



**Ohio Institute of Allied Health**

School of Integrative Healthcare

# School Catalog

2026 – 2027



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

Main Campus: 6245 Old Troy Pike, Huber Heights, Ohio 45424

Extension Campus: 4490 Brandt Pike, Huber Heights, OH 45424

[www.oiah.edu](http://www.oiah.edu) Phone: (937)237-1010

OH. Reg. # 10-03-1924T OIAH admits students of any race, color, sex, national, or ethnic origin. OIAH is a non-profit 501c3 organization.

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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, with practical nursing and registered nursing programs. The core philosophy of holism is integrated into all programs at OIAH. Today, holistic practitioners are utilized in medical, dental, and psychological health care delivery and may also establish their own private practice. The Institute plays a vital role in the integration of traditional and holistic modalities.

### OUR MISSION

We are committed to the promotion of choice in healthcare 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 fields of holistic and traditional medicine.
- 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 and appreciation and understanding of cultural, aesthetic, and human values.

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



## OHIO INSTITUTE OF ALLIED HEALTH

# 2026 Academic Calendar

| Winter Term                                |                                           |
|--------------------------------------------|-------------------------------------------|
| Term Begins                                | February 2nd, 2026                        |
| Term Ends                                  | April 24th, 2026                          |
| Student Break                              | April 27th, 2026 – May 1st, 2026          |
| Spring Term                                |                                           |
| Term Begins                                | May 4th, 2026                             |
| Memorial Day, No Classes                   | May 25th, 2026                            |
| Juneteenth, No Classes                     | June 19th, 2026                           |
| Observation of July 4th, No Classes        | July 3rd, 2026                            |
| Term Ends                                  | July 24th, 2026                           |
| Student Break                              | July 27th, 2026 – July 31st, 2026         |
| Summer Term                                |                                           |
| Term Begins                                | August 3rd, 2026                          |
| Labor Day, No Classes                      | September 7th, 2026                       |
| Term Ends                                  | October 23rd, 2026                        |
| Student Break                              | October 26th, 2026 – October 30th, 2026   |
| Fall Term                                  |                                           |
| Term Begins                                | November 2nd, 2026                        |
| Thanksgiving Break, No Classes             | November 26th, 2026 & November 27th, 2026 |
| Holiday Break, No Classes                  | December 24th, 2026 – January 1st, 2027   |
| Dr. Martin Luther King Jr. Day, No Classes | January 18th, 2027                        |
| Term Ends                                  | January 29th, 2027                        |

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



**OHIO INSTITUTE OF ALLIED HEALTH**

# 2027 Academic Calendar

| Winter Term                                |                                           |
|--------------------------------------------|-------------------------------------------|
| Term Begins                                | February 1st, 2027                        |
| Term Ends                                  | April 23rd, 2027                          |
| Student Break                              | April 26th, 2027 - April 30th, 2027       |
| Spring Term                                |                                           |
| Term Begins                                | May 3rd, 2027                             |
| Memorial Day, No Classes                   | May 31st, 2027                            |
| Observation of Juneteenth, No Classes      | June 18th, 2027                           |
| Observation of July 4th, No Classes        | July 5th, 2027                            |
| Term Ends                                  | July 23rd, 2027                           |
| Student Break                              | July 26th, 2027 - July 30th, 2027         |
| Summer Term                                |                                           |
| Term Begins                                | August 2nd, 2027                          |
| Labor Day, No Classes                      | September 6th, 2027                       |
| Term Ends                                  | October 22nd, 2027                        |
| Student Break                              | October 25th, 2027 - October 29th, 2027   |
| Fall Term                                  |                                           |
| Term Begins                                | November 1st, 2027                        |
| Thanksgiving Break, No Classes             | November 25th, 2027 & November 26th, 2027 |
| Holiday Break, No Classes                  | December 23rd, 2027 - December 31st, 2027 |
| Dr. Martin Luther King Jr. Day, No Classes | January 17th, 2028                        |
| Term Ends                                  | January 28th, 2028                        |

## ACCREDITATION AND APPROVALS

Accredited with the Council on Occupational Education (COE)

Registered with the Ohio Board of Career Colleges and Schools

Ohio Regulation Number: 10-03-1924T

Registration #: 1914547

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:

Patrick Spencer, D.O.

Manoj Kumar J.D., CPA At-Large

Brent Mills, Esq.

## CONTACT INFORMATION

|                           |                                             |
|---------------------------|---------------------------------------------|
| Main Campus Address:      | 6245 Old Troy Pike, Huber Heights, OH 45424 |
| Extension Campus Address: | 4490 Brandt Pike, Huber Heights, OH 45424   |
| Phone :                   | (937)-237-1010                              |
| Email :                   | help@oiah.edu                               |
| Hours of Operation        | Monday through Thursday 9:00AM – 4:30PM     |
| (Administration):         | Friday, 9:00AM – 4:00 PM                    |
| Media Resource Center:    | Monday through Thursday 9:00AM – 4:30PM     |
|                           | Friday, 9:00AM – 4:00 PM                    |
| ADMISSIONS:               | admissions@oiah.edu                         |
| FINANCIAL AID:            | finaid@oiah.edu                             |
| TRANSCRIPTS/GRADES:       | help@oiah.edu                               |

## CAMPUS & FACILITIES

### OIAH MAIN CAMPUS (“Main”)

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 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 30 computers
- 2 Student common areas with vending machines, kitchenette, and space to study
- Media Resource Center providing additional space to conduct research and expand learning.
- Tranquility Spa, Tropical Smoothie Café, Jet’s Pizza, and Wing Stop a step away from campus



## OIAH EXTENSION CAMPUS (“Brandt”)

The OIAH campus is located at 4490 Brandt Pike in Huber Heights, Ohio, just minutes from Dayton, Ohio. The extension campus of OIAH features a 9,000 square foot facility housing the following:

- Administrative offices including Admissions and Financial Aid
- 4 Classrooms that include updated technology, large windows, and comfortable seating
- 1 Nursing labs with all necessary clinical equipment and patient simulators
- 1 Student common areas with vending machines, kitchenette, and space to study
- Media Resource Center with computer access that provides additional space to conduct research and expand learning.
- Kroger and several popular lunch spots just a step away from campus.



## ADAPTING POLICY & PROCEDURE CHANGES

Ohio Institute of Allied Health reserves the right to make changes in organizational structure, 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 to 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 OIAH School Catalog.

A copy of the OIAH 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

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**Policy Number:** ADM 01

**Department:** ADMISSIONS

**Effective Date:** 08/04/2025

**Next Review Date:** 4/10/2027

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**Subject:** Admission to the Ohio Institute of Allied Health Policy

**Purpose:** To define the OIAH enrollment requirements.

**Policy:**

The *Admission to the Ohio Institute of Allied Health (OIAH) Policy* is used to define enrollment requirements for individuals considering enrollment as a regular student. Ohio Institute of Allied Health must adhere to the guidelines and requirements of each of its accrediting and regulatory bodies including the Ohio State Board of Career Colleges and Schools.

**General Admissions Policies:**

Offered programs are designed to prepare an individual for employment in their field of study. Prospective students are invited to schedule an appointment to discuss specific needs, goals, and objectives with an Admissions Representative. Non-Discrimination – Ohio Institute of Allied Health is open to all students without regard to race, color, religion, age, sex, creed, origin, sexual orientation, disability, or marital status. The Ohio Institute of Allied Health Admissions/Readmissions Committee reserves the unconditional right to grant or deny admissions.

