

# Veteran Consumer Information Catalog

2023 - 2024 School Year

Columbus City Schools  
Adult and Community Education  
2323 Lexington Avenue  
Columbus, OH 43211



This is to certify that the information contained in this publication is true and correct in content and policy.

*Jennifer Wells*  
Signature of Authorizing Official

Financial Aid Coordinator  
Title

August 3, 2023  
Date

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# ACE Calendar

# 2023

## CALENDAR EVENT

## DATE

Independence Day (no classes) .....	July 4, 2023
Practical Nursing Class Ends.....	July 28, 2023
Professional Development Day (tentative) .....	August 2023
Practical Nursing Registration Deadline for Fall 2023.....	August 2, 2023
Practical Nursing Graduation .....	August 3, 2023
Practical Nursing Orientation.....	August 23, 2023
Student Success Class .....	August 23-25, 2023
Labor Day (no classes) .....	September 4, 2023
Practical Nursing Fall Trimester, Aspire and Nurse Aide Classes Begin.....	September 5, 2023
Constitution Day and Citizenship Day.....	September 17, 2023
Wellness Week (no classes).....	November 20-24, 2023
Professional Development Day (tentative) .....	December 2023
Practical Nursing Registration Deadline for Winter 2024.....	December 1, 2023
HVACR Class Ends.....	December 7, 2023
Practical Nursing Class Ends.....	December 8, 2023
Nurse Aide Class Ends.....	December 12, 2023
Practical Nursing Graduation.....	December 14, 2023
Practical Nursing Orientation.....	December 20, 2023
Winter Recess (no classes).....	December 25-26, 2023

Prepared June 2023

# 2024

## CALENDAR EVENT

## DATE

Student Success Class .....	January 2-4, 2024
Practical Nursing Winter Trimester, Aspire and HVACR Begin .....	January 8, 2024
Nurse Aide Class Begins.....	January 9, 2024
Martin Luther King, Jr. Day (no classes).....	January 15, 2024
Nurse Aide Class Ends .....	March 17, 2024
Spring Recess (no classes).....	March 29-April 2, 2024
Professional Development Day (tentative) .....	April 2024
Practical Nursing Registration Deadline for Summer 2024 .....	April 5, 2024
Nurse Aide Class Begins.....	April 9, 2024
Practical Nursing Orientation .....	April 24, 2024
Student Success Class .....	April 24-26, 2024
Practical Nursing Class Ends .....	April 26, 2024
Practical Nursing Graduation .....	May 2, 2024
Practical Nursing Summer Trimester and Aspire Begin .....	May 6, 2024
Memorial Day (no classes) .....	May 27, 2024
HVACR Class Ends.....	June 6, 2024
Nurse Aide Class Ends .....	June 16, 2024
Juneteenth (no classes) .....	June 19, 2024
HVACR Begins .....	June/July 2024
Independence Day (no classes) .....	July 4, 2024
Practical Nursing Registration Deadline for Fall 2024 .....	August 9, 2024
Practical Nursing Class Ends.....	August 23, 2024
Practical Nursing Orientation .....	August 28, 2024
Student Success Class .....	August 28-30, 2024
Practical Nursing Graduation .....	August 29, 2024
Practical Nursing Fall Trimester and Aspire Begin .....	September 9, 2024

## Academic Program

### Educational and Training Programs

Adult Workforce Education

Practical Nursing

Heating, Ventilation, Air Conditioning, and Refrigeration

Education to Go - Online Courses

Aspire

High School Equivalency

Adult Diploma Program

English for Speakers of Other Languages (ESOL)

### Adult and Community Education Staff

#### Main Office

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## 334800 – Adult and Community Education, Columbus City Schools

Campus Id # <b>334800</b>	Campus Type <b>Main Campus</b>	Chief Administrative Officer Name <b>Edward J. O'Reilly</b>
Chief Administrative Officer Email <b>eoreilly@columbus.k12.oh.us</b>	Phone	Fax <b>6143656458</b>
Status <b>Active</b>	Date Candidate Status Granted <b>2013-09-16</b>	Date of Candidate Initial Accreditation <b>2014-06-07</b>
Next Team Visit Year	Self Study Workshop Date Reaffirmation Delayed from Date	
Final Approval Date		

## OVERALL GRADUATION RATE AND TRANSFER-OUT RATE

The overall graduation rate is also known as the "Student Right to Know" or IPEDS graduation rate. It tracks the progress of students who began their studies as **full-time, first-time degree- or certificate-seeking students** to see if they complete a degree or other award such as a certificate within 150% of "normal time" for completing the program in which they are enrolled.

Some institutions also report a transfer-out rate, which is the percentage of the full-time, first-time students who transferred to another institution.

Note that not all students at the institution are tracked for these rates. Students who have already attended another postsecondary institution, or who began their studies on a part-time basis, are not tracked for this rate.

### Graduation rate and transfer out-rate of full-time, first-time degree/certificate-seeking undergraduates within 150% of normal time to program completion: 2021 cohort

	Rate
Graduation rate	95%
Transfer out-rate	0%

## **Student Body Diversity**

National Center for Education Statistics

Adult and Community Education - Hudson (203030)

<https://nces.ed.gov/ipeds/datacenter/institutionprofile.aspx?unitId=203030>

## **Privacy of Student Records**

### Family Educational Rights and Privacy Act (FERPA)

Adult and Community Education (ACE) is committed to the protection of our students' safety and their confidential information. Employees are not allowed to take student confidential information out of our building, nor are they allowed to provide confidential information to others without the expressed written consent of the student. Students must sign a release of information form before confidential information is released to individuals or agencies.

The Family Educational Rights and Privacy Act (FERPA) is a federal law designed to protect the privacy of a student's education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student, or former student, who has reached the age of 18 or is attending any school beyond the high school level. Students and former students to whom the rights have transferred are called eligible students.

Eligible students have the right to inspect and review all of their education records maintained by the school. Schools are not required to provide copies of materials in education records unless, for reasons such as great distance, it is impossible for eligible students to inspect the records. Schools may charge a fee for copies.

Eligible students have the right to request that a school correct records believed to be inaccurate or misleading. If the school decides not to amend the record, the eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the eligible student has the right to place a statement with the record commenting on the contested information in the record.

Generally, schools must have written permission from the eligible student before releasing any information from a student's record. However, the law allows schools to disclose records, without consent, to the following parties:

School officials with legitimate educational interests

U.S. Comptroller General, U.S. Attorney General, U.S. Department of Education

State and local officials

Authorized organizations conducting educational research

Accrediting agencies

Alleged victim of a crime

Parent of a dependent student as defined by the Internal Revenue Service (IRS)

Parent of a student under 21 regarding the violation of a law regarding alcohol or drug abuse

Schools may also disclose, without consent, "directory" type information such as student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell eligible students about directory information and allow eligible students a reasonable amount of time to request that the school not disclose "directory" information about them. Schools must notify eligible students annually of their rights under FERPA. The actual means of notification is left to the discretion of each school.

Additional information on the Family Educational Rights and Privacy Act (FERPA) as defined by the U.S. Department of Education may be obtained at

[FERPA at www.ed.gov](http://www.ed.gov)

The USA Patriot Act of 2001 (Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism) amends FERPA to include additional exceptions to the rules of releasing information without consent.

## **Student Right-to-Know Act**

The 2021 Career Development Performance Report for Career-Technical Programs may be accessed from our website here:

<https://www.ccsrh.us/cms/lib/OH01913306/Centricity/Domain/197/2021%20Perkins%20Performance%20Report%20CCS%20ACE.pdf>

Placement information is obtained from students directly, in most cases through follow-up phone calls a few times each year. Employment information is garnered at the time of exit from the program, as well. The placement rate is determined by the Ohio Department of Higher Education and is provided to the school in the form of the Perkins Performance Report.

## **Voter Registration Forms**

Ohio - Secretary of State - Voter Registration Forms

<https://olvr.ohiosos.gov/>

## **Admissions**

ACE programs are open to all adults, age 18 years and older who meet the entrance requirements specific to their program. Students must complete and submit all items on the program's application checklist to the Customer Services office. Certain programs require a pre-admission test as part of the application process.

Adult and Community Education will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries or other institutional facilities, or the requirement that a Chapter 31 or Chapter 33 recipient borrow additional funds to cover the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement of a payment."

**2023 - 2024  
COST OF ATTENDANCE  
PRACTICAL NURSING  
1,440 HOURS  
(USE FOR FEDERAL PELL, STAFFORD, AND PLUS)**

<b>STUDENT AT HOME</b>	<b>PELL/8 MONTHS</b>	<b>TOTAL AMT. Dir Loan/12 MONTH</b>
<b>TUITION &amp; FEES</b>	<b>\$12,000.00</b>	<b>\$18,000.00</b>
<b>BOOKS &amp; SUPPLIES</b>	<b>\$1,082.00</b>	<b>\$1,623.00</b>
<b>PERSONAL EXPENSES</b>	<b>\$2,180.00</b>	<b>\$3,270.00</b>
<b>HOME MAINTENANCE</b>	<b>\$4,293.00</b>	<b>\$6,440.00</b>
<b>*TRANSPORTATION</b>	<b>\$1,000.00</b>	<b>\$1,500.00</b>
<b>**DIRECT LOAN FEES (AVG.)</b>	<b>\$60.00</b>	<b>\$90.00</b>
<b>TOTAL</b>	<b>\$20,615.00</b>	<b>\$30,923.00</b>

**NOT AT HOME (NO DEPENDENTS)**

<b>TUITION &amp; FEES</b>	<b>\$12,000.00</b>	<b>\$18,000.00</b>
<b>BOOKS &amp; SUPPLIES</b>	<b>\$1,082.00</b>	<b>\$1,623.00</b>
<b>PERSONAL EXPENSES</b>	<b>\$2,180.00</b>	<b>\$3,270.00</b>
<b>ROOM &amp; BOARD</b>	<b>\$6,960.00</b>	<b>\$10,440.00</b>
<b>*TRANSPORTATION</b>	<b>\$1,000.00</b>	<b>\$1,500.00</b>
<b>**DIRECT LOAN FEES (AVG.)</b>	<b>\$104.00</b>	<b>\$156.00</b>
<b>TOTAL</b>	<b>\$23,326.00</b>	<b>\$34,989.00</b>

**NOT AT HOME (WITH DEPENDENTS)**

<b>TUITION &amp; FEES</b>	<b>\$12,000.00</b>	<b>\$18,000.00</b>
<b>BOOKS &amp; SUPPLIES</b>	<b>\$1,082.00</b>	<b>\$1,623.00</b>
<b>PERSONAL EXPENSES</b>	<b>\$2,180.00</b>	<b>\$3,270.00</b>
<b>***ROOM &amp; BOARD</b>	<b>\$6,960.00</b>	<b>\$10,440.00</b>
<b>*TRANSPORTATION</b>	<b>\$1,000.00</b>	<b>\$1,500.00</b>
<b>**DIRECT LOAN FEES (AVG.)</b>	<b>\$104.00</b>	<b>\$156.00</b>
<b>TOTAL</b>	<b>\$23,326.00</b>	<b>\$34,989.00</b>

- \* AVERAGE ESTIMATED COST**
- \*\*AVERAGE OF ORIGATION FEE –DIRECT LOAN**
- \*\*\*DEPENDENT CARE INCLUDED**

**2023-2024 COST OF ATTENDANCE  
HEATING, VENTILATION, AIR CONDITIONING AND REFRIDERATION  
600 HOURS  
(USE FOR FEDERAL PELL, STAFFORD, AND PLUS)**

<b>STUDENT AT HOME</b>	<b>MONTHLY AMT. PELL/6 MONTHS</b>	<b>TOTAL AMT. Dir Loan/12 MONTH</b>
<b>TUITION &amp; FEES</b>	<b>\$3,600.00</b>	<b>\$7,200.00</b>
<b>BOOKS &amp; SUPPLIES</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>PERSONAL EXPENSES</b>	<b>\$2,180.00</b>	<b>\$3,270.00</b>
<b>HOME MAINTENANCE</b>	<b>\$4,293.00</b>	<b>\$6,440.00</b>
<b>*TRANSPORTATION</b>	<b>\$1,000.00</b>	<b>\$1,500.00</b>
<b>**DIRECT LOAN FEES (AVG.)</b>	<b>\$60.00</b>	<b>\$90.00</b>
<b>TOTAL</b>	<b>\$11,373.00</b>	<b>\$18,500.00</b>

