

ATHENA CAREER ACADEMY

Nursing Education Student Handbook

(Practical Nursing & LPN to RN Programs)

2023-2024

School Registration Number 10-09-1943T

Athena Career Academy
5203 Airport Hwy.
Toledo, OH 43615
(419)-472-1150
www.athenacareers.edu



Welcome to the Athena Career Academy (ACA)

Congratulations on your acceptance into Athena Career Academy. We are excited to be a part of your journey towards your nursing career. Your nursing education will be both challenging and rewarding. You will be expected to actively engage in the learning process here at Athena, through a variety of learning experiences that are designed to prepare you for your career in the nursing field. The nursing program in which you are enrolled will require you to devote a considerable amount of time and commitment to your studies to be successful. It will be essential that you find ways to balance and manage your time to allow for sufficient study time outside of the school day, class, simulation laboratory, and clinical attendance.

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

Sincerely,

Dr. Donna Stevens DNP, MSN, BSN, RN
Director of Nursing Education

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ATHENA CAREER ACADEMY NURSING PROGRAM(s)

MISSION STATEMENT

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

VISION STATEMENT

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

NURSING PROGRAM(s) PHILOSOPHY

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

Athena Career Academy also provides the necessary knowledge, skills, 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 and LPN to RN Program deliver an organized, goal-directed learning process by which knowledge, skills, and professional behaviors that are 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 Career Academy, 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 nursing diagnoses as well as implementation and evaluation of nursing actions. Our graduates will be able to collaborate with members of healthcare teams professionally and appropriately. 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 and/or Registered Nurse.

CONCEPTUAL FRAMEWORK

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

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

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

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

ACCREDITATION AND LICENSURE

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

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

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

[NCLEX-PN](#)

To obtain permission to sit for the NCLEX-PN licensure exam. Athena Career Academy's PN program will provide prospective graduates with information regarding application to the Ohio Boards of Nursing/NCSBN/Pearson Vue. Information regarding application for licensure, if the graduate chooses to test and be licensed in a state other than Ohio, 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).

[NCLEX-RN](#)

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

be able to schedule the NCLEX-RN examination with the testing center. (See graduation requirements for additional information)

FACILITIES

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

ACADEMIC 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 a hard copy of the Nursing Education Student Handbook at orientation and the student will sign acknowledgement of required policies contained within this handbook. Electronic copies of the handbook available on the Athena website as well. Please note that the Nursing Education Student Handbook overrides any policy stated in the campus policies and procedures manual.

PRE-REGISTRATION COSTS*

**Pre-Registration Costs are non-refundable*

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

PROGRAM COSTS

Practical Nursing Program

Registration Fee	\$120.00
Books, Uniforms, Supplies, & Lab Fees*	\$1845.00
Tuition	\$22,000.00
Total Program Costs	\$23,965.00
*All books, uniforms, and supplies must be purchased through Athena Career Academy	

LPN to RN Program

Registration Fee	\$120.00
Books, Uniforms, Supplies, & Lab Fees*	\$1540.00
Tuition	\$23,000.00
Total Program Costs	\$24,660.00
*All books, uniforms, and supplies must be purchased through Athena Career Academy	

GRADUATION COSTS

All graduates will receive their official student-issued transcript and Diploma via US Mail once students have satisfied all the graduation/completion requirements and have no holds on their account. Commencement Fee for graduates wishing to participate is \$150.00 (for *more information on page 45*)

ADMISSION POLICIES (Both PN and LPN to RN Programs)

All persons admitted into Athena Career Academy's Nursing Programs must meet the following criteria for admittance **along with the specific enrolling programs** admission requirements.

1. Must be 18 years of age at time of enrollment
2. Complete an informational session with the Admissions Department
3. Complete an online State of Ohio Disclosure Course (info/link provided by admissions dept.)
4. Submit a copy of High School or GED transcript. High School transcripts must have students full name, graduation date, and school official signature (if possible). Foreign transcripts must be evaluated prior to enrollment by an accredited agency.
5. Provide a copy of valid Government Identification and Social Security Card (BOTH must be students legal name)
6. If applicable; Citizenship requirements include I94 card with date of entry, current passport, and proof of alien registration number.
7. Valid and Current American Heart Association BLS Healthcare Provider CPR. (NO ONLINE COURSES are accepted)
8. Complete an Athena Pre-Admissions Health Form that is signed and dated by physician or qualified medical representative without limitation, restrictions, and free of communicable disease.
9. All students enrolling into a nursing program (PN and LPN to RN) must complete and pass a drug screen, completed at Athena Career Academy. *Should a prospective student test positive they can schedule an appointment to come back to retest at Athena Career Academy, the appointment must be at least 24 hours from the original test. If the person tests positive again they will be ineligible to enroll in the upcoming program's start date and will need to wait until the next scheduled program's start date and restart the enrollment process if they choose.*
10. 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.
11. Provide immunizations records, which include:
 - Current 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, or QuantiFERON-TB-Gold.
 - 2-MMR, 1-Varicella, 3-Hepatitis B series/waiver and/or Titers verifying immunity, and current Tetanus.
 - Students will be responsible for completing any immunizations/boosters required by clinical sites. (Examples: Flu vaccine/Pneumococcal/Coronavirus vaccine)
 - ALL health records must be turned in before a student can enroll into the program
12. Complete an individual meeting with a financial aid administrator for funding/payment arrangements
13. Complete an Application for Enrollment
14. Sign a Program Enrollment Agreement
15. Attend student orientation prior to start of program

**If at any time during the admissions/enrollment process a prospective student becomes belligerent, deceptive, or mistreats any staff, faculty, Athena Career Academy has the right to refuse enrollment into the nursing program(s) for violation of the code of conduct.*

LPN TO RN PROGRAM ADDITIONAL ADMISSION REQUIREMENTS

1. Submit a copy of **official** Practical Nurse Transcript for evaluation/review
2. Must have a valid unencumbered Ohio Practical Nursing License or an Unencumbered Multi-State Practical Nursing License issued by the state Board of Nursing in which the student permanently resides. Licensure will be verified by Director of Nursing Education

STUDENT AVAILABILITY POLICY

Students enrolled in DAY programs are expected to be available Monday through Friday from 6:30am until 5pm. Students enrolled in EVENING programs are expected to be available Monday through Friday from 5pm until 11pm. Day students may have to complete necessary clinicals in the evening hours and/or weekends; Evening students may have to complete necessary clinicals in the day hours and/or weekends. Every attempt will be made to avoid disruptions of program hours but sometimes it is unavoidable. All students will be given as much advanced notice as possible of any hour changes.

