

ATHENA CAREER ACADEMY

Nursing Education Student Handbook

(Practical Nursing & LPN to RN Programs)

2025 - 2026

(Effective January 2026)

School Registration Number 10-09-1943T

Athena Career Academy
5203 Airport Hwy.
Toledo, OH 43615

(419)-472-1150

www.athenacareers.edu



ATHENA CAREER ACADEMY

5203 Airport Highway

Toledo, Ohio 43615

Phone (419) 472-1150 • Fax (419) 932-6911

www.athenacareers.edu

School Registration No. 10-09-1943T

OPEID No. 04192200

Welcome to the Athena Career Academy (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 the successful completion of your nursing program.

Sincerely,

Karla Carver, EdD, MSN, RN Dean 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 inspires 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. All agency certificates and or approval status is also displayed in the main lobby.

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 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 are 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*

DRUG SCREEN (Paid to School) - \$25.00

PROGRAM COSTS

Practical Nursing Program

Registration Fee	\$120.00
Books, Uniforms, Supplies, & Lab Fees*	\$1845.00
Tuition	\$22,700.00
Total Program Costs	\$24,665.00
*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	\$23,700.00
Total Program Costs	\$25,360.00
*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.

ADMISSION POLICIES

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. Must be 18 years of age at time of enrollment

- Complete an informational session with the Admissions Department
- Complete an online State of Ohio Disclosure Course (info/link provided by admissions dept.)
- Submit a copy of High School or GED transcript, and/or proof of high school completion (reviewed by Compliance). 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.
- Provide a copy of valid Government Identification and Social Security Card (BOTH must be students legal name)
- If applicable; Citizenship requirements include I94 card w/arrival and departure information, Alien Registration card, or Work authorization permit.
- Valid and Current American Heart Association BLS Healthcare Provider CPR. (NO ONLINE COURSES are accepted)
- 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.
- 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.*
- 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.
- 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 TB Blood Test.
 - 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
- Complete an individual meeting with a financial aid administrator for funding/payment arrangements
- Complete an Application for Enrollment
- Sign a Program Enrollment Agreement
- 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

Submit a copy of **official** Practical Nurse Transcript for evaluation/review

- 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.

STUDENT AVAILABILITY POLICY

Students enrolled in DAY programs are expected to be available Monday through Friday from 6:00am 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 and/or laboratory hours in the evening hours and/or weekends; Evening students may have to complete necessary clinicals and/or laboratory hours 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

A minimum grade of 75% must be maintained to progress through the PN and/or LPN to RN program nursing courses. 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 and laboratory portions of the course in order to successfully pass. 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. Any student who fails the clinical portion and passes the theory portion will fail the course. Students may not proceed into any classes for which the failed course is a prerequisite.

Upon a student failing a course, the student will be notified via their student email account by the Director of Nursing Education and/or designee. 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.

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 180 days after their last date of attendance. If the student wishes to restart the program, they may contact the admissions department. (See SAP Policy for further information)

If the student decides to withdraw from the program, the student must complete the request to withdraw form found in Google Classroom. The Director of Nursing Education will inform the necessary staff and faculty of the student's withdrawal. The student will receive an email detailing any financial obligation of either party (the school or student)

PROGRESSION/READMISSION

A minimum grade of 75% must be maintained to progress through the PN and/or LPN to RN program nursing courses. 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 and laboratory portions of the course in order to successfully pass. 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. Any student who fails the clinical portion and passes the theory portion will fail the course. Students may not proceed into any classes for which the failed course is a prerequisite.

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. If the student has been unenrolled for more than 180 days, 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. A student who has been unenrolled for less than six (6) months will be credited for any successful course completion (75% or better theory grade and a passing grade in clinical and/or laboratory if applicable). 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.

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.

Any changes in curriculum may necessitate repetition of the entire course and/or program regardless of the time frame. 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. After two (2) separate admissions to the program, the student will no longer be eligible to reapply.

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.

LEAVE OF ABSENCE

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

- The student has a health condition (physical or mental) that would prohibit them from attending any component of their enrolled courses including lab and clinical.
- The student must submit their request by using the Request for Leave of Absence form found in Google Classroom 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 or transportation issues are not grounds**

for a leave of absence. The findings will be reported to the student via email after the Director of Nursing Education 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.

TRANSFERS TO ATHENA CAREER ACADEMY

Athena Career Academy does not accept transfer credits from other institutions for students enrolling and/or enrolled into any Nursing Program.

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 or the LPN to RN Program. Advanced standing in any Athena nursing Program will not be given for prior work or educational experience. The LPN to RN Program is considered an advanced placement program which recognizes training received as a licensed Practical Nurse.

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. Students are encouraged to seek tutoring with faculty or the nursing tutor. Faculty who identify an academic problem with a student will arrange a meeting with the student to address the issue and refer the student to the tutoring program.

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

Grading Policy

Students earn grades through assessments developed around the information obtained from class, laboratory (if applicable), assignments, and course materials. Assignments are designed to give the student a better understanding of course content and are a critical component of developing the content mastery, critical thinking, and clinical judgement needed to pass NCLEX. Not all assignments may be awarded a grade, however, that does not mean they are not a class requirement or not a valuable learning tool.

Laboratory and Clinical courses are awarded a Pass or Fail grade based on the assessments conducted in those sections of the course (See Laboratory and Clinical Policies for more information).

Theory letter grades are awarded, based on a percentage scale (*see below*). Students will be evaluated periodically by course faculty with midterm evaluations. To 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 if applicable. 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 laboratory and/or clinical experience, if

applicable. At times, content from previous courses will be tested in subsequent courses.

If a student feels there was an error made in the grading of any course exam, quiz, or assignment, the student has one (1) week from the date the grade is posted to address the concern with course faculty. After that time, the grades will be recorded as final and will not be changed.

Final course grades are not grievable. If the student believes there was a mathematical or data entry error made in grade calculation or that the grading policies stated in the handbook or syllabus were not followed, the student should first address the matter with faculty and if not resolved should then complete the student concern form found in the Google Classroom. If a student feels the final course grade had been assigned in error, they must contact the faculty within 24 hours of the final grade posting to ensure time for review before the beginning of the next term.

Students must achieve a 75% final course grade to pass a course and final grades **will not** be rounded. For example, a 74.99% will be considered a failing course grade. Students will not be offered any additional coursework or remediation to increase their final grade.

Please note faculty have one week from an assignment/exam due date to post students grades. Occasionally, extenuating circumstances may delay the posting of grades at which time students will be notified of the delay and approximate time frame for grade release in Google Classroom.

The day and evening courses are built around the same Program, Course, and Unit objectives. Faculty in those courses may use different summative assessment and learning activities as they see fit to meet those objectives. Therefore, a course in the day program and a course in the evening program may have different assignments.

****All syllabi, calendars, course outlines, ATI components, learning activities, and exam dates/schedules are subject to change****

Grades are computed as a percentage; then the percentage is converted to a letter grade using this scale:

Grading Scale

92-100	A	4.0 Points
84-91	B	3.0 Points
75-83	C	2.0 Points
66-74	D	1.0 Points
Less than 65	F	0 Points

The grade point average (GPA) is the basis for calculating scholastic standing. Points are assigned per Athena Career Academy's grading policy (See above). Overall program GPA is calculated using the points earned from each course and the number of clock hours assigned to each course.