**NOT AT HOME (NODEPENDENTS)**

<b>TUITION &amp; FEES</b>	<b>\$3,600.00</b>	<b>\$7,200.00</b>
<b>BOOKS &amp; SUPPLIES</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>PERSONAL EXPENSES</b>	<b>\$2,180.00</b>	<b>\$3,270.00</b>
<b>ROOM &amp; BOARD</b>	<b>\$6,960.00</b>	<b>\$10,440.00</b>
<b>*TRANSPORTATION</b>	<b>\$1,000.00</b>	<b>\$1,500.00</b>
<b>**DIRECT LOAN FEES (AVG.)</b>	<b>\$104.00</b>	<b>\$156.00</b>
<b>TOTAL</b>	<b>\$13,844.00</b>	<b>\$22,566.00</b>

**NOT AT HOME (WITH DEPENDENTS)**

<b>TUITION &amp; FEES</b>	<b>\$3,600.00</b>	<b>\$7,200.00</b>
<b>BOOKS &amp; SUPPLIES</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>PERSONAL EXPENSES</b>	<b>\$2,180.00</b>	<b>\$3,270.00</b>
<b>***ROOM &amp; BOARD</b>	<b>\$6,960.00</b>	<b>\$10,440.00</b>
<b>*TRANSPORTATION</b>	<b>\$1,000.00</b>	<b>\$1,500.00</b>
<b>**DIRECT LOAN FEES (AVG.)</b>	<b>\$104.00</b>	<b>\$156.00</b>
<b>TOTAL</b>	<b>\$13,844.00</b>	<b>\$22,566.00</b>

**\* AVERAGE ESTIMATED COST**

**\*\*AVERAGE OF ORIGATION FEE –DIRECT LOAN**

**\*\*\*DEPENDENT CARE INCLUDED**

## VETERANS SATISFACTORY ACADEMIC PROGRESS POLICY

Students receiving Veterans Education Benefits must maintain Satisfactory Academic Progress for continued eligibility.

### Definition of Satisfactory Academic Progress (SAP)

#### Grade (Qualitative Measure)

- A student must maintain a grade of at least 80% in all Health Occupation classes, and a grade of at least 80% in all Fulltime Adult Workforce classes.

#### Pace of Completion (Quantitative Measure)

- A student must maintain a cumulative 67% pace of completion to ensure completion within the maximum timeframe. The pace of completion is calculated as follows:

$$\frac{\text{Clock hours successfully completed}}{\text{Clock hours scheduled}} = \text{Pace of Completion}$$

#### Maximum Timeframe to Complete

- A student must complete their PN program within 133% of the published length of the training program to remain on financial aid. The PN program published length is 12 months for completion. The maximum timeframe is therefore 16 months.

#### Attendance

- The school maintains daily attendance records and reviews attendance every four weeks during each payment period (term). Students must maintain a minimum attendance of 80% every 4 weeks each term to remain in good standing. If a student's attendance falls below 80% during a review period, the student will be given a written Warning. Probation will occur if attendance in the next 4 weeks is below 80%. A record of this probation status will be documented in the student's file.
- Dismissal from the program and termination of VA benefits will result when a student on Probation does not meet the 80% minimum standard in the next 4 weeks.

## **Official Review of Satisfactory Academic Progress**

Grades and Pace of Completion are checked at the end of each month.

### **Veteran Benefits Grade Standard:**

- Students must maintain a minimum grade of 80% in all classes every 4 weeks each term to remain in good standing. At the time the student's grade in a class falls below 80% during a review period, the student will be given a written Warning. Academic probation will occur if the student's grade in the next 4 weeks is below 80%. A record of this probation status will be documented in the student's file.
- Dismissal from the program and termination of VA benefits will result when a student on Probation does not have an 80% grade in the class in the next 4 weeks.

### **Financial Aid Disbursements**

The first disbursement of financial aid typically takes place 30 days after the start date of the program and requires a student to attend the first 30 days.

Subsequent Disbursements – a student must be meeting the SAP policy and must have successfully completed the clock hours in the payment period. Successful completion is defined as having achieved a grade of 75% or higher in all Health Occupations classes, 70% or higher in all Adult Workforce Education classes. A student who violates the SAP policy will receive written notification of financial aid suspension from the Financial Aid office, and will be responsible for paying all fees not covered by financial aid.

### **Special Grading Circumstances**

#### Remedial Courses

- Remedial courses will have no effect on a student's satisfactory academic progress.

#### Credits for Previous Training (Advanced Standing)

- Credits for previous training that are accepted towards a program are counted as attempted and completed hours.

#### Repeat Courses

- Any student who must repeat a course is ineligible for financial aid. When a course is repeated, the hours in both courses are included in the above Maximum Timeframe and Pace of Completion standards. When a course is repeated, the new grade replaces the old grade for the purposes of Satisfactory Academic Progress (SAP).

## **Incomplete**

- A grade of incomplete is not counted in a student's grade. If a student does not complete the work in the specified time, the incomplete will change to a grade of F.

## **Withdrawal**

- Financial Aid may not be available upon return to the program, depending on a student's academic progress at the time of withdrawal. Note: The term "withdrawal" defines any reason for a student leaving school, whether it is initiated by a student or by the school.

## **Reinstatement of Financial Aid Eligibility**

- Once a student becomes ineligible for financial aid, they may reestablish eligibility by again meeting satisfactory academic progress. Students must still complete their training program within 150% of the clock hours required for normal completion in order to be making satisfactory academic progress. It is a student's responsibility to contact the Financial Aid office for any actions required for re-establishment of financial aid eligibility.

## **Appeals**

### **Final Grade Appeal:**

- A student may avoid Financial Aid Suspension resulting from a failing final grade in a course by appealing. In the appeal, the student should describe the unusual circumstances beyond their control that may have caused failure of a course(s). When applicable, doctor's excuses for the student or immediate family member should be provided, or in the case of required court appearances, the documents related to the matter should be presented to the appeals committee. In addition, the death of a relative or other circumstance resulting in undue hardship to the student can be presented. If the student's appeal is approved, financial aid eligibility is retained.

### **Maximum Timeframe Appeal:**

- A student may appeal violation of the Maximum Timeframe policy by describing the unusual circumstances beyond their control that may have resulted in the violation. When applicable, the student should provide the same documentation as listed above. If the student's appeal is approved, financial aid eligibility is retained.

## **VETERANS ATTENDANCE POLICY**

**The following Attendance Policy applies to students receiving Veterans Educational Benefits.**

The school maintains daily attendance records and reviews attendance every four weeks during each payment period (term). Students receiving veteran benefits must maintain a minimum attendance of 80% every 4 weeks to remain in good standing. If a student's attendance falls below 80% during a review period, the student will be placed on Warning. If in the next 4 weeks the student's attendance is not at or above 80%, the student will be placed on attendance probation, which will be documented in the student's file. Dismissal from the program and termination of VA benefits will result when a student on attendance probation does not meet the 80% minimum attendance in the next 4 weeks.

### **Veterans Benefits and Transition Act of 2018**

Adult and Community Education will not impose any penalty, including the assessment of fees, the denial of access to classes, libraries or other institutional facilities, or the requirement that a Chapter 31 or Chapter 33 recipient borrow additional funds to cover the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement of a payment by the U.S. Department of Veterans Affairs.

## Student Financial Aid

If you are planning to attend a course eligible for federal financial aid, you must complete the Free Application for Federal Student Aid (FAFSA) in order to have your financial need eligibility determined. FAFSA applications are available in the Adult and Community Education Financial Aid Office, or you may complete and file your application online via the FAFSA website: <https://studentaid.gov/h/apply-for-aid/fafsa>

### **There are four types of Federal Financial Aid:**

**Pell Grant**—Based on financial need and does not have to be repaid. The maximum grant award for 2023-2024 is \$7,395.

**Subsidized Stafford Loan**—Based on financial need, repayment begins six months after you leave school. Maximum amount is \$3,500 for most programs.

**Unsubsidized Stafford Loan**—Not based on financial need, payment begins six months after you leave school. Maximum amount is \$6,000 for most programs.

Note: Subsidized and unsubsidized loans may be combined.

**PLUS Loan**—For parents of dependent students only. Not based on financial need, repayment begins while the student is still in school. Maximum amount may not exceed the total cost of attendance less any other aid to be received.

**Private Student Loan**—Check with your bank or a credit union if you are a member and see if they offer Private Student Loans. A student must pass a standard credit check, or if not, have a co-signer that must also pass a credit check.

Terms and conditions of Title IV, HEA loans—Terms and conditions of Federal Student Loans (Stafford and Parent PLUS) are listed on the Master Promissory Note. The Master Promissory Note must be signed by the borrower. Go to <http://studentaid.gov> to complete and sign a Master Promissory Note, or complete entrance and exit counseling for a Direct Loan. In order to avoid delays in receiving financial assistance, please apply for financial aid as soon as you have made the decision to enroll. Federal financial aid is not available for short-term career enhancement courses.

Criteria for Selecting Recipients and Determining Awards— **Financial** aid assistance is available for potential and currently enrolled full-time students in the Adult Workforce Education programs. Financial aid may cover part or all of the tuition and may be available through Pell Grants, Stafford Loans, Federal PLUS Loans, Workforce

Investment Act, Bureau of Workers Compensation, Bureau of Vocational Rehabilitation, Trade Adjustment Act, Veteran's Administration, and employer-based tuition assistance.

Method and Frequency of Disbursement of Financial Aid—Columbus City Schools - Adult and Community Education (CCS – ACE) disburses financial aid and processes available refunds each payment period (Trimester). Disbursement can be delayed if students do not meet certain eligibility requirements such as the number of hours enrolled or financial aid suspension. It is the student's responsibility to meet the criteria necessary for release of financial aid. Any questions concerning eligibility for financial assistance can be answered by contacting the Financial Aid Office.

### **How and when will my financial aid be paid, applied, or disbursed to my account?**

Your financial aid will be applied to tuition. You are responsible for paying any other miscellaneous charges on your account by check, money order, or credit card. If all of your paperwork has been submitted and processed, financial aid will be disbursed as follows:

### **The Pell Grant and Direct Loan (Stafford Loan) will be disbursed as follows:**

#### **Payment Period Financial Aid Disbursements (Trimesters):**

Pell Grants are disbursed on the 1<sup>st</sup> day of each payment period. Direct loans are disbursed 30 days after the start of each payment period. Refunds from financial aid will be provided to students in the form of a check for Books and Supplies by the 7<sup>th</sup> day of the payment period for Nursing Students. HVACR students' books are included in the cost. Refunds from Direct Loans will be provided to students within 14 days of the Direct Loan disbursement date.

### **To receive aid from any of the federal student aid programs, you must meet all of the following criteria:**

- Demonstrate financial need, except for some loan programs.
- Have a high school diploma, GED or home school certificate, or demonstrate Ability to Benefit.
- Be enrolled as a regular student working toward a certificate in an eligible program. Be a U.S. citizen or eligible non-citizen.
- Have a valid Social Security Number.

- Meet satisfactory academic progress standards set by the school.
- Certify that you will use federal student aid only for educational purposes.
- Certify that you are not in default on a federal student loan and that you do not owe money from a federal student grant.
- Comply with the Selective Service registration, if required. Not be incarcerated in a federal or state penal institution.
- Not have been convicted under federal or state law for the sale or possession of drugs.

**Criteria for Selecting Recipients and Determining Award Amount**—Recipients of financial aid are those who have submitted a FAFSA (Free Application for Financial Student Aid), and have signed an offer letter formally accepting federal financial aid. Award amounts are determined per federal regulations. Pell Grants are calculated using the “Payment Schedule for Determining Full Time Scheduled Awards” for the appropriate award year. Subsidized Loans and Unsubsidized Loans are calculated per federal regulations and with consideration of maximum annual loan limits and the student’s school year.

