FELBRY COLLEGE
SCHOOL *of* NURSING
IMPARTING THE ART OF CARING

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CEO'S WELCOME

At Felbry College, we are committed to educating individuals from various cultural backgrounds with the goal of imparting them with the skills and knowledge to serve the healthcare needs of diverse communities in a professional and compassionate manner.

We believe that learning should be active and student-centered, supporting student responsibility, engagement, and interaction. We strive to foster life-long learning that will continue after the student leaves the college environment and enters the diverse and changing roles of the nursing profession.

The curriculum in each of our programs is deliberately comprehensive to ensure that the knowledge and skills needed for entry-level access to your chosen career have been provided. Even though the programs are challenging, we have every confidence in your ability to master the material and each of us, faculty and administrative staff as well, will provide all available support to help you achieve your educational goals.

Feyisayo Tolani, RN
Chief Executive Officer

STATEMENT OF LEGAL CONTROL

Felbry College is wholly owned by Felbry College, LLC, a corporation duly authorized in 2008 under the laws of the State of Ohio. The corporation's sole stockholder is Ms. Feyisayo Tolani. The school is governed by an advisory board on which Dr. Felix Tolani serves as President with other members of the board including Joey Beck, MSN, MHA, BSN., Bishop Anthony Osuobeni LLM., and George Calloway MD.

RIGHT OF REVISION
Felbry College reserves the right to make changes to the contents of this catalog, to make changes in its programs of study, and to change its schedule of classes and hours of operation. Important information regarding the policies of Felbry and its educational programs is included in this catalog; students are encouraged to read it carefully.

FELBRY COLLEGE SCHOOL OF NURSING
6055 Cleveland Avenue, Columbus, OH 43231
Phone: 614-781-1085 Fax: 614-929-3816

OHIO STATE BOARD OF CAREER COLLEGES AND SCHOOLS
Registration No: 12-07-1993T

FCSON occupies approximately 22,000 square feet. The college is located at 6055 Cleveland Avenue Columbus, Ohio 43231. Current space includes 11 classrooms used for lecture and laboratory work and additional space for offices, student lounge, faculty lounge, receptionist area, conference rooms, LRC and computer lab, and restrooms. The college currently offers a combination of residential and distance learning instructional delivery.

HOURS OF OPERATION

FCSON administrative offices are open Monday through Friday schedule from 8:00 a.m. until 9:00 p.m. Additional appointments are available as needed. Day and evening classes are held between 8:00am to 10:30pm. Clinical sessions for the Nursing programs can be held on any day of the week including weekends and may start at 7:00a.m. and run until 11:00p.m.

No classes are held, and no administrative offices are open on those holidays listed on the School Calendar, which appears in the addendum to this catalog. The Academic Calendar, also in the addendum, lists important dates and events for the school year and lists school recesses, during which no classes are offered but some or all administrative offices may be open.

ACCREDITATION AND APPROVALS

Felbry College School of Nursing is approved by the Ohio State Board of Career Colleges and Schools, the Ohio Board of Nursing, is institutionally accredited by the Accrediting Bureau of Health Education Schools (ABHES),and approved by the State Approving Agency of Ohio for eligible veterans to use GI Bill benefits ® for GI bill is trademarked.

CONTACT INFORMATION
Felbry College
6055 Cleveland Avenue Columbus OH 43231
Phone: 614-781-1085
Fax: 614-929-3816
Website: www.felbrycollege.edu
Email: info@felbrycollege.edu

OHIO BOARD OF NURSING
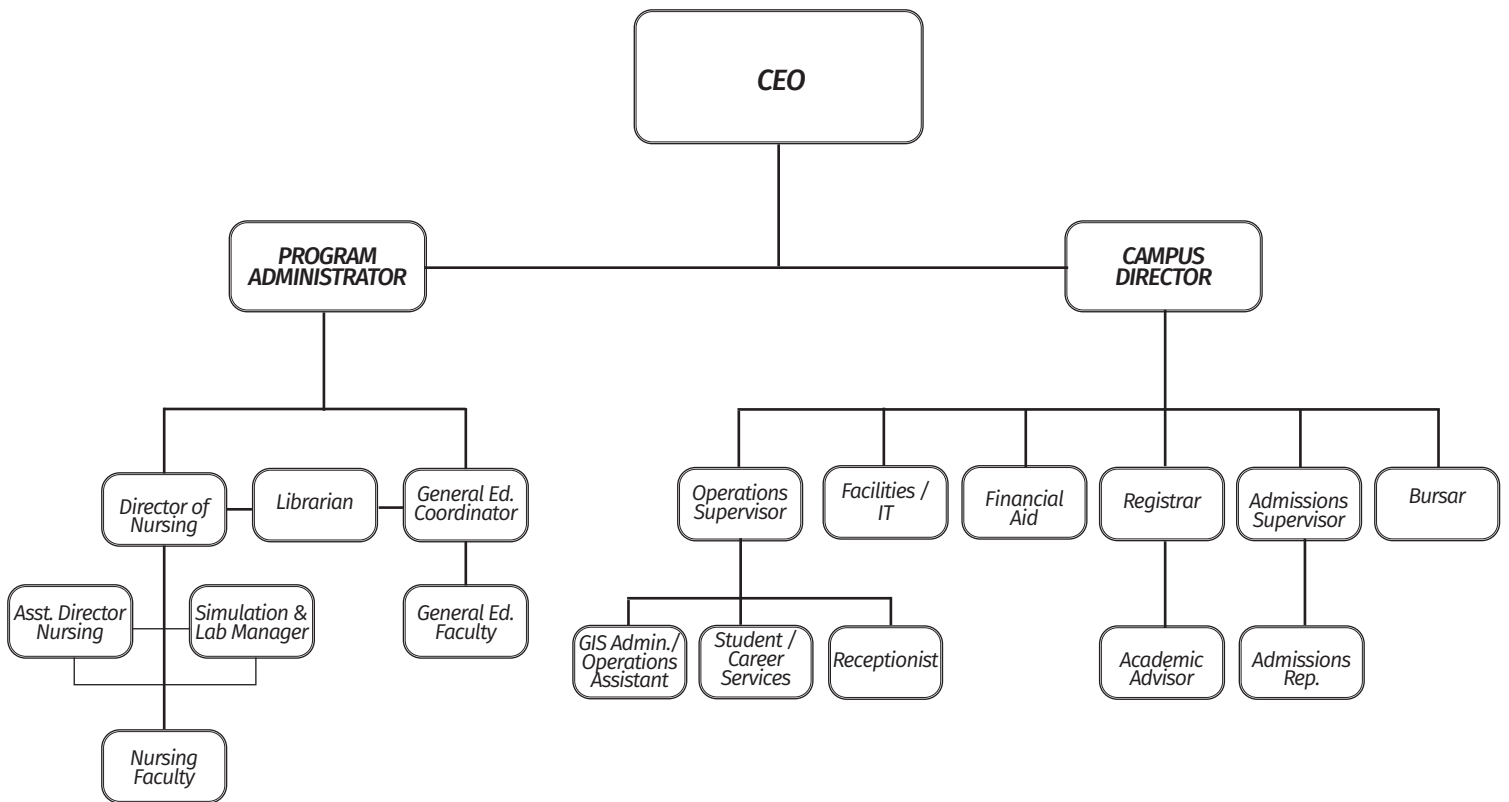17 South High Street, Suite 400 Columbus OH 43215
614-466-3947

STATE BOARD OF CAREER COLLEGES AND SCHOOLS
30 East Broad Street, Suite 2481 Columbus Oh 43215
877-275-4219

ACCREDITING BUREAU OF HEALTH EDUCATION SCHOOLS
7777 Leesburg Pike, Suite 314 N. Falls Church, VA 22043 703-917-9503

ORGANIZATIONAL CHART

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                              CEO
                               |
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        |                                             |
   PROGRAM                                        CAMPUS
 ADMINISTRATOR                                    DIRECTOR
        |                                             |
  +-----+-----+                    +-------+-------+-------+-------+-------+
  |     |     |                    |       |       |       |       |       |
Director  Librarian  General Ed.  Operations  Facilities/  Financial  Registrar  Admissions  Bursar
of Nursing           Coordinator  Supervisor     IT          Aid                 Supervisor
  |                     |            |                                    |          |
Asst. Director      General Ed.   GIS Admin./  Student/  Receptionist  Academic   Admissions
Nursing  Simulation & Faculty     Operations   Career                  Advisor    Rep.
         Lab Manager              Assistant    Services
  |
Nursing
Faculty
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MISSION
STATEMENT

Founded on Christian values, Felbry College embraces the diversity and beliefs of all individuals. Our mission is to educate students to become highly skilled, compassionate, caring and professional nurses who will serve in the global health care community.

To achieve this mission, Felbry has established the following institutional objectives:

INSTITUTIONAL OBJECTIVES

1. Engage well-qualified professionals to provide the best possible instruction in the academic programs that the college offers.

2. Provide students with the knowledge, skills, and experiences required to take and pass any State's licensing examination to practice their profession within the State.

3. Instruct students on the necessity of being able to work cooperatively as a valued member of the healthcare team.

4. Develop and cultivate relationships with employers and network with professionals in Felbry's fields of instruction to create more job opportunities for Felbry graduates.

5. Instill in students the importance and obligation to pursue continuing education to remain current in emerging knowledge and skills of their professions and to provide the best possible health care for patients.

PHILOSOPHY OF **NURSING**

Felbry College School of Nursing faculty believe that each person is an individual characterized by one's own unique physiological, psychological, cultural and spiritual make up. These complex human components are in a constant state of dynamic equilibrium to maintain one's stability of life, wellness, family and community within the environment. When this dynamic equilibrium is disturbed, well-being is compromised, and health needs occur.

Thus, Felbry College School of Nursing maintains that the art of nursing must also be a dynamic profession, which blends science, evidence-based practice and clinical judgment with the art of caring and compassion to provide safe, effective and quality patient centered care.

Learning is also believed to be a dynamic and interactive process but individualized for each student. Faculty work collaboratively with the student to help them be accountable for their learning and to meet the program outcomes. Thus, a mix of traditional and contemporary teaching methodologies are used to support the success of each student.

CONCEPTUAL **FRAMEWORK**

The conceptual framework is based on the philosophy of the nursing program in which the major concepts of Person, Health, Environment and Nursing form the foundation of health, which is a state of optimal functioning and balance of the spiritual, social, mental, emotional, perceptional and physical levels. The faculty believes in wellness behaviors and serving the community consistent with the individual's values, beliefs and culture. As such, the nursing program supports a health care continuum, which promotes the optimal functioning of the person through health promotion, maintenance and restoration of health, while providing nursing care and support to patients and families during wellness, ill-health experiences and death.

Central to the major concepts of the conceptual framework is Caring, which is believed to be a fundamental attribute of the Felbry College School of Nursing program and ascribed by theorist Dr. Jean Watson.

As part of the health care professions, nursing is also guided by the standards of professional practice. Therefore, integrated into the framework as sub-concepts are the competencies from the Quality and Safety for Nurses (QSEN) and the National League for Nursing (NLN).

The following definitions for the key concepts of the conceptual framework are provided.

MAJOR CONCEPTS

PERSON: The concept of person is introduced in the initial courses of the program and applied throughout the curriculum. Nursing theory provides the introductory concept of person, while the application of nursing care of the individual is evidenced in laboratory skills and the clinical setting in relation to the biological, psychological, social and spiritual dimensions of care. The person, or individual, is the direct receiver of all care and basic to the concept of patient needs.

HEALTH: Health, and the promotion of health, is the overarching goal of all nursing care. The concept of health and the health care continuum is threaded throughout the nursing curriculum. The role of the nurse is to provide care and support for the person and family in order to promote, restore and maintain health, which includes the transition of life to death.

ENVIRONMENT: Environment, including both internal and external factors, has a direct effect on the person, family or community. The internal and external environment is addressed in the basic and social sciences and all nursing courses. Through the application of evidence- based practice, the nurse provides for a safe, effective and quality care environment for all individuals.

NURSING: The art and science of nursing includes the physical, biological, technological and psychosocial sciences and builds from simple to complex. Nursing is seen as a process that links the nurse to others. The universal concept to the art and science of nursing is caring. The concept of nursing and caring is threaded throughout the nursing curriculum from the nursing process, clinical and ethical nursing judgment, and through the use of evidence- based practice.

CARING: Caring is the foundational value of nursing and defined by Dr. Jean Watson as the moral, ideal of nursing whereby the end is protection, enhancement and preservation of human dignity. Caring is a central theme of the nursing curriculum and part of the Felbry College of Nursing motto, which is: Imparting the Art of Caring.

SUB-CONCEPTS

HUMAN FLOURISHING: The nurse supports the uniqueness of each person to achieve growth as an individual and as part of the greater community. (NLN)

PATIENT CENTERED CARE: The nurse recognizes the patient or designee as the source of control and full partner in providing compassionate and coordinated care based on respect for patient's preferences, values, and needs. (QSEN)

NURSING JUDGMENT: The nurse uses the process of critical thinking, clinical judgment and the incorporation of evidence-based practice in making decisions for the patient and their families. (NLN)

SAFETY: The nurse minimizes risk of harm to patients and providers through both system effectiveness and individual performance (QSEN).

INFORMATICS: The nurse uses information and technology to communicate, manage knowledge, mitigate error, and support decision making (QSEN).

PROFESSIONAL INTEGRITY: The nurse's comprehension and implementation of the core values that reflect compassion, responsibility, accountability, integrity, respect, ethical practices and evolving identity as a nurse who is committed to life-long learning, service and safe, quality and evidence-based care for individuals and families within their community (NLN).

TEAMWORK AND COLLABORATION: The nurse functions effectively within nursing and inter-professional teams, fostering open communication, mutual respect, and shared decision-making to achieve quality patient care (QSEN).

SPIRIT OF INQUIRY: The nurse must have a determined sense of curiosity to challenge the status quo, question underlying presumptions and offer innovative ideas to improve the quality of care that informs learning and practice (NLN).

EVIDENCE-BASED PRACTICE: The nurse integrates best current evidence with clinical expertise and patient/family preferences and values for delivery of optimal health care (QSEN).

QUALITY IMPROVEMENT: The nurse uses data to monitor the outcomes of care processes and uses improvement methods to design and test changes to continuously improve the quality and safety of health care systems (QSEN).

The conceptual framework is derived from the philosophy and forms a basis for the organization and structure of the nursing curriculum as well as the expected student learning outcomes. Felbry College School of Nursing programs are based on the key values of Caring, Accountability, Respect, Education and Service.

ADMISSIONS REQUIREMENTS FOR ALL PROGRAMS

FCSON admits applicants without regard to their ethnicity, race, color, sex, sexual orientation, marital status, or religious beliefs.

Persons with disabilities will be considered for admission provided that a physician certifies him or her as physically capable of completing the academic training and provided that the admission does not cause an undue hardship for the college or other students.

PLEASE NOTE *that each academic program has its own admissions criteria in addition to those listed here and the applicant must satisfy those program-specific criteria as well. Admissions requirements for each program are the same for both on campus and on-line courses.*

All applicants must satisfy the admissions criteria below before they will be considered for acceptance into the college:

- Be 18 years of age or older prior to starting any clinical;
- Submit two favorable character references completed by non-relatives.

Complete an admissions application and pay the required, registration fee.

Students must also satisfactorily complete each of the following clinical requirements before registering for any clinical nursing course:

- Physical examination, using the form provided by FC-SON for the medical practitioner's use.

Evidence of the following:

- annual influenza vaccine
- Tetanus diphtheria (TDAP) vaccine
- Mumps, rubella, and rubeola (MMR) titer or vaccine
- Varicella titer or vaccine
- 2- step or annual 1-step TB test
- Hepatitis B vaccine series/titer
- 10-panel drug screen result
- BLS for Healthcare Provider training
- FBI and BCI criminal background check

TRANSFER OF **CREDIT**

FCSON will consider accepting transfer credits earned at another accredited post-secondary institution. An official transcript must be sent directly to FCSON.

The applicant may be required to provide a copy of a detailed syllabus for the course that includes a topical outline of the course's content. A grade of "C" must have been earned for the course.

The Registrar and the General Education Coordinator will meet to review and make the final determination as to whether the course or courses requested for transfer credit meet all required criteria and whether transfer credit will be granted.

If completed within one year of starting either the Practical Nursing or the Associate of Applied Science in Nursing (AAS) program, all Anatomy and Physiology courses will be considered for transfer credit.

All other general education courses completed within ten years may also be considered for transfer credit.

Refer to the Transfer of Credit Policy for details and additional information.

CREDITS TRANSFER

An applicant must submit official transcripts and syllabi for the course(s) to admissions for transfer evaluation.

An application for course waiver and credit transfer form must be attached to each individual transcript (copy of official).

The transcript is then evaluated by the General Education Coordinator using the Transfer Credit Policy listed in the catalog.
- The institution is first determined to be Accredited and then whether on semesters or quarters.
- All possible courses for transfer are highlighted.
  - The student must have received a "C" or higher in the course in order to be evaluated.
- Each course is then written on the form, including both its name and course number.
- The courses are then evaluated for time. (Using the current policy)
  - Anatomy and Physiology courses must be taken within one year of their start date.
  - All other General Education courses must be taken within 10 years of their start date.
- The credits are then determined for those classes that meet the above requirements.
  - If a semester institution – credits are considered equal to ours so are applied to the form.
  - If a quarter institution – credits (units) are converted first by using a quarter to semester conversion tool and then applied to the form.
- The courses are then compared to FCSON courses. The course description must be similar (must include the main objectives of the course) and then credit number must be equal or higher in number.

The Registrar and the General Education Coordinator will then meet to review the transcripts and then sign and date the form. See the Quarter Units to Semester Units Conversion Table located in the Appendix of this catalog.

TRANSFERABILITY OF CREDIT

The decision to accept transfer credits rests entirely with the institution to which the student is applying for acceptance. Although FSCON'S academic programs are approved by the Ohio State Board of Career Colleges and Schools, its nursing programs approved by the Ohio Board of Nursing, and the college is institutionally accredited by the Accrediting Bureau of Health Education Schools, there is no guarantee that credits will transfer to other postsecondary institutions.

READMISSION POLICY

Students previously withdrawn who are interested in readmission, must submit their request in writing to the Registrar. Students who were dismissed for violation of any of the Codes of Conduct are not eligible for readmission.

The following criteria must be met:
- Student can be readmitted only once and are accepted based on space availability.
- All outstanding tuition and fees must be paid or make satisfactory payment arrangements before readmission.
- Students will receive academic credit for all courses successfully completed within six months.
- Students returning after six months of absence may be required to complete competency testing in certain courses.
- Students must complete the program within the maximum time frame as described in the Satisfactory Academic Progress Policy section of the catalog.

ACADEMIC UNIT OF MEASUREMENT

FCSON offers its academic programs on a semester credit-hour basis. The semester credit hours are defined as a minimum of 15 hours of lecture sessions equal one credit; a minimum of 30 hours of laboratory equals one credit, and 45 hours of externship, internship, or practicum is the equivalent of one credit hour. A credit hour is considered as 50 minutes of instruction.

COURSE CODE AND NUMBERING SYSTEM

For the nursing programs, each course is identified by a combination of letters and numbers, with the letters identifying the subject matter of the course. These courses are assigned numbers in the 100- range for the Practical Nursing program, indicating that the courses are first-level nursing courses and in the 200-range for the Associate of Applied Science in Nursing programs, indicating that the program represents the second level of nursing. General education classes are also numbered in the 100 range.

NONCREDIT REMEDIAL COURSES

FCSON does not offer noncredit remedial courses.

LEAVE OF ABSENCE

FCSON does not grant leaves of absence.

ATTENDANCE

Regular attendance and punctuality at scheduled class times is expected of all students. Daily attendance is recorded for each student. Any student who, for any reason, misses more than 20% of scheduled hours will fail the course. Each missed clinical session must be made up and the student will be charged for the make-up session. A student who misses more than two clinical days will fail the course. Class work and assignments missed because of absence (excused or unexcused) must be made up by the student.

- An excused absence is when an advance notice has been given by the student to the instructor

- An unexcused absence is when no advance notice has been given by the student to the instructor

Missed work and/or assignments must be completed within one week following the absence. Any missed examination must be arranged with the instructor and must be taken within one week following the absence. In the case of an unexcused absence, the maximum grade that can be earned for a makeup exam is 78%. Only one make-up exam is allowed per course. A second missed exam will result in a grade of zero (0) for that exam. Quizzes cannot be made up. At the discretion of the instructor, a student who had an excused absence may be allowed to submit a special assignment in lieu of the missed quiz. Refer to the Attendance Policy for additional information.

PUNCTUALITY

Developing good work ethics is an important part of the training at FCSON. Student late arrival interrupts both the instructor and students. Faculty attendance records include documentation of hours and minutes reflecting late arrivals and early departures. Excessive tardiness may result in difficulty meeting academic learning objectives. Students demonstrating a pattern of inconsistent attendance may be subject to disciplinary action that may include administrative withdrawal or dismissal.

- A late arrival occurs when students arrive after the scheduled start time. An early departure occurs when students do not stay for the entire scheduled time.

- Students who miss a quiz because of a late arrival or early departure will not be allowed to make up that quiz.

ACADEMIC INTEGRITY

FCSON will not tolerate any forms of academic dishonesty, including cheating and plagiarism. Any student caught committing or participating in any form of academic dishonesty will automatically fail the particular course and will be subject to additional punitive action that may include suspension or permanent dismissal from the institution. Any disciplinary action taken because of academic dishonesty will be recorded on the student's academic transcript. The decision regarding the appropriate disciplinary action will be made by the Program Administrator in consultation with the faculty member and subsequently reporting the incident to the CEO. A second, confirmed instance of academic dishonesty for a student who was not expelled initially will result in permanent dismissal from the institution. This action is not appealable. Refer to the Academic Integrity Policy for additional information.

APPEAL PROCESS

A student may request an appeal of a disciplinary action given by an appropriate official or committee. Such student shall submit an appeal letter to the Program Administrator requesting a review of the decision.

CHANGE OF PROGRAM

A student who wishes to change programs must complete a new enrollment agreement and satisfy all admission requirements for that program. A Change of Program Fee will be accessed to the student's account. All courses and credits successfully completed in the previous program that are applicable to the new program will be transferred. The maximum time frame (MTF) for the new program will be calculated reducing the MTF by the number of successfully completed credits transferred. Unless a student who is enrolled into the AAS program elects to switch to the PN program, a student who is on academic probation at the time of the requested program change will not be permitted to change programs until the student has achieved the minimum SAP standard by the end of that time to remain enrolled in the college.

PURSUIT OF SECOND PROGRAM

A student who has successfully completed the Practical Nursing (PN) program at FCSON who wishes to enroll in the college's Associates of Applied Science in Nursing (AAS) One + One program must complete a new enrollment agreement and meet all admission requirements. Satisfactory academic progress will be assessed solely on the student's academic performance in the new program. The maximum time frame is calculated based on the normal completion time of the new program.

DISCIPLINARY PROCESS

FCSON expects its students to comply with all local, state, federal laws as well as regulations, policies and procedures of the school. Disciplinary action may be taken when a student violates the regulations or policies or engages in unruly conduct.

When a student commits an act of violation of the college regulation or engages in misconduct, disciplinary action shall be initiated. Such action may be progressive through the following steps. The school, depending on the severity of the infraction, can advance the progressive discipline commensurate with the violation.

- Oral reprimand.
- Written reprimand.
- Disciplinary action. Nature and details to be determined by the initiating official or committee. Examples could be community. service, taking an anger management class etc.
- Probation
- Dismissal from the nursing program.

Procedure
- The principal witness of the misconduct shall prepare an incident report stating the details of the violation or misconduct. Any disciplinary action taken shall be reported.
- When an infraction is of a serious nature, the program administrator shall constitute a disciplinary committee to review the infraction and make a decision on the disciplinary action to be taken.
- A report of the decision reached shall be communicated to the student in writing stating details of the infraction, the behavior expected and the consequences of further misbehavior, if applicable.
- All actions and decisions taken during the course of investigating and resolving the matter shall be documented. A copy of all documentation is placed in the student file.

- Certain behaviors may be deemed so serious that dismissal may occur immediately. These include but are not limited to the following.
- Endangering client safety.
- Falsification of records.
- Sexual misconduct.
- Misappropriation of a client's property

AMERICANS WITH DISABILITY ACT (ADA)

FCSON is committed to providing educational services to students with disabilities as required by the Americans with Disabilities Act (ADA) of 1990 and Section 504 of the Rehabilitation Act of 1973 (both as amended). FCSON will provide reasonable accommodations for qualified students with disabilities.

To be eligible for a reasonable accommodation (or academic adjustment), the student must have:
- A disability (as defined by applicable law) that substantially limits a major life activity and subsequently necessitates an accommodation;
- Documentation on file with FCSON that supports the need for the requested accommodation; and
- Medical documentation that substantiates the disability and how the accommodation will assist the student.

Qualified students with disabilities seeking reasonable accommodations are responsible for initiating contact with the Disability Services Coordinator to request an appropriate reasonable accommodation. Essential program outcomes, course objectives, and/or skill competency achievement standards cannot be substantially lowered, waived, or otherwise modified as accommodations. Any modifications in the manner in which a course, lab, and/or clinical is conducted are restricted to changes in the format

of instruction or evaluation. Such modifications must not substantially lower the essential academic standards or modify basic content of the course, lab, and/or clinical.

No accommodations may be made prior to the notification of disability and the submission of documentation. Students must identify themselves to the Disability Services Coordinator and provide the required documentation at least 30 days in advance of the start of the accommodation being requested. It is the student's responsibility to ensure that documentation meeting the published requirements is submitted 30 days prior to the start of the accommodation(s). If the accommodations provided are not meeting the student's needs, it is the student's responsibility to notify the Disability Services Coordinator.

To request disability accommodations, please contact the Disability Services Coordinator via email at:
disabilityservices@felbrycollege.edu

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

All students have the right to inspect and review their educational records, to request corrections or deletions, and to limit disclosure of the records in accordance with the Family Educational Rights and Act (FERPA). A student may request the college to make such corrections regarding information that is deemed inaccurate, misleading, or in violation of his/her right to privacy. Grades and course evaluations are only subject to a correction if they are improperly recorded.

The process for reviewing a student file is the following:
- Student may request a review of their records by writing to the Registrar or his/her designee and identify the record they want to review.
- Such review will be allowed during regular office hours under supervision and within 45 days of the date the request is received by the college.
- A student may request in writing an amendment to their records to the Registrar and identify the part of the record he or she request to be changed and specify why it is inaccurate.
- The Registrar along with another college official will review the written request, examine the student record, and convene with the student in making a determination.
- If student is not satisfied with the result and notify the college accordinly, college will notify the student in writing of a formal hearing regarding the request for amendment.
- Within 45 days of the hearing, the student will be

provided with a written final decision which will be included as part of the student's record. Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA at the U.S Department of Education office: Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW Washington, DC 20202-5901.