Online/Hybrid Learning

Both the LPN and LPN to RN programs may utilize hybrid learning formats. Students engaged in hybrid learning are required to complete assignments and/or activities to earn the assigned clock hours. Students must acknowledge in Google Classroom that they are actively completing remote assignments to earn the assigned clock hours. Students who attest to working on the remote assignments in Google Classroom but do not submit the assignments by the due

date will earn a zero for that assignment and may be referred to the Dean of Nursing Education and/or their designee for academic dishonesty. Students will utilize course resources and the Learning Management System (Google Classroom for example) to complete hybrid activities.

Assessment Technologies Institute (ATI) Policy

As students' progress through Athena Career Academy Practical Nursing Program and/or LPN to RN Program, they will be required to complete a series of modules, tutorials, and 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.

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](tel:1-800-667-7531). Additional information and troubleshooting tips can be found in the Google Classroom. Students are strongly encouraged to review the guide in Google Classroom before contacting ATI, the ATI coordinator, or faculty.

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

Some courses utilize an ATI Engage Module as the main text for the class instead of a traditional physical textbook. Resources on using ATI Engage are available through ATI and in your Google Classroom.

ATI Binder

Students will create and maintain an ATI Binder for the duration of the program that will house all required ATI assessment, templates, and remediation information. Faculty will indicate the materials needed in the binder for each course. Each student binder will be reviewed by faculty during each course to check for completeness. All required items must be completed and present in the binder to sit for the final exam.

ATI Launch

Some courses may utilize ATI Launch to build on previously learned academic skills. In the event Launch is part of a nursing course, students will be provided with a schedule of Launch activities and a date by which all activities must be completed. Failure to complete all Launch activities by the assigned due date will result in course failure.

Practice ATI Assessments & Remediation

Some courses will require completion of an ATI Practice Assessment. Following a practice assessment, students will be required to complete a minimum of one hour of focused review and 10 active learning templates centered around the

student's specific weak areas. **The learning templates are to be handwritten.** Templates that are a direct copy from another student's template or online source will be considered plagiarism and be in violation of Academic Integrity Policy.

Proctored ATI Assessments

Some courses will require completion of a Proctored ATI Assessment. ATI scores students as a Level III, II, I, or Below Level I. A level II is the expected benchmark score. Students are required to complete remediation following each Proctored ATI Assessment according to the table below:

Proctored ATI Assessment Scores and Required Remediation for First Attempt			
Level III	Level II	Level I	Below Level I
Minimum 1-hour focused review	Minimum 1-hour focused review	Minimum 2-hour focused review	Minimum 2-hour focused review
It is <i>suggested</i> but not <i>required</i> that students complete a template for each identified weak area on the assessment. If a student identifies a weak area for which they have already completed a template, it is recommended they revise the template.	It is recommended that students complete templates for all identified weak areas, but they are required to complete five templates for placement in the ATI Success Binder. Templates must be hand written and well developed. If a student identifies a weak area for which they have already completed a template, it is recommended they revise the template.	It is recommended that students complete templates for all identified weak areas, but they are required to complete ten templates for placement in the ATI Success Binder. Templates must be hand written and well developed. If a student identifies a weak area for which they have already completed a template, it is recommended they revise the template.	It is recommended that students complete templates for all identified weak areas, but they are required to complete fifteen templates for placement in the ATI Success Binder. Templates must be hand written and well developed. If a student identifies a weak area for which they have already completed a template, it is recommended they revise the template.
There is no need for the student to repeat the proctored assessment.	There is no need for the student to repeat the proctored assessment.	Retake of the proctored exam is required. Students must complete focused review and templates prior to the second attempt.	Retake of the proctored exam is required. Students must complete focused review and templates prior to the second attempt.
Student will receive a 100% grade for scoring a level three on their first attempt.	Student will receive a 95% grade for scoring a level two on their first attempt.	Student initially receives a score of 70% based on their first attempt. If a student improves to a Level II on their second attempt their score will change to a 90%. If they improve to a level III on their second attempt, their score will change to a 95%.	Student initially receives a score of 60% based on their first attempt. If a student improves to a Level I on their second attempt, their score will change to a 65%. If they improve to a Level II on their second attempt their score will change to a 90%. If they improve to a level III on their

			second attempt, their score will change to a 95%.
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Students must have completed the corresponding practice assessment, focused review, and active learning templates prior to sitting for the first attempt at the proctored exam. Students failing to complete the practice assessment, focused review, and active learning templates prior to sitting for the proctored exam will forfeit their first attempt and the grade earned on the second attempt will be their assigned grade. In the event the student does not complete the practice assessment, focused review, and active learning templates prior to the date of the second attempt of the proctored exam, they will earn a failing grade for the course.

The remediation assigned after a proctored exam is a requirement for completing the course. Students failing to complete the necessary remediation following a proctored ATI exam will receive a failing grade for the course.

Proctored exam scores will contribute to the course grades as follows:

ATI Assessment	Proctored Assessments % of Course Grade
PN 103, PN 104, NRS 200	3%
PN 105-MH, NRS 202	4%
PN 106, NRS 204	4%
PN 105-MS, NRS 205	5%
PN 107, NRS 206	5%

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 grade book.

All ATI practice and proctored assessments must be taken on campus.

Capstone, Comprehensive Predictor Assessment, Live Review, and Virtual ATI (VATI)

Students enrolled in PN 107 or NRS 205 will be required to complete a comprehensive NCLEX preparation program. Students will begin the course by completing the ATI Capstone requirements. All Capstone Assessments must be taken on campus. Following completion of Capstone, students will take the Comprehensive Predictor Assessment and be assigned a “Percentage of Passing” or POP score by ATI. The student’s POP score will determine their progression through the VATI program which follows the Comprehensive Predictor Assessment. The Comprehensive Predictor Assessment must be taken on campus. An in-person Live Review will be presented by ATI to enhance student readiness for NCLEX. Attendance for all hours of ATI Live is a requirement for the course. Failure to attend all hours of ATI Live will result in course failure. Extenuating circumstances may be reviewed by the Dean of Nursing Education and/or their designee. In the event that extenuating circumstances are approved, a make-up assignment must be completed for successful course completion.

Students achieving a 92% or higher POP score on Predictor must complete 75% of the VATI program: Introduction, Fundamentals, Medical Surgical, Maternal Newborn, Pediatrics, and Mental Health to successfully complete PN 107 or

NRS 205.

Students not achieving a 92% or higher POP on Predictor must complete the entire VATI program to successfully complete PN 107 or NRS 205.

The Virtual ATI is offered through ATI and provides the student with an individualized online mentor to guide them through the review, assessment, and remediation process. The Virtual ATI program is dependent on student progress; therefore, the program may require additional time after the expected end of the course. If a student is unable to complete these requirements prior to the end of the course, the student will receive an Incomplete (I) in the class.

Students will have 12 weeks to complete the VATI program. If after 12 weeks, a student has not completed the VATI program, a fee will be assessed to the student in order to continue with ATI support. The student will be required to pay this fee out of pocket. Once the VATI program is complete the student's final grade will be changed from an Incomplete (I) to the achieved course grade and the student will be awarded their diploma.