CHANGE IN PROGRAM POLICIES

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

FAILED CLASS POLICY

Upon a student failing a course, the student will be notified by their faculty 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. 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 for completing 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 academic dishonesty, and the student will be dismissed from the enrolled nursing program.

If the student fails any one course twice the student will be dismissed from the program and not permitted to retake the failed course for a third time. The student may reapply and restart the program in its entirety as a new student. If the student wishes to restart the program, they may contact the admissions department.

If the student decides to withdraw from the program, the student must contact the Director of Nursing Education via email. 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)

PROGRESSION/READMISSION

In the event, a student has been inactive in the program for six (6) months or longer they must begin the PN and/or LPN to RN program from the very beginning. At the discretion of the Director of Nursing Education any student who has been inactive for any portion of the program may be required to complete a skills remediation with the skills lab coordinator prior to returning.

All students returning to Athena Career Academy 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 BCI/FBI background check, Drug Screen, and any necessary updated health requirements for readiness.

Students who have been enrolled in the PN and/or LPN to RN program and withdrew in appropriate academic standing may be readmitted on a space-available basis. The student must meet with the admissions department and financial aid department for evaluation of space available and meet any requirements that may be required for readmission. Due to rapid changes in the nursing profession, the Director of Nursing Education reserves the right to assess the nursing knowledge and skills of anyone who has withdrawn from the program. Students who leave the program because of poor physical and/or mental health must contact the Director of Nursing Education prior to returning and may be required to obtain written verification from a professional health care provider of his/her ability to continue in the program.

The student who earns a final grade of less than 75% "C" will not be permitted to progress in the program without repeating the course. Students must achieve a 75% or better in the theory portion of the course and satisfactorily pass the clinical portion of the course in order to successfully pass. In the case of sequenced nursing courses, this will typically require stepping out until the course is offered again. The student should contact the Director of Nursing Education as

soon as possible. Arrangements need to be made if the student wishes to retake the course. The time and place of readmission shall be the decision of the entire faculty.

1. Any student requesting to repeat any part of the program after a six (6) month period must repeat the entire program.
2. Any course successful completion (75% or better) will be credited within a 6-month time frame before a repeat of the courses would be required for readmission into the program.
3. Any changes in curriculum may necessitate repetition of the entire course and/or program regardless of the time frame.
4. Each student is considered individually for readmission. The Director of Nursing Education and faculty will assess the student's preparedness to re-enter the curriculum.
5. A student who withdraws in the middle of a course will not get credit for any portion of the course completed and must repeat the course after being readmitted.
6. After two (2) separate admissions to the program, the student will no longer be eligible to reapply.
7. Any student who passes the clinical portion and achieves less than a 75% "C" in the theory portion of the course will fail the course.
8. Any student who fails the clinical portion and passes the theory portion will fail the course.
9. A minimum grade of 75% must be maintained to progress through the PN and/or LPN to RN program nursing courses.

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 transfer credits from other institutions for students enrolling and/or enrolled into the Practical Nursing Program.

Students enrolled in the PN and/or LPN to RN Program may transfer credits earned in the PN and/or LPN to RN Program into one of Athena Career Academy's Allied Health Programs after review of transcript by the Allied Health Director. Students in the PN and/or LPN to RN 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 either nursing program at Athena Career Academy.

ADVANCED STANDING/TRANSFER STUDENT

There will be no courses considered for transfer credit into the Practical Nursing Program.

The LPN to RN Program allows for each advanced placement applicant to be considered on an individual basis and they must meet all of the admission criteria. The only course considered for transfer coursework that is comparable to the LPN to RN Program Transition course includes hours and content objectives. The Director of Nursing Education will review the official prospective student's academic transcript and course syllabi to determine if the coursework meets or exceeds the requirement of Athena Career Academy's LPN to RN Program. The student must have achieved a "C" or better in the coursework for consideration. This review must occur prior to official acceptance into the program.

TRANSFERABILITY OF CREDIT

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

COLLEGE CREDIT FOR MILITARY SERVICE

The Athena Career Academy 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/>. U-Lifeline is free to all college students and is available 24/7. Text start to 741-741 or call 1-800-273-TALK. Students who do not reside in Ohio are encouraged to seek services in their area. 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 their faculty for a discussion of the issue and for guidance in correcting the academic problem. Faculty who identifies 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 development assistance.

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

- Preparation of resumes and letters of introduction
- Interviewing techniques
- Job referrals by the Career Services Coordinator

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

LETTER OF RECOMMENDATION

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

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

The letter will be signed by the faculty member who generated the letter and reviewed by the Director of Nursing Education.

ACADEMICS (PN and LPN to RN Programs)

Grading Policy

Letter grades are awarded, based on a percentage scale (*see below*). Students will be evaluated periodically by course faculty with midterm evaluations. 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.

The nursing program faculty use a standard scale to determine letter grades. The final grade earned is contingent upon satisfactory completion of the theory and clinical experience, if applicable. At times, content from previous courses will be tested in subsequent courses. Any score in question as to accuracy must be challenged within 1 (one) week from the time the score has been posted. After that time, grades will be recorded as final and cannot be challenged. Grades are computed as a percentage; then the percentage is converted to a letter grade using this scale:

Please note faculty is given a complete **(72) “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).