### **Other Sources of Assistance**

Other sources of assistance may be available for some full-time programs.

Workforce Innovation and Opportunity Act (WIOA)—Based on income and employment status, you may qualify for additional funding through the WIOA program. Information about the WIOA program is available (in person) through Ohio Means Jobs – Columbus and Franklin County at 1111 East Broad Street.

## Federal Financial Aid Online Application Procedure

Apply for an FSA ID at <https://studentaid.gov/fsa-id/sign-in/landing>

This will allow you to “sign” the FAFSA electronically, meaning the entire application process can be completed online.

Go to [www.studentaid.gov](http://www.studentaid.gov) to complete the FAFSA once you have an FSA ID.

Fill out the FAFSA by clicking the “Start Here” button and then complete each page of the form.

Use 015235 as the Title IV school code for Adult & Community Education courses. This will allow the school to electronically receive the results of your application.

Review your answers carefully and, if necessary, correct them before submitting your FAFSA.

Sign your application. You can electronically sign your application using your PIN, print a paper signature page and mail in, or wait for a signature page to arrive in the mail.

Submit your application by selecting the “Submit My FAFSA Now” button on the last page of the form. You will be taken to a Confirmation Page that shows a confirmation number and estimated EFC. Print a copy of the Confirmation Page for your records.

Verification - Approximately 1 out of 3 students who submit a FAFSA are selected for an official review in a process called Verification. Incomplete or conflicting information on your FAFSA may lead to Verification, or your FAFSA record may be chosen at random. If your FAFSA record is selected for Verification, the Financial Aid Office will request signed copies of federal tax returns, a completed Verification form, and/or other financial documents from you (and your parents or spouse). CCS – ACE will then compare your financial documents to your FAFSA information and, if needed, will adjust your FAFSA information. Until CCS – ACE completes Verification, your Federal Stafford Loans or Federal Pell Grants cannot be processed.

## VETERANS BENEFITS

**Chapter 1606 – Montgomery GI Bill®** – Selected Reserve Educational Assistance  
Eligibility: Student must be currently enrolled in a Selective Reserve program such as the National Guard or the Army Reserves. Department of Veterans Affairs (VA) – Federal training monies are available to veterans of the U.S. Armed Services. For eligibility contact the V.A. at 1-888-442-4551 or <http://www.va.gov/benefits>. Student must complete the appropriate application and then the Financial Aid Office will certify.

**Chapter 30 – Montgomery GI Bill-** Active Duty Educational Assistance  
Period of Service: July 1985 to present  
Eligibility: Two- or three-years active duty; Honorable discharge; Eligible 10 years from date of separation.

**Chapter 1607** – Reserve Education Assistance Program (REAP)  
Eligibility: Available to certain reservists who were activated for at least 90 days after September 11, 2001.

**Chapter 31** – Vocational Rehabilitation  
Eligibility: Student must have a service related disability which the Department of Veterans Affairs has rated at least 10% compensable. There must be an employment handicap and generally the student must complete the program within 12 years from the notice of the disability rating.

**Chapter 32** – Veterans' Educational Assistance Program (VEAP)  
Period of Service: January 1977 to June 1985  
Eligibility: Active duty for at least 181 days, contribution to the program and other than dishonorable discharge. Eligible 10 years from date of separation.

**Chapter 33** – Post 9/11  
The Post-9/11 GI Bill provides financial support for education and housing to individuals with at least 90 days of aggregate service on or after September 11, 2001, or individuals discharged with a service-connected disability after 30 days. You must have received an honorable discharge to be eligible for the Post-9/11 GI Bill.

**Chapter 35** – Survivors' and Dependents' Educational Assistance  
Eligibility: A child (under 26) or a spouse of a veteran who is 100% disabled or who died because of service related injuries.

# PRACTICAL NURSE CURRICULUM OVERVIEW

<b>Trimester I</b>	<b>Hours Total</b>	<b>Theory</b>	<b>Lab</b>	<b>Clinical</b>
<b>Anatomy and Physiology I</b>	<b>96</b>	72	24	
<b>Nutrition</b>	<b>48</b>	48		
<b>Pharmacology I</b>	<b>96</b>	<b>96</b>		
<b>Theoretical Foundations of Nursing I/ Medical Terminology</b>	<b>240</b>	96	79	65
<b>Total Hours Trimester I</b>	<b>480</b>	<b>312</b>	<b>103</b>	<b>65</b>
<b>Trimester II</b>	<b>Hours Total</b>	<b>Theory</b>	<b>Lab</b>	<b>Clinical</b>
<b>Anatomy and Physiology II</b>	<b>90</b>	66	24	
<b>Nursing Care of the Adult I</b>	<b>107</b>	107		
<b>Pharmacology II</b>	<b>73</b>	73		
<b>Theoretical Foundations of Nursing II</b>	<b>210</b>	53	53	104
<b>Total Hours Trimester II</b>	<b>480</b>	<b>299</b>	<b>77</b>	<b>104</b>
<b>Trimester III</b>	<b>Hours Total</b>	<b>Theory</b>	<b>Lab</b>	<b>Clinical</b>
<b>Nursing Leadership</b>	<b>256</b>	98	50	108
<b>Nursing Care of the Adult II</b>	<b>54</b>	54		
<b>Maternal-Child-Pediatric Nursing</b>	<b>116</b>	96	8	12
<b>Mental Health Nursing</b>	<b>54</b>	48		6
<b>Total Hours Trimester III</b>	<b>480</b>	<b>296</b>	<b>58</b>	<b>126</b>

IV Therapy—Related Components include:

- (a) Legal overview, standards of care, role of LPN, principles and practice of infection control.
- (b) Anatomy and Physiology related to IV practice, fundamentals of fluid and electrolyte balance.
- (c) Basic information required to calculate parenteral solutions.
- (d) Homeostasis, systemic complications, assessment, and IV therapy related components.
- (e) Acid-base balance and electrolyte imbalances.
- (f) Infusion delivery systems, calculation of flow rate/formulas, documentation, and flow rate regulation and IV therapy.
- (g) Administration sets, peripheral, central and electronic infusion devices, accessory equipment, cannulation overview, and systemic complications.

## **PRACTICAL NURSING COURSE DESCRIPTION**

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- Trimester I: First 15 weeks in the full-time program-The student studies basic nursing and skills following principles of safe nursing care, anatomy and physiology, integration of nutrition, intravenous therapy, communications, dosage calculations, pharmacology, and safe medication administration. Emphasis is placed on study and test taking skills. Clinical experiences are concurrent with classroom learning activities.
- Trimester II: Second 15 weeks in the full-time program-The student continues to study the basic principles of nursing, medical-surgical and family-centered nursing with the integration of therapeutic nutrition, anatomy and physiology, pharmacology, general psychology, growth and development and professional issues. Clinical experiences are concurrent with classroom learning activities. Intravenous therapy is included in the curriculum.
- Trimester III: Third 15 weeks in the full-time program-The student studies practical nursing professional issues as they relate to health and illness across the life span. Concepts and principles of management and leadership, community nursing, care of clients experiencing psychological crisis, nursing care of children and adolescents and maternal-infant care are introduced. Clinical experiences are concurrent with the classroom learning activities.

## **HVACR Course Overview**

### **PROGRAM OBJECTIVES**

Upon completion of the program, the student will:

1. Understand the fundamentals of electricity, heating, combustion, and refrigeration;
2. Explain air distribution;
3. Explain the function and use of refrigerant metering devices;
4. Recognize the safe process of soldering and brazing;
5. Explain how AC power is generated and used;
6. Identify and describe operating characteristics of compressor types;
7. Describe the characteristics of refrigerants and their applications;
8. Identify and describe common gaskets, packing materials, seals, and bearings;
9. Describe hydronic systems and principles of water flow;
10. Describe the operation of basic digital controllers and HVACR control circuit devices;
11. Describe the types of construction drawing specifications and how they are used;
12. Describe basic commercial airside systems and their operating characteristics;
13. Describe the properties of water as they are related to steam systems; and
14. Describe the operation of the refrigeration cycle and its potential problems.

### **CURRICULUM OVERVIEW**

The HVACR curriculum is designed to be flexible. Students may choose to complete the curriculum in its entirety for a total of 600 clock hours, or students may elect to complete courses within a particular module (heating, electricity, cooling, or systems diagnosis) for which they would earn a credential.

Below is the curriculum overview. Courses are divided into semesters and are offered concurrently, allowing a new cohort to start every six months.

## HVACR Program Curriculum

### Micro-credential 1: Gas Heat

Title	Class Hours	Lab
Intro to HVAC/OSHA 10	15	
Intro to Heating		15
Soldering and Brazing	10	
Piping Practices	10	
Intro to Hydronics	12.5	
Maintenance		20
Commercial Hydronic System	12.5	
Steam Systems	10	
Gas Heat		30
<b>Total</b>	<b>70</b>	<b>65</b>

### Micro-credential 2: Electrical

Title	Class Hours	Lab
Basic Electricity	12.5	
Alternating Current	20	
Building Management Systems	12.5	
Control Circuit and Motors	30	
Construction Drawings and Specifications	25	
Job Readiness	15	
Electricity		30
<b>Total</b>	<b>115</b>	<b>30</b>

### Micro-credential 3: Light Commercial Air Conditioning

Title	Class Hours	Lab
Intro to Cooling	30	
Air Distribution	15	
Compressors	12.5	
Commercial Airside Systems		15
VRF Systems		15
Refrigerants/oils	12.5	
Evacuation/Charging	30	
Metering Devices EPA 608 Review	20	
Commercial AC		30
<b>Total</b>	<b>120</b>	<b>60</b>

**Micro-credential 4: System Diagnostics & Troubleshooting**

<b>Title</b>	<b>Class Hours</b>	<b>Lab</b>
Troubleshooting Cooling		26
Troubleshooting Heat Pumps		26
Troubleshooting Gas Heating		22.5
System Start-up and Shutdown	15	
Fundamentals of Crew Leadership	20.5	
System Troubleshooting		30
<b>Total</b>	<b>35.5</b>	<b>104.5</b>

# **ATTENDANCE**

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## DEPARTMENT OF ADULT AND COMMUNITY EDUCATION COLUMBUS CITY SCHOOLS

**POLICY:** Attendance

**PURPOSE:** To specify attendance expectations for students

**STATE BOARD RULE:** 4723-5-12

### **Classroom Attendance**

Students must maintain an 80% attendance each review period and for the entire program of study to attain successful completion.

The school maintains daily attendance records and reviews attendance once per month during each payment period (term). Students must maintain a minimum attendance of 80% of the scheduled hours each term to remain in good standing. At the time the student's attendance falls below 80%, he/she will be given a written warning. Probation will occur if attendance drops to 80%. A record of this probation status will be documented in the student's file. Termination will result when the student's attendance falls to 75% or below.

1. Students are expected to prepare for and attend all learning activities to meet course objectives.
  - a. Classroom attendance is expected. All attendance is recorded and monitored by the classroom/clinical instructor. Students who are more than 10 minutes late will not be allowed into the classroom.
  - b. Students who miss class shall understand that performance and test success remain entirely their responsibility.

- c. Students are required to fulfill classroom expectations when he/she misses a class. Guidelines concerning make-up requirements are specified in course syllabi. Students who miss an exam are to complete the make-up exam on next proctored make-up exam day unless lead instructor specifies scheduling another make-up time with student per syllabus. All make-up exams will be proctored on Tuesday and Thursday from 3:30 pm-4:30 pm. For test security purposes, make-up exams may be different than the original exam, but will cover the same content.
- d. The Ohio Board of Regents and other financial aid agencies audit student attendance. The School of Practical Nursing cooperates with such agencies by providing attendance data. Students may lose financial aid when attendance standards are not met.