To be eligible for admission, the applicant must meet the following requirements:

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.
  - a. All applicants must be able to speak, read, and write fluently in English. Applicants with a foreign high school diploma or who speak English as a second language are required to take the English Proficiency Assessment. Applicants must provide documentation of eligibility to work in the United States
2. The applicant must be a high school graduate or possess the equivalent of a high school diploma. Applicants must provide either an official diploma or transcript. International transcripts/documents must be officially translated international and formally certified as the equivalent of high school completion in the United States of America.
  - a. OIAH accepts applicants with a recognized equivalent to a high school diploma – including a home-school certificate completed in accordance with state law. Per the Consolidated Appropriations Act of 2012, students without a diploma or equivalent and who did not complete secondary school in a home-school setting are not eligible for Title IV aid.

- b. Currently, OIAH does not have any programs which accept Ability-to-Benefit students and does not offer a Comprehensive Transition Postsecondary Program.
- 3. **ADN program only:** Applicants must hold a current, unrestricted, and unencumbered continuous license as a practical nurse in a U.S. state. If the applicant is not a graduate of the Ohio Institute of Allied Health Practical Nursing Program, the student must submit an official transcript from the practical nursing program the student attended prior to licensure. The transcript must be submitted in a timely manner to allow review and determination of whether the program is comparable and transferable.
  - a. If more than ten (10) years have elapsed since the applicant's completion of a practical nursing program, the applicant will be required to complete the Wonderlic entrance examination. A minimum score of 17 is required to be considered eligible to admission to the ADN program.
- 4. The applicant must complete and submit an admission application and pay the \$100 application fee. All applicants must also have an initial interview with an Admissions Representative.
  - a. Upon payment of the application fee, the applicant must submit to fingerprinting and the conduction of a state & federal background check prior to beginning enrollment at OIAH. Under no circumstances will OIAH admit an applicant with a felony conviction of any kind. It is very rare for OIAH to admit an applicant with a misdemeanor conviction on their record. If an applicant is aware of any convictions, they are expected to inform their Admissions Representative who can advise on next steps. 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.
  - b. Once the application fee has been paid – accepted applicants must register for class within two terms (six months). Failure to complete course registration within this timeframe will result in cancellation of acceptance. Applicants with canceled applications must reapply for readmission and resubmit the application fee.
- 5. Applicants must have active health insurance coverage and provide proof of health insurance.
- 6. Upon acceptance, the student must provide documentation of a recent 10 panel drug test, a recent physical examination by a health care provider (physician or nurse practitioner), and a recent two-step tuberculosis test, evidence of annual PPD, chest x-ray, or accepted tuberculosis blood test (QuantiFERON or T-Spot). Students must also provide documentation of the following immunizations or titers: MMR, TDAP, varicella, influenza, covid-19 and hepatitis B series. Lastly, the student will need a current American Heart Association CPR card. All documentation must be submitted prior to attending clinical, as required by clinical partners. Clinical sites may require additional vaccination and/or testing. Students will be responsible for completing clinical site health requirements prior to the start of the clinical rotation.
- 7. Any applicant wishing to pursue transfer credits from another institution must submit official transcripts to their Admissions Representative with enough time to be evaluated and finalized prior to starting the program.

### **Clinical Expectations Statement**

Clinical hours may be scheduled at any time of day or day of the week, including evenings, weekends, and/or holidays. Students must be available to attend clinical sites as assigned. Students must protect patient privacy and confidentiality. Students failing to protect patient privacy and confidentiality may be subject to dismissal from the clinical site and/or nursing program

### **Accessibility and Reasonable Accommodation**

OIAH is committed to providing equal access to education in compliance with the Americans with Disabilities Act of 1990. The campus is accessible to wheelchairs and includes ADA-compliant features such as ramp access, wide hallways/doors, accessible restrooms, and appropriate door handles.

Due to the hands-on nature of nursing as a vocation, students with physical or mental disabilities must be evaluated to determine their ability to benefit from the training. If a student is determined unable to benefit, they will be advised on alternative career paths. To be eligible for Title IV, HEA funding, students must be able to benefit from reasonable accommodation.

Prospective students seeking accommodation should schedule a meeting with the Student Services office. During this meeting, the applicant and OIAH's ADA representative will discuss the disability, its impact on learning, the accommodation process, and available support. Applicants should bring documentation from a licensed medical professional dated within the past three years which must include:

1. A diagnosis of the disability.
2. The methods used to determine the diagnosis (including test results).
3. A clinical summary outlining the impact on learning and recommended accommodation(s).

### **Financial Arrangements**

Students may not be accepted for enrollment if credit worthiness cannot be proven. Please see *Method and Terms of Payment* for more information. The student must make financial arrangements with the Financial Aid Office regarding the FAFSA application, scholarships, and/or cash payment plan prior enrollment.

Prior to admission, the prospective student is given an enrollment agreement form, completes an interview with a school official, and is given a student questionnaire packet, which the prospective students must read, understand, and sign. The interview will elaborate on course descriptions, career opportunities, and the physical demands of the job, Ohio Institute of Allied Health requirements, and the requirements of the governing body for the

program in which the student is enrolling. The interview will also include a discussion on attendance and academic requirements and how those requirements can affect the student's satisfactory academic performance. The prospective student will be informed that attendance hours may be withheld for non-payment of tuition. A school official will give the prospective student a tour of the school facilities. Any questions from the prospective student will be answered truthfully, promptly, and in sufficient detail to eliminate confusion.

### **Military Training and Enrollment/Transfer Credit**

1. 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.
2. Students must have applied for admission to OIAH, been accepted in a current program, and paid fees.
3. Students will only receive credit for courses for which OIAH offers an equivalent course.
4. 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.
5. Students who have already received transfer credit at a different institution for a course will not receive credit again at OIAH.
6. Credit awarded is treated as transfer credit at OIAH.

### **Admission Orientation**

All admitted/readmitted students are required to attend a *New Student Orientation*. The orientation will familiarize students with OIAH policies and procedures. Topics include, but are not limited to, the following:

1. Program Expectations
2. Student Services
3. Attendance Policies
4. Clinical Training Policies
5. Time Management Policies
6. Grading Scale Policy
7. Student Safety and Evacuation Policies and Procedures.

### **TITLE IV, HEA Eligibility Determination**

To receive Federal Student Aid, you will need to:

1. Qualify to obtain a college or career school education, either by having a high school diploma or General Educational Development (GED) certificate, or by completing a high school education in a homeschool setting as approved under state law.
2. Be enrolled or accepted for enrollment as a **regular student** in an eligible degree or certificate program.
3. Be registered with Selective Service, if you are a male (you must register between the ages of 18 and 25). Men exempted from the requirement to register include:

- Males currently in the armed services and on active duty (this exception does not apply to members of the Reserve and National Guard who are not on active duty).
  - Males who are not yet 18 at the time that they complete their application (an update is not required during the year, even if a student turns 18 after completing the application).
  - Males born before 1960.
  - Citizens of the Republic of Palau, the Republic of the Marshall Islands, or the Federated States of Micronesia\*.
  - Noncitizens that first entered the U.S. as lawful non-immigrants on a valid visa and remained in the U.S. on the terms of that visa until after they turned 26.
4. Have a valid Social Security number unless you are from the Republic of the Marshall Islands, Federated States of Micronesia, or the Republic of Palau.
  5. Complete a FAFSA application and submit a current ISIR to start the initial eligibility process.
  6. Sign certifying statements on the **FAFSA** stating that:
    - you are not in **default** on a **federal student loan**
    - do not owe a refund on a **federal grant**
  7. Sign the required statement that federal student aid may only be used for educational purposes.
  8. Maintain **satisfactory academic progress (SAP)** while attending college or a career school.
  9. Be enrolled at least halftime to receive assistance from the Direct Loan Program.
  10. The Pell Grant program does not require half time enrollment, but the student enrollment status does affect the amount of Pell a student may receive. A student may receive Pell for a total of 12 payment periods or 600%. Once the student has reached this limit, no further Pell may be received.

