

# Ohio Institute of Allied Health

School of Integrative Healthcare

## School Catalog

2022-2023



Once you're in healthcare, you're always in demand!

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# GENERAL INFORMATION

## GENERAL INFORMATION

The Ohio Institute of Allied Health, Inc., also referred to as OIAH or The Institute, is a non-profit 501(c)(3) educational facility offering Nursing Education programs.

### History of Ohio Institute of Allied Health

OIAH is a non-profit 501(c)(3) educational facility established in 2010 after purchasing the Ohio Academy of holistic health. Initially established in 1996, the Ohio Academy of Holistic Health (previously the Ohio Academy of Hypnotherapy, 1986) was in Beavercreek, Ohio. Programming has evolved over the years to include holistic health, massage therapy, allied health, and nursing education.

OIAH now focuses solely on nursing education and holistic health, concentrating in Practical Nursing and Registered Nursing. The core philosophy of holism is integrated into our programs. Today, holistic practitioners are utilized in medical, dental, and psychological health care delivery as well as establishing their own private practices. The Institute plays a vital role in the integration of traditional mainstream and holistic medicines.

### Our Mission

We are committed to the promotion of choice in health care for all individuals and in serving as a bridge between holistic and traditional healing philosophies. This is achieved by providing quality education programs.

### Institutional Vision

- Introduce holistic health, allied health, and nursing therapies to individuals with a personal and/or professional interest and expand the competence levels among holistic practitioners
- Offer a variety of programs representing the most recent and authoritative interests in the field of holistic and traditional medicines
- Develop high competence levels in student performance by promoting the establishment of professional standards
- Perform research and development activities pertaining to newly introduced theories and techniques to expand awareness and learning opportunities for the student body
- Participate in promoting the acceptance of holistic practices as distinct and separate disciplines that are complementary to medical therapies
- Provide an environment reflecting an appreciation and understanding of cultural, aesthetic, and human values

# 2023 Academic Calendar

OIAH observes the holidays listed below. All offices are closed when there are no classes in session due to a holiday.

	<p align="center"> <b>Practical Nursing Program</b>  <b>OIAH Associate Degree RN Program</b>  <b>Ohio Institute of Allied Health, Inc.</b> </p>
	<b>Winter Term</b>
Term Begins	February 6, 2023
Term Ends	April 28, 2023
<b>Student Break</b>	<b>May 1, 2023 – May 5, 2023</b>
	<b>Spring Term</b>
Term Begins	May 8, 2023
<b>Memorial Day</b> <b>**No Classes**</b>	<b>May 29, 2023</b>
<b>July 4<sup>th</sup></b> <b>**No Classes**</b>	<b>July 4, 2023</b>
Term Ends	July 28, 2023
<b>Student Break</b>	<b>July 31, 2023 – August 4, 2023</b>
	<b>Summer Term</b>
Term Begins	August 7, 2023
<b>Labor Day</b> <b>**No Classes**</b>	<b>September 4, 2023</b>
Term Ends	October 27, 2023
<b>Student Break</b>	<b>October 30, 2023 - November 3, 2023</b>
	<b>Fall Term</b>
Term Begins	November 6, 2023
<b>Thanksgiving and Day After</b> <b>**No Classes**</b>	<b>November 23 &amp; 24, 2023</b>
<b>Student Break</b>	<b>December 25, 2023 – January 5, 2024</b>
Classes Resume	January 8, 2024
<b>Martin Luther King Jr. Day</b> <b>**No Classes**</b>	<b>January 15, 2024</b>
Term Ends	February 9, 2024

## Accreditation and Approvals

Accredited with the Council on Occupational Education (COE)

Registered with the State of Ohio Board of Career Colleges and Schools Ohio Regulation 10-03-1924T

State of Ohio Board of Career Colleges and Schools  
30 East Broad Street, Suite 2481  
Columbus, OH 43215

Approved for VA Educational benefits

Approved for training from the Ohio Department of Education

Provider of Ohio Board of Nursing (OBN) approved programs (LPN/RN)

Upon request, you may obtain or review any accreditation, approval, or licensing documentation. Call (937) 237-1010 for details

## Board of Directors

### **Members of the Ohio Institute of Allied Health (OIAH) Board of Directors are:**

Suresh Gupta, M.D., Director and Chief Executive Officer  
Patrick Spencer, D.O., Vice Director  
Meghan Decker Sullivan, RN, Secretary/Treasurer  
Sharon Rhodes Hawkins, MPA, MSN/ed  
Manoj Kumar J.D., CPA, At-Large

## Contact Information

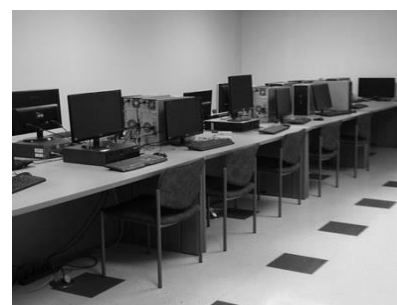
Address: 6245 Old Troy Pike, Huber Heights, Ohio 45424  
Phone: (937) 237-1010  
Fax: (937) 237-0506  
Email: [help@oiah.org](mailto:help@oiah.org)  
SBCCS Registration Number: OH. Reg. 10-03-1924T  
Hours of Operation: Monday through Friday, 9:00 AM to 5:00 PM  
Learning Resource Center: Monday through Friday, 9:00 AM to 5:00 PM

ADMISSIONS	<a href="mailto:admissions@oiah.org">admissions@oiah.org</a>
FINANCIAL AID	<a href="mailto:finaid@oiah.org">finaid@oiah.org</a>
TRANSCRIPTS/GRADES	<a href="mailto:help@oiah.org">help@oiah.org</a>

## Campus and Facilities

The OIAH campus is located at 6245 Old Troy Pike in Huber Heights, Ohio just minutes from Dayton, Ohio. Situated on two and a half acres, OIAH features a 20,000 square foot holistic and medical health facility housing the following:

- Administrative offices including Admissions, Financial Aid, Registrar, and Career Services
- 4 classrooms that include updated technology, large windows, and comfortable seating
- 2 Nursing labs with all necessary clinical equipment and patient simulators
- Student computer lab with projector and 20 computers
- 2 Student common areas with vending machines, kitchenette, and space to study
- Library which provides additional space to conduct research and expand learning opportunities
- Tranquility Spa, Tropical Smoothie Café, and Jet's Pizza a step away from campus



## Adapting Policy and Procedure Changes

Ohio Institute of Allied Health reserves the right to make changes in organizational structure and policy and procedures as circumstances dictate and as permitted by accrediting and approval bodies. Ohio Institute of Allied Health reserves the right to make changes in equipment and materials and modify the curriculum as it deems necessary. When size and curriculum permit, classes may be combined to provide meaningful instruction and training while providing a productive level of interaction among students. Students are expected to be familiar with the information presented in this school catalog.

A copy of the Ohio Institute of Allied Health School Catalog is available at the front desk. Students maintaining enrollment should follow all OIAH policies and procedures. Students will be notified via e-mail of the publication of a new catalog or of any policy/procedure revisions, changes, or addendums.







# ADMISSIONS

## Practical Nursing Admissions Policies

Non-Discrimination – OIAH is open to all students without regard to race, color, religion, age, sex, creed, origin, sexual orientation, disability, or marital status.

The following admissions requirements are in compliance with the Ohio Administrative Code 4723-5-12:

1. The applicant must be a U.S. citizen or permanent resident of the United States of America. All applicants must provide a valid driver's license, state ID with photo or valid passport, and a verifiable Social Security Number.
2. The applicant must submit a completed application to attend OIAH along with a \$100 application fee.
3. The applicant must be a high school graduate or possess the equivalent of a high school diploma. Applicants must provide a high school diploma, high school transcript, or other acceptable documentation issued by an authorized state education agency [i.e., General Education Development (GED)]. International transcripts/documents must be officially translated into English and officially certified as the equivalent of high school completion in the United States of America.
4. All applicants must have health insurance and provide proof of health insurance.
5. An applicant must take the ATI Test of Essential Academic Skills (TEAS) administered at the college. The test measures preparedness for nursing school through testing of reading, math, science, and English language usage. More information about TEAS is available at <https://www.atitesting.com/TEAS>. An applicant must achieve a composite score of 35% on the TEAS exam to be accepted into the program. If the applicant fails to achieve a composite score of 35% then they are eligible to retake the TEAS exam two weeks from the last attempt. The price for a TEAS retake is \$65.00, which is to be paid to OIAH. Should an applicant not attain at least a 40% score on the Math section of the TEAS, the applicant will be required to attend Math Bootcamp. Applicants will participate to refresh their math skills.
6. The applicant must submit to fingerprinting and BCI/FBI background check for compliance with Ohio Administrative Code 4723.28 ORC. If an applicant is aware of any misdemeanor, including those related to alcohol or drugs, or felony convictions, they are required to inform the Director of Nursing before entering the program so that the applicant may be informed of the law and rules as found on the Ohio Board of Nursing website. Any applicant having any conviction should investigate the law and rule before considering the pursuit of an education in nursing. If results reveal and/or student has knowingly falsified the waiver, then the student will be removed from the program. Note: Students convicted of crimes identified in ORC sections 2903-2925 and 3716 are ineligible to participate in the PN Program since they will not be permitted to participate in clinical experiences nor take the National Certification Licensing Exam for Practical Nurses (NCLEX-PN) upon successful completion of the program. More information can be found at <http://www.nursing.ohio.gov>. OIAH will not be responsible for making restitution of any tuition or associated program fees should it be determined that the student is found ineligible for continued participation and/or NCLEX testing during backgrounds checks. If background results are delayed by the Ohio Attorney General's Office, a student may be tentatively accepted pending results, however, will not be able to attend clinical. Furthermore, the student will be required to obtain a new background check if the one they received during the admissions process expires before the quarter that said student is graduating.
7. Applicants must obtain a negative non-DOT, 10-panel pre-placement drug screen that matches the Ohio BWC Drug Free Safety Program cut off levels unless documentation is received from the prescribing health care provider of the student being on the medication.
8. Upon acceptance, the student must adhere to OIAH Drug and/or Alcohol Policies and may be subject to drug and/or alcohol screening throughout the program. Students may be randomly selected to complete drug and/or alcohol screening throughout the program without cause. A positive result from a screening could result in dismissal from the program. Furthermore, the student will be required to

- obtain a new drug screening if the one they received during the admissions process expires before the quarter that said student is graduating.
9. Upon acceptance, the student must successfully complete an American Heart Association Health Care Provider CPR or BLS class or already have a current American Heart Association CPR or BLS card for Health Care Providers. This must be provided by the end of the first quarter.
  10. Upon acceptance, the student must provide documentation of a recent physical examination by a health care provider (physician or nurse practitioner), two-step Tuberculosis Testing (or evidence of annual PPD), or chest X-Ray if a known positive responder and receipt of the following immunizations: MMR, Tetanus, Varicella, Influenza, and Hepatitis B series (completion or in-progress). Documentation is required by the end of the first quarter. Clinical sites may require additional vaccination and/or testing. Students will be responsible for completing clinical site health requirements one week prior to the start of the clinical rotation.
  11. Students should note that courses will require use of the internet. Students should arrange for:
    - a. Internet access.
    - b. A computer/tablet with a minimum of Windows 10 or equivalent operating system.
    - c. Basic computer skills, such as, navigating the internet, sending emails, using attachments, and using a word processing program.
  12. Students that fail to comply with health requirements and CPR certification by two weeks prior to the start of clinicals, may be administratively withdrawn.
  13. Meeting all minimum admissions requirements does not guarantee admission to the nursing programs. The college may reject any applicant, except for reasons based on race, color, sex, religion, gender preference, and national or ethnic origin.

### **Transfer Credit Policy**

The philosophical framework of Ohio Institute of Allied Health incorporates holistic and modern client-centered care to facilitate a unique approach to health care delivery. Transfer credit for any coursework from other schools will be accepted only at the discretion of the Director of Nursing Education.

Prospective students must fill out Transfer Request forms and provide official transcript(s), course descriptions and/or course syllabus, and/or other documentation to aid in the decision-making process may be required. The Ohio Institute of Allied Health accepts transfer credits at the discretion of the Director of Nursing Education. Transfer credit policies include the following requirements:

1. All credit must be earned at an accredited college or university
2. Credit will be granted only for a grade of a "B" or better.
3. Approval of all courses is based on an official transcript, course syllabi, and/or course descriptions provided by the student, prior to the start of the first class or the end of the first quarter.
4. 12 Credit hours will be considered for transfer credit.
5. Quarter hours will be multiplied by 2/3 to determine the equivalent number of semester hour credits.
6. Transfer courses accepted will be included in the cumulative credits earned but neither grades nor grade points earned at other institutions will be used in the computation of the OIAH grade point average.
7. Nursing courses over 3 years old and General Education credits over 10 years old will be not accepted.

OIAH PN diploma graduates who wish to enroll in another program at the school may have classes from their OIAH PN program transferred into their new program. Students must have graduated from the OIAH PN program within 5 years of applying to the new program.

OIAH RN graduates within 5 years of graduating or graduates before 5 years of graduating and who currently practice as an LPN returning to complete the OIAH Associate Degree RN Program may have classes from their previous program transferred into the degree program.

OIAH RN diploma graduates will need to complete the following courses to complete requirements for the OIAH Associate Degree RN Program:

- NRS 230 Nursing II
- PSY 201 Health Psychology
- NRS 231 Pharmacology
- ALG 201 Algebra
- NRS 251 Professional Practice
- NRS 252 Nutrition for Health

### **Federal Financial Aid**

To be considered for Federal Financial Aid, a student must complete the Free Application for Federal Aid online. The student and the parent (in the case of a dependent student) may sign the FAFSA online by using a PIN number. Once the student completes the FAFSA, and it is processed by the government, the school will receive an ISIR which will contain the Estimated Family Contribution and let the student know if he/she is selected for verification.

### **Orientation**

All students are required to attend new student orientation. Orientation will familiarize new students with OIAH policies and procedures. Topics include but are not limited to:

- Program expectations
- Student services
- Attendance policies
- Clinical training policies
- Time management policies
- Drug and alcohol policies
- Grading scale policy
- Student safety and evacuation policies and procedures

### **Americans with Disabilities Act (ADA)**

OIAH is dedicated to providing education 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). The facility is equipped with ramp access from the parking lot, extra-wide hallways and doors, ADA required door handles, and a restroom to accommodate disabled students.

Due to the nature of the vocational training programs, disabled students (mental and physical) must be evaluated for their ability to benefit from the training. Disabled students who are deemed unable to benefit from the training will be encouraged to seek other career paths.

If you are interested in attending the college but need reasonable accommodations, you should schedule an appointment with the Director of Nursing Education. At this meeting, we will discuss the nature of the reported disability and its impact on learning. We will also discuss the process of receiving reasonable accommodations at OIAH, and the types of accommodations available.

Please bring copies of current documentation of a disability to this meeting. Documentation must be provided by a medical expert within the last three years and include:

- a diagnosis of the disability
- how the diagnosis was determined (what tests were given and the results)
- A clinical summary, which includes an assessment of how the disability will impact the individual in a college environment and what accommodations are recommended

Upon completion of the initial meeting, a formal request for the accommodation must be submitted in writing

to the Director of Nursing Education. The initial meeting, formal request, and response from the college must take place prior to the pre-enrollment process.

Please note, to be eligible for Federal Title IV Student Aid, you must be able to benefit with the reasonable accommodations.

### **General Policies**

Clinical hours may be scheduled at any time-of-day or day-of-the-week: day, night, late night, weekends, or holidays. The student must be available to attend clinical sites anytime the student is assigned. Some clinical sites may require that a student be covered by his or her own personal or family health insurance. Patient privacy and the privacy of patient records must be protected and failure on the part of the student to protect patient privacy or patient records could result in dismissal from the clinical site and/or from the program.

The student understands that the cost of tuition and fees does not include:

- a) The cost of any required immunizations.
- b) The cost of personal health insurance that may be required to work a clinical site.
- c) The cost of transportation to and from school or clinical sites, including parking.
- d) The cost of vehicle insurance.
- e) The cost of additional uniforms and apparel other than the three issued uniforms.
- f) Any other cost that is not specifically identified above as being part of OIAH tuition and fees.

The student is a potential representative of the health care profession, and the student's actions and inactions may reflect on OIAH and the clinical sites to which the student is assigned. Therefore, the student must conduct himself or herself in a professional manner, with integrity and responsibility. Failure to behave professionally can be a basis for dismissal from the program.

More detailed information can be found in the catalog at <https://www.oiah.edu/academics/catalog/>.

**By signing, I am acknowledging that I have reviewed and agree to comply with all general admission policies as stated above.**

Signature\_\_\_\_\_

Date\_\_\_\_\_

## OIAH Associate Degree RN Admissions Policies

Non-Discrimination – OIAH is open to all students without regard to race, color, religion, age, sex, creed, origin, sexual orientation, disability, or marital status.

The following admissions requirements are in compliance with the Ohio Administrative Code 4723-5-12:

1. Must be a high school graduate or possess a GED certificate. Official transcripts must be sent from the originating school (or GED facility) directly to the Admissions Office of OIAH. Transcripts can be sent electronically via Parchment. Go online to [Parchment.com](http://Parchment.com) to see if your high school or GED program can send transcripts electronically. A diploma copy in addition to an official transcript from a previous accredited college may be accepted at the discretion of the School Director/Director of Nursing Education should there be circumstances that make obtaining the official high school transcript difficult.
2. Applicant must hold a current, unrestricted, and unencumbered license as a practical nurse in a US state. If not an OIAH practical nursing graduate, an official transcript from the practical nursing program attended must be submitted in an appropriate amount of time to determine if the practical nursing program is comparable and transferable. The transcript must include proof of IV competency or equivalent. IV competency is required before admission to the RN program. OIAH offers an IV Competency course (NRS 112) that may be taken pending space availability.
3. Applicants must obtain a negative non-DOT 10-panel pre-placement drug screen that matches the Ohio BWC Drug Free Safety Program cut off levels unless documentation is received from the prescribing health care provider of the student being on the medication.
4. Applicants must submit a completed application to the Admissions Office including an application fee of \$100.00 (except as pursuant to State Rule 3322-1-10 (F)(1)). An application is considered complete when official transcripts, OHIO Bureau of Criminal Identification and Investigation (BCI) and Federal Bureau of Investigation (FBI) background check, admissions questions, and drug test is complete and on file. If the student is a continuing OIAH LPN and is in good standing (academic, professional, and financial), a written letter of intent to continue into the RN program must be received at least 90 days prior to the start of the next RN program cohort in lieu of an application.
4. Student must submit to fingerprinting and a BCI/FBI background check before classes begin to maintain compliance with Ohio Administrative Code 4723-09 and clinical facilities where students receive clinical learning experiences. If results reveal the student has been convicted, pled guilty to, or had a judicial finding of guilt for any violation set forth in 4723-092 of the Ohio Revised Code and/or student has knowingly falsified the waiver, then student will be removed from program. Note: Students convicted of crimes identified in ORC sections 2903-2925 and 3716 are ineligible to participate in the RN Program since they will not be permitted to participate in clinical experiences nor take the National Certification Licensing Exam for Registered Nurses (NCLEX-RN) upon successful completion of the program. More information can be found at <http://www.nursing.ohio.gov>. OIAH will not be responsible for making restitution of any tuition or associated program fees should it be determined that the student is found ineligible for continued participation and/or NCLEX testing during backgrounds checks. Note: A past felony or misdemeanor conviction may disqualify a student from entering a clinical setting, testing for licensure, or being hired by healthcare employers.
6. Applicants that qualify for admission, but are not selected, will be placed on a waiting list for the next cohort. Ranking on the waiting list will be based upon previous coursework at OIAH, PN GPA, references, and answers to admissions questions.
8. Meeting all minimum admissions requirements does not guarantee admission to the nursing program. The Admissions Committee may reject any applicant, except for reasons based on race, color, sex, religion, gender preference, and national or ethnic origin. The decision of the Admissions Committee is final.
9. Upon acceptance into the RN Program, the student must successfully complete an American Heart

- Association Health Care Provider CPR or BLS class or already have a current American Heart Association CPR or BLS card for Health Care Providers card. Documentation is required before classes begin. Students are responsible for ensuring that training remains current while enrolled in program.
10. Upon acceptance into the RN Program, the student must provide documentation of a recent physical examination from a health care provider (physician or nurse practitioner). The physical must confirm the ability to participate in the program (class, lab, and clinical) without limitations. In addition, the following immunizations are required to participate in clinical: two step Tuberculosis Testing (or documentation of annual PPD) or chest X-Ray if a known positive responder and receipt of the following immunizations: MMR, Tetanus, Varicella, updated Influenza, and Hepatitis B series (completion or in-progress). All documentation must be submitted to OIAH before classes begin.
  11. **Students that fail to comply with requirement 9 and 10 or fail to submit any necessary documentation prior to orientation may be administratively withdrawn.**
  12. Upon acceptance, the student must adhere to OIAH Drug and/or Alcohol Policies and may be subject to drug and/or alcohol screening throughout the program. Students may be randomly selected to complete drug and/or alcohol screening throughout the program without cause. A positive result from a screening could result in dismissal from the program. Furthermore, the student will be required to obtain a new drug screening if the one they received during the admissions process expires before the quarter that said student is graduating.
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  14. Upon acceptance, the student must provide documentation of a recent physical examination by a health care provider (physician or nurse practitioner), two-step Tuberculosis Testing (or evidence of annual PPD), or chest X-Ray if a known positive responder and receipt of the following immunizations: MMR, Tetanus, Varicella, Influenza, and Hepatitis B series (completion or in-progress). Documentation is required by the end of the first quarter. Clinical sites may require additional vaccination and/or testing. Students will be responsible for completing clinical site health requirements one week prior to the start of the clinical rotation.
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4. No more than 12 Credit hours will be considered for transfer credit.