FILING A GRIEVANCE

FCSON strives to provide a very supportive environment and respects the rights of all students. It is our practice to fairly and objectively address the concerns of any complainant in the attempt to equitably resolve the grievance. A student lodging a complaint is encouraged to first make the complaint to the immediate supervisor of the individual against whom the complaint is being made. A written complaint is required. If the matter is not resolved to the student's satisfaction, the student may pursue his or her grievance up to the level of the CEO. A student has five (5) business days within which to make the complaint and the institution has five (5) business days to issue a response.

If the complaint is not resolved at the level of the CEO or if the complaint is against the CEO, the student may file a formal, written complaint with the following agencies:

OHIO BOARD OF NURSING
17 South High Street, Suite 400
Columbus OH 43215
Phone: 614-466-3947

STATE BOARD OF CAREER COLLEGES AND SCHOOLS
30 East Broad Street, Suite 2481 Columbus Oh 43215
Toll free Number 877-275-4219

ACCREDITING BUREAU OF HEALTH EDUCATION SCHOOLS
7777 Leesburg Pike, Suite 314 N. Falls Church, VA 22043;
Tel: 703.917.9503

GRADING SYSTEM

The grading system for academic performance appears below. Unless otherwise indicated with an asterisk *, each grade earned is calculated into the student's cumulative grade point average (CGPA) and the credit hours assigned for the course taken are included in the calculation of total credit hours attempted.

LETTER GRADE	POINT VALUE	HONOR POINTS	GRADE DESCRIPTION
A	93 - 100	4.0	Excellent
B	84 - 92.9	3.0	Good
C	78 - 83.9	2.5	Average
F	Below 78	0.0	Fail
I	-0.0-	0.0	Incomplete
S	------	------	Satisfactory*
U	------	------	Unsatisfactory*
R	------	------	Course Repeated*
TR	------	------	Transfer Credit*
W	------	------	Withdrawal*
WP	------	------	Withdrawal Passing*
WF	------	0.0	Withdrawal Failing*

REPEATED COURSES (GRADE OF R)

A student receives a grade of "F" in the same course twice will be academically dismissed from the college. Additionally, students may only receive a grade of "WF" once per course.

The new grade earned when repeating a previously failed course will replace the "F" or "WF" grade awarded in the prior course. A letter of R will replace the prior grade. Both the grade earned, and the credit hours taken for the repeated course will be included in the SAP calculations. While both the original attempt and the repeated course will be included in the calculation of credits attempted for MTF, only the grade earned in the repeated course will be included in the CGPA calculation.

INCOMPLETE GRADE (GRADE OF I)

At the discretion of the instructor, a student may be assigned a grade of incomplete (I) to allow the student additional time to complete missing coursework or to take a required exam. For the purposes of SAP calculation, incomplete grades will carry 0.0 honor points.

Upon completion of the work or exam, the earned grade replaces the grade of "I" and is calculated into the grade average for the level and for the cumulative grade point average (CGPA). Except for rare circumstances, if the missing work or exam is not completed within two weeks from the last day of the course, a grade of "F" will be assigned and computed into the final grade average for the course and into the CGPA.

TRANSFER STUDENTS (TR GRADE)

A grade of TR is assigned for a student's successful transfer of credits (or converted clock hours) earned from an accredited institution. Although the grade(s) earned for the transferred credits will not be included in a calculation of the CGPA, the total credits will be included in a calculation of credits attempted and successfully completed.

With regards to Maximum Time Frame (MTF), Transfer credits are counted towards maximum timeframe. The total number of credits the student will need to complete his or her program after receiving transfer credits will be multiplied by 1.5 to determine that student's MTF.

WITHDRAWAL GRADE

W GRADE

A student who withdraws from the college after the college's two week add/drop period but before the mid-point (50% or halfway point) of a course will be assigned a grade of W for the course. The W grade is not included in the calculation of the cumulative GPA, but the credit hours will be included in the determination of total credits attempted.

WP GRADE

A student who withdraws from the college after the mid-point (50% or half-way point) of a course but had passing grades at the time of withdrawal will be assigned a grade of WP for the course. The WP grade will not be included in the calculation of the CGPA, however, the attempted credit hours for the course will be included in the determination of total credits attempted.

WF GRADE

A student who withdraws or is withdrawn from the college after the mid-point (50% or half-way point) of a course but had failing grades at the time of withdrawal will be assigned a grade of WF for the course. The WF grade will be included in the calculation of the CGPA and the attempted credit hours for the course will be included in the determination of total credits attempted.

We are excited to announce that (FCSON) is now authorized to enroll international students into its nursing program who meet our general admission requirements and comply with all the guidelines under the United States Federal Law.

All courses are taught in English. Applicants from non-English speaking countries may be required to demonstrate competency in the English skills by taking the Test of English as a Foreign Language (TOEFL) or International English Language Testing System (IELTS) exams (see "English Proficiency" below).

Aside from the standard admissions requirement, international students must submit the following documents below in order to be eligible for admission to FCSON:

- A completed application form
- Official Academic high school transcripts translated into English
- Official documentation of graduation from an accredited high school or its equivalent
- A comprehensive course-by-course evaluation of high school transcript by either World Education Services (WES) (https://www.wes.org), or completed by a member of the National Association of Credential Evaluation Services (NACES) (https://naces.org), or American Association of Collegiate Registrars and Admissions Officers (AACRAO) (hhtps://www.aacrao.com)

- sent directly to the registrar at FCSON
- Demonstration of English proficiency (see English Proficiency, below)
- A non-refundable regular enrollment and application fee of $200 is required for processing of the International student application
- An I-20 Request Form with a photocopy of your passport
- Evidence of a notarized statement of financial support for tuition, fees and all living expenses sufficient to complete the academic program
- Submit proof of physical exam
- Submit two recommendation letters

English Proficiency

If your first language is not English, you must take the Test of English as a Foreign Language (TOEFL), HESI Admissions Assessment Exam (HESI A2) or the International English Language Testing System (IELTS) exam and achieve the required score. The required score of 80 on the internet-based (IBT) TOEFL, including a minimum speaking exam score of 26 and a listening exam score of 22. The HESI A2 score of 60% and for the IELTS exam, an overall band score of at least 7.0) is required. Exams must have been taken no more than two years prior to the date of application

An official copy of your test results should be sent directly to FCSON from ETS (Educational Testing Service). and our school code is C552. It should be addressed to:

Vanessa Stafford
International Students' Services
Felbry College School of Nursing
6055 Cleveland Avenue Columbus, OH 43231
For details about TOEFL, please visit: toefl.org
For details on IELTS, please visit: https://www.ieltsessentials.com/global/testinformation/faqs?_ga=2.259131146.1461818325.1562798903-950010441.1562798903

TOEFL OR IELTS EXCEPTIONS

There are some cases where you may not be required to take the TOEFL and a waiver may be issued. Please speak

to your FCSON Admissions Enrollment Counselor if you feel you qualify for a waiver.

Waiving the requirement is done on an individual basis and the FCSON SEVIS Representative or Admissions Office may require a TOEFL or IELTS exam from any student at any time. The TOEFL or IELTS exam may be considered for a waiver for the following reasons:

- You have a bachelor's degree or higher from an institution in the U.S., recognized by the U.S. Department of Education
- You have attended a U.S. high school for four years or in one of the TOEFL exempt countries (listed below) and have an SAT Evidence-Based Reading and Writing score of 560 or higher (21 ACT English sub score)
- Your SAT Evidence-Based Reading and Writing score is 660 or higher (27 ACT English sub score), regardless of where you are attending or have attended high school

TOEFL-EXEMPT COUNTRIES:
- Australia
- Canada (except Quebec)
- New Zealand
- United Kingdom
- Ireland

INTERNATIONAL STUDENT VISAS (F-1 VISA)

The F-1 Visa is a non-immigrant student visa that allows foreign students to pursue an education in the United States. International students are expected to comply with all regulations of the U.S. Citizenship and Immigration Service (USCIS) in addition to the regulations of FCSON.
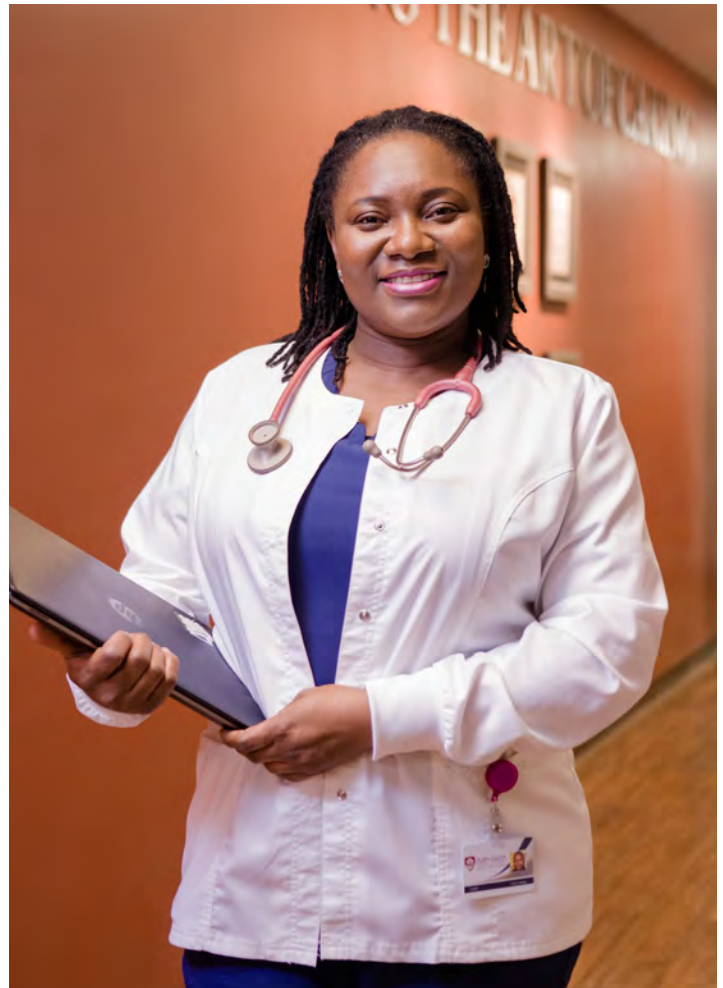
An international applicant who wishes to accept an offer of admission to FCSON must commit to full-time enrollment by submitting a deposit of $4,000 (applied to the first semester tuition), payable in U.S. dollars, within 30 days of notification of acceptance.

An I-20 Certificate of Eligibility for an F-1 Student Visa will be issued to the foreign student after FCSON receives the commitment deposit and completed I-20 request form. International students must bring their I-20 to their visa interview, along with their certificate of finances and proof of payment of your SEVIS I-901 fee. Information on how to pay the SEVIS fee can be found here.

The USCIS requires that all F-1 students maintain a full-time program of study.

FCSON requires regular class attendance and a satisfactory progress towards completion of the degree objective. Students who wish to enroll must declare their intent to study at FCSON to the USCIS before leaving their home country and should not expect to change visa status after arrival in the United States.

FCSON cannot offer legal assistance to anyone attempting to change visa status..

If you have additional questions about Student Visas, please find more information on the U.S. Department of State website.

NEXT STEPS:

After you receive your I-20 document, go to a U.S. Consulate or U.S. Embassy office in your home country and apply for an F1 Student Visa to enter the United States. The application process varies from country to country and can take from one day to many weeks, so it's important to plan ahead. If you have dependents, they will need F2 Visas in order to accompany you while you complete your studies at FCSON.

ACADEMIC
PROGRAMS

FCSON currently offers the following Academic Programs: **The Practical Nursing Diploma Program and the Associate of Applied Science in Nursing**. These programs are approved by the Ohio State Board of Career Colleges and Schools and the Ohio Board of Nursing. The college has institutional accreditation with the Accrediting Bureau of Health Education Schools (ABHES). The Practical Nursing Diploma and the Associate of Applied Science in Nursing programs are included in the accreditation.

Specific admissions criteria for academic programs are included following the program description and objectives.

PRACTICAL NURSING
DIPLOMA PROGRAM

Practical nurses are essential to the healthcare profession, serving as vital links between physicians, registered nurses, and patients. Practical nurses' function as members of the patient care team in planning, implementing and evaluating nursing care. The practical nurse engages in a multitude of tasks including assisting the patient to learn appropriate self-care techniques; observing, recording, and reporting to appropriate supervisory personnel the patient's physical and mental condition and any signs and symptoms that may indicate a change in condition; administering medications; performing wound care; and, preparing patients for operative procedures and other treatments.

PROGRAM **OUTCOMES**

The graduate of the Practical Nursing program is expected to:

- Function within the legal and ethical scope of practice for the licensed practical nurse in Ohio.
- Apply knowledge from the basic biological, physical, social, behavioral, and technological sciences.
- Apply principles of microbiology, nutrition, and pharmacology in the care of the assigned client throughout the life-span.
- Utilize the nursing process in meeting the various nursing care needs of diverse socio-cultural populations across the life span.
- Provide safe, caring interventions to clients/families during states of health and health deviation to promote self-care.
- Integrate critical thinking when incorporating knowledge from nursing and related disciplines.
- Demonstrate strategies to promote, maintain, and restore health.
- Demonstrate behaviors that reflect the values of nursing as a caring profession.
- Utilize effective communication skills to interact with clients/families and other members of the health care teamDemonstrate behaviors that reflect the values of nursing as a caring profession.
- Utilize effective communication skills to interact with clients/families and other members of the healthcare team.

Eligibility Criteria

- Be 18 years of age or older prior to attending any clinical component of a course
- Meet minimum required score of 13 on the Wonderlic Entrance Exam.

Admission Requirements

- Application/Registration Fee
- Proof of Graduation
  - GED/High School Transcript
  - High School Diploma
  - College Transcript (as required)
  - High School Attestation
  - Foreign Transcript Evaluation Received (as required)
- Driver's License
- Proof of US Residency (Social Security Card, Resident Alien Card, Current US Passport or Naturalization Certificate)
- Two Character Reference Letters (not from relatives)

Clinical Compliance Documents *(See Clinical compliance packet for additional details)*

- BCI/FBI Background (use code 4723-09)
- Tdap vaccination
- Influenza vaccination (annual)
- MMR vaccination or titer
- Varicella vaccination or titer
- Hepatitis B vaccination, titer, or declination form
- TB screening (Two-step method, Proof of annual one-step method, QuantiFERON-TB Gold, or Chest X-ray)
- Ten-panel drug screen
- BLS for Healthcare Provider (Current CPR certification)

Students are required to satisfactory complete each of the following clinical requirements above before registering for any clinical(s).

LEARNING RESOURCES

Both students and faculty have access to current learning resources that are relevant to program offering and to the student population. Standard reference texts, current periodicals, professional journals, and multi-media resources are accessible through the JSTOR digital library and online database, Library World Online Patron Access Catalog (OPAC), and a hard copy resource collection available on campus. The online library is available during and beyond classroom hours through the Student Connect page on the college website. Trained and knowledgeable staff are available to oversee and maintain the resources and to assist students in the use of the technologies and resources provided. On-campus assistance is available during scheduled Learning Resource Center (LRC) hours from site staff trained on using the online library and from faculty.

Prior to taking any courses online, students are expected to complete the online orientation course and complete all the required assignments and make a passing score on the quiz. Students are expected to participate in an academic activity (for example, post an academic post to a graded discussion thread, submit an assignment, and/or complete a quiz) three days in an academic week. Students are expected to have access to the appropriate technology as outlined and to protect their login information and password and to keep these confidential

PROGRAM COMPLETION REQUIREMENTS

The student must completely satisfy the following requirements for completion of the Practical Nursing (PN) program, for graduation from the college, and for eligibility to take the National Council Licensure Examination for Practical Nurses (NCLEX-PN).

1. Students must satisfactorily pass all courses with a final grade of (78%) or better and earn a cumulative grade point average (CGPA) of 2.5 or higher. For courses with a clinical or lab component, each component must be satisfactorily passed for the student to receive a passing grade for the entire course. Failure of any component results in failure of the entire course, regardless of the grade average already earned for the remainder of the course. Students are required to have completed:

2. During the final semester of the program students must successfully complete a course that utilizes a national NCLEX-PN performance predictor exam as the final exam. This final exam is often referred to as the Exit Exam. Students are required to obtain a passing score, as recommended by the assessment company on the Exit Exam to successfully complete the course. Students will be given a baseline exam to identify strengths and areas for remediation. Two exam attempts administered near the end of the semester will be used to determine the final score.

Failure to pass the exam will result in a failing grade and repeating the course at student's expense. Students who fail the course a second time will be dismissed from the program.

3. Discharge all financial obligations and pay all outstanding fees.

4. Submit a completed Graduate Audit Form.

Upon successful completion of the above requirements, the Program Administrator will notify the Ohio Board of Nursing that the student is now a graduate and qualifies to sit for the NCLEX-PN. FCSON reserves the right to require additional testing, at the student's expense, to assess NCLEX readiness for graduates that do not submit a completed Graduate Audit Form within three (3) months of completing the last semester of the coursework.

Graduates are responsible for filing their own applications to take the NCLEX-PN and for paying all fees associated with taking the exam. FCSON will reimburse $200 toward the NCLEX-PN registration and testing fees to any graduate who takes and successfully passes the exam within three (3) months of completing the program.

PRACTICAL NURSING PROGRAM CURRICULUM OVERVIEW

SEMESTER I	TOTAL CREDITS	THEORY CREDITS	THEORY HOURS	LAB CREDITS	LAB HOURS	CLINICAL CREDITS	CLINICAL HOURS	GEN ED	CORE
COL 010 COLLEGE AND CAREER SUCCESS	0.5	0.5	8	0	0	0	0	NO	NO
AP 100 INTRODUCTION TO ANATOMY AND PHYSIOLOGY	4	4	60	0	0	0	0	YES	NO
NUR 100 FOUNDATIONS OF NURSING	5	3.5	52.5	1	30	0.5	22.5	NO	YES
PHARM 100 DOSAGE AND CALCULATION	0.5	0.5	8	0	0	0	0	NO	YES
PSY 101 INTRODUCTION TO PSYCHOLOGY	3	3	45	0	0	0	0	YES	NO
ENG 101 ENGLISH COMPOSITION I	3	3	45	0	0	0	0	YES	NO
SEMESTER I TOTAL	**16**	**14.5**	**218.5**	**1**	**30**	**0.5**	**22.5**		
SEMESTER II	TOTAL CREDITS	THEORY CREDITS	THEORY HOURS	LAB CREDITS	LAB HOURS	CLINICAL CREDITS	CLINICAL HOURS	GEN ED	CORE
NUR 120 FOUNDATIONS OF ADULT NURSING I	5	3	45	0.5	15	1.5	68	NO	YES
NUR 125 FOUNDATIONS OF IV THERAPY AND PHLEBTOMY	2	1	15	1	30	0	0	NO	YES
NUR 135 FOUNDATIONS OF OBSTETRICS NURSING	3	2.5	37.5	0.25	7.5	0.25	11.25	NO	YES
PHARM 130 PHARMACOLOGY FOR PRACTICAL NURSES	3	3	45	0	0	0	0	NO	YES
NUT 100 NUTRITION ACROSS THE LIFESPAN	3	3	45	0	0	0	0	YES	NO
SEMESTER II TOTAL	**16**	**12.5**	**187.5**	**1.75**	**52.5**	**1.75**	**79.25**		
SEMESTER III	TOTAL CREDITS	THEORY CREDITS	THEORY HOURS	LAB CREDITS	LAB HOURS	CLINICAL CREDITS	CLINICAL HOURS	GEN ED	CORE
NUR 140 FOUNDATIONS OF MENTAL HEALTH NURSING	3	2.5	37.5	0	0	0.5	22.5	NO	YES
NUR 145 FOUNDATIONS OF PEDIATRIC NURSING	3	2.5	37.5	0.25	7.5	0.25	11.25	NO	YES
NUR 150 FOUNDATIONS OF ADULT NURSING II	5	3	45	0.5	15	1.5	68	NO	YES
NUR 155 TRANSITION AND REVIEW FOR PRACITCAL NURSES	3	3	45	0	0	0	0	NO	YES
SEMESTER III TOTAL	**14**	**11**	**165**	**0.75**	**22.5**	**2.25**	**101.75**		
TOTAL	**46**	**38**	**571**	**3.5**	**105**	**4.5**	**203.5**		
Total Program Hours:	**879.5**								

ASSOCIATE OF APPLIED SCIENCE IN NURSING PROGRAM

The FCSON Associate of Applied Science in Nursing Program prepares graduates to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN), administered through the Ohio Board of Nursing. The program will offer the approved general education courses through a distance education and residential format.

The Associate of Applied Science in Nursing Accelerated Track on ground can be completed in 20 months (85 weeks) and 16 months (68 weeks) for the AAS Accelerated On-Line Tracks

The Associate of Applied Science in Nursing One + One track combines our traditional PN program and courses for the completion of the Associate of Applied Science in Nursing program (RN). The program can be completed in 24 months (104 weeks), and students who are currently Licensed Practical Nurses can complete the program in as little as 12 months (52 weeks). The track recognizes previous academic success and current licensure by allowing advanced standing in the program with a maximum of 46 transferrable credits. Licensed Practical Nurses will enter the AAS One + One Nursing track beginning in Semester IV (4) and will complete semester IV, V, and VI.

The FCSON AAS Accelerated online track is designed for individuals currently working in other fields that are interested in pursuing a career in nursing. While nursing courses are taught in an on-line format, on campus attendance is required for all lab, clinical, and simulation experiences.

The FCSON AAS One + One track benefits includes:

- Successful completion of NUR 155 Transition to Professional Practice course during the third term allows students to be eligible to take the NCLEX-PN exam and start working while they continue in the program.
- Experience preparing for and taking the NCLEX-PN exam decreases anxiety about the NCLEX-RN exam.

This program is recommended for students with strong support systems in place, strong computer skills, recent academic experience, and the ability to work part-time or less.

PROGRAM **OUTCOMES**

The graduate of the AAS program is expected to:

- Perform patient care within the prescribed legal and ethical guidelines and scope of practice.
- Apply evidence-based knowledge from nursing and the basic biological, physical, social, behavioral, and technological sciences to support clinical decision-making in order to provide accurate and safe nursing care.
- Utilize the nursing process in clinical decision making to promote the achievement of successful patient outcomes
- Collaborate with other members of the health care team to ensure cohesive and coordinated care for optimal patient outcomes
- Provide accurate, safe and cost-effective nursing care when implementing the prescribed treatment plan in order to assist patients and their families in coping and adapting to changes in health status
- Demonstrate cultural, spiritual and mental health needs for diverse patient populations
- Demonstrate caring behaviors in interaction with patients, families and support persons
- Utilize effective communication in interactions with the client, significant support persons, and members of the healthcare team to support optimal patient health outcomes

Eligibility Requirements
- Be 18 years of age or older prior to attending any clinical component of a course.
- Meet the minimum required score of 60% on the HESI Entrance Exam.

Additional Eligibility Requirements For Accelerated Online Track
- Completion of a minimum of twenty-eight (28) General Education college level credits with a cumulative grade point average of 2.75 or higher degree completed within the last ten years. Anatomy and Physiology courses must have been completed within one year.
- Completion of a basic computer assessment exam

Learning Resources

Both students and faculty have access to current learning resources that are relevant to program offering and to the student population. Standard reference texts, current periodicals, professional journals, and multi-media resources are accessible through the JSTOR digital library and online database, Library World Online Patron Access Catalog (OPAC), and a hard copy resource collection available on campus. The online library is available during and beyond classroom hours through the Student Connect page on the college website. Trained and knowledgeable staff are available to oversee and maintain the resources and to assist students in the use of the technologies and resources provided. On-campus assistance is available during scheduled Learning Resource Center (LORC) hours from site staff trained on using the online library and from faculty.

Prior to taking any courses online, students are expected to complete the online orientation course and complete all the required assignments and make a passing score on the quiz. Students are expected to participate in an academic activity (for example, post an academic post to a graded discussion thread, submit an assignment, and/or complete a quiz) three days in an academic week. Students are expected to have access to the appropriate technology as outlined and to protect their login information and password and to keep these confidential.

Additional Eligibility Requirements For The One + One Track

In addition to admission requirements required for all programs, the following requirements must also be met:

- Possess a current and unrestricted Ohio Licensed Practical Nursing (LPN) license.

NOTE: *Applicants that have graduated from the FCSON Practical Nursing Program after sixth (6) months of program completion and have not obtained licensure are NOT ELIGIBLE to enroll in this track.*

- Be a graduate of a Practical Nursing program approved by a state Board of Nursing recognized by the National Council of State Boards of Nursing (NCSBN).
- Be IV-certified or successfully complete an IV certification course at FCSON prior to taking any clinical course in the program.
- NUR 201 Course is required for those Felbry graduates who previously completed the Practical Nursing program more than one (1) year prior to start date AND for students who are not Felbry Practical Nursing Graduates.
- The track recognizes previous academic success and current licensure by allowing advanced standing in the program with a maximum of 46 transferrable credits. Licensed Practical Nurses will enter the AAS One + One Nursing track beginning in Semester IV (4) and will complete semester IV, V, and VI.
- Practical Nursing graduates who completed a PN program within one (1) year of entering the program are excluded from completing the Entrance Exam requirement.

Additional Admission Requirements

- Application/Registration Fee
- Proof of Graduation
- GED/High School Transcript
  - High School Diploma
  - College Transcript (as required)
  - High School Attestation
  - Foreign Transcript Evaluation Received (as required)
- Driver's License
- Proof of US Residency (Social Security Card, Resident Alien Card, Current US Passport or Naturalization Certificate)
- Two Character Reference Letters (not from relatives)
- Proof of IV Certification.

PROGRAM COMPLETION REQUIREMENTS

The student must completely satisfy the following requirements for completion of the Associate of Applied Science in

Nursing (AAS) program for graduation from the college, and for eligibility to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN):

1. Students must satisfactorily pass all courses with a final grade of (78%) or better and earn a cumulative grade point average (CGPA) of 2.5 or higher. For courses with a clinical or lab component, each component must be satisfactorily passed for the student to receive a passing grade for the entire course. Failure of any component results in failure of the entire course, regardless of the grade average already earned for the remainder of the course. Students are required to have completed:

- At least six semester credit hours in English Composition and Communication (e.g., First Writing, Second Writing, Public Speaking)

- At least three semester credit hours in Mathematics, Statistics and Logic (e.g., College Algebra, Pre-Calculus, Trigonometry, Calculus, Statistics, Formal/Symbolic Logic)

- At least three semester credit hours in Arts and Humanities (e.g., Art History, Ethics, American History, Literature, Philosophy, Religion, Ethnic or Gender Studies)

- At least six semester credit hours in Social and Behavioral Sciences (e.g., Anthropology, Economics, Geography, Political Science, Psychology, Sociology)

- At least ten semester credit hours in Natural Sciences (e.g., Astronomy, Microbiology, Biology, Anatomy & Physiology, Chemistry, Environmental Science, Geology, Physical Geography, Physics)

2. During the final semester of the program students must successfully complete a course that utilizes a national NCLEX-RN performance predictor exam as the final exam. This final exam is often referred to as the Exit Exam. Students are required to obtain a passing score, as recommended by the assessment company, on the Exit Exam to successfully complete the course. Students will be given a baseline exam to identify strengths and areas for remediation. Two exam attempts administered near the end of the semester will be used to determine the final score. Failure to pass the exam will result in a failing grade and repeating the course at student's

expense. Students who fail the course a second time will be dismissed from the program.