Students will have until the end of the following semester to complete the VATI program. Students who do not complete the VATI program prior to the start of the following quarter will receive a failing grade for the course as the course requirements have not been completed. This will result in a required retake of PN 107 or NRS 205.

Formative ATI Grading

Students will receive ten (10) points for on time completion of ATI formative learning assignments (this does not include practice or proctored assessments). Late assignments will receive 5/10 points upon completion. The intent of the tutorial modules is for students to assess their understanding of the learned content and identify their weak areas. Therefore, there is no minimum score or time spent in the module required. However, faculty may require remediation based on individual scores. While a minimum amount of time spent in the module is not required, ATI assignments are an important tool to help students assess their understanding of material. Students repeatedly spending a very limited amount of time in the modules may be referred to the Dean of Nursing and/or their designee.

Templates may be assigned as a learning activity outside of the remediation required for Practice and Proctored Assessments. Faculty reserve the right to reduce or withhold points for templates that do not contain sufficient detail.

NCLEX Licensure Exam Fee Policy

Athena Career Academy will pay for the initial NCLEX application and Pearson-Vue application fees for a student's first attempt at the NCLEX exam IF the below set guidelines are met:

- Student must attend all days and hours of the ATI Live NCLEX Review
- Student must receive "Green Light" from their VATI Mentor
- Student takes the NCLEX within 30 days of receiving Green Light

In the event that a student does not meet all of the above criteria, the student will be responsible for their own NCLEX testing expenses.

Classroom Quiz Policy

- Quizzes may be given at any time in any nursing course. Each faculty will determine how and when a quiz may occur.
- Quizzes may be unannounced and administered at variable times during the class period.
- 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.

- There are **NO MAKE-UPS** allowed for quizzes
- 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
- In class activities and assignments can be awarded quiz grades. Students not present for the activity/assignment will not be eligible to make-up the activity.
- Students are responsible for all course content even if the faculty did not discuss it in class.
- All belongings, including cell phones and smart watches must be placed at the front/back of the classroom

Extenuating circumstances/evidence for a missed quiz will be reviewed by the Faculty/Director of Nursing Education.

Classroom Exam Policy

Each exam will be given only once. It is very important that other students are not distracted during the testing period. Students **will not be permitted** to enter the classroom once the exam has begun. 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. Students **will not be permitted** to leave and reenter the room during test taking. Any missed exams must be made up **at a date/time determined by faculty** and will result in a **10% deduction**. **Students will be given a minimum of 24 hours' notice of their make-up exam date/time by email.** Failure to make up the exam by the date assigned will result in a "0" score. Failing to attend a scheduled make-up exam will result in a "0" score. Inability to attend a make-up exam due to work or other responsibilities will not be considered a valid reason for missing a make-up exam. Failure to attend a make-up exam due to not checking student email will not be considered a valid reason for missing a make-up exam. There will be no makeup exams given during regularly scheduled class time. Make-up exams will be of an alternate format from the exam given to the class. This may include fill-in-the-blank questions. 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, designated faculty, or nursing tutor as soon as the problem is identified. Faculty and tutor availability become limited near finals week; it is best practice to engage in tutoring as soon as an issue is identified. 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, activities, or any other material presented as part of the course.

All exams will be given via the ExamSoft testing platform. Students are responsible for bringing their login information and password to each exam. Students who cause a delay in the start of an exam due to forgotten login information may be directed to leave the classroom and schedule a make-up exam. Any make-up exam given due to forgotten login information will result in a 10% deduction. The answer chosen by the student and recorded by ExamSoft is considered the final answer. All exams will be timed. Any questions a student has not answered at the end of the testing period will be marked wrong.

Notification of a successful exam upload will display on the student's screen. Student's need to *carefully* read this notification to determine successful upload. It is the student's responsibility to ensure that their exam has uploaded before leaving the classroom. If the student is notified their exam did not successfully upload, they need to inform the testing faculty before leaving the room. In the event a student's testing information is lost due to a failure to ensure upload, the student will need to retake an alternate version of the exam.

Students must sign out the testing device used for each exam and return the device when the exam is finished. Students must log out of the testing device before leaving the classroom to ensure other students are able to use the device. Failure to follow directions and log out of the device may result in a referral to the Dean of Nursing and/or her designee.

All belongings, including cell phones, must be placed at the front of the room or in the place designated by faculty. Students claiming to not have a cell phone must leave another article with faculty (such as car keys) to be returned to the student after the testing device is returned.

Students may ask questions during the exam if they feel there is an error in the question or they have a technical issue. Faculty will not answer any questions regarding course content or help a student dissect or understand a questions, answer choice, or word.

Extenuating circumstances/evidence for a missed exam will be reviewed by the Faculty/Director of Nursing Education prior to a final determination on the 10% reduction

Exam Review

The exam review is a privilege that may be granted to the student as an additional learning strategy. An exam review may be provided by faculty only after the exam has been taken by all course students. Exams reviews can be done as a group or individually. There will be no arguing or disrespect allowed during the exam review. Students have five business days after the release of exam grades to review an exam with faculty. Exams will not be reviewed after the expiration of that time period. If students have concerns about a specific question(s) they must provide written documentation supporting their concern to course faculty with 72 business hours of the exam review. The documentation presented must come from course materials. Any internet source, including any AI created document, will not be reviewed. The final decision regarding the exam question will be made by the Faculty Course Instructor.

During an exam review, students must have all their belongings, including cell phones and smart watches, placed at the front/back of the classroom. Cell phones must be powered down, not simply muted. Students are not permitted to write down exam questions or answers to protect exam integrity. Under no circumstances are students permitted to record an exam review. Violation of any of these policies will be considered Academic Dishonesty and consequences will be awarded per the Academic Dishonesty Policy.

CODE OF STUDENT CONDUCT

Students are expected to always demonstrate professional and ethical behavior in 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 professional, positive, and effective learning environment. 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. It is expected that all students will respect and interact professionally with fellow students, staff, and guests, including through email, phone, and other forms of communication. See Appendix A for professional behavior guidelines. Any student found to be engaging in unprofessional and/or unethical behavior will be found in violation of the Code of Student Conduct Policy.

At Athena Career Academy PN & LPN to RN Program(s), examples of unprofessional/unethical 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.

Undesirable behavior or attitudes are considered a violation of Code of Student Conduct Policy. Examples of

undesirable behavior or attitudes include, but are not limited to, refusing to cooperate with co-workers or peers, causing dissension among classmates, co-workers, or peers, using profanity or vulgarity, and displaying antagonism toward school personnel or classmates.

The faculty reserve the right to run their classroom/laboratory as they deem necessary and appropriate. It is expected that the student will be awake, upright, attentive, and interactive in the classroom and laboratory settings. The faculty reserves the right to dismiss any student who disrupts the normal course of classroom learning for the day. In the event a student is asked to leave the classroom/lab for the day, they are to immediately exit the building. The student will be contacted by faculty and/or the Director of Nursing Education and/or their designee to discuss the incident and the guidelines for return to the classroom. Failure to remove themselves from a classroom/lab after being asked to leave by faculty will result in program dismissal. 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.

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. Violations may be individually reviewed by the Director of Nursing Education. 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.

All students are to leave their learning space clean and neat at the conclusion of class.