5. Quarter hours will be multiplied by 2/3 to determine the equivalent number of semester hour credits.
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OIAH RN graduates within 5 years of graduating or graduates before 5 years of graduating and who currently practice as an LPN returning to complete the OIAH Associate Degree RN Program may have classes from their previous program transferred into the degree program.

OIAH RN diploma graduates will need to complete the following courses to complete requirements for the OIAH Associate Degree RN Program:

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- PSY 201 Health Psychology
- NRS 231 Pharmacology
- ALG 201 Algebra
- NRS 251 Professional Practice
- NRS 252 Nutrition for Health

### **Federal Financial Aid**

To be considered for Federal Financial Aid, a student must complete the Free Application for Federal Aid online. The student and the parent (in the case of a dependent student) may sign the FAFSA online by using a PIN number. Once the student completes the FAFSA, and it is processed by the government, the school will receive an ISIR which will contain the Estimated Family Contribution and let the student know if he/she is selected for verification.

### **Orientation**

All students are required to attend new student orientation. Orientation will familiarize new students with OIAH policies and procedures. Topics include but are not limited to:

- Program expectations
- Student services
- Attendance policies
- Clinical training policies
- Time management policies
- Drug and alcohol policies
- Grading scale policy
- Student safety and evacuation policies and procedures

### **Americans with Disabilities Act (ADA)**

OIAH is dedicated to providing education 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). The facility is equipped with ramp access from the parking lot, extra-wide hallways and doors, ADA required door handles, and a restroom to accommodate disabled students.

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- a diagnosis of the disability
- how the diagnosis was determined (what tests were given and the results)
- A clinical summary, which includes an assessment of how the disability will impact the individual in a college environment and what accommodations are recommended

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Please note, to be eligible for Federal Title IV Student Aid, you must be able to benefit with the reasonable accommodations.

### **General Policies**

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The student understands that the cost of tuition and fees does not include:

- a) The cost of any required immunizations.
- b) The cost of personal health insurance that may be required to work a clinical site.
- c) The cost of transportation to and from school or clinical sites, including parking.
- d) The cost of vehicle insurance.
- e) The cost of additional uniforms and apparel other than the three issued uniforms.
- f) Any other cost that is not specifically identified above as being part of OIAH tuition and fees.

The student is a potential representative of the health care profession, and the student's actions and inactions may reflect on OIAH and the clinical sites to which the student is assigned. Therefore, the student must conduct himself or herself in a professional manner, with integrity and responsibility. Failure to behave professionally can be a basis for dismissal from the program.

More detailed information can be found in the catalog at <https://www.oiah.edu/academics/catalog/>.

**By signing, I am acknowledging that I have reviewed and agree to comply with all general admission policies as stated above.**

Signature\_\_\_\_\_

Date\_\_\_\_\_



# TUITION & FEES

## TUITION AND FEES

Tuition, fees, and charges are effective May 1, 2021, and are subject to change without prior notice. Ohio Institute of Allied Health requires tuition, required fees, and textbooks (if applicable) to be covered in full no later than the first day of each term. A student may use financial aid, and/or payments can be made via cash, check, and credit/debit card. Tuition may be paid per term or with a monthly payment plan.



**2021 Ohio Institute of Allied Health Inc. Nursing Education Program  
Associate Degree in Registered Nursing Tuition**

**64 Quarter Credit Hours**

Tuition:	\$21,350.00
Textbooks/ATI Testing Services:	\$5313.00
Uniforms, Insurance, Technology, Supply, and Lab Fees:	\$1024.00
<b>Total Program Cost:</b>	<b>\$27,687.00</b>

**Estimated Out of Pocket Expenses:**

OIAH Application Fee	\$ 100.00
CPR Certification	\$ 50.00
Drug Test	\$ 30-50.00
Health Examination/Immunization	\$ 200.00
Licensing and NCLEX-RN	\$ 275.00

OIAH is accredited by the Council of Occupational Education. This allows us to offer title IV funds to those students who qualify.

6245 Old Troy Pike, Huber Heights, OH 45424 [www.oiah.edu](http://www.oiah.edu); Phone: 937-237-1010 Fax: 937-237-0506  
Oh. Reg. # 10-03-1924T OIAH admits students of any race, color, sex, and national or ethnic origin. OIAH is a non-profit 501(c)3 organization.

Revised 5/7/21



**2021 Ohio Institute of Allied Health Inc. Nursing Education Program  
Practical Nursing Diploma Tuition**

**60 Quarter Credit Hours**

Tuition:	\$15,000.00
Textbooks/ATI Testing Services:	\$3706.29
Uniforms, Insurance, Technology, Supply, and Lab Fees:	\$279.00
<b>Total Program Cost:</b>	<b>\$18,985.29</b>

**Estimated Out of Pocket Expenses:**

OIAH Application Fee	\$ 100.00
CPR Certification	\$ 50.00
Drug Test	\$ 30-50.00
Health Examination/Immunization	\$ 200.00
Licensing and NCLEX-RN	\$ 275.00

OIAH is accredited by the Council of Occupational Education. This allows us to offer title IV funds to those students who qualify.

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Oh. Reg. # 10-03-1924T OIAH admits students of any race, color, sex, and national or ethnic origin. OIAH is a non-profit 501(c)3 organization.

Revised 5/7/21

The student understands that the cost of tuition and fees does not include the cost of:

- Any required immunizations.
- Personal health insurance may be required to work at a clinical site.
- Transportation to and from school or clinical sites, parking, or vehicle insurance
- Additional uniforms and apparel other than the issued uniforms.
- Substance abuse tests.
- Any other costs that are not specifically identified above as being part of OIAH tuition and fees

## CANCELLATION AND SETTLEMENT POLICY

Per the State of Ohio Cancellation and Settlement policy, enrollment agreements may be canceled within five (5) calendar days after the date of signing provided that the school is notified of the cancellation in writing.

If such cancellation is made, the school will promptly refund in full all tuition and fees paid pursuant to the enrollment agreement and the refund shall be made no later than thirty days after cancellation.

A student who withdraws during the first calendar week of his or her first enrollment term will receive a refund of any tuition or required fees paid to the school.

If a student ceases attending school but does not officially notify the school of their withdrawal, the school will treat the student as an unofficial withdraw and will follow the financial aid withdrawal policies indicated in the Financial Assistance section of this Catalog.

## REFUND POLICIES

OIAH has a fair and equitable refund policy for the refund of tuition, fees, and other Institutional charges, in the event the Institution cancels a class or if a student does not enter or does not complete a period of enrollment for which the student has been charged. The Institution's refund policy is published in both the catalog and on the enrollment agreements and is uniformly administered. The policy is as follows:

Refunds, when due, must be made without requiring a request from the student.

An enrollment agreement or application may be cancelled within five (5) calendar days after the date of signing provided the school is notified of the cancellation in writing. The school shall promptly refund in full all tuition and fees paid pursuant to the enrollment agreement. Such refund shall be made no later than thirty (30) days after cancellation.

The state refund policy or a straight pro-rated refund policy at the discretion of the school must be uniformly applied to all students, unless the use of federal or state financial aid funds mandates the use of the refund policy prescribed by another governmental entity.

Retention of tuition and fees collected in advance for a student who does not commence class shall not exceed \$100.00.

Refunds shall be made within thirty (30) days after the school has determined that a student has withdrawn unless another refund period is mandated by the use of state or federal financial aid funds.

Refunds for Students Enrolled Prior to Visiting the Institution: Students who have not visited the school facility prior to enrollment will have the opportunity to withdraw without penalty within three days following either attendance at a regularly scheduled orientation or following a tour of the facilities and inspection of the equipment.

OIAH refund policy for programs is organized on a credit hour basis.

- A student who starts class and withdraws during the first full two calendar weeks of the quarter shall not be obligated for the tuition and refundable fees for that academic term plus the registration fee.
- A student who withdraws during the third full calendar week of the period academic term shall be obligated for fifty percent of the tuition and refundable fees for that academic term plus the registration fee.
- A student who officially withdraws beginning with the fourth full calendar week of the academic term will not be entitled to a refund of any portion of the tuition or refundable fees.

OIAH Refund Policy for Programs Obligorating Students for Periods Beyond Twelve Months

At OIAH for any programs longer than 12 months that financially obligate the student for any period of time beyond 12 months OIAH shall release the student of the obligation to pay beyond the 12 months if the student withdraws during the first 12 months. The calculation of the refund for the unused portion of the first 12 months shall be based on section (b)(1) Non-Public Institutions above. If the student withdraws during any subsequent period following the first 12 months, the student's refund for the unused portion of the tuition applicable to the period of withdrawal shall be based on section (b)(1) Non-Public Institutions above. Deviations from the requirements of this policy as stated above are permitted if (1) mandated by a non-public institution's licensing agency or a public institution's governing board and (2) accepted by the Commission.

#### **OIAH Nursing Education Programs Note**

For clarification purposes, the refund schedule applies to direct tuition only and is based upon the current quarter the student is enrolled for. The refund policy does not apply to associated uniform cost, shoes, books, identification, background research, program laboratory fees or required ATI testing (unless uniforms, shoes, and/or books have not been delivered or are in resalable condition, pursuant to State Rule 3332 -1-10.1). There is no refund for lack of successful completion of a course or nursing program.

## **FINANCIAL STANDARDS**

Students must remain in satisfactory financial status to progress to subsequent course work. Students who fail to meet their financial obligations to the school can be denied attendance privileges and face possible dismissal from school.

All tuition and school fees must be current to graduate. Students will not be permitted to enroll in a new program unless they are in good financial standing.

Academic records will not be released to students or other institutions until school tuition and

*Ohio Institute of Allied Health*  
fees are current.

In severe cases of delinquency, collection agencies may be used to recover the student's debt. Any fees incurred because of this action shall be billed to the student.



# FINANCIAL ASSISTANCE

## FINANCIAL AID

Ohio Institute of Allied Health (OIAH) maintains a staff of financial aid professionals to assist students in obtaining financial assistance information to meet their educational expenses. Financial aid is available to those who qualify. Available resources include institutional scholarships and grants, Federal Pell Grant, Federal Direct Subsidized and Unsubsidized Stafford Loans, Federal Direct PLUS loans, Veteran's Educational benefits, private student loan programs, state aid programs, and cash payment plans.

Students requesting to use federal student aid are required to complete a Free Application for Federal Student Aid (FAFSA®). Federal student aid programs are administered through the U.S. Department of Education.

## FAFSA®

Information provided on the FAFSA® is used to calculate a student's Estimated Family Contribution (EFC) and is sent to the school electronically. Once the FAFSA® is processed, the student will receive a Student Aid Report (SAR). Along with the Cost of Attendance (COA), the school will use the EFC to determine student eligibility. Financial aid disbursements occur throughout the term, generally beginning the second week of classes. Disbursements are made via credit to a student's school account.

Students must complete the FAFSA® annually to be considered for federal student aid. Most forms of federal financial assistance are available each July 1 – June 30 award period. The FAFSA® functions as the application for all federal, state, and institutional financial aid at OIAH and can be completed electronically online at <https://studentaid.gov/h/apply-for-aid/fafsa>, beginning each year on October 1.

Signing the FAFSA® using an electronic signature is advised. To sign electronically, the student (and parent if applicable) must apply for an FSA ID at <https://studentaid.gov/fsa-id/create-account>. Students will need to enter the Ohio Institute of Allied Health school code: 035833. It is recommended the Data Retrieval Tool (DRT) is used for entering tax information into the FAFSA®.

A student's federal student aid dependency status is determined by the U.S. Department of Education. Students considered dependent will need to include parental income information on the FAFSA®, in addition to the students' income information. Students considered independent will need to include their income information on the FAFSA®, including his/her spouse's information (if applicable).

## FEDERAL STUDENT AID ELIGIBILITY

To qualify for federal student aid (available for those who qualify), you must:

1. Be enrolled or accepted for enrollment as a regular student in an eligible certificate or degree program
2. Have a high school diploma or equivalent



3. Register with Selective Service, if you are a male born on or after January 1, 1960, or over 18 years of age and not currently in the armed forces
4. Have a valid Social Security Number
5. Be a U.S. citizen or an eligible noncitizen
6. Show a financial need for need-based aid programs
7. Maintain satisfactory academic progress
8. Not be in default on a federal student loan
9. Not owe a refund on a federal grant
10. Complete a FAFSA®, with the school having a current ISIR to start the initial eligibility process

## Federal Student Aid for Incarcerated Individuals

Individuals who are currently incarcerated have limited eligibility for Title IV.

### Conviction for Possession or Sale of Illegal Drugs

A federal or state drug conviction can disqualify a student for federal student funds. The student self-certifies on the FAFSA® that he/she is eligible for aid. The school is not required to confirm this unless there is evidence of conflicting information

The chart below illustrates the period of ineligibility for federal student aid funds, depending on whether the conviction was for sale or possession and whether the student had previous offenses. A conviction of the sale of drugs includes a conviction for conspiring to sell drugs. A student convicted of both possessing and selling illegal drugs will be subject to ineligibility for a longer period as prescribed under the circumstances.

	Possession of Illegal Drugs	Sale of Illegal Drugs
1st Offense	1 year from date of conviction	2 years from date of conviction
2nd Offense	2 years from date of conviction	Indefinite period
3+ Offenses	Indefinite period	Indefinite period

A student regains eligibility during the day after the period of ineligibility ends or when the student successfully completes a qualified drug rehabilitation program. Further drug convictions will make the student ineligible again.

When a student regains eligibility during the award year, the school may award Pell and/or loans for the current payment period.

For Title IV eligibility purposes, a qualified drug rehabilitation program must include at least two unannounced drug tests and must satisfy at least one of the following requirements:

- Be qualified to receive funds directly or indirectly from a federal, state, or local government program.
- Be qualified to receive payment directly or indirectly from a federally or state-licensed insurance company.
- Be administered or recognized by federal, state, or local government agency or court.

- Be administered or recognized by a federally or state-licensed hospital, health clinic, or medical doctor.

Students denied eligibility for an indefinite period can regain it only after successfully completing a rehabilitation program as described above. Eligibility can also be regained if a conviction is reversed, set aside, or removed from the student's record so fewer than two convictions for the sale or three convictions for the possession of, illegal drugs remain on the student's record. In these circumstances, the dates and nature of remaining convictions will establish when the student regains Title IV eligibility. It is the student's responsibility to notify OIAH that a qualified drug rehabilitation program has been completed.

A student can learn more information regarding Title IV eligibility with regards to illegal drug convictions at <https://studentaid.gov/h/apply-for-aid/fafsa>.

## COST OF ATTENDANCE (COA)

The cost of attendance determines the total cost for a student to attend the school per academic year. COA is comprised of direct and indirect costs: tuition, fees, books, transportation, housing allowance, and personal fees. The COA is used in determining a student's eligibility and may not be exceeded for an academic year.

PN:		RN:	
Tuition & Fees	\$15,279	Tuition & Fees	\$23,159
Textbooks & Supplies	\$3,706.29	Textbooks & Supplies	\$5,313
Room & Board	\$9,432 (estimate)	Room & Board	\$9,432 (estimate)
Personal/Misc.	\$5,624 (estimate)	Personal/Misc.	\$5,624 (estimate)
Transportation	\$3,080 (estimate)	Transportation	\$3,080 (estimate)
<b>TOTAL</b>	<b>\$37,121.29</b>	<b>TOTAL</b>	<b>\$46,608</b>

## Net Price Calculator

The Net Price Calculator shows an early estimate of how much financial aid a student may qualify for and the expected cost to attend Ohio Institute of Allied Health. The Net Price Calculator is only used as an estimate and is not an application for admission or financial aid. The Net Price Calculator can be found at <https://www.oiah.edu/net-price-calculator/>.

## Federal Title IV Student Aid Programs

There are three categories of federal student aid:

1. Grant – aid that does not need to be repaid.
2. Loan – aid that must be repaid, but usually not until the student has graduated, enrolled less than-half time, or stops attending school.
3. Work-study – wages for educationally related, part-time, student or community service employment.

## Federal Pell Grants

Federal Pell Grants are awarded to undergraduate students who display exceptional financial need and who have not previously earned a bachelor's graduate, or professional degree. The Pell Grant is considered gift aid and does not need to be repaid. The amount of the award depends upon the determination of the student's eligibility, enrollment status, cost of attendance, and payment schedule issued by the U.S. Department of Education. The maximum Pell Grant award a student can receive over his/her lifetime is the equivalent of six years (600%). The maximum Pell Grant award a student can receive each year is the equivalent of 100%.

Title IV funds that are awarded more than school charges are eligible for a refund. The refund will be issued by the seventh day of the payment period for a student to obtain books and supplies (assuming the student has a credit balance to be disbursed). If a student is not yet eligible to receive Title IV funds because of outstanding verification documents, uncleared C-codes, etc., this condition does not apply.

## Federal Direct Loans

Federal Direct Loans are low-interest loans offered by and acquired directly from, the U.S. Department of Education. Federal Direct Loans offer many flexible repayments plans and payments can be deferred while a student is enrolled at least half-time. Loan amounts are based on a student's enrollment status and grade level each term.

The Federal Direct Loan Program consists of Direct Subsidized, Direct Unsubsidized, and Direct PLUS Loans. A student who receives a student loan of any type is legally obligated to repay the loan, regardless of his/her level of success at the Ohio Institute of Allied Health. A student borrowing funds through federal student aid will be required to sign a Master Promissory Note (MPN). The terms and conditions of the federal student loans can be found on the MPN. To view more information on federal student loans, view a sample MPN, and/or complete an MPN, go to <https://studentaid.gov/mpn/>. Federal Direct Loan borrowers will also be required to complete loan entrance counseling, which can be completed at <https://studentaid.gov/app/counselinginstructions.action?counselingType=entrance>

According to the Higher Education Act (HEA), as amended, students or parents of students who enter in an agreement regarding a Title IV, HEA loan will have their loan information submitted to the National Student Loan Data System (NSLDS). This information will be accessible by authorized agencies, lenders, and institutions.