3. Discharge all financial obligations and pay all outstanding fees.

4. Submit a completed Graduate Audit Form.

Upon successful completion of the above requirements, the Program Administrator will notify the Ohio Board of Nursing that the student is now a graduate and qualifies to sit for the NCLEX-RN. FCSON reserves the right to require additional testing, at the student's expenses, to assess NCLEX readiness for graduates that do not submit a completed Graduate Audit Form within three (3) months of completing the last semester of the coursework.

Graduates are responsible for filing their own applications to take the NCLEX-RN and for paying all fees associated with taking the exam. FCSON will reimburse $200 toward the NCLEX-RN registration and testing fees to any graduate who takes and successfully passes the exam within three (3) months of completing the program.

ASSOCIATE OF APPLIED SCIENCE IN NURSING (AAS): DIRECT ENTRY CURRICULUM OVERVIEW

SEMESTER I	TOTAL CREDITS	THEORY CREDITS	THEORY HOURS	LAB CREDITS	LAB HOURS	CLINICAL CREDITS	CLINICAL HOURS	GEN ED	CORE
COL 010 COLLEGE AND CAREER SUCCESS	0.5	0.5	8	0	0	0	0	NO	NO
PSY 101 INTRODUCTION TO PSYCHOLOGY	3	3	45	0	0	0	0	YES	NO
MCB 100 MICROBIOLOGY	3	2.5	37.5	0.5	15	0	0	YES	NO
ENG 101 ENGLISH COMPOSITION I	3	3	45	0	0	0	0	YES	NO
AP 208 HUMAN ANATOMY	3.5	3	45	0.5	15	0	0	YES	NO
SEMESTER I TOTAL	**13**	**12**	**180.5**	**1**	**30**	**0**	**0**		
SEMESTER II	TOTAL CREDITS	THEORY CREDITS	THEORY HOURS	LAB CREDITS	LAB HOURS	CLINICAL CREDITS	CLINICAL HOURS	GEN ED	CORE
NUR 100 FOUNDATIONS OF NURSING	5	3.5	52.5	1	30	0.5	22.5	NO	YES
AP 209 HUMAN PHYSIOLOGY	3.5	3	45	0.5	15	0	0	YES	NO
PHARM 100 DOSAGE & CALCULATION	0.5	0.5	8	0	0	0	0	NO	YES
ENG 102 ENGLISH COMPOSITION II	3	3	45	0	0	0	0	YES	NO
SEMESTER II TOTAL	**12**	**10**	**150.5**	**1.5**	**45**	**0.5**	**22.5**		
SEMESTER III	TOTAL CREDITS	THEORY CREDITS	THEORY HOURS	LAB CREDITS	LAB HOURS	CLINICAL CREDITS	CLINICAL HOURS	GEN ED	CORE
NUR 125 FOUNDATIONS OF IV THERAPY & PHLEBOTOMY	2	1	15	1	30	0	0	NO	YES
NUR 215 ADULT NURSING CARE I	5	3	45	0.5	15	1.5	68	NO	YES
PHARM 225 PHARMACOLOGY FOR REGISTERED NURSES	3	3	45	0	0	0	0	NO	YES
NUR 205 PHYSICAL ASSESSMENT	2.5	2	30	0.5	15	0	0	NO	YES
SEMESTER III TOTAL	**12.5**	**9**	**135**	**2**	**60**	**1.5**	**68**		
SEMESTER IV	TOTAL CREDITS	THEORY CREDITS	THEORY HOURS	LAB CREDITS	LAB HOURS	CLINICAL CREDITS	CLINICAL HOURS	GEN ED	CORE
SOC 101 INTRODUCTION TO SOCIOLOGY	3	3	45	0	0	0	0	YES	NO
STAT 101 INTRODUCTION TO STATISTICS	3	3	45	0	0	0	0	YES	NO
NUR 235 ADULT NURSING CARE II	5	3	45	0.5	15	1.5	68	NO	YES
NUR 245 NURSING CARE OF MOTHERS AND INFANTS	3	2.5	37.5	0	0	0.5	22.5	NO	YES
SEMESTER IV TOTAL	**14**	**11.5**	**172.5**	**0.5**	**15**	**2**	**90.5**		
SEMESTER V	TOTAL CREDITS	THEORY CREDITS	THEORY HOURS	LAB CREDITS	LAB HOURS	CLINICAL CREDITS	CLINICAL HOURS	GEN ED	CORE
HUM 200 ETHICS	3	3	45	0	0	0	0	YES	NO
NUR 255 BEHAVIORAL HEALTH NURSING	3	2.5	37.5	0	0	0.5	22.5	NO	YES
NUR 265 CARE OF CHILDREN	3	2.5	37.5	0	0	0.5	22.5	NO	YES
NUR 270 TRENDS IN PROF NURSING	3	3	45	0	0	0	0	YES	YES
NUR 290 PRECEPTORSHIP	1	0	0	0	0	1	45	NO	YES
SEMESTER V TOTAL	**13**	**11**	**165**	**0**	**0**	**2**	**90**		
TOTAL	**64.5**	**53.5**	**803.5**	**5**	**150**	**6**	**271**		
TOTAL PROGRAM HOURS:	**1224.5**								

ASSOCIATE OF APPLIED SCIENCE IN NURSING ONE + ONE

SEMESTER I	TOTAL CREDITS	THEORY CREDITS	THEORY HOURS	LAB CREDITS	LAB HOURS	CLINICAL CREDITS	CLINICAL HOURS	GEN ED	CORE
COL 010 COLLEGE AND CAREER SUCCESS	0.5	0.5	8	0	0	0	0	NO	NO
AP 100 INTRODUCTION TO ANATOMY AND PHYSIOLOGY	4	4	60	0	0	0	0	YES	NO
NUR 100 FOUNDATIONS OF NURSING	5	3.5	52.5	1	30	0.5	22.5	NO	YES
PHARM 100 DOSAGE AND CALCULATION	0.5	0.5	8	0	0	0	0	NO	YES
ENG 101 ENGLISH COMPOSITION I	3	3	45	0	0	0	0	YES	NO
SEMESTER I TOTAL	**13**	**11.5**	**173.5**	**1**	**30**	**0.5**	**22.5**		
SEMESTER II	TOTAL CREDITS	THEORY CREDITS	THEORY HOURS	LAB CREDITS	LAB HOURS	CLINICAL CREDITS	CLINICAL HOURS	GEN ED	CORE
NUR 120 FOUNDATIONS OF ADULT NURSING I	5	3	45	0.5	15	1.5	68	NO	YES
NUR 125 FOUNDATIONS OF IV THERAPY AND PHLEBTOMY	2	1	15	1	30	0	0	NO	YES
NUR 135 FOUNDATIONS OF OBSTETRICS NURSING	3	2.5	37.5	0.25	7.5	0.25	11.25	NO	YES
PHARM 130 PHARMACOLOGY FOR PRACTICAL NURSES	3	3	45	0	0	0	0	NO	YES
NUT 100 NUTRITION ACROSS THE LIFESPAN	3	3	45	0	0	0	0	YES	NO
SEMESTER II TOTAL	**16**	**12.5**	**187.5**	**1.75**	**52.5**	**1.75**	**79.25**		
SEMESTER III	TOTAL CREDITS	THEORY CREDITS	THEORY HOURS	LAB CREDITS	LAB HOURS	CLINICAL CREDITS	CLINICAL HOURS	GEN ED	CORE
PSY 101 INTRODUCTION TO PSYCHOLOGY	3	3	45	0	0	0	0	YES	NO
NUR 140 FOUNDATIONS OF MENTAL HEALTH NURSING	3	2.5	37.5	0	0	0.5	22.5	NO	YES
NUR 145 FOUNDATIONS OF PEDIATRIC NURSING	3	2.5	37.5	0.25	7.5	0.25	11.25	NO	YES
NUR 150 FOUNDATIONS OF ADULT NURSING II	5	3	45	0.5	15	1.5	68	NO	YES
NUR 155 TRANSITION AND REVIEW FOR PRACITCAL NURSES *	3	3	45	0	0	0	0	NO	YES
SEMESTER III TOTAL	**17**	**14**	**210**	**0.75**	**22.5**	**2.25**	**101.75**		
SEMESTER IV	TOTAL CREDITS	THEORY CREDITS	THEORY HOURS	LAB CREDITS	LAB HOURS	CLINICAL CREDITS	CLINICAL HOURS	GEN ED	CORE
NUR 201 CONTEMPORARY NURSING PRACTICE	2	1.5	22.5	0.5	15	0	0	NO	YES
AP 209 HUMAN PHYSIOLOGY	3.5	3	45	0.5	15	0	0	YES	NO
NUR 205 PHYSICAL ASSESSMENT	2.5	2	30	0.5	15	0	0	NO	YES
NUR 216 ADULT NURSING CARE I	3	2	30	0.25	7.5	0.75	40	NO	YES
ENG 102 ENGLISH COMPOSITION II *	3	3	45	0	0	0	0	YES	NO
PHARM 225 PHARMACOLOGY FOR REGISTERED NURSES	3	3	45	0	0	0	0	NO	YES
SEMESTER IV TOTAL	**15**	**13**	**195**	**1.25**	**37.5**	**0.75**	**40**		
SEMESTER V	TOTAL CREDITS	THEORY CREDITS	THEORY HOURS	LAB CREDITS	LAB HOURS	CLINICAL CREDITS	CLINICAL HOURS	GEN ED	CORE
SOC 101 INTRODUCTION TO SOCIOLOGY	3	3	45	0	0	0	0	YES	NO
STAT 101 INTRODUCTION TO STATISTICS	3	3	45	0	0	0	0	YES	NO
NUR 236 ADULT NURSING CARE II	3	2	30	0.25	7.5	0.75	40	NO	YES
NUR 245 NURSING CARE OF MOTHERS AND INFANTS	3	2.5	37.5	0	0	0.5	22.5	NO	YES
MCB 100 MICROBIOLOGY	3	2.5	37.5	0.5	15	0	0	YES	NO
SEMESTER V TOTAL	**15**	**13**	**195**	**0.75**	**22.5**	**1.25**	**62.5**		
SEMESTER VI	TOTAL CREDITS	THEORY CREDITS	THEORY HOURS	LAB CREDITS	LAB HOURS	CLINICAL CREDITS	CLINICAL HOURS	GEN ED	CORE
HUM 200 ETHICS	3	3	45	0	0	0	0	YES	NO
NUR 255 BEHAVIORAL HEALTH NURSING	3	2.5	37.5	0	0	0.5	22.5	NO	YES
NUR 265 NURSING CARE OF CHILDREN	3	2.5	37.5	0	0	0.5	22.5	NO	YES
NUR 270 TRENDS IN PROFESSIONAL NURSING	3	3	45	0	0	0	0	YES	YES
NUR 290 PRECEPTORSHIP	1	0	0	0	0	1	45	NO	YES
SEMESTER VI TOTAL	**13**	**11**	**165**	**0**	**0**	**2**	**90**		
TOTAL	**89**	**75**	**1126**	**5.5**	**165**	**8.5**	**396**		
TOTAL PROGRAM HOURS:	**1687**								

Successful completion of NUR155 Transition and Review for Practical Nurses during the third term is required for eligibility to take the NCLEX-PN exam.

* NUR 201 Course is required for those Felbry graduates who previously completed the Practical Nursing program more than one (1) year prior to start date AND for students who are NON-Felbry graduates.

*Licensed Practical Nurses will enter the AAS One + One Nursing Program beginning in Semester IV (4) and will complete semester IV, V, and VI.

COURSE
DESCRIPTIONS

GENERAL EDUCATION & ELECTIVE COURSES

AP 100 INTRODUCTION TO ANATOMY AND PHYSIOLOGY 4.0 CREDITS

This course will focus on the basic introduction to the structure and function of organs and organ systems in the human body. Students will learn from the level of the cell to the level of the organism for better understanding of normal function of each body system. There will be an introduction of anatomical terminology and basic terms related to disease in order to facilitate understanding of the topics in the course.
Prerequisite(s): none
Location: On campus

AP 208 HUMAN ANATOMY 3.5 CREDIT

This course will focus on anatomical terminology, the levels of organization, and the major functions of the organ systems with an emphasis on organ system structures, including accessory structures. This course will give the students a basic understanding of the structures of the human body and their relationships with each other. This course is a prerequisite for AP 209.
Prerequisite(s): none
Location: On campus

AP 209 HUMAN PHYSIOLOGY 3.5 CREDIT

This course will focus on the study of the physiological principles, function, integration and homeostasis of the human body at the cellular, tissue, organ, organ system, and organism level. Students will use their basic knowledge of anatomy acquired in AP 208 to better understand their individual functions and how those structures work together in an organ system and how those organ systems work together as a whole organism.
Prerequisite(s): AP208 or Current Licensure as an LPN
Location: On campus

HUM 200 ETHICS 3.0 CREDITS

This course is an introduction to ethical issues. Students will learn an overview of the history, need for ethics, and its principles. They will then apply those principles to today's issues such as education, sex, law, medicine, and science.
Prerequisite(s): ENG 101
Location: On campus and/or online

COL 010 COLLEGE AND CAREER SUCCESS 0.5 CREDITS

This course covers essential college skills such as critical thinking skills, time management, test taking, note taking, thinking and reasoning, managing stress, and work-life balance. In addition, effective ways of accessing information from various campus resources such as the library, learning center, and academic advising as well as identifying learning strengths, weaknesses, and interests to explore possible career paths will be taught. Students are expected to demonstrate effective written and verbal communication skills.

Prerequisite(s): none
Location: On campus and/or online

ENG101 ENGLISH COMPOSITION I 3.0 CREDITS

This course focuses on basic concepts of English composition and aspects of writing for a college-level course. Terminology and topics from components of an essay to writing with argumentation and analysis will be covered. Topics will cover all writing stages and strategies and students will learn to adapt them to their own writing and learning preferences. Students will also learn and demonstrate understanding of American Psychological Association (APA) standards and guidelines for formatting, references, citations, and style.
Prerequisite(s): none
Location: On campus and/or online

ENG102 ENGLISH COMPOSITION II 3.0 CREDITS

This course will build upon the strategies of successful essay writing in ENG 101. ENG 102 is geared towards the continual development of students' critical thinking and writing skills as they acquire knowledge in synthesizing their perspectives with those of other writers. The course emphasizes summary, analysis and synthesis of written passages. Students will also learn and demonstrate understanding of American Psychological Association (APA) standards and guidelines for formatting, references, citations, and style.
Prerequisite(s): ENG 101
Location: On campus and/or online

MCB100 MICROBIOLOGY 3.0 CREDITS

This course focuses on general microbiology topics that include, but not limited to: microbial taxonomy, morphology, staining, culture techniques, metabolism and physical and chemical methods for microbial control. General concepts in immunology, including host defense mechanisms, hypersensitivity and specific microbial diseases are also covered.
Prerequisite(s): none
Location: On campus

NUT100 NUTRITION ACROSS THE LIFESPAN 3.0 CREDITS

This course focuses on the basic concepts in nutrition, functions of major nutrients (carbohydrates, lipids, proteins, vitamins and minerals) and food sources for each. The principles of energy balance, weight control, nutrition and fitness, and how food choices can enhance health and to reduce the risk of chronic disease. Topics in protein quality, vegetarian diets, eating disorders, and food safety are discussed. Selected topics in nutritional requirements for children to adolescents, elderly, and pregnant and lactating women will also be explored.
Prerequisite(s): none
Location: On campus and/or online

PSY101 INTRODUCTION TO PSYCHOLOGY 3.0 CREDITS

This course focuses on the basic concepts in mind and behavior from biological, individual, and social perspectives. Introducing basic vocabulary, concepts, principles, and theories of the discipline. Specific topics include history and methods of psychology; biological bases of behavior; sensation and perception; learning and memory; cognition, language, and intelligence; motivation and emotion; lifespan development; personality; psychological disorders; psychological treatments; and social psychology.
Prerequisite(s): none
Location: On campus and/or online

SOC101 INTRODUCTION TO SOCIOLOGY 3.0 CREDITS

This course is an overview in the discipline of sociology and introduces students to the multifaceted and dynamic social world that we live. Students will engage in critical thinking about social and cultural issues and gain exposure to different types of sociological research. Furthermore, students will learn the sociological perspective and gain the ability to discriminate between facts, values, and opinions.
Prerequisite(s): none
Location: On campus and/or online

SOC 200 CULTURAL DIVERSITY 3.0 CREDITS

This course considers the issues of human diversity generally defined to include race, ethnicity, culture, nationality, religion, sexual orientation, gender identity, and ability. Students will explore difference and the dynamics of diversity, privilege, and oppression in domestic and global contexts. Students will also be introduced to cultural humility, culturally specific approaches to practice, and frameworks for equity and empowerment.
Prerequisite(s): ENG102
Location: On campus and/or online

STAT101 INTRODUCTION TO STATISTICS 3.0 CREDITS

This course provides an introduction to statistics. It is designed to acquaint students with statistical methods used in gathering, analyzing, summarizing, and drawing conclusions from data. The course includes survey methods, graphical and numerical techniques, descriptive statistics, and normal distribution, correlation and simple linear regression. Along with basic concepts in probability and simulation, sampling distributions and the Central Limit Theorem, confidence intervals, and significance testing.
Prerequisite(s): none
Location: On campus and/or online

PRACTICAL NURSING CORE & REQUIRED COURSES

NUR 100 FOUNDATIONS OF NURSING 5.0 CREDITS

This course introduces the student to principles of safe and effective promotion of patient health. This course covers basic nursing skills and assessment of the adult patient. The role of the nurse as a professional is explored with emphasis on a holistic and caring approach to patient health management. Use of the nursing process, legal/ethical considerations and effective methods of communication and documentation of care are also addressed.
Prerequisite(s): none
Location: On campus

NUR 120 FOUNDATIONS OF ADULT NURSING I 5.0 CREDITS

This course expands on fundamental nursing concepts and introduces the student to the use of the nursing process in the care of adults with chronic or non-complex illness. A systems approach is used to discuss the effects of illness on the individual and the family across the lifespan from young adult to senior years. The course includes a clinical experience to allow the student the opportunity to apply theoretical concepts to clinical practice in diverse adult populations. A holistic approach to nursing care which includes the cultural, psychosocial, and spiritual needs of individuals and their family.
Prerequisite(s): NUR 100, AP 100
Pre/Corequisite(s): NUR 125
Location: On campus

NUR 125 FOUNDATIONS OF IV THERAPY AND PHLEBOTOMY 2.0 CREDITS

This course will focus on the nurse role in the performance of intravenous (IV) therapy procedures. Theory in intravenous therapy administration is provided in accordance with the rules and regulations of the Ohio Board of Nursing (4723-17). Students will review fluid and electrolyte balance. The principles of infection and infection control measures will be discussed. Various types of IV infusion systems will be presented. Peripheral intravenous therapy will be discussed and demonstrated. Complications in IV therapy such as phlebitis, catheter dislodgement, occlusions, and thrombosis will be discussed. Systemic complications will also be presented. Calculation of IV flow rate in relation to electronic and gravity infusion and charting of IV insertion and possible complications will also be discussed and practiced. Opportunities for clinical are incorporated into NUR 120 Foundations of Adult Health Nursing and NUR 150 Foundations of Adult Nursing II.
Prerequisite(s): NUR100, AP100, AP208
Pre/Corequisite(s):
NUR120, NUR 215 or NUR216
Location: On campus

NUR 135 FOUNDATIONS OF OBSTETRICS NURSING 3.0 CREDITS

This course provides a foundation for nursing care of normal and high-risk women during antepartum, intrapartum and postpartum periods. Students learn the stages of normal fetal growth and development, newborn care, and newborn complications. Cultural, spiritual, psychological, and diversity are integrated throughout the course as they relate to patient and family nursing care. The nursing process is emphasized throughout the course.
Prerequisite(s): NUR 100, AP 100
Pre/Corequisite(s): NUR120
Location: On campus

NUR 140 FOUNDATIONS OF MENTAL HEALTH NURSING 3.0 CREDITS

This course will explore the effects of alterations in mental health on the biological, psychological, sociological, cultural, and spiritual domains of wellness. Students will learn about interventions to help patients progress from acute mental illness or relapse through recovery. Emphasis will be on the nursing process, individual care, family care, values, and environmental influences on mental health. Clinical experiences in basic nursing care of patients with alterations in mental health are incorporated into this course.
Prerequisite(s): NUR 120
Pre/Corequisite(s): PSY 101
Location: On campus

NUR 145 FOUNDATIONS OF PEDIATRIC NURSING 3.0 CREDITS

This course discusses the nursing care of infants aged 1 month through adolescents aged 18- 21 years of age. Concepts of growth and development are emphasized. Various developmental theories will be applied to the care of this population. Care of the child with acute and chronic illness in the context of family and community will be discussed. Cultural, spiritual, psychological, and diversity are integrated throughout the course as they relate to caring.
Prerequisite(s): NUR 100, AP 100, NUR 120
Pre/Corequisite(s): NUR 135
Location: On campus

NUR 150 FOUNDATIONS OF ADULT NURSING II 5.0 CREDITS

This course focuses on nursing knowledge essential to caring for adults and older adults with emphasis on management of acutely ill adults and older adults with complex health problems. A systems approach is used to discuss the effects of illness on the individual and the family across the lifespan from young adult to senior years. The course includes a clinical experience to allow the student the opportunity to apply theoretical concepts to clinical practice in diverse adult populations. A holistic approach to nursing care which includes the cultural, psychosocial, and spiritual needs of individuals and their family.
Prerequisite(s): NUR 120, PHARM 130, NUR 125
Location: On campus

NUR 155 TRANSITION AND REVIEW FOR PRACTICAL NURSES 3.0 CREDITS

This course has been specifically designed to assist nursing students in preparation for the National Council of State Boards of Nursing Licensure Examination (NCLEX- PN). Students will be provided opportunities to assess their level of preparedness for the national examination. Skills in computer test-taking and test- taking strategies will be applied. The current NCSBN test plan for the NCLEX-PN examination will guide presentation of specific course content. Students will be exposed to sample questions representing all types of question formats, including multiple choice, fill-in-the-blank, multiple responses, charts, figures, and delegating and prioritizing. Individualized remediation plans will be developed based on deficiencies identified. Students are required to meet minimum scoring requirements on the predictor exam to successfully complete the course. Issues related to practical nursing practice, including successful transition from student to nurse, will also be discussed.
Prerequisite(s): NUR 120, NUR 125, PHARM 130
Pre/Corequisite(s): NUR 145
Location: On campus

PHARM 100 DOSAGE AND CALCULATION 0.5 CREDITS

Safe drug preparation and administration requires that students know systems of measurement and how to convert within those systems of measurement, including metric, household, milliequivalents, and units. This course includes commonly used terminology, abbreviations, measurement systems, drug labeling, and interpretation of drug orders, dosage calculations and documentation. Basic medication administration principles, techniques, materials and equipment will be reviewed. Math computation skills of addition, subtraction, division, multiplication, and fractions are reviewed. An overview of basic IV therapy including calculations of drip rates and infusion times is also included.
Prerequisite(s): none
Location: On campus and/or online

PHARM 130 PHARMACOLOGY FOR PRACTICAL NURSES 3.0 CREDITS

This course introduces students to the foundations and principles of pharmacology. Students will learn commonly used terminology, abbreviations, legal implications with drug administration, and identify the major classifications of drugs for the respiratory, cardiovascular, renal, gastrointestinal, and central and peripheral nervous systems
Prerequisite(s): PHARM 100
Location: On campus

NUR 201 CONTEMPORARY NURSING 2.0 CREDITS

Contemporary Nursing Practice is designed to prepare the student for advance placement into the Associate of Applied Science in Nursing program by validating prior learning and updating and enhancing current knowledge. Current issues and trends in healthcare are discussed with a focus on nursing process, safety, quality improvement, informatics, and fundamental concepts of professional nursing care. The role of the nurse as a professional is explored with emphasis on a holistic and caring approach to patient health management. This Course is required for those Felbry graduates who previously completed the Practical Nursing program more than one (1) year prior to start date AND for students who are NON-Felbry graduates
Pre/Corequisite(s): none
Location: On campus

NUR 205 PHYSICAL ASSESSMENT 2.5 CREDITS

This course provides the students with the knowledge and skill necessary to perform a comprehensive health assessment utilizing the skills of history taking, inspection, palpation, percussion, and auscultation. Normal assessment findings, frequently seen variations from normal and cultural differences are discussed.
Prerequisite(s): NUR 120 or Current licensure as an LPN
Pre/Corequisite(s): NUR 201
Location: On campus

NUR 215 ADULT NURSING CARE I 5.0 CREDITS

This course is designed for the student to learn health promotion and disease management focusing on the nursing care of adults experiencing a wide range of acute and chronic alterations in health. Specific areas of concentration include alterations in health of the: 1) respiratory system, 2) cardiovascular and hematologic systems, 3) endocrine system, 4) immune system, 5) perioperative care and 6) gastrointestinal system. Emphasis will also be placed on nutritional requirements for care of adult patients, and concepts of pathophysiology essential to understanding the diseases and disabling conditions that can affect the body systems across the lifespan will also be explored. Commonly utilize dosage calculations, med administration and nursing documentation will be covered.
Prerequisite(s): NUR 100, AP 208
Pre/Corequisite(s): NUR 205 AP 209
Location: On campus

NUR 216 ADULT NURSING CARE I 3.0 CREDITS

This course is designed for the student to learn health promotion and disease management focusing on the nursing care of adults experiencing a wide range of acute and chronic alterations in health. Specific areas of concentration include alterations in health of the: 1) respiratory system, 2) cardiovascular and hematologic systems, 3) endocrine system, 4) immune system, 5) perioperative care and 6) gastrointestinal system. Emphasis will also be placed on nutritional requirements for care of adult patients, and concepts of pathophysiology essential to understanding the diseases and disabling conditions that can affect the body systems across the lifespan will also be explored. Commonly utilize dosage calculations, med administration and nursing documentation will be covered.