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. 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:

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

(12) 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.

(13) 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.

(14) 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.

(15) 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.

(16) A student shall not assault or cause harm to a patient or deprive a patient of the means to summon assistance.

(17) 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.

(18) 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.

(19) 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.

(20) A student shall not prescribe any drug or device to perform or induce an abortion, or otherwise perform or induce an abortion.

(21) A student shall not assist suicide as defined in section 3795.01 of the Revised Code.

(22) 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.

(23) 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.

(24) 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.

(25) 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.

Academic Dishonesty Policy

Academic dishonesty includes, but is not limited to, cheating, lying, plagiarism, falsifying records, or helping others do any of the same. Cheating is defined as giving/receiving answers to an exam, bringing answers/content into an exam, using a cell phone or other electronic device during an exam, and removing exam questions from a testing area. Additionally, the purchase and/or use of textbook exam question banks or ATI material is considered cheating. Plagiarism is defined as using another's thoughts or words as your own without proper credit given to the author. Plagiarism includes copying a peer's assignment. The severity and evidence of the infraction will be reviewed by the Director of Nursing Education and/or their designee. Depending on severity, consequences of academic dishonesty may include a zero on an assignment, failure of a course, or program dismissal, however, students found cheating on an exam will be dismissed from the program. Use of Artificial Intelligence (AI) such as Chat GPT, AI Glasses (Meta Glasses) or other AI products to complete assignments is prohibited and considered academic dishonesty/cheating.

Social Media Policy

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 Dishonesty Policy 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 of 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
- Horseplay and related acts are prohibited
- 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 unless part of a learning experience as directed by the faculty
- Students must secure written permission from the faculty to record lectures.

Faculty may also have course specific classroom rules that will be posted in their Google Classroom.

Mandatory Dress Code for Classroom

- Clean & wrinkle-free Athena Uniform
- Clean white, Grey, Black, or Athena Blue Tennis shoes (NO clogs/slides/crocs/open backs, slippers, or boots)
- A plain white, grey, black, or Athena Blue long/short sleeve T-shirt may be worn underneath Athena uniform
- A light white, Grey, Black, or Athena Blue jacket or zip-up without any profanity and/or controversial wording/images may be worn in the classroom. If a jacket is worn, the Athena scrub top must be visible (no

hoodies etc.)

- Athena gear (including hoodies) can be worn in the classroom
- **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.**
Headbands should be free from ornamentation (bows, etc.)
- Hair must be neatly groomed and of **NATURAL COLOR.**
- Make-up may be used in moderation and natural in appearance.
- Scented products (perfume, cologne, after shave, or scented hand lotions, powders, and deodorants) should be mild in scent.
- **NO** blankets are permitted in the classroom
- **NO** headphones or earbuds are permitted unless used for an activity as directed by faculty

A student found to be in noncompliance with the classroom dress code will be sent home and will be permitted to return once in compliance. The student is responsible for missed materials and will lose any hours they were not in the classroom. A student documentation form may be completed for each dress code offense.

Mandatory Dress Code for Lab/SIM/Clinical

- Clean & wrinkle-free Athena Uniform
- Clean white, Grey, Black, or Athena Blue Tennis shoes (NO clogs/slides/open backs, slippers, or boots)
- A plain white, grey, black, or Athena Blue long/short sleeve T-shirt may be worn underneath Athena uniform
- Athena gear can only be worn in the classroom, not in lab/simulation/clinical
- **NO SMARTWATCHES** are permitted
- **NO** hats or hoods of any kind may be worn only in the classroom/lab/clinical
- **NO** Bandanas or Do-Rags may be worn
- **Headbands must be free of offensive words/images and no folded over Do-Rags used as a headband.**
Headbands should be free from ornamentation (bows, etc.)
- **NO** headphones or earbuds are permitted
- 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**
- Hands must be kept clean and infection control practices followed.
- Hair must be neatly groomed and of **NATURAL COLOR.**
- Long hair must be pulled up, so it does not fall on front of face, back of collar, obstruct vision, or interfere with professional patient care. Hair extensions, accessories, and styles must be conservative.
- **NO** false eye lashes of any kind are permitted
- **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
- 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.

- Any clinical site-specific dress code must be followed

Any student determined to be violating any of the dress code policies in SIM or Clinical will be sent home. This will be considered an unexcused absence and will result in failure of the course in its entirety. There will be no warnings given and there will be no time given to remove the offending item.

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/fishnet materials that expose skin
- ***Special occasions will be announced per the Director of Nursing Education or President of the Campus**

A student found to be in noncompliance with the dress down day dress code will be sent home and will be permitted to return once in compliance. The student is responsible for missed materials and will lose any hours they were not in the classroom.

Computer 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.

Written Disciplinary Policy

A student who is found to be in violation of rules outlined in the handbook (i.e., dress code, classroom rules, cell phone, smoking rules) will receive a written disciplinary warning per the following schedule.

- **First offense**—the student will receive a written warning describing his/her infraction
- **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.

This written disciplinary policy **does not apply** to violations of the Code Student Conduct or Academic Dishonesty policies. Violations of these policies will be investigated individually and depending on the severity a violation can lead to program dismissal with no prior written warnings.

SKILLS/SIMULATION LAB POLICIES

Skills Competencies (Check-offs)

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 a skill competency.

If a student is **TARDY** for their scheduled check off; the student will forfeit their attempt for that scheduled skill and will receive a **"Unsatisfactory/Fail" (F)** mark for that attempt.

Students who are unsuccessful at passing a first or second attempt at a skill competency will be required to remediate prior to their next attempt. The third attempt at a skill competency will be demonstrated by the student in front of two faculty members. If the student is unsatisfactory in **all three (3)** attempts at competency, the student will be given an **"Unsatisfactory/Fail" (F)** for that skill and **cannot** continue to participate in the clinical rotations. The student will subsequently be awarded an "Unsatisfactory/Fail" (F) for the course. Students who fail the lab and/or clinical portion of a course must retake the entire course including the theory section.

Skills Lab Attendance Policy

Please note that all skill/simulation lab hours are 100% Mandatory. Failure to attend 100% of skill/simulation lab hours will result in a course failure.

Students will be given the opportunity to make up time equal to one full lab day. For example, if the typical lab day is four hours, the student will be allowed to make up four hours of lab time. In the event a student exceeds one (1) missed lab day of time the student will receive a failing grade for the course.

Please note that some simulation activities are considered **CLINICAL** experiences and follow the clinical attendance policy guidelines.

Extenuating circumstances/evidence regarding lab absences will be reviewed by the Faculty/Director of Nursing Education

OPEN LAB HOURS

Open lab hours are available each week. 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 time 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 for all needed hours will result in a failing grade for the course.

SKILLS/SIMULATION LAB POLICIES

- Students must complete 100% of lab hours 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 the lab whether practicing or for 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
- Additional lab/SIM rules specific to certain circumstances may be posted in Google Classroom, email, or as written on lab/SIM handouts

CLINICAL POLICIES

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**. Students **MUST** be present for 100% of each clinical day. A student is allowed **ONE tardy** per quarter. A student is considered tardy if they arrive in front of clinical faculty no more than 15 minutes after the start of the clinical day. The student's clinical day does not start until they report in front of faculty. Students arriving more than 15 minutes after the start of clinical will be sent home and documented as absent. Arrival to the site, parking lot, lobby etc. does not constitute reporting to the clinical faculty. The student who will be arriving late must contact their faculty as soon as they are safely able to do so by the faculty member's preferred contact methods. **Reporting your tardy to a classmate is not permitted**. In the event the student is tardy a second time they will receive a failing grade for clinical and therefore the corresponding course.