### Federal Direct Subsidized Loans

A subsidized loan is awarded based on financial need (Cost of Attendance minus estimated financial aid). The federal government pays interest on the subsidized loan until repayment begins and during permitted periods of deferment.

First-time borrowers (those who have no principal or interest balance on any federal student loan on July 1, 2013, or on the date they receive a Direct Loan after July 1, 2013) may not receive Direct Subsidized Loans for a period that exceeds 150% of the published length of the

academic program in which they are currently enrolled.

### Federal Direct Unsubsidized Loans

An unsubsidized loan is not awarded based on need. The borrower is charged interest from the time the loan is disbursed until it is paid in full. Until repayment begins and during authorized periods allow the interest to accumulate. Accumulated interest is added to the principal amount of the loan and will increase the amount the borrower must repay.

### Federal Direct PLUS Loans

Federal Direct Parent Loan for Undergraduate Students (PLUS) loans are available for parents who are borrowing funds to pay for their dependent undergraduate child's education, regardless of financial need. Direct PLUS loans are based on creditworthiness and are made available by the U.S. Department of Education.

### Loan Exit Counseling

According to federal regulations, students must complete loan exit counseling when graduating, leaving the Ohio Institute of Allied Health, or enrolling in less than six financial aid credit hours. Exit counseling notifications are sent by e-mail and/or regular mail to all identified students. Students may complete exit counseling at <https://studentaid.gov>.

### Verification

A student's FAFSA® may be selected by the U.S. Department of Education for a process called "verification" to verify the information on the application. Students are reminded to provide truthful and accurate information. Students who are selected for verification will be contacted by the Financial Aid Office and may be required to submit a verification worksheet, federal tax return transcripts, or any additional information necessary to complete verification. Verification documents must be received and reviewed by the Financial Aid Office before the disbursement of Federal Title IV Student Aid funds.

Under federal regulations, the Ohio Institute of Allied Health may choose to select a student for verification, if the school finds information on the FAFSA® or any documents to be conflicting. Failure to complete verification may result in a loss of federal aid eligibility.

If the Ohio Institute of Allied Health suspects an individual purposely falsified information and/or altered documentation to fraudulently obtain federal student aid, OIAH is legally obligated to file a report with the Office of the Inspector General.

### Professional Judgment

Financial aid professionals may choose to use professional judgment, based upon the receipt and evaluation of specific documentation, and make adjustments that will change a student's Title IV eligibility. Professional judgment is considered on a case-by-case basis. Adjustments may be made to the cost of attendance or data used to calculate a student's Expected Family Contribution (EFC).

All professional judgments are at the discretion of the Financial Aid Office and require a Professional Judgment form and supporting documentation. Any verification or conflicting information must be resolved before the execution of professional judgment. Students may contact the OIAH Financial Aid Office for additional information. The Financial Aid Office's decision regarding a professional judgment is final and cannot be appealed to the U.S. Department of Education.

## VETERAN'S EDUCATION BENEFITS

Ohio Institute of Allied Health is approved for participation in various funding programs offered through the Veterans' Administration. Students who may qualify for veterans' education benefits should notify the Financial Aid Office regarding eligibility as far as possible in advance of their class start date. A student entitled to educational assistance under Chapter 31 or Chapter 33 should submit a certificate of eligibility as early as possible, but no later than the first day of class.

Students who request in writing to use their Chapter 31 or 33 entitlement and provide all necessary information for a timely certification of enrollment will receive a budget sheet or financial aid offer letter outlining these benefits, which would be used to pay for costs the student will incur. As such, OIAH will not prevent the student's enrollment, impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the student's inability to meet his or her financial obligations to the institution due to the pending disbursement of funding from the Department of Veterans Affairs under Chapter 31 or 33.

Students using veteran's education benefits are required to submit all previous college transcripts. Veteran students enrolled in courses in which they are eligible to receive transfer credit will not have those courses included in the total hours reported to the Department of Veterans Affairs. The student must be aware of prior credit eligible for transfer.

Ohio Institute of Allied Health notifies the Department of Veterans Affairs of students who are receiving education benefits. A student who has been dismissed for failing to meet satisfactory academic progress (SAP) may appeal for reinstatement. Students with approved appeals may continue to receive veterans' education benefits. Students with denied appeals will remain dismissed and have their veteran's benefits terminated, with the Department of Veterans Affairs being notified.

Ohio Institute of Allied Health notifies the Department of Veterans Affairs of changes in veteran students' statuses within 30 days of the effective date. Veteran students must notify the Financial Aid Office immediately upon withdrawal from the school.

## INSTITUTIONAL SCHOLARSHIPS AND GRANTS

### The Ohio Institute of Allied Health Educational Opportunity Scholarship

Ohio Institute of Allied Health offers a scholarship opportunity to all prospective students. All prospective students are given a scholarship information packet at their initial financial aid appointment. Students wishing to apply must submit a written essay and be prepared, if necessary, to interview with a grant and scholarship committee. The committee shall be comprised of individuals employed outside the Ohio Institute of Allied Health. Ohio Institute of Allied Health offers scholarships in compliance with the State of Ohio Board of Career Colleges and Schools.

Essays must be typed in no more than 550 and no less than 450 words. In addition to content, essays will be evaluated based on grammatical correctness. The essay must include the following:

1. Describe your professional goals and how an education at OIAH will help meet those goals.
2. Detail how a scholarship will be a benefit to your financial needs.

15 verifiable hours of community service/volunteering and 3 professional letters of recommendation are also required.

Essays will be reviewed by the grant and scholarship committee and will be contacted for an interview, in case of a tie. Up to 2 scholarships per new quarter will be issued. Scholarships are at the discretion of the Board of Directors and are not guaranteed to be offered each term. The decision of the committee is final.

If a student's scholarship application is declined, he/she is welcome to apply for an institutional grant after successfully completing one full term – grant rules apply. If a student successfully completes a diploma program and begins another, they are permitted to apply for a scholarship for the new program if they are in good financial standing with the institution.

Awarding process:

- The Scholarship has a value of \$2000.
- No more than \$1000 may be applied per quarter for full-time enrollment; no more than \$500 may be applied per quarter for part-time enrollment.
- In keeping with the above guidelines, if \$2000 is awarded, \$500 will be awarded per term of full-time enrollment and \$250 per term of part-time enrollment. This award will be posted to the student's ledger after the completion of each term, providing the student has grades that will allow advancement to the next term.
- If a student withdraws, he/she forfeits any remaining scholarship amount yet to be awarded. He/she will be required to reapply for the scholarship if reapplying to the school.
- The scholarship is not a cash award and cannot be refunded to a withdrawing student.

### The Ohio Institute of Allied Health Academic Excellence Grant

OIAH offers a grant opportunity to all students after they have completed one full quarter with grades allowing advancement into the next quarter. Students wishing to apply must submit a written essay and be prepared, if necessary, to interview with a grant and scholarship

committee. The committee shall be comprised of individuals employed outside the Ohio Institute of Allied Health.

Essays must be typed in no more than 550 and no less than 450 words. In addition to content, essays will be evaluated based on grammatical correctness. The essay must include the following:

1. Why did you choose the program in which you have enrolled?
2. Why do you feel you deserve this grant?

Essays will be reviewed by the grant and scholarship committee and will be contacted for an interview, in case of a tie. Up to 3 grants per new quarter will be issued. Grants are at the discretion of the Board of Directors and are not guaranteed to be offered each term. Grant applications and essays will not be accepted after a student begins the final quarter of the program in which he/she is enrolled. The decision of the grant and scholarship committee is final.

**Awarding process:**

- Grants will be issued before the start of the incoming term and may be awarded for terms 2 through 4.
- Grants may only be awarded to students who have completed the essay requirements, met with the grant and scholarship committee, if applicable, and have successfully completed the first term of the program in which they are enrolled. Students must have a minimum GPA of 3.50 for that term.
- The grant has a value of \$2000.
- No more than \$1000 may be applied per term for full-time enrollment; no more than \$500 may be applied per term for part-time enrollment.
- The grant will be posted to the student's ledger after the completion of each term, provided the student has grades that will allow advancement to the next term.
- If a student withdraws, he/she forfeits any remaining grant amount yet to be awarded. He/she will be required to reapply for the grant if reapplying to the school.
- The grant is not a cash award and cannot be refunded to a withdrawing student.
- Additional information and an application can be obtained from the Financial Aid Office.

**The DOC Scholarship of Excellence**

Ohio Institute of Allied Health administers a scholarship opportunity through the Dayton Outpatient Center (DOC) to current high school seniors who have a GPA of 3.50 or above. The senior must also have signed documentation of 80 hours of volunteer/community service, 2 personal recommendations, and 2 academic recommendations. The prospective student must submit a written essay and be prepared, if necessary, to interview with a DOC scholarship committee. The committee is comprised of individuals who are employed outside OIAH and are a part of the DOC organization.

**Awarding process:**

- The DOC Scholarship of Excellence for 100% - had a value of up to \$16000 and may be awarded for tuition, textbooks, uniforms, and lab materials.
- The DOC Scholarship of Excellence for 75% - had a value of up to \$12000 and may be awarded for tuition, textbooks, uniforms, and lab materials.
- The DOC Scholarship of Excellence for 50% - had a value of up to \$8000 and may be awarded for tuition, textbooks, uniforms, and lab materials.
- The scholarship may be used to attend any full-time diploma program offered at the Ohio Institute of Allied Health. The cost of the program will determine the award.
- The scholarship is non-transferable and may only be used to complete one program.
- The scholarship is not a cash award and cannot be refunded to a withdrawing student.
- Withdrawing from a program makes the scholarship null and void for re-enrolling into another program.
- Additional information and an application can be obtained from the Financial Aid Office.

**Alumni Scholarship Opportunity for Practical Nursing (PN) Graduates**

Ohio Institute of Allied Health offers a scholarship opportunity to OIAH Practical Nursing Alumni towards the OIAH Associate's Degree Registered Nursing Program.

**Qualifications:**

- The OIAH PN graduate must have a GPA of 3.0 or above to be eligible for the scholarship.
- A Practical Nursing Graduate who has a GPA of 3.5 or greater upon completing their PN program is eligible for a \$4400 scholarship.
- A Practical Nursing Graduate who has a GPA of 3.0 to 3.49 upon completing their PN program is eligible for a \$2200 scholarship.

**Awarding process:**

- The Scholarship will be paid out directly to students account in quarterly amounts.
- The scholarship is non-transferable and may only be used to complete the Associate's Degree Registered Nursing.
- The scholarship is not a cash award and cannot be refunded to a withdrawn student.
- Withdrawing from a program makes the scholarship null and void.
- Information and an application to apply can be obtained from the Admissions Office.

## **Supplemental Instruction (SI) Credit**

Supplemental Instruction (SI) is a program designed to help students be successful in their coursework by being tutored by a student who has previously excelled in the class. Students will work with a SI Leader outside of regular class times in small groups to review practice questions and study materials. Students interested in working as a SI Leader will submit an application to the General Education department, prior to the start of the quarter and up until the end of the first week of classes.

Being a SI Leader will involve leading a one-hour session for a class once a week (either Weeks 1-10 or Weeks 2-11) during which SI Leaders help students work through a prepared packet and encourage them to work in groups. SI sessions can be done in person or online, as needed for scheduling. Other duties will include attending a short training during Week One, taking attendance, communicating with course instructors and/or



the Faculty Adviser in a professional manner, and attending an end-of-quarter meeting, as well as other duties as assigned.

Upon completion of the quarter, SI Leaders who have successfully completed the program will receive a \$150 credit towards their school tuition and fees for SI services provided. The discount is not a cash award.

## COUNTY AND STATE PROGRAMS

County and state programs may be available to students who show financial need and/or who have accomplished certain academic requirements. Normally, state recipients must attend an institution in their home state and they and/or their parents must have resided in that state for a certain period. Students are encouraged to contact the State of Ohio or their local county agency for additional information: <https://www.ohiohighered.org/students/pay-for-college> or <https://jfs.ohio.gov/owd/WIOA/>.

## PRIVATE EDUCATION LOANS

Students have the option to apply for private education loans through outside lenders. Terms of repayment and interest rates vary by lender. Lenders will perform a credit check to determine an applicant's (and co-signer, if applicable) creditworthiness. Students may use and apply with any private loan lender.

## EMPLOYER TUITION REIMBURSEMENT

Students are encouraged to contact their employers regarding tuition reimbursement. Students receiving employer tuition reimbursement are required to disclose the benefit and amount to the Ohio Institute of Allied Health, as it is considered estimated financial assistance. Utilizing tuition reimbursement does not eliminate a student's obligation to pay for his/her tuition and applicable fees.

## SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY

Federal regulations require all students who receive any Title IV federal financial aid assistance (Federal Pell Grants, Federal Supplemental Educational Opportunity Grants, Federal Direct Subsidized and Unsubsidized Loans, and Federal Parent PLUS Loans) make measurable academic progress toward program completion. OIAH must determine Satisfactory Academic Progress (SAP) quantitatively and qualitatively. OIAH maintains a "same as or stricter than" SAP policy for Title IV students. The school's SAP policy for Title IV students is the same as the school's standards for students enrolled in the same educational programs who are not receiving Title IV aid.

The OIAH Financial Aid Office reviews the Financial Aid Satisfactory Academic Progress Policy annually to ensure to meets all federal requirements. The School Director/Director of Nursing Education notifies the Financial Aid Office if the school changes its academic policies.

### SAP Policy for Students Enrolled on or after November 2, 2020 (term-based)

Satisfactory Academic Progress (SAP) is evaluated at the end of each term and is based on three factors:

1. Pace of Progression
2. Cumulative GPA
3. Maximum Timeframe

#### Academic Year Definition

All programs are more than one academic year of financial aid. The first academic year and freshman year loan level is defined as 36 financial aid quarter credits and 33 weeks

1. Practical Nursing – 39 total financial aid quarter credits and 44 total instructional weeks.
2. Nursing Education Program – 40 total financial aid quarter credits and 52 total instructional weeks.

#### Pace of Progression

Students must successfully pass 67% of all courses attempted to be considered meeting this component of SAP. Pace of progression is calculated by dividing the total cumulative financial aid quarter credit hours earned by the cumulative financial aid quarter credit hours attempted. Attempted financial aid quarter credit hours will include grades of 'F' and 'W.' These grades will not count as earned hours. Transfer credits received will be included in both the attempted and earned hours.

Classes that are repeated will add to the total number of attempted hours and will only count as earned hours when a passing grade is received. Students cannot repeat courses they have previously passed to improve their cumulative grade point average.

Pace of progression formulas:

- 1) Pace of progression:
  - a)  $\frac{\text{Total cumulative credit hours earned}}{\text{Total cumulative credit hours attempted}}$
- 2) Minimum required earned credit hours:
  - a)  $\text{Attempted Credit Hours} \times .67 = \text{Minimum Earned Credit Hours}$

#### Cumulative Grade Point Average (GPA)

Students must achieve and maintain a cumulative GPA of 2.0 or better at the end of each quarter. Failed and repeated courses will count toward the cumulative GPA.

#### Maximum Timeframe

Maximum timeframe is defined as a period no longer than 150% of the published length of the program. Students must be able to complete their program within 150% maximum timeframe to be considered meeting SAP. Transfer, repeat, failed, and withdrawn courses are all counted toward maximum timeframe.

Maximum timeframe by program:

- 1) Practical Nursing (PN) Program must be completed within 58.5 attempted financial aid

quarter credit hours.

2) Associate Degree (RN) Program must be completed within 60 financial aid quarter credit hours

### Transfer and Advanced Standing Credit

Courses and advanced standing credit previously earned at OIAH are counted as transfer credit, as applicable, in the subsequent program, and affect a student's pace of progression (both earned and attempted credits) and maximum timeframe.

### Quarterly SAP Review

The OIAH Financial Aid Office reviews all components of SAP at the end of each quarter for every student enrolled in that quarter. A student is considered not making satisfactory academic progress if he/she is not meeting one or more of the SAP components: 2.0 cumulative GPA, 67% pace of progression, and 150% maximum timeframe.

### Financial Aid Warning

Financial aid status assigned to a student who fails to meet all components of SAP. A student may continue to receive Title IV aid for one quarter. No appeal is necessary for this status. A warning letter will be sent to the student at the end of the term explaining why he or she is on warning status and what must be done in the next quarter to meet SAP. If the student fails to meet SAP again in the following quarter, his/her Title IV will be suspended for future quarters and the student must again meet the cumulative GPA and pace of progression components of SAP to regain financial aid eligibility. A student cannot have two consecutive terms on Financial Aid Warning.

### Financial Aid Suspension

Financial aid status assigned to a student who fails to make SAP after a Financial Aid Warning period or has reached a point where it has been determined the student cannot complete the program within 150% maximum timeframe. A student is not eligible for Title IV aid until he/she is meeting all three components of SAP or completes and is approved for a SAP appeal.

### Financial Aid Probation

Financial aid status assigned to a student who fails to make SAP and has had an appeal approved. The student's Title IV eligibility is reinstated and may receive aid for one quarter only. A student may continue on Financial Aid Probation with an academic plan, completed with the Director of Nursing Education or designee. The student is considered back in good financial aid standing at the end of the probation period if again meeting all three components of SAP or is meeting the terms of his/her academic plan. If a student fails to meet all aspects of SAP the subsequent term after being on Financial Aid Probation or is not meeting all goals outlined in the academic plan, his/her Title IV will be suspended until able to meet all three components of SAP.

### SAP Appeal Process

Students assigned Financial Aid Suspension status may submit written documentation to the OIAH Financial Aid Office within ten days of the suspension to appeal the decision. The Financial Aid Office will provide a written response to the student within five working days of the appeal. SAP appeals are reviewed based on mitigating circumstances such as student's serious illness or injury, death of an immediate family member, or other circumstances beyond the student's

control. This is not an exhaustive list; it is only provided to give examples of reasons to warrant an appeal. Each student's appeal will be reviewed on an individual basis. A student may be required to submit an academic plan indicating what the student must take to complete his/her program and the timeframe in which this can be achieved. An academic plan must be completed with the Director of Nursing Education or designee and forwarded to the Financial Aid Office.

#### SAP Policy for Students Enrolled Before November 2, 2020 (nonterm)

Satisfactory progress is evaluated every quarter throughout the program. The student is required for financial aid to make PACE and qualitative progress toward program completion. To be making PACE satisfactory academic progress, a student must attend at least 67% of the scheduled class/lab/clinical hours on a cumulative basis during each evaluation period. Hours beyond the allowable for absence may be made up with appropriate documentation for an excused absence (i.e., doctor's excuse, military duty, death in the family, etc.); arrangements must be made with the instructor, Director of Nursing Education or School Director. The student's academic average is reviewed to determine qualitative progress. The minimum required is 80% cumulative after each evaluation period. Clinical receives a pass/fail grade and must be passed for progression.

Each accepted program student must meet minimum standards to advance toward graduation within their program of interest including attendance, academic performance, clinical performance (if applicable), academic integrity, and financial standards.

Attendance is taken daily, and the attendance records are reviewed bi-weekly by both the Registrar and Director of Nursing Education. For Financial Aid purposes, students must maintain a minimum attendance rate of 67% of the scheduled hours during each quarter to remain in good standing. If at any time the student falls below the minimum standard, said student will receive a "student at risk" form notifying them of the potential to fail the course. The student will then need to seek the assistance of the compliance office in scheduling time to make –up hours within two weeks or the end of the quarter, whichever would come first, in to avoid being withdrawn from the program.

VA Students: If a student is at any time unable to mathematically achieve the required 67% attendance rate by the end of the quarter, the student will be withdrawn from the program and their VA pay will be terminated immediately, effective the date the student reached this absence point. VA students who do not complete their program on time will not be certified to the VA for additional educational benefits.