This course is designed for students who have completed a PN program. Prerequisite(s): NUR201, NUR205, AP 209
Location: On campus

NUR235 ADULT NURSING CARE II 5.0 CREDITS

This course is designed for the student to learn health promotion and disease management. Nursing care of adults experiencing a wide range of acute and complex alterations in health will be studied. Specific areas of concentration include alterations in health of the neurological system, reproductive, genitourinary, musculoskeletal, integumentary systems will be discussed. Nursing care associated with acid/base, fluid and electrolytes imbalances, and oncology and trauma will also be discussed. Emphasis will also be placed on nutritional requirements for care of adult patients, and concepts of pathophysiology essential to understanding the diseases and disabling conditions that can affect the body systems across the lifespan will also be explored. Commonly utilize dosage calculations, med administration and nursing documentation will be covered.
Prerequisite(s): AP 209, NUR 215, PHARM 225
Location: On campus

NUR 236 ADULT NURSING CARE II 3.0 CREDITS

This course is designed for the student to learn health promotion and disease management. Nursing care of adults experiencing a wide range of acute and complex alterations in health will be studied. Specific areas of concentration include alterations in health of the neurological system, reproductive, genitourinary, musculoskeletal, integumentary systems will be discussed. Nursing care associated with acid/base, fluid and electrolytes imbalances, and oncology and trauma will also be discussed. Emphasis will also be placed on nutritional requirements for care of adult patients, and concepts of pathophysiology essential to understanding the diseases and disabling conditions that can affect the body systems across the lifespan will also be explored. Commonly utilize dosage calculations, med administration and nursing documentation will be covered. This course is designed for students who have completed a PN program.
Prerequisite(s): AP 209, NUR 216, PHARM 225
Location: On campus

NUR245 NURSING CARE OF MOTHERS AND INFANTS 3.0 CREDITS

This course focuses on women's health during the perinatal period. Emphasis will be placed on the nursing process in caring for women and families, as well as reproductive health issues. Primary, secondary, and tertiary approaches to nursing care of these patients will be explored. The student will acknowledge their role in delivery of nursing care to diverse populations during antepartum, intrapartum and postpartum.
Prerequisite(s): AP 209, NUR 215 or NUR 216, PHARM 225
Location: On campus

NUR255 BEHAVIORAL HEALTH NURSING 3.0 CREDITS

This course will explore the impact of mental illness on the biological, sociological, and domains of wellness. Students will learn about interventions to help patients progress from acute mental illness or relapse through recovery. Students will explore the neuro-biological and psychological aspects of mental illness. Emphasis will be on nursing care of the individual and family. Culture, values, and the environment will be explored as they relate to mental health. Cultural, spiritual, psychological, and diversity are integrated throughout the course as they relate to mental health. Clinical experiences in basic patient care of patients with alterations in mental health are incorporated into this course.
Prerequisite(s): NUR 215 or NUR 216, PHARM 225, PSY 101
Location: On campus

NUR265 NURSING CARE OF CHILDREN 3.0 CREDITS

This course focuses on the nursing care of children from infancy to adolescence using evidence-based practice. Theories of growth and development, cultural considerations, teaching needs, the nursing process and community care will be explored. Acute and chronic illness and wellness nursing care for children are the focus of the course as well.
Prerequisite(s): AP 209, NUR 215 or NUR 216, PHARM 225, NUR245
Location: On campus

NUR 270 TRENDS IN PROFESSIONAL NURSING 3.0 CREDITS

This course has been specifically designed to assist nursing students in preparation for the National Council of State Boards of Nursing Licensure Examination (NCLEX- RN). Students will be provided opportunities to assess their level of preparedness for the national examination. Skills in computer test-taking and test- taking strategies will be applied. The current NCSBN test plan for the NCLEX-RN examination will guide presentation of specific course content. Students will be exposed to sample questions representing all types of question formats, including multiple choice, fill-in-the-blank, multiple responses, charts, figures, and delegating and prioritizing. Individualized remediation plans will be devel-

oped based on deficiencies identified. Students are required to meet minimum scoring requirements on the predictor exam to successfully complete the course. Issues related to practical nursing practice, including successful transition from student to nurse, will also be discussed.
Prerequisite(s): AP 209, PHARM 225, NUR 235 OR NUR 236
Location: On campus and/or online

NUR 290 PRECEPTORSHIP 1.0 CREDITS

Preceptorship builds on the knowledge and skills obtained throughout the nursing curriculum and integrates the curriculum concepts in varied/diverse practice settings. It includes a study of the roles and competencies of the beginning Registered Nurse integrated with team building, accountability, relationship skills, and coping strategies for career- related stressors. Legal and ethical aspects of nursing are explored with an emphasis on the nursing practice standards and the licensing role of the State Board of Nursing. Preceptorship facilitates the students' evaluation of principles and practices of the profession of nursing while assisting in the role transition to a practicing registered nurse. Clinical experiences will be held in a variety of settings that facilitate transition of the student into the professional nursing role. The student will be under the guidance of a preceptor, who will work with a course faculty in providing the student optimal experiences that meet course clinical objectives.
Prerequisite(s): NUR235 or NUR236, NUR245
Location: Clinical

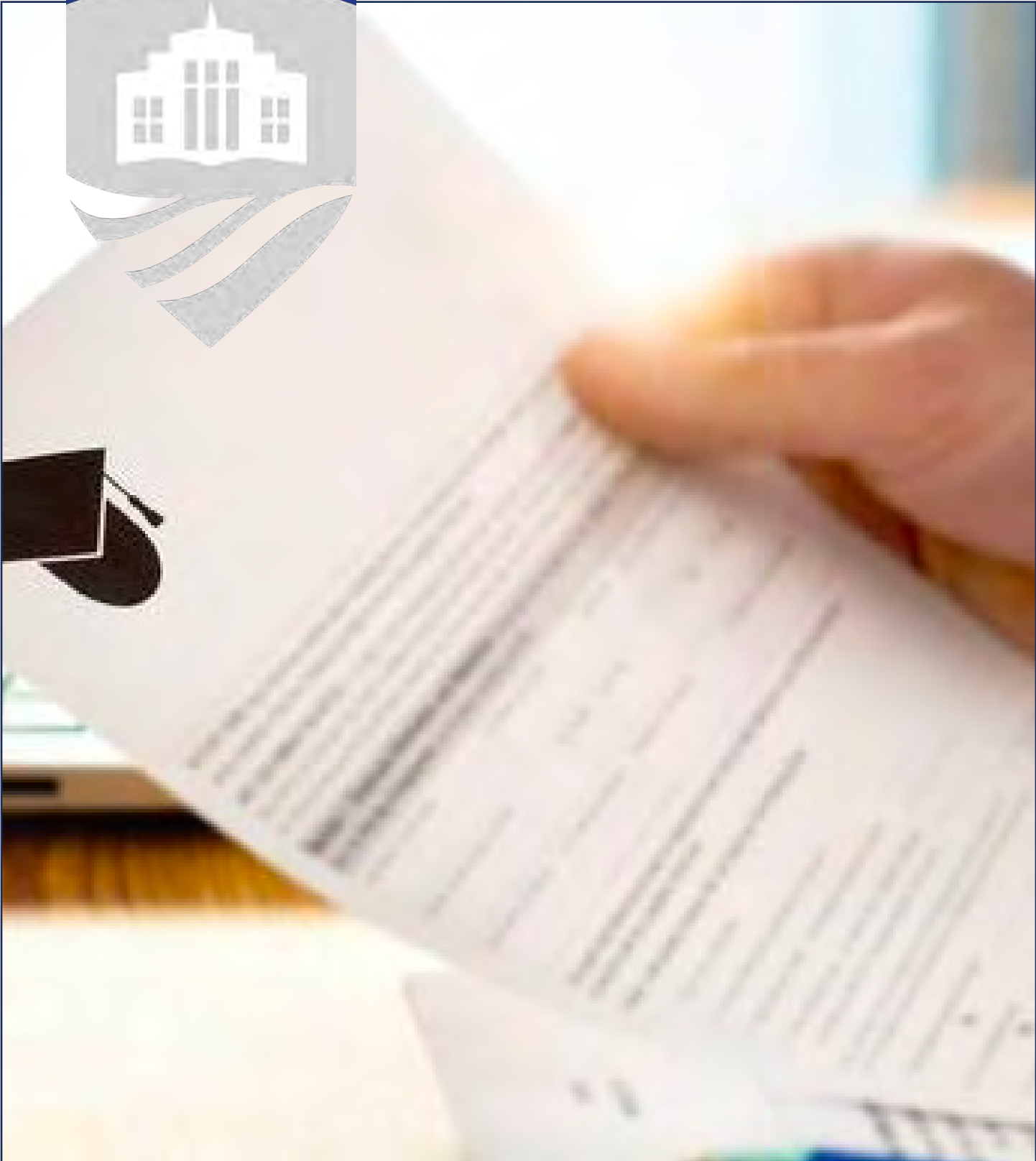## PHARM225 PHARMACOLOGY FOR REGISTERED NURSES 3.0 CREDITS

This course reviews the foundations and principles of pharmacology. It will focus on pharmacotherapeutic agents of various body systems with an emphasis on critical thinking and clinical decision making.
Prerequisite(s): Current licensure as an LPN or PHARM 130
Location: On campus and/or online

REFUND POLICY

Students are entitled to refund of tuition payments and refundable fees as per State of Ohio refund policy made as follows: A student who withdraws before the first day of class and within the 5-day cancellation period shall not be charged for tuition.

A student who starts class and withdraws during the first full calendar week of the academic term (but after the five-business day cancellation period) shall be obligated for twenty-five percent of the tuition and nonrefundable fees for that academic semester.

A student who withdraws during the second full calendar week of the academic term shall be obligated for fifty percent of the tuition and nonrefundable fees for that academic semester.

A student who withdraws during the third full calendar week of the academic term shall be obligated for seventy-five percent of the tuition and nonrefundable fees for that academic semester.

A student who withdraws beginning the fourth full calendar week of the academic term will not be entitled to any refund of any portion of the tuition and fees.

Any holder of this consumer credit contract is subject to all claims and defenses which the debtor could assert against the seller of goods or services obtained pursuant hereto or with the proceeds thereof. Recovery hereunder by the debtor shall be limited to amounts paid by the debtor hereunder.

Every applicant who has been accepted for admission into FCSON and signs an enrollment agreement has the legal right to rescind or cancel their enrollment without penalty within five (5) business days after signing the agreement. In these cases, the student is entitled to a full refund of all monies paid, excluding the registration fee.

SATISFACTORY ACADEMIC PROGRESS (SAP)

The U. S. Department of Education requires that students who receive Title IV financial assistance meet minimum standards of academic performance and progress to maintain their eligibility for financial aid.

FCSON has incorporated those standards into its own and requires all students to meet the standards of satisfactory academic progress (SAP) identified below.

THE SAP POLICY EXPLAINS:

- What cumulative grade-point average you need to maintain;
- How quickly you need to be moving toward graduation (for instance, how many credits you should have successfully completed by the end of each SAP evaluation point);
- How a grade of incomplete, a withdrawal, a repeated course, or transfer of credits from another school will affect your satisfactory academic progress;
- How seeking an additional academic credential from FCSON may affect your satisfactory academic progress;
- How often FCSON will evaluate your academic progress;
- What will happen if you fail to meet the SAP standards at any evaluation point;
- When you can appeal FCSON's decision that you have not made satisfactory academic progress and the conditions for that appeal; and,
- How you can regain satisfactory progress and, if you are a Title IV student financial aid recipient, you can regain eligibility for federal student aid after failing a SAP standard.

All students are required to meet the standards of academic performance that are outlined in the sections below and they are evaluated regularly to determine that the standards are met. These standards have multiple components:

- A minimum cumulative grade point average requirement (CGPA);

- A minimum successful completion rate based on all credit hours attempted; and,

- A maximum time frame (MTF) requirement to successfully complete all required credit hours for the program.

As described below, each student must achieve the minimum CGPA within the MTF established, achieving the required completion rate of 67% at each evaluation point. Failure to meet these standards may result in dismissal from the academic program and in ineligibility to earn the diploma or degree in nursing.

MAXIMUM TIME FRAME (MTF)

For purposes of the college's Satisfactory Academic Progress policy, completion "time" is measured in credits. The Maximum Timeframe, (MTF) allowed for any student to complete an academic program is 150% or 1.5 times the normal completion time. Any student who does not successfully complete the program within the MTF cannot earn the diploma or degree for his or her program.

The MTF will be adjusted for students who successfully transfer in credits earned from other accredited institutions. The total number of credits the student will need to complete the program after receiving transfer credits will be multiplied by 1.5 to determine the student's MTF.

PRACTICAL NURSING PROGRAM:

The normal completion time for the Practical Nursing program will be 46 semester credits. This means that 46 credits are required to complete the program and any student in the program who receives a passing score in each course taken without failing or dropping any course will complete the program within the normal completion time.

Students who fail or drop a course will have to repeat the course, which means the student must take more credits to earn the 46 credits required to complete the Practical Nursing program.

- The maximum number of credits that a student can attempt to successfully complete the required 46 credits is 69 credits, or 1.5 times the normal time frame. So, the MTF for Practical Nursing is 69 semester credits.

ASSOCIATE OF APPLIED SCIENCE IN NURSING (AAS) PROGRAM:

The normal completion time for the Associate of Applied Science (AAS) in Nursing program is 64.5 semester credits. This means that 64.5 credits are required to complete the program and any student in the program who receives a passing score in each course taken without failing or dropping any course will complete the Associate of Applied Science in Nursing program within the normal completion time.

Students who fail or drop a course will have to repeat the course, which means the student must take more credits to earn the 64.5 credits required to complete the Registered Nursing program.

- The maximum number of credits that a student can attempt to successfully complete the required 64.5 credits is 96.75 semester credits.

ASSOCIATE OF APPLIED SCIENCE IN NURSING (AAS) ONE + ONE PROGRAM:

The normal completion time for the Associate of Applied Science (AAS) in Nursing one + one program is 89 semester credits. This means that 89 credits are required to complete the program and any student in the program who receives a passing score in each course taken without failing or dropping any course will complete the Associate of Applied Science in Nursing program within the normal completion time.

Students who fail or drop a course will have to repeat the course, which means the student must take more credits to earn the 89 credits required to complete the Associate of Applied Science in Nursing one + one program.

- The maximum number of credits that a student can attempt to successfully complete the required 89 credits is 133.5 semester credits.

For students who are Licensed Practical Nurses entering the program with Advance Standing who are required to take NUR 201 course, the normal completion time is 45 semester credits. This means that 45 credits are required to complete the program and any student in the program who receives a passing score in each course taken without failing or dropping any course will complete the Associate of Applied Science in Nursing one + one program within the normal completion time.

Students who fail or drop a course will have to repeat the course, which means the student must take more credits to earn the 45 credits required to complete the Associate of Applied Science in Nursing one + one program.

- The maximum number of credits that a student can attempt to successfully complete the required 45 credits is 67.5 semester credits.

For students who are Licensed Practical Nurses entering the program with Advance Standing who are required to complete additional courses, the normal completion time will be adjusted. This means that the additional credits are required to complete the program and any student in the program who received a passing score in each course taken without failing or dropping any course will complete the Associate of Applied Science in Nursing one + one program within the normal completion time.

The additional courses include ENG 101, PSY 101, NUR 201, and NUR 125 as applicable.

SAP EVALUATION POINTS

Students are evaluated for satisfactory academic progress at the end of each semester. A student is considered to be making satisfactory academic progress if the following conditions are met:

- The student has a cumulative (overall) grade point average of at least 2.5 for all courses taken during his or her enrollment; and,

- The student has successfully completed at least 67% of all credits attempted during his or her enrollment.

- Has not exceeded maximum time frame (MTF).

A student who does not meet both requirements is subject to one or more of the actions indicated below.

FINANCIAL AID WARNING:

For any Title IV-recipient student whose cumulative grade point average (CGPA) falls below 2.5 or the successful completion rate falls below 67% of all credits attempted, that student will be placed on financial aid warning for one semester.

The student will have one semester to raise the CGPA to 2.5 or higher and/or completion rate to 67% or better. If the Title I V recipient student fails to make SAP by the end of the following semester, the student will be placed on Financial Aid Probation and will lose financial aid eligibility unless he or she successfully appeals the probation action.

ACADEMIC WARNING:

Students not receiving Title IV aid whose CGPA fall below 2.5 or successful completion rate is less than 67% of all credits attempted for the first time will be placed on academic warning for one semester.

The student will have one semester to raise his or her CGPA to 2.5 or higher and/or completion rate to 67% or better. If

the student fails to make SAP by the end of the next semester, the student will be placed on Academic Probation unless he or she successfully appeals the probation action.

FINANCIAL AID PROBATION:

A Title IV student who does not meet the minimum SAP standards by the end of the next semester after being placed on Financial Aid Warning will lose eligibility for financial aid and will be placed on Financial Aid Probation.

If the student files a successful written appeal for reinstatement based on mitigating circumstances, the student will be removed from Financial Aid Probation and will have financial aid eligibility reinstated for one payment period. The student must agree to accept and comply with all terms and conditions of an academic improvement plan prepared by the Program Administrator or designee. If the student does not meet minimum SAP standards by the end of the next semester, does not comply with the academic plan or is not making progress will be academically dismissed.

Title IV students whose appeals were not accepted will remain on Financial Aid Probation for one semester but will not be eligible for financial aid. Title IV students who did not appeal will also not be eligible for financial aid but will remain on probation. Students on Financial Aid Probation must accept an academic improvement plan prepared by the Program Administrator or designee and comply with the terms and conditions of that plan.

The student must meet the required SAP standard at the end of the probationary semester or must be satisfying all terms and conditions of his or her academic improvement plan. Otherwise, the student will be academically dismissed from the college.

ACADEMIC PROBATION:

A non-Title IV and Title IV-recipient student who fails to meet the minimum SAP standards by the end of the semester following academic warning will be placed on Academic Probation. Students on academic probation must accept an academic improvement plan prepared by the Program Administrator or designee and must comply with the terms and conditions of that plan. The student must meet the required SAP standard at the end of the probationary semester or must be satisfying all terms and conditions of his or her academic improvement plan. Otherwise, the student will be academically dismissed from the college.

RE-ESTABLISHING SATISFACTORY ACADEMIC PROGRESS:

A student who has failed SAP can only regain satisfactory academic progress by achieving a cumulative grade point average (CGPA) of 2.5 and a successful completion rate of 67% of all credits attempted. Satisfactory progress must be

attained before the Maximum Time Frame (MTF) is reached for the program.

RE-ESTABLISHING FINANCIAL AID ELIBIGILITY:

A Title IV student who has been placed on financial aid probation will have his or her financial aid eligibility reinstated upon successful appeal based on mitigating circumstances.

Any Title IV student whose appeal was not accepted but who attains the required SAP standard or follows the academic improvement plan at the end of the probationary semester will be eligible for reinstatement of financial aid.

APPEALS:

Any student who has been placed on probation for the first time but thinks that there were mitigating circumstances that caused such student to fail the SAP standard(s) may file a written appeal. The appeal, with supporting documentation, must be submitted to the Program Administrator or designee who, with the CEO and another school administrator, will make the decision whether to accept the student's appeal.

The appeal must include explanation of how the student's mitigating circumstances have changed and what steps the student has taken to overcome those circumstances so that he or she is now capable of achieving and maintaining satisfactory academic progress.

If the appeal is granted, financial aid will be reinstated for one semester. The student must meet the required SAP standard at the end of the probationary semester or must be satisfying all terms and conditions of his or her academic improvement plan. Otherwise, the student will be academically dismissed from the college.

FINANCIAL AID REFUNDS / RETURN OF TITLE IV FUNDS:

A.   TITLE IV REFUND POLICY

Applicants who has been accepted for admission and signs an enrollment agreement has the legal right to rescind or cancel their enrollment without penalty within three (3) business days after signing the agreement. In these cases, the student is entitled to a full refund of all monies paid, excluding the registration fee.

When a student withdraws or is withdrawn from the program, FCSON uses a two-part process to determine whether the student is entitled to a refund or whether the student owes tuition and fees to the school and whether any Title IV financial aid awarded to the student must be returned to the U. S. Department of Education (ED).

After the 3-day rescission period, FCSON uses its "Tuition Earned" schedule to determine how much of the total program tuition the school has earned based on how long the student remained in the program. It then uses ED's "Return to Title IV" (R2T4) policy to determine how much of the Title IV funding, if any, awarded to the student FCSON has earned and can keep and apply to the student's tuition debt and how much, if any, of those Title IV funds must be returned to the Department. Both of those schedules are presented below.

After these calculations have been made, if there is a credit balance due to the student, the credit will be refunded within 45 days after the student withdraws or is dismissed.

Students who, at the time of their withdrawal, who have not paid the full amount of tuition earned are legally obligated to pay the institution any difference between the amount paid and the amount FCSON has earned.

B.   TITLE IV RETURN CALCULATION

FCSON uses the last date of attendance (LDA) as the withdrawal date.

A student who officially withdraws from the College will submit a letter of withdrawal or fill out a withdrawal form. The date of withdrawal notification is the date of determination while the withdrawal date is the LDA.

A student who stops attending the college without notification withdraws unofficially. The date of determination for such student is fourteen (14) consecutive days after the last date of attendance (LDA). The withdrawal date is the LDA.

To determine how much financial aid, if any, must be returned to the U.S. Department of Education, the college uses the formula below.

- The top number, or the numerator, is the total calendar days completed by the withdrawn student before the withdrawal.

- The bottom number, the denominator, is the total calendar days in payment period. The normal payment period varies depending on the program and semester.

- The total number of days completed are counted from the student's first day of attendance to his or her last known date of attendance

IMPORTANT NOTE: If a student attends more than 60% of total calendar days in the payment period, no return of Title IV funds is required.

Total calendar days completed/ Total calendar days in payment period = % of Title IV Aid Earned

EXAMPLE:

Missy started school on September 1st and withdrew on October 9th. There was one Monday holiday during that time. The semester calendar days runs through to December 18th. Missy attended a total of 28 days of 79 calendar days in the semester.

Total calendar days completed = 28 /Total calendar days in payment period 79 =35.44% of Title IV Aid Earned.

In this example, only 35.44% of the Title IV financial aid received was earned. The remaining funds must be returned to the U.S. Department of Education according to the order listed in the next section.

Note: Students should understand that, even though FCSON may be required to return Title IV funds to the U. S. Department of Education, the student will still be financially responsible to pay FCSON for any tuition owed after those Title IV funds have been returned.

ORDER OF RETURN OF TITLE IV FUNDS

FCSON must return to the U.S. Department of Education any Title IV funds that it collected for a student but, based on refund calculations; the student was not in school long enough to receive all of the Title IV financial aid.

The financial aid must be returned to the Title IV program(s) that the fund came from. If the aid came from more than one Title IV program, it must be returned in the priority order listed below.

Note that this list contains only those programs in which FCSON is currently eligible to participate.

- Unsubsidized Direct Loans (other than Direct PLUS Loans)
- Subsidized Direct Loans
- Direct PLUS Loans
- Federal Pell Grants for which a Return is required

RETURN OF TITLE IV FUNDS

FCSON has 45 days from the date it determines that a student withdrew to return all unearned funds. The school will notify the student in writing if he or she owes a repayment.

INSTITUTION RESPONSIBILITIES:

FCSON responsibilities regarding the return of Title IV funds are to:

- Provide students with information on the return policy;
- Identify students for whom return calculations should be made and to complete those calculations; and,

- Return any Title IV funds that are due to the correct Title IV programs.

OVERPAYMENT OF TITLE IV FUNDS:

Any amount of unearned grant funds that a student must return is called an overpayment. The student must make arrangements with FCSON to return the amount of unearned grant funds.

Student Responsibilities Regarding the Return of Title IV Funds

Students must do the following, related to Title IV funds:

- Return to the Title IV program(s) any funds received but for which was determined to be ineligible based on the Return to Title IV calculations;
- Notify the Program Administration and/or Registrar in writing of an intent to withdraw or of the decision not to return to school (to drop) following the completion of a course.
- Notify the Program Administration and/or Registrar in writing that the student is rescinding notification of intent to withdraw.

WITHDRAWAL FROM THE PROGRAM

Student refunds shall be made within thirty days after the school has determined that a student has withdrawn unless another refund period is mandated by use of state or federal financial aids funds. If a student ceases attending school but does not notify the school officially of their withdrawal, the school will treat the student as withdrawn within fourteen days of the student's last date of attendance or participation in an academic activity.

A student's withdrawal date used to calculate refunds will be the student's last date of attendance and participation in an academic activity.

Students who wish to withdraw from the program may complete an official withdrawal form to be submitted to the administrative office. Refunds will be made based on the refund policy above; requests for refund will not be accepted.

Any student who obtained a student loan from a lending institution and who withdraws or is terminated from FCSON must notify the institution in writing of the withdrawal. Refunds will be made directly to the lending institution per FCSON refund policy. The student will be responsible for any tuition balances remaining after the institution's refund determination has been made. The student is responsible for managing the loan and its repayment

It should be noted that student loans from a lending institution must be repaid regardless of the student's academic outcome.

GRANTS, STUDENT LOANS, AND SCHOLARSHIPS *FCSON awards grants and scholarships to those who qualify.*

FCSON ACADEMIC EXCELLENCE SCHOLARSHIP:

Awarded to students who have demonstrated outstanding ability and achievement in their courses, by attaining a cumulative minimum GPA as stated below. The scholarship is a one-time benefit per program and up to $1000 is awarded to every student who meets the required CGPA and other eligibility criteria such as;

- enrolled in the semester in which the award will be applied;
- demonstrate leadership qualities and good conduct.

Below are the CGPA requirements:

- CGPA of 4.0, the amount awarded is $1,000
- CGPA of 3.75 to 3.99, the amount award is $500
- CGPA of 3.50 to 3.74, the amount is $250

FCSON GRANT AWARDS:

- It is opened to all enrolled students
- Financial need (based on results of FAFSA), and.
- Up to $500 per program is applied towards the tuition
- Must maintain satisfactory attendance through the midpoint of the first semester

All grant awards are divided evenly between the semesters and are available only to U.S citizens and permanent residents. Implementation of this program depends on availability of funds.

We also honor grants and scholarships that our students have been awarded from outside organizations or agencies.

STUDENT
SERVICES

FCSON is committed to providing those support services that will help each student to maximize his or her potential for successful completion of their academic program. Academic advisement is provided for every student and individual tutoring is available for students who request it. Felbry students are also provided opportunities to participate in social activities, service learning projects, and community events/charities.