Final 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%. This does not apply to any other grade except the final grade for the course after everything is entered into stars.

Clinical/Lab

Satisfactory= PASS(P)

Unsatisfactory= Fail(F)

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. Readmitted students must achieve 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, course outlines, ATI components, learning activities, 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. (Please see Failed Class Policy) All credits attempted are calculated in the maximum timeframe for completion.

ONLINE LEARNING

In the event classes are online; students will receive guidelines/rules/expectations outlined and posted in Google Classroom.

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 faculty and each student will sign/date acknowledging due dates/times.

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

As students progress through Athena Career Academy Practical Nursing Program and/or LPN to RN Program, they will be required to take a series of standardized tests. The exams are administered for the purposes of assessing students' mastery of core nursing content and to prepare students to be successful on the NCLEX-PN and/or NCLEX-RN. Used as a comprehensive testing program, the proctored and non-proctored computer-based exams help learners identify areas that need more study. The ATI Testing Service allows students to focus their review and remediation efforts, thereby increasing their confidence and familiarity with the NCLEX- PN and/or NCLEX-RN content.

What does ATI offer?

- Assessment Technologies Institute (ATI) offers an assessment driven comprehensive review program designed to enhance student NCLEX success
- The comprehensive ATI review program offers multiple assessment and remediation activities. These include assessment indicators for academic success, critical thinking, and learning styles. Additionally, online tutorials, online practice tests, and proctored tests are provided and span major content areas in nursing. These ATI tools, in combination with the nursing program content, assist students to prepare effectively, helping to increase their confidence and familiarity with nursing content.
- ATI Orientation resources such as the ATI Plan can be accessed from "My ATI" tab. It is highly recommended that you spend time navigating through these orientation materials.

Tutorials

ATI offers unique Tutorials that are designed to teach nursing students how to think like a nurse, how to take a nursing assessment, and how to make sound clinical decisions. Nurse Logic is an excellent way to learn the basics of how nurses think and make decisions. Learning System offers practice tests in specific nursing content areas that allow students to apply the valuable learning tools from Nurse Logic. Features such as a Hint Button, a Talking Glossary, and a Critical Thinking Guide are embedded throughout the Learning System tests to help students gain an understanding of the content

Review Modules/eBooks

ATI provides Review Modules in physical & eBook formats that include written and video materials in key content areas. Students are encouraged to use these modules to supplement course work and reading. Faculty may assign chapter reading either during a given course and/or as part of active learning/remediation following assessments.

Assessments

There are practice assessments available for students as well as standardized proctored assessments that may be scheduled during courses. These assessments will help the student to identify what they know as well as areas requiring remediation called Topics to Review.

Focused Reviews/Active Learning/Remediation

Active Learning/Remediation is a process of reviewing content in an area that was not learned or not fully understood (as determined on an ATI assessment). Remediation tools are intended to help the student review important information to be successful in courses and on the NCLEX®. The student's individual assessment report will contain a listing of the Topics to Review. It is mandatory to remediate using the Focused Review after completion of any practice/proctored tests, which contains links to ATI eBooks, media clips, and active learning templates.

The faculty has online access to detailed information about the timing and duration of time spent in assessments, focused reviews, and tutorials by each student. Students can provide documentation that required ATI work was completed using the “My Transcript” feature under “My Results” of the ATI Student Home Page or by submitting written Remediation Templates as required.

Keeping Track of Remediation and Receiving Credit:

It is the student’s responsibility to keep track of their remediation. It is recommended that each student keep a binder designated to ATI exams and remediation forms. Each ATI exam and material should be organized by dividers. The student should keep copies of the Active Learning Templates completed for remediation to show proof to the faculty to receive credit. The Active Learning Templates can be utilized throughout the curriculum as learning tools. The Active Learning Templates must be handwritten.

After the proctored ATI exam is given and all remediation is complete the student should give the faculty copies of all material to place in the student’s file. Only after the student gives the faculty copies of the material will the student receive their grade for ATI testing

ATI Grading and Point Values

In each course, the ATI points will be worth 5% of the course grade.

Comprehensive Predictor Exam

The benchmark score for the Comprehensive Predictor Exam is 90% predicted probability of passing NCLEX. If the student does not achieve a 90% predicted probability on the Comprehensive Predictor Exam on the first attempt, the student will be required to spend a minimum of 3 hours in ATI remediation. On the second attempt, if the student does not achieve a 90% predicted probability on the Comprehensive Predictor Exam, the student must spend a minimum of 3 hours in ATI remediation and submit a remediation plan, including strengths and weaknesses. Students will be given time by the Nursing Faculty to complete the remediation hours and plan. The highest Exam grade of the two attempts will be recorded.

Students who achieve a 90% predicted probability on the Comprehensive Predictor Exam on the first attempt may repeat the exam but are not required to remediate. The highest Exam grade of the two attempts will be recorded.

Students will not be permitted to take ATI exam(s) unless remediation time and plan are submitted. Failure to submit time and plan could result in a Failure for the course grade.

ATI Conversion Scale for the Comprehensive Predictor Exam grade is as follows:

99-96% predicted probability = 95 exam grade

95-90% predicted probability = 85 exam grade

Less than 90% predicted probability (remediation required) = 75 exam grade

ATI Proctored Exams

The benchmark score for the ATI Exams is Level 2. If the student does not achieve a Level 2 on the Exam the student will be required to complete remediation. The student must spend a minimum of 3 hours in ATI remediation including strengths and weaknesses. Students will be given a time period of one (1) week to complete the remediation hours. The Exam grade will be recorded after the remediation is completed.

ATI Conversion Scale for all Proctored Exam grades are as follows:
 Proficiency Level Less than 1 = 65 exam grade (remediation required)
 Proficiency Level 1 = 75 exam grade (remediation required)
 Proficiency Level 2 = 85 exam grade (remediation required)
 Proficiency Level 3 = 95 exam grade (remediation required)

Students will not be permitted to take ATI exam(s) unless remediation time and plan are submitted. Failure to submit time and plan could result in a Failure for the course grade.