Satisfactory Academic Progress is evaluated throughout the program. Students will be provided with a progress report containing qualitative and PACE measures of progress. A student's progress will be evaluated by the Director of Nursing Education every scheduled six weeks.

For Title IV student financial aid disbursements, Satisfactory Academic Progress is evaluated at the midpoint of the quarter, following week 6.

## TREATMENT OF TITLE IV AID WHEN A STUDENT WITHDRAWS

The law specifies Ohio Institute of Allied Health (OIAH) must determine the amount of Title IV federal aid a student earns when withdrawing from school. The Financial Aid Office will perform a Return to Title IV Funds (R2T4) calculation when a Federal Title IV Student Aid recipient withdraws from his/her program, voluntarily or involuntarily. This process ensures OIAH correctly calculates the amount of Title IV earned by the student and returns any unearned funds to the respective Federal Student Financial Aid Program(s). In some cases, the student will be required to return unearned Title IV funds.

Also, the R2T4 process may result in the student owing the school for unpaid tuition and fees. The requirements for Title IV program funds when you withdraw are separate from OIAH institutional refund policy. Therefore, the student may still owe a balance to the school to cover unpaid institutional charges.

Title IV aid is posted at the start of each payment period and is earned by the student as he/she completes the period. If a student withdraws during his/her payment period, the amount of Title IV earned up to that point is determined by completing the Title IV R2T4 calculation. If a student has received less Title IV than he/she has earned, the student may be able to receive those additional funds. If more funds have been received than earned, those funds must be returned to the respective Title IV programs.

A student's withdrawal date is always the last date of attendance and is used for the R2T4 calculation and federal reporting, both for official and unofficial withdraws. A student may withdraw from OIAH at any time by notifying the School Director or Financial Aid Office in writing. It is highly recommended the student speak to the Financial Aid Office before withdrawing.

The portion of Title IV funds a student is allowed to retain is calculated on a percentage basis by comparing the total number of days completed in the quarter before the student withdrew, to the total number of days in the quarter.

For example, if a student completed 25% of the payment period, the student has then earned 25% of the Title IV that was disbursed or could have been disbursed. The other 75% of Title IV that was disbursed or could have been disbursed is unearned and must be returned to the appropriate Title IV programs. Once a student has completed more than 60% of the payment period, he/she has earned 100% of the Title IV that was scheduled to be received for that period.

If the amount of aid disbursed to the student is more than the amount of aid earned by the student, the unearned Title IV aid must be returned to the applicable Title IV programs. In returning unearned funds, OIAH is responsible for returning the portion of the excess equal to the lesser of:

1. The institutional charges for the payment period multiplied by the unearned percentage of funds, or
2. The entire amount of excess funds.

OIAH must return this amount even if it did not keep this amount of the student's Title IV funds.

A student may be required to return excess unearned Title IV funds. If the excess unearned funds consist of Title IV loans, the student repays the loan(s) per the terms and conditions of the Master Promissory Note (MPN). If the excess unearned funds consist of a Title IV grant (known as an overpayment), the student is required to repay only the portion which exceeds 50% of the amount of the grant received over \$50. The

student must make arrangements with OIAH or the Department of Education to return the unearned grant funds.

Once the unearned portion of the R2T4 has been calculated, the Financial Aid Office will return the aid to the appropriate Title IV programs within 45 days of the date of determination the student withdrew. Unearned Title IV funds will be returned to the Federal Student Aid Programs in the following order:

1. Direct Unsubsidized Loan
2. Direct Subsidized Loan
3. Direct Parent PLUS Loan
4. Federal Pell Grant
5. Federal Supplemental Educational Opportunity Grant (FSEOG)

The unearned funds will be debited from the student's school account, which may result in unpaid tuition and fees. The student will be responsible for any unpaid institutional charges that result from the Return to Title IV Funds calculation.

#### Post-Withdrawal Disbursements

If the amount of aid disbursed to the student is less than the amount of aid earned by the student, the student may be due a post-withdrawal disbursement. Students will be notified of their eligibility for a post-withdrawal disbursement within 30 days from the date OIAH determined the student withdrew.

If the post-withdrawal disbursement includes Title IV loan funds, OIAH must obtain the student's written permission before the loan funds may be disbursed. The student may choose to accept/decline all or some of the loan funds. The student has 14 days to respond to the notification in writing. A student who does not respond, or responds after 14 days, will be considered not to have accepted the offer of a post-withdrawal disbursement.

If the post-withdrawal disbursement includes Title IV grant funds, OIAH may apply the grant funds to tuition and required fees. Written student permission must be obtained to use the grant funds for other school charges.

## STUDENT RIGHTS AND RESPONSIBILITIES

#### Students have the right to:

- know what financial assistance is available to them, including all federal, state, and institutional financial aid programs.
- know the deadlines for submitting applications for applicable financial aid programs and the process required.
- know how financial need is determined, including how the cost of attendance budgets are developed.
- know what resources are considered in the calculation of financial need and how much of that need has been met, as determined by OIAH.
- an explanation of the types of aid contained in their financial aid offer, as well as how to retain eligibility for those funds (if applicable).
- request a review of their current financial situation if meeting certain criteria based on changes since filing the current year FAFSA® application.
- know what portion of their aid package is grant or gift aid and what portion must be repaid. Also, students have the right to know interest rates, the total amount to be repaid, procedures for repayment, when repayment begins, and how long repayment is.

- know the criteria for continued financial aid eligibility, including guidelines for the determination of Satisfactory Academic Program (SAP).
- know the method and frequency of financial aid disbursements.

Students have the responsibility to:

- be aware of their ability to pay any institutional charges based on available financial aid and personal resources.
- review and understand the terms and conditions of their financial aid award.
- complete all requirements accurately, in a timely manner, and by the appropriate deadlines.
- inform OIAH of any outside scholarships, tuition reimbursement, or additional resources they may receive.
- fill out the FAFSA® application completely and accurately. If selected for verification, students will provide all requested documents in a timely manner and ensure all submitted materials are complete and accurate. Falsification of information on application forms for federal student aid is considered a criminal offense and a student may be subject to penalties under the U.S. Criminal Code.
- read and understand all forms they are asked to submit or sign, realizing they are legally responsible for all agreements they sign.
- know and comply with all policies and procedures of the Ohio Institute of Allied Health.
- be aware of the school's refund procedures.
- manage their financial aid experience.



# STUDENT RIGHTS & RESPONSIBILITIES



# STUDENT RIGHTS AND RESPONSIBILITIES

This section provides standard OIAH policies and procedures. Individual program offerings may have additional stipulations. Please contact OIAH at (937)237-1010 if you have any questions regarding the following policies and procedures.

## ACADEMIC INTEGRITY POLICY

OIAH endorses and promotes incorporation of adult learning principles including the expectation that each student will demonstrate their own knowledge attainment in all submitted works and class activities. Students that violate any aspect of the Academic Integrity Policy are subject to administrative sanction as detailed in this document.

All forms of academic dishonesty, including cheating, plagiarism, misrepresentation, and obstruction, are violations of academic integrity standards.

Cheating includes copying from another's work, falsifying problem solutions or laboratory reports, or using unauthorized sources, notes, or computer programs.

Plagiarism includes the presentation, without proper attribution, of another's words or ideas from printed or electronic sources. It is also plagiarism to submit, without the instructor's consent, an assignment in one class previously submitted in another.

Misrepresentation includes forgery of official academic documents, the presentation of altered or falsified documents, or testimony to a school office or official, taking an exam for another student, or lying about personal circumstances to postpone tests or assignments.

Obstruction occurs when a student engages in unreasonable conduct that interferes with another's ability to conduct scholarly activity. Destroying a student's computer file, stealing a student's notebook, and stealing a book on reserve in the library are examples of obstruction.

### First Violation

1. If the faculty member and the student agree that a violation has occurred, and the violation is determined to be a first violation, the faculty member shall choose either to sanction the student or to refer the case to the Academic Integrity Board. If the faculty member chooses to sanction the student, the minimum sanction is failure of the work in question and the maximum sanction is failure of the course. The faculty member will document the violation on a Written Incident Report and the Department Head will issue a Notice of Unprofessional Behavior to the student.
2. The case will, instead, be referred to the Academic Integrity Board if:
  - The student claims not to have violated academic integrity standards or the student disagrees with the sanction imposed by the instructor;
  - The faculty member feels that the seriousness of the first offense warrants presentation to the Academic Integrity Board; or
  - The faculty member, after consultation with the Department Head, prefers to have the Academic Integrity Board investigate or adjudicate the alleged violation, or prefers that the Academic Integrity Board sanction the student.

### Subsequent Violations

If the student's file indicates that the student suspected of a violation has been responsible for one or more previous violations of academic integrity, the case will be referred to the Academic Integrity Board.

### Academic Integrity Board

1. If a suspected or known violation of academic integrity standards warrants consideration by the Academic Integrity Board, the Department Head will convene the board. The Academic Integrity Board will be comprised of at least two faculty and one administrator. All members of the Academic Integrity Board may question witnesses, if desired.
2. Should the Academic Integrity Board find the student not responsible for a suspected violation, the board will inform both the faculty member and student. The faculty member will be asked to evaluate the student's performance in the assignment in question and to issue a grade based on normal grading practices.

3. If the Academic Integrity Board finds a student responsible for a violation of academic integrity standards, the Academic Integrity Board will notify the faculty member and student. The Academic Integrity Board can sanction violations by issuing failure in the work in question, failure of the course, disciplinary warning, probation, suspension, or expulsion.
4. In cases in which the Academic Integrity Board finds a student responsible for a second or subsequent violation, the minimum sanction will be failure of the course and the maximum penalty will be expulsion.
5. If the Academic Integrity Board finds a student responsible for misrepresentation or obstruction, the minimum sanction will be probation and the maximum penalty will be expulsion.
6. If probation is the sanction utilized, the student will remain on probation for one academic term. After one academic term, if the student has met all conditions of the probation, the probation shall be lifted.

## ANTI-BULLYING POLICY

The role of OIAH is to provide an appropriate educational environment for all students, faculty, and staff. A stable, secure learning environment is essential for all parties to succeed. Bullying, by its nature, undermines the quality of education that OIAH is attempting to offer.

To this end, OIAH strives to foster an environment in which all persons feel valued and safe, where individuality is both recognized and appreciated, and where respect and empathy are promoted. All OIAH students, faculty, and staff have the right to enjoy their experience while on campus. Bullying and harassment will be addressed, individual differences will be respected, and students and staff will be enabled and supported in their pursuit.

## Definition of Bullying

Bullying is a deliberate act of aggression or manipulation, by one or more people, against another person or people. It is an abuse of power by those carrying out the bullying.

Any repeated behavior intended to hurt, injure, threaten, or frighten another person in such a way that the person feels they cannot do anything about it.

Repeated oppression, psychological or physical, of a less-powerful person, by a more powerful person. (Farrington: 1991)

A person is bullied when s/he is exposed repeatedly and over time, to negative actions on the part of one or more, other persons and s/he has difficulty in defending himself/herself. (Olweus: 1991)

## Types of Bullying

### Physical Aggression

This includes pushing, shoving, punching, kicking, poking, and/or tripping people. It may also take the form of severe physical assault with the intention of causing grievous bodily harm.

### Psychological Bullying

Name-calling and abusive language, threats of violence, and the spreading of spiteful and malicious rumors. Persistent name-calling, directed at the same individual, that hurts, insults, or humiliates, is regarded as bullying behavior.

### Sexual Bullying

Sexually abusive language, picking on a person with a different sexual orientation.

### Racial Bullying

Intolerance of other race groups/religions and the calling of racial names.

### Extortion/Financial Bullying

Demands for money, often accompanied by threats.

### Intimidation

This includes aggressive body language, and the voice can often be used as a weapon. Particularly upsetting can be a facial expression, conveying aggression, and/or dislike.

### Isolation/Exclusion

This takes place when a certain person is isolated, excluded, or ignored by some of, or the entire class group. It may be accompanied by insults, written remarks about the victim in public

places, the passing around of notes or drawings, or the whispering of insults, loud enough to be heard. Related bullying occurs when a person attempts to socialize and form relationships, which peers reject or undermine.

### Cyber Bullying

This type of bullying is becoming increasingly common and is constantly evolving. It is bullying carried out through the use of information and communication technologies, such as texts, social network sites, email, instant messaging, gaming sites, chat rooms, and other online technologies.

### Damage to Personal Property

This may be damage to clothing, cellular phones, or other devices, textbooks, school bags, learning materials, and sports materials and equipment. This will also include the hiding, defacing, breaking, or stealing of private property.

## Solutions and Consequences

At the onset of a report of bullying - OIAH will conduct an investigation. This investigation may include interviewing the alleged victim, the alleged bully, and any or all persons that may have been involved or may have witnessed the incident. All phases of the investigation will be documented including all statements by any parties involved in both the incident and the investigation. At the conclusion, of the investigation, both the alleged victim and the alleged bully will be notified of the findings and any sanctions necessary will be enforced.

## CELL PHONE POLICY

Cell phones are a great convenience to keep in touch with family and friends. However, the use of cell phones is disruptive to the learning and clinical environment. Therefore, no cell phones are permitted to be used in the classroom or clinical site. If the student chooses to carry the cell phone, it must be turned-off or placed on silent.

If a student's cell phone rings or otherwise disrupts class/clinical, the student may be sent home for the day. Repeated offenders are subject to dismissal from the program.

## CHANGING PERSONAL DATA

If a student has a change in name or address, email, or phone number, they must notify the Registrar at (937)237-1010 or [help@oiah.org](mailto:help@oiah.org). It is important to keep current student information on file.

## **DANGEROUS/INCLEMENT WEATHER POLICY**

In the case of a school closing/delay due to dangerous or inclement weather such as snow and ice, a notification will be made to the students via Channel 7. Notification will be available in the following locations:

- At the bottom of the Channel 7 broadcasting screen
- On the WHIO Web site ([www.whiotv.com](http://www.whiotv.com))
- On WHIO 1290 AM and 95.7 FM

Commuting students with dangerous weather in their area must call the school the day of class to notify of intent to miss class. These students are required to make up the time missed.

## **STUDENT ILLNESS POLICY/PROCEDURE**

In the event of student illness in the classroom or clinical site, the student should report illness immediately to the instructor. If the illness is too severe to allow the student to transport themselves home, the instructor will notify school administration and administrators will facilitate transportation.

Students who are ill should not attend clinical. If a student should become ill at the clinical site, the student must immediately notify the clinical instructor to facilitate the removal of the student from patient contact. In acute cases, the instructor will call 911 and administer whatever is the appropriate course of action depending on the presenting symptoms.

## **DRUG AND ALCOHOL PREVENTION/AWARENESS POLICY**

Alcohol and other drug misuse or abuse obstruct the goals of quality higher education by impeding the academic performance and the student's overall mental and physical well-being.

Students who attend classes under the influence of mood-altering drugs will be asked to leave the class for the remainder of the day. Please be aware that a student considered under the influence may not transport themselves from the facility. The hours missed due to such a dismissal will be counted as absences. Upon a second occurrence of being under the influence of mood-altering drugs, the student will be dismissed from the program and the refund policy will apply to the amount of time the student has invested in class.

To assist our students who abuse the drug and alcohol prevention policy, the Director of Nursing Education is responsible for contacting the appropriate social agencies in the students' hometown.

## **TOBACCO POLICY**

OIAH is a smoke-free campus. There is no smoking permitted on the grounds of OIAH or any adjacent property. You must get into your car and drive off the property to smoke. Non-adherence to this policy could result in disciplinary action. The use of other tobacco products such as chew, and snuff are also not permitted.

Smoking or use of tobacco products is also prohibited at clinical sites. Students are expected to not smoke during the time they are at clinical since some clients can have medical issues with residual smoke on the clothing of others.

## GRIEVANCES/COMPLAINTS POLICY

On occasion students, staff or the public may have a personal grievance regarding an alleged violation, misinterpretation, or improper application of OIAH policies and procedures, or alleged improper treatment. A student may present a grievance without fear of retaliation or reprisal.

1. Students who are concerned they may have experienced a grievance are encouraged to seek assistance by discussing the matter on an informal basis with a faculty or staff member before pursuing a formal complaint.
2. The complainant may request a meeting with an employee of the same gender and/or ethnicity at any stage of the process.
3. If the complaint is not resolved satisfactorily through informal means, or at any time in the process, the complainant can elect to pursue a formal complaint.
4. Formal complaints should be addressed to the Campus Director:  
Campus Director  
Ohio Institute of Allied Health  
6245 Old Troy Pike  
Huber Heights, OH 45424  
(937) 237-1010  
Website: [www.oiah.edu](http://www.oiah.edu)
5. To pursue a formal complaint, the individual must request, in writing, a meeting within ten (10) working days from the most recent occurrence and specify the nature of the grievance.
6. The scheduled meeting must take place within ten (10) working days from the day the Campus Director receives the request for a meeting.
7. The Campus Director will notify the individual of the recommended steps to resolve the complaint administratively and confidentially within ten (10) working days of the meeting with the individual.
8. The individual may also go directly to the Director of the State Board of Career Colleges and Schools or Council on Occupational Education at any time:

Executive Director  
State of Ohio Board of Career Colleges and Schools  
30 East Broad Street, Suite 2481  
Columbus, OH 43215  
(614) 466-2752 or (877) 275-4219  
Website: [www.scr.ohio.gov](http://www.scr.ohio.gov)

Executive Director  
Council on Occupational Education  
7840 Roswell Rd. Building 300, Suite 325  
Atlanta, GA 30350  
(800) 917-2081  
Website: [www.council.org](http://www.council.org)

## WITHDRAWAL POLICY

Before the final withdrawal date of the quarter, if a student has not registered for or attended classes for 14 days, the student will be administratively withdrawn from the current program and must complete a new Enrollment Agreement. If a student is administratively withdrawn

(dismissed) for any reason, he or she may submit a written appeal to the Director of Nursing Education (see Appeal process policy).

## Unsatisfactory Progress Probation Policy

Probation Period: Any student who fails to meet the minimum satisfactory academic progress standard will be placed on Probation ONCE. The probationary period will be the student's next quarter of enrollment at the school. The school will communicate the probation status to the student and inform the student that she/he must meet the academic progress standard by the end of the Probation Period to continue in their respective academic program.

Termination: Any student who fails to meet the minimum satisfactory academic progress standard at the end of the Probationary Period will be dismissed from the school. The school will communicate the termination status to the student and inform the student of the Reinstatement and Appeal Process available to the student. Students who are terminated for a program at OIAH must re-enroll and complete the admission process. Any courses previously taken before termination are subject to transfer in only at the discretion of the Director of Nursing Education with the approval of the School Director.

## Official (Voluntary) Withdrawal

A student is considered "Officially" withdrawn on the date the student notifies the Financial Aid Officer or Ohio Institute of Allied Health School Director in writing of their intent to withdraw. The date of the determination for an institutional refund and Return of Title IV calculations will be the earliest of the following for official withdrawals:

1. Date student provided official notification of intent to withdraw, in writing.
2. The date the student began the withdrawal from the Ohio Institute of Allied Health.

Upon receipt of the withdrawal information the Ohio Institute of Allied Health will complete the following steps:

1. Determine the student's last date of attendance as of the last recorded date of academic attendance on the Ohio Institute of Allied Health's attendance record.
2. Perform the Ohio Institute of Allied Health refund calculation (see Ohio Institute of Allied Health refund calculation).
3. Perform the Return of Title IV Funds calculation for students receiving Title IV, federal student aid. See R2T4 policy applicable to the program of enrollment.
4. Notify the student of the amount of unearned federal student aid that must be returned (by either school or student – if applicable), and the amount of tuition and fees owed by the student after the institutional and federal (if applicable) refund calculations have been applied within 10 days of withdrawal.
5. The student's grade record will be updated to reflect his/her final grade.
6. The student will be provided with a final tuition account statement showing any outstanding balance due to the Ohio Institute of Allied Health and available methods of repayment.
7. Students wishing to drop a class must do so before week 7 of the quarter.