In addition, students must meet one of the following:

1. Be a U.S. CITIZEN or U.S. NATIONAL. You are a U.S. citizen if you were born in the United States or certain U.S. territories, if you were born abroad to parents who are U.S. citizens, or if you have obtained citizenship status through naturalization. If you were born in American Samoa or Swains Island, then you are a U.S. national.
2. Have a GREEN CARD. You are eligible if you have a Form I-551, I-151, or I-551C, also known as a green card, showing you are a U.S. permanent resident.
3. Have an ARRIVAL-DEPARTURE RECORD. Your Arrival-Departure Record (I-94) from U.S. Citizenship and Immigration Services must show one of the following:
  - a. Refugee
  - b. Asylum Granted
  - c. Cuban-Haitian Entrant (Status Pending)
  - d. Conditional Entrant (valid only if issued before April 1, 1980)
  - e. Parolee
4. Have BATTERED IMMIGRANT STATUS. You are designated as a “battered immigrant-qualified alien” if you are a victim of abuse by your citizen or permanent resident spouse,

or you are the child of a person designated as such under the Violence Against Women Act.

5. Have a T-VISA. You are eligible if you have a T-visa or a parent with a T-1 visa.

### **Veterans Benefits/Other Funding Sources**

Select programs of study at OIAH are approved by the Veterans Affairs for enrollment of those eligible to receive benefits under Section 3676, Chapters 30 or 32, Title 38. The determination for VA funds is made directly through the department of Veteran's Affairs. Additional funding may be obtained for eligible candidates through many different programs.

### **Incarcerated Applicants**

A student is considered to be incarcerated if they are serving a criminal sentence in a federal, state, or local penitentiary, prison, jail, reformatory, work farm, or similar correctional institution (whether it is operated by the government or a contractor). A student is not considered to be incarcerated if she/he is in a halfway house or home detention or is sentenced to serve only weekends. Our attendance policy specifies that all classes and practical studies are done at the school's physical location; therefore, incarcerated students are not eligible for admission.

### **Conviction for Possession or Sale of Illegal Drugs**

1. A federal or state drug conviction can disqualify a student from FSA funds. The student self-certifies in applying for aid that they are eligible by using the FAFSA. The school is not required to confirm this information unless there is evidence of conflicting information.
2. The chart below illustrates the period of ineligibility for FSA funds, depending on whether the conviction was for sale or possession and whether the student had previous offenses. (A conviction for the sale of drugs includes conviction for conspiring to sell drugs.)

|                           | Possession of Illegal Drugs    | Sale of Illegal Drugs |
|---------------------------|--------------------------------|-----------------------|
| 1 <sup>st</sup> Offense   | 1 year from date of conviction | 2 years from date of  |
| 2 <sup>nd</sup> Offense   | 2 years from date of           | Indefinite period     |
| 3 <sup>rd</sup> + Offense | Indefinite period              |                       |

3. If a student was convicted of both possessing and selling illegal drugs, and the periods of ineligibility
4. are different, the student will be ineligible for the longer period
5. A student regains eligibility the day after the period of ineligibility ends or when they successfully complete a qualified drug rehabilitation program. Further drug conviction will make the student ineligible again.
6. When a student regains eligibility during the award year, the institute may award Pell and/or loan for the current payment period.
7. A qualified drug rehabilitation program must include at least two unannounced drug tests and must satisfy at least one of the following requirements:
  - a. Be qualified to receive funds directly or indirectly from a federal, state, or local government program.

- b. Be qualified to receive payment directly or indirectly from a federally or state-licensed insurance company.
- c. Be administered or recognized by federal, state, or local government agency or court.
- d. Be administered or recognized by a federally or state-licensed hospital, health clinic, or medical doctor.

### **Federal Financial Aid**

To be eligible for Federal Financial Aid, a student must complete the Free Application for Federal Student Aid (FAFSA) 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 they have been selected for verification.

### **Verification**

Each year at least 30% of financial aid recipients are randomly selected for verification by the U.S. Department of Education. If a student is selected for federal verification, they will be asked to complete a Verification Worksheet (provided by the Office of Financial Aid) and must provide additional information before financial aid can be disbursed to the student account. This documentation may include, but is not limited to, federal income tax transcript and W-2 forms (for the student, spouse, and/or parent/guardian), proof of untaxed income, and housing allowances. Students will be notified in writing of all documents required to fulfill this federal requirement. If after review by the Financial Aid Office, there are any changes to the Estimated Family Contribution or the financial aid available, the student will be notified.

### **Disclosure Requirement**

Disclosure is made available through appropriate publications, mailings, or electronic media. Each institution must make information regarding how to contact individuals designated to assist enrolled or prospective students in obtaining the institutional or financial aid information available to prospective and enrolled students. This information is required to be disclosed under HEA Sec. 485(a). This information is posted at [www.oiah.edu](http://www.oiah.edu) and can be found in the OIAH Catalog. Paper copies are available upon request.

Campus Director

*Betsy Dasko, MSW, MBA*

Signature: Date: 08/03/2026



# TUITION & FEES

## TUITION AND FEES

Tuition, fees, and charges are effective August 3, 2026, and are subject to change without prior notice. Ohio Institute of Allied Health requires tuition, 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.

| Ohio Institute of Allied Health Inc. Nursing Education Programs |                    |                                                                    |                    |
|-----------------------------------------------------------------|--------------------|--------------------------------------------------------------------|--------------------|
| Practical Nursing Diploma (PN) Program                          |                    | Associate degree Nursing (RN) Program                              |                    |
| 74 Quarter Credit Hours                                         |                    | 143 Quarter Credit Hours                                           |                    |
| Tuition:                                                        | \$26,640.00        | Tuition:                                                           | \$28,980.00        |
| Textbooks:                                                      | \$1,500.00         | Textbooks:                                                         | \$1,250.00         |
| ATI Testing Services:                                           | \$2,250.00         | ATI Testing Services:                                              | \$2,500.00         |
| Program Fees:                                                   | \$1,469.00         | Program Fees:                                                      | \$1,119.00         |
| <b>Total:</b>                                                   | <b>\$31,859.00</b> | <b>Total:</b>                                                      | <b>\$33,849.00</b> |
| Diagnostic Medical Sonography (DMS) Program                     |                    | Limited Medical Radiography with Medical Assisting (LMRMA) Program |                    |
| 131.50 Quarter Credit Hours                                     |                    | 95.50 Quarter Credit Hours                                         |                    |
| Tuition:                                                        | \$40,650.00        | Tuition:                                                           | \$34,125.00        |
| Textbooks:                                                      | \$3,000.00         | Textbooks:                                                         | \$2,500.00         |
| Program Fees:                                                   | \$2,019            | Program Fees:                                                      | \$1,794.00         |
| <b>Total:</b>                                                   | <b>\$45,669.00</b> | <b>Total:</b>                                                      | <b>\$38,419.00</b> |
| State Tested Nursing Assistant (STNA) Program                   |                    | Estimated Out of Pocket Expenses (If Applicable):                  |                    |
| 6 Quarter Credit Hours                                          |                    |                                                                    |                    |
| Tuition:                                                        | \$900.00           | OIAH Application Fee                                               | \$100.00           |
| Textbooks:                                                      | \$115.00           | CPR Certification                                                  | \$75.00            |
| Program Fees:                                                   | \$185.00           | Drug Test                                                          | \$50.00            |
| <b>Total:</b>                                                   | <b>\$1,200.00</b>  | Medical Documents                                                  | \$175.00           |
|                                                                 |                    | Nursing NLCEX                                                      | \$350.00           |
|                                                                 |                    | DMS ARDMS                                                          | \$500.00           |
|                                                                 |                    | LMRMA LXMO                                                         | \$300.00           |
|                                                                 |                    | LMRMA MA Exam                                                      | \$200.00           |
|                                                                 |                    | STNA NATCEP                                                        | \$125.00           |

The student understands that the cost of tuition and fees does not include the cost of any required immunizations, personal health insurance, transportation or vehicle insurance, substance abuse tests, and any other costs that are not specifically identified above as being part of an OIAH program's tuition and fees.