Students who intend to be absent must do **both** of the following **PRIOR TO THE START OF YOUR CLINICAL START TIME**: send an e-mail to absent@athenacareers.edu **AND** contact the faculty using the faculty's preferred communication method. Students must keep a record of the communication with faculty. **Reporting your absence to a classmate is not permitted**

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 definition of immediate family members)
- Family member hospitalization- A doctor's statement is required (See below for the definition of an immediate family member)
- A death in the family - Documentation is required (See below for the definition of an immediate family member)
- Court-ordered appearances – Documentation is required
- Military Duty - Documentation is required

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

*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: 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 pending review by the Dean of Nursing Education. Students who are dismissed from the clinical site must immediately exit the building. The student will be contacted by faculty and/or the Dean of Nursing Education and/or their designee to discuss the incident and the guidelines for potential return to clinical. Failure to remove themselves from the clinical setting after being asked to leave by faculty will result in immediate program dismissal.

Extenuating circumstances/evidence for tardies and absences will be reviewed by the Dean of Nursing Education

COMPLIANCE DOCUMENTATION

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 to ensure all medical documents are current. All renewal documents are due by the due date indicated by Clinical Coordinator and/or their designee. Failure to renew required medical documents by the due will result in a failing grade for clinical and therefore the corresponding course. Some clinical locations may require completion of additional clinical requirements. Failure to complete all requirements by the date indicated by the Clinical Coordinator and/or their designee will result in a failing grade for the clinical and therefore the corresponding course

CLINICAL EXPECTATIONS

No student will pass a course without having met the required clinical objectives, clinical hours, and required medical record compliance. 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 at the clinical site unprepared; the student will be sent home, and this will result in failing grade for the clinical and therefore the corresponding course. Supporting documentation of the infraction will be reviewed by the Dean of Nursing Education.

Students are held to the same standards as those they will be expected to meet in the professional work environment. Any violation of the standards of Student Conduct While Providing Nursing Care Policy, the Student Code of Conduct Policy, or any policies enforced by the Clinical Site during the course of a clinical rotation will result in program dismissal.

Students are guests in the clinical facility and their behavior should reflect that status. Students are not to engage in any patient care not directly assigned or supervised by nursing faculty. This applies to all students including LPN to RN students. Even tasks normally performed by a licensed LPN in the course of their employment must be supervised by nursing faculty when performed by LPN to RN students in the clinical facility. Students must check with nursing faculty before following any directives given by facility staff.

All interactions with patients are an opportunity to provide patient care and to consider that care from the scope of the LPN or RN. There is not any patient care task on the clinical floor that is considered too "low-level" or "beneath" nursing students in either program. Students who display negative reactions to any assigned tasks (both verbal or nonverbal reactions) may be asked to leave the clinical site. This includes refusal to perform a task and any reference made by a nursing student to "aide work" (or any variation of that term) during the clinical day. Any student reported to the nursing faculty by facility staff as having a poor attitude will be sent home from the clinical.

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 pass the clinical and therefore the course.

Students must be able to meet the minimum acceptable mental and physical competencies required as a nursing student to attend clinical. In the event that a student cannot meet those competencies, the student will be unable to attend clinical and must meet with the Dean of Nursing Education (and/or their designee) to determine the student's ability to continue in the course.

Please note some clinical locations may require extensive traveling. Students are responsible for their own transportation to the clinical sites. Clinical site requests and/or carpooling requests are 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 and the Student Conduct While Providing Nursing Care Policy. For "**Satisfactory/Pass**" performance, each student must be totally prepared for every clinical experience as directed by the faculty and meet all clinical objectives. All students will receive a clinical mid-term report. In the event the student is unsatisfactory at midterm 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. Students who earn a grade of Unsatisfactory/Fail (F) for a course must retake the course (Theory, Lab, & Clinical) to progress in the program.

Students displaying any unsafe behaviors at any time in the clinical setting, as determined by the clinical faculty, will be required to complete remediation as determined by the clinical and course faculty. Failure to complete the required remediation in the time frame set by the faculty will result in clinical and therefore course failure.

Written clinical assignments must be handed in by the due date. Unsatisfactory clinical assignments, as determined by the clinical faculty, may require remediation. Repeated failure to complete written clinical assignments by the due date may result in failure to achieve clinical objectives there result in clinical failure. In the event that a Simulation or Lab experience is treated as a clinical day, the clinical policies (including attendance and dress code) will apply.

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 Caritive Factors and Caritas Processes and approach concerns from these principles

Students will nominate student representatives from each cohort to attend SAG meetings and relate student concerns and

ideas to faculty and administration.

GRIEVANCE PROCEDURE/APPEALS 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. 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 THAT GRADES EARNED IN A COURSE ARE NOT GRIEVABLE.

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.

Students who have been dismissed from the program should begin with step 3

- **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.
- **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.
- **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.

PRACTICAL NURSING CURRICULUM PLAN

Level	Course #	Course Name	Theory Hours	Lab Hours	Clinical Hours	Total Hours
Quarter I	PN 101	Anatomy & Physiology with Medical Terminology	140	0	0	140
	PN 102	Fundamentals of Nursing with Math	140	26	32	198
Quarter II	PN 103	Pharmacology with Math	52	0	0	52
	PN 104	Medical-Surgical Nursing I	148	26	66	240
Quarter III	PN 105-MS	Medical-Surgical Nursing II	156	30	74	260
	PN 105-MH	Mental Health	84	4	12	100
Quarter IV	PN 106	Family Nursing	124	6	6	136
	PN 107	Transition to Practice	170	4	0	174
	Totals		1014	96	190	1300

PRACTICAL NURSING PROGRAM COURSE DESCRIPTIONS

PN 101: Anatomy & Physiology with Medical Terminology:

Course Hours: 140 (Theory: 140; Lab 0; Clinical: 0)

This course covers abbreviations, prefixes, suffixes, and root words of terminology used in the medical field. Covers spelling, defining, and pronouncing medical terms. Introduces human anatomy and physiology and pathological conditions. 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, nervous, and reproductive systems; in addition, the special senses will be covered. Biochemistry, cell biology, and histology will be integrated into each body system.

PN 102: Fundamentals of Nursing with Math:

Course Hours: 198 (Theory: 140; Lab 26; Clinical: 32)

This course serves as an introduction to basic nursing concepts and skills. The role of the Licensed Practical Nurse in the care of adults and older adults is explored. Foundational theory and the art and science of Nursing is explored along with legal and ethical concepts. Emphasis is placed on skills needed to begin patient care such as communication, documentation, safety, patient teaching, health and wellness, elimination, and mobility. The nursing process and clinical judgment are examined and applied to foundational nursing skills such as obtaining vital signs and completing a physical assessment. The role of culture, religion, ethnicity, sexuality, and gender identity in health and wellness is reviewed. Supporting sciences such as nutrition, microbiology, and math are interwoven into the

course. Basic drug dosage calculation is introduced.