## **CLINICAL ATTENDANCE**

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SCHOOL OF PRACTICAL NURSING  
DEPARTMENT OF ADULT AND COMMUNITY EDUCATION  
COLUMBUS CITY SCHOOLS

**POLICY:** Student Clinical Attendance

**PURPOSE:** To identify the policies and procedures for clinical attendance.

1. Clinical experience is mandatory as required by the Ohio Board of Nursing and the School of Practical Nursing.
2. Any student who will not be attending a clinical experience must notify the clinical instructor prior to the start of the clinical day. Failure to contact the instructor prior to the start is considered a "no call-no show". No voice messages, text messages, or e-mails are permitted as proper instructor

notifications. Students are expected to arrive at the clinical site 10 minutes before the scheduled start time. Students not present on the assigned clinical unit and ready to start the clinical day at the start time will be considered tardy. Students who are more than 5 minutes late will be sent home and need to make-up that clinical day.

3. A student must have an excused absence with the proper documentation to make up a clinical experience. Only one clinical make up will be permitted in trimester 1. Two clinical make ups will be permitted in trimester 2 & 3. All clinical time must be made up at a time determined by faculty and availability of clinical sites. Students who miss the allotted clinical days will fail the clinical component and will be mandated to withdraw from course. The faculty realizes that there could be extenuating circumstances such as hospitalization, religious holidays, and military mandating hours that would place student over the limit of allotted missed clinical. Therefore, should a student exceed the allotted number of clinical time due to circumstances beyond his/her control, the student may request a review by the program administrator to consider his/her reinstatement.
4. Students will be charged a 75-dollar fee for each clinical make-up.
5. All missed clinical time needs to be documented in writing from the student as to the cause of the missed clinical. This is to be given to the instructor of the course upon return to school and a copy kept in the main office.
6. The first "No call- no show" offense will result in one day school probation. During school probation students will not be permitted to make up any work "including exams, assignments, and quizzes" therefore resulting in automatic zeros for that missed school day. The second "No call-no show" show offense will result in automatic clinical failure.

## **CLINICAL ATTENDANCE**

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### Consequences:

1. Columbus School of Practical Nursing students who do not comply with the Clinical Attendance policy will be required to withdraw from the clinical course.

## Private Education Loan Disclosures

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Adult and Community Education is required by Federal Law to disclose certain information to our prospective Private Education Loan Borrowers including:

- Information required under Section 128(e) of the Truth in Lending Act (15 U.S.C. 1638(e))
- That the prospective borrower may qualify for loans or other assistance under the Title IV, Higher Education Act (HEA) programs
- That the terms and conditions of the Title IV, HEA program loans may be more favorable than the provisions of the private education loans.

## **Satisfactory Progress (Academic)**

It is the policy of the School of Practical Nursing, Columbus City Schools that:

Students must meet all course requirements as outlined in each syllabus and achieve a minimum of 75% in each course in order to pass the course. The grading scale is:

92 – 100	A	S = Satisfactory or Passing
84 – 91.99	B	U = Unsatisfactory or Failing
75 – 83.99	C	I = Incomplete
0 – 74.99	Failing	

A grade of “S” (satisfactory) must be achieved in the clinical area in order to pass the applicable nursing courses. In addition, all other course requirements as outlined in the nursing applications syllabus must be met.

Attendance at class and clinical must be adhered to according to the attendance policy and what is outlined in the course syllabus.

The student will receive a written report of grades at midterm of each trimester and at the completion of the trimester.

A written clinical evaluation is given periodically and at the completion of each clinical experience.

To progress from one trimester to the next, students must pass all courses and clinical experiences in their present trimester.

It is the policy of the HVACR Program, Columbus City Schools that:

Students must meet all course requirements as outlined in each syllabus and achieve a minimum of 70% in each course in order to pass the course. The grading scale is:

**ACE HVACR Grading Scale for Satisfactory Academic Progress**

<b>Grade</b>	<b>Numerical Equivalent</b>
A	90 - 100%
B	80 - 89.99%
C	70 - 79.99%
D	60 - 69.99%
F	0 - 59.99%

## **SATISFACTORY ACADEMIC PROGRESS POLICY (Financial Aid)**

### **Practical Nursing Program**

Students who are awarded Title IV Pell Grants or Direct Loans must maintain Satisfactory Academic Progress for continued eligibility.

#### **Definition of Satisfactory Academic Progress (SAP)**

##### **Grade (Qualitative Measure)**

- A student must maintain a grade of at least 75% in all Health Occupation classes, and a grade of at least 70% in all Fulltime Adult Workforce classes.

##### **Pace of Completion (Quantitative Measure)**

- A student must maintain a cumulative 75% pace of completion to ensure completion within the maximum timeframe. The pace of completion is calculated as follows:

$$\frac{\text{Clock hours successfully completed}}{\text{Clock hours scheduled}} = \text{Pace of Completion}$$

##### **Maximum Timeframe to Complete**

- A student must complete their PN program within 133% of the published length of the training program to remain on financial aid. The PN program published length is 12 months for completion. The maximum timeframe is therefore 16 months.

##### **Attendance**

- A student must maintain a cumulative 75% attendance each period and for the entire program of study to attain successful completion.

#### **Official Review of Satisfactory Academic Progress**

Grades and Pace of Completion are checked at the end of each payment period. The payment period is defined as the point when the student's scheduled clock hours have elapsed. For example: in a 900-hour program, the official review date is at the end of each scheduled 450 hours.

### **Financial Aid Suspension:**

If a student fails to make Satisfactory Academic progress by not passing all courses in a payment period, Financial Aid Suspension will occur. The student loses financial aid eligibility until the failed course is successfully completed.

### **Financial Aid Disbursements**

The first disbursement of financial aid typically takes place in the 3rd week of the program and requires a student to attend the first 30 days.

Subsequent Disbursements – a student must be meeting the SAP policy and must have successfully completed the clock hours in the payment period. Successful completion is defined as having achieved a grade of 75% or higher in all Health Occupations classes, 70% or higher in all Adult Workforce Education classes. A student who violates the SAP policy will receive written notification of financial aid suspension from the Financial Aid office, and will be responsible for paying all fees not covered by financial aid.

### **Special Grading Circumstances**

#### Remedial Courses

- Remedial courses will have no effect on a student's satisfactory academic progress.

#### Credits for Previous Training (Advanced Standing)

- Credits for previous training that are accepted towards a program are counted as attempted and completed hours.

#### Repeat Courses

- Any student who must repeat a course is ineligible for financial aid. When a course is repeated, the hours in both courses are included in the above Maximum Timeframe and Pace of Completion standards. When a course is repeated, the new grade replaces the old grade for the purposes of Satisfactory Academic Progress (SAP).

#### Incomplete

- A grade of incomplete is not counted in a student's grade. If a student does not complete the work in the specified time, the incomplete will change to a grade of F.

### Withdrawal

- Financial Aid may not be available upon return to the program, depending on a student's academic progress at the time of withdrawal.

Note: The term

“withdrawal” defines any reason for a student leaving school, whether it is initiated by a student or by the school.

### **Reinstatement of Financial Aid Eligibility**

- Once a student becomes ineligible for financial aid, they may reestablish eligibility by again meeting satisfactory academic progress. Students must still complete their training program within 150% of the clock hours required for normal completion in order to be making satisfactory academic progress. It is a student's responsibility to contact the Financial Aid office for any actions required for re-establishment of financial aid eligibility.

### **Appeals**

#### Final Grade Appeal:

- A student may avoid Financial Aid Suspension resulting from a failing final grade in a course by appealing. In the appeal, the student should describe the unusual circumstances beyond their control that may have caused failure of a course(s).

When applicable, doctor's excuses for the student or immediate family member should be provided, or in the case of required court appearances, the documents related to the matter should be presented to the appeals committee. In addition, the death of a relative or other circumstance resulting in undue hardship to the student can be presented. If the student's appeal is approved, financial aid eligibility is retained.

#### Maximum Timeframe Appeal:

- A student may appeal violation of the Maximum Timeframe policy by describing the unusual circumstances beyond their control that may have resulted in the violation. When applicable, the student should provide the same documentation as listed above. If the student's appeal is approved, financial aid eligibility is retained.

## **SATISFACTORY ACADEMIC PROGRESS POLICY (Financial Aid)**

### **HVACR Program**

Students' academic progress will be measured at the end of each term in which they are enrolled. In order to receive financial aid, students must maintain SAP according to the following standards.

**Grade (Qualitative Measure):** Students must maintain a grade of at least 70% in the HVACR program.

**Pace of Completion (Quantitative Measure):** Students must maintain a cumulative 75% pace of completion to ensure completion within the maximum timeframe. The pace of completion is calculated as follows:

$$\frac{\text{Clock hours successfully completed}}{\text{Clock hours scheduled}} = \text{Pace of completion}$$

**Maximum Timeframe to Complete:** Students must complete a training program within 133% of the published length of the training program to remain eligible for financial aid. A student receiving transfer credit will have those hours included in the time frame completion standard.

**Official Review of Satisfactory Academic Progress:** Passing grades and pace of completion are checked at the end of each payment period, which is defined as the point where the student's scheduled clock hours have elapsed. For instance, in a 600-hour, 2-payment period program, the official review data is at the end of 300 hours.

**Remedial Courses:** Remedial courses will have no effect on a student's SAP.

**Repeat Courses:** A student may request to repeat a course by completing a *Request to Repeat* form available in the Student Services office. Any student who must repeat a course is ineligible for financial aid. When a course is repeated, the hours for both courses are included in the standards for Time Frame and Attendance described above. When a course is repeated, the new grade replaces the old grade for the purposes of SAP.

**Withdrawal:** The term "withdrawal" refers to any reason a student leaves school, whether it is initiated by the student or by the school. If the student is passing at the time of withdrawal, he/she will receive a WP (Withdrawn Passing) grade, which is not counted in the grade point average. If the students are failing at the time of withdrawal, he/she will receive a grade of WF (Withdrawn Failing), which negatively affects SAP.

**Final Grade Appeal:** A student may appeal financial aid suspension resulting from a failing final grade in a course, describing the unusual circumstances beyond the student's control that may have caused the failure. Upon the program coordinator's request, the student shall provide documentation of the unusual circumstances. Cases will be reviewed on an individual basis, and the student will be notified of his/her appeal date. If the student's appeal is approved, financial aid eligibility will be reinstated, and the student will be placed on financial aid warning for the next term.

## Conditions for Interruption for Unsatisfactory Grades or Progress

### REPEATING A COURSE

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DEPARTMENT OF ADULT AND COMMUNITY EDUCATION  
COLUMBUS CITY SCHOOL

**POLICY NAME:** Policy for repeating a course

**PURPOSE:** To identify the requirements for a student to repeat a course that he/she failed, but that did not result in dismissal from the school.

A student who fails a course may request to repeat the course, via written form(available in Customer Services) submitted to the administrator as soon as the student receives the grade.

1. Information to be submitted must include desired class, any factors that impacted student's progress, student's action to assure future success, and phone number.
2. The Program Administrator/Coordinator will determine the student's readiness to repeat the course.
3. Course repeat will be offered if the student demonstrates readiness and if space is available in the class. Student assignments to available space will be made on a first come, first served basis according to the date/time of the written request. If space is not available in the current course, the student will be placed in the next available class, and notified accordingly.
4. All fees/tuition for repeating a course MUST be paid per Fees and Expenses policy.
5. The student, who receives two or more failures within a trimester, will need to undergo a review process by the administrator/coordinator before being allowed to repeat any failed course. Dismissal can occur if a student on academic Probation does not meet the standard for grades in a class.

## Conditions for Re-entrance after Unsatisfactory Progress

### RE-ADMISSION PROCEDURE

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**SCHOOL OF PRACTICAL NURSING  
DEPARTMENT OF ADULT AND COMMUNITY EDUCATION  
COLUMBUS CITY SCHOOLS**

**POLICY:** Re-admission Policy

**PURPOSE:** To specify requirements for readmission to the School of Practical Nursing a student who previously left the program or was dismissed from the program.