A student will be permitted to rescind his/her notification in writing and continue the program if so chosen. The student must provide a signed and dated written statement to the office of either the Financial Aid Officer or Ohio Institute of Allied Health School Director indicating he/she is continuing his or her program of study and intends to complete the payment period. Title IV, HEA assistance will continue as originally planned. However, if the student subsequently drops, the student's withdrawal date is the original date of notification of intent to withdraw.

## Unofficial Withdrawal

Any student that does not provide official notification of his or her intent to withdraw and is absent for more than 14 consecutive calendar days, fails to maintain satisfactory academic progress, fails to comply with the Ohio Institute of Allied Health's attendance and/or conduct policy, does not meet financial obligations to the Ohio Institute of Allied Health, or violates conditions mentioned in the Ohio Institute of Allied Health's contractual agreement, will be subject to termination and considered to have unofficially withdrawn.

Within two weeks of the student's last date of academic attendance, the following procedures will take place:

1. For reason of non-attendance, the education office will make three attempts to notify the student regarding his/her enrollment status.
2. Determine and record the student's last date of attendance, which will be the last recorded date of academic attendance on the attendance record.
3. The date of the determination, for an institutional refund and Return of Title IV calculations, will be the 15th day of consecutive calendar days of absence.
4. Notify the student in writing of his/her failure to contact the Ohio Institute of Allied Health and attendance status resulting in the termination of enrollment.
5. Perform the Ohio Institute of Allied Health refund calculation (see Ohio Institute of Allied Health refund calculation).
6. Perform the Return of Title IV Funds calculation for students receiving Title IV, federal student aid. See R2T4 policy applicable to the program of enrollment.
7. Notify the student of the amount of unearned federal student aid that must be returned (by either school or student – if applicable), and the amount of tuition and fees owed by the student after the institutional and federal (if applicable) refund calculations have been applied.
8. The student's grade record will be updated to reflect his/her final grade.
9. The student will be provided with a final tuition account statement showing any outstanding balance due to the Ohio Institute of Allied Health and available methods of repayment within 10 days by mail or in person.

## APPEALS PROCESS

The Ohio Institute of Allied Health strives to maintain a positive learning environment with established protocols for continued success of the students. Students may appeal probation or dismissal decisions. Appeal forms, available in the Main Office, should be submitted within 5 business days of being notified of unsatisfactory academic



status. Appeals must be based on severe extenuating circumstances, e.g., illness/hospitalization of the student, caring for an ill member of the immediate family, death of a member of the immediate family, domestic violence, or divorce. All situations must be documented. Appeals are not accorded for any student dismissed by a Program Coordinator for unsafe clinical conduct. However, there are circumstances that the most well developed plan and policy could not anticipate. Every student has the right to a consistent, fair appeal process when adherence to current school or program policy is not deemed appropriate by the student. The appeals process follows:

1. The best course of action is to resolve the conflict or difference of opinion directly with the instructor or program office involved. If this approach is tried and unsatisfactory, initiate a formal appeal with the Office of the School Director.
2. If the student has been dismissed from OIAH as a result of failure to meet current policy (i.e. attendance, academic progress, ETC), he/she has five days to submit a written appeal. The written appeal must include documentation of the circumstances leading up to the dismissal, students plan to correct or prevent the occurrence in the future and the requested course of action to remedy the situation (such as repeating a course for a 3rd time, ETC).
3. The School Director will assess all appeals and seek clarification as appropriate. The Grievance committee will then review the case and circumstances in person or via email to facilitate a decision to the student within 10 days of receipt of the Appeal.
4. The Grievance committee may grant a recommendation of reinstatement with specific criteria or behaviors to be addressed after consultation with the Program Coordinator. Note: The Grievance Committee cannot override a decision to administratively withdraw a student for violating critical incidents in the clinical environment such as failure to maintain client safety, unprofessional or illegal behavior, breeching confidentiality, ETC.
5. A reinstated student will automatically be placed on probation for the remainder of the program to ensure the issue is satisfactorily resolved according to terms of reinstatement. Failure on the part of the student to follow through on the terms of the reinstatement or suffer a repeat occurrence is grounds for immediate dismissal.
6. The Grievance committee may also grant a decision to reject the appeal. The decision of the grievance committee is final.

## RE-ENTRY POLICY

All requests for re-entry are to be submitted to the Director of Nursing Education.

The Director of Student Services will work with the Director of Nursing Education and Director of Financial Aid to determine eligibility to return to the program based on academic record, financial status, and the removal of prior barriers that led to the initial withdraw.

Students may be requested to write a personal statement or meet with campus leadership to present their purpose in returning to the program. OIAH is committed to ensuring student success and wants to return students who are highly prepared to be successful during their second attempt. Re-entry decisions are final upon appeal to the Director of Nursing Education.

## REINSTATEMENT POLICY

A student will automatically be reinstated into normal status (no longer on probation) the

following quarter if and when the student successfully meets the minimum satisfactory academic progress requirements at the end of the Probation Period. Reinstatement to the program may also occur upon a successful appeal by the student.

## ATTENDANCE POLICY

Students are expected to aspire to the same high level of ethics and professionalism that is demanded of licensed professionals in healthcare. This requires students to conduct themselves as professionals and to fully engage the learning process by preparing for and participating in all classrooms, lab, and clinical activities. Regular class, lab, and clinical attendance are considered necessary to complete course objectives satisfactorily. A student is responsible to complete one hundred percent (100%) of required clinical/externship hours to satisfactorily complete a course.

Satisfactory progress is evaluated every quarter throughout the program. The student is required for financial aid to make PACE and qualitative progress toward program completion. To be making PACE satisfactory academic progress, a student must attend at least 67% of the scheduled class/lab/clinical hours on a cumulative basis during each evaluation period. Hours beyond the allowable for absence may be made up with appropriate documentation for an allowed absence (i.e., doctor's excuse, military duty, death in the family, etc.); arrangements must be made with the instructor, Director of Nursing Education or School Director.

The student's academic average is reviewed to determine qualitative progress. The minimum required is 80% cumulative after each evaluation period. Clinical receives a pass/fail grade and must be passed for progression, as detailed below.

Each accepted program student must meet minimum standards to advance toward graduation within their program of interest including attendance, academic performance, clinical performance (if applicable), academic integrity, and financial standards.

Each program offered at OIAH operates on a quarterly schedule to include winter, spring, summer, and fall.

OIAH does not permit the pursuit of multiple programs simultaneously.

Noncredit remedial courses are not offered.

Attendance is taken daily, and the attendance records are reviewed bi-weekly by Registrar. Program Attendance is also governed by accrediting bodies for each program and as such may be different for program completion as recognized by the state. Please see the program handbook for specific attendance rules necessary to ensure successful program completion.

If at any time the student falls below the minimum standard, said student will receive a “student at risk” form notifying them of the potential to fail the course. The student will then need to seek the assistance of their instructor or the Director of Nursing Education in scheduling time to make –up hours within two weeks or the end of the quarter, whichever would come first, in to avoid being withdrawn from the program.

Veteran Students: If a student using VA benefits is at any time unable to mathematically achieve the required 67% attendance rate, by the end of the quarter, the student will be withdrawn from the program and their VA pay will be terminated immediately, effective the date the student reached this absence point.

Satisfactory Academic Progress is evaluated throughout the program. Students will be provided with a progress report containing qualitative and PACE measures of progress. A student’s progress will be evaluated by the Director of Nursing Education every scheduled six weeks.

### Lecture/Theory

Students may be permitted to be absent from 2 lecture/theory classes per quarter for a 10-week course – should the course be a 5-week course, then the student may be permitted to miss 1 lecture/theory class.

### Lab

Students may be permitted to be absent from 1 Lab class per quarter. All missed lab hours are required to be made-up.

### Clinical/Externship

Students may be permitted to be absent from 1 clinical/externship per quarter. All missed clinical/externship hours are required to be made-up.

### General Rules

Should a student miss class, the student assumes responsibility for the material covered including all quizzes, exams, papers, and projects.

The student is required to contact faculty by phone, email, or in-person to schedule a time to discuss the work missed and plan for make-up within 24 hours upon return to school.

Students are responsible for notifying the faculty in advance if an absence is necessary. Failure to notify faculty could result in program dismissal.

The school may request a statement from the student’s physician at any time.

It is the student’s responsibility for the completion of all makeup work to be given to the instructor within one week of returning to school.

Lab/Clinical hours are to be completed at a time that is permitted by the instructor of the course. Students may be charged a fee (not to exceed the school's cost for the instructor and any other costs) to participate in make-up clinical/externship experiences.

## Course Rules

A course may be repeated only once. Failure two times in a row in the same course will result in academic withdrawal from the program. If a student is administratively withdrawn for any reason, he or she may submit a written appeal to the School Director (see Appeal process policy). Students who are withdrawn will receive any refund owed per the Refund Policy (see Refund Policy).

Failure of 2 core classes will result in dismissal for the enrolled program:

PN Core Classes: NRS 100, NRS 101, NRS 102, NRS 103, NRS 104, NRS 106, NRS 109, NRS 110, NRS 111, NRS 112

ADN Core Classes: NRS 220, NRS 221, NRS 230, NRS 231, NRS 240, NRS 250, NRS 251, NRS 252, NRS 253

## Tardiness

Students are expected to attend all course lectures, clinical experiences, and laboratories. Due to the nature of healthcare training programs, student attendance is critical. Absences will seriously jeopardize meeting the objectives of the course. Tardiness in this instance is defined as arriving more than 15 minutes late or leaving early more than 15 minutes from lecture/lab. Tardiness is not permitted at clinical sites. A student who reports to a clinical site after the start time **will be** asked to leave the clinical area and a clinical absence will be assigned for that day.

Under this policy students that are tardy by this definition 3 times in a particular course will be charged with one absence as defined in the OIAH attendance policy, which can be found in this catalog or at [www.oiah.edu](http://www.oiah.edu) under the Consumer Information tab.

Students are responsible for understanding that classes will begin at the scheduled time. The instructor will begin for those in attendance and will not re-teach any missed information. If the day's agenda includes a quiz or test and the student is not on time or leaves early, the instructor is permitted to give the student a zero for that quiz or test.

Students are expected to attend all course lectures, clinical experiences, and laboratories, and as such a pattern of chronic arrival after the start of class or a pattern of early departure from class will result in disciplinary action.

## ACADEMIC STANDING POLICY

Students must complete each course with a minimum of 80% (C) to advance to subsequent course work or graduation from the current program. Incomplete grades are not given.

Students not achieving this standard will receive an "F" on the official transcript and must retake the course(s) to progress in the program. The lowest grade will be dropped, and the highest grade will be used to calculate the academic average. Course work repeated may adversely affect a student's academic progress in terms of the maximum time frame. A course

may be repeated only once. The student will be charged the full course fee for any course repeated due to failure/withdrawn/dropped.

Failure to achieve an 80% average two times in the same course will result in academic withdrawal. If a student is administratively withdrawn for any reason, he or she may submit a written appeal to the Director of Nursing Education (see Appeal process policy).

Each student's progress within a course will be evaluated by the respective instructor and reported to the school's registrar office quarterly using the following grading scale:

Numeric Grade	Letter Grade
94-100%	A
86-93%	B
80-85%	C
Below 80%	F

## MAXIMUM TIMEFRAME

All program requirements must be completed within a maximum time frame of 1.5 times the normal program length, as measured in calendar time. Each student is required to meet the minimum program completion criteria as stated in the program bulletin he/she enrolled under. Most students will complete the program requirements within the stated program bulletin guidelines. However, a student may have up to 1.5 times the normal program length to meet program requirements. For example, if the program is designed to be completed in 52 calendar weeks, the student will have up to 78 weeks to meet program requirements. Time spent on an approved leave of absence is not counted against the maximum time frame.

Students exceeding the maximum time frame will be administratively withdrawn and will need to re-enroll.

If a student is administratively withdrawn for any reason, he or she may submit a written appeal to the Director of Nursing Education (see Appeal process policy).

Transfer students from outside the institution will be evaluated qualitatively on the work completed while at the institute.

The maximum time frame is reduced for transfer students, based upon the remaining length of the program in which they enroll.

## STUDENT CONDUCT AND CONDITIONS FOR DISMISSAL

The need for faculty, students, and administrators to understand the rights and responsibilities concerning academic and professional concerns requires a clearly defined procedure to enable them to address legitimate concerns. Therefore, the school policy attempts to declare the:

Faculty's responsibility and right to:

- Set reasonable standards for academic and professional performance
- Establish and articulate procedures for evaluating performance
- Evaluate performance
- Assign grades based on this evaluation for all students assigned and enrolled in his/her class, consistent with the school policy and without regard to non-academic criteria, such as race, color, creed, national origin, religious beliefs, age, sex, or handicap

Student's responsibilities to adhere to school policies and standards

Student's right to have clearly defined:

- Standards for academic and professional performance
- Standards and procedures in evaluating performance and student's demonstration in meeting those standards, without regard to race, color creed, national origin, religious beliefs, age, sex, or handicap
- This policy seeks to protect and clarify the students' and faculty member's rights and responsibilities.
- Any student may be dismissed from the school for:
- Failure to meet academic standards
- Physical violence or inappropriate use of language, and/or unprofessional behavior
- Use of drugs and/or alcohol on school property or impaired behavior by these substances
- Absence from class sessions (refer to Attendance Policy)
- Failure to pay tuition
- Each program may have additional stipulations. Please refer to the respective Program Manual.

## STUDENT INCIDENT REPORTING POLICY

All incidents involving a student or students must have a Student Incident Report filed with the Department Head (Director of Nursing Education) and a copy given to the School Director.

"Incident" covers a wide range of behaviors/experiences, including but not limited to:

- Any student complaint or grievance against another student
- Any student complaint or grievance against OIAH faculty/staff
- Any student injury or accident
- Any clinical incident where a clinical incident report is generated

In addition, student incidents should be reported immediately to the Director of Nursing Education, who will inform the School Director. The School Director is always on call when the Director of Nursing Education is not in the building and/or unavailable.

Procedure:

1. Staff or Faculty Member contacts the Director of Nursing Education in person or by phone, or School Director.
2. Staff or Faculty Member fills out a Student Incident Report.

Students may also fill out an incident report on their own for any incident they feel needs to be addressed involving themselves, faculty, and takes place on OIAH property. The incident report may be given to an instructor, Director of Nursing Education, or the School Director, at the student's discretion. All instructors or the Director of Nursing Education who are given incident reports by a student must give a copy to the School Director within 24 hours of receiving it. The School Director and Director of Nursing Education will review all incident reports and appropriate action (depending on the type of incident) will be taken within 5 business days or less, including convening for full review and interviews of involved parties, when needed.

All findings and actions resulting from an incident report will be dispensed to all parties involved in writing within five (5) business days of the review.

## Student Records Policy and the Federal Education Rights & Privacy Act (FERPA)

Students have the right to inspect and review their education records. To do so, students must submit a written request to the Registrar's Office, specifying which records to review. Requests will be granted as soon as practicable but in no more than 45 days.

Students' right to inspect and review records does not extend to personal notes of faculty or staff, medical treatment records, parents' financial records, and certain confidential letters and recommendations.

If upon inspection and review of records, students wish to challenge (correct or delete) inaccurate or misleading data or any records students believe violate their rights to privacy or other rights, students may request a correction or deletion in writing. If the record custodian denies the request, students will be given copies of the record(s) in question. Students then have the right to request in writing a hearing. Requests for hearings must be made to the School Director, specifying the portion of the record to be challenged, the reason(s), and the desired change(s). The record challenge hearing will be held within a reasonable time of the request, and a written decision will be issued. If students are not satisfied, they may submit

written comment(s) which will be maintained with the challenged record(s).

The Family Education Rights & Privacy Act (FERPA) affords students certain rights concerning educational records. Copies of students' education records or personally identifiable information concerning students will not be released to anyone outside the college, except as permitted by law, without students' written consent. However, Directory information may be released without students' written consent. Directory information includes: name, address, telephone number, date and place of birth, major field of study, participation in OIAH activities and sports, attendance at OIAH, degrees, certificates, and awards received, and the most recent previous educational institution attended. If students do not want Directory information released, students must complete a form requesting it not be released and file the form with the Registrar's Office.

The OIAH Student Records Policy is available for review in the Office of the Registrar. Questions concerning the OIAH Student Records Policy may be brought to the School Director. Students also have the right to file complaints with the U.S. Department of Education FERPA office.





# STUDENT SERVICES

## TRANSFER CREDIT POLICY

The philosophical framework of Ohio Institute of Allied Health incorporates holistic and modern client-centered care to facilitate a unique approach to health care delivery. Transfer credit for any coursework from other schools will be accepted only at the discretion of the Director of Nursing Education.

Prospective students must fill out Transfer Request forms and provide official transcript(s). Course syllabi, outlines, and/or other documentation to aid in the decision-making process may be required. The Ohio Institute of Allied Health accepts transfer credits at the discretion of the Director of Nursing Education. Transfer credit policies include the following requirements:

1. All credit must be earned at an accredited college or university
2. Credit will be granted only for a grade of a "B" or better.
3. Approval of all courses is based on an official transcript and if necessary, course syllabi, outlines, and descriptions provided by the student.
4. No more than 20% of the previous educational hours will be considered for transfer. The student must complete at least 80% of quarter hours at OIAH to fulfill graduation requirements.
5. Quarter hours will be multiplied by 2/3 to determine the equivalent number of semester hours.
6. Transfer courses accepted will be included in the cumulative credits earned but neither grades nor grade points earned at other institutions will be used in the computation of the OIAH grade point average.
7. Nursing courses over 3 years old and General Education credits over 10 years old will be not accepted.

OIAH PN diploma graduates who wish to enroll in another program at the school may have classes from their OIAH PN program transferred into their new program. Students must have graduated from the OIAH PN program within 5 years of applying to the new program.

### Military Training and Enrollment/Transfer Credit

The Ohio Institute of Allied Health (OIAH) evaluates military training according to the American Council on Education recommendations. The potential student must provide an official military transcript to the Admission's Office that is acceptable for evaluation.

Students must have applied for admission to OIAH, been accepted in a current program, and paid the fees.

Students will receive credit only on courses in which OIAH offers an equivalent course.

OIAH will look for evidence that the learning acquired through military training courses or experience directly relates to the objectives of the academic courses the institution offers.

Students who have already received transfer credit at a different institution for a course will not receive credit again at OIAH.

Credit awarded is treated as transfer credit at OIAH.

## **AUDIT POLICY**

If the student has previously paid full tuition for a class, attended all the required number of hours of that class, and received a passing letter grade upon completion of the class, then the student is eligible to review the class through auditing if they so choose.

The student can at that time pay 25% off the current cost of the class. The student can then audit the class and not be required to complete the homework or take any of the tests for the class.

In circumstances in which the School Director deems a student's education was affected by something out of the student's control, then the student may be eligible to audit a class at no charge, except for textbooks and supplies.

## **CHANGING PROGRAMS OF STUDY**

A student may be awarded transfer credits for the common courses among the program a student has withdrawn from and the program a student will be joining. Transfer credits received will not be included in the calculation of the student's GPA. SAP-status of a student will be applied in continuation from one program to another, but the maximum-duration of each program will be counted separately.

## FINAL GRADES

Final grades are issued quarterly and sent via email no later than two weeks after the end of the quarter. Only students completing course work in the preceding quarter will be issued report cards. A student may call the Registrar two weeks after completion of a course to obtain grades during the quarter. The student must provide identification to receive grades.

## GRADUATION INFORMATION

The place and time of graduation are set by the School Director. Graduation fees are included with program expenses and given to students before enrollment.

If formal invitations/announcements are desired, these are at student's expense to create/provide/distribute.

The program is created by the School Director.

The ceremony is set by the School Director/Director of Nursing Education; speakers may include: Guest Speakers, School Director, Medical Director, and Director of Nursing Education.