PN 103: Medication Administration & IV Therapy with Pharmacology:

Course Hours: 52 (Theory: 52; Lab 0; Clinical: 0)

This course introduces pharmacokinetics and pharmacodynamics of common medications at a level appropriate for the practicing Licensed Practical Nurse. Medications are presented by drug class and common medications in each class are reviewed. The information learned in this course will serve as a foundation for the discussion of pharmacologic treatment of health disorders in subsequent courses. Supporting sciences such as nutrition, chemistry, and math are interwoven into the course. Students will build on the dosage calculation skills learned in PN 102.

PN 104: Medical-Surgical Nursing I

Course Hours: 240 (Theory: 148; Lab: 26; Clinical: 66)

The course focuses on application of the nursing process and use of clinical judgement to care for adult and older adult patients experiencing common pathological conditions. The expected nursing care, including pharmacological administration and patient education, for each disorder is discussed. The role of a client's religious, spiritual, cultural, gender identity, sexuality, and stage of growth and development in the care and treatment of specific pathological conditions is explored. Supporting sciences such as nutrition, pathophysiology, psychology, and math are interwoven into the course. The nurse's role and responsibilities related to pharmacology, including safe and effective medication administration and math will be emphasized.

PN 105-MH: Mental Health:

Course Hours: 100 (Theory: 84; Lab: 4; Clinical: 12)

The course will address current issues and trends in psychiatric–mental health nursing to foster competency in the delivery of mental health care. Various psychiatric disorders and mental health concerns will be discussed. Treatment options, including pharmacological therapies, and the nursing care of clients within the scope of the Licensed Practical Nurse will be reviewed. The impact of clients' religion, spirituality, cultural, gender identity, sexuality, and stage of growth and development on mental health will be an area of focus. Discussion of the legal and ethical aspects of mental health treatment will be included in the course. Using the nursing process and clinical judgement, the student will assess clients in the clinical setting with an emphasis on therapeutic communication.

PN 105-MS: Medical Surgical Nursing II:

Course Hours: 260 (Theory 156; Lab 30; Clinical 74)

This course is a continuation of Medical-Surgical Nursing I with application of the nursing process and clinical judgement to the care of the adult and older adult clients experiencing medical-surgical conditions. The course focuses on application of the nursing process and use of clinical judgement to care for adult and older adult patients experiencing common pathological conditions. The expected nursing care, including pharmacological administration and patient education, for each disorder is discussed. The role of a client's religious, spiritual, cultural, gender identity, sexuality, and stage of growth and development in the care and treatment of specific pathological conditions is explored. Supporting sciences such as nutrition, pathophysiology, psychology, and math are interwoven into the course. The nurse's role and responsibilities related to intravenous therapy will be emphasized.

PN 106: Family Nursing

Course Hours: 136 (Theory: 124; Lab: 6 Clinical: 6)

This course prepares the student with entry level knowledge and skills needed to care for the childbearing family and pediatric clients. Pregnancy through the postpartum period, normal growth and development of infants through adolescents, and commonly encountered disorders of the stated populations will be reviewed. Additional topics include legal and ethical considerations unique to the childbearing family and the differing impact of religious, spiritual, cultural, gender identity, and sexuality beliefs on the health of the stated populations. Pharmacologic therapies and

principles unique to the childbearing family, including dosage calculation will be discussed.

PN 107: Transition to Practice

Course Hours: 174 (Theory: 170; Lab: 4; Clinical: 0)

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 and clinical judgement activities, and content review. A prescriptive plan for remediation through the use of standardized testing results is developed. Review of selective content specific to the practice of practical nursing is incorporated.

LPN TO RN CURRICULUM

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

Level	Course #	Course Name	Theory Hours	LAB	Clinical Hours	Total Hours
Quarter I	NRS 200	PN-RN Transitions	132	32	0	164
	NRS 201	Adult Nursing-I	153	8	32	193
Quarter II	NRS 202	Mental Health Nursing	137	4	18	159
	NRS 203	Adult Nursing-II	137	26	56	219
Quarter III	NRS 204	Family Nursing	176	5	24	205
Quarter IV	NRS 205	Advanced Nursing Care	194	4	64	262
	NRS 206	NCLEX Readiness	90	8	0	98
		Totals	1019	87	194	1300

LPN TO RN COURSE DESCRIPTIONS

NRS 200: PN-RN Transitions:

Course Hours: 164 (Theory: 132; Lab 32; Clinical: 0)

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. Fundamental nursing skills and topics are reviewed to ensure competency. Emphasis is placed on the scope and standards of practice for the professional RN, patient-centered care, teamwork and collaboration, informatics, evidence-based practice, safety, quality improvement, leadership, and professionalism.

NRS 201: Adult Nursing I:

Course Hours: 197 (Theory: 153; Lab 8; Clinical: 32)

This course is designed to expand the students' understanding and use of nursing process, nursing theory, clinical judgement, and caring interventions to provide patient-centered care for the adult and older adult in health and disease to the full scope of practice of the Registered Nurse. Principles of pharmacology, communication, evidence-based practice, interprofessional collaboration, and culturally competent care are integrated throughout the theory and clinical experience. An emphasis is placed on common chronic disease processes of the adult and older adult.

NRS 202: Mental Health Nursing:

Course Hours: 159 (Theory: 137; Lab 4; Clinical: 18)

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 skills to promote the mental health and well-being of the patient. Ethical, moral, and legal issues in mental health nursing practices are addressed.

NRS 203: Adult Nursing II:**Course Hours: 219 (Theory: 137; Lab: 26; Clinical: 56)**

This course is designed to expand the students' understanding and use of nursing process, nursing theory, clinical judgement, and caring interventions to provide patient-centered care for the adult and older adult in health and disease to the full scope of practice of the Registered Nurse. This course builds on knowledge learned in prerequisite courses. Principles of pharmacology, intravenous therapy, communication, evidence-based practice, interprofessional collaboration, and culturally competent care are integrated throughout the course. An emphasis is placed on common chronic disease processes of the adult and older adult.

NRS 204: Family Nursing:**Course Hours: 205 (Theory: 176; Lab: 5; Clinical: 24)**

This course focuses on the specialized health care needs of the childbearing family including patients of childbearing age, pregnant patients, postpartum patients, newborns, and children. Critical areas in maternal and newborn health are examined from several perspectives including fetal development, prenatal and postnatal care of the delivering parent, and newborn. The role of the nurse in meeting the needs of the family is emphasized. The course also includes growth and development patterns and care of the well and sick child. Pharmacology and nutrition for the childbearing patient, newborn, well child, and ill child, are addressed. Critical thinking, problem solving, clinical judgment, communication, cultural diversity, and legal and ethical concerns are interwoven throughout course content.

NRS 205: Advanced Nursing Care:**Course Hours: 262 (Theory: 194; Lab: 4; Clinical: 64)**

This course focuses on further developing the student's ability to incorporate the nursing process, critical thinking, and clinical judgment in the care of adult clients with serious acute and/or potentially life-threatening disorders. This course builds on knowledge learned in prerequisite courses. Principles of pharmacology, intravenous therapy, communication, evidence-based practice, interprofessional collaboration, and culturally competent care are integrated throughout the course. This course also integrates a comprehensive review aimed at preparing the student for the RN licensure examination.

