

The applicant is encouraged to reach out to ACA's compliance manager 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:

- If at a clinical rotation the student must secure safe transportation back to Athena Career Academy for an immediate drug screen. Communication of departure time will be communicated to campus to ensure timely arrival.
- Provide a drug/alcohol screen at student's expense

No student will be allowed to return to campus or the clinical setting without 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, obtain emergency first aid care from the facility as per protocol, and complete the required forms for variance according to facility 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 PN program are covered under Athena's Professional liability insurance policy while engaged in scheduled student activities.

### **EMERGENCY MEDICAL FORMS**

All PN 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 PN 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 student 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 Director of Nursing Education 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 class/labs/clinical.

## **EXCERPTS FROM THE OHIO BOARD OF NURSING DOCUMENTS**

### **SCOPE OF PRACTICE OF THE LICENSED PRACTICAL NURSE**

The Licensed Practical Nurse (LPN) shall maintain current knowledge of the duties, responsibilities, and accountability for safe nursing practice. The LPN shall demonstrate competence and accountability in all areas of practice in which the nurse is engaged. The LPN provides consistent performance in all aspects of direct nursing care for an individual in the context of the family who is generally stable with acute and chronic, common, well-defined health problems with predictable outcomes. The LPN provides nursing care that is consistent with his/her scope of practice, education, and skill at the direction of a licensed physician, dentist, podiatrist, optometrist, chiropractor, or registered nurse. The LPN participates in health promotion, maintenance, and restorative care of the individual. This care may consist of special tasks if the LPN has had additional training and is under direct supervision. The scope of practice for the LPN, whether newly licensed or experienced, is indicated in section 4723.01(E) and (F) of the Ohio Revised Code and is as follows:

Licensed Practical Nurse means an individual who holds a current, valid license issued under this chapter that authorizes the practice of nursing as a licensed practical nurse. The practice of nursing as a licensed practical nurse means, providing to individuals and groups nursing care requiring the application of basic knowledge of the biological, physical, behavioral, social, and nursing sciences at the direction of a licensed physician, dentist, podiatrist, optometrist, chiropractor, or registered nurse. Such nursing care includes:

- Observation, patient teaching, and care in a diversity of health care settings.
- Contributions to the planning, implementation, and evaluation of nursing.
- Administration of medications and treatments authorized by an individual who is authorized to practice in this state and is acting within the course of the individual's professional practice, except that administration of intravenous therapy shall be performed only in accordance with section 4723.17 of the Revised Code. Medications may be administered by a licensed practical nurse upon proof of completion of a course in medication administration approved by the Board of Nursing.
- Administration to an adult of intravenous therapy authorized by an individual who is authorized to practice in this state and is acting within the course of the individual's professional practice, on the condition that the licensed practical nurse is authorized under section 4723.17 or 4723.181 of the Revised Code to perform intravenous therapy and performs intravenous therapy only in accordance with those sections.

## **STANDARDS OF COMPETENT PRACTICE AS A LICENSED PRACTICAL NURSE**

- A. A licensed practical nurse shall function within the scope of practice of nursing for a licensed practical nurse as set forth in division (F) of section 4723.01 of the Revised Code and the rules of the board.
- B. A licensed practical nurse shall maintain current knowledge of the duties, responsibilities, and accountabilities for safe nursing practice.
- C. A licensed practical nurse shall demonstrate competence and accountability in all areas of practice in which the nurse is engaged which includes, but is not limited to, the following:
  - 1. Consistent performance of all aspects of nursing care; and
  - 2. Appropriate recognition, referral or consultation, and intervention, when a complication arises.
- D. A licensed practical nurse may provide nursing care in accordance with division (F) of section 4723.01 of the Revised Code which is beyond basic preparation for a licensed practical nurse provided:
  - 1. The nurse obtains appropriate education which 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 (0)(2) of this rule;
  - 4. When the nursing care to be provided is in accordance with division (F)(3) of section 4723.01 of the Revised Code, the nurse has a specific current valid order or direction 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 licensed practical nurse shall, in a timely manner:
  - 1. Implement any order or direction for a client unless the licensed practical 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 client; or
    - e) Contraindicated by other documented information; and
  - 2. Clarify any order or direction for a client when the licensed practical 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 client; or
    - e) Contraindicated by other documented information
- F. When clarifying an order or direction, the licensed practical nurse shall, in a timely manner:
  - 1. Consult with an appropriate licensed practitioner