Student input is as follows:

- Students may choose a student representative to deliver remarks
- Students may add special touches (i.e., candle lighting, etc.), upon approval from the School Director.

The school will provide any refreshments to be served.

Students shall choose, provide, and implement decorations if desired, working with the School Director/Director of Nursing Education to set-up for the ceremony.

For Nursing Education Programs pins are provided by OIAH, and all students will be pinned by the RN of his/her choice.

The Pinning Ceremony will be set by the Director of Nursing Education, including the time, place, and service components.

## TECHNOLOGY REQUIREMENTS

Students should note that courses will require the use of the internet. A student should make arrangements for:

- Internet access
- A computer/tablet with a minimum of Windows 2000 or equivalent operating system
- A printer
- Basic computer skills, such as navigating the internet, sending emails, using attachments, and using a word processing program.

Students can use OIAH computers, internet, and printer for school purposes during normal business hours during the weekdays. The student will need to abide by the OIAH computer use policy. OIAH computers and printers are on a first come first serve basis and as such may not be available at certain times.

## TUTORING

Free tutoring is available to all current and prospective students of OIAH. Every tutoring session is one-to-one and is personalized to the student's subject and unique needs.

If you need tutoring, please contact the school, or stop by the front desk to set up an appointment.

## ACADEMIC ADVISING

The Director of Nursing Education assists students in developing and following an academic plan providing for the timeliest and most efficient completion of their program of study. Periodic counseling sessions are scheduled to monitor and evaluate student progress. Students may contact the Director of Nursing Education at any time throughout their studies by phone or e-mail.

## CAREER SERVICES

OIAH offers placement assistance to all graduates. OIAH cannot guarantee employment upon completion of the program. OIAH offices frequently receive telephone calls from individuals or employers seeking to hire nursing graduates and as such referrals are made.

Ohio Institute of Allied Health maintains relationships with medical institutions and health care agencies throughout the state. Placement assistance services are available through the OIAH Career Services Department.

## VOTER REGISTRATION

All students are strongly encouraged to be registered to vote. Voting is an important part of living in the United States of America and must be exercised by all eligible citizens. The Adobe Acrobat version of the Ohio Voter Registration Form and accompanying instructions are available on this website. A hardcopy of the form can also be requested at the financial aid office. For further details on voter registration, please visit the FAQ section from the Ohio Secretary of State website:

<http://www.sos.state.oh.us/elections/voterInformation/regToVote.aspx>

[Ohio Voter Registration Form](#)

[Ohio Voter Registration Instructions](#)

Voter registration information and forms are also available at the reception desk at OIAH.



# ACADEMIC & CLINICAL INFORMATION

## STUDENT QUALIFICATIONS

Students entering the program need to demonstrate physical health and emotional maturity. Students must be eligible to work in long term care and acute care facilities. Students in the nursing profession must be able to meet certain physical and mental health qualifications for the classroom, lab, and clinical areas. These qualifications are:

- Work on your feet, including standing, walking, and transporting patients and/or equipment, for up to twelve hours in a given workday.
- Lift and transfer patients up to six inches from a stooped position, then push or pull the weight up to three feet.
- Lift and transfer patients from a stooped to an upright position to accomplish bed to chair and chair to bed transfers.
- Physically apply up to 10 pounds of pressure to bleeding sites, or when performing CPR.
- React immediately to auditory instructions/request/monitor equipment.
- Perform auditory auscultation of heart sounds, breath sounds, and bowel sounds.
- Physically perform up to twelve-hour clinical laboratory experience.
- Perform close and distance visual activities involving objects, persons, and paperwork, i.e.: access patient behavior, read medication labels, read patient records, prepare/administer medications, read monitors.
- Discriminate depth and color perception.
- Discriminate between sharp/dull and hot/cold when using hands.
- Manual dexterity is required for preparing and administering medication.
- Provide effective written, oral, and non-verbal communications to patients and their families, colleagues, health care providers, and the public.
- Speak, write, and comprehend the English language proficiently.
- Make appropriate decisions under stressful situations
- Complete procedures that prevent the spread of infections, e.g.: frequent handwashing, using masks, and gloves.
- Physical examination including medical history and physical no more than one-year-old.
- Record of positive titers for Hepatitis B., Measles, mumps, rubella, and varicella. Booster vaccines are required if titers are negative. Proof of booster vaccines is required. A waiver for Hepatitis B Vaccination may be obtained from the school if the student does not wish to be vaccinated. 2-step TB Mantoux test (must have 2-step annually after the initial 2-step) or other health care provider ordered test to rule out TB. Current tetanus vaccination. Statement on drug test from earlier. Each fall students are required to obtain that season's flu shot.

The student must adhere to OIAH Drug and/or Alcohol Policies and may be subject to drug and/or alcohol screening throughout the program. A positive result from screening could result in dismissal from the program.

## CLINICAL INFORMATION

Completion of outside clinical training is required for all nursing programs. Before beginning clinical hours, students must have a valid CPR card and current immunizations.

### Performance

The student must adhere to OIAH Drug and/or Alcohol Policies and may be subject to drug and/or alcohol screening throughout the program. Students may be randomly selected to complete drug and/or alcohol screening throughout the program without cause. A positive result from screening could result in dismissal from the program.

The student is a potential representative of the health care profession, and the student's actions and inactions may reflect on OIAH and the clinical sites to which the student is assigned. Therefore, the student must professionally conduct himself or herself, with integrity and responsibility. Failure to behave professionally can be a basis for dismissal from the program.

Students must satisfactorily complete all clinical components of the current course and program to advance to the subsequent coursework or graduation from the program.

Failure to meet the minimum standards or committing an identified critical incident (i.e., failure to maintain client safety, breach of confidentiality, unprofessional conduct, or being asked to leave a clinical site) will result in automatic failure of the course regardless of current grade percentage.

Pending the severity of the circumstances, a student may be immediately withdrawn from a program by the Director of Nursing Education in collaboration with the School Director. If a student is administratively withdrawn for any reason, he or she may submit a written appeal to the School Director (see Appeal process policy). However, it is unlikely the student will be readmitted considering the behavior warranted immediate program withdrawal.

### Hours

Clinical hours may be scheduled at any time-of-day or day-of-the-week: day, night, late night, weekends, or holidays. The student must be available to attend clinical sites anytime the student is assigned.

Some clinical sites may require that a student be covered by his or her own personal or family health insurance.

Patient privacy and the privacy of patient records must be protected and failure on the part of the student to protect patient privacy or patient records could result in dismissal from the clinical site and/or from the program.



## Potential Clinical Locations

- Cypress Pointe-Trilogy: 600 W. National Rd, Vandalia, OH
- Clark County Health Department: 529 E. home Rd, Springfield, OH
- Caleigh's Place: 3370 Upper Bellbrook Rd, Bellbrook, OH
- Dayton Outpatient Center: 1010 Woodman Dr, Dayton, OH
- Carespring-Dayspring of Miami Valley: 8001 Dayton Springfield Rd., Fairborn, OH
- Preble County Health Department: 615 Hillcrest Drive, Eaton, OH

# PRACTICAL NURSING DIPLOMA

At OIAH, our Nursing Education Program integrates holistic perspectives into standard nursing practices. The Practical Nursing Program shares the OIAH mission to facilitate health promotion and the healing process of individuals and communities through integrated nursing practices that recognize and respect the principles of a mind-body-spirit connection.

The OIAH Practical Nurse diploma offers a unique holistic focus on the standard nursing program. Our students learn about today's fast-growing complementary and alternative techniques, as well as learn hands-on techniques to utilize in their future careers as nurses. A student can graduate with a Practical Nursing diploma in just four quarters.

The Practical Nursing program prepares the graduate to provide basic nursing care competently and safely within the State of Ohio Nurse Practice Act mandated scope of practice for selected clients in various structured health care settings. The traditional practice role of the Practical Nursing has been at the bedside providing routine maintenance medications and treatments for hemodynamically stable clients or general data collection and lifestyle teaching. As the nursing shortage intensifies, the current Practical Nursing role and responsibilities will continue to shift to meet client needs according to the established plan of care.

This competency-based program is 44 instructional weeks in length and incorporates the nursing process as a teaching/learning tool. The student will have the opportunity to learn about nursing concepts and skills in a familiar classroom environment as well as through textbooks and online learning modalities. Also, students will practice simulated experiences in the skills lab and perform competencies in the actual care environment under the supervision of an experienced registered nurse.

Successful completion of the first year of the Nursing Education Program will lead to a certificate and eligibility to take the National Council Licensure Examination for Practical Nurses (NCLEX-PN).

All classes, except for externships and clinicals, are held on-campus.

## Learning Outcomes

Upon successful completion of the Practical Nursing program, the student will be able to:

- Utilize the holistic nursing process approach in providing safe, practical nursing care to client's biological, psychological, spiritual, and sociological needs
- Provide practical nursing interventions that integrate the science of traditional modalities with the uniqueness of alternative energy healing therapies
- Demonstrate safe clinical practice and critical thinking skills to promote the health of clients across the life span
- Promote a practice environment of respect and harmony by a consistent display of professionalism in interactions and communication skills with clients, peers, and members of the interdisciplinary team

- Demonstrate knowledge of computer technology and informational literacy appropriate for the entry-level health care professional
- Complete requirements for application for licensure by the Ohio Board of Nursing and/or other appropriate certifying entity including successful demonstration of readiness for NCLEX testing

## Equipment Used Within Program

The Nursing Classrooms contains beds, mannequins, wheelchairs, walkers, microscopes, stethoscopes, blood pressure cuffs, simulated patient mannequins, intravenous pumps, surgical instruments, examination tables, and injection arms/skins, a computer, a projector, and various other equipment and supplies that would be used in a health care setting.

## Class Scheduling

Nursing program classes are held Monday - Friday. The classes may start as early at 8 AM and can end as late as 6 PM. Clinical experiences may start as early at 6 AM and end as late as 7 PM. Typically students should expect to attend at least 4 days a week, however, some quarters, especially those with clinical the student may be required to attend 5 days a week.

## Practical Nursing Diploma

Course Number	Course Title	Credit Hours
<b>Q1</b>		<b>17</b>
ALH 140	Allied Health Nutrition	0.5
ALH 150	Allied Health Study Skills (5 Weeks)	0.5
BIO 140	Integrated Body Science	4
NRS 100	Medical Terminology/Chemling	1.5
NRS 101	Practical Nursing Foundations	4
NRS 110	Math for Nursing Medication Administration	3
NRS 111	Nursing Pharmacology	3.5
<b>Q2</b>		<b>17</b>
ALH 130	Allied Health Informatics	1
HOL 101	Holistic Foundations Historical Survey	2
BIO 175	Holistic Human Functioning	4
HOL 120	Therapeutic Herbology	1
COM 110	Therapeutic Communication	3
NRS 102	Integrative Nursing	6
<b>Q3</b>		<b>14</b>
NRS 106	Legal and Ethical Practice	3
HOL 102	Holistic Interventions I	2
NRS 103	Integrative Nursing II	8
NRS 112	IV Therapy Competency	1
<b>Q4</b>		<b>12</b>
PSY 100	Understanding Growth & Development Across the Lifespan	3
NRS 104	Lifespan Nursing	7
NRS 109	Practice Transitions	2
	<b>Total Credit Hours</b>	<b>60</b>

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6245 Old Troy Pike, Huber Heights, OH 45424 oiaa.edu Phone: 937-237-1010 Fax: 937-237-0506  
 Oh. Reg.# 10-03-1924T OIAH admits students of any race, color, sex, and national or ethnic origin. OIAH is a non-profit 501c3 organization.

Revised 11/12/2020

## OIAH ASSOCIATE DEGREE RN PROGRAM

The OIAH Associate Degree RN Program offers a unique holistic focus on the standard Nursing program. Our students learn about today's fast-growing complementary and alternative techniques, as well as learn hands-on techniques to utilize in their future careers as nurses. In just four quarters a student can receive his/her diploma.

The OIAH Associate Degree RN program prepares the graduate to provide basic nursing care competently and safely within the State of Ohio Nurse Practice Act mandated scope of practice for selected clients in various structured health care settings. The traditional practice role of the RN can be expanded through the completion of the OIAH Associate Degree RN program at OIAH. As the nursing shortage intensifies, the current RN role and responsibilities will continue to shift to meet client needs according to the established plan of care.

This competency-based program is 52 instructional weeks in length and incorporates the nursing process as a teaching/learning tool. The student will have the opportunity to learn about nursing concepts and skills in a familiar classroom environment as well as through textbooks and online learning modalities. Also, students will practice simulated experiences in the skills lab and perform competencies in the actual care environment under the supervision of an experienced registered nurse.

Successful completion of the Nursing Education Program will lead to an Associate Degree, RN Program and eligibility to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN).

All classes, except for externships and clinicals, are held on-campus.

### Learning Outcomes

Upon successful completion of the OIAH Associate Degree RN program, the student will be able to:

- Utilize the holistic care process to assess, plan, and evaluate traditional and/or integrated nursing care interventions that honor the uniqueness of individuals, families, and communities.
- Demonstrate professionalism and competence as a provider of holistic healing nursing care, manager of care, and as a member of the nursing profession.
- Recognize the need for lifelong learning, service, and commitment to self-care to develop personal awareness of being an instrument of healing to better care for the client's biological, psychological, spiritual, and sociological needs.
- Utilize critical reasoning and person-centered care approach to establish priorities to promote, maintain, or restore balance within the client's mind-body-spirit-social connection.
- Communicate effectively with clients, peers, and other members of the interdisciplinary team through recognition of cultural differences and principles of homodynamic restoration.

- Develop a personal and professional support system to effectively transition to the roles and responsibilities of the professional nurse including successful demonstration of readiness for NCLEX testing.

## Equipment Used Within Program

The Nursing Classrooms contains beds, mannequins, wheelchairs, walkers, microscopes, stethoscopes, blood pressure cuffs, simulated patient mannequins, intravenous pumps, surgical instruments, examination tables, and injection arms/skins, a computer, a projector, and various other equipment and supplies that would be used in an urgent care setting.

## Class Scheduling

Nursing program classes are held Monday - Friday. The classes may start as early at 8 AM and can end as late as 6 PM. Clinical experiences may start as early at 6 AM and end as late as 7 PM. Typically students should expect to attend at least 4 days a week, however, some quarters, especially those with clinical the student may be required to attend 5 days a week.

## OIAH Associate Degree RN Program

Course Number	Course Title	Total Credit Hours
<b>Q1</b>		<b>16</b>
NRS 220	Transitions: LPN to RN	4
ENG 101	Basic Composition	3
HOL 201	Holistic Perspectives	2
NRS 221	Nursing I	4
COM 110	Therapeutic Communication	3
<b>Q2</b>		<b>16</b>
ALG 201	College Algebra	3
BIO 151	Holistic Physiology	4
PSY 201	Health Psychology	3
NRS 230	Nursing II	4
NRS 231	Pharmacology	2
<b>Q3</b>		<b>16</b>
PSY 202	Psychology for Holistic Healthcare Practice	3
BIO 201	Microbiology	4
ENG 102	Advanced Composition	3
NRS 240	Nursing III	6
<b>Q4</b>		<b>16</b>
NRS 250	Nursing IV	7
NRS 251	Professional Practice	5
NRS 252	Nutrition for Health	3
NRS 253	NCLEX Preparation Workshop (Week 12)	1
	<b>Total Credit Hours</b>	<b>64</b>

## COURSE DESCRIPTIONS

### **ALG 201 College Algebra**

**45 theory hours/ 4.5 credit hours**

Course Description: This course provides a working knowledge of college-level algebra and its applications. Emphasis is placed upon the solution and the application of linear and quadratic equations, word problems, polynomials, and rational and radical equations. Students perform operations on real numbers and polynomials and simplify algebraic, rational, and radical expressions. Arithmetic and geometric sequences are examined, and linear equations and inequalities are discussed. Students learn to graph linear, quadratic, absolute value, and piecewise-defined functions and solve and graph exponential and logarithmic equations. Other topics include solving applications using linear systems as well as evaluating and finding partial sums of a series.

Learning Outcomes: 1) Perform operations on real numbers and polynomials. 2) Simplify algebraic, rational, and radical expressions. 3) Solve both linear and quadratic equations and inequalities 4) Solve word problems involving linear and quadratic equations and inequalities. 5) Solve polynomial, rational, and radical equations and applications. 6) Solve and graph linear, quadratic, absolute value, and piecewise-defined functions. 7) Perform operations with functions as well as find composition and inverse functions. 8) Graph quadratic, square root, cubic, and cube root functions. 9) Graph and find zeroes of polynomial functions. 10) Perform vertical and horizontal shifts and reflections of a basic graph. 11) Perform stretches and compressions on a basic graph. 12) Transform the graph of a general function. 13) Graph quadratic functions by completing the square, using the vertex formula, and using transformations. 14) Solve and graph exponential and logarithmic equations. 15) Solve systems of linear equations and inequalities. 16) Model and solve applications using linear systems. 17) Evaluate and find partial sums of a series. 18) Evaluate and find sums of arithmetic and geometric sequences. 19) Solve application problems involving arithmetic and geometric sequences and series. 20) Solve applications involving the various types of equations and inequalities.

Prerequisites: Program Admission

### **ALH 130 Allied Health Informatics**

**10 theory hours /1 credit hours**

Course Description: This overview course introduces the student to current technology routinely utilized in the patient care arena and learning environment. Potential ethical and legal issues associated with use of technology in health care will also be explored.

Learning Outcomes: 1) Identify various types of hardware, software and interface technologies associated with health care informatics 2) Describe technology-based allied health applications in hospitals, community health agencies, education and research based activities 3) Discuss ethical and legal considerations related to proprietary software, data security, information privacy and confidentiality while providing direct patient care activities 4) Discuss the importance of lifelong learning as it relates to the challenges of implementing, operating and upgrading health management information systems

Prerequisite: PN - Admission Practical Nursing to program/MA – None

### **ALH 140 Allied Health Nutrition**

**5 theory hours/0.5 credit hours**

Course Description: This course covers basic nursing concepts in nutrition and covers content relevant to NCLEX preparation and entry level nursing practice.

Learning Outcomes: 1) Identify components of a quality nutritional assessment 2) List rich dietary sources of a specific nutrition component 3) Describe the nursing role in health promotion regarding nutrition 4) Identify the guidelines for healthy eating 5) List common food-medication interactions and identify interventions to prevent or reduce the impact of these interactions 6) Identify nutritional needs across the lifespan 7) Identify sources of enteral nutrition and the nurse's role in safe, effective provision of enteral nutrition 8) Identify sources of parenteral nutrition and the nurse's role in safe, effective provision of parenteral nutrition 9) Identify what client findings (lab results, weight, intake and output) indicate a need for dietary alteration, what client findings should be monitored, and what client findings indicate effective dietary management.

Prerequisite: Admission Practical Nursing to program



### **ALH 150 Allied Health Study Skills**

**5 theory hours/0.5 credit hours**

Course Description: This course helps prepare the incoming student for the challenges of being a nursing student through the introduction of basic study skills, test taking strategies, and time management skills.

Learning Outcomes: 1) Demonstrate utilization of basic study skills 2) Identify test taking strategies for multiple choice exams and essay exams 3) Create a time management plan for their student nursing career.

Prerequisite: Admission Practical Nursing to program

### **BIO 140 Integrated Body Science**

**30 theory hours/4 credit hours**

Course Description: Overview course to orient the student to components of the biological, physiological, and societal domains that impact the human perception of balance or health. Topics to be explored include foundations of environmental science, chemistry, and cellular biology including microbes, nutrition requirements, and metabolism.