**STATE BOARD RULE:** 4723-5-12 (A-2)

It is the policy of the School of Practical Nursing, Columbus City Schools that students who have previously left the program or were dismissed from the program have an opportunity to apply for re-admission to the program by meeting the following criteria:

1. Students who are applying to ACE programs and who have failed out of or been dismissed from a similar program at another school must present documentation as to the reasons for failure/dismissal. ACE retains the right to deny admission to these applicants.
2. Students, who complete a course in good standing (with satisfactory grades and no disciplinary problems) and then withdraw from the program, may request to be readmitted to the program at the point that they left if the readmission is within eight months.
3. Students who have withdrawn from the program may be considered for readmission within 180 days of withdrawal, but the student must show documented evidence of an effort to strengthen academic ability or alleviate problems related to the withdrawal. Students who have been dismissed from the Columbus School of Practical Nursing are not eligible for re-admission to the program unless approved through the appeal process.
4. If more than eight months have passed, the student will be required to start at the beginning of the program.
5. Re-admission request must be approved by the program administrator.
6. Consideration for re-admission will be made on an individual basis.
7. All re-admissions are subject to space availability.

**Students must meet all the curriculum requirements effective at the time of readmission.**

## Conditions for Re-entrance after Unsatisfactory Progress

### RE-ADMISSION PROCEDURE

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#### HVACR Program DEPARTMENT OF ADULT AND COMMUNITY EDUCATION COLUMBUS CITY SCHOOLS

**Course or Program Failure:** Students who receive a failing grade may request a review of the failure via the appeals process. All course repeats must be approved by the program coordinator.

**Program Reinstatement (Failure/Dismissal):** A student who is dismissed from an ACE course or program may be reinstated if the student meets the requirements or conditions that were specified in the appeals and readmission process. Otherwise, the student may be required to enter the program as a new student at the beginning of the program.

**Admission/Readmission to a Program:** Students applying to ACE programs and who have failed out of or been dismissed from a similar program at another school must present documentation as to the reason(s) for failure/dismissal. ACE retains the right to deny admission to these applicants.

Students who complete a course in good standing (with satisfactory grades and no disciplinary problems) and then withdraw from the program may be considered for readmission but must retake the entire course, withdrawal of withdrawal date.

Students who have withdrawn from the program but who have not completed a course may be considered for readmission but must retake the entire course, regardless of withdrawal date.

Conditions for readmission will be made on an individual basis. Requests must be approved by the program coordinator. All readmissions are subject to space availability. Students must meet all curriculum and program requirements effective at the time of admission.

**Appeals Process:** The appeals process has been developed for current (not previously withdrawn) students who wish to appeal failure of a course or termination from a course or program. It is expected that consultation with the teacher or the program coordinator will resolve most issues. However, at the student's request, an appeals process can be initiated and involves a hearing by a panel composed of appointed staff members who represent the Appeals Committee. The student's instructor(s) are invited to participate in the hearing to provide information but are not considered part of the panel. The purpose of the hearing is to resolve issues through 1) hearing specific charges, facts, and options available; and 2) explanation of extenuating conditions or facts contributing to the situation or to deny allegations. Students are permitted to bring witnesses to appeals hearings.

**Procedural Steps for Appeals Process:** The process to appeal failure of a course or termination from a course or program is as follows:

1. Within five school days of written notification of failure of a course or termination from a course or program, the student must submit a written request for an appeal hearing by

- completing and submitting to the program coordinator the *Student Appeal Form*, describing the specific issue(s) for which the student requests the hearing.
2. Within five school days of receiving the written request, the chair of the Appeals Committee will set the date and time of the hearing and notify the student.
  3. At the conclusion of the hearing, a written summary of the appeal hearing will be prepared with the following information:
    - Names and titles of those present;
    - Summary statement of purpose of the hearing;
    - Statement by or on behalf of the student or a notation that the student declines making a statement regarding the issue; and
    - Summary statement of the findings/recommendations of the Appeals Committee.
  4. Within five school days after the hearing, the chair of the Appeals Committee will send the student a copy of the appeal summary, which includes the decision of the program coordinator and recommendations of the Appeals Committee.

**Dismissal:** Dismissal means the student is terminated from the program. Students who are dismissed will not receive any refund or financial credit. The dismissal guidelines are as follows:

1. A student may be dismissed from the program for any of the following reasons:
  - (a) Receiving a failing grade twice in a course;
  - (b) Receiving a failing grade for three or more courses;
  - (c) Unprofessional behavior, such as harassment or inappropriate language with instructors, students, or staff;
  - (d) Evidence of being under the influence of alcohol or drugs at any time;
  - (e) Academic dishonesty (e.g., cheating or plagiarism);
  - (f) Falsified statements or record;
  - (g) Conviction of any felony or aggrieved crime during the program;
  - (h) Failure to pay tuition or fees when due;
  - (i) Theft or misappropriation of school, staff, or student property;
  - (j) Illegal use, possession, sale, or distribution of controlled substances or alcohol;
  - (k) Threat or act of endangering the health and safety of other students, faculty, staff, or visitors;
  - (l) Disregard of regulations, insubordination, defiance of an authority, or refusal to cooperate;
  - (m) Failure to make satisfactory while under probation;
  - (n) Absence from classroom without notifying the instructor may result in termination from the program.
2. A student has the right to appeal dismissal per the due process procedure as outlined in the *Student Appeal Form*.
3. A student who is dismissed from the program and wishes to return will not be considered for readmission if the reason is related to safety issues, unprofessional behavior, falsified statements, or academic dishonesty. A student who is dismissed due to receiving two failing grades in a course may be considered for readmission with evidence that appropriate steps have been taken to assure future success.
4. Students who were dismissed and meet readmission requirements must meet all curriculum and program requirements effective at the time of readmission.

**Leave of Absence (LOA):** Adult & Community Education does not have a LOA provision. Students who discontinue their education for any reason before completion of the program will need to withdraw from the program. Students who withdraw will be reconsidered for readmission per the readmission criteria.

## STANDARDS OF CONDUCT

Students shall not, by use of violence, force, coercion, threat, harassment, insubordination, or misbehavior, cause disruption or obstruction to the educational process, including all curricular and extra-curricular activities. General misconduct is defined as any behavior of a student which compromises the health, safety, peace, or property of any student or school staff member or in any way interferes with the operation of the school. Failure to comply with school expectations may result in disciplinary procedures such as removal from class, the course, or the program. No refund will be given if disciplinary procedures are necessary. Specific conduct includes, but is not limited to the following:

**Alcohol and Other Drug Use:** Being under the influence and/or possession of any alcoholic beverage, illegal drug, nonprescription drug, look-alike drug or any mind-altering substance while on school grounds or in a facility or vehicle, at school-sponsored events or in other situations under the authority of the district shall be cause for probation or dismissal. Included in the prohibition are any substances represented as controlled substances including but not limited to inhalants, non-alcoholic beers, steroids, and drug paraphernalia.

Any student who displays behaviors suspicious of, or has an odor indicative of alcohol or drug use while on school property or while participating in school activities (i.e., clinical experience, internship/mentorship, field trips, etc.), will be asked to leave the premises and may be subject to dismissal from the program.

**Cheating, Falsification and Plagiarism:** Cheating and/or falsifying any document, e.g. application, test, class work, etc., is strictly prohibited. Any student demonstrating academic dishonesty on an assignment/test will have his/her paper removed and receive a "zero" for the assignment/test. Any student submitting someone else's work as his/her own (plagiarism) will receive a "zero" for the assignment. Such offenses may result in dismissal from the program, with a formal request needed from the student for consideration of reinstatement per the Appeals Process.

**Cooperation:** Students are expected to follow instructions and cooperate with school instructors, coordinators, administrators, and custodial staff.

**Class Disturbance:** Actions that disrupt the orderly and safe environment are subject to disciplinary procedures.

**Criminal Offenses:** Criminal offenses (charges/convictions) that would prevent students from successful completion of a program or eligibility for obtainment of employment in the program area may be grounds for dismissal from the program.

**Extortion:** A student shall not obtain, nor attempt to obtain, another person's property by threat, expressed or implied.

**Field Trips:** A teacher must accompany students on any school sponsored field trip or activity. Students are to provide their own transportation. CCS & ACE are not liable if a student is injured or any property is damaged.

**Fighting/Threats:** Physical conflict, threats, or challenges between students are prohibited and

may result in probation or termination from the program/course. Self-defense or defense of others may be considered in determining whether this provision has been violated.

**Forgery:** A student shall not sign the name of another person for the purpose of defrauding school personnel or the Columbus Board of Education.

**Gambling:** A student shall not engage in any game of chance or contest on school property wherein money or other items of monetary value are awarded to the winner, except for those games or contests authorized as official school functions.

**Harassment:** The Columbus City School District does not discriminate based upon sex, race, color, national origin, religion, age, disability, sexual orientation, gender identity/expression, ancestry, familial status or military status with regard to admission, access, treatment or employment. This policy is applicable in all district programs and activities.

**Hazing:** Any planned action or created situation on or off school grounds that is demeaning to an individual, produces significant injury, or is otherwise harmful to another student, is prohibited.

**Littering:** Throwing paper, trash, or other materials on the floor, inside school buses/vehicles, or on school grounds is not permitted.

**Physical Assault:** Any physical attack on another person may result in suspension/dismissal from the program and/or notification to authorities.

**Profanity and/or Obscenity:** Swearing, cursing, or making obscene gestures, whether in school buildings or on school grounds, is prohibited.

**Repeated Offenses:** Offenses occurring on a repeated basis after previous disciplinary actions have been attempted are cause for probation or dismissal.

**Sexual Misconduct:** Statements of profane sexual connotation or harassment, any inappropriate touching of another person or any act of indecent exposure in school building(s) or on school premises are grounds for probation or dismissal.

**Theft/Possession of Stolen Property:** Stealing or attempting to steal school district or privately-owned property is cause for probation or dismissal.

**Vandalism:** Destruction or defacing district property/equipment, including computers/related software or property of others while located on district premises is prohibited and is cause for probation or dismissal.

**Verbal Abuse/Threats:** Engaging in name-calling or derogatory statements or gestures toward other students, whether in school buildings or on school grounds, is prohibited. Making statements or taking actions against students, staff, and/or visitors, the purpose or effect of which, could cause fear of physical harm or property damage, or that could intimidate or terrorize is cause for probation or dismissal. Discussions related to one's personal, political or religious beliefs, which have potential for volatility, are considered inappropriate and are strongly discouraged. Such discussions, which result in the disruption of class or school, may result in disciplinary action.

**Weapons:** Anyone possessing, transmitting, or using any kind of firearm, knife, razor, mace, peppergas, or like substances, dangerous club, chain, or other look-alike or replica objects, or any item that can be considered a weapon or used as a weapon, will be removed from the school immediately, is subject to dismissal, and/or notification to authorities.

### **Code of Conduct for Education Loans**

The Columbus City Schools – Adult and Community Education prohibits a conflict of interest with the responsibilities of an agent of the school with respect to FFELP or private education loans. All agents with responsibility for loans must be informed annually of the provisions of the code. The code of conduct prohibits:

- Revenue-sharing arrangements with any lender
- Receiving gifts from a lender, a guarantor, or a loan service
- Contracting arrangement providing financial benefit from any lender or affiliate of a lender
- Directing borrowers to particular lenders, or refusing or delaying loan certifications
- Offers of funds for private loans
- Call center or financial aid office staffing assistance
- Advisory board compensation

## **Return to Title IV Policy (R2T4)**

Refunds to the financial aid programs (Pell/Direct Loan) will be made according to the Federal Return of Title IV regulations. In order to have earned 100% of financial aid received, a student must be in attendance until he/she surpasses 60% of the scheduled hours for the payment period. (i.e. in a 450-hour payment period a student would have earned 100% of aid for the period at hour 271). When a student withdraws from their program, a R2T4 (Return to Title IV) calculation is done to determine how much aid was earned and whether any unearned funds must be returned to the U.S. Department of Education, or if the student is eligible for a post-withdrawal disbursement.

### **Withdrawal**

The R2T4 calculation is based on the student's date of withdrawal, whether official or unofficial, \* and in all cases the withdrawal date is the last date of attendance recorded by the school.

\*Unofficial Withdrawal: If a student stops attending, the school will make every attempt to make contact to determine if the student plans to return. If at the end of 14 days, no contact with the student has been possible, then the student will be withdrawn and the R2T4 calculation will be done.