## **CANCELLATION AND SETTLEMENT POLICY**

Per the State of Ohio Cancellation and Settlement policy, enrollment agreements may be canceled within ten (10) business 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 all tuition and fees in full, paid pursuant to the enrollment agreement, and the refund shall be made no later than thirty (30) days after cancellation.

A student who withdraws during the first calendar week of the 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 withdrawal and will follow the financial aid and withdrawal policies as described in the Financial Assistance section of the OIAH 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 OIAH Catalog and on the enrollment agreement 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 ten (10) business days after the date of signing provided the school is notified of the cancellation in writing. The school shall promptly refund all tuition and fees in full, paid pursuant to the enrollment agreement. Such a 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 any other 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 facility and inspection of the equipment.

## OIAH REFUND POLICY FOR PROGRAMS ORGANIZED ON A CREDIT HOUR BASIS:

- A student who starts classes and officially withdraws with notification to the registrar by the end of the second week of the quarter will receive a full tuition refund. The student will not receive any marks on their transcript for courses enrolled during this period.
- A student who withdraws after the second week of the quarter will not receive a tuition refund.
  - A student who withdraws after the second week of the quarter but before the end of the sixth week will receive a “W” on their transcript for any courses enrolled during this period.
  - A student who withdraws after the sixth week of the quarter will receive a final letter grade for courses enrolled during this period.

## OIAH NURSING EDUCATION PROGRAMS NOTE:

For clarification purposes, the refund schedule applies to direct tuition only and is based upon the current quarter for which the student is enrolled. 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 the 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.

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 fees are current. In severe cases of delinquency, collection agencies may be used to recover the students' 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 for 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 that 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).

## COST OF ATTENDANCE (COA)

The cost of attendance determines the total cost for a student to attend the school per academic year. COE 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.

### Cost of Attendance Estimates

| Practical Nursing Diploma (PN) Program |                       | Associate degree Nursing (RN) Program |                       |
|----------------------------------------|-----------------------|---------------------------------------|-----------------------|
| Tuition & Fees:                        | \$28,109.00           | Tuition & Fees:                       | \$30,099.00           |
| Textbooks & Supplies:                  | \$3,750.00            | Textbooks & Supplies:                 | \$3,750.00            |
| Room & Board:                          | \$9,432.00 (estimate) | Room & Board:                         | \$9,432.00 (estimate) |
| Personal & Misc.:                      | \$5,642.00 (estimate) | Personal & Misc.:                     | \$5,642.00 (estimate) |
| Transportation:                        | \$3,080 (estimate)    | Transportation:                       | \$3,080 (estimate)    |
| <b>Total:</b>                          | <b>\$50,013.00</b>    | <b>Total:</b>                         | <b>\$52,003.00</b>    |

  

| Diagnostic Medical Sonography (DMS) Program |                       | Limited Medical Radiography with Medical Assisting (LMRMA) Program |                       |
|---------------------------------------------|-----------------------|--------------------------------------------------------------------|-----------------------|
| Tuition & Fees:                             | \$42,669.00           | Tuition & Fees:                                                    | \$35,919.00           |
| Textbooks & Supplies:                       | \$3,000.00            | Textbooks & Supplies:                                              | \$2,500.00            |
| Room & Board:                               | \$9,432.00 (estimate) | Room & Board:                                                      | \$9,432.00 (estimate) |
| Personal & Misc.:                           | \$5,642.00 (estimate) | Personal & Misc.:                                                  | \$5,642.00 (estimate) |
| Transportation:                             | \$3,080 (estimate)    | Transportation:                                                    | \$3,080 (estimate)    |
| <b>Total:</b>                               | <b>\$63,823.00</b>    | <b>Total:</b>                                                      | <b>\$56,573.00</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 the 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.

### 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 repayment 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 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 into 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 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 any authorized period interest is allowed to accumulate. Accumulated interest is added to the principal amount of the loan and will increase the amount the borrower must pay.

## 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 requirements 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.

The 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 Veteran's Affairs being notified.

The 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 OIAH NCLEX PREPAREDNESS GRANT

The Ohio Institute of Allied Health is proud to offer the NCLEX Preparedness Grant which is designed to support and reward students as they prepare for the NCLEX examination upon graduation. The purpose of this grant is to reduce the financial burden associated with licensure while also encouraging strong academic preparation and professional behavior.

Students who qualify under the established tier system are eligible to receive grant awards as well as full coverage of their 1<sup>st</sup> attempt at the NCLEX exam (Including Board of Nursing and Pearson VUE fees). While students remain responsible for the cost of their background checks, this grant ensures that the NCLEX itself will not be a financial obstacle for OIAH students. Additionally, depending on the tier achieved, students may also earn grant funds applied directly to their ledger, further reducing outstanding balances.

#### Awarding Process:

- The NCLEX Preparedness Grant operates on a tiered system of eligibility requirements and award amounts.
- Students meeting the criteria for any tier will have the cost of their initial NCLEX exam covered.
- Grant funds awarded at higher tiers will be applied directly to the student's ledger.
- Final determination of eligibility is at the discretion of the institution, and awards are not guaranteed.
- This grant is not a cash award.
- Institutionally funded scholarships and grants are earned upon successful program completion and will be applied to the student's institutional account upon graduation as a reduction of institutional charges, up to the amount awarded. Scholarship/Grant funds may only be applied toward outstanding institutional charges and may not exceed the student's remaining institutional balance. Any awarded amount more than the remaining balance will be forfeited and will not result in a credit balance or cash disbursement.

## OIAH NCLEX PREPAREDNESS GRANT TIERS

### **Tier 1** **No Grant Award + OIAH Pays for Student's 1<sup>st</sup> NCLEX Attempt.**

- ☐ The student has no history of receiving a written notice of unprofessional behavior for the student's duration of enrollment.
- ☐ The student has completed all required virtual ATI (VATI) modules (outlined in the capstone class schedule for both programs).
- ☐ The student passed the Comprehensive Predictor ATI on their first attempt.

### **Tier 2** **\$250 Grant Award + OIAH Pays for Student's 1<sup>st</sup> NCLEX Attempt.**

- ☐ The student has no history of receiving a written notice of unprofessional behavior for the student's duration of enrollment.
- ☐ The student has completed all required virtual ATI (VATI) modules (outlined in the capstone class schedule for both programs).
- ☐ The student passed the Comprehensive Predictor ATI on their first attempt.
- ☐ The student has completed *all* dynamic quiz questions in ATI.
- ☐ The student has no submitted appeals for attendance in their final term.