Learning Outcomes: 1) Describe the human body as an integrated series of sophisticated systems that sustain life as a result of continual balance among internal, environmental, psychological, and spiritual domains 2) Identify and describe the base components and respective properties of the organic elements 3) Identify the core components of the human body at the cellular level necessary to promote and sustain life 4) Define microbiology and identify elements that promote or inhibit the growth of pathogenic microbes and normal flora 5) Describe the application of the four environmental principles impacting the health of individuals and communities 6) Define nutrition and differentiate between the components comprising the human diet and implications on health status

Prerequisite: Admission to Practical Nursing Program

### **BIO 151 Holistic Physiology**

**20 Theory Hours/3 Credit Hours**

Course Description: Overview and review of the human body structures learned in the Holistic Anatomy course. This course will focus more on the physiology (or how) the individual body systems work independently and together to promote balance and optimal functioning of the human being. Students will have the opportunity to learn through doing weekly simulated laboratory experience.

Learning Outcomes: 1) Describe the functional aspects of each of the major body systems as an individual unit as well as the role of each body system in maintaining balance to support homeostasis 2) Verbalize the general impact of psychological, spiritual, and social domain maladaptation's on the biological functioning of the human body 3) Utilize critical reasoning skills to apply known, basic physiological principals in planning for holistic interventions 4) Provide an accurate, learner sensitive presentation on how one of the major body systems functions.

Prerequisite: Program Admission

### **BIO 175 Holistic Human Functioning**

**30 theory hours/4 credit hours**

Course Description: This course focuses on human function and structure of the major body systems. Laboratory experiences will assist the learner to visualize and manipulate the components of the concepts learned in theory. The relationship of the individual body system to the overall perception of balance or health will be discussed.

Learning Outcomes: 1) Outline the systems that maintain the human body including a description of the general function and relative location of the major body cavities 2) Describe the interrelationship of each body system to promote homeostasis 3) Demonstrate knowledge of basic terminology used in the study of the human body 4) Apply the principles of body structure and function to promote, maintain or restore select client's and personal wellness.

Prerequisite: PN - BIO 140

### **BIO 201 Microbiology**

**30 theory hours/4 credit hours**

Course Description: Integrated course focusing on the morphology and physiology of microorganisms and traditional prevention interventions as well as holistic approaches to reduce susceptibility of the host. Laboratory experience to help students visualize and apply the concepts taught in theory.

Learning Outcomes: 1) Verbalize the impact of biological alterations on the hemodynamics of the psychological, spiritual, and social domains. 2) Define microbiology and be aware of the varieties of existing microbes including bacteria, fungi, protozoa, helminths, and viruses. 3) Describe the relationship between host and parasite and the role of the immune system in protecting the host. 4) Identify precautions health care workers must observe in order to prevent spread of infection. 5) Describe the types and actions of antimicrobials used to control microbes as well

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as holistic modalities.

Prerequisite: BIO 151

### **COM 110 Therapeutic Communication**

**30 theory hours /3 credit hours**

Course Description: Integrated introductory communication course to outline the key components and approaches to effective communication with clients, peers, and other health care providers. Students will participate in a simulated learning experience to practice learned techniques in a controlled environment. A presentation will be included to assist the student in teamwork and public speaking.

Learning Outcomes: 1) Demonstrate beginning levels of appropriate therapeutic intrapersonal, interpersonal, and public communication 2) Describe effective communication approaches/techniques to assist the client to express spiritual, biological, psychological, and sociological needs and expectations 3) Utilize the concepts and approaches of Neuro-Linguistic Programming to enhance relationships between the nurse/client and interdisciplinary team.

Prerequisite: PN - Admission to Practical Nursing Program/RN - If Non-OIAH PN Graduate – Admission to Registered Nursing Program/MA - None

### **ENG 101 Basic Composition**

**30 theory hours/3 credit hours**

Course Description: Review of basic components of the English language. Involves writing based on logic, primary research techniques and student's own personal experiences. All writings will highlight APA organization and formatting.

Learning Outcomes: 1) Recognize that writing is a significant part of a college education as well as life skill to communicate effectively 2) Model the writing process of critical thinking, composing, revising, editing and publishing 3) Use the library and research databases as a significant source of information for college courses 4) Write clearly organized, well developed essays to meet course requirements 5) Follow APA guidelines for documenting source references.

Prerequisite: Program Admission

### **ENG 102 Advanced Composition**

**30 theory hours/ 3 credit hours**

Course Description: Composition of formal essays, reviews, and reference papers based on the study of logic and current library research. Writing will stress APA organization, the logic of an argument, referencing techniques, and the use of Standard English.

Learning Outcomes: 1) Write a variety of research-based assignments which demonstrate the ability to think critically, evaluate resources, and to analyze content 2) Analyze the work of professional writers for their ability to support a claim, structure effective argument, avoid fallacy, use authority and apply the logical processes of generalization, comparison and causal analysis 3) Accept the responsibility for finished drafts that are well developed and well-edited 4) Follow APA guidelines for documenting source references.

Prerequisite: COM 110 and ENG 101

### **HOL 101 Holistic Foundations: Historical Survey**

**20 theory hours/2 credit hours**

Course Description: This course focuses on studying the historical development of integrative approaches to healing and health care. Integrative medicine promotes an expanded view of healing by combining both conventional and complementary methods of diagnosis and treatment to enhance the healing process as well to promote overall wellbeing and prevention of health-related illnesses. The course will begin by studying the history of holistic, also known as complementary/alternative health practices from ancient cultures to modern practices, followed by the current trend of integrating these approaches.

Learning Outcomes: 1) Describe the historical countenance of holistic medicine 2) Articulate differences and similarities between the Holistic, Integrated approach to meeting health care needs and the traditional medical model 3) Identify the holistic interventions most frequently utilized in providing care to clients across the lifespan.

Prerequisite: PN - Admission into the Practical Nurse Program/RN - if Non-OIAH PN Graduate – Admission to the Registered Nursing program

## **HOL 102 Holistic Interventions I**

**20 theory hours/2 credit hours**

Course Description: This course provides a theoretical overview of seven common holistic interventions. In addition, learners will perform basic holistic interventions in Energy Healing, Reflexology, Acupressure, and Guided Imagery. The course includes 2 Hrs. of lab weekly.

Learning Outcomes: 1) Describe seven common holistic interventions 2) Identify indications for Energy Healing, Reflexology, Acupressure, and Non-Directive Guided Imagery in common nursing situations 3) Perform two techniques from each of the holistic interventions practiced in class

Prerequisite: HOL 101

## **HOL 120 Therapeutic Herbology**

**10 theory hours/1 credit hours**

Course Description: This is a companion course to medical pharmacology to explore non-traditional approaches to promote, maintain, or restore health balance. The student will begin to learn approaches to complete a holistic assessment. Potential interactions and contraindications to concomitant use with traditional medicinal therapy will be reviewed.

Learning Outcomes: 1) State the general guidelines for herbal safety 2) Discuss indications and contraindications of the frequently utilized herbal remedies 3) Discuss legal and ethical considerations for herbs in personal and professional use 4) Demonstrate competency of interactions of selected herbal remedies.

Prerequisite: NRS 101

## **HOL 200 Holistic Perspectives and Intervention II**

**20 theory hours/4 credit hours**

Course Description: This course continues the overview and practice of holistic interventions began in Holistic Interventions I. Five additional holistic modalities are reviewed and hands-on practice in the five modalities covered in the first level class is continued with additional techniques.

Learning Outcomes: 1) Describe 5 Common Holistic Interventions 2) Identify indications for Energy Healing, Reflexology, Acupressure, and Non-Directive Guided Imagery in common nursing situations 3) Perform two techniques from each of the holistic interventions practiced in class.

Prerequisite: HOL 101 and NRS 200

## **HOL 201 Holistic Perspectives**

**10 theory hours/2 credit hours**

Course Description: This course focuses on promoting an expanded view of healing by combining both conventional and complementary methods of diagnosis and treatment to enhance the healing process as well to promote overall wellbeing and prevention of health-related illnesses. This course provides a theoretical overview of seven common holistic interventions. In addition, learners will perform basic holistic interventions in Energy Healing, Reflexology, Acupressure, and Guided Imagery.

Learning Outcomes: 1) Articulate differences and similarities between the holistic/ integrated approach to meeting health care needs, compared with the traditional medical model. 2) Discuss the principles of holistic care. 3) Identify holistic approaches and systems. 4) Recognize the significance of self-care and self-reflection as a healthcare provider and its impact on providing holistic care to others. 5) Discuss commonly used holistic interventions used in healthcare across the lifespan. 6) Identify indications for Energy Healing, Reflexology, Acupressure, and Non-Directive Guided Imagery in common nursing situations. 7) Demonstrate selected holistic interventions practiced in class. 8) Discuss ways to incorporate holistic modalities in promoting health and life balance.

Prerequisite: Program Admission

## **NRS 100 Medical Terminology/Charting**

**15 theory hours/1.5 credit hours**

Course Description: Basic medical terminology is covered, as well as basic information to prepare the nursing student for medical charting.

Learning Outcomes: 1) Recognize medical terminology prefixes and suffixes 2) Identify medical terms from their components 3) List abbreviations for medical terms 4) Identify the parts of a medical chart 5) Perform accurate charting

Prerequisite: Admission to Practical Nursing Program

## **NRS 101 Practical Nursing Foundations**

**30 theory hours /4 credit hours**

Course Description: This course includes the beginning knowledge and skills that serve as a foundation for a career in nursing. The holistic human functioning patterns are introduced to organize the student's learning of nursing problems and traditional interventions. The students will continue to build upon the patient care skills learned as a patient care assistant in the laboratory environment. The course includes 2 Hrs. of clinical lab time weekly.

Learning Outcomes: 1) Identify and describe five core values of holistic nursing practice 2) Verbalize the components of the nursing process and the role of the PN in meeting the spiritual, biological, psychological, and sociological needs of clients 3) Discuss the contribution of the PN in promoting and maintaining a safe and effective care environment including coordination of care and injury prevention activities 4) Identify basic nursing problems and potential holistic interventions associated with each of the components of the Holistic Functioning Patterns: feeling (comfort), moving (activity and rest), and exchanging (nutrition, elimination, tissue integrity) 5) Demonstrate competent, safe practice of basic patient care skills

Prerequisite: Admission to Practical Nursing Program

## **NRS 102 Integrative Nursing**

**30 theory hours/6 credit hours**

Course Description: This clinical experience course was designed for the exploration of common health alterations in the adult and senior adult population. Students begin to actively practice and enhance the skills learned in previous nursing courses with an emphasis on promoting cultural diversity and client self-care measures. The course includes 6 hrs. of clinical hours weekly.

Learning Outcomes: 1) Identify the relationships among critical reasoning, nursing process, diagnostic reasoning, decision making, and hemodynamics 2) Explain the principles of systematic observation and data collection to meet the biological needs of patients 3) Describe potential LPN roles in providing holistic nursing care (traditional and alternative) for common alterations in adult physiological integrity 4) Identify advanced nursing problems and potential holistic interventions for the general adult population including: communication, knowing, perceiving, and exchanging (oxygenation) holistic functioning patterns 5) Verbalize nursing considerations in providing holistic care for clients that are diverse from the ethnicity, values, beliefs or culture of the student nurse. 6) Differentiate between adaptive and maladaptive responses to alterations in the perceived balance of the mind-body-spirit-social connection 7) Demonstrate ability to competently and confidently perform safe, basic nursing care for select clients in the clinical environment 8) Demonstrate behavior consistent with the role and responsibility of the student PN including professionalism and teamwork 9) Have a beginning knowledge and utilize the nursing process to meet basic biological, psychological, sociological and spiritual needs of stable clients 10) Perform accurate calculation and preparation of medications for administration, either in laboratory or clinical area(s)

Prerequisite: NRS 101

## **NRS 103 Integrative Nursing II**

**30 theory hours/8 credit hours**

Course Description: This advanced clinical nursing course promotes student learning of health alterations in the adult and senior adult populations while allowing mastered skills to be practiced in the clinical environment.

Student care focus will be on assisting the client to maintain or restore perceived balance within the mind-body-spirit-social connection. The course includes 15 Hrs. of clinical weekly.

Learning Outcomes: 1) Verbalize professional, therapeutic holistic nursing care practices within the mandated scope of practice for adults experiencing alterations in multiple dimensions 2) Consistently contribute to nursing care planning in terms of appropriate data collection, problem focusing, client specific intervention and timely evaluation of progress 3) Describe diagnostic testing and laboratories used in the care of adults with common health problems 4) Identify advanced nursing problems and potential holistic interventions for the general adult population including: exchange (renal/urinary, circulation, hormonal/metabolic), relating and feeling (emotional integrity) holistic functioning patterns 5) Describe medicinal and alternative interventions to address common alterations in the perceived balance of the mind-body-spirit-social connection 6) Define end-of-life nursing care and describe nursing interventions to promote a peaceful death 7) Consistently provides safe nursing care to increasing numbers and complexity of clients 8) Consistently demonstrates professional behaviors appropriate to role and responsibility as a student PN including communication and collaboration 9) Effectively use the nursing process to identify problems and provide holistic interventions for clients experiencing alterations in the mind-body-spirit-social connection in an effort to maintain or restore perceived balance of health 10) Demonstrates safe

medication administration 11) Document nursing care planning and care provided in accurate, complete and appropriate nursing language according to clinical agency policy

Prerequisite: NRS 101, NRS 102

### **NRS 104 Lifespan Nursing**

**30 theory hours/7 credit hours**

Course Description: Overview course designed to familiarize the student with nursing care of the family unit in community and acute care settings. The student will apply concepts of normal growth and development in providing holistic nursing care and planning health promotional teaching interventions. The course features modules on care for the pregnant female, the birthing process, routine newborn care, well childcare, and mental illness in the community issues. The course includes 10 Hrs. of clinical weekly.

Learning Outcomes: 1) Describe the physical, psychological, spiritual and socio-cultural changes that occur throughout the life continuum 2) Identify key interview questions to collect, data in the biological, psychological, sociological and spiritual domains to provide holistic nursing care for individuals and families 3) Identify community resources to promote health for clients and self 4) Implement effective teaching strategies for routine client interactions concerning health promotion 5) Explain the legal responsibility of the PN in reporting suspected child/elder abuse and /or impaired care providers 6) Integrate the nursing process in the safe delivery of holistic care for individual clients across the life span and/or within the family unit 7) Demonstrate the ability to perform complex nursing procedures and holistic interventions with increasing independence and judgment 8) Consistently demonstrate professional behavior as a member of the health care team and student 9) Utilize effective communication techniques to assess the perceived balance of health for select individuals and to provide health promotional teaching 10) Apply the nursing process to provide preventive health service for a population in the community setting

Prerequisite: NRS 101, NRS 102, NRS 103

### **NRS 106 Legal and Ethical Practice**

**30 theory hours/3 credit hours**

Course Description: This course highlights the legal components and concepts needed for professional practice in the changing health care environment. The role of ethics in judgment and decision making will be reviewed. The importance and implications of consistently positive and professional interactions between and among all health care delivery disciplines will be explored.

Learning Outcomes: 1) Identify and describe ethical principles and potential violations that can occur in the process of providing health care services 2) Define the legal aspects of healthcare provider-client, healthcare provider-physician, and healthcare provider-employer relationships 3) Describe the basic components of professional, legal documentation within the medical record.

Prerequisite: Admission to Practical Nursing Program

### **NRS 109 Practice Transitions**

**20 theory hours/2 credit hours**

Course Description: Synthesis course to review and link all the previous course work for success on the NCLEX-PN exam. A variety of guest lectures, computer-assisted instruction, and tailored instruction will assist the student to build competence and confidence in his/her future role as a nurse.

Learning Outcomes: 1) Demonstrate competence to proceed in taking the state licensure examination 2) Identify key professional and leadership principles for PN's in the current and future health care arenas 3) Verbalize coping strategies to adjust from the role of student to licensed care provider

Prerequisite: NRS 101, NRS 102, NRS 103

### **NRS 110 Math for Nursing Medication Administration**

**30 theory hours/3 credit hours**

Course Description: Identifies and reviews the mathematical principles and computations essential to medication administration. The course also explores practical measures to deliver the ordered dose safely to patients across the lifespan.

Learning Outcomes: 1) Articulate the importance of accurate math calculations to the practice of nursing and specifically medication administration 2) Perform basic mathematical computations that involve fractions, decimals, simple equations, and proportions 3) Utilize the three basic systems of measure in medication administration: Household, metric and apothecary 4) Describe the components of a medication label to accurately determine the prescribed dosage of enteral and parenteral medications 5) Articulate the process of determining

the safe and therapeutic dose of an ordered medication for adults and children based upon body weight.

Prerequisite: Admission to Practical Nursing Program

### **NRS 111 Nursing Pharmacology**

**25 theory hours/3.5 credit hours**

Course Description: Theory course to prepare practical nurses to deliver ordered enteral and parenteral medication therapies safely. This course will use a prototype model to assist the learner to identify drug class indications, contraindications, common side effects, adverse events, and nursing considerations.

Learning Outcomes: 1) Demonstrate understanding of pharmacokinetic and pharmacodynamic principles through teaching strategies with self-medicating adults 2) Identify the common mechanism of action, indications, side effects, and contraindications of a prototype from each of the main drug categories (sympathetic, parasympathetic) 3) Identify nursing considerations and relevant holistic interventions relevant to selected major classification of drugs.

Prerequisite: Admission to Practical Nursing Program

### **NRS 112 IV Therapy Competency**

**5 theory hours/1 credit hour**

Course Description: This focused nursing course exploring the concepts central to Intravenous Therapy planning, delivery, and monitoring. The course reviews the Ohio rules and regulations concerning IV therapy administration by licensed practical nurses. The student will have supervised hands-on experience in the classroom, laboratory, and finally the clinical environment to demonstrate mastery. The course includes 15 Hrs. of lab/clinical.

Learning Outcomes: 1) Accurately state the licensure appropriate scope of practice concerning IV therapy with consideration of clinical agency policy 2) Demonstrate the correct procedure for initiating successful IV catheter insertions 3) Identify potential adverse events and the appropriate patient teaching/follow up procedures that must ensue should an adverse event occur 4) Demonstrate competency in calculating ordered IV rates in consideration of safe, therapeutic ranges, the pharmacodynamics of the medication to be delivered and current client condition.

Prerequisite: NRS 101, NRS 102

### **NRS 200 Transition to Holistic Nursing Practice (non-OIAH LPN's) 20 theory hours/2 credit hours**

Course Description: This course is designed to guide the traditional LPN-student in planning and initiating personal and professional growth towards future roles as a registered nurse and a holistic care provider. The student will explore the Ohio Scope of Practice, clinical environment, routine daily activities, and nursing/holistic care process differences between LPN and holistic RN. Students are required to participate in a current professional activity with guidance from the course faculty.

Learning Outcomes: 1) Identify and describe five core values of holistic nursing practice 2) Describe the role of the Registered Nurse in the health care delivery system and implications for meeting the spiritual, biological, psychological, and sociological needs of clients 3) Engage in learning opportunities that promote beginning professional growth 4) Explore potential thoughts, feelings, and attitudes typically experienced during role transition.

Prerequisite: Program Admission

### **NRS 201 Promoting Psychological Adaptations**

**30 theory hours/6 credit hours**

Course Description: Clinical course designed to focus on holistic nursing assessment and intervention for clients and families experiencing alterations specific to the human psychological domain. Students will also explore the assessment and intervention of the environmental (social) domain to advance nursing management competencies.

Learning Outcomes: 1) Describe the general pathophysiology and manifestation of common psychological maladjustments including anxiety, depression, stress, addiction, and grief 2) Identify basic nursing problems and potential nursing interventions associated with the abstract care components of the Holistic Functioning Patterns: Communicating, Relating, Valuing/transcending, Feeling and Perceiving 3) Describe the four interrelated components of the self-concept 4) Demonstrate competence in performing comprehensive psychological assessments to plan effective hemodynamic restoration 5) Identify the core components within a therapeutic environment and apply appropriate holistic interventions to promote, facilitate or maintain a healing environment

for individuals and/or families 6) Interpret human response patterns to psychosocial stressors through the process of critical thinking.