NRS 206: Professional Transitions & NCLEX Readiness:**Course Hours: 98 (Theory: 90; Lab: 8; Clinical: 0)**

This course 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 individualized review of content utilizing an NCLEX examination program, and a comprehensive review seminar presented by an NCLEX review expert. 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. The use of the nursing process and clinical judgement to provide competent patient care to the full extent of the RN scope is further developed through the use of simulation scenarios.

MISCELLANEOUS NURSING PROGRAM POLICIES (PN & LPN to RN)**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 clinical components of each course with a final grade of "Satisfactory" and **100%** of hours completed
- 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-which ever 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 the 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:

- Submit the request to withdraw form found in the Google Classroom
- Meet or email with the Financial Aid Administrator

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.

- Carry out procedures that prevent the spread of infection (examples: frequent hand washing, using mask and gloves, create and maintain sterile fields, etc.);
- 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;
- 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;
- Physically apply adequate pressure to effectively control bleeding, or perform CPR, 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);
- Satisfactorily complete clinical lab experiences up to and including eight hours in length;
- Demonstrate ability to effectively perform a variety of nursing tasks involving observation of objects and persons, depth and color perception, and paperwork;
- Tactilely discriminate between sharp/dull and hot/cold;
- Perform mathematical calculation for medication preparation and administration;
- Communicate effectively and appropriately, both orally and in writing and through the use of technology devices;
- Make appropriate decisions in a timely manner when stressful situations arise;
- 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 of any kind, **including any vaping device**, is ***not permitted*** anywhere in or around the building, including bathrooms. This includes in front of ***or alongside the building*** on Athena Career Academy property. There will be ***no smoking/vaping at the front entrance*** of the school at ***any time***. ***Violation of this policy will result in disciplinary action. Smoking/vaping is allowed only in personal vehicles. Smoking/vaping is NOT permitted at the clinical facilities.***

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 site's 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 may occasionally be used as part of classroom learning strategies. Faculty have the right to allow or limit electronic device use as they see fit. In the event a faculty member allows the use of electronic devices and as student is found using the device for non-academic purposes, or is completing homework/assignments that are not the current focus of the class, the student will be asked to leave the classroom for the remainder of the class and are responsible for any lost hours and material covered during the time they were not in the classroom.

Headphones/earbuds are not appropriate at any time the faculty are lecturing. In the event faculty allow headphones/earbuds during periods of work time in the classroom, the volume must be kept low enough to not disturb other students.

Audio recording in the classroom is at the discretion of the staff or faculty and the student **MUST** get written consent from the instructor or program director **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 48 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

An official transcript must be requested in writing or via the form on the school's website. Official transcripts will be sent **only** to another educational institution or employer. If the student is requesting a transcript to be sent to them individually an unofficial student issued transcript will be sent.

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)

If the student owes a balance, Athena reserves the right to withhold completion letters.

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.

Students pay a fee to both the state in which they wish to be licensed and to the testing company. Students can find a list of fees at <https://www.nclex.com/fees-payment.page>. Students should contact the State Nursing Board (Nursing Regulatory Body) in the state they wish to be licensed to determine required documentation and costs related to licensure.

NCLEX Licensure Exam Fee Policy

Athena Career Academy will pay for the initial NCLEX application and Pearson-Vue application fees for a student's first attempt at the NCLEX exam IF the below set guidelines are met:

- Student must attend all days and hours of the ATI Live NCLEX Review
- Student must receive "Green Light" from their VATI Mentor
- Student takes the NCLEX within 30 days of receiving Green Light

In the event that a student does not meet all of the above criteria, the student will be responsible for their own NCLEX testing expenses.

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 the school has reasonable suspicion that a student is under the influence of drugs or alcohol in the classroom, laboratory, or clinical setting, it is Athena Career Academy's policy that the student must immediately submit to a drug test administered by staff/faculty at Athena.

In the event of a positive alcohol screen or a positive drug screen, the student will be immediately dismissed from the program. Refusal to submit to the drug test will be considered a positive result. Alteration/manipulation of any drug test sample will result in program dismissal.

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 a doctor's release with no restrictions when returning to clinicals. Students are encouraged to notify course faculty of pregnancy so that proactive measures can be taken to ensure the student's on-time completion of courses.

CAMPUS WEAPONS & SAFETY POLICY

Athena Career Academy is committed to providing a safe, secure, and professional learning environment. To ensure the safety of all students, faculty, and visitors, we maintain a strictly enforced zero-tolerance policy regarding the possession and use of weapons on campus property.

Prohibited Items

The possession, storage, or use of the following items is prohibited in all campus buildings, classrooms, labs, and at school-sponsored events:

- Firearms: All handguns, rifles, and shotguns. This applies regardless of permit status, except for firearms stored inside a student's privately owned, locked vehicle in accordance with Ohio law.
- Edged Weapons: Fixed-blade knives, switchblades, or any folding knife with a blade exceeding [e.g., 3 inches]
- Incapacitating Devices: Stun guns, TASERS, or high-volume chemical irritants (e.g., bear spray).
- explosives: Fireworks, ammunition, and incendiary devices.
- Look-Alikes: Any object that is designed to appear as a functional weapon, including replicas or props.

Student Restrictions

While Ohio law may allow for the open carry of firearms in public spaces, Athena Career Academy exercises its right as an educational institution and/or private property owner to regulate the conduct of its students.

Enrolled Students: As a condition of enrollment, students agree to remain weapon-free while on campus. Carrying a weapon (even openly) is a violation of the Student Code of Conduct and will result in disciplinary action, up to and including permanent program dismissal.

Campus Buildings: No weapons of any kind are permitted inside any campus building or facility.

School Sponsored Events: No weapons are permitted at any school-related events (e.g., clinical sites, graduation, etc.), subject to the rules of the host facility.

Right to Search

To ensure campus safety, Athena Career Academy reserves the right to search school-owned property (lockers/desks) at any time. Personal property (bags/vehicles) on campus may be searched if there is reasonable suspicion that this

policy has been violated.

Violations

Violations of this policy will result in immediate disciplinary action. Consequences may include:

- Immediate removal from campus.
- Permanent program dismissal.
- Referral to local law enforcement: Athena Career Academy will cooperate fully with local law enforcement

Reporting Concerns

If you see a weapon on campus or hear a threat, report it to an instructor, administrator, or staff member immediately. In case of an emergency, call 9-1-1.

FINANCIAL AID DEPARTMENT

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

- Student Self-Help (Personal resources)
- Parental Assistance (Parental resources)
- Financial Aid Programs for those who qualify
- 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 Alumni Grant, Lucas County Workforce Development Agency, NEALP (Nurse Education Assistance Loan Program, and Michigan's Workforce Development System. Information about NEALP can be found at highered.ohio.gov/nealp. 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 Alumni Grant:

- Recipients must meet all admission requirements as set forth in the student handbook.
- Recipients must be enrolled with Athena Career Academy prior to application.
- Recipients must meet the standards of academic progress as outlined in the student handbook.
- Recipients must be graduates of Athena Career Academy.

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 \$2,100.00 is completely funded by the school.

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.