2. Notify the prescribing practitioner when the licensed nurse makes the decision not to follow the direction or administer the medication or treatment as prescribed
  3. Document that the practitioner was notified of the decision not to follow the direction 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 client.
- G.** A licensed practical nurse shall, in a timely manner report to a consult as necessary with other nurses or other members of the health care team and make referrals as appropriate.
- H.** A licensed practical nurse shall maintain the confidentiality of client information obtained in the course of nursing practice. The licensed practical nurse shall communicate appropriate client information with other members of the health care team for health care purposes only.
- I.** To the maximum extent feasible, identifiable client health care information shall not be disclosed by a licensed practical nurse unless the client has consented through a properly executed release to the disclosure of identifiable client health care information. A licensed practical nurse shall report individually identifiable client information without written consent in limited circumstances only, and in accordance with an authorized law, rule, or other recognized legal authority.
- J.** When a licensed practical nurse is directed to observe, advise, instruct, or evaluate the performance of a nursing task, the licensed practical nurse shall use acceptable standards of safe nursing care as a basis for that observation, advice, instruction, teaching, or evaluation and shall communicate information which is consistent with acceptable standards of safe nursing care with respect to the nursing task.



## **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](https://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”.

## **Undergraduate Entrance Counseling, Annual Student Loan Acknowledgment, and the Master Promissory Note (MPN) for Federal Student Loans**

Online **ENTRANCE COUNSELING** and completing **LOAN ACKNOWLEDGMENT** is required before you can receive your first Direct Subsidized Loan, or Direct Unsubsidized Loan as an Undergraduate, or your first Direct PLUS Loan as a parent borrower. Both requirements can be completed at [StudentAid.gov](https://studentaid.gov) (**Complete Aid Process**). The **MASTER PROMISSORY NOTE (MPN)** is a legal document in which you promise to repay your loan(s) and any accrued interest and fees to the U.S. Department of Education. It also explains the terms and conditions of your loans(s). Complete the MPN at [StudentAid.gov](https://studentaid.gov) (**Complete Aid Process**).

## **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](http://www.studentloans.gov). You will need your FSA ID to log in.

### **Other Programs**

The following specialized programs are also available: Athena Nursing Clinical Partnership Grant, Athena Alumni LPN to RN Completion Grant, Athena Employee Dependent Grant, HPOG (Health Profession Opportunity Grant), Lucas County Workforce Development Agency and Michigan's Workforce Development System. Funding through these agencies (Local Job and Family Services) is limited; apply as early as possible. Local service clubs, businesses, churches, and community groups may offer some assistance.

Athena Nursing Clinical Partnership 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 an active employee of said clinical site (employment verification required for each award cycle) and said clinical site must be under contract with Athena Career Academy.
5. Grant is for new enrollments only (new students to the program).

Athena Alumni LPN to RN Completion Grant:

1. Recipient must meet all admission requirements as set forth in the student handbook.
2. Recipient must be enrolled with Athena Career Academy prior to application.
3. Recipient must meet the standards of academic progress as outlined in the student handbook.
4. Recipient must be a graduate of Athena Career Academy's Practical Nursing program.

For more information about the funding programs listed above, please see an Admissions/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 due on the 20<sup>th</sup> of every month.** A \$15.00 late fee will be applied to all payments made after the due date.

## **Satisfactory Academic Progress**

### **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 PN Program:

- At the point when the student has completed 451 clock hours and 15 weeks of instruction
- At the point when the student has completed 901 clock hours and 29 weeks of instruction
- At the point when the student has completed 1101 clock hours and 33 weeks of instruction

All in accordance with this Satisfactory Academic Progress Policy and other school published policies and procedures.

The PN Program academic year consists of 12 months of instruction for students enrolled in the day schedule and an average of 35-40 clock hours per week. The evening schedule for the PN program consists of 16 months of instruction and an average of 25-20 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 PN 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 met 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.

Financial Aid Manager 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 Financial Aid Manager 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 withdraws or stops attending 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.

*The information presented here will be helpful as you progress through the PN 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.*



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Appendix A  
PROFESSIONALISM GUIDELINES

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



**ATHENA CAREER ACADEMY**  
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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: **JUNE 2021.**

*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.*

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STUDENT SIGNATURE

DATE

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SCHOOL OFFICIAL SIGNATURE

DATE