Students will be required to submit three hours in ATI remediation focused review, based on their weaknesses. The remediation plan must be approved by the faculty. If approval is not obtained by the end of the course, the student will receive a Failure in that course and will have to repeat the course.

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.

ATI GRADING

All assignments are due by the start of class on the due date, no exceptions. Each tutorial assignment is worth a total of 100 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.

Time Requirement 30 – 60 Minutes	Score Requirement (80%)
50 points	50 points

PRACTICE ASSESSMENT ASSIGNMENTS

Possible points are detailed in 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 grade.

ATI Assigned Practice Assessment	Remediation See below for remediation instructions	Total Possible Points
Scored 85-100% (40 points)	Complete Remediation (60 points)	100 pts. (100%)
Scored 75-84% (30 points)	Complete Remediation (60 points)	90 pts. (90%)
Scored 65-74% (20 points)	Complete Remediation (60 points)	80 pts. (80%)
Scored 55-64% (10 points)	Complete Remediation (60 points)	70 pts. (70%)
Score below 55% (5 points)	Complete Remediation (60 points)	65 pts. (65%)

Remediation will be required as assigned by Faculty.

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, students will be assigned a VATI personal coach. This VATI Coach will work with students for a term of 12 weeks. Student will complete all weekly assignments, as directed by his/her VATI Coach. Students should receive a “Green Light” from their VATI Coach, indicating readiness, before taking the NCLEX-PN and/or NCLEX-RN 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

CAPSTONE

At the start of your 4th quarter, you will start capstone review and you will complete different capstone modules each week. During these weeks you will earn points each week for the capstone review. These points will then be added up and given a grade for the respected course.

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

Please note if Proctorial 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 faculty will notify you ahead of time if this is necessary.

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 points toward your course grade.

Failure to complete all necessary VATI requirements may result in a course failure.

****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 and/or LPN to RN program for academic dishonesty**

CLASSROOM PROTOCOL

It is expected that the student will be awake, attentive, and interactive in the classroom and laboratory settings. The faculty reserve the right to run their classroom as they deem necessary and appropriate. The faculty reserves the right to remove any student who disrupts the normal conduction of their classroom activities. The faculty reserves the right to prohibit admittance into the classroom due to tardiness. The faculty reserves the right to set/implement their own break schedules and classroom rules.

PROFESSIONAL BEHAVIOR AND LANGUAGE

Professional Behavior:

Students are expected to always demonstrate professional behavior: 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, 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. (See Appendix A & B)

Classroom:

It is expected that all students will be sitting upright and fully participating in the classroom and laboratory settings. The faculty 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 always maintained, 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 with 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 faculty/administration in email communications.

Students will not use Athena Career Academy's logos or graphics on personal social media sites

Students will not use Athena Career Academy's name to promote a product, cause or political party, or candidate.

Other Possible Violations:

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

- Vulgar Language
- Communications that demonstrate disrespect of any individual or group based upon, but not limited to, 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.

CLASSROOM ATTENDANCE POLICY

Students are expected to attend all classroom experiences. Failure to do so may result in poor performance in theoretical knowledge and/or clinical application of material. Students are expected to make reasonable decisions about their attendance and will be responsible for any poor exams or clinical performance due to their decisions to miss class. It is the students' responsibility to maintain and track their attendance hours. Faculty may issue notifications related to attendance as a courtesy, but it is expected that the student maintains and tracks their own hours/attendance for each individual course throughout their program.

Please note in the event a student fails to sign in or out on the required attendance sheet the student will receive ZERO hours for that scheduled class period.

Please note: if a student is found falsifying attendance records it is a violation of the Academic Dishonestly Policy (see pg. 36) and will result in disciplinary action which may include dismissal from the program.

Please note: faculty are not required to admit students to the classroom after class has begun. You may be required to wait to enter the class until the next scheduled break and this time will be considered missed hours.

Any student who is absent more than a 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 in 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** always treat the faculty and their peers with respect
- When the faculty 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.
- Students **MUST** clean their area before leaving the classroom
- **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
- Digital voice recordings may be used with a microcassette or a digital voice recorder only, upon permission from faculty/Director of Nursing Education. No cell phones or any apps will be used.

CLASSROOM QUIZ POLICY

1. Quizzes may be given at any time in any nursing course. Each faculty 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
5. If a student arrives late to class for a quiz; the student will not be permitted to enter the classroom until break and the student will not be eligible to make-up the quiz
6. Students are responsible for all course content even if the faculty did not discuss it in class.

Extenuating circumstances/evidence will be reviewed by the Faculty/Director of Nursing Education prior to a final determination

CLASSROOM EXAM POLICY

Each exam will be given only once. Students **will not be permitted** to enter the classroom once the exam has been administered. 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. If the student arrives late after the exam has been distributed, the student will sit in the break area until the exam is over and a make-up exam will be scheduled at the discretion of the faculty. Any missed exams must be made up **at the discretion of the faculty** and will result in a **10% deduction**. Failure to make up the exam will result in a "0" score. There will be no makeup exams given during regularly scheduled class time. Please note any exam that is NOT taken at the scheduled date/time will result in a fill in the blanks and a 10% reduction. All make up exams will be given in the form of **FILL IN THE BLANK** format. Exams will not be reviewed until all students have been tested.

Students should maintain a record of all grades obtained in the course so that they always know their standing in the course. 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 exam 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 presented as part of the course.

PLEASE NOTE: In the event a Scan Tron “Bubble Sheet” is used, 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. The “Bubble Sheet” must be filled out properly with the student’s name and ID number and all bubbles filled in with a standard #2 pencil or the student will receive a **ZERO** for that exam.