Prerequisite: Program Admission

### **NRS 202 Family Nursing**

**30 theory hours/6 credit hours**

Course Description: Focused clinical course addressing the biological, psychological, spiritual, and sociological needs of the human from conception through young adulthood. Common alterations to adaptation in pregnancy, birthing, and childhood will be reviewed to support holistic nursing interventions. Students will have the opportunity to participate in family planning, prenatal, labor and delivery, newborn nursery, and general pediatric populations clinical care arenas and service-learning.

Learning Outcomes: 1) Assess the adaptations of the individual and family unit to plan holistic nursing care of alterations within the Communicating, Relating, Knowing, Feeling, Moving, Perceiving, Choosing and Exchanging health functioning patterns 2) Describe the physiological changes in mother and infant during the gestational cycle and the developmental tasks of the expectant family 3) Integrate growth and development principles into meeting the needs of the childbearing family and individual children ages newborn through adolescence 4) Utilize the holistic nursing care process to plan and implement care for the family and/or child unit in a variety of care settings 5) Demonstrate beginning knowledge and skill in providing collaborative care interventions through appropriate referral to local community resources 6) Participate in culturally sensitive, health promotional teaching opportunities to address the biological, psychological, spiritual, and sociological needs of families and children.

Prerequisite: NRS 200, NRS 201, and NRS 210

### **NRS 203 Caring for the Community**

**30 theory hours /4 credit hours**

Course Description: Overview course to introduce the holistic nursing practice in a non-traditional environment including out-patient clinics, health departments, community agencies, and home visits. The student will explore the influences of politics, economics, and cultural norms on the healthy balance of individuals and communities. Holistic nursing interventions directed toward primary, secondary, and tertiary care will be reviewed.

Learning Outcomes: 1) Identify appropriate nursing problems and holistic interventions to address components primarily within the Knowing, Choosing, and Perceiving health functioning patterns 2) Verbalize components of the community assessment and impact on the health of individual and community 3) Demonstrate critical reasoning in planning appropriate primary, secondary and tertiary interventions for a local community.

Prerequisite: NRS 202

### **NRS 204 Advanced Nursing Care**

**50 theory hours/7 credit hours**

Course Description: Clinical and theory course to synthesize the major constructs of providing safe, competent holistic nursing care. Each of the health functioning patterns will be reviewed as well as commonly diagnosed alterations and needed client restoration measures. The student will engage in extensive clinical time in high acuity health care arenas to practice skills, correlate theory, prioritize and manage care flow processes including delegation.

Learning Outcomes: 1) Explain pathological changes and expected human responses to a variety of common health alterations for adult clients in the acute care setting 2) Determine the biological, psychological, spiritual, and social needs and provide holistic care interventions for clients experiencing alterations in multiple patterns 3) Prioritize nursing care to meet multiple needs of multiple clients through critical thinking and holistic nursing care process approach 4) Implement care based upon decisions made utilizing content from a holistic perspective and nursing courses, the physical and behavioral sciences, general education and prior clinical experiences 5) Demonstrate safe and competent clinical skills at a level of the professional Registered Nurse.

Prerequisite: NRS 201, NRS 202, NRS 203, and NRS 207

### **NRS 205 Nursing Management for Personal and Professional Growth 20 theory hours/2 credit hours**

Course Description: Exploratory course designed to assist the student in establishing a commitment to life-long learning regarding personal growth issues, therapeutic modalities, and leadership potential within the profession of nursing. Theories and principles of leadership, role change strategies, expectations of professional nurses, and

current practice issues in the nursing community will be addressed.

Learning Outcomes: 1) Identify three potential stressors in the transition from LPN to RN and establish a coping plan for each 2) Develop three personal and professional goals to achieve over the next six months and six years 3) Review self-care measures that promote internal balance in biological, spiritual, psychological, and social domains to ensure the maintenance of self as a healing presence.

Prerequisite: NRS 201, NRS 202, NRS 203, and NRS 207

### **NRS 207 Integrated Microbiology & Environmental Nursing      30 theory hours/4 credit hours**

Course Description: Integrated course focusing on the morphology and physiology of microorganisms and traditional prevention interventions as well as holistic approaches to reduce the susceptibility of the host. Laboratory experience to help students visualize and apply the concepts taught in theory.

Learning Outcomes: 1) Verbalize the impact of biological alterations on the hemodynamics of the psychological, spiritual, and social domains 2) Define microbiology and be aware of the varieties of existing microbes including bacteria, fungi, protozoa, helminths, and viruses 3) Describe the relationship between host and parasite and the role of the immune system in protecting the host 4) Identify precautions health care workers must observe to prevent the spread of infection 5) Describe the types and actions of antibiotics used to control microbes as well as holistic modalities.

Prerequisite: NRS 202, BIO 151

### **NRS 209 E-Nursing Concept      20 theory hours/2 credit hours**

Course Description: Overview course to highlight advantages and challenges in the use of technology in the therapeutic nurse-client relationship. Emerging legal and ethical issues are reviewed in light of the purported advanced medical outcomes. Students will have the opportunity to utilize actual technology documentation systems and practice with correct APA formatting for written work.

Learning Outcomes: 1) Discuss the history, current status, and future trends of nursing informatics 2) Describe the ethical and legal responsibilities of the professional nurse in relation to information systems 3) Locate and promote the use of electronic resources to enhance whole-person care and/or improve the wellness of individuals and communities. 4) Demonstrate utilization of APA format at a novice level.

Prerequisite: Program Admission

### **NRS 210 LPN-RN Transitions      10 theory hours/1 credit hour**

Course Description: This course is designed to guide the LPN-student in planning and initiating personal and professional growth towards a future role as a registered nurse. The student will explore the Ohio Scope of Practice, clinical environment, and routine daily activities differences between the LPN and RN. Students are required to participate in a current professional activity with guidance from the course faculty.

Learning Outcomes: 1) Describe the role of the Registered Nurse in the health care delivery system 2) Engage in learning opportunities that promote beginning professional growth 3) Explore potential thoughts, feelings, and attitudes typically experienced during role transition.

Prerequisite: Program Admission

### **NRS 211 Professional Transitions      10 theory hours/1 credit hour**

Course Description: Faculty guided, independent study module to assist the student to prepare for the NCLEX-RN. The course will consist of tailored theory instruction based upon practice NCLEX exam outcomes and study skill preferences. Students must achieve the minimal passing percentile to graduate and attain the authorization to take the state licensure exam.

Learning Outcomes: 1) Maximize testing preparation by focusing study on identified deficiency areas 2) Demonstrate increasing independence and confidence to seek out and find the needed information for personal and professional growth 3) Demonstrate competence to proceed in taking the state licensure examination.

Prerequisite: NRS 201, NRS 202, and NRS 203



### **NRS 220 Transition: LPN to RN**

**20 theory hours/ 4 credit hours**

Course Description: This course is designed to guide the LPN-RN student in planning and initiating personal and professional growth towards their future role as a registered nurse. The student will explore the Ohio Scope of Practice, ANA Code of Ethics, Standards of Practice, difference between license practical and registered nurses, and professionalism. Students will be introduced to critical reasoning skills as applied to holistic health care and the holistic caring processes. Laboratory and clinical experiences allow students to safely practice nursing in a supervised environment.

Learning Outcomes: 1) Describe the roles of the Registered Nurse in the health care delivery system. 2) Engage in learning opportunities that promote beginning professional growth. 3) Explore potential thoughts, feelings and attitudes typically experienced during role transition. 4) Relate Ohio Nurse Practice Act to prioritization, delegation, and management of care. 5) Analyze how the components of the ANA Code of Ethics are applied to ethical dilemmas. 6) Differentiate between allopathic and holistic care. 7) Demonstrate critical reasoning skills and integration of holistic healing concepts in providing safe holistic care to patients. 8) Demonstrate behaviors of professionalism in a variety of settings.

Prerequisite: Program Admission

### **NRS 221 Nursing I**

**20 theory hours/ 4 credit hours**

Course Description: This course focuses on holistic nursing assessment and evidence-based interventions for individuals and families experiencing alterations specific to the human psychological domain. Holistic patterns of communicating, relating, feeling, valuing, choosing, and perceiving are emphasized.

Learning Outcomes: 1) Describe the general pathophysiology and manifestation of common psychological maladjustments including: anxiety, depression, stress, addiction, and grief. 2) Demonstrate competence in performing comprehensive psychological assessments to plan effective homeodynamic restoration. 3) Use critical thinking skills to identify basic nursing problems and nursing interventions associated with alterations in the holistic functioning patterns: communicating, relating, valuing/transcending, feeling, and perceiving. 4) Describe the impact of nutrition and pharmacological agents on an individual's mental health. 5) Identify the core components within a therapeutic environment and apply appropriate holistic interventions to promote, facilitate, and/or maintain a healing environment for individuals and/or families. 6) Recognize and implement effective healthcare communication techniques. 7) Locate and promote use of electronic resources to enhance whole person care and/or improve the wellness of individuals and communities. 8) Demonstrate behaviors of professionalism in a variety of settings.

Prerequisite: Program Admission

### **NRS 230 Nursing II**

**20 theory hours/ 4 credit hours**

Course Description: This course focuses on holistic nursing assessment and evidence-based interventions for individuals and families experiencing chronic alterations specific to the human biological and sociological domains. Holistic patterns of relating, knowing, moving, exchanging, protection, and maintenance are emphasized. Clinical and theory course to synthesis the major constructs of providing safe, competent holistic nursing care.

Learning Outcomes: 1) Explain the relationship between self-care and being an instrument of healing. 2) Discuss psychological, spiritual, biological, and sociological risk factors that place adults at risk for chronic health alterations. 3) Identify appropriate nursing problems, implement holistic interventions, and evaluate effectiveness of care in addressing components primarily within the relating, knowing, moving, exchanging, protection, and maintenance patterns. 4) Discuss components of the community assessment that impact the health of individuals and community. 5) Demonstrate critical reasoning in planning appropriate primary, secondary and tertiary interventions for individuals with chronic health alterations. 6) Use information technology to support clinical decision-making. 7) Incorporate evidence into nursing practice. 8) Demonstrate competence and professionalism in a variety of settings.

Prerequisite: NRS 220, NRS 221

### **NRS 231 Pharmacology**

**20 theory hours/ 2 credit hours**

Course Description: This course focuses on pharmacotherapeutic concepts with an emphasis on clinical applications within the context of the nursing process and prioritization of needs; with special consideration given to the physiological, sociological, biological, and spiritual needs of patients. A prototype model to assist the learner

to identify drug class indications, actions, contraindications, common side effects, adverse events and nursing considerations will be used. Holistic patterns of choosing, exchanging, protection, and maintenance are primarily emphasized. Safety related to medication calculations, medication administration, and non-traditional approaches to promote, maintain, and restore health balance will be addressed.

**Learning Outcomes:** 1) Explore the professional nurse's scope of practice, legal and ethical considerations, and standards of practice associated with traditional and non-traditional medication administration. 2) Demonstrate competency in accurate and safe medication calculations. 3) Discuss guidelines for traditional and non-traditional medication safety. 4) Discuss the four aspects of pharmacokinetics (absorption, distribution, metabolism, and excretion) to drug therapy for a variety of patients across the lifespan and health care settings. 5) Discuss traditional and non-traditional pharmacological therapies commonly associated with the holistic patterns of exchanging (gastrointestinal, renal, nervous system), protection (integumentary, immunological), and maintenance (cardiovascular, oxygenation) including indications, mechanisms of action, side and adverse effects, contraindications, interactions, nursing responsibilities related to administration, monitoring, evaluation, and teaching. 6) Explore issues associated with the holistic choosing pattern (compliance, non-compliance) and health teaching. 7) Discuss advantages and disadvantages of using computerization for medication and medication administration.

**Prerequisite:** NRS 220, NRS 221

### **NRS 240 NURSING III**

**30 theory hours/ 6 credit hours**

**Course Description:** This course addresses biological, psychological, spiritual, and sociological needs of the human from conception through young adult. Common alterations to adaptation in pregnancy, birthing, and childhood will be reviewed to support holistic nursing interventions. Students will have opportunity to participate in laboratory and clinical learning experiences emphasizing course concepts. Each holistic pattern will be addressed.

**Learning Outcomes:** 1) Assess the adaptations of the individual and family unit to plan holistic nursing care of alterations within the communicating, valuing, relating, knowing, feeling, moving, perceiving, choosing exchanging, and protection health functioning patterns. 2) Describe the physiological changes in mother and infant during the gestational cycle and the developmental tasks of the expectant family. 3) Integrate growth and development principles into meeting the needs of the childbearing family and individual children ages newborn through adolescence. 4) Use the holistic nursing care process, evidence, and standards of nursing care to plan and implement care for the family and/or child unit in a variety of care settings. 5) Demonstrate beginning knowledge and skill in providing collaborative care interventions through appropriate referral to local community resources. 6) Participate in culturally sensitive, health promotional teaching opportunities to address the biological, psychological, spiritual and sociological needs of families and children. 7) Demonstrate competence and professionalism while transitioning to roles and responsibilities of the professional nurse in a variety of settings.

**Prerequisite:** NRS 230, NRS 231

### **NRS 250 NURSING IV**

**40 theory hours/ 7 credit hours**

**Course Description:** Clinical and theory course to synthesis the major constructs of providing safe, competent holistic nursing care. Each of the health functioning patterns will be reviewed as well as commonly diagnosed alterations and needed client restoration measures. The student will engage in extensive clinical time in high acuity health care arenas to practice skills, correlate theory, prioritize and manage care flow processes including delegation.

**Learning Outcomes:** 1) Explain pathological changes and expected human responses to a variety of common health alterations for adult patients in the acute care setting. 2) Determine the biological, psychological, spiritual, and social needs and provide holistic care interventions for patients experiencing alterations in multiple patterns. 3) Prioritize nursing care to meet multiple needs of multiple patients through critical thinking and holistic nursing care process approach. 4) Implement care based upon decisions made utilizing content from holistic perspective and nursing courses, the physical and behavioral sciences, general education, and prior clinical experiences. 5) Demonstrate competence and professionalism of the professional nurse in the healthcare settings.

**Prerequisite:** NRS 240

### **NRS 251 Professional Practice**

**30 theory hours/ 5 credit hours**

**Course Description:** Exploratory course designed to assist the student in establishing a commitment to life-long

learning for personal and professional growth. Transition to the Registered Nursing roles and responsibilities and NCLEX preparation are emphasized. Nursing theories, principles of leadership, role change strategies, expectations of professional nurses, and current practice issues in the nursing community are addressed. The course will consist of tailored self-study based upon practice preparatory NCLEX exams and outcomes. Students will have the opportunity to participate in clinical learning experiences emphasizing course concepts.

Learning Outcomes: 1) Identify three potential stressors in the transition from LPN to RN and establish a coping plan for each. 2) Demonstrate increasing independence and confidence in finding information for personal and professional growth. 3) Review self-care measures that promote internal balance in biological, spiritual, psychological, and social domains to ensure maintenance of self as a healing presence. 4) Discuss and apply leadership concepts to effective holistic nursing practice. 5) Demonstrate competence to proceed in taking the state licensure examination. 6) Demonstrate competence and professionalism while transitioning to roles and responsibilities of the professional nurse in a variety of settings

Prerequisite: NRS 240

### **NRS 252 Nutrition for Health**

**15 theory hours/ 1.5 credit hours**

Course Description: This course focuses on practical and functional human nutrition. Sources, functions and requirements of carbohydrates, proteins, lipids, vitamins, minerals, and water are addressed in relation to preventing health alterations and maintaining, restoring, and promoting health. Public health issues including malnutrition and food safety are discussed. Self-care and care of others in relation to nutritional concepts are emphasized.

Learning Outcomes: 1) Identify valid and reliable nutrition information on the connections between diet and health. 2) Describe and apply current dietary guidelines and nutrition recommendations from evidence-based resources, food choices, eating behaviors and other lifestyle parameters to individuals, families, and communities. 3) Describe the process of digestion, absorption, assimilation, and metabolism. 4) Describe and discuss the basic chemistry, sources and uses of the six nutrients: carbohydrate, lipids, proteins, vitamins, minerals, and water. 5) Discuss the principles of energy balance and weight control and apply the principles to meal planning for long-term weight and body composition control for self and others in a variety of healthcare settings and communities. 6) Analyze and evaluate a diet record for nutritional content and energy balance using a computer database. 7) Describe the impact of several forms of technology on eating behaviors, food choices, nutritional quality of foods and environmental concerns. 8) Use web-based information and tools to access, organize and deliver current information about food production and correlations to health-promoting dietary behaviors and medications to individuals, families, and communities through health teaching. 9) Apply nutritional concepts to individuals with a variety of health alterations.

Prerequisite: NRS 240

### **NRS 253 NCLEX Preparation Workshop**

**10 theory hours/ 1 credit hour**

Course Description: Synthesis of knowledge acquired in the LPN-RN toward the development of the registered nurse role

Learning Outcomes: Demonstrate competence in nursing knowledge in the professional role of registered nurse.

Prerequisite: NRS 250, NRS 251, NRS 252

### **PSY 100 Understanding Growth & Development Across the Lifespan 30 theory hours/3 credit hours**

Course Description: Theoretical course to assist the student in differentiating normal and abnormal behaviors and adaptation patterns across the lifespan. The generally recognized growth and development theories will be explored through practical application to teaching-learning scenarios. Holistic approaches of theory application in the health care environment will be reviewed.

Learning Outcomes: 1) Identify the major fields of study and theoretical perspectives within psychology and articulate their similarities and differences 2) Apply psychological theories and findings of empirical studies to explanations of human behavior 3) Apply psychological concepts in practice and be able to recognize psychological principles when encountered in everyday life.

Prerequisite: Admission to Practical Nursing Program

**PSY 102 Psychology for Holistic Nursing Practice**

***30 theory hours/3 credit hours***

Course Description: A theoretical approach to psychological issues pertinent to the holistic model. The course will cover history and methods, learning and memory, consciousness theories, personality theories, stress management, gender perspectives, and theories of transpersonal psychology.

Learning Outcomes: 1) Identify the key characteristics of the major modern approaches in psychology 2) Discuss psychological theories as applicable to holistic health practitioners. 3) Identify appropriate referral parameters.

Prerequisite: NRS 250, NRS 251, NRS 252

**PSY 201 Health Psychology**

***30 theory hours/ 3 credit hours***

Course Description: This course will introduce students to a variety of medical conditions and diseases and their implications for the psychological health and impact on psychological functioning of individuals with these diseases. Students will also be introduced to a range of psychological and cultural issues which influence a person's ability to prevent illness and properly utilize the health care system. Also, this course will cover the use of psychological techniques used to improve health-promoting behaviors, change health-compromising habits, manage stress, and cope with chronic or terminal illness.

Learning Outcomes: 1) Identify the key approaches used in health psychology. 2) Discuss the psychological characteristics that make one more resilient or vulnerable to the effects of stress, trauma, and disease. 3) Develop an understanding of the relationship between biological, psychological, and social factors which influence a person's physical well-being. 4) Learn how psychological research methods, theories, and principles can be applied to better understand health behaviors, health promotion, and health care issues such as adherence to treatment plans, coping with terminal illness, and management of pain. 5) Apply and utilize current theoretical models of behavior change in the recovery process. 6) Identify the role of lifestyle factors in the etiology and course of many diseases.

Prerequisites: Program Admission

**PSY 202 Psychology for Holistic Healthcare Practice**

***30 theory hours/ 3 credit hours***

Course Description: A theoretical approach to psychological issues pertinent to the holistic model. Course will cover history and methods, learning and memory, consciousness theories, personality theories, stress management, gender and gender identity perspectives and theories of transpersonal psychology.

Learning Outcomes: 1) Identify the key characteristics of the major modern approaches in psychology. 2) Discuss psychological theories as applicable to holistic health practitioners 3) Identify appropriate referral parameters.

Prerequisite: PSY 201

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