### **Post-Withdrawal Disbursement**

Based on the R2T4 calculation, a student may be entitled to earned funds not yet disbursed.

- Pell Grant: A school is permitted to credit a student's account without the student's permission for current charges and fees.
- Direct Stafford Loan: The school must notify the student (or parent for a Direct PLUS Loan) in writing prior to making any post-withdrawal disbursement. The notice must be provided within 30 days and gives the student/parent the option of having the loan funds applied to outstanding tuition and fees, disbursing directly to the student/parent, or having the loan funds returned to the lender. If the school does not receive a response from the student/parent within 30 days, the school is not required to make a post-withdrawal disbursement.

## Example of Title IV funds withdrawal from a Clock Hour Program

Student A withdraws at the point of 111 hours scheduled-to-complete in a 450 hour payment period. Student A received the following in Title IV credits for that payment period:

<u>Title IV credits:</u>	
Pell Grant:	\$2,822
Subsidized Loan:	\$1,732
Unsubsidized Loan:	<u>\$2,969</u>
Total Credits:	\$7,523
Cost of Payment Period	\$3,797

As a result of the student withdrawing at 111 hours scheduled, the student earned 24.7% of Title IV aid (i.e.  $111 \text{ hours} / 450 \text{ hours} = 24.7\%$ .) The percentage of unearned aid is 75.3%. The school must return 75.3% of unearned charges/cost of the payment period. The school is responsible for returning \$2,859.14 in unearned aid (i.e.  $\$3,797 \text{ cost of payment period} \times 75.3\% = \$2,859.14$ ).

Any Title IV funds that must be returned to the U.S. Department of Education will be returned to the Lender within 45 days from the date of determination that the student withdrew. The funds will be returned in the following order:

1. Unsubsidized Direct Loan
2. Subsidized Direct Loan
3. Direct Plus Loan
4. Pell Grant

Note: The calculation of Title IV funds earned has no relationship to the student's incurred institutional charges.

## **Exit Counseling for Stafford Direct Loan Recipients**

The Financial Aid Coordinator conducts an Exit Counseling session with each class prior to program completion. For each exit counseling session, the following information is provided to students:

- Information for completing Exit Counseling at <https://studentaid.gov>
- "Repaying Your Student Loans"
- The consequences of delinquency and default
- Contact information for the Student Loan Servicers
- Filing for deferment/forbearance
- Current interest rates
- Maintaining contact with the Lender
- Making timely payments
- Maintaining a budget

The U.S. Department of Education Ombudsman Office was created to help borrowers with difficult problems. Borrowers can submit problems online. The toll-free phone number is 877-557-2575 and the fax number is 202-275- 0549; the address is U.S. Department of Education, FSA Ombudsman, 830 First Street, N.E., Mail Stop 5144 Washington, D.C. 20202-5144; Email: [fsaombudsmanoffice@ed.gov](mailto:fsaombudsmanoffice@ed.gov)

## **Exit Counseling for Student Borrowers**

All institutions participating in Title IV, HEA loan programs are required to provide student or parent borrowers comprehensive information shortly before the student borrower ceases at least half-time study at the institution. The counseling should provide information on:

- Average anticipated monthly repayment amount
- Repayment plan options
- Options to prepay or pay on shorter schedule
- Debt management strategies
- Use of Master Promissory note
- The seriousness and importance of student's repayment obligation
- Terms and conditions for forgiveness or cancelation

- Copy of information provided by the U.S. Department of Education
- Terms and conditions for deferment or forbearance
- Consequences of default
- Options and consequences of loan consolidation
- Tax benefits available to borrowers
- The obligation of the borrower to repay the full amount of the loan regardless of whether the borrower completes program or completes within regular time for completion, is unable to obtain employment upon completion, or is otherwise dissatisfied with or did not receive the educational or other services the borrower purchased from the institution
- Availability of the Student Loan Ombudsman's office
- Information about NSLDS (The U.S. Department of Education is required to provide a disclosure form for students and prospective students about the NSLDS - National Student Loan Data System.)

[https://www.nsls.ed.gov/nsls/nsls\\_SA/](https://www.nsls.ed.gov/nsls/nsls_SA/)

## Refund Policy

### 1. Refunds for Classes Canceled by the Institution

If tuition and fees are collected in advance of the start date of a program and the institution cancels the class, 100% of the tuition and fees collected will be refunded. The refund shall be made within 45 days of the planned start date.

### 2. Refunds for Students Who Withdraw on or Before the First Day of Class

If tuition and fees are collected in advance of the start date of classes and the student does not begin classes or withdraws on the first day of classes, no more than \$100 of the tuition and fees may be retained by the institution. Appropriate refunds for a student who does not begin classes shall be made within 45 days of the class start date.

### 3. Refunds for Students Enrolled Prior to Visiting the Institution

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

4. Refunds for Students Enrolled in Professional Development, Continuing Education, or Limited Contract Instruction Short-term program fees and instructional charges are not refundable after the course start date.

### 5. Refunds for Withdrawal after Class Commences

The refund guidelines shall be as follows:

(i) During the first 10% of the period of financial obligation, the institution shall refund at least 90% of the tuition;

(ii) After the first 10% of the period of financial obligation and until the end of the first 25% of the period of obligation, the institution shall refund at least 50% of the tuition;

(iii) After the first 25% of the period of financial obligation and until the end of the first 50% of the period of obligation, the institution shall refund at least 25% of the tuition; and,

(iv) After the first 50% of the period of financial obligation, the institution may retain all of the tuition.

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

## **Transfer of Credit**

### **Transfer between Programs within the Institution**

For any student who desires to transfer from one program to another within Adult and Community Education (ACE), the staff will work with the student to find a suitable occupational area. Students may transfer into a different program within ACE as long as they meet the admission requirements of the new program.

### **Transfer of Students from other Institutions**

ACE welcomes students from other institutions wishing to attend our school. Students who wish to transfer from other institutions have the opportunity to do so, if they meet the admission requirements. Students transferring from other institutions may receive advanced standing for specific courses from approved or accredited postsecondary programs.

### **Transfer of Credits**

ACE is a University System of Ohio member. Courses are credited back and forth between system member schools. Students from other schools who wish to transfer credits for courses taken at other schools must submit a Request for Advanced Standing and supply the necessary documentation. Coursework will be considered by the admissions committee, and the applicant will be notified of the decision. The request must be turned in at the time of application. The course syllabus, course description, length of the course, grade received and when the course was taken will all be considered when determining the transfer of credits.

## Clery Act (Campus Security)

### Crime Statistics

The following is provided and updated annually as stipulated by the "Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act", "Violence Against Women Reauthorization Act of 2013" and "Crime Awareness and Campus Security Act of 1990".

#### Hudson Community Education Center

Offense	Incidents			
	2018	2019	2020	2021
Murder and non-negligent	0	0	0	0
Negligent manslaughter	0	0	0	0
Forcible sex offenses	0	0	0	0
Non-forcible sex offenses	0	0	0	0
Robbery	0	0	0	0
Aggravated assault	0	0	0	0
Burglary	0	0	0	0
Motor vehicle theft	0	0	0	0
Arson	0	0	0	0
Hate Crimes	0	0	0	0
Arrests	0	0	0	0
Weapons possession	0	0	0	0
Drug law	0	0	0	0
Liquor law	0	0	0	0
Referrals	0	0	0	0
Weapons possession	0	0	0	0
Drug law	0	0	0	0
Liquor law	0	0	0	0
Domestic Violence	0	0	0	0
Sexual Assault	0	0	0	0
Stalking	0	0	0	0

#### Fort Hayes Career Center

Heating, Ventilation and Air Conditioning Adult Program

No reported incidents.

As part of orientation, ACE students and newly hired employees are provided with a statement of the report's availability, its content, and a statement that the school will provide a paper copy upon request.

Emergency Contact Information - Call 911 to report an accident, fire, serious illness, injury, or crime-in-progress that requires immediate response.

The City of Columbus, Division of Police non-life threatening emergency number is 614.645.4545.

The Rape Aggression Defense System (RAD) is a 12 hour comprehensive female-only course with a focus on awareness, prevention, risk reduction and risk avoidance. The RAD program meets the needs of women to acquire self-defense education in a relatively short period of time. The Franklin County Sheriff's Office number is 614.525.4507.

The Safety Resource person is Wendell Jackson (614.365.5638).

The Ohio Mental Health and Addiction Services, promoting wellness and recovery, may be reached at 1.877.275.6364.

The Campus Sex Crimes Prevention Act (CSCPA) of 2000 is a federal law that provides for the tracking of convicted sex offenders enrolled at, or employed at, institutions of higher education. The local law enforcement agency that could provide information on sex offenders is the Franklin County Sheriff's Office. Follow the links to access the sex offender registry and to receive details of offenders in your area. [www.offenderwatch.com](http://www.offenderwatch.com)

Adult and Community Education (ACE) strives to provide a safe and secure campus for all students and staff members. All students and staff are encouraged to report any suspicious campus activity immediately upon witnessing the occurrence, especially when the victim of such crime elects or is unable to make such a report. All students should report any knowledge of a criminal or suspicious nature to an administrator of ACE. Staff members report similar knowledge to an administrator of ACE. The administration will then take appropriate action based upon the information given by the student or staff member. When deemed appropriate, local law enforcement authorities will also be notified. In order to keep the campus community informed about safety and security issues on an ongoing basis, ACE will alert the campus community of certain crimes, including all Clery Act crimes, in a manner that is timely and useful in the prevention of similar crimes. ACE will issue an emergency notification upon confirmation of a significant emergency, including a missing student, or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on campus.

The campus is in operation from 7:30 a.m. until 7:30 p.m. The building will open at 7:30 a.m. to students and staff and close at 7:30 p.m. These hours are in effect Monday through Friday. The campus is not open on weekends. ACE does not have law enforcement staff that has the authority to arrest individuals. ACE would contact local law enforcement to address issues that affect the authority to arrest individuals. ACE staff offers victims the right to report incidences to encourage accurate and prompt reporting of all crimes to City of Columbus, Division of Police. Persons are also counseled on their right to report on a voluntary, confidential basis. Although Columbus City Schools' Department of Adult & Community Education does not have a written memorandum of understanding, it maintains a close working relationship with the police department.

All students are informed during orientation of campus security procedures, sexual assault programs to prevent sexual offenses and procedures if an offense occurs. Crime prevention and risk reduction behavioral education is provided via classroom education, the website and written materials.

Crime Log - The following crimes are reported in a public crime log, which is located in the ACE Main Office: murder, non-negligent manslaughter, negligent manslaughter, forcible and non-forcible sex offenses (rape, fondling, incest, and statutory rape), robbery, aggravated assault, burglary, motor vehicle theft, and arson. Arrests and disciplinary referrals for illegal weapons possession, drug and liquor law violations are also included. Dating violence, domestic violence and stalking are also reported.

For crimes listed, and for crimes of larceny-theft, simple assault, intimidation, and destruction, damage, or vandalism of property, and any other crimes reported to Campus Security Authority, or to local police agencies involving bodily injury to any person in which the victim was intentionally selected because of the victim's actual or perceived race, gender, gender identity, religion, sexual orientation, ethnicity, national origin, or disability will be reported according to category of prejudice, also known as "hate" crimes.

Entries to the log must be made within two business days of the report of the information provided to staff, unless the disclosure is prohibited by law or would jeopardize the confidentiality of the victim. This log is open for public inspection.

Data collected in the crime log is incorporated into the Annual Security Crime Report in August of each year, with statistics for the most recent three calendar years.

Campus Security Authority are individuals on staff that support the collection of crime reporting information and assist students and employees to file a report to law

enforcement agency, should they wish to do so. All staff is responsible to help students report alleged crimes. The following administrators are Campus Security Authority personnel:

Adult and Community Education – Edward O’Reilly

Health Occupations – Dr. Patricia Harris

**Voluntary Reporting** - If you are the victim of a crime and do not want to pursue action within the program or the criminal justice system, you may still want to consider making a confidential report. With your permission, the Campus Security Authority can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to maintain confidentiality, while taking steps to ensure the future safety of yourself and others. With such information, the school can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports of this nature are counted and disclosed in the annual crime statistics for the school.