FCSON strives to assist students in their personal lives by providing resources to outside agencies, for students experiencing personal problems, financial and other concerns beyond the scope of FCSON support services. FCSON career services include career development, résumé preparation, and job placement assistance for graduates and for currently enrolled students seeking part-time employment. Current students and alumni will have opportunities to attend career fairs and workshops on campus. While FCSON is committed to assisting students with career placement, employment is not guaranteed.

SERVICES PROVIDED TO STUDENTS:

INSTRUCTOR OFFICE HOURS: posted on Canvas and enables students to speak to and meet with their instructors outside of the classroom/instruction.

TUTORIALS (INDIVIDUALIZED ASSISTANCE): Faculty provides additional support for students who are struggling with a topic or course content by organizing individual tutorials outside of class that maximizes their learning and ensures that they are successful academically.

VOICE OVER POWERPOINT RECORDING: recorded lectures with slides, so students have access to them through Canvas anytime.

ONLINE DISCUSSION BOARDS (FOR ONLINE AND ON-CAMPUS CLASSES): enhances understanding of a topic or question through conversation with classmates on a digital platform.

OPEN LAB: provides students make-up hours for labs and/or extra opportunity to improve their skills.

THE WRITING CENTER: offers a variety of resources and workshops on professional and academic writing to assist students in becoming better writers. The center is the students resource for detailed information on any writing topic. The writing center walk-ins hours are on Tuesdays from 2-4pm and Thursdays from 4-6pm. Individual appointments can be made via email at: wc@felbrycollege.edu

LEARNING RESOURCE CENTER (LRC): staffed by a full-time librarian who provides additional resources and research assistance to all students and faculty.

ON-SITE ACADEMIC ADVISOR: is responsible for providing educational guidance and assistance by planning schedules, recommending courses, delivering curriculum support and determining appropriate educational solutions for all students. The advisor also assists in evaluating academic abilities, establishing and accomplishing appropriate academic goals, objectives for various students, tracks the progression of students and provides support for at-risk students.

ON-SITE COUNSELING: students in need of services see Dr. Jeffery Pharion, who is a licensed counselor available to students on Fridays from 11am-1pm.

TECHNOLOGY AND SECURITY SERVICES: IT is available to students in need of computer and technology assistance. There are working cameras mounted internally and externally. The doors are locked and opened only by the receptionist.

HOUSING: FCSON dorms are available for both domestic and international students and there is a local affordable housing list Student Services can provide.

CAMPUS EVENTS: this includes food drives, alumni dinners, cookouts, popcorn/movie nights, and other campus activities to benefit students and/or the community.

STUDENT AND CAREER SERVICES (PLACEMENT ASSISTANCE): current students and graduates are able to access career placement assistance upon inquiry with Career Services. Student Services assists students with general questions/concerns, facilitates communication between administration and students, and provides students with community resources.

BASIC COMPUTER LITERACY: every two weeks a workshop is offered to guide students unfamiliar with navigating computers through their basic functions and processes.

JOB OPPORTUNITIES: student positions at FCSON are available. Ask Student Services for job opening details.

SEMINARS FOR ONLINE CLASSES: are organized to familiarize students with in-depth information regarding the structure of online classes, what it entails and how to navigate/gain access to the resources provided by faculty on the Learning Management Software (Canvas).

NURSING ORGANIZATION MEMBERSHIP: student services can aid students interested in becoming a member of a nursing organization of their choosing with the application process.

STUDENT AFFAIRS: provides students with the opportunity to air concerns in person with an operations staff member and an academic member/faculty. The faculty and staff member(s) at the Student Affairs Meeting, will present the student's concerns to the rest of administration and pass along administration's response to the student's concerns to the student body.

WORKSHOPS: Faculty and Staff offer sessions to improve knowledge and skills for various topics. These topics include HESI Compatibility for Laptops, Basic Computer Literacy, APA Format, Building Study Skills, Test Taking Strategies, and more.

SOFTWARE UTILIZED AT FCSON

CANVAS (LMS): integrated student information systems, video platforms, professional development platforms, content management systems and so much more.

CAMPUS CAFÉ (SIS): a database student information system that allows schools to manage marketing, recruitment, applications, course registration, billing, transcripts, financial aid, career tracking, alumni development, fundraising, student attendance and class rosters.

RESPONDUS (Lock Down Browser): a customized browser that increases the security of test delivery in Canvas. When students use Respondus LockDown Browser to access an exam, they are unable to print, copy, go to another URL, or access other applications. Once an assessment is started, students are locked into it until it's submitted for grading.

ZOOM (Online Video Conferencing): a reliable cloud platform for video and audio conferencing, collaboration, chat, and webinars across mobile devices, desktops, telephones, and room systems.

JSTOR (LRC): a digital library containing digitized back issues of academic journals, books, other primary sources, and current issues of journals. It provides full-text searches of almost 2,000 journals.

CINAHL (LRC): an index of English-language and selected other-language journal articles about nursing, allied health, biomedicine and healthcare.

PARCHMENT; (Transcript, Order, and Tracking Services): the most widely adopted digital credential service, allowing learners, academic institutions, and employers to request, verify, and share credentials in simple and secure ways.

STUDENT RECORDS

FCSON maintains student academic transcripts for all students indefinitely. All other student records are kept for a minimum of five years in accordance with Felbry policy and other regulatory bodies.

Student records including, but not limited to: enrollment agreement, proof of high school graduation or equivalent, admission examinations and results, financial records, academic records, progress reports, lab and clinical evaluations, and placement activity are electronically maintained on a computerized management system and are maintained in hard copy format in secured file cabinets with restricted access in the registrar's office, where they are protected from theft and damage from the elements. FCSON continues efforts to convert paper copies to electronic format to further enhance accessibility, storage, and retrieval. Electronic files are backed-up onto cloud-based servers on a regular basis.

Ohio Board of Nursing
17 South High Street, Suite 400
Columbus OH 43215
Phone: 614-466-3947

State Board of Career Colleges and Schools
30 East Broad Street, Suite 2481 Columbus OH 43215
Toll free Number 877-275-4219

Accrediting Bureau of Health Education Schools
7777 Leesburg Pike, Suite 314 N. Falls Church, VA 22043;
Tel: 703.917.9503

Policy No: FCSN-CP-1001
OBN 4723-5-12
Program Policies Title: Non-Discrimination
Effective Date: August 2008
Revision Date: May 2019

It is the policy of FCSON to provide an educational and working environment that provides equal opportunity to all members of the college community. The College prohibits unlawful discrimination, including harassment, based on the basis of race, color, religion, sex, military status, national origin, disability, age and ancestry. This policy also prohibits discrimination based on sexual orientation. Violation of this policy may be punishable by disciplinary action, up to and including termination of enrollment

Policy No: FCSN –CP-1002
OBN 4723-512
Program Policies Title:
Drug-Free and Weapon-Free Workplace
Date: August 2008
Revision Date: May 2019

The unlawful manufacture, distribution, possession, or use of a controlled substance in or on any premises or property owned or controlled by the FCSON including vehicles is prohibited. A controlled substance is any substance as defined by federal or state statutes or regulations.

Any student or employee who unlawfully manufactures, sells, distributes, possesses or uses a controlled substance on College property, regardless of whether such activity results in the imposition of a penalty under a criminal statute, will be subject to appropriate disciplinary action, including immediate dismissal.

FCSON also prohibits weapons on the College premises or in areas controlled by the College, including vehicles. Weapons covered by this policy include, but are not limited to, firearms, firearm ammunition, air pistols, air rifles, fireworks, incendiary devices, lock blade or fixed blade knives with any blade length, blackjacks, metal knuckles, or any other such offensive weapons of any description. Violation of this policy may be punishable by disciplinary action, up to and including termination of enrollment.

Policy No: FCSN –CP-1003
OBN 4723-5-12
Program Policies Title:
Consensual Amorous Relationships
Effective Date: August 2008
Revision Date: May 2019

Consensual relationships between employees and students are prohibited in cases where the employee has authority or control over the student. An employee who fails to withdraw from participation in activities or decisions that may reward or penalize a student with whom the employee has or has had an amorous relationship will be deemed to have violated his or her ethical obligation to the student, to other students and to the College. This policy also applies to students personally involved with staff or faculty that may be perceived to have an unfair advantage over their peers.

FCSON will not tolerate any type of workplace acts or threats of physical violence, including but not limited to intimidation, harassment and/or coercion that involve or affect the College, its students, visitors or its employees. Anyone who is aware of any acts of physical violence or threats is encouraged to report this information to the Program Administrator or other college authority immediately.

Policy No: FCSN –CP-1021
OBN 4723-5-12
Program Policies Title: **Holiday Calendar**
Effective Date: **August 2008**
Revision Date: **May 2019**

FCSON recognizes the following holidays:

- New Year's Day - January 1
- Martin Luther King's Day
- Memorial Day
- Independence Day - July 4
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Day - December 25

When New Year's Day, Independence Day, or Christmas Day falls on a Sunday, the following Monday shall be considered the official holiday. When these holidays fall on a Saturday, the preceding Friday shall be considered the official holiday.

Policy No: FCSN –CP-1024
OBN 4723-5-12
Program Policies Title:
Weather or Emergency Related Absences
Effective Date: **August 2009**
Revision Date: **May 2019**

FCSON may close or alter its hours of operations during declared emergencies due to an "act of God" or other unforeseen circumstances.

Communication of a declared emergency will be released on the College website and every effort will be made to communicate the declared emergency to all faculty, staff and students through heads of departments and other means considered appropriate and available.

In the event of severe weather or other emergency situations when the College remains open, all employees are expected to make every reasonable effort to maintain their regular work schedules but are advised to avoid undue risks in traveling.

Employees and students who may be concerned about safety in traveling to and from work may use their own judgment whether to stay home or to leave early after consulting with the Program Administrator or any other member of senior management.

FCSON typically will not pay employees for absence days due to declared emergencies. Employees will be expected to use vacation time for those times or opt to take such days as unpaid time. The discretion to pay for such days is solely at the discretion of the CEO.

Policy No: FCSN –CP-1025
OBN 4723-5-12
Program Policies Title: Computer Security
Effective Date: August 2008
Revision Date: May 2019

Computer security is the responsibility of all students and employees. Computers, computer workstations, and terminals owned by FCSON shall be used only for official College business, including academic pursuits. Inappropriate exposures of confidential and/or sensitive information, loss of data, inappropriate use of computer networks, and risks of physical damage can be minimized by compliance with reasonable standards for the avoidance of violation of security policy.

Employees and students are expected to abide by the computer policies of Felbry College, clinical agencies, and healthcare facilities.

Guidelines:

■ Computer systems provided by the college are to be used for academic
purposes only. No personal use is permitted.

■ Disruptive and/or invasive actions using computer systems and networks are strictly prohibited
(e.g., viruses, threatening or harassing messages, spamming, mail bombs, etc.).

■ Respect the rights, privacy, and property of others.

■ The use of network hubs, routers, wireless access points, or other devices designed to share
your network connection with multiple computers or devices are expressly prohibited.

While the College works to make the computers in the College secure, it is up to each individual user to ensure that no unauthorized persons have access to confidential or sensitive College information.

■ Do not use download or post obscene, abusive, offensive, or sexually explicit material.

■ Do not share user password with anyone (e.g., family, friends, other students, etc.)

■ Using college computer resources to share or distribute copyrighted material to
others is prohibited. Respect the rights, privacy, and property of others.

■ Avoid public criticism of others; this includes both personal and institutional
denunciation. Do not vandalize or misuse institutional property.

■ Refrain from the use of the computer for activities of personal or commercial financial gain.

Failure to comply may result in the loss of computer privileges or other disciplinary action as referred to in the Student Code of Conduct.

FCSON will make reasonable efforts to have its computer systems and networks available at all times. However, as part of regular maintenance and other planned and unplanned activities, systems & networks may be unavailable at any time. FCSON reserves the right to restrict or terminate access to its computer & network resources as necessary.

Food and drinks are not permitted in the LRC where computers are located. All users are expected to turn off the computer systems and keep the LRC clean upon exit. Violations will be dealt with in accordance with the college disciplinary policy.

Purpose: To assess costs of providing nursing education to students in the nursing program.

Fees must be paid prior to the beginning of classes each semester unless other approved arrangements have been made with the college in accordance with the college policy. Tuition is due and assessed on the first day of each semester.

Fees are reviewed annually by administration; and college tuition and fees may be updated annually. The costs are effective for the duration of the student's studies PROVIDED THAT the student does not withdraw from the school or otherwise stop attending scheduled classes and clinical sessions. If student ceases to attend classes for whatever reason, a new Enrollment Agreement must be signed if and when the student is readmitted to the program and costs in effective at the time of the readmission will apply. If a student fails and is required to repeat a course, the fees charged will be at the prevailing rate of the course to be repeated.

Fees and payment due dates are communicated to applicants prior to admission.

TUITION AND FEES
The tuition covers didactic, clinical and laboratory instructions. Fees that cover other services and supplies are also stated below. They are payable by the student as applicable and are refundable as per tuition refund policy.
Registration fees
Exit exam retake fee
Exam make-up fee
Graduation fee
Clinical Makeup fee
Credit Transfer fee
Late Payment fee
Returned Check fee (NSF fee)
The School offers a payment plan for tuition on request pursuant to the Tuition Refund Policy.

TUITION REFUND POLICY
Students are entitled to refund of tuition payments made as follows:
A student who starts class and withdraws during the first full calendar week of the academic term shall be obligated for twenty-five percent of the tuition and refundable fees for that academic semester.
A student who withdraws during the second full calendar week of the academic term shall be obligated for fifty percent of the tuition and refund- able fees for that academic semester.
A student who withdraws during the third full calendar week of the academic term shall be obligated for seventy-five percent of the tuition and refundable fees for that academic semester.
A student who withdraws beginning the fourth full calendar week of the academic term will not be entitled to any refund of any portion of the tuition and fees.

WITHDRAWAL FROM THE PROGRAM

Refunds shall be made within thirty days after the school has determined that a student has withdrawn unless another refund period is mandated by use of state or federal financial aids funds. If a student stops attending school but does not notify the school officially of his/her withdrawal, the school will treat the student as withdrawn within fourteen days of the student's last date of attendance or participation in an academic activity.

A student's withdrawal date used to calculate refunds shall be the student's last date of attendance and participation in an academic activity. Students who wish to withdraw from the Program may complete an official withdrawal form to be submitted to the administrative office. Refunds will be made based on the refund policy above; requests for refund will not be accepted after the dates listed above.

LATE PAYMENT FEES

A late payment charge is applicable if a student does not make payments on the due date. Such student may be denied access to college services unless full payment has been received by the college. The college

may agree to alternative payment arrangements agreed to by the financial department.

Student accounts with past due balance will be transferred to outside collection agencies if an approved payment plan has not been agreed to by the college.

FCSON will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries or other institutional facilities, due to the delayed disbursement of a payment by the U.S. Department of Veterans Affairs for Chapter 31 or Chapter 33 recipients.

PAYMENT METHODS

Payments may be made by Certified Check, Visa or MasterCard or money order; payable to Felbry College School of Nursing (FCSON). Include on the certified check, or money order the student's name and student ID number. Address payment to: **Felbry College-School of Nursing 6055 Cleveland Avenue Columbus, Ohio 43231**

Note: A returned check (service) fee will be accessed for NSF as determined by the bank.

Credit card payments are subject to a service fee. There is no charge for payments with debit cards.

Policy No: FCSN –CP-1033
OBN 4723-5-12
Program Policies Title: **Student Attendance**
Effective Date: **August 2008**
Revision Date: **May 2019**

1. ATTENDANCE

In conjunction with the Registrar, the Program Administrator will review and track student attendance. It is highly recommended that students attend all scheduled classes including lab and clinical.

FCSON records the daily attendance of each student. Students are expected to give advance notice when possible. An absence may be excused if determined to be due to valid and verifiable reasons. All class work and assignments missed because of absence must be made up by the student, whether the absence is excused or unexcused. Any student who, for any reason, misses more than 20% of any lecture or laboratory session will receive a failing grade in the course. A student who misses more than two clinical days will fail the course. Each missed clinical session must be made up and the student will be charged for the make-up session.

Missed work and/or assignments must be completed within one week following the absence. Any missed examination must be arranged with the instructor and be completed within one week following return from the absence. Only one make-up exam is allowed per course. A second missed exam will result in a grade of zero (0) for that exam. Documentation must be submitted to the course instructor within one week of return to campus.

Due to their nature, it may not be possible to make up quizzes, labs, and simulated clinical experiences. At the discretion of the instructor, a student who had an excused absence may be permitted to submit alternate project in lieu of missed assignments.

Students receiving GI BILL/VA Benefits are evaluated every two weeks for attendance. If students are achieving unsatisfactory attendance below 80% at the first evaluation, the student will be placed on attendance probation until the following evaluation (4 weeks). If at the following evaluation, a student's attendance is 80% or above, the student is considered to be making satisfactory progress towards attendance and will be absolved of their attendance probation status. If at this evaluation, the student continues to achieve unsatisfactory attendance progress, the student will be dismissed from the program.

2. PUNCTUALITY POLICY

Developing good work ethics is an important part of the training at FCSON. Late arrivals disrupt the instructor, the learning environment, and other students. Students arriving after the scheduled start time are considered late. Late arrivals and early departures are addressed, and time missed will be deducted from total hours attended. Time missed will count toward the 20% maximum of allowable absences.

Students who miss a quiz because of a late arrival will not be allowed to make up that quiz. The opportunity to make-up an exam missed because of a late arrival is at the discretion of the instructor. Students returning late from a class, lab, or clinical break or lunch hour will be subject to the same policy described above.

3. LEAVE OF ABSENCE POLICY

FCSON does not grant leaves of absence. A student who is facing documented exceptional circumstances and is temporarily unable to continue his or her studies will be allowed to withdraw from all courses without grade penalty, provided that a formal withdrawal request is made to the college. If the student is unable to complete the request in person, he or she may make the request by phone to the college's Registrar or to its Administrative Services Coordinator. If the student has been incapacitated and cannot make the request on his or her own, the request can be made, in writing, by an immediate relative or legal guardian.

A grade of "W" will be assigned for each course in which the student was enrolled. The "W" grade(s) will not be included in a calculation of the student's CGPA, but the grade(s) will be included in a calculation of attempted credits successfully completed.

4. ON-SITE REPORTING FOR ILLNESS OR INJURY Procedure: Students must adhere to the following:

Students are required, when possible, to notify their course instructor(s) at FCSON at least one hour prior to the start of class if personal illness will not allow them to be present. If the one-hour advance notice is not possible, then as soon as possible. Students are responsible for information presented during their absence.

Students will have one academic week to make-up assignments at the discretion of the faculty member.

Students injured on site at FCSON are required to notify the faculty member at the time of the incident. Students are also required to complete the College Incident Report form as soon as possible and submit the form to the faculty member. All students regardless of type, date, and time of injury are responsible for personal illness, treatment, and shall pay all treatment costs incurred while on site.

Upon request of the faculty or clinical instructor, students must present a statement from the physician for absence greater than three days and if needed specifications and length of limitations resulting from the illness or injury.

Policy No: FCSN –CP-1012
OBN 4723-5-12
Program Policies Title: Course Management
Effective Date: August 2008
Revision Date: May 2019

1. COURSE SYLLABI

A course syllabus and course content schedule constitute an educational relationship between the student and faculty member. It must be available to the student by the first day of class. The syllabus will include at least the title of the course and the number of theory, laboratory, and clinical hours as applicable. The syllabus will also provide the course description, course objectives and teaching strategies, methods of evaluation, the required textbooks, and other learning resources. Once the course syllabus is distributed to students, methods of student evaluation may not be altered even if students agree upon these changes as a problem can arise if a student challenges his or her grade.

While faculty have academic freedom over daily objectives and learning activities, the course objectives and course hours may not be changed without approval of the Curriculum Committee. Faculty will design and implement teaching strategies that will assist the nursing student to meet the course objectives or outcomes. The faculty will evaluate each student's achievement and progress and provide informal and formal feedback and evaluation.

2. EXAMINATIONS

No final examination may be given before the examination period begins, and no change in the examination time different from what is printed on the official schedule is permitted without the written permission of the Program Administrator.

3. COMPUTER REQUIREMENTS

FCSON utilizes the Canvas Learning Management System including RESPONDUS (a Lockdown Browser) for on campus and online courses. Canvas requires the minimum requirements to work most effectively:

- A computer, preferably a laptop, 5 years old or newer, with 1 GB of RAM, and a 2GHz processor and an internet speed of at least 512kbps.Windows 7 and newer (users on Windows 10 need to download the Windows 10 Anniversary Update to submit Canvas assignments) or

- Mac OSX 10.6 and newer or

- Linux – Chrome OS

- Respondus (Lockdown Browser and Camera) download

4. COURSE CLINICAL EXPERIENCES

The faculty member/clinical instructor are responsible for planning each student's clinical experiences and for evaluating the student's performance. The faculty member/clinical instructor are also responsible for establishing and communicating the clinical objectives to the student and staff at the clinical site. The faculty member and/or the clinical instructor will also provide clinical orientation to each student.

The faculty member/clinical instructor are required to supervise the delivery of nursing care to an individual or group of individuals by a student.

The faculty/clinical instructor will not exceed the ratio of ten students to one faculty/clinical instructor, or smaller if necessary to ensure safe nursing care.

It is also the responsibility of the faculty/clinical instructor to make assignments for the student's experiences and specific objectives of the course for which the student is enrolled.

Preparation and administration of medication by a student MUST always be supervised by a faculty member/clinical instructor. Student may not prepare and/or administer medications/ treatments without the supervision of a faculty member/clinical instructor.

The faculty member/clinical instructor are responsible for evaluating the student's experiences, achievements, and progress in relation to the clinical objectives. Feedback is provided by informal and formal written and verbal communication to the student at the end of each clinical experience and at the end of the semester.

5. MISSED CLINICAL

The College does not permit students to miss more than two clinical days in a semester. Clinical and course faculty are required to monitor student attendance at clinical sites. Clinical faculty are required to direct students to complete the Absence Request for Make Up form and notify the lecture instructor or Program Administrator when a student misses clinical. The Program Administrator should forward the names of such students to the Registrar. The clinical faculty may conduct a supervised make-up for a student who misses one/two clinical days at another time within the semester, with authorization from the Program Administrator and after confirmation from the Registrar that the student has paid for the clinical makeup day(s).

A student who misses more than two clinical days in a semester fails the course.

6. ACADEMIC DISHONESTY

Academic dishonesty is a grave and serious offense. Violations of academic and/or professional integrity will be handled according to the policies of the College. Students dismissed from the College for academic or professional dishonesty will not be considered for re-enrollment. Students who have been dismissed for committing an act of academic or professional dishonesty have the right to have their case reviewed by following the college's grievance and appeal procedure.

7. CARDIOPULMONARY RESUSCITATION (CPR) REQUIREMENT

Nursing faculty, clinical instructors and students are required to be certified in cardiopulmonary resuscitation (CPR). Each faculty and clinical instructor must present CPR documentation to the Program Administrator. Faculty and clinical instructors are responsible to keep CPR certification current.

8. PERIODIC EVALUATION OF STUDENTS' PROGRESS IN EACH COURSE

Faculty shall inform students about their progress in each course after every examination and at any point where student is not performing up to expectation. An advising session and recommendation of improvement is to be discussed after the first test and at mid-term for students performing below expectations.

1. PROFESSIONAL BEHAVIOR

The nursing profession demands that the individual is responsible, accountable, and professional in behavior. The process of becoming a nurse begins upon entering a program of study.

FCSON expects that the student will behave in a professional manner within the community and by attending all classes and clinical experiences, being courteous in the classroom, demonstrating responsible behaviors by being prepared for class and clinical experiences and by being punctual for all classes, clinical experiences, and college appointments.

The following behaviors by any student will constitute misconduct but is not limited to:

· Raised voices- yelling at others including staff, instructors and colleagues.

· Use of profanities including making cultural and ethnic slurs.

· Finger pointing or other aggressive gesturing.

· Inappropriate speech.

· Refusal to follow instruction from school authority, any figure of authority or any form of insubordination.

· Verbal or non-verbal harassing or bullying behavior.

· Physical or implied violence.

· Cheating, lying or unethical behavior

For the first offence of any of these misconducts, the student will receive a documented verbal warning. A second offence will warrant a written warning and a third offence, the student will be presented to academic disciplinary committee for possible dismissal from the College.

2. STUDENT CODE OF CONDUCT

Felbry students are expected to demonstrate professional, safe, and effective nursing behaviors at all times. Expected student conduct incorporates all standards for safe nursing care and is consistent with the Ohio Board of Nursing rule 4723-5-12 related to student conduct. Appropriate student behavior includes, but is not limited to, the following:

· 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.

· A student shall, in an accurate and timely manner, report to the appropriate practitioner errors in or deviations from the current valid order.

· 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.

· A student shall implement measures to promote a safe environment for each patient.

· A student shall delineate, establish, and maintain professional boundaries with each patient.

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

- Provide privacy during examination or treatment and in the care of personal or bodily needs; and

-Treat each patient with courtesy, respect, and with full recognition of dignity and individuality.

· 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.

A student shall use universal and standard precautions established by Chapter 4723-20 of the Administrative Code.

A student shall not:

- Engage in behavior that causes or may cause physical, verbal, mental, or emotional abuse to a patient;

- Engage in behavior toward a patient that may reasonably be interpreted as physical, verbal, mental, or

- emotional abuse.

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

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

- Engage in behavior that may reasonably be interpreted as behavior to seek or obtain personal gain at

- the patient's expense;

- Engage in behavior that constitutes inappropriate involvement in the patient's personal relationships; or

- 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.

A student shall not:

- Engage in sexual conduct with a patient;

- Engage in conduct in the course of practice that may reasonably be interpreted as sexual;

- Engage in any verbal behavior that is seductive or sexually demeaning to a patient;

- 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:

- Sexual contact, as defined in section 2907.01 of the Revised Code;

- Verbal behavior that is sexually demeaning to the patient or may be reasonably interpreted by the patient as sexually demeaning.

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.

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.

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.

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.

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

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.

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.

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.

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

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

- AA. 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.

- BB. 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.

- CC. 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.

- DD. 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.

3. PROHIBITIONS

3.1. CONCEALED WEAPONS

The Ohio General Assembly has approved concealed weapons legislation. FCSON has established the following policy:

- Felbry College prohibits the possession, use or storage of firearms or other dangerous weapons anywhere on the College grounds. In addition, this policy applies to any college student or employee, while representing the college.

3.2. CHILDREN ON CAMPUS

Students are not permitted to bring children to class. If students violate this policy, the student will be asked to leave the class for the day.

3.3 SMOKING

Smoking is prohibited on the college premises at all times.

Students are subject to disciplinary action, including termination or dismissal for violations of this policy. The behavior / conduct will be evaluated, and disciplinary action shall be taken in accordance with the college policy.