Extenuating circumstances/evidence will be reviewed by the Faculty/Director of Nursing Education prior to a final determination

EXAM REVIEW

The exam review is a privilege that may be granted to the student as an additional learning strategy. As per policy, an exam review may be provided by the Faculty Course Instructor, after the exam has been taken by all course students. Monitors of the review may choose to answer questions; however, students need to be aware that monitors may not be the faculty who taught the material. There will be no arguing or disrespect allowed during the exam review. If students have concerns about a specific question, they must submit their concerns about the question in written documentation with at least three citation sources supporting their point of view. It must be received by the course Faculty within 72 hours of the exam review excluding weekend and holiday hours. Electronic mail, faxes, registered letters or other methods which document the time in which the concern is received are the most appropriate methods for submission. The student will have a response related to the question within 72 business hours of receiving the written documentation. The final decision will be made by the Faculty Course Instructor.

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 faculty. The student will be given a total of **three (3)** opportunities to satisfactorily complete any skill during a competency. Prior to failing the course, the 3rd skill attempt will be demonstrated by the student in front of two Faculty members. If the attempt at the demonstration is satisfactory then the student may progress to the next skill demonstration and continue to participate in the clinical rotations. If the student is unsatisfactory in **all three (3)** attempts at competency, the student will be given an **"Unsatisfactory/Fail" (F)** 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” (F) for the course.

SKILLS/SIMULATION LAB ATTENDANCE POLICY

Please note that the day/evening skill/simulation Lab is 100% Mandatory. Failure to attend 100% of skill/simulation lab hours will result in a course failure.

PLEASE NOTE THAT THE LAB 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 skill/simulation 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 their scheduled check off; the student will forfeit their first attempt for that scheduled skill and will receive an

"Unsatisfactory/Fail" (F) mark. The student will have two (2) remaining opportunities to check off for that scheduled skill.

Please note Faculty will **NOT** admit students to the lab after the start of lab has begun. The student 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 Faculty/Director of Nursing Education prior to a final determination

OPEN LAB HOURS

Open lab hours are available by appointment only. Please email your Skills Lab Faculty for assistance. Open lab is to be used for **PRACTICE** and **REMEDICATION ONLY**. Open lab time is for **SKILLS** only and not to be used as a study hall for theory materials.

MAKE UP LAB HOURS

The make-up lab day will be scheduled at the discretion of the Lab Coordinator and/or the course faculty. Please note failure to attend the scheduled makeup 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 orders with another student.
- Students are **NOT** permitted to request a specific faculty member for check offs.
- **NO** eating or drinking is allowed in the lab
- **NO** sleeping during lab hours
- **NO** sitting at the tables unless directed to do so by faculty
- **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 Faculty
- Students are to always sign in and out of lab whether practicing or a check off.
- No testing or practice will be allowed during times that a student is scheduled to attend theory or clinical.
- 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 faculty during check off
- Students are expected to complete the skill during the allotted time
- 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
- A sweater or a zip-up without any profanity and/or controversial wording/images may be worn in the classroom
- Athena gear can only be worn in the classroom, not in lab/simulation/clinical
- **NO SMARTWATCHES** are permitted in the classroom/lab/clinical
- **NO** hats or hoods of any kind may be worn only in the classroom/lab/clinical
- **NO** Bandanas or Do-Rags may be worn in the classroom/lab/clinical
- **Headbands must be free of offensive words/images and no folded over Do-Rags used as a headband. NO surgical caps are permitted.**
- **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 up, 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 of any kind are permitted for the entire length of the program
- **NO** tattoos may be visible in the clinical facilities
- Beards or mustaches, if worn, must be short, neat, and well-trimmed, and MUST fit into all required PPE
- Undergarments are to be worn under uniform
- 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 are permitted in the classroom/labs/clinicals

DRESS DOWN DAY DRESS CODE

- **NO** shorts
- **NO** flip-flops or open toe shoes
- **NO** tank tops
- **NO** jeans/pants/leggings with excessive/exposing holes
- **NO** pants/leggings 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. 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 and will be permitted to return once in compliance. The student is responsible for missed time/materials.

Please Note: In a clinical setting if a student is found to be non-compliant with the dress code, they will be sent home. This will be considered an unexcused absence and will result in failure of the course in its entirety.

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 with the opportunity to perform the skills once the student has become competent.

For this reason, **students are required to complete 100% of clinical hours**. Student's **MUST** be present for 100% of each clinical day

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 prepared to **ALL** clinicals. In the event the faculty 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 clinicals are **100% MANDATORY with NO exceptions**.

Students who complete the clinicals in a satisfactory manner will be given a grade of Satisfactory (P). Students who fail to complete the clinicals in a satisfactory manner will receive a grade of Unsatisfactory (F) 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.

If a student is going to arrive late to clinicals, the student must notify the faculty 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. In the event a student exceeds the 15-minute tardy rule on the second tardy, he/she will be sent home. and he/she will receive a failing grade for the course that is related to the clinical component.

Extenuating circumstances/evidence will be reviewed by the Director of Nursing Education prior to a final determination

Students who intend to be absent must do **both** of the following **ONE HOUR BEFORE START OF YOUR CLINICAL START TIME**: send an e-mail to absent@athenacareers.edu prior to the scheduled time **AND** contact the faculty via phone by text or voicemail (Do NOT e-mail the faculty). Students must keep a record of the communication with faculty.

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:

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)

1. Student injury, illness, or hospitalization, or immediate family member illness-a doctor's statement is **REQUIRED** *(see below for definition of immediate family members)
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
5. Military Duty

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/stepchildren/foster children (including wards and children for whom the student is legal guardian); or parent/stepparent 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 of the spouse; children, grandchildren, brothers, sisters, wards, or stepchildren of the student

Please Note: The following are **NOT** excused absences: not having childcare, transportation, clinical health or facility records are not complete, or doctor's visits for you or your children

Please Note: If the student is dismissed by their instructor or facility employee of the clinical site due to disciplinary reasons, uniform violations, or rule/policy infractions this is considered an **UNEXCUSED** absence and will result in course failure.