ACE maintains a part-time counselor to assist in providing crisis counseling, and to provide guidance on options. The counselor is not considered Campus Security Authority and is not required to report crimes for inclusion in the annual disclosure of crime statistics. As a matter of policy, they are to inform persons being counseled of the procedures to report crimes on a voluntary basis for inclusion into the annual crime statistics and to assist in local agency referrals for appropriate health and community services.

The student has a right to decline notification to police authorities. If the student requests the assistance of personnel, Campus Security Authority will assist with notifying law enforcement authorities. Students will receive guidance and support on filing protection orders, “no-contact” orders, restraining orders, or similar lawful orders issued by a criminal, civil, or tribal court or by the institution. Students are encouraged to preserve evidence for the proof of a criminal offense. List of hospitals that complete rape investigations will be provided to the alleged victim. Students reporting a sexual assault crime have the right of confidentiality. Crimes will be reported on the public crime log without the inclusion of personally identifying information about the victim.

**Disciplinary Proceedings** - After an alleged sex offense, students have the right to change the student’s academic situation to ensure safety. This may include auditing the class or creating an independent study for successful completion. ACE will implement a conduct proceeding to ensure a prompt, fair, and impartial

proceeding. Both the accuser and the accused are entitled to the same opportunities to have others present during the disciplinary proceedings. Upon written request, parties will be informed in writing of the outcome of any institutional disciplinary proceeding brought alleging a sex offense. If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for the purposes of this paragraph. A student found guilty of violating the sexual misconduct policy could be criminally prosecuted in the state courts as well as being placed on academic probation, suspended, or expelled from the academic program.

**Sexual Misconduct** - Adult and Community Education (ACE) is committed to creating and maintaining an academic community in which all persons can work and learn together in an atmosphere free of all forms of harassment. Therefore, sexual harassment within our community is expressly prohibited. ACE is opposed to sexual assault and such behavior is prohibited by state and federal law. All campus members must refrain from any conduct that could give rise to a charge of sexual misconduct. Persons who engage in sexual misconduct shall be subject to disciplinary action, to include suspension or expulsion when warranted.

ACE affords certain rights and responsibilities to all our members who have been sexually harassed and/or assaulted. These include assistance in reporting, securing counseling, and accessing health services. Accused persons are subject to arrest, incarceration, and prosecution through the court system. Accused persons are subject to district judicial proceedings that may result in suspension or permanent expulsion from ACE programs.

Columbus City Schools' Department of Adult & Community Education prohibits the offenses of domestic violence, dating violence, sexual assault and stalking.

Domestic violence (from 42 USC 13925)

The term "domestic violence" includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

Dating violence (from 42 USC 13925)

The term "dating violence" means violence committed by a person:

- (A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and
- (B) where the existence of such a relationship shall be determined based on a consideration of the following factors:
  - (i) The length of the relationship.
  - (ii) The type of relationship.
  - (iii) The frequency of interaction between the persons involved in the relationship.

Under the Ohio Revised Code (2907.01-2907.09), the definition of sexual violence utilized in this document is an umbrella term covering a wide range of sexual actions taken against a person without the person's consent, against the person's will, or under force, threat of force, or coercion. Legally, consent cannot be given while intoxicated since these states inhibit an aware state of mind.

Sexual abuse is defined as "any sexual act that a person submits to against his/her will due to force, threat of force, or coercion" (4:150). Sexual violence is perpetrated by individuals known and unknown to the victim, and includes a wide range of unwanted sexual actions, including rape.

Stalking is a term to mean engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others, or suffer substantial emotional distress. Stalking includes surveillance activities (e.g., monitoring an individual's phone calls, reading her or his mail, following outside the home), and vandalism (e.g., breaking into a person's home, stealing belongings, and harassment).

#### Definition of Sexual Harassment

Sexual harassment is created by unwelcome sexual advances, requests for sexual favors or other conduct of a sexual nature when:

- Submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment or status in a course, program or activity.
- Submission to or rejection of such conduct is used as a basis for a decision affecting an individual's employment or participation in a course, program or activity.
- Such conduct unreasonably interferes with an individual's work or academic performance or creates an intimidating, hostile or offensive working or academic environment. Regardless of intent, it is the effect and characteristics of behavior which determine whether the behavior constitutes sexual harassment.

## **What is consent?**

Sexual activity requires consent, which is defined as voluntary, positive agreement between the participants to engage in specific sexual activity.

Communicating consent:

- Consent to sexual activity can be communicated in a variety of ways, but one should presume that consent has not been given in the absence of clear, positive verbal agreement.
- While verbal consent is not an absolute requirement for consensual sexual activity, verbal communication prior to engaging in sex helps to clarify consent. Communicating verbally before engaging in sexual activity is imperative. However potentially awkward it may seem, talking about your own and your partner's sexual desires, needs, and limitations provide a basis for a positive experience.
- Consent must be clear and unambiguous for each participant at every stage of a sexual encounter. The absence of "no" should not be understood to mean there is consent.
- A prior relationship does not indicate consent to future activity.

**Procedures to Report Sexual Offense** - If you are a victim of a sexual assault, try to remain calm and alert. Call 911. Your call will be routed to the proper law enforcement agency. Stay on the phone with the dispatcher as long as you are needed. Do not change your clothing. Do not clean your body or your clothes, as this helps to preserve important evidence. Do not disturb or alter the crime scene.

Prevention and Awareness Programs - During orientations, students are informed of their rights and responsibilities to ensure safety and security for all students and staff. Prevention education services are offered to encourage students and employees to be aware of their responsibility for their own security and security of others. In addition to seminars, information is made available and disseminated through crime prevention awareness packets, security alert posters, and displays. Monthly presentations have been established to educate students on dating violence, sexual assault, bystander intervention, alcohol and drugs, domestic violence, recognizing signs of unhealthy relationships, breaking the cycle of abuse, and diminishing the possibility of being a victim to robbery. Professional development activities are provided to staff and new employees. Columbus City Schools, in collaboration with Public School Works, is developing professional development online courses that educate staff on creating safe school environments, and understanding the campus security authority responsibilities.

**Accidents** - Students experiencing an accident while participating in our training programs should immediately notify the nearest staff member so that appropriate action may be taken. The district does not pay for the cost of a student when he or she goes to the emergency room.

**Explosives** - A student shall not possess, handle, transmit, conceal, or use any explosive device or substance which could be used as an explosive.

**General Classroom Safety** - Industry safety standards and procedures must be maintained at all times. Each classroom must conform to established safety practices for that occupation.

**Visitors** - Only administrators may give permission for visitors in the classroom. All visitors must report each day to the main office before going to any classroom. Children are not permitted to attend classes.

**Weather/Emergency Closings** - If the Columbus City Schools are closed for snow or other emergencies, our adult classes will not meet. This includes all evening classes. Check local broadcasts for school closings. Programs will adjust daily instructional plans if school closes.

**Emergency Procedures** - Precautions are taken to ensure the safety of all students, staff, and members of the community. A crisis management plan has been developed and provided to school personnel for assisting and responding to the many types of crisis/emergency situations. Your cooperation is needed to ensure that a team approach is used should an incident occur. Students are encouraged to immediately alert any school official with information or suspicions that may pose a threat to the security of others or to the building. Unless an emergency necessitates, a student shall not willfully sound a fire alarm or cause to falsely communicate that a bomb is located in a building or on the premises of a building owned by the Columbus Board of Education. These acts are prohibited irrespective of the whereabouts of students. A student shall not destroy, damage, or otherwise tamper with a fire alarm system in a school building. Adult and Community Education students participating in training programs that are located in other buildings owned or operated by another agency must conform to all agency, district and department expectations.

## Conduct Proceedings

The administrator of Adult & Community Education coordinates all judicial proceedings involving sexual misconduct of students. Victims of sexual offenses may report these incidents to the Columbus Division of Police, Special Victims Bureau at 614.645.4624.

The department will make every reasonable effort to ensure that the investigation and resolution of a report or complaint occurs in as timely and efficient a manner as possible. The investigation and resolution of a complaint generally will be completed within 60 calendar days of the receipt of the complaint. Throughout the investigation, the alleged victim and the respondent will receive periodic status updates, and notice of any timing extensions. Any party may request an extension of any deadline by providing the director with a written request for an extension that includes reference to the duration of the extension and the basis for the request.

Students charged with violations of the Student Code of Conduct will be given adequate notice of the charges and allegations against them, and be provided an opportunity to address the charges during a hearing. Victims of sexual misconduct may be asked to provide testimony at these proceedings, and are allowed to submit input into the sanctions imposed should the students be found responsible for the charges against them.

The written notice given to any charged student will include the following:

- Sufficient detail to prepare a defense.
- An invitation to attend an information session, during which the student may view all material, related to the case, receive instruction regarding the student conduct process and the student's rights, and confirm the forum in which the case will be heard.
- Notice of a formal hearing will occur at least five class days prior to the hearing of the case.

Notice given to the complainant:

- To attend information session, during which the time the complainant can view all materials related to the case and receive instruction regarding the disciplinary process and the charged student's and complainant's rights.
- Notice of the complainant's rights is at least five class days prior to the student conduct hearing.

In cases where the alleged offender's conduct poses a threat to the campus community, the school may choose to impose any of the following actions to ensure the safety of students and staff:

- Issuing no-contact orders to prevent any contact between the victim, the alleged perpetrator, witnesses, and/or third parties;
- Changing work arrangements or schedules;
- Changing academic schedules;
- Changing class to independent study;
- Arranging for the victim to withdraw from or take an incomplete in a class without penalty;
- Providing academic support services, such as tutoring;
- Providing emotional supportive services;
- Implementing an immediate suspension until a hearing can be convened to determine the facts of the case.

Both the alleged victim and the alleged offender are allowed to be accompanied by an advisor of their choice during the proceedings, and will be informed of the final outcome of any school disciplinary hearing. The standard of evidence used in conduct hearing is "Preponderance of the Evidence." This means that the evidence, as a whole, shows that the fact sought to be provided is more probable than not. Students found responsible for violations of sexual misconduct will be sanctioned according to the options outlined. This can include suspension, dismissal, or expulsion from the academic program. School disciplinary proceedings may be held in instances involving sexual misconduct even when formal state charges are not brought.

#### Notification of findings:

All recommended decisions will be communicated in writing to the charged students and will include the findings of fact, determination of responsibility, sanctions, and notice of appellate rights. Complainants will be notified of the status and outcome of the student conduct code process.

#### Sanctions:

1. In light of the facts and circumstances of each case, the following sanctions, or combination of sanctions may be imposed upon any individual student found to have violated the Student Conduct Code. If a student does not complete a sanction by a required deadline, a hold may be placed on the student's record.

Decisions regarding falsification of admission or readmission information may be forwarded to the appropriate office for review of admission.

2. Reprimand - Verbal or Written.
3. Service Hours - Completion of tasks under the supervision of a director or supervising agency.
4. Educational Activities - Attendance at educational programs.
5. Counseling Assessment - Referral for assessment at a counseling agency, alcohol/drug dependency agency, general mental health, or other counseling issues.
6. Restitution - Only in cases involving school property.
7. Conduct Probation
8. Disciplinary Probation - Period of time during which any further violation of conduct places the student's status with the school in jeopardy.
9. Suspension - Separation from the program for a period of time.
10. Dismissal - Separation from the program for at least two years.
11. Expulsion - Separation from the department without the possibility of readmission. This may include restricted access to the campus identified geographic area.
12. Withholding of diplomas, transcripts, or other records.
13. Transcript Notations - Written notation indicating that student conduct action was taken. This sanction may be applied only in cases in which the student has been permanently separated from the program.

## Columbus City Schools Emergency Drill Guide

### Evacuation

Evacuate students by primary routes unless instructed to use alternate routes. Minimum initial distance is 300 ft. (If other than fire, evacuate to a minimum distance of 900 ft.). ALL persons must leave the facility. Close, but DO NOT lock doors behind you. DO NOT return to building using a bell signal (bells can malfunction). Return to building when instructed by incident commander or follow further instructions. ***This response is used for fire, unsafe building (after explosion or severe weather damage), and bomb threat.***

### Reverse Evacuation

Move indoors quickly. Close doors behind you. Close windows once you are inside. Follow instructions based on incident. ***This response is used for severe weather, hazardous material release, or outside threats (e.g., gunfire or trespassers).*** May be rapidly followed by lock-down or shelter-in-place.