Policy No: FCSN –CP-1035
OBN 4723-5-12
Program Policies Title: Code of Academic Integrity
Effective Date: August 2008
Revision Date: May 2019

FCSON upholds high ethical standards in all areas of its operations and it holds its students to the same standards. Students of the college are expected to maintain integrity in all aspects of their academics.

The college shall not tolerate any manner of academic dishonesty. Academic dishonesty includes, but is not limited to, cheating and plagiarism.

Examples of cheating include copying an exam or any portion of an exam, looking at another student's answer sheet or computer screen during an exam, using unauthorized aides or materials during an exam (e.g. digital or electronic devices), talking during an exam, or alteration of records or documents.

Plagiarism is defined as stealing and/or using the ideas and writings of another as one's own. Examples include copying papers, information from the Internet, classroom, and laboratory assignments from current or former students and using them as your own without acknowledging the original owner of such work.

Academic dishonesty is a grave and serious offense. Acts of academic and/or professional dishonesty will be handled with all seriousness. Students who are found guilty of a charge of violation of academic integrity will be subject to disciplinary measures, depending on the severity of the infraction.

Any student caught committing or participating in any form of academic dishonesty will automatically fail the particular course and will be subject to additional punitive action that may include suspension or permanent dismissal from the institution. Students taking online courses that are found cheating are not eligible to take an online course. Any disciplinary action taken because of academic dishonesty will be recorded on the student's academic transcript.

The decision regarding the appropriate disciplinary action will be made by the Program Administrator in consultation with the faculty member reporting the incident and management.

A second, confirmed instance of academic dishonesty for a student who was not expelled initially will result in permanent dismissal from the institution. This action is not appealable. Students dismissed from FCSON for academic dishonesty will not be considered for readmission into the nursing program.

There will be no refund of tuition or fees.

When an allegation of dishonesty is brought to the attention of a faculty member, that faculty is responsible to investigate the allegation. In the event that the faculty considers the matter to be grave, or if this is a repeat offense, the faculty shall initiate a request to the program administrator for a review of the case.

The program administrator shall review the case, and if required, appoint the Disciplinary Committee to investigate the case and determine the appropriate disciplinary measure in accordance with the college policy.

Students have the right to have their case reviewed by the Grievance and Appeal Committee. A request shall be submitted in writing and addressed to the chair of the Grievance and Appeal Committee.

GUIDELINES FOR EXAMINATION

To ensure the integrity of examinations the following will be followed:

- A student may only have pencil, pen, and program-issued calculator on the desk. All other belongings (e.g., purses, books, cell phones) will be placed along one wall of the classroom where the test is being conducted.
- Only students who have documentation and need reasonable accommodation will have their needs accommodated. All reasonable accommodation needed by the student should be addressed to the faculty at least three days before a scheduled exam.

At faculty discretion, only answers on the Scantron sheet may be accepted.

Questions asked by a student for clarification during an examination may be answered at the discretion of the faculty.

Once the student completes and submits the exam to the instructor and leaves the room, the student can make no additions or changes to the test. Examination materials may not leave the classroom or area of test review.

Timed tests must be turned in at the end of the testing period. A student arriving late to take a timed test may not be permitted to take the exam if one or more students have already turned in their exam and have left the room. Please also note that students will not be given extra time to complete the test.

Policy No: FCSN –CP-1036
OBN 4723-5-12
Program Policies Title: Clinical Code of Conduct
Effective Date: August 2008
Revision Date: May 2019

1.   HEALTH CARE CLINICAL AFFILIATES

Students and faculty participating in clinical experiences at any clinical agency or healthcare facility are required to adhere to all policies and procedures governing the department where the clinical experience is taking place.

Clinical Students must dress according to the dress codes for the Nursing Program as well as the standards adopted at the clinical site (see Dress Code). The faculty/clinical instructor will provide the students the needed information on the affiliate requirements and amenities. Evaluation of the student's clinical experience is the responsibility of the faculty/clinical instructor. The faculty/clinical instructor may request feedback from the healthcare facility or clinical agency nursing staff.

2. CONFIDENTIALITY OF INFORMATION

- A client's medical record is considered a legal document and is governed by the Health Insurance Portability and Accountability Act (HIPAA). Students are required to protect the confidentiality of the patient at all times.
- The student will not discuss a client's condition anywhere but in a private area and only with appropriate healthcare personnel, faculty/clinical instructor, or during clinical post-conference with peers and faculty/clinical instructor.
- Any type of oral, written, or personal information about the client shall not be discussed in the elevators, cafeteria, hallways, or with family members, friends, or in a social gathering. This behavior is illegal and unethical.
- The client medical record(s), and medication administration record (MAR) are not to be copied (duplicated).
- Clinical report sheets are not to leave the clinical site.
- Client identification must be limited to one initial. Any clinical assignment(s) are not to be visible to the public.

- Medical records are to remain closed when not in attendance and put back in its appropriate designated place.
- All electronic documentation methods (e.g., computer screen) must face away from the public view and be in "log-in" screen when left unattended.
- The healthcare agency staff must be able to identify the nursing program. FCSON uses the following signature title when documenting: FC, SN. (e.g., C. Smith, FC, SN).
- All documentation must be countersigned by the faculty/clinical instructor.

3. CLINICAL ABSENCES AND TARDINESS

Clinical experiences are essential for the application and reinforcement of classroom theory and prompt arrival to the clinical agency affirms trustworthiness and professional accountability. Students are expected to attend and arrive promptly to the assigned clinical site for clinical experiences in each nursing course. Any absence is considered an absence regardless of the reason. A late arrival is also considered a tardy regardless of the reason.

Procedure:

The total number of hours assigned to each clinical component in a nursing course must be completed, and each clinical objective must be met at a satisfactory level by the end of the semester in order to pass the course. Clinical absences may result in the inability to satisfactorily meet the clinical objectives. Students arriving late for clinical will be sent home and the clinical objectives for the day will not be met. A clinical makeup day is then required. A student who misses clinical and is approved for a clinical makeup class will be required to pay a clinical makeup fee before the make-up clinical will be scheduled. No student may be scheduled for a clinical makeup if payment for the class has not been received in full. In the case of a second makeup class, a separate makeup fee will be required.

4. SAFE CLINICAL PRACTICE

To ensure safe clinical practice students are expected to:
- Arrive prepared for their duties and experience.
- Demonstrate growth in the clinical practice through the application of knowledge and skills from the previous and concurrent courses.
- Honestly self-evaluate their performance at the end of each clinical experience.
- Demonstrate growth in clinical practice during the progression through the curriculum and to meet the expectations outlined in the clinical evaluation tool
- Demonstrate proficiency in medication administration.

- Meet all of the course clinical objectives with a satisfactory grade at the end of the clinical experience in order to pass the course.

UNSAFE PRACTICE IN THE CLINICAL ENVIRONMENT.

Unsafe practice in the clinical environment is an occurrence, or pattern of behavior involving an unacceptable behavior, placing the client and/or staff at physical and/or emotional risk. In the event the student demonstrates unsafe clinical practice, disciplinary procedure will be evoked according to the Student Code of Conduct policy.

5. REPORTING STUDENT ILLNESS AND INJURY

It is the responsibility of the student to notify the faculty or clinical instructor and the college in the event that an illness or injury occurs in the classroom or clinical environment. Accepting responsibility of notification represents professional accountability. The instructor will advise the student on the procedure. The student is responsible for paying all cost of treatment, medications, lab, or tests incurred from the illness and/or injury. All students are required to notify the appropriate faculty or clinical instructor in the event of illness or injury in the clinical site or classroom. In order to document illness and injury appropriately the School of Nursing has adopted two reporting strategies for illness and/or injury. The appropriate process varies by student location. Students must follow the On-Site Reporting process for illness or injury while on site at Felbry College, and the Clinical Site Reporting process while in the clinical setting.

CLINICAL-SITE REPORTING FOR ILLNESS OR INJURY

Students are required, when possible, to notify the faculty or Clinical Instructor at FCSON at least one hour prior to clinical if their personal illness prevents their attendance in clinical. Students must call the faculty or clinical instructor as soon as possible. If the student is assigned to an observation site, the student is also required to report off to their assigned clinical site one hour, if possible, prior to the start of the assigned observation. Students must speak with a charge nurse and document the date and time of the call. It is the responsibility of the student to request a clinical make-up time. Students will have 24 hours after returning to request a clinical make-up time.

6. MISSED CLINICAL

Students who miss clinical experiences are required to complete appropriate documentation notify the course instructor, Clinical Coordinator, and develop a learning contract with their clinical faculty. More than two clinical absences will result in dismissal from the course. Students acknowledge that if a clinical make-up time cannot be arranged that the student may receive an unsatisfac-

tory for the clinical. Students must submit documentation to the course instructor explaining and/or validating the clinical absence.

Students that sustain an injury, exposure to a blood borne pathogen, or needle stick at a clinical facility must notify the faculty or clinical instructor responsible for their supervision immediately. Following notification of the faculty or clinical instructor the student must follow the appropriate procedures within the agency or clinical site in which the incident occurred; including documentation of the incident on the form provided by the clinical agency. Students must complete the College Incident Report form within 24 hours and submit to the faculty/clinical instructor.

7.   CLINICAL SIMULATION/SKILLS LABORATORY USAGE

To allow active learning to take place, certain policies regarding the both simulation and skills labs have been established and must be observed. The following behaviors are expected of all students in the skill's clinical laboratory:

- Food and drinks are not permitted in any lab.

- Students are expected to leave the lab in order upon completion of any simulation or skills laboratory experience (e.g., restock supplies, make beds, clean up manikins, etc.).

- Faculty are responsible to lock the lab after completion.

- Faculty and students are all responsible for following universal precautions.

- All sharps and syringes are to be disposed of in appropriate containers in the skill's clinical laboratory.

- Anyone experiencing an accidental needle stick must notify the faculty, complete an injury report and seek appropriate treatment as needed.

- Equipment may not be removed from any lab without written permission.

Policy No: FCSN –CP-1037
OBN 4723-5-12
Program Policies Title: Dress Code
Effective Date: August 2008
Revision Date: May 2019

Requirements for grooming and appearance are based on safety, infection control, and the need to present a professional appearance. FCSON's grooming and uniform standards are consistent across all educational settings. Students will be held accountable for meeting the following expectations while on campus or at the clinical setting. Proper attire is mandatory. Nursing students at the clinical site, represent not only themselves but the College and the nursing profession. For this reason, a standard uniform style has been adopted. The dress code may be revised/adapted according to individual clinical affiliate requirements.

Students are required to be compliant with the FCSON Dress Code policy for all classes, labs, and clinical rotations. Scrubs are to be solid navy blue. Both male and female students will wear a tunic style navy blue top with navy blue pants. Students may wear a plain undergarment of solid white, black or navy blue under their scrub top for additional warmth if desired. Pants must fit loosely, be long enough to reach the top of the shoe but not to touch the floor.

White nursing scrub jackets with the FCSON patch worn over the uniform are optional. The FCSON emblem and name badges must be visible at eye level while wearing scrubs or the lab coat. Shoes must be white or black and both shoes and laces must be clean at all times. Open- toed, open heel, or cloth/fabric style shoes are not acceptable. Nursing or athletic shoes must be primarily white with no color-striping; any visible logo must be small and grey or white in color; and laces must be white.

Procedure:

1.   Skin should be cleansed daily to prevent offensive body odors. Deodorant should be used daily. Makeup should be used in moderation with no heavy application of foundation, rouge, eye makeup or lipstick. Artificial eyelashes are not permitted. Perfumes, colognes, and scented lotions or body sprays are not permitted.

2. The hair should be neatly groomed and of a natural color. Long hair should be arranged back in a ponytail, braids, or bun so that it does not fall onto the face or otherwise obstruct vision or interfere with professional patient care. Hair extensions and styles should be conservative. Beards or mustaches should be short, neat, and well-trimmed.

3. The hands should be clean and well cared for, with fingernails short, not visible beyond the fingertips, and neatly rounded. Due to infection control standards, nail polish of any type or color, and artificial nails are not permitted at any time, on campus or at clinical.

4. Tattoos: Tattoos should be covered at all times while on campus or at a clinical location.

5. Piercings: Visible body piercings, including, but not limited to nose rings, eyebrow piercings, and/or tongue piercings are not consistent with industry standards and are therefore not permitted any time while on campus or at clinical. One small stud earring per lower ear lobe is the only piercing that is Felbry College approved.

6. Jewelry: Only one plain, stone-less, smooth metal ring is permitted in the clinical and lab settings. Rings with stones are not safe when administering care to patients.

7. A watch with a plain leather (white, brown, or black) or metal band that has a second hand is required in the clinical and lab settings. Medic Alert jewelry is permitted at all times. No other jewelry will be allowed. Students may request special consideration in writing to the Program Administrator. Decisions are made on an individual basis.

8. Head coverings: Hats, scarves, and other head coverings are not permitted, unless required by religious guidelines or due to a verifiable medical condition. Religious head coverings are to be black, white, or a solid color to match the school uniform; fabrics with patterns, beading, or metallic materials are not permitted.

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

Violations of the dress code policy will be addressed as outlined in the Disciplinary Action policy. Student not in uniform or in adherence with the College

Dress policy during any classroom, lab, or clinical experiences may be asked to leave the facility. Absence incurred due to dress code policy violations will be recorded.

- First occurrence: Students will be given a warning of the dress code violation. Documentation of the warning will be kept in the student's file on an Opportunity for Improvement Form.
- Second occurrence: Written warning will be issued to the student via a second Opportunity for Improvement Form.
- Third Occurrence: Student will meet with the Director of Nursing to address refusal to comply with the dress code. A third and final Opportunity for Improvement Form will be issued to the student.
- Fourth Occurrence: The College reserves the right to dismiss a student for failure to comply with the dress code.

The college expects its students to comply with all local, state, federal laws as well as regulations, policies and procedures of the college. Disciplinary action may be taken when a student violates the regulations or policies or engages in unruly conduct.

When a student commits an act of violation of the college regulation or engages in misconduct, disciplinary action shall be initiated. Such action may be progressive through the following steps. The college, depending on the severity of the infraction, can advance the progressive discipline commensurate with the violation.

- Oral reprimand
- Written reprimand
- Disciplinary action to be determined by the initiating official or committee. Examples could be community service, taking an anger management class etc.
- Probation
- Dismissal from the nursing program

PROCEDURE

1.   The principal witness of the misconduct shall prepare an incident report stating the details of the violation or misconduct. Any disciplinary action taken shall be reported.

2.   When an infraction is of a serious nature, the program administrator shall constitute a disciplinary committee to review the infraction and make a decision on the disciplinary action to be taken.

3.   A report of the decision reached shall be communicated to the student in writing stating details of the infraction, the behavior expected and the consequences of further misbehavior, if applicable.

4.   All actions and decisions taken during the course of investigating and resolving the matter shall be documented. A copy of all documentation is placed in the student file.

5.   Certain behaviors may be deemed so serious that dismissal may occur immediately. These include but are not limited to the following.

- Endangering safety of others
- Falsification of records
- Sexual misconduct
- Misappropriation of property

To ensure that all academic grievances are handled fairly and expeditiously the following procedure should be followed for an academic grievance and/ or grade appeal. Felbry strives to provide a very supportive environment and respects the rights of all students. It is our practice to fairly and objectively address the concerns of any complainant in an attempt to equitably resolve his or her grievance.

A student lodging a complaint is encouraged to first make the complaint to the immediate supervisor of the individual against whom the complaint is being made. A written complaint is preferred but not required. If the matter is not resolved to the student's satisfaction, the student may pursue his or her grievance up to the level of FCSON's CEO. A student has five (5) school days within which to make the complaint and the institution has five (5) school days in which to attempt to resolve it.

If the complaint is not resolved at the level of the CEO or if the complaint is against the CEO, the student may file a formal, written complaint with the following agencies:

Ohio Board of Nursing
17 South High Street
Columbus OH 43215   Phone: 614-466-3947

State Board of Career Colleges and Schools
30 East Broad Street Suite 2481
Columbus OH 43215
Toll free Number 877-275-4219

Accrediting Bureau of Health Education Schools
7777 Leesburg Pike, suite 314
N. Falls Church, VA 22043 Tel: 703.917.9503
Fax: 703.917.4109

Policy No: FCSN –CP-1041
OBN 4723-5-12
Program Policies Title:
Student Guidance and Advising
Effective Date: August 2008
Revision Date: November 2016

To provide all students with information regarding guidance and advising services to help them deal effectively with situations that may arise. Students should initially discuss academic concerns with the course instructor. If additional assistance is needed, students should speak with the Director of Nursing, and then with the Program Administrator.

- FCSON supports an open-door policy and students are encouraged to communicate with faculty, staff, and administration.
- For situations outside of academic or professional advising, students will be referred to their health care provider or community agency.
- FCSON faculty serve as academic advisors for students throughout the program; assisting students with academic performance and professional development. Students are encouraged to schedule meetings with their course/clinical faculty to discuss their didactic and clinical performance as needed.

GENERAL ADVISING
A list of available referral sources can be obtained from Student Services.

STUDENT ACADEMIC ADVISING WITH FACULTY
All faculty members are to publish a minimum of two (2) office hours per week in the course syllabi which time they are available to their advisees, students in their courses(s), and prospective students who drop in without appointments. Committee meetings and other meetings are not to be scheduled during this time. These hours are to be posted in canvas for students to see.

Policy No: FCSN –CP-1042
OBN 4723-5-12
Program Policies Title: IX Compliance
Effective Date: October 2019

The Title IX Act of the Education Amendments of 1972 prohibits discrimination on the basis of sex, including sexual and gender-based harassment and violence, in any federally funded education program. Title IX also prohibits retaliation against people for making or participating in complaints of sex discrimination.

Felbry College School of Nursing believes that all of its students, faculty, staff and visitors on its premises should be free to pursue their academic studies or business activities without being subjected to the crimes and offenses of sexual harassment, sexual assault, dating violence, domestic violence and stalking. The College has a zero-tolerance policy toward any such behavior and does not condone or tolerate any form of such acts against any person on its premises or at any College sponsored event or activity. The College considers any retaliation against the victim or individual reporting such incidence as harassment. The College's Title IX Coordinator manages the resolution of all misconduct covered under this policy. To discuss this policy or to file a report, please contact The Title IX Coordinator, Vanessa Stafford at 614-781-1085 or leadership@felbrycollege.edu.

Reference:
https://www.justice.gov/crt/title-ix

Policy No: FCSN –CP-1043
OBN 4723-5-12   Program Policies Title:
VAWA Compliance
Effective Date: October 2019

The Violence Against Women Reauthorization Act was signed in 2013. Although the title specifically addresses women, VAWA applies to people of all genders. The VOWA Act added three categories of crimes to be reported in the annual Clery report for those colleges and universities who receive federal financial aid: Dating Violence, Domestic Violence, and Stalking. Key protections under VAWA include: instituting protective measures, training, reaffirming individual rights to decide whether to report or seek assistance from law enforcement and/or campus authorities, and allowing individuals to be accompanied by an advisor of their choice during the process. VAWA compliance is covered under the College's Title IX policy.

Policy No: FCSN –CP-1044
OBN 4723-5-12
Program Policies Title:
Sex/Gender Harassment,
Discrimination and Misconduct
Effective Date: December 2009
Revision Date: October 2019

FCSON firmly believes that all of its students, faculty, staff, and visitors on its premises should be free to pursue their academic studies or business activity without being subjected to the crimes and offenses of sexual harassment, sexual assault, dating violence, domestic violence, and stalking.

Members of the College community, visitors and guests have the right to be free from all forms of sex/gender harassment, discrimination and misconduct. Examples of these include acts of sexual violence, sexual harassment, domestic violence, dating violence, and stalking. All members of the college community are expected to conduct themselves in a manner that does not infringe upon the rights of others. The College believes in a zero tolerance for sex/gender- based misconduct. Zero tolerance means that when an allegation of misconduct is brought to an appropriate College administrator's attention, protective and other remedial measures will be used to reasonably ensure that such conduct ends, is not repeated and the effects on the victim and community are remedied, including serious sanctions when a responding party is found to have violated this policy. This policy is intended to define community expectations and to establish a mechanism for determining when those expectations have been violated. This policy is in congruence with the Association of Title IX Administrators (ATIXA).

The College's sex/gender harassment, discrimination and misconduct policies are not meant to inhibit or prohibit educational content or discussions inside or outside of the classroom that include controversial or sensitive subject matters protected by academic freedom Academic freedom extends to topics that are pedagogically appropriate and germane to the subject matter of courses or that touch on academic exploration of matters of public concern.

The College uses the preponderance of the evidence (also known as "more likely than not") as a standard for proof of whether a violation occurred. In campus resolution proceedings, legal terms like "guilt, "innocence" and "burdens of proof" are not applicable, but the College never assumes a responding party is in violation of College policy. Campus resolution proceedings are conducted to take into account the totality of all evidence available, from all relevant sources.

TITLE IX COORDINATOR
The College Title IX Coordinator oversees compliance with all aspects of the sex/gender harassment, discrimination and misconduct policy. The coordinator reports directly to the CEO of the College. Questions about this policy should be directed to the Title IX Coordinator. Anyone wishing to make a report relating to discrimination or harassment may do so by reporting the concern to the College Title IX Coordinator:
Name: Vanessa Stafford   Title: Title IX Coordinator
Location/Address: Felbry College-School of Nursing 6055 Cleveland Avenue Columbus Ohio 43231
Phone: 614-781-1085   Email: leadership@felbrycollege.edu
Individuals experiencing harassment or discrimination also always have the right to file a formal grievance with government authorities:

Regional Office for Civil Rights
Ohio Civil Rights Commission
Location:
30 East Broad Street, Fifth Floor,
Columbus OH, 43215
Phone: 614-466-2785
1-888-278-7101
https://www.crc.ohio.gov/Home.aspx

In the event that an incident involves alleged misconduct by the Title IX Coordinator, reports should be made directly to the CEO of the College.

SEXUAL MISCONDUCT OFFENSES INCLUDE, BUT ARE NOT LIMITED TO:

1. Sexual Harassment
2. Non-Consensual Sexual Contact (or attempts to commit same)
3. Non-Consensual Sexual Inter course (or attempts to commit same)
4. Sexual Exploitation

DEFINITIONS
1. SEXUAL HARASSMENT
Sexual harassment is:
- unwelcome,
- sexual, sex-based and/or gender-based verbal, written, online and/or physical conduct.

Anyone experiencing sexual harassment in any College program is encouraged to report it immediately to the Title IX Coordinator. Remedies, education and/or training will be provided in response.

Sexual harassment may be disciplined when it takes the form of quid pro quo harassment, retaliatory harassment and/or creates a hostile environment.

A hostile environment is created when sexual harassment is:
- sufficiently severe, or
- persistent or pervasive, and
- objectively offensive that it: unreasonably interferes with, denies or limits someone's ability to participate in or benefit from the College's educational [and/or employment], social and/or residential program.

QUID PRO QUO HARRASSMENT is:
- Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature
- By a person having power or authority over another constitutes sexual harassment when
- Submission to such sexual conduct is made either explicitly or implicitly a term or condition of rating or evaluating an individual's educational or employment progress, development, or performance.
- This includes when submission to such conduct would be a condition for access to receiving the benefits of any educational or employment program.

2. NON-CONSENSUAL SEXUAL CONTACT
Non-Consensual Sexual Contact is:
- any intentional sexual touching,
- however slight,
- with any object,
- by a person upon another person,
- that is without consent and/or by force.
- Sexual Contact includes:
- Intentional contact with the breasts, buttock, groin, or genitals, or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts; or
- Any other intentional bodily contact in a sexual manner.
NON-CONSENSUAL SEXUAL INTERCOURSE
Non-Consensual Sexual Intercourse is:
- any sexual intercourse
- however slight,
- with any object,
- by a person upon another person,
- that is without consent and/or by force.
Intercourse includes:
- vaginal or anal penetration by a penis, object, tongue or finger, and oral copulation (mouth to genital contact), no matter how slight the penetration or contact.

3. SEXUAL EXPLOITATION
Occurs when one person takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of other sexual misconduct offenses. Examples of sexual exploitation include, but are not limited to:
- Invasion of sexual privacy;
- Prostituting another person;
- Non-consensual digital, video or audio recording of nudity or sexual activity;
- Unauthorized sharing or distribution of digital, video or audio recording of nudity or sexual activity;
Engaging in voyeurism;
Going beyond the boundaries of consent (such as letting your friend hide in the closet to watch you having consensual sex);
- Knowingly exposing someone to or transmitting an STI, STD or HIV to another person;
- Intentionally or recklessly exposing one's genitals in non-consensual circumstances; inducing another to expose their genitals;
- Sexually-based stalking and/or bullying may also be forms of sexual exploitation

ADDITIONAL APPLICABLE DEFINITIONS:
CONSENT is
1. clear, and
2. knowing, and

3.   voluntary (affirmative, conscious and voluntary),
4.   words or actions,
5.   that give permission for specific sexual activity.

- Consent is active, not passive.
- Silence, in and of itself, cannot be interpreted as consent.
- Consent can be given by words or actions, as long as those words or actions create mutually understandable permission regarding willingness to engage in (and the conditions of) sexual activity.
- Consent to any one form of sexual activity cannot automatically imply consent to any other forms of sexual activity.
- Previous relationships or prior consent cannot imply consent to future sexual acts.
- Consent can be withdrawn once given, as long as that withdrawal is clearly communicated.
- In order to give consent, one must be of legal age.
- Sexual activity with someone you know to be or should know to be incapacitated constitutes a violation of this policy.
- Incapacitation can occur mentally or physically, from developmental disability, by alcohol or other drug use, or blackout.
- The question of what the responding party should have known is objectively based on what a reasonable person in the place of the responding party, sober and exercising good judgment, would have known about the condition of the reporting party.

    • Incapacitation is a state where someone cannot make rational, reasonable decisions because they lack the capacity to give knowing consent (e.g., to understand the "who, what, when, where, why or how" of their sexual interaction).

    • This policy also covers a person whose incapacity results from mental disability, sleep, unconsciousness, involuntary physical restraint, or from the taking of rape drugs. [Possession, use and/or distribution of any of these substances, including Rohypnol, Ketamine, GHB, Burundanga, etc. is prohibited, and administering one of these drugs to another student is a violation of this policy.

FORCE

Force is the use of physical violence and/or imposing on someone physically to gain sexual access. Force also includes threats, intimidation (implied threats) and coercion that overcomes free will or resistance or that produces consent ("Have sex with me or I'll hit you. Okay, don't hit me, I'll do what you want.").

Coercion is unreasonable pressure for sexual activity. When someone makes clear to you that they do not want sex, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive.

NOTE: There is no requirement for a party to resist the sexual advance or request, but resistance is a clear demonstration of non-consent. The presence of force is not demonstrated by the absence of resistance. Sexual activity that is forced is by definition non-consensual, but non-consensual sexual activity is not by definition forced.