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**" (**P**) or "**Unsatisfactory/Fail**" (**F**) 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 faculty. 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 faculty with a plan of correction and expectations to achieve a satisfactory/pass. A student may be required to complete remediation in the areas that they are showing unsatisfactory.

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

Students who complete the clinicals in a satisfactory manner will be given a grade of **Satisfactory (P)**. Students who fail to complete the clinicals in a satisfactory manner will receive a grade of **Unsatisfactory (F)** 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 and/or LPN to RN PROGRAM(s)

The Athena Career Academy PN & LPN to RN Program(s) both have 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.

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 the 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
- Demonstrate respect and professionalism in all interactions
- 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
- Review Jean Watson's Carative Factors and Caritas Processes and approach concerns from these principles

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

GRIEVANCE PROCEDURE/APEALS PROCESS

Within the PN & LPN to RN Program(s), the term "*grievance*" is defined as a dispute between a student and the PN and/or LPN to RN Program(s) 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 no 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. If a grievance, concern, or issue arises, it is the student's responsibility to communicate with the faculty 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)

PRACTICAL NURSING PROGRAM 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.

<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
	Totals		1040	60	200	1300

PRACTICAL NURSING PROGRAM 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 time 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.**

LPN TO RN CURRICULUM OUTCOMES

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

LPN TO RN CURRICULUM PLAN

<u>Level</u>	<u>Course #</u>	<u>Course Name</u>	<u>Theory Hours</u>	<u>LAB</u>	<u>Clinical Hours</u>	<u>Total Hours</u>
Quarter I	NRS 200	PN-RN Transitions	156	0	0	156
	NRS 201	Adult Nursing-I	153	8	44	205
Quarter II	NRS 202	Promoting Psychological Health, Maintenance and Restoration	154	0	44	198
	NRS 203	Adult Nursing-II	137	0	28	165
Quarter III	NRS 204	Family Nursing	176	0	44	220
Quarter IV	NRS 205	Advanced Nursing Care	148	0	72	220
	NRS 206	NCLEX Readiness	136	0	0	136
	Totals		1060	8	232	1300

NRS 200: PN-RN Transitions:

Course Hours: 156 (Theory: 156)

This course prepares the licensed practical nurse to perform as a registered nurse by expanding the LPN knowledge base and exploring the scope of practice of the RN. The course begins with a review of nursing process, communication, client teaching, and critical thinking and introduces higher levels of cognition including clinical reasoning and clinical judgment. Also addressed are the philosophy outcomes of the LPN to RN completion program, and the scope and standards of practice for the professional RN. Critical concepts upon which the curriculum is based are discussed and include patient-centered care, teamwork and collaboration, informatics, evidence-based practice, safety, quality improvement, leadership, and professionalism. In addition, the results of testing provide a blueprint for the LPN student to use for content review and remediation. **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.**

NRS 201: Adult Nursing I:

Course Hours: 205 (Theory: 153; Lab 8; Clinical: 44)

This course is designed to expand the use of the Nursing Process, nursing theory, and caring interventions to the adult and older adult in the acute care setting. Watson's theory of caring is incorporated into the clinical component when the faculty develop concept maps that focus on patient needs on all levels of health, wellness, and disease. Concepts of pharmacology, IV therapy, nutrition, gerontology, adult, and cultural aspects are integrated throughout the course. Integration of the nursing process, effective communication skills, evidence-based nursing and teaching-learning techniques enable the student to develop problem solving, collaboration, and critical thinking skills. This course is theory (class), lab/simulation, and clinical. **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.**

NRS 202: Promoting Psychological Health, Maintenance, & Restoration:

Course Hours: 198 (Theory: 154; Clinical: 44)

This course focuses on mental health and illness across the lifespan for individuals experiencing emotional distress, crisis, and severe, persistent mental illness. Students will increase basic skills in interpersonal communication, decision-making, and professional behavior as they utilize theory concepts and research from nursing, psychology, pharmacology, and other disciplines in the provision of care to individuals, families, groups, and vulnerable populations. The course includes basic theory knowledge and skill to promote the mental health patient. Ethical, moral, and legal issues in mental health nursing practices are addressed. Didactic and clinical components are included. **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.**

NRS 203: Adult Nursing II:

Course Hours: 165 (Theory: 137 Clinical: 28)

This course is designed to provide the student with an opportunity to learn and process an increased level of complexity necessary to care for the acutely ill adult aging patient. Building upon previously integrated knowledge, this course utilizes the nursing process to expand upon and synthesize select pathologies. Emphasis is on assessment, critical thinking skills and communication techniques with patient, family, and the interdisciplinary team. Opportunity is provided for increased self-direction in the utilization of the nursing process and accountability for nursing practice. Individualized psychosocial, spiritual, and caring needs are considered in relationship to circumstances surrounding evidence-based practice standards. Varied acute care objectives while demonstrating patient advocacy and support. **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.**

NRS 204: Family Nursing:

Course Hours: 220 (Theory: 176; Clinical: 44)

This course focuses on the specialized health care needs of the childbearing family. Women of childbearing age, pregnant women, maternal-newborn, and children with involving the delivery of services designed to meet their needs. The course provides information about fetal development, prenatal, and postnatal care of the mother and newborn. Critical areas in maternal and newborn health are examined from several perspectives. Role of the nurse in meeting the needs of the family

is emphasized. The course is to explore maternal-newborn and childhood through adolescence utilizing clinical/high-fidelity simulation and theory. The course also includes growth and development patterns as well as care of the well and sick child. Pharmacology and nutrition, both for the maternal newborn, well child and ill child, are addressed. Critical thinking and problem solving, communication, cultural diversity, growth, and development, assessment and legal plus ethical concerns are interwoven throughout course content and incorporated by the nursing process. **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.**

NRS 205: Advanced Nursing Care:

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

This course focuses on enhancing the student's ability to incorporate the nursing process and critical thinking skills in the care of adult clients with advanced medical surgical disorders related to selected body systems. Emphasis is on generating sound healthcare decisions within the scope of RN practice that are grounded in evidence-based health promotion, prevention and risk-reduction recommendations, epidemiology, and knowledge of symptom complexes as they relate to pathophysiology and pharmacology. The student can apply the theoretical concepts of this course throughout the clinical portion of the program. **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.**

NRS 206: Professional Transitions & NCLEX Readiness:

Course Hours: 136 (Theory: 136)

This course is designed for nursing majors and focuses on the achievement of professional success by preparing students for the RN licensure examination. Preparation for NCLEX-RN will be achieved through a process of enhancing NCLEX testing skills and individualized review of content utilizing NCLEX examination. This course provides the student with competencies and strategies to enhance the transition from LPN to RN prepared nurse. Students gain an understanding of the role of the National Council of State Boards of Nursing (NCSBN) in developing and administering the RN licensing examination. **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.**

LEAVE OF ABSENCE

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

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

ESTIMATED GRADUATION/COMPLETION OF PROGRAM

The PN and LPN to RN DAY Program(s) are both configured to be completed in 52 weeks. The PN and LPN to RN EVENING Program(s) are both configured to be completed in 72 weeks. Students are eligible for graduation from Athena Career Academy PN and/or LPN to RN Program when they have:

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

SWITCHING BETWEEN PROGRAMS

Athena Career Academy students are not permitted to switch from day (PN and/or LPN to RN-whichever they are currently enrolled in) nursing program to night nursing program or night nursing program to day nursing program without the approval from the Director of Nursing Education. If the student would like to switch, the student **MUST** complete the current quarter or repeat the quarter after the switch. The Director of Nursing Education will make the determination based on an individual basis and space availability in the program student wishes to switch. The Director of Nursing Education has the right to deny the students request for any non-discriminatory reasons.

WITHDRAWAL

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

1. Meet or email the Director of Nursing Education to discuss circumstances and options for returning.
2. Meet or email with the Financial Aid Administrator

CODE OF STUDENT CONDUCT

Students are expected to always maintain professional behavior in the classroom and 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.

STUDENT CONDUCT WHILE PROVIDING NURSING CARE

(Excerpted directly from the Ohio Revised Code)

- (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.

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.

- 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.
- Second offense—the student will receive a written warning for his/her infraction.
- 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 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 PN and/or LPN to RN students. Cheating is defined as giving/receiving answers to an EXAM, bringing answers into an Exam or removing Exam questions from the faculty or a computer/cell phone or testing area. Plagiarism is defined as using another's thoughts or words as your own without proper credit given to the author. 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 American Nurses Association* (ANA) provide guidelines for practical nurses and/or registered nurses and students.

Unethical conduct is any behavior that violates the ANA Code of Ethics. For Athena Career Academy PN & LPN to RN Program(s), 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 behavior/attitude will be permanently dismissed from Athena Career Academy.

Additionally, a nursing student shall maintain the confidentiality of client information obtained during the course of nursing practice.

MINIMUM ACCEPTABLE MENTAL & PHYSICAL COMPETENCIES REQUIRED AS A NURSING STUDENT

Success as a nursing student depends on many variables. Among the variables are academic ability and certain technical abilities or competencies. Most nursing positions involve standing for long hours and performing activities that require physical mobility.

The competencies listed below represent the minimum abilities necessary to successfully complete course and program objectives. The inability to meet these competencies may interfere with meeting course and program objectives and, therefore, may result in termination from the program.

1. Carry out procedures that prevent the spread of infection (examples: frequent hand washing, using mask and gloves, create and maintain sterile fields, etc.);
2. Lift and transfer patients with appropriate assistance if needed, up to 6 inches from a stooped position, then push or pull the patient up to 3 feet;
3. Lift and transfer patients, with appropriate assistance if needed, from a stooped to an upright position to accomplish bed-to-chair and chair-to-bed transfers;
4. Physically apply adequate pressure to effectively control bleeding, or perform CPR;

5. Respond and react immediately to instructions/requests, monitor equipment, and perform auscultation (example: listen to a patient's heart sounds through a stethoscope and respond immediately to any noted problems);
6. Satisfactorily complete clinical lab experiences up to and including eight hours in length;
7. Demonstrate ability to effectively perform a variety of nursing tasks involving observation of objects and persons, depth and color perception, and paperwork;
8. Tactilely discriminate between sharp/dull and hot/cold;
9. Perform mathematical calculation for medication preparation and administration;
10. Communicate effectively and appropriately, both orally and in writing and through the use of technology devices;
11. Make appropriate decisions in a timely manner when stressful situations arise;
12. Demonstrate ability to effectively perform nursing tasks using a variety of equipment.

Applicants are responsible for determining their own eligibility in light of the above listed competencies. Students with disabilities who enter the program do so with the understanding they will be expected to meet course requirements, with reasonable accommodation that may be provided by the school. Requests for reasonable accommodation will be evaluated by the Director of Nursing Education/Nursing Faculty and Compliance Department as they arise throughout the program. The Director of Nursing Education and Nursing Faculty may request a meeting with a student with a disability and Disability Services if concerns arise regarding the student's ability to provide safe and effective patient care. Students with disabilities in need of services must contact the Compliance Manager at least eight weeks prior to the start of the program to assure that accommodations are feasible.

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 alongside the building** Athena Career Academy property. There will be **no smoking at the front entrance** of the school 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 faculty 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 may result in dismissal 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 AND ELECTRONIC DEVICES/VOICE RECORDING

Laptops and electronic devices (including any recording devices) **ARE NOT** permitted in the classroom, labs, or clinical sites unless prior consent is obtained from the Director of Nursing Education and the faculty.

Audio recording in the classroom is at the discretion of the faculty and the student **MUST** get permission prior to recording.