### **Tier 3** **\$500 Grant Award + OIAH Pays for Student's 1<sup>st</sup> NCLEX Attempt.**

- ☐ The student has no history of receiving a written notice of unprofessional behavior for the student's duration of enrollment.
- ☐ The student has completed all required virtual ATI (VATI) modules (outlined in the capstone class schedule for both programs).
- ☐ The student passed the Comprehensive Predictor ATI on their first attempt.
- ☐ The student has completed *all* dynamic quiz questions in ATI.
- ☐ The student has submitted no appeals for attendance in the past two terms.

### **Tier 4** **\$750 Grant Award + OIAH Pays for Student's 1<sup>st</sup> NCLEX Attempt.**

- ☐ The student has no history of receiving a written notice of unprofessional behavior for the student's duration of enrollment.
- ☐ The student has completed all required virtual ATI (VATI) modules (outlined in the capstone class schedule for both programs).
- ☐ The student passed the Comprehensive Predictor ATI on their first attempt.
- ☐ The student has completed *all* dynamic quiz questions in ATI.
- ☐ The student has submitted no appeals for attendance throughout the program.
- ☐ The student is passing each class in their final term with at least 90% for their overall grade.
- ☐ The student is not repeating the final term.

## THE OIAH EDUCATIONAL OPPORTUNITY SCHOLARSHIP

The Ohio Institute of Allied Health offers a scholarship opportunity to all prospective and continuing 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, for an interview with the 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 450-550 words in length. Essay content and composition will be evaluated. The essay must include the following:

- I. Description of your professional goals and how an education at OIAH will help meet those goals.
- II. Description of how the scholarship will be a benefit to your financial needs.

Students must also submit documentation of 15 verifiable hours of community service or volunteer work and 3 professional letters of recommendation.

Essays will be reviewed by the Grant and Scholarship Committee. The student will be contacted for an interview, in the case of a tie. A maximum of 2 scholarships will be issued each term. Scholarships are at the discretion of the Board of Directors and are not guaranteed to be offered each term. The decision of the Grant and Scholarship Committee is final.

If a student's scholarship application is declined, the student is welcome to apply for an institutional grant after successfully completing one full term – grant rules apply. If a student successfully completes one program and enrolls in another program at the institution and is in good financial standing, the student is permitted to apply for a scholarship applicable to the new program.

Awarding process:

- The scholarship has a value of \$2,000.00.
- If a student withdraws, the student forfeits any awarded scholarship amount. The student will be required to reapply for the scholarship during the reapplication process.
- The scholarship is not a cash award.
- Institutionally funded scholarships and grants are earned upon successful program completion and will be applied to the student's institutional account upon graduation as a reduction of institutional charges, up to the amount awarded. Scholarship/Grant funds may only be applied toward outstanding institutional charges and may not exceed the student's remaining institutional balance. Any awarded amount more than the remaining balance will be forfeited and will not result in a credit balance or cash disbursement.

## THE OIAH ACADEMIC EXCELLENCE GRANT

OIAH offers a grant opportunity to all students after they have successfully completed one full quarter. Students wishing to apply must submit a written essay and be prepared, if necessary, for an interview with the Grant and Scholarship Committee. The committee shall be comprised of individuals employed outside the Ohio Institute of Allied Health.

Essays must be 450-550 words in length. Essay content and composition will be evaluated. The essay must include the following:

- I. Description of motivation for enrollment in the program.
- II. Description of student accomplishments meriting award.

Essays will be reviewed by the Grant and Scholarship Committee. The student will be contacted for an interview, in the case of a tie. A maximum of 3 grants will be issued each term. 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 the student is enrolled. The decision of the Grant and Scholarship Committee is final.

### Awarding Process:

- Grants may only be awarded to students who have completed the essay requirements and have successfully completed the first term of the program in which they are enrolled. Students must have a minimum GPA of 3.00 for the previous term of the program.
- The grant has a value of \$2,000.00
- If a student withdraws, the student forfeits any awarded grant amount. The student will be required to reapply for the grant during the reapplication process.
- The grant is not a cash award.
- Institutionally funded scholarships and grants are earned upon successful program completion and will be applied to the student's institutional account upon graduation as a reduction of institutional charges, up to the amount awarded. Scholarship/Grant funds may only be applied toward outstanding institutional charges and may not exceed the student's remaining institutional balance. Any awarded amount more than the remaining balance will be forfeited and will not result in a credit balance or cash disbursement.

## THE DR. SURESH GUPTA MEMORIAL SCHOLARSHIP

The 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 3.5 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 Dr. Suresh Gupta Memorial Scholarship for 100% - has a value of up to \$16,000.00 and may be awarded for tuition, textbooks, uniforms, and lab materials.
- The Dr. Suresh Gupta Memorial Scholarship for 75% - has a value of up to \$12,000.00 and may be awarded for tuition, textbooks, uniforms, and lab materials.
- The Dr. Suresh Gupta Memorial Scholarship for 50% - has a value of up to \$8,000.00 and may be awarded for tuition, textbooks, uniforms, and lab materials.
- The scholarship may be used to attend any full-time 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.

## THE OIAH ALUMNI SCHOLARSHIP FOR PRACTICAL NURSING (PN) GRADUATES

The Ohio Institute of Allied Health offers a scholarship opportunity to OIAH Practical Nursing program Alumni towards the OIAH Associate Degree RN program.

### Qualifications:

- The OIAH PN graduate must have a GPA of 3.0 or above to be eligible for the scholarship.
- An OIAH PN graduate who has a GPA of 3.5 or greater upon completing the program is eligible for a \$4,400.00 scholarship.
- An OIAH PN graduate who has a GPA of 3.0 to 3.49 upon completing the program is eligible for a \$2,200.00 scholarship.

### Awarding Process:

- The scholarship is non-transferable and may only be used to complete the OIAH Associate Degree RN program. Withdrawing from the Associate Degree RN program makes the scholarship null and void.
- Institutionally funded scholarships and grants are earned upon successful program completion and will be applied to the student's institutional account upon graduation as a reduction of institutional charges, up to the amount awarded. Scholarship/Grant funds may only be applied toward outstanding institutional charges and may not exceed the

student's remaining institutional balance. Any awarded amount more than the remaining balance will be forfeited and will not result in a credit balance or cash disbursement.

## SUPPLEMENTAL INSTRUCTION (SI) CREDIT

Supplemental Instruction (SI) is a program designed to help students be successful in their coursework through peer-led group tutoring. Students will work with an SI Leader outside of regular class times in small groups to review practice questions and study materials. Students interested in working as an SI Leader will submit an application to the Student Services Department prior to the end of the first week of the term.

Being an SI Leader will involve leading a one-hour session for a specified 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. Other duties will include attending a short training course during Week 1, taking attendance, communicating with course instructors and/or the SI Advisor in a professional manner, and other duties as assigned.

SI leaders who have successfully completed the program will receive up to a \$150.00 credit towards their school tuition and fees for SI services based on the number of sessions completed. The discount is not a cash award.

## PEER TUTORING CREDIT

The Peer Tutoring program at OIAH is designed to help students be successful in their coursework through peer-led individual tutoring. Students will work with a Peer Tutor outside of regular class times to review practice questions and study materials. Students interested in working as a Peer Tutor will submit an application to the Student Services Department prior to the end of the first week of the term.

Being a Peer Tutor will involve leading a one-hour individual tutoring session for select students as assigned by the Student Services Department. Peer tutors must complete a session summary sheet for each session and track peer tutoring hours throughout the term. Peer Tutoring may be done in-person or online. Other duties will include attending a short training course, communicating with course instructors and or the Peer Tutoring Advisor in a professional manner, and other duties as assigned.

Peer Tutors who have successfully completed the program will receive up to a \$150.00 credit towards their school tuition and fees for Peer Tutoring services based on the number of sessions completed. The discount is not a cash award.