- Use of alcohol or other drugs will never function to excuse any behavior that violates this policy.
- This policy is applicable regardless of the sexual orientation and/or gender identity of individuals engaging in sexual activity.
- For reference to the Ohio state statutes on sex offenses, please see ORC 2907. http://codes.ohio.gov/orc/2907.

OTHER MISCONDUCT OFFENSES (WILL FALL UNDER TITLE IX WHEN SEX OR GENDER-BASED)

Threatening or causing physical harm, extreme verbal abuse, or other conduct which threatens or endangers the health or safety of any person;

- Discrimination, defined as actions that deprive other members of the community of educational or employment access, benefits or opportunities on the basis of sex or gender;
- Intimidation, defined as implied threats or acts that cause an unreasonable fear of harm in another;
- Hazing, defined as acts likely to cause physical or psychological harm or social ostracism to any person within the College community, when related to the admission, initiation, pledging, joining, or any other group-affiliation activity (as defined further in the Hazing Policy);
- Bullying, defined as
    • Repeated and/or severe
    • Aggressive behavior
    • Likely to intimidate or intentionally hurt, control or diminish another person, physically or mentally
    • That is not speech or conduct otherwise protected by the 1st Amendment.
- Intimate Partner Violence, defined as violence or abuse between those in an intimate relationship to each other.

STALKING

Stalking 1:
- A course of conduct
- Directed at a specific person
- On the basis of actual or perceived membership in a protected class
- That is unwelcome, AND
- Would cause a reasonable person to feel fear

Stalking 2:

■ Repetitive and Menacing
■ Pursuit, following, harassing and/or interfering with the peace and/or safety of another

Any other College policies may fall within this section when a violation is motivated by the actual or perceived membership of the reporting party's sex or gender.

RETALIATION

Retaliation is defined as any adverse action taken against a person participating in a protected activity because of their participation in that protected activity [subject to limitations imposed by the 1st Amendment and/or Academic Freedom]. Retaliation against an individual for an allegation, for supporting a reporting party or for assisting in providing information relevant to an allegation is a serious violation of College policy.

SANCTIONS

Appropriate measures will be taken by the college's Disciplinary Committee to investigate a complaint or allegation of any sexual assault, dating violence, or stalking crime committed against a student. The committee will initiate a hearing with both the victim and the alleged aggressor present, and, depending on the outcome of that hearing, take appropriate disciplinary action against the aggressor.

Both parties may choose to have an attorney or other representative present at any hearing. If, for reasons of personal safety or incapacity, the alleged victim cannot be present, the committee will arrange to have that person's deposition taken and shared with the accused prior to the disciplinary hearing. Both parties to the hearing will be informed of the committee's final decision and of the sanction to be applied, if any. A determination by the committee that the offense or crime did occur will result in the accused, if a student, being permanently expelled from the college or, if the accused is a faculty member or other employee, will result in the person being terminated for cause.

In the case of reportable crimes, where the disciplinary committee found the accused to be in violation of its policy on the crime, the final results of the disciplinary hearing against the alleged perpetrator will be shared with appropriate law enforcement personnel and will be open to anyone who requests information on the matter. The committee will base its final determination on a preponderance of the evidence and testimony presented during the hearing.

The Disciplinary Committee will consist of a Felbry College administrator, one faculty member, the Program Administrator, one advisory board member, and a professional counselor from the community who specializes in the area of the alleged offense. Each member of the committee will be polled by the CEO to ensure that there is no conflict of interest between the member and either of the parties.

Before hearing any case, each member will have completed annual training on how to conduct an investigation and on the proper procedures to conduct a fair and impartial hearing, respecting the rights of each party to the hearing and protecting the safety of the alleged victim. The committee must conduct itself and the hearing in such a way as to justify its final decision. Justification for the final decision will be committed to writing and incorporated as a part of the hearing record.

A hearing will be convened within 30 days of the date that the allegation was made. If, for any reason, the college must delay the start of the hearing, it will notify both parties in writing, informing them of the reason(s) for the delay and the rescheduled hearing date. The college anticipates that a hearing will typically last about a week but whatever time is needed to conduct a fair and comprehensive hearing will be taken. It also anticipates that the final, written determination of the committee will be completed within one week of the hearing's end date. Copies of the final determination and its rationale will be given to both parties at the same time.

The following sanctions may be imposed upon any member of the community found to have violated the Sex/Gender Harassment, Discrimination and Misconduct Policy. Factors considered in sanctioning are defined in Student Handbook, Faculty/Staff Handbook. The following are the typical sanctions that may be imposed upon students or organizations singly or in combination:

Student Sanctions (Found in Student Handbook)
· Warning
· Probation
· Suspension
· Expulsion
· Withholding Diploma
· Revocation of Degree
· Transcript Notation
· Organizational Sanctions
· Other Actions

Employee Sanctions (Found in Faculty/Staff Handbook)
· Warning – Written or Verbal
· Performance Improvement Plan
· Required Counseling

- Required Training or Education
- Demotion
- Loss of Annual Pay Increase
- Suspension without Pay
- Suspension with Pay
- Revocation of Tenure
- Termination

SANCTIONING FOR SEXUAL MISCONDUCT

- Any person found responsible for violating the Non-Consensual Sexual Contact policy (where no intercourse has occurred) will likely receive a sanction ranging from probation to expulsion, depending on the severity of the incident, and taking into account any previous disciplinary violations.*

- Any person found responsible for violating the Non-Consensual Sexual Intercourse policy will likely face a recommended sanction of suspension or expulsion (student) or suspension or termination (employee).*

- Any person found responsible for violating the Sexual Exploitation or Sexual Harassment policies will likely receive a recommended sanction ranging from warning to expulsion or termination, depending on the severity of the incident, and taking into account any previous disciplinary violations.*

*The decision-making body reserves the right to broaden or lessen any range of recommended sanctions in the case of serious mitigating circumstances or egregiously offensive behavior. Neither the initial hearing officers nor any appeals body or officer will deviate from the range of recommended sanctions unless compelling justification exists to do so.

The sanction(s) become effective immediately upon the committee's release of its final determination. These sanctions are only appealable if additional evidence comes to light that the accused did not commit the crime or if, in a court of law, 59 the accused was found not guilty of the crime.

Regardless of the outcome of any committee hearing or whether or not a complainant filed a formal charge against an alleged aggressor, absolutely no officer, employee, agent of the college or the college itself may retaliate, intimidate, threaten, coerce, or otherwise discriminate against any individual for exercising their rights or responsibilities under any provision in this section.

All violations of the policy and all allegations of violations of the policy will be included in FCSON's annual crime report. For additional information on our campus security and crime report, please visit our website at www.felbrycollege.edu.

MODEL CONFIDENTIALITY, PRIVACY AND REPORTING POLICY

Confidentiality and Reporting of Offenses Under This Policy
All College employees (faculty, staff, administrators) are expected to immediately report actual or suspected discrimination or harassment to appropriate officials, though there are some limited exceptions. In order to make informed choices, it is important to be aware of confidentiality and mandatory reporting requirements when consulting campus resources. On campus, some resources may maintain confidentiality – meaning they are not required to report actual or suspected discrimination or harassment to appropriate College officials - thereby offering options and advice without any obligation to inform an outside agency or individual unless a victim has requested information to be shared. Other resources exist for a victim to report crimes and policy violations and these resources will take action when an incident is reported to them. The following describes the two reporting options at College:

CONFIDENTIAL REPORTING

If a reporting party would like the details of an incident to be kept confidential, the reporting party may speak with:
Off-campus:

Sexual Assault and Domestic Violence Prevention Program
Ohio Department of Health
Columbus, OH 43215 (Franklin)
(614) 782-2144
www.odh.ohio.gov/odhPrograms/hprr

BRAVO (Buckeye Region Anti-Violence Organization)
870 North Pearl Street
Columbus, OH 43215 (Franklin)
(614) 268-9622
www.bravo-ohio.org

SARNCO (Sexual Assault Response Network of Central Ohio)
1299 Olentangy River Road
Columbus, OH 43212 (Franklin)
(614) 566-4770
www.ohiohealth.com

Licking County Rape Crisis Center
155 McMillen Drive
Newark, OH 43055 (Licking)
(740) 344-9291

Family Health Services of East Central Ohio
Newark, OH (Licking)
(740) 366-3372

SARN of Delaware County
11 North Franklin County
Delaware, OH 43015 (Delaware)
(740) 363-1835

All of the above employees will maintain confidentiality except

in extreme cases of immediate threat or danger, or abuse of a minor. These employees will submit anonymous, aggregate statistical information for Clery Act purposes unless they believe it would be harmful to a specific client, patient or parishioner.

FORMAL REPORTING OPTIONS

All College employees have a duty to report, unless they fall under the "Confidential Reporting" section above. Reporting parties may want to consider carefully whether they share personally identifiable details with non-confidential employees, as those details must be shared by the employee with the Title IX Coordinator and/or Deputy Coordinators. Employees must share all details of the reports they receive. Generally, climate surveys, classroom writing assignments, human subjects research, or events such as Take Back the Night marches or speak-outs do not provide notice that must be reported to the Coordinator by employees. Remedial actions may result without formal College action.

If a victim does not wish for their name to be shared, does not wish for an investigation to take place, or does not want a formal resolution to be pursued, the victim may make such a request to the Title IX Coordinator or Deputy Coordinators, who will evaluate that request in light of the duty to ensure the safety of the campus and comply with federal law. In cases indicating pattern, predation, threat, weapons and/or violence, the College will likely be unable to honor a request for confidentiality. In cases where the victim requests confidentiality and the circumstances allow the College to honor that request, the College will offer interim supports and remedies to the victim and the community but will not otherwise pursue formal action. A reporting party has the right, and can expect, to have reports taken seriously by the College when formally reported, and to have those incidents investigated and properly resolved through these procedures.

Formal reporting still affords privacy to the reporter, and only a small group of officials who need to know will be told. Information will be shared as necessary with investigators, witnesses and the responding party. The circle of people with this knowledge will be kept as tight as possible to preserve a reporting party's rights and privacy.

Reports to the Title IX Coordinator can be made via email, phone or in person at the contact information below:

TITLE IX COORDINATOR
Name: Vanessa Stafford
Location/Address: Felbry College-School of Nursing
6055 Cleveland Avenue, Columbus Ohio 43231

Phone:　614-781-1085
Email:　leadership@felbrycollege.edu

Failure of a non-confidential employee, as described in this section, to report an incident or incidents of sex or gender harassment or discrimination of which they become aware, is a violation of College policy and can be subject to disciplinary action for failure to comply with College policies.

FEDERAL STATISTICAL REPORTING OBLIGATIONS

Certain campus officials have a duty to report sexual assault, domestic violence, dating violence and stalking for federal statistical reporting purposes (Clery Act). All personally identifiable information is kept confidential, but statistical information must be passed along to campus law enforcement regarding the type of incident and its general location (on or off-campus, in the surrounding area, but no addresses are given) for publication in the Annual Security Report. This report helps to provide the community with a clear picture of the extent and nature of campus crime, to ensure greater community safety. Mandated federal reporters include: student/conduct affairs, campus law enforcement, local police, coaches, athletic directors, residence life staff, student activities staff, human resources staff, advisors to student organizations and any other official with significant responsibility for student and campus activities. The information to be shared includes the date, the location of the incident (using Clery location categories) and the Clery crime category. This reporting protects the identity of the victim and may be done anonymously.

FEDERAL TIMELY WARNING REPORTING OBLIGATIONS

Victims of sexual misconduct should also be aware that College administrators must issue immediate timely warnings for incidents reported to them that are confirmed to pose a substantial threat of bodily harm or danger to members of the campus community. The College will ensure that a victim's name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the danger.

ADDITIONAL POLICY PROVISIONS
ATTEMPTED VIOLATIONS

In most circumstances, The College will treat attempts to commit any of the violations listed in the Gender-Misconduct Policy as if those attempts had been completed.

FALSE REPORTS

The College will not tolerate intentional false reporting of incidents. It is a violation of the [Student Code of Conduct] to make an intentionally false report of any policy violation, and it may also violate state criminal statutes and civil defamation

laws.

AMNESTY FOR VICTIMS AND WITNESESS

The College encourages the reporting of misconduct and crimes by victims and witnesses. Sometimes, victims or witnesses are hesitant to report to College officials or participate in resolution processes because they fear that they themselves may be accused of policy violations, such as underage drinking at the time of the incident. It is in the best interests of this community that as many victims as possible choose to report to College officials, and that witnesses come forward to share what they know. To encourage reporting, College pursues a policy of offering victims of misconduct and witnesses amnesty from minor policy violations related to the incident.

Sometimes, students are hesitant to offer assistance to others for fear that they may get themselves in trouble (for example, as student who has been drinking underage might hesitate to help take a sexual misconduct victim to the Campus Police). The College pursues a policy of amnesty for students who offer help to others in need. [While policy violations cannot be overlooked, the College will provide educational options, rather than punishment, to those who offer their assistance to others in need.

PARENTAL NOTIFICATION

The College reserves the right to notify parents/guardians of dependent students regarding any health or safety risk, change in student status or conduct situation, particularly alcohol and other drug violations. The College may also notify parents/guardians of non-dependent students who are under age 21 of alcohol and/or drug policy violations. Where a student is non-dependent, the College will contact parents/guardians to inform them of situations in which there is a significant and articulable health and/or safety risk. The College also reserves the right to designate which College officials have a need to know about individual conduct reports pursuant to the Family Educational Rights and Privacy Act.

Policy No: FCSN –CP-1045
OBN 4723-5-12
Program Policies Title:
College Communication Updates
Effective Date: December 2009
Revision Date: September 2017

Students are required to review written postings on the information board and school email address registered with the school or the instructor daily for communication on all matters and changes to college policy. Such communication will be deemed to have been presented to students by the college, regardless of whether or not the students check the information board or email daily.

Policy No: FCSN –CP-1046
OBN 4723-5-12
Program Policies Title:
Background Checks/Fingerprinting
Effective Date: August 2008
Revision Date: September 2017

Background checks and fingerprinting are essential in order to meet the health policies of affiliated clinical agencies. Students entering into the nursing program are required to complete an FBI and BCI. If the background check results indicate a felony or other crime that disqualifies the applicant to sit for the nursing licensing exam or to work in the field of study, any fees and tuition paid to date will be refunded according to the school refund policy

Policy No: FCSN –CP-1047
OBN 4723-5-12
Program Policies Title: Transcript Request
Effective Date: October 2010
Revision Date: October 2019

FCSON utilizes the services of Parchment for the requests of transcripts. For more information on how to request your transcript, please see either the Registrar or visit the website https://felbrycollege.edu/transcript-request/. Please note the fee for requesting transcripts is $15.00. Official transcripts cannot be issued for any student with an outstanding balance until the balance is paid in full.

Policy No: FCSN –CP-1048
OBN 4723-5-12
Program Policies Title: **Parking**
Effective Date: **August 2008**
Revision Date: **May 2019**

All Students and employees must honor the designated parking areas on site. Students and employees parked in reserved and visitor parking spaces will receive a writing warning regarding the matter. Any vehicle that is obstructing traffic or willingly ignore written warning may be subject to towing at owner's expense. FCSON is not responsible for any fees incurred because of towing. Students and employees are strongly encouraged to always lock vehicles and to not leave packages or personal items within eye's view.

Policy No: FCSN –CP-1049
OBN 4723-5-12
Program Policies Title:
Transfer of Credit/ Course Waiver
Effective Date: **June 2011**
Revision Date: **May 2019**

FCSON will consider accepting transfer credits or clock hours earned at another postsecondary institution for general education courses.
The following criteria must be met for a course to be transferred;

- The postsecondary institution from which credit is been transferred must be accredited by an agency recognized by the U. S. Department of Education or by the Council on Higher Education Accreditation; OR

- The course or courses being transferred are a part of a curriculum that has been approved and/or accredited by a state board of nursing in the U.S, the National League of Nursing Accrediting Commission, by an accrediting agency recognized by the U. S. Department of Education, or by an accrediting agency that is a member of the Council for Higher Education Accreditation;

- The course or courses are determined to be comparable in both content and duration to a course or courses offered by Felbry College.

ADVANCED PLACEMENT FOR THE PRACTICAL NURSING PROGRAM (PN)
Any student who meets all of the criteria of the above Transfer of Credit Policy except for the fact that their credits were earned more than one year ago, but no more than five years previously may request the opportunity to demonstrate, by passage of a proficiency exam, mastery of the subject content for the particular course for which they seek credit by examination. The proficiency exam is available for the AP100 course. The student must achieve a minimum score of 78% on each proficiency exam taken and, if successful, that person will receive credit by examination for the course.

ASSOCIATE OF APPLIED SCIENCE IN NURSING (AAS)
Except for the Anatomy & Physiology courses, which, can be potentially accepted for transfer credit if completed under one year of entrance into the college, all other general education courses transferrable to this program must be completed within ten years of applying into the AAS program and passed with a minimum grade of C. Any student who meets all of the criteria of the above Transfer of Credit Policy except for the fact that their credits were earned more than one year ago, but no more than five years previously may request the opportunity to demonstrate, by passage of a proficiency exam, mastery of the subject content for the particular course for which they seek credit by examination. The required general education courses for the AAS program are listed under the admission requirements for the program.

An official transcript must be sent directly to FCSON from the postsecondary institution that the transferring student attended. Additionally, a copy of a detailed syllabus for the course that includes a topical outline of the course's content must be provided. The Registrar will make the final determination as to whether the course or courses requested for transfer credit meet all required criteria and whether transfer credit will be granted. The decision of the Registrar is final and not appealable. Advanced standing opportunities may be available for licensed practical nurses enrolling in this program.

ADVANCED STANDING FOR THE ASSOCIATE OF APPLIED SCIENCE IN NURSING (AAS)

For licensed LPN applicants seeking advanced standing into the AAS program, transfer credits for courses including general education courses completed within ten years may be considered for transfer credit.

MILITARY PERSONNEL ADVANCED PLACEMENT

Military personnel who have had healthcare training and experience will be considered for advanced placement in the above noted courses. Also, military experience will be evaluated for transferability using the following key resources for guidance: American Council on Educational Military Guide; NCSBN Comparison of Selected Military Health Care Occupation Curricula with Standard LPN/Vocational Nurse Curricula.

TRANSFERABILITY OF FELBRY CREDITS

The decision to accept transfer credits rests entirely with the institution to which the student is applying for acceptance. Although FCSON's academic programs are approved by the Ohio State Board of Career Colleges and Schools, the Ohio Board of Nursing, and Accrediting Bureau of Health Education Schools, it is not guaranteed that FCSON credits will transfer to other postsecondary institutions. Students are advised to contact the institution.

STUDENT RECORDS

All student records are considered confidential by FCSON and access to them is restricted to the following:

· the student himself or herself;

· an individual, agency, or employer for whom the student has provided written authorization to Felbry to release information or copies from the records;

· authorized Felbry staff; and

· to those agencies, officials, or parties as authorized under the Federal Family Educational Rights and Privacy Act (FERPA).

Student transcripts are maintained indefinitely; all other vital student records are maintained for a minimum period of five years. Vital records are the following: admissions application, enrollment agreement, attendance records, medical records (if any), criminal background check, financial transactions records, and records of any disciplinary meetings, actions or appeals.

CRIMINAL RECORDS CHECK

Background checks and fingerprinting are recommended by the State of Ohio on all persons dealing with the health care of the public and are required by clinical affiliates. A criminal records check, indicating evidence of a felony (or certain misdemeanor convictions) may result in action, including, dismissal from the College of Nursing. All students are required to have an FBI check completed within one year before taking the NCLEX- examination.

All students enrolled at FCSON must have completed all health requirements before attending clinical and providing nursing care at any affiliated clinical agency.

If an applicant has been convicted of, pled guilty to, or indicates any drug addiction or had a Judicial finding of guilt for violating the applicable sections of the Ohio Revised Code, the applicant will not be able to continue participation in the program. Therefore, the applicant may not be admitted to the pro- gram or if already admitted will be required to withdraw from the Program. Any reimbursement of tuition fees at withdrawal will be determined pursuant to the Tuition Refund Policy.

CARDIOPULMONARY RESUSCITATION (CPR) REQUIREMENT

Students enrolled in nursing courses with a clinical and lab component are required to be certified in cardiopulmonary resuscitation (CPR).

Each student must present CPR documentation to the Program Administrator or designee within the first six weeks of the first semester. Students are

responsible to keep CPR certification current at their expense.

LIABILITY INSURANCE REQUIREMENT

Students shall carry liability insurance with minimum of $1,000,000 per occurrence and $3,000,000 aggregate professional limits. All costs for such insurance shall be paid by the student.

PROGRESSION INTO THE PROGRAM

A minimum grade of "C" or better is required in all courses. Students who do not achieve a minimum grade of "C" or better in any of the core curriculum (Foundational and/or NUR) course(s) must retake the course(s) in order to advance into the next level of NUR course(s). A student may attempt any one core curriculum course twice during their enrollment in the program. An attempt is defined as enrollment in the course beyond the add/drop date.

MAXIMUM TIME FRAME (MTF)

The MTF, which is 1.5 times the normal completion time, is computed from the very first credit hours in which the student enrolled and originally began his or her studies at Felbry. Any student who does not successfully complete the program within the MTF cannot successfully complete their program.

The MTF for transfer students will be adjusted individually according to the total number of credit hours they successfully transferred into the program. The total number of hours the transfer student needs to complete the program will be multiplied by 1.5 to determine that student's MTF. Graduates from FCSON will have met all of the academic requirements as described in the Essential Education and Core Curriculum Requirements. A minimum cumulative GPA of 2.5 is required for graduation.

PROGRAM GRADUATION REQUIREMENTS

The prospective graduate of FCSON will have met all of the academic requirements and must meet the completion policy for their program of study in order to graduate. A minimum cumulative GPA of 2.5 is required to graduate. Prospective graduates must submit an Application for graduation to the Registrar prior to the end of their last Semester. Graduates will be eligible to take the state licensing examination (NCLEX) upon successful completion of the program.

LICENSURE INFORMATION

The Ohio Board of Nursing may deny a convicted felon a nursing license or the privilege to sit for the licensure examination (see Felony Policy: Section 4723.28 of the Ohio Revised Code). An applicant with a history of felony conviction is responsible for informing the School Program Administrator of this history.

The Ohio Board of Nursing requires all applicants for licensure to identify existing psychiatric conditions(s) and/or illegal use of chemical substances or controlled substances (June 2004). Please check the Ohio Board of Nursing website to review this policy (www.nursing.ohio.gov). Or, you may contact the Ohio Board of Nursing at (614) 466-3947 for further clarification or questions about this policy.

A new federal law known as the "Personal Responsibility Act" (PROWORA) limits licensure to United States citizens and other qualified applicants. The Ohio Board of Nursing is required to assure and keep records of citizenship with the applications for licensure. Felbry College will provide candidates with the form along with the licensure application.

Policy No:	**FCSN –CP-1050 OBN 4723-5-12**
Program Policies Title:	**Readmisssion Policy**
Effective Date:	**August 2008**
Revision Date:	**May 2019**

Students who have left or been withdrawn from an academic program for any reason must submit a request in writing to FCSON's Registrar asking to be readmitted. Students who were dismissed for violation of any of the Codes of Student Conduct are not eligible for readmission.

A student can be readmitted only once and based on space availability. Before readmission, a student must pay any and all outstanding tuition that was due at the time of his or her dismissal or withdrawal. Students readmitted into a program must complete that program within the maximum time frame as described in the Satisfactory Academic Progress Policy section of this catalog. All readmitted students must meet the curriculum requirements effective at the time of readmission.

FCSON's goal is to assure that readmitted students have maintained sufficient knowledge to be successful in further coursework. In order to assist these students, FCSON encourages all repeaters and re-instated students to "audit" prior courses as a "refresher" to enhance retention of knowledge, at NO cost. To audit, the student must register with both the registrar and the course instructor, attend all didactic sessions, and all hours of each session. Clinical experience is not required for a refresher course.

Any student who is reentering and has been out for at least two semesters will be required to take and pass a comprehensive exam(s) in key courses before progressing into the next semester. Failure of any comprehensive exams indicates that the student has not retained the course content and needs to further rebuild knowledge to successfully complete the program. Therefore, the student will be required to repeat the respective course(s), pay for the course(s) and must earn a passing grade of "C" (78%) or better.

Students repeating a Nursing Course with a clinical component MUST attend both didactic sessions and clinical experiences. Concurrent clinical experience is a specific requirement of the Ohio Board of Nursing. Thus, those who are repeating a clinical course MUST attend clinical experience.

Students are subject to ALL rules and expectations of the course.

Policy No: FCSN –CP-1051
OBN 4723-5-12
Program Policies Title:
Reinstatement and Advanced Standing Policy
Effective Date: August 2008
Revision Date: January 2018

The student may apply for reinstatement to FCSON after being non-enrolled for a minimum of one semester. To apply for reinstatement students must:

- Submit a letter for reinstatement in writing to the Registrar. The Academic Committee will review the student's petition. Reinstatement is not automatic, and the student's request is subject to denial.

- Submit a plan for successful completion, including current preparation for readmission, and future success FCSON's program.
- Meet the program's curriculum requirements for currently enrolled students. Students are permitted one (1) opportunity to apply for reinstatement.

Following reinstatement to the program, the student will be enrolled based on available space.

A student who has withdrawn from FCSON within the past year and is eligible for reinstatement may be considered for recognition of prior learning at the college. Advanced standing (credit from other institutions) will not be accepted.

REQUIREMENTS FOR REINSTATEMENT

The Registrar and Academic Committee will review all requests for reinstatement on an individual basis. Admission requirements for reinstatement includes:

- Submit a letter for reinstatement in writing to the office of the Registrar
- Schedule meeting with the Registrar and Program Administrator
- Meet all requirements for initial admission
- Have withdrawn or left FCSON in good standing
- Student must meet readmission policy requirements as stated above
- The college's decision for reinstatement depends on the readiness of the student and space availability. There are no separate classes for students with advanced standing. Placement is made into the appropriate class after review of admission requirements, provided there is a vacancy.

Policy No: FCSN –CP-1052
OBN 4723-5-12
Program Policies Title:
Advanced Standing/Transfer Credit Policy
Effective Date: January 2020

All general education courses transferrable must be completed within ten years and passed with a minimum grade of C accept for Anatomy & Physiology courses that must be completed within one years prior to enrolling into FCSON. Any student who meets all of the criteria of the above Transfer of Credit Policy except for the fact that their credits were earned more than one year ago, may request the opportunity to demonstrate proficiency of the subject content for the particular course for which they seek credit by examination. The student must achieve a minimum score of 78% and, if successful, will receive credit by examination for the course(s). The proficiency exam is available for all Anatomy & Physiology courses.