Please note that it is against Athena Career Academy's policy to record a faculty, staff member, or management without their knowledge. In the event a student records conversation during class, or during a private meeting without Faculty or

the Director of Nursing Education permission, 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** guaranteed.

Please note that there may be extensive travel for clinical rotations.

STUDENT ID/SECURITY FOB

Each student is provided with a student ID and security fob on their first day of their enrolled program. All students **MUST** display their ID/FOB on their person at all times in all areas of the school, and clinical facilities. 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. Upon completion/withdraw/dismissal of the program FOBS **MUST** be returned or it will result in a \$25.00 charge to their student account.

Please Note: All students are required to swipe their own fob to gain admittance to the school. Students are **NOT** permitted to swipe another student/person into the building or allow another student/person to use their fob. All students entering the building **MUST** swipe their fob, if a student does not have their fob they **MUST** report to the front desk to sign in.

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 the school is closed due to inclement weather students are still required to make up all missed hours. School closings/delays are based on Ohio weather. Students are responsible for checking their Athena email for updated emails related to closures/delays and schedule changes.

TRANSCRIPTS

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

ELIGIBILITY OF LICENSURE

To take the examination to become a Practical Nurse or a Registered Nurse in Ohio, the graduate must complete an application with the Ohio Board of Nursing and the National Council of State Boards of Nursing (NCLEX-PN/NCLEX-RN), NCSBN, and Pearson Vue. 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 Appendix B)

ESTIMATED LICENSURE FEES

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

PROGRAM RECORDS

The Director of Nursing Education maintains all student records. The maintenance of individual student records is initiated with the student's official application to the PN and/or LPN to RN Program(s) and continues throughout all the student's activity within the context of the enrolled program. The compliance manager will maintain all necessary student records for the Department of Education, Council of Occupational Education, and the State of Ohio Board of Career Colleges and Schools, while the 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 file will contain their transcript.

LEGAL AND SAFETY POLICIES

CONFIDENTIALITY

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

CRIMINAL RECORD POLICY

This policy serves to protect the clients, students, and staff of Athena Career Academy and clinical affiliation sites, and 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 BCI&I and FBI fingerprinting. The Ohio Bureau of Criminal Identification will conduct a criminal records check. Students may be denied access to clinical sites due to a felony record or an exclusionary offense (See Appendix B). The nursing boards reserve the right to refuse licensure to any person with a criminal record that indicates 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, and potential for employment.

ALCOHOL AND DRUG POLICY

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

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

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

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

ACA reserves the right to conduct random drug and alcohol screenings. In the event a student fails the drug/alcohol screening they 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 faculty, complete the required forms for variance according to facility protocol, and obtain emergency first aid care from the facility as per protocol. Contact your personal health care professional for follow-up. The individual student is responsible for drug therapy costs and subsequent follow-up testing.

INSURANCE

All students enrolled in Athena Career Academy PN & LPN to RN Program(s) are covered under Athena's liability insurance policy.

EMERGENCY MEDICAL FORMS

All PN and LPN to RN 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 & LPN to RN Program(s) will not be responsible for rendering any medical assistance or transportation due to liability reasons. The faculty 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 faculty 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 stating that the student has no restrictions for participating in the classroom/lab/clinical. Because students are not covered by Workers Compensation by either the school or the clinical sites, each student will assume financial responsibility for any illness or accident while enrolled in the program. If an injury occurs at a clinical site, the student must follow the policy and procedure for injury required by that facility. A student who has given birth must have doctor's release with no restrictions when returning to clinicals.

FINANCIAL AID DEPARTMENT *PN & LPN to RN Program(s)

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 studentaid.gov. An FSA ID will need to be requested beforehand at <https://studentaid.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 AND THE MASTER PROMISSORY NOTE (MPN) FOR FEDERAL STUDENT LOANS

Online ENTRANCE COUNSELING and a MASTER PROMISSORY NOTE (MPN) 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 <https://studentaid.gov> (Complete Aid Process). The 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).

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.studentaid.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 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 the 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 Grant:

1. Recipients must meet all admission requirements as set forth in the student handbook.
2. Recipients 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. Recipients must be graduates of Athena Career Academy.

How the Grant/Scholarship will be awarded:

The grant will be awarded as a tuition credit, divided equally across the school's standard billing cycles for the enrolled program.

Additional information:

The Athena Alumni grant is renewable, so long as the recipient remains compliant with all the policies outlined in the student handbook, the grant will continue through each billing cycle. The Athena Alumni grant of \$1,500.00 is completely funded by the school.

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 **PRIOR TO THE FIRST DAY OF THE START OF EACH TERM** 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 20th 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 & LPN to 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 schools published policies and procedures.

The PN & LPN-RN Program(s) 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 & LPN to RN program(s) 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 & LPN to RN program(s). 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.

The 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 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.

NURSING STUDENT COMMENCEMENT INFORMATION

Graduates who wish to participate and walk in their programs Commencement Ceremony will be responsible to pay a graduation fee of \$150.00, this **fee must be paid in full four weeks prior to the scheduled ceremony date**.

The fee will include cap/gown, diploma cover, nursing pin, and tickets for family members/friends to attend ceremony (*number of tickets TBA, determined based on the number of participants of graduating class*). Graduates who wish to participate in the ceremony must also have satisfied all graduation/completion requirements and have no holds on their account. All 4th level (Nand LPN to RN) students will receive Commencement information/details prior to program completion from the Career Services Department.



The information presented here will be helpful as you progress through your enrolled 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.

Appendix A
PROFESSIONALISM GUIDELINES

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

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

School Registration No. 10-09-1943T

OPEID No. 04192200

RECEIPT OF NURSING STUDENT HANDBOOK
(Please Print Your Name)

I, _____, HAVE READ AND UNDERSTAND THE ATHENA CAREER ACADEMY NURSING *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 NURSING STUDENT HANDBOOK DATED: **July 2023.**

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

STUDENT SIGNATURE

DATE

SCHOOL OFFICIAL SIGNATURE

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