## PEER TUTORING CREDIT

Students who serve as members of Student Program Leadership (SPL) and attend the minimum required number of meetings shall receive a \$250.00 credit towards their school tuition and fees. This discount is not a cash award.

## EXTERNAL OPPORTUNITIES

### 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/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 it meets all federal requirements. The Campus Director notifies the Financial Aid Office of changes to 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:

- I. Pace of Progression
- II. Cumulative GPA
- III. 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.

- I. Practical Nursing – 39 total financial aid quarter credits and 44 total instructional weeks.
- II. Registered Nursing – 40 total financial aid quarter credits and 48 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:

- I. Pace of Progression  
$$\frac{\text{Total cumulative credit hours earned}}{\text{Total cumulative credit hours attempted}}$$
- II. Minimum Required Earned Credit Hours  
$$\text{Attempted Credit Hours} \times .67 = \text{Minimum Earned Credit Hours}$$

#### CUMULATIVE GRADE POINT AVERAGE (GPA)

Students must achieve and maintain a cumulative GPA of 2.0 or higher at the end of each quarter.

#### 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 meet SAP. Transfer, repeat, failed, and withdrawn courses are all counted toward maximum timeframe.

#### Maximum Timeframe by Program:

- I. Practical Nursing (PN) Program must be completed within 58.5 attempted financial aid quarter credit hours.
- II. Associate Degree (RN) Program must be completed within 60 attempted 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 the student 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 the student 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, the student's 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 the 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, Title IV will be suspended until the student is able to meet all three components of SAP.

## SAP APPEAL PROCESS

Students who are 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 the 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 Ohio Institute of Allied Health 32 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 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:

- I. The institutional charges for the payment period multiplied by the unearned percentage of funds, or

- II. 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 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:

- I. Direct Unsubsidized Loan
- II. Direct Subsidized Loan
- III. Direct Parent PLUS Loan
- IV. Federal Pell Grant
- V. 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 & 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.

### 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 (COA) 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.

## 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 they are exposed repeatedly and over time, to negative actions on the part of one or more other people and they have difficulty in defending themselves. (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

This includes 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

This includes sexually abusive language, picking on a person with a different sexual orientation.

#### Racial Bullying

This includes intolerance of other race groups/religions and the calling of racial names.

#### Extortion/Financial Bullying

This includes demands for money, often accompanied by threats.

#### Intimidation

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

### **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 hiding, defacing, breaking, or stealing private property.

## **SOLUTIONS AND CONSEQUENCES**

At the onset of a report of bullying - OIAH will investigate. 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 at the 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 administration 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 POLICY**

Alcohol and other drug misuse or abuse create an obstruction of the goals of quality higher education by impeding the academic performance and the student's overall mental and physical wellbeing.

Students who attend classes under the influence of mind-altering drugs will be asked to leave the class for the remainder of the day. Hours missed due to such a dismissal will be counted as absences. If the student arrives to school under the influence of mind-altering drugs for a second time, the student will be dismissed from the program. (See Refund Policy for guidelines relating to dismissal.)

To assist our students who violate the Drug and Alcohol Policy, the Campus Director will provide a list of community support resources.

## **TOBACCO POLICY**

OIAH is a smoke-free facility. The use of other tobacco products, such as chew and snuff, is also prohibited. Non-adherence to this policy could result in disciplinary action.

## GRIEVANCES/COMPLAINTS POLICY

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**Policy Number:** EDU 23

**Department:** EDUCATION

**Effective Date:** 05/04/2026

**Next Review Date:** 05/04/2027

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### **Subject: Grievances & Complaints Policy (Compliance with Ohio Administrative Code 4723-5-12)**

**Purpose:** To establish a clear, fair, and consistent process for addressing institutional grievances while distinguishing grievances from academic or disciplinary appeals. Additionally, this policy protects and clarifies the rights and responsibilities of students regarding grievances.

#### **Policy:**

The Ohio Institute of Allied Health (OIAH) is committed to providing an environment in which students, faculty, staff, and members of the public may raise concerns without fear of retaliation or reprisal. A grievance is defined as a formal complaint alleging improper application of institutional policy, procedural error, unfair treatment, discrimination, or violation of institutional standards after all applicable appeal processes have been exhausted (if required). Grievances are distinct from academic appeals. Appeals must be resolved prior to initiating a grievance when applicable. All grievances will be handled as confidentially as possible, consistent with the institution's obligation to investigate and resolve the matter. Additionally, all grievances will be reviewed in a manner that is respectful, impartial, and free from discrimination based on race, color, religion, sex, gender identity or expression, sexual orientation, age, disability, veteran status, national origin, or any other protected classification.

#### **Student Grievances:**

- I. A student may file a grievance only after completing the formal academic appeal process or receiving a final decision from the Academic Integrity Board, when applicable.
- II. 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.
  - a. 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 grievance.
- III. Formal student grievances should be addressed to the appropriate Program Director:  
Program 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)
  - a. To pursue a formal grievance, the individual must request, in writing, a review of the situation resulting in the grievance within ten (10) working days from the most recent occurrence and specify the nature of the grievance. Exceptions to the ten (10) working

- day requirement may be granted for good cause shown at the discretion of the reviewing administrator.
- b. The Program Director must review the situation and conduct or assign an administrative investigation to be completed within ten (10) working days from the day they receive the request for a review.
  - c. The Program Director will notify the individual of the recommended steps to resolve the complaint administratively and confidentially within ten (10) working days of the completed review (within 20 working days of the original review request).
    - i. The grievance process will not serve as a reconsideration of academic judgment but will review whether institutional policies and procedures were applied appropriately and fairly.
    - ii. The determination of the Program Director is final.
- IV. 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<br>State of Ohio Board of Career Colleges<br>and Schools<br>30 East Broad Street, Suite 2481<br>Columbus, OH 43215<br>(614)-466-2752 or (877)-275-4219<br>Website: <a href="http://www.scr.ohio.gov">www.scr.ohio.gov</a> | Executive Director<br>Council on Occupational Education<br>7840 Roswell Rd. Building 300, Suite 325<br>Atlanta, GA 30350<br>(800)-917-2081<br>Website: <a href="http://www.council.org">www.council.org</a> |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

#### **Faculty/Staff and Members of the Public Grievances:**

- I. A non-student who is concerned they may have experienced a grievance is encouraged to seek assistance by discussing the matter on an informal basis with a faculty or staff member before pursuing a formal complaint.
  - a. 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 grievance.
- II. Formal non-student grievances 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)
  - a. To pursue a formal grievance, the individual must request, in writing, a review of the situation resulting in the grievance within ten (10) working days from the most recent occurrence and specify the nature of the grievance. Exceptions to the ten (10) working day requirement may be granted for good cause shown at the discretion of the reviewing administrator.
  - b. The Campus Director must review the situation and conduct or assign an administrative investigation to be completed within ten (10) working days from the day they receive the request for a review
  - c. 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 completed review (within 20 working days of the original review request).

- i. The determination of the Campus Director is final.
- III. 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, the student 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 they must meet the academic progress standard and complete the requirements of the probation plan 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.

## 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:

- I. Date student provided official notification of intent to withdraw, in writing.
- II. 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:

- I. 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.
- II. Perform the Ohio Institute of Allied Health refund calculation (see Ohio Institute of Allied Health refund calculation).
- III. 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.
- IV. 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.
- V. The student's grade record will be updated to reflect his/her final grade.

- VI. 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.