An official transcript must be sent directly to FCSON from the postsecondary institution. Additionally, a copy of a detailed syllabus for course(s) that includes a topical outline of the course's content must be provided. The Registrar and the General Education Coordinator will meet to review and make the final determination as to whether the course or courses requested for transfer credit meet all required criteria and whether transfer credit will be granted.

The granting of advanced standing credit for licensed LPN applicants will be considered for approval prior to enrolling into the AAS One + One Nursing Program. All courses from an approved Practical Nursing program will be transferable up to 46 semester credits. FCSON students who have completed the Practical Nursing courses can seamlessly continue enrollment into the AAS One + One Nursing Program. FCSON continuing students who completed the Practical Nursing courses will be encouraged to sit for and take their NCLEX PN exam during the first semester of the AAS One + One Nursing Program.

In addition to the admission requirements, licensed LPN applicants will be required to meet the following criteria at enrollment:

- Be IV-certified or successfully complete an IV certification course at FCSON prior to taking any clinical course in the program.
- FCSON graduates who completed the Practical Nursing program more than one (1) year prior to enrollment and for students who are not FCSON Practical Nursing Graduates will be required to complete the NUR 201 course.
- Complete at least three semester credit hours in English Composition and Communication (e.g., First Writing, Second Writing, Public Speaking)
- Complete at least three semester credits hours in Social and Behavioral Sciences (e.g., Anthropology, Economics, Geography, Political Science, Psychology, Sociology)

Licensed Practical Nurses will enter the AAS One + One Nursing Program beginning in Semester IV (4) and will complete semester IV, V, and VI.

Policy No: FCSN –CP-1053 OBN 4723-5-12 Program Policies Title: Remediation and Tutoring Policy Effective Date: August 2008 Revision Date: May 2019

To ensure the success of students, FCSON students requiring academic assistance will have access to resources for remediation and tutoring services. Students are responsible for monitoring their own satisfactory academic progress. The procedures for remediation includes:

A student may request academic assistance through remediation and/or tutoring services from the course/clinical faculty and/or designee.

- The faculty may recommend the student to seek remediation and/or tutoring services, especially when the student is at risk for failing the course.
- The student and/or the faculty are to schedule meeting times to discuss and develop plans for remediation/tutoring during the college business hours or the faculty's office hours.
- The faculty will work with the student to develop a plan/recommendation for remediation/tutoring. The plan will be documented on the Student Advising/Tutoring Form.
- The faculty will implement and evaluate the student's progress with the remediation/tutoring plan using the form, "Student Remediation/Tutoring Plan".
- Progress, or lack thereof, will be communicated to all involved parties, which may include any or all of the following:
- The student

MILITARY PERSONNEL ADVANCED PLACEMENT

Military personnel who have had healthcare training and experience will be considered for advanced placement. Military experience will be evaluated for transferability using the following key resources for guidance: American Council on Educational Military Guide; NCSBN Comparison of Selected Military Health Care Occupation Curricula with Standard LPN/Vocational Nurse Curricula.

TRANSFERABILITY OF FELBRY CREDITS

The decision to accept transfer credits rests entirely with the institution to which the student is applying for acceptance. Although FCSON's academic programs are approved by the Ohio State Board of Career Colleges and Schools, the Ohio Board of Nursing, and Accrediting Bureau of Health Education Schools, it is not guaranteed that FCSON credits will transfer to other postsecondary institutions. Students are advised to contact the institution.

- The course faculty
- The designee
- The Program Administrator
- If the student is at risk for failing the course despite the remediation/tutoring services provided, the Program Administrator will be notified.
- All actions relating to the remediation plan are to be documented on the form, "Student Remediation/Tutoring Plan". This form will be filed and maintained in the student's records per college policy.

The college reserves the right to dismiss a student on the grounds of continuous unsatisfactory academic performance, lack of clinical competence, unethical behavior, and any other conduct deemed to be unsafe for administering care to patients and violations of the student code of conduct. A student who has been dismissed from the college for non-academic reasons is not permitted to re-enroll or be reinstated to the Program. Tuition and fees will not be refunded to a dismissed student.

- For example, the Program Administrator has the authority to dismiss a student at any time based on unethical behavior (e.g., academic dishonesty). Students dismissed due to unethical behavior will not be considered for reinstatement. Tuition and fees will not be refunded to a dismissed student.

Dismissal will be indicated on the student's official record as "Dismissed". Details of the dismissal will only be released to a third party when specific permission is given by the student.

Policy No: FCSN –CP-1054
OBN 4723-5-12
Program Policies Title: **Withdrawal Policy**
Effective Date: **August 2008**
Revision Date: **May 2019**

Students who wish to withdraw from the FCSON must complete an official withdrawal form to be submitted to the Registrar. If there is no official withdrawal, the last day of attending classes will be regarded as the withdrawal date for tuition refund purposes.

Policy No: FCSN –CP-1055
OBN 4723-5-12
Program Policies Title: **Missed Test Policy**
Effective Date: **August 2008**
Revision Date: **January 2018**

If a student misses a test, the student must contact the instructor to schedule the missed test or quiz. The makeup test must be conducted within one week of the occurrence of the missed test. Failure to achieve this will result in an F grade. The instructor reserves the right to decide the format of the makeup test. Only one (1) missed test may be made up per course in a semester

APPENDIX

TUTION AND FEES

Below are the tuition and fees, and their distribution, for each of the college's three academic programs. If there are any other fees or charges that are unique to a particular academic program, that fee will be listed immediately following the Tuition and Fee table for that program.

Students may incur other fees and charges, aside from the tuition and fees that appear on each table. Those fees and charges, due upon each occurrence indicated, are listed following the Tuition and Fees tables.

Any refunds that may be due to a student who withdraws or who may be administratively withdrawn from the college will be calculated based on the Tuition Refund Policy outlined in the catalog.

PRACTICAL NURSING PROGRAM

CATEGORY	COST
Application Fee	$75
Enrollment Fee	$50
General Education Courses	$3,712.50 ($275 per credit)
Core Nursing Courses	$12,025 ($370 per credit)
Lab and Skills Fee	$820
Integrated Assessment Fee	$1,550
E Books	$1100
Technology Fee	$385
Laptop & Software	$750 * (As applicable)
Graduation Fee	$100* Prior to program completion
Printing Fee	$20*
Estimated Total Cost	**$19,712.50 excluding Application, Enrollment, and Laptop fees.**

ASSOCIATE OF APPLIED SCIENCES IN NURSING PROGRAM (ACCELERATED TRACK)

CATEGORY	COST
Application Fee	$75
Enrollment Fee	$50
General Education Courses	$7,837.50 ($275 per credit)
Core Nursing Courses 100 Level	$2,775.50 ($370 per credit)
Core Nursing Courses 200 Level	$14,107.50 ($495 per credit)
Lab and Skills Fee	$1,450
Integrated Assessment Fee	$3,300
E Books	$1599
Technology Fee	$825
Laptop & Software	$750 * (As applicable)
Graduation Fee	$100* Prior to program completion
Printing Fee	$20*
Estimated Total Cost	**$32,014.00 excluding Application & Enrollment, and Laptop fee**

ASSOCIATE OF APPLIED SCIENCES ONE + ONE TRACK

CATEGORY	COST
Application Fee	$75
Enrollment Fee	$50
General Education Courses	$8,800 ($275 per credit)
Core Nursing Courses 100 Level	$12, 025 ($370 per credit)
Core Nursing Courses 200 Level	$13,117.50 ($495 per credit)
Lab and Skills Fee	$1,950
Integrated Assessment Fee	$4,601
E Books	$2,699
Technology Fee	$1,850
Laptop & Software	$750 * (As applicable)
Graduation Fee	$100* Prior to program completion
Printing Fee	$20*
Estimated Total Cost	**$45,162.50 excluding Application & Enrollment, and Laptop fee**

NOTE: * A ONE-TIME CREDIT IS PROVIDED BY THE SCHOOL FOR ALL STUDENTS TO USE PRINTING SERVICES.
ONCE DEPLETED, STUDENTS WILL BE RESPONSIBLE FOR FUNDING THEIR PRINTING ACCOUNT.

The total tuition charge, including lab and integrated assessment fees, will be divided across each semester based on the student's program track and course load.

*Tuition is refundable in accordance with the terms outlined in the Tuition Refund Policy in the College Catalog.
*Tuition and fees are subject to change per academic calendar. Tuition will be billed by the academic period.

FEES AND CHARGES DUE UPON OCCURRENCE:
$200. Make-up fee for any missed clinical
$ 50. Make-up fee for a missed exam (when make-ups are allowed)
$ 80. Exam retake fee for Exit exams (fee charged for each retake)
$ 50. Late registration fee
$ 50. Transfer of credit fee (for each course transferred)
$100. Graduation Application filing fee
5% Late Tuition Payment fee (assessed against total amount due after 2 business days)
$35. Returned Check Fee

NOTE: Tuition and fees are subject to change per academic year. A tuition payment plan is available to students upon request.
FCSON students are not charged additional or specialized fees for participation in the distance learning program.

ASSOCIATE OF APPLIED SCIENCES IN NURSING PROGRAM (INTERNATIONAL)

CATEGORY	COST
Application Fee	$125
Enrollment Fee	$50
General Education Courses	$10,125 ($375 per credit)
Core Nursing Courses 100 Level	$3920 ($490 per credit)
Core Nursing Courses 200 Level	$19,200 ($600 per credit)
Lab and Skills Fee	$1,350
Integrated Assessment Fee	$3,950
E Books	1599
Technology Fee	$925
Graduation Fee	$100
Printing Fee	$20*
Estimated Total Cost	**$41,189.00 excluding Application & Enrollment Fee**

PRACTICAL NURSING PROGRAM (INTERNATIONAL)

Application Fee	$125
Enrollment Fee	$50
General Education Courses	$4,875 ($375 per credit)
Core Nursing Courses	$16,905 ($490 per credit)
Lab and Skills Fee	$750
Integrated Assessment Fee	$1,550
E Books	1100
Technology Fee	$350
Graduation Fee	$100
Printing Fee	$20*
Estimated Total Cost	**$25,650.00 excluding Application & Enrollment Fee**

FEES AND CHARGES DUE UPON OCCURRENCE:

$200. Make-up fee for any missed clinical
$ 50. Make-up fee for a missed exam (when make-ups are allowed)
$ 80. Exam retake fee for Exit exams (fee charged for each retake)
$ 50. Late registration fee
$ 50. Transfer of credit fee (for each course transferred)
$100. Graduation Application filing fee
5% Late Tuition Payment fee (assessed against total amount due after 2 business days)
$35. Returned Check Fee

NOTE: Tuition and fees are subject to change per academic year. A tuition payment plan is available to students upon request.
FCSON students are not charged additional or specialized fees for participation in the distance learning program.

QUARTER UNITS TO SEMESTER UNITS CONVERSION TABLE

QUARTER UNITS	SEMESTER UNITS	QUARTER UNITS	SEMESTER UNITS	QUARTER UNITS	SEMESTER UNITS
0.5	0.33	21.0	14.0	42.0	28.0
1.0	0.66	22.0	14.66	43.0	28.66
1.5	1.0	22.5	15.0	43.5	29.0
2.0	1.33	23.0	15.33	44.0	29.33
2.5	1.65	23.5	15.66	44.5	29.66
3.0	2.0	24.0	16.0	45.0	30.0
4.0	2.66	25.0	16.66	46.0	30.66
4.5	3.0	25.5	17.0	46.5	31.0
5.0	3.33	26.0	17.33	47.0	31.33
6.0	4.0	27.0	18.0	48.0	32.0
7.0	4.66	28.0	18.66	49.0	32.66
7.5	5.0	28.5	19.0	49.5	33.0
8.0	5.33	29.0	19.33	50.0	33.33
9.0	6.0	30.0	20.0	51.0	34.0
10.0	6.60	31.0	20.66	52.0	34.66
10.5	7.0	31.5	21.0	52.5	35.0
11.0	7.33	32.0	21.33	53.0	35.33
12.0	8.0	33.0	22.0	54.0	36.0
13.0	8.66	34.0	22.66	55.0	36.66
13.5	9.0	34.5	23.0	55.5	37.0
14.0	9.33	35.0	23.33	56.0	37.33
15.0	10.0	36.0	24.0	57.0	38.0
16.0	10.66	37.0	24.66	58.0	38.66
16.5	11.0	37.5	25.0	58.5	39.0
17.0	11.33	38.0	25.33	59.0	39.33
18.0	12.0	39.0	26.0	60.0	40.0
19.0	12.66	40.0	26.66	61.0	40.66

QUALIFICATIONS OF ADMINISTRATIVE AND INSTRUCTIONAL PERSONNEL

Faculty Name and Title	State for Current/Active License	License	Academic Preparation	Year of Appointment/Years of Teaching Experience & Program Type(s)	Years of Occupational Experience	Teaching/Primary Responsibilities
Cynthia Price Program Administrator	Ohio	RN.283793	EdD-Educational Leadership Northcentral University MSN Ball State University	Appointment: 6/19 Years Teaching: 8 Program Type: PN, AAS, BSN	9 years	Program Administrator
Kristine Haney Interim Director of Nursing	Ohio	RN.329391	MSN JACKSONVILLE UNIVERSITY	Appointment: 11/19 Years Teaching: 4 Program Type: PN, AAS, BSN	13 years	Director of Nursing NUR404
David Harrison Assistant Director of Nursing	Ohio	RN.173297	MSN Loyola University BSN University of Phoenix	Appointment: 5/19 Years Teaching: 6 Program Type: PN, AAS, BSN	18 years	NUR 215, NUR216, NUR 100
Jane Pontisso General Education Coordinator	Ohio	36.003276	Doctor of Podiatry Ohio College of Podiatric Medicine	Appointment: 09/13 Years of Teaching: 8 Program Type: PN,AAS, BSN	6 years	BIO201, HIST200
David Sacks Adjunct Faculty; Distance Education Coordinator	NA	NA	Master of Arts-Psychology California State University	Appointment: 5/18 Years Teaching: 25 Program Type: AAS, BSN	22 years	PSY 101, PSY102
Anthony Bangura Adjunct Faculty	Ohio	RN.421265	BSN Franklin University	Appointment: 7/19 Years Teaching: Less than one year Program Type: PN, AAS	4 years	Medical Surgical Clinical -PN
Carrie Brady Adjunct Faculty	Ohio	RN.376529	MSN UNIVERSITY OF PHOENIX	Appointment: 11/19 Years Teaching: Less than one year Program Type: PN, AAS, BSN	5 years	NUR270, NUR304
Famatta Dunor Adjunct Faculty	Ohio	RN.390679	BSN Indiana Wesleyan University	Appointment: 6/16 Years Teaching: 4 Program Type(s): PN, AAS	12 years	Medical Surgical Clinical
Michael English Adjunct Faculty	Ohio	RN.359156	BSN Ohio University	Appointment: 6/19 Years Teaching: Less than one year Program Type PN, AAS, BSN	14 years	Medical Surgical Clinical
Adenike Fagbule Adjunct Faculty	Ohio	RN.414473	BSN Indiana Wesleyan University	Appointment: 11/18 Years Teaching: 1 Program Type: PN	9 years	Lab Assistant
Shudonica Garlington Adjunct Faculty	Ohio	RN.386586	DNP, MSN, South University	Appointment: 8/18 Years Teaching: 1 Program Type: AAS, BSN	8 years	NUR301, Clinical
Linda Heinzerling Adjunct Faculty	Ohio	RN.212020	MSN Capital University	Appointment: 5/19 Years Teaching: 3 Program Type: PN, AAS, BSN	30 years	NUR401, NUR 125 Lab
Abigail Imbeah Adjunct Faculty	Ohio	RN. 369194	MSN, MHA University of Phoenix	Appointment: 1/2019 Years Teaching: Less than one year Program Type PN, AAS, BSN	7 years	NUR236, NUR 245
Tiffany Johnson Adjunct Faculty	Ohio	RN.399094	FNP, MSN Chamberlain College of Nursing	Appointment: 1/19 Years Teaching: 1 Program Type: BSN	4 years	NUR305
Ajoi Jones Adjunct Faculty	Ohio	RN.367145	010	Appointment: 8/19 Years Teaching: 3 Program Type: PN, RN, AAS	2.5 years	NUR100, NUR120, NUR201, and Lab
Khadijah Jalloh Adjunct Faculty	Ohio	RN. 432330	MSN Walden University	Appointment: 5/17 Years Teaching:2 Program Type(s): PN, AAS, BSN	10 years	NUR305, Clinical
Lynn Long Adjunct Faculty	Ohio	RN.184935	MSN Chamberlain College of Nursing	Appointment: 5/17 Years Teaching: 8 Program Type(s): PN, AAS, BSN	22 years	NUR125, NUR303
Fariba Mazdeh Adjunct Faculty	Ohio	RN.235586	FNP, MSN Otterbein University	Appointment: 9/19 Years Teaching: Less than on year Program Type(s): PN, AAS, BSN	26 years	Medical Surgical Clinical
Megan Miller FullTime Faculty	Ohio	RN.402432	FNP, MSN South University	Appointment: 6/19 Years Teaching: Less than one year Program Type(s): PN, AAS, BSN	4 years	NUR235, NUR236, NUR265
Zahra Moazampour Adjunct Faculty	Ohio	RN.322545	BSN Shiraz University of Medical Sciences	Appointment: 9/2016 Years Teaching: 8 Program Type: PN	12 years	Medical Surgical Clinical
Ana Moore Adjunct Faculty	Ohio	RN.159705	FNP, MSN The Oho State University	Appointment: 1/19 Years Teaching: 1 Program Type: PN, AAS, BSN	19 years	NUR130
Antonia Napier Adjunct Faculty	Ohio	RN.329397	FNP, MSN Mount Carmel College of Nursing	Appointment: 9/2019 Years Teaching: Less than one year Program Type: PN, AAS, BSN	12 years	NUR120 & lab
Jill Nowacki Part-Time Faculty	Ohio	RN.354482	BSN The Ohio State University	Appointment: 12/18 Years Teaching: 1 Program Type(s): PN	8 years	NUR150, NUR140, NUR155
Susann Pelteson Adjunct Faculty	Ohio	RN.174978	BSN Franklin University	Appointment: 8/17 Years Teaching: 4 Program Type: PN	30 years	Medical Surgical Clinical

Mary Osei Quaye Adjunct Faculty	Ohio	RN.366066 I	BSN Indiana Wesleyan University	Appointment: 07/16 Years Teaching: 4 Program Type(s): PN, RN, AAS	6 years	Medical Surgical Clinical
Pamela Reed Adjunct Faculty	Ohio	RN.167633	DNP Rush University	Appointment: 9/2019 Years Teaching: 4 Program Type(s): AAS, BSN	21 years	NUR265, NUR 302, NUR403
Messeret Tewolde Adjunct Faculty	Ohio	RN.307092	FNP, MSN University of Cincinnati	Appointment: 9/19 Years Teaching: Less than one year Program Type: PN, AAS, BSN	15 years	NUR 215 Lab
Jennifer Truster Adjunct Faculty	Ohio	RN. 270595	MHA, BSN University of Phoenix	Appointment: 8/18 Years Teaching: 2 Program Type(s): PN, RN, AAS	18 years	NUR205, NUR155
Jenna Wampler Adjunct Faculty	Ohio	RN.461986	BSN Barnes-Jewish College	Appointment: 5/19 Years Teaching: Less than one year Program Type(s):PN, RN, AAS	2 years	NUR145, NUR135
Asho Ali Adjunct Faculty	NA	NA	PhD The Aga Khan University	Appointment: 1/2020 Years Teaching: 9 Program Type: AAS	1 year	MCB100
Stephanie Difilippo Adjunct Faculty	NA	NA	MA The Ohio State University	Appointment: 1/2020 Years Teaching: Less than one year Program Type(s): AAS	1 year	HUM200
Melinda Donathan Adjunct Faculty	Ohio	RPH.033269 22-3	Doctor of Pharmacy The Ohio State University	Appointment: 10/16 Years Teaching: 3 Program type PN, RN, AAS	14 years	PHARM225, PHARM100
Casanova Green Adjunct Faculty	NA	NA	Master of Fine Arts Reinhardt University	Appointment: 9/19 Years Teaching: 9 Program Type: PN, AAS	4 years	ENG101, ENG102, COMM200
Mohammad Hasan Adjunct Faculty	NA	NA	Master of Science, Biology Western Kentucky University	Appointment: 1/17 Years Teaching: 22 Program type: PN, AAS	1 years	AP 209, MCB100
Mohamed Khalif Adjunct Faculty	NA	NA	Bachelor of Science, Biology The Ohio State University	Appointment: 11/16 Years Teaching: 4 Program type: PN RN, AAS	1 year	AP100, AP 208
Samson King Adjunct Faculty	NA	NA	Master of Divinity Asbury Theological Seminary	Appointment: 7/14 Years teaching: 5 Program Type: AAS, BSN	5 years	HUM101
Kayla Kircher Adjunct Faculty	NA	NA	Master of Science University of Cincinnati	Appointment: 9/19 Years Teaching: Less than one year Program Type: AAS	1 year	NUT100
Sharon Miller Adjunct Faculty	NA	NA	PHARM.D MERCER UNIVERSITY	Appointment: 11/19 Years Teaching: Less than one year Program Type: AAS	20 years	PHARM225, PHARM100
Jeffrey Pharion Adjunct Faculty	NA	NA	Doctor of Education Ashland University	Appointment: 5/18 Years Teaching: 16 Program Type: AAS	16 years	ENG101, ENG102
Bartholomew Shepkong Adjunct Faculty	NA	NA	PhD, Interdisciplinary Studies Union Institute & University Master of Arts Social Justice & Community Development Loyola University	Appointment: 1/17 Years Teaching: 5 Program Type: AAS	5 years	SOC101, ANTH200, SCO200
Emily Wilkins Adjunct Faculty	NA	NA	Master of Education Ohio University	Appointment: 1/2020 Years Teaching: Less than one year Program Type: PN, AAS	1 year	ENG101, ENG102

ADMINISTRATIVE STAFF

Name	Appointment	Duties
Feyisayo Tolani	Appointment 2007	Chief Executive Officer/ On-site Administrator
Vanessa Stafford	Appointment 1/2016	Operations Supervisor/Compliance
Racheal Paul	Appointment 1/2020	GIS Admin/Operations Assistant
Brains Banda	Appointment 1/2013	Building Management/IT
Sam King	Appointment 3/2018	Financial Aid Officer
Surbhi Mehta	Appointment 5/2014	Admissions Representative
Victor Akpan	Appointment 11/2018	Registrar
Ope Coker	Appointment 10/2019	Bursar
Godfrey Ugiagbe	Appointment 3/2018	Financial Aid Officer/Accountant
Hannah Ison	Appointment 8/2018	Student Services/Career Services Coordinator

PROGRAM ADVISORY COMMITTEE (PAC) MEMBERS	
Name	Title
Minnie Rayburn	Director of Business Development
Craig Forest	Associate Executive Director
Sheryl Wynne Walton	Pediatric Supervisor
Laurel Green Taylor	Staffing Manager
Carla Fitzpatrick	Director of Client Care
Kathryn Sellers	Distance Educator Specialist
Zach Thompson	Staffing Manager
Zach Howard	Staffing Manager
Elizabeth Fisher	Staffing Manager
Timika Chambers	RN
Zach Thompson	Staffing Manager

ACADEMIC CALENDAR

calendar is subject to change ACADEMIC CALENDAR 2020	
Spring 2020 Semester	January 6, 2020 – April 24, 2020
Summer 2020 Semester	May 4, 2020 – August 21, 2020
Fall 2020 Semester	August 31, 2020 – December 18, 2020
ACADEMIC CALENDAR 2021	
Spring 2021 Semester	January 4, 2021- April 23, 2021
Summer 2021 Semester	May 3, 2021- August 20, 2021
Fall 2021 Semester	August 30, 2021- December 17, 2021
ACADEMIC CALENDAR 2022	
Spring 2022 Semester	January 3, 2022- April 22, 2022
Summer 2022 Semester	May 2, 2022- August 19, 2022
Fall 2022 Semester	August 29, 2022- December 16, 2022

FCSON HOLIDAY CALENDAR

The school calendar for the academic year is distributed to students during registration. The school observes the following holidays:
- New Year's Day - January 1
- (Rev)Martin Luther King JR day- Third Monday in January
- Memorial Day – Last Monday in May
- Independence Day - July 4
- Labor Day - First Monday in September
- Thanksgiving Day - Fourth Thursday in November
- Day after Thanksgiving
- Christmas Day - December 25

When New Year's Day, Independence Day or Christmas Day falls on a Sunday, the following day shall be considered the official holiday. When these holidays fall on a Saturday, the preceding Friday shall be considered the official holiday.

WEATHER OR EMERGENCY-RELATED CLOSINGS
FCSON may close or alter its hours of operations during declared emergencies or due to an "act of God" or other unforeseen circumstances. Communication of such closing will be released on the college website and every effort will be made to communicate the closing to all faculty, staff and students through heads of departments and other available means.

In the event of severe weather or other emergency closings students should contact the college and check the website for possible updates. Students may also check the local TV stations – 10TV/ONN school closings in Franklin County for the school update.County for the school update.

ANNUAL REPORT
ON STUDENT PERFORMANCE

FCSON is required to provide information regarding program retention, placement, and licensure rates on an annual basis to both prospective and current students, and the general public . This information is also reported to the colleges accreditor, Accrediting Bureau of Health Education Schools (ABHES) and to the State Board of Career Colleges and Schools on an annual basis.

The reporting period begins on July 1st of one year and ends on June 30th of the following year. The college's retention rate represents the percent of students who continued their studies out of all the students who were enrolled during the 12-month reporting period. The placement rate represents the percent of students during that same reporting period who graduated and secured employment in their field of study. At Felbry College, nursing is the only field of study we offer.

The retention rate for the Practical Nursing diploma program during the period July 1, 2018, through June 30, 2019, was 85%. The placement rate of our Practical Nursing graduates for the same 12-month period was 60%. The Licensure pass rate for the same 12-month period was 50%.

The retention rate for the LPN to RN Bridge Nursing diploma program for that period was 81%; the placement rate for the program was 88%. The Licensure pass rate for the same 12-month period is 57%.

The retention rate for the Associate of Applied Science in Nursing degree program was 82%. the placement rate for the program was 100%. The Licensure pass rate for the same 12-month period is 50%.

Student Catalog Acknowledgement Page

By signing, I acknowledge that I am aware that the Felbry College Catalog is available for review on the college's website. I also acknowledge that I understand how to access the College Catalog and a printed catalog is available upon request. I also acknowledge that by enrolling into Felbry College, I am responsible to abide by all policies and procedures as stated in the catalog.

Print Name

_____

Signature

_____

Date

_____

IMPARTING THE ART OF CARING

CONTACT INFORMATION
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