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

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:

- 0-450 clock hours
- 450-900 clock hours
- 900-1300 clock hours

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.

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 successfully completed 450 clock hours and 13 weeks of instruction (Day Track) / 16 Weeks (Evening Track)
- At the point when the student has successfully completed 900 clock hours and 26 weeks of instruction (Day Track) / 32 Weeks (Evening Track)

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.

Transfer credits are not accepted for the LPN to RN Program or the Practical Nursing Program.

All enrolled students are required to maintain Satisfactory Academic Progress (SAP) towards meeting the established graduation requirements of the PN & LPN to RN program(s). SAP standards are based on qualitative and quantitative measures, such as grade point average (GPA) and the number of credits completed versus attempted. A student must meet both standards to demonstrate SAP:

- **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. Grades of F, I (Incomplete), or W (Withdrawal) are considered attempted units and are included when calculating Maximum Time Frame. "I" or "W" are graded as a fail. Failed grades will lower the GPA as no points are contributed towards the total average. For students receiving an I or Incomplete, the course is not counted in the initial cumulative GPA. Once a final grade is entered at the conclusion of the courses scheduled timeframe, the "I" grade will revert to an F or failing grade. The SAP Cumulative GPA will be recalculated at the next SAP evaluation based upon the new grade.

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

Withdrawals: A student who withdraws at any point during an active course time frame will receive an F (Failing) grade for the courses they withdrew from, and the failing grade will be calculated into the student's GPA. If a student withdraws after a term and before starting a new term, their earned grade will be reflected and calculated into their GPA.

All units attempted are calculated in the maximum time frame for completion.

Financial Aid Warning

Financial aid warning refers to a status assigned to a student who fails to make satisfactory academic progress at an institution that evaluates academic progress at the end of each payment period.

A student on financial aid warning may continue to receive financial aid assistance for the remaining pay periods. A warning status may be assigned without an appeal or other action by the student. A student assigned a Financial Aid Warning will be notified of this status via their Athena email, meaning that they failed a course(s) that must be retaken to progress to the next quarter.

This notice would contain a revised Tuition Package Worksheet with the cost of the failed course(s) included in the correlating pay period tuition. A payment plan or revised payment plan will be sent to the student to accommodate the additional cost of retaking what was failed if needed.

Please see the Failed Class Policy for retake payment information.

Loss Of Financial Aid Eligibility

Students can lose financial aid eligibility under Satisfactory Academic Progress (SAP) if they don't meet the following standards: cumulative grade point average (GPA), pace, and maximum timeframe. Loss of eligibility would occur after a student fails to meet the SAP standards at the end of the financial aid warning period, which would be the next SAP evaluation period.

If a student fails the same course twice, they will be dismissed from the program. If a student loses Title IV eligibility, they can choose to stay in the program and pay for the remaining cost(s) out of pocket, or they can withdraw and restart the program after 180 days. "Restarting" the program would mean to start the admissions process again to become enrolled. During this process the student would need to appeal their previous SAP status to regain eligibility for Title IV Aid. Appeals must be emailed to the Program Director and Financial Aid Manager. Student statements within the email must include:

1. The circumstances that rendered them unable to meet the standard(s) (i.e.)
2. Health issues: Serious illness, injury, or documented learning disability
 - a. Family issues: Death of a relative or close friend, significant family obligations, or domestic violence
 - b. Financial issues: Loss of employment, change in financial status, or change in economic situation
 - c. Military service: Involuntary call to active military duty
 - d. Other circumstances: Pregnancy or birth of a child, homelessness, loss of childcare, or being a victim of a serious crime
 - e. What has changed to allow the student to meet the standard(s), and (3) the student's educational goal and plans to meet that goal. Students will be notified of the appeal decision by e-mail within five (5) working days after submitting the Financial Aid Appeal Email along with all required documentation.
 - f. Student appeals that are granted for failure to maintain qualitative, quantitative, or maximum time frame standards will be placed on Probation. The number of times a student can appeal due to failure to maintain the qualitative, quantitative, or maximum time frame standards is limited to one (1) appeal during the student's academic career. Financial aid probation is a status that students are given when they fail to meet Satisfactory Academic Progress (SAP) standards but have successfully appealed to have their financial aid reinstated. Students on probation are still eligible for financial aid, but their academic progress is monitored until they meet SAP standards. Probation status lasts for one payment period, during which the student may continue to receive FSA funds. Students who fail to meet SAP at the end of the probation period lose their aid eligibility.

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:

- A student who starts class and withdraws within the five (5) day cancellation period shall be obligated for the registration fee.
- 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.
- 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.
- 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.
- 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. $(\% \text{ of enrollment that is completed}) \times (\text{the total Title IV funds disbursed}) + \text{the Title IV funds that could have been disbursed by federal guidelines} = \text{the amount of Title IV aid earned.}$

A student's withdrawal date is defined as: The date the student notifies Athena Career Academy of his/her decision to withdraw (official), or the last date of attendance for a student who has ceased attending all classes and has not provided Athena Career Academy with his/her decision to withdraw. A student is considered withdrawn from Athena Career Academy after 14 days of non-attendance (unofficial).

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 a notification will be sent to the student. The information provided in this notification must include the information necessary for the student, or parent for a Direct Parent PLUS Loan, to make an informed decision as to whether the student or parent would like to accept any disbursement of loan funds and must be provided within 30 days of the date of a school's determination that a student has withdrawn. In addition, the notice must request confirmation of any post-withdrawal disbursement that the student or parent, as applicable, wishes the school to make. There must be a response to the notice within 14 days. If the student accepts the post-withdrawal disbursement, Athena Career Academy will make payment as soon as possible, but no later than 180 days from the student's withdrawal date. No portion of the post-withdrawal disbursement of loan funds will be disbursed if the student (or parent) does not respond to Athena Career Academy's notification.

For any amount of a post-withdrawal grant disbursement not credited to the student's account to cover allowable charges, the school must make the disbursement as soon as possible but no later than 45 days after the date of the school's determination that the student withdrew (no confirmation from the student is required).

Any credit balance return must be done within 14 days from the completion of a R2T4. All refunds of unearned financial aid are made within 45 days of the date of the school's determination of withdrawal and will be "charged back" to the student's tuition account. This may result in unpaid tuition and fees. The students will then be billed for any unpaid institutional charges that result from the return of funds to the Title IV programs and will be responsible for full payment. If the R2T4 calculation results in an amount to be returned that exceeds the school's portion, the student must repay those funds. Students will be informed of this requirement in writing within 30 days that the student withdrew from the return of funds to the Title IV programs and will be responsible for full payment. If the R2T4 calculation results in an amount to be returned that exceeds the school's portion, the student must repay those funds. Students will be informed of this requirement in writing within 30 days that the student withdrew.

Institutional charges are listed on the R2T4 and are prorated per payment period. For refund purposes, institutional charges according to the federal guidelines are tuition, lab fees, textbooks, supplies, uniforms, and graduation fees.

*A student will not be allowed to re-enter until the outstanding balance has been paid in full.

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

- Direct Subsidized Loan
- Direct PLUS Loan
- Federal Pell Grant
- Employer
- 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 the 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 (PN and 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 **January 2026.**

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

STUDENT SIGNATURE

DATE

SCHOOL OFFICIAL SIGNATURE

DATE