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:

- I. For reason of non-attendance, the education office will make three attempts to notify the student regarding his/her enrollment status.
- II. Determine and record the student's last date of attendance, which will be the last recorded date of academic attendance on the attendance record.
- III. 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.
- IV. 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.
- V. Perform the Ohio Institute of Allied Health refund calculation (see Ohio Institute of Allied Health refund calculation).
- VI. 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.
- VII. 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.
- VIII. The student's grade record will be updated to reflect his/her final grade.
- IX. 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 Nursing Office, should be submitted within 5 business days of being notified of unsatisfactory academic status. Appeals must be based on severe extenuating circumstances (i.e., 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 the Director of Nursing Education 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:

- I. 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 Director of Nursing Education.
- II. If the student has been dismissed from OIAH as a result of failure to meet current policy (i.e., attendance, academic progress, etc.), the student 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.).
- III. The Director of Nursing Education will assess all appeals and seek clarification as appropriate. The Appeals and Grievances Committee will then review the case and circumstances in person or via email to facilitate a decision provided to the student within 10 days of receipt of the appeal.
- IV. The Appeals and Grievances Committee may grant a recommendation of reinstatement with specific criteria or behaviors to be addressed after consultation with the Director of Nursing Education. Note: The Appeals and Grievances Committee cannot override a decision to administratively withdraw a student for critical incidents in the clinical environment such as failure to maintain client safety, unprofessional or illegal behavior, breeching confidentiality, etc.
- V. A reinstated student will automatically be placed on probation for the next term in the program to ensure the issue is satisfactorily resolved according to the 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.
- VI. The Appeals and Grievances Committee may also grant a decision to reject the appeal. The decision of the Appeals and Grievances Committee is final.

## READMISSION POLICY

The Ohio Institute of Allied Health Practical Nursing Program's Student Readmission Policy requirements are as follows:

- I. A person must apply for readmission if they have been dismissed from an OIAH nursing program, administratively withdrawn, or it has been 12 months since they last attended courses.
- II. The regular admissions committee members will serve on the readmissions committee and evaluate any readmission applications, the circumstances surrounding the lack of success, and make a decision to readmit or deny admission.
- III. The student must have a minimum GPA of 2.00 to apply for readmission. If the student's GPA is below 2.00, they must appeal for the chance to apply for readmission.
- IV. The readmissions committee will have the final decision to admit or deny readmission due to academic circumstances, failure to meet course objectives, failure to follow school policies and procedures including those related to time and attendance and professional ethical issues.
- V. The readmitted student must meet the curriculum requirements effective at the time of readmission.
- VI. A student may only be readmitted once.
- VII. Clinical skills revalidation and satisfactory scores on course-specific standardized examinations (such as ATI) may be required.
- VIII. Readmission is contingent upon available clinical, lab, and classroom space. Preference for nursing course enrollment is given to enrolled students over students seeking readmission.
- IX. Specific requirements for readmission may be applicable for any person seeking readmission to enhance student success as deemed by the readmissions committee. The readmitted student must adhere to the Academic Success Plan created for student success by the Dean of Nursing Education or assigned designee. In addition, a student being readmitted will be required to repeat courses which the student achieved a grade lower than 80% (C). Examples of specific requirements for readmission include but are not limited to:
  - a. Payment on prior outstanding balance (the standard being 10% if the balance is below \$1,000 and 25% if the balance is above \$1,000).
  - b. Requirement to re-attend student orientation to be updated on any policy/procedure changes.
  - c. Complete required readmissions counselling with the Dean of Nursing Education or appropriate designee.

## 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 in the learning process by preparing for and participating in all classroom, lab, and clinical activities. Regular class, lab and clinical attendance are considered necessary to complete course objectives in a satisfactory manner. A student is responsible to complete one hundred percent (100%) of required laboratory and clinical/externship hours to satisfactorily complete a course.

### Lecture/Theory

Students may be absent from two (2) lecture/theory classes per quarter for a 10-week course. Should the course be a 5-week course, then the student may miss one (1) lecture/theory class.

### Lab

Students may be absent from one (1) laboratory class per quarter. All missed laboratory hours must be made up.

### Clinical/Externship

Students may be absent from one (1) clinical/externship per quarter. All missed clinical/externship hours must 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.
- Students are responsible for notifying the faculty in advance if absence is necessary. Failure to notify faculty could result in program dismissal.
- The student is required to contact faculty - by phone, email, or in person - within 24 hours upon return to school to discuss the missed work and create a plan for make-up.
- 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 make-up work to be given to instructor within one week of returning to school.
- Make-up lab/clinical hours are to be completed as scheduled 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 Director of Nursing Education (see Appeal Process Policy). Students who are withdrawn will receive any refund owed in accordance with 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
- RN Core Classes: NRS 220, NRS 221, NRS 230, NRS 231, NRS 240, NRS 250, NRS 251, NRS 252, NRS 253
- If a student has not registered for or attended classes for 14 days and has made no previous arrangements for a leave of absence, the student will be administratively withdrawn from the current program and must complete a new Enrollment Agreement. If a student is administratively withdrawn for any reason, the student may submit a written appeal to the Director of Nursing Education (see Appeal Process Policy).

## TARDY POLICY

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 1 to 15 minutes after the start of lecture/lab or leaving 1 to 15 minutes early from lecture/lab. A student missing a cumulative 15 minutes or more of lecture/lab will be marked absent. This may include a combination of arriving late to lecture/lab, leaving for an extended period, or leaving lecture/lab early.

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.

Students that are tardy, by this definition, 3 times in any given course will be charged with one absence as defined in the OIAH Attendance Policy which can be found in the catalog given to the student at the time of enrollment or on 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. 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/withdrawal/drop.

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 |
|---------------|--------------|
| 94.00-100.00% | A            |
| 86.00-93.99%  | B            |
| 80.00-85.99%  | C            |
| BELOW 80.00%  | 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 timeframe 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 with regard to academic and professional concerns requires a clearly defined procedure to enable them to address legitimate concerns. Therefore, the school policy attempts to declare the:

- I. Faculty's responsibility and right to:
  - Set reasonable standards for academic and professional performance.
  - Establish and articulate procedures for evaluating performance.
  - Evaluate student performance.
  - Assign grades based on this evaluation for all students assigned and enrolled in the course, consistent with the school policy and without regard to nonacademic criteria, such as race, color, creed, national origin, religious beliefs, age, sex, or handicap.
- II. Student's responsibility to adhere to school policies and standards.
- III. 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 members' rights and responsibilities.

Any student may be dismissed from the school for:

- Failure to meet academic standards.
- Physical violence, inappropriate use of language, and/or unprofessional behavior.
- Use of drugs and/or alcohol on school property or impaired behavior due to such substances.
- Excessive absence from class sessions (refer to Attendance Policy).
- Failure to pay tuition

Each program offering may have additional stipulations.

## STUDENT INCIDENT REPORTING POLICY

- I. All incidents involving a student or students must have a Student Incident Report filed with the Department Head and a copy given to the Campus Director. "Incident" covers a wide range of behaviors/experiences, including but not limited to:
  - a. Any student complaint or grievance against another student.
  - b. Any student complaint or grievance against OIAH faculty/staff.
  - c. Any student injury or accident.
- II. In addition, student incidents should be reported immediately to the Department Head, who will inform the Campus Director. The Campus Director is always on call when the Department Head is not in the building or is otherwise unavailable.
- III. Procedure:
  - a. A Staff or Faculty Member contacts Department Head in person or by phone. (The Campus Director may be contacted if the Department Head is unavailable).
  - b. A Staff or Faculty Member fills out a Student Incident Report (located in Front Office) and gives the original report to the Department Head and a copy to the Campus Director. The report may be placed in inner office mailboxes in a sealed envelope or may be hand-delivered.
- IV. Students may also fill out an incident report on their own for any incident they feel needs to be addressed involving themselves or faculty and taking place on OIAH property. The incident report may be given to an instructor, the Department Head, or the Campus Director, at the student's discretion. All instructors or administrators who are given an incident report by a student must give a copy to the Campus Director within 24 hours of receipt.
- V. The Campus Director and Department Head will review all incident reports and initiate appropriate action (depending on the type of incident) within 5 business days. This may include convening for full review and interviews of involved parties, as needed.
- VI. All findings and actions resulting from an incident report will be shared, in writing, with all parties involved, within five (5) business days of the review.

## STUDENT RECORDS POLICY AND THE FEDERAL EDUCATION RIGHTS AND 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 Campus 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 Campus 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 healthcare delivery. Transfer credit for any coursework from other schools need to be submitted by the deadline prior to the start date of their program and will be accepted at the discretion of the Program Dean. Prospective students must fill out a Transfer Request form and provide official transcript(s). Course syllabi, outlines, descriptions, 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 Program Dean.

Transfer credit policies include the following requirements:

1. All credit must be earned at an accredited college or university.
  - a. Courses completed at self-guided learning institutions such as Sophia Learning & Straighterline are not accepted for transfer credit.
2. Credit will be granted only for a grade of "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. Transfer credits are calculated based on the number of credits associated with the equivalent OIAH course.
6. Credit(s) for accepted transfer courses 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 not be accepted.

### **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.

1. Student must have applied for admission to OIAH, been accepted in a current program, and paid the fees.
2. Students will receive credit only for courses in which OIAH offers an equivalent course.
3. 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.
4. Students who have already received transfer credit at a different institution for a course will not receive credit again at OIAH.
5. 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 course hours for the class, and received a passing letter grade upon completion of the class, then the student is eligible to review the class through auditing, if desired.

The student may choose to audit a course. The student is required to pay 70% off the current cost of the class. The auditing student is not required to complete course homework or take any course assessments.

If the Campus Director determines that circumstances outside of the student's control affected the student's education, then the Campus Director may allow the student to audit the class at no charge, excluding costs for textbooks and supplies.

## 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

Pins are provided by OIAH, and all students will select a registered nurse to complete the pinning. The Director of Nursing Education determines the date, time, and location of graduation. If formal invitations or announcements are desired, students are responsible for creation, purchase, and distribution. The Director of Nursing Education creates the graduation program and the schedule of events. Speakers may include the Campus Director, Director of Nursing Education, Assistant Director of Nursing Education, and/or additional speakers as selected by the Director of Nursing Education. Student participation in graduation is encouraged. Students may choose a student representative to deliver remarks. Students also may add special touches (i.e. candle lighting), with approval from the Director of Nursing Education. Students shall choose, provide, and implement decorations, if desired, working with the Director of Nursing Education to set-up for the ceremony. The school may choose to provide light refreshments

## TECHNOLOGY REQUIREMENTS

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

- Internet access and printing capabilities.
- A computer/tablet with a minimum of Windows 2000 or equivalent operating system.
- Basic computer skills, such as navigating the internet, sending emails, 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 personalized to the student's subject of concern and unique learning 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>

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 hand washing, using masks, and gloves.
- Physical examination including medical history and physical no more than one-year-old.
- Maintain health insurance coverage for the duration of the program.
- Provide a record of vaccination or positive titers for hepatitis B, MMR, and varicella. Booster vaccinations are required if titers are negative.
- Provide record of 2-step TB Mantoux test (must have 1-step annually after the initial 2-step) or other provider-ordered test to rule out TB.
- Provide record of current TDAP vaccination.
- Each Fall, students are required to obtain that season's influenza vaccine.

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.

### CLINICAL 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 or 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.

Students must protect patient privacy and confidentiality. Students failing to protect patient privacy and confidentiality may be subject to dismissal from the clinical site and/or nursing 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) may 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 Campus Director. If a student is administratively withdrawn for any reason, the student may submit a written appeal to the Campus Director (see Appeal Process Policy). However, it is unlikely the student will be readmitted considering the behavior warranted immediate program withdrawal.

### CLINICAL HOURS

Clinical hours may be scheduled at any time of day or day of the week including evenings, weekends, and holidays. The student must be available to attend all assigned clinical sessions.

## POTENTIAL CLINICAL SITE LOCATIONS

- Cypress Pointe Health Campus: 600 W. National Rd, Englewood, 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 Dr. Eaton, OH.
- Gem City Nursing and Rehabilitation Center: 323 Forest Ave. Dayton, OH.
- Kindred Hospital Dayton: 707 S. Edwin C. Moses Blvd. Dayton, OH.
- Bellbrook-Sugarcreek Community Support Center: 51 S. East St. Bellbrook, OH.
- Premier Health Network (Miami Valley Hospital): 1 Wyoming St. Dayton, OH

## ADDENDUM INFORMATION

Program-specific curriculum, course sequencing, clinical requirements, credentialing information, and program outcomes are published in individual Program Addenda. Admissions policies and all tuition, fees, and cost information are contained within the main OIAH Catalog. Students are responsible for reviewing both the OIAH Catalog and the applicable Program Addendum for complete program information.

## OIAH ADMINISTRATION

**Elizabeth Sasko** ..... Campus Director  
MSML, Western Governors University  
BS, Berea College

**Christopher Walker** ..... Dean of Nursing Education  
MSN, Western Governors University  
BSN, Western Governors University  
ADN, Ohio University

**Tiffany Ward** ..... Assistant Dean of Nursing Education  
MHL, Western Governors University  
MSN, Western Governors University  
BSN – Western Governors University  
LPN & RN – Rhodes State College

**Erin Bremke** ..... Nursing Education Coordinator  
BA, Berea College

**Ashton Cochran** ..... Registrar  
BA, Miami University  
AA, Sinclair Community College

**Donald Cordell** ..... Administrative Assistant

**Megan Heber** ..... Admissions Representative

**James Massengale** ..... Payment Advisor & Student Services Representative  
BS, Beckfield College

**MaryBeth Teague** ..... Administrative Coordinator  
AA, Southern New Hampshire University

**Laura Warren** ..... Financial Aid Advisor  
AAS, Cincinnati State Technical and Community College

## OIAH FULL TIME FACULTY

**Korey Cocking** ..... Nursing Instructor

MSN-Ed, Western Governors University

BSN, Indiana Wesleyan University

ADN, Sinclair Community College

**Breona Houston** ..... Nursing Instructor

BSN, Wright State University

RN, Sinclair Community College

**Ursula Jones** ..... General Education Instructor

PhD, Ashford University

MA, Wright State University

BA, Wright State University

**Allison Nawman** ..... General Education Instructor

M.Ed., University of Texas

BS, University of Texas

**Laura Seger** ..... Nursing Instructor

BSN, Western Governors University

RN, Edison State Community College

**Lea Yoakem** ..... Nursing Instructor

MSN, Ohio University

BA, Ohio University

BSN, Ohio University

ADN, Ohio University

## ADJUNCT FACULTY

OIAH values the expertise and diverse perspectives that adjunct faculty bring to our educational programs. Our adjunct instructors are professionals with real-world experience in their respective fields, enriching the learning experience for our students.

To maintain the most accurate and up-to-date information, a list of current adjunct faculty members is not included in this catalog, as assignments may vary each quarter. Requests for a current list of adjunct faculty members may be submitted to [help@oiah.edu](mailto:help@oiah.edu). Such requests will be reviewed by the institution and may be granted or denied at the sole discretion of OIAH, in accordance with applicable laws, institutional policies, and operational considerations.