### Duck, Cover, and Hold

For tornado event, move to pre-designated areas and assume protective position. If you are unable to report to pre-designated area: Take cover under tables or desks. Hold onto table/desk leg or position desk as shield. Keep as much of body shielded as possible. Bury face in arms, close eyes, cover ears. If outside, lie on stomach with face away from event, cover head, face, and as much skin surface as possible. Close eyes, cover ears. If special needs/handicapped, do not remove from wheelchair. Those standing should sit. ***This response is usually used for earthquake, explosion, and severe weather. May be followed by evacuation when safe to move.***

### Hit the Deck

Anyone recognizing immediate danger shouts, "Hit the Deck." Everyone immediately drops to the ground and lies flat. Remain on the ground until given further direction. ***This response is usually used in the event of gunfire. Usually followed by lock down or evacuation when safe to do so.***

### Lock Down: Level 1 Monitor: possible threat

Exterior doors and windows are locked and secured. Free movement within the school building. May release by PA announcement. ***This response is usually used for an outside threat.***

### Level 2 Standby: probable threat

Students in halls and restrooms move to the nearest classroom. Classroom doors and all exterior doors/windows are immediately locked. Students may move about the locked classroom. ***May only be released from lock down by police, administrator, or designated staff.***

### Lock Down: Level 3 Emergency: Full crisis, activate Command Post

Students in halls and restrooms move to the nearest classroom. Classroom doors and all exterior doors/windows are immediately locked. Cover windows and door window panels, if can be accomplished safely. Sit on floor out of sight of windows.

Take attendance, include the names of people who have entered and are not usually in your class. Do not open doors or windows. Do not follow PA announcement directions. **May only be released from lock down by police, administrator, or designated staff.**

### **Shelter in Place**

Move everyone inside. If possible, move to interior rooms on upper level floors. Close and lock all windows and doors. Assign personnel to doors to control late entries. Custodian should immediately shut down all HVAC units (heating, air conditioning, ventilation). Call 5188 for immediate shut down even in drills. Seal off all openings with tape and plastic (windows, doors, heat/air units, electrical outlets, etc.) Await instructions from public officials before exiting shelter. **This response is used for hazardous materials in the environment.**

## **Drug and Alcohol Abuse Prevention**

The Columbus Board of Education maintains a drug-free workplace in full compliance with all applicable federal, state, and local laws. Tobacco in any form may not be used in school buildings, school grounds and in school-controlled vehicles.

ACE students may participate in prevention program strategies to address drug use and abuse issues including dissemination of informational materials, educational programs, counseling services, drug/alcohol agency services, and campus disciplinary actions.

Our standards of conduct prohibit the unlawful possession, use, or distribution of drugs and alcohol by students and employees on the school's property, or as part of the school's activities.

Applicable legal sanctions under local, state or federal law for the unlawful use, possession or distribution of illicit drugs or alcohol are set forth in the referenced Laws and Acts.

Ohio Revised Code - Chapter 2925 Drug Offenses; Chapter 3719 Controlled Substances; and Chapter 4301 Liquor Control Laws

Drug-Free Schools and Communities Act; Federal (Harrison) Narcotic Act; Federal Narcotic Drugs; Import and Export Act; Federal Food Drug and Cosmetic Act; Federal Alcohol Administration Act

The possession, sale, manufacture or distribution of any controlled substance is illegal under both state and federal laws. Such laws are strictly enforced by the City of Columbus Division of Police. Violators are subject to disciplinary action, criminal prosecution, fine, and imprisonment.

Resource information regarding health and safety concerns from substance abuse, and information regarding the availability of, and/or referral to, community-based substance abuse counseling and rehabilitation services are available at <http://mha.ohio.gov>.

There are national organizations that can be contacted for assistance.

Alcoholism and Drug Abuse Hotline (1.800.252.6465)

Cocaine Hotline (1.800.444.9999)

National Institute on Drug Abuse Hotline (1.800.662.4357)

Health Risks - Physical or psychological damage may occur when the following substances are abused. Here are some of the health risks related to each substance.

Alcohol - Alcohol consumption causes a number of marked changes in behavior. Even low doses impair judgment and coordination, and increase the incidence of aggressive behavior. Very high doses can cause respiratory depression or death. Alcohol intoxication is equivalent to a drug overdose. If combined with other depressants of the central nervous system, the effects of alcohol are multiplied. Repeated use of alcohol can lead to change in tolerance and dependence. Cessation of alcohol intake can produce withdrawal symptoms including tremors, hallucinations, convulsions, and death. Long-term consumption of large quantities of alcohol can lead to permanent damage to vital organs such as the brain and the liver. Women who drink even small amounts of alcohol during pregnancy may give birth to infants with fetal alcohol syndrome.

Anabolic-Androgenic Steroids - Steroid users can experience serious cardiovascular, liver, central nervous system, gastrointestinal, and reproductive disorders. In males, use can result in testicular atrophy, sterility, impotence, and arrested growth. Irreversible masculinization and sterility can result when woman use steroids. Psychological impairment includes mood swings, depression, and very aggressive behavior.

Depressants - The use of depressants can result in a change in tolerance and physical, as well as psychological dependency. The combining of several depressants (e.g. valium and alcohol) will potentiate the depressant effects, multiplying the health hazards. Withdrawal symptoms include anxiety, vomiting, acute psychotic episodes, seizures, and death.

Hallucinogens - Large doses of Phencyclidine (PCP) may result in a convulsive seizure, coma, or death. Mood disorders occur and the user may become violent, irrational, and potentially harmful to self and others. Lysergic acid (LSD), mescaline, and psilocybin cause sensations and feelings to change rapidly. The user may experience panic, confusion, anxiety, depersonalization, and loss of control. While relatively rare, flashbacks, the spontaneous reappearance of the drug experience after use has ceased, may occur.

Narcotics - Tolerance, especially at the euphoric effect of narcotics, and physical dependence, develop rapidly. In order to avoid the abstinence syndrome, the addict becomes preoccupied with acquiring the drug. Withdrawal symptoms are extremely uncomfortable; however, they are seldom life threatening.

Stimulants - High doses of stimulants result in intense personality disturbances including visual and auditory hallucination, delusions, and paranoia. Tolerance develops rapidly. Cross tolerance does develop among stimulant drugs (e.g. methamphetamine, cocaine). The use of cocaine can cause death by cardiac arrest or respiratory failure. Stimulants are addictive, and while withdrawal from stimulants is less dangerous than with depressants, depression can make a person vulnerable to suicide.

Cannabis - The mood altering effects of marijuana are the result of the chemical delta-9 tetrahydrocannabinol (THC). THC is fat soluble and can remain in the body

up to three weeks after smoking one marijuana cigarette. Consequently, even the occasional user can be detected through urinalysis. Research indicates that regular use may have long term effects on the user's brain, heart and reproductive organs. The numerous carcinogenic chemicals found in marijuana make it particularly harmful to the lungs. Loss of memory, lack of motivation, and diminished attention span are some of the effects of regular marijuana use. Long-term use may result in psychological dependence and change in tolerance.

Sanctions on students and employees for violations of the standards of conduct (consistent with local, state, and federal law) can include up to and including expulsion, termination of employment, and referral for prosecution.

Should a student be expelled, the student will receive in writing, a letter that notifies the student of the loss of eligibility and an outline of steps the student may initiate to regain eligibility.

A biennial review of the program will be conducted to determine its effectiveness and implement changes to the program if they are needed and ensure that any disciplinary sanctions are consistently enforced.

## **Career and Placement Services for Students**

The Director of Adult and Community Education will task the transitions coordinator with preparing and assisting current and graduated students with placement services.

### The transitions coordinator will:

- Liaise with program coordinators to coordinate placement services for current/graduated students.
- Establish and develop relationships with industry-specific local employers through contacts facilitated by coordinators and participation in program advisory committee meetings.
- Post program related job opportunities on a public bulletin board.
- Post information about upcoming job fairs.
- Enable students to use the internet for job search and application processing.

### Transitions assistance will include:

- Assist participating and graduated students with the job search and placement process.
- Assist students with the preparation/improvement of resumes, references pages, and cover and thank you letters.
- Facilitate students to connect with industry-specific employment opportunities.

### The admissions coordinator will:

- Retain copies of job placement follow-up forms in the Ohio Department of Higher Education HEI folder.
- Enter program placement data into the Department of Higher Education HEI database.

## **Services Available to Students with Disabilities**

It is the standard of the Columbus City Schools – Adult and Community Education (CCS – ACE) that an applicant/student with a diagnosed disability be granted reasonable accommodations. In accordance with Section 504 of the Rehabilitation Act of 1973 Americans with Disabilities Act, CCS – ACE will make every effort to provide supportive services to applicants/students with disabilities. It is the responsibility of the student to disclose the nature of the disability and to submit the required documentation of the disability to the program administrator in order to receive such accommodations.

An assessment that documents a disability must have been done within the past three (3) years. An Individualized Education Program (IEP) is not automatically accepted as documentation. Documentation of the assessment performed must be submitted from an appropriate licensed professional (e.g. physician, psychologist). This documentation must include the names of any test(s) administered and the specific disability that requires modification as well as the specific recommendation as to type of supportive services needed. A student may request a waiver of this requirement by providing a statement from a qualified professional that re-testing is not medically necessary to document the existence of a current disability.

The Request for Services form may be submitted to the program administrator before or after admission to the program, but at least 30 days prior to the implementation of the service. Be advised that filling out this request form does not automatically approve your request. It will usually take 30 days from the approved date before support services may be provided.

Students with a disability must be able to perform and meet the career-technical standards/skills of the program with reasonable supportive service.

Other testing and assessment organizations/boards have procedures for responding to the special needs of applicants with disabilities who are eligible for admission to take certification/licensure examinations. Disabilities which should be brought to their attention include, but are not limited to, the following: physical, mental, hearing or visual impairments, reading or learning disabilities. Examples of accommodations are the use of medication or snacks, extra time, and/or the use of any kind of special equipment or aids. To allow sufficient time to secure the required documentation of a disability, it is recommended that the applicant notify the organization/board, in writing, six (6) months prior to the date the applicant wishes to test, but no later than concurrently with the submission of the certification/licensure application.

## Copyright Infringement Policies and Sanctions

Unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject individuals to civil and criminal liabilities. The penalties for violation of Federal copyright laws, including engagement in illegal or unauthorized distribution of copyrighted materials using the school's information technology system is strictly forbidden.

Fair Use Laws for Copyright Materials - Rules for Reproducing Text Materials for Use in Class

The guidelines permit a teacher to make one copy of any of the following: a chapter from a book; an article from a periodical or newspaper; a short story, short essay, or short poem; a chart, graph, diagram, drawing, cartoon, or picture from a book, periodical, or newspaper.

Teachers may photocopy articles to hand out in class, but the guidelines impose restrictions. Classroom copying cannot be used to replace texts or workbooks used in the classroom. Pupils cannot be charged more than the actual cost of photocopying. The number of copies cannot exceed more than one copy per pupil. And a notice of copyright must be affixed to each copy.

Not more than one short poem, article, story, essay, or two excerpts may be copied from the same author, nor more than three from the same collective work or periodical volume (for example, a magazine or newspaper) during one class term. As a general rule, a teacher has more freedom to copy from newspapers or other periodicals if the copying is related to current events.

The idea to make the copies must come from the teacher, not from school administrators or other higher authority. Only nine instances of such copying for one course during one school term are permitted. In addition, the idea to make copies and their actual classroom use must be so close together in time that it would be unreasonable to expect a timely reply to a permission request. For example, the instructor finds a newsweekly article on capital punishment two days before presenting a lecture on the subject.

Teachers may not photocopy workbooks, texts, standardized tests, or other materials that were created for educational use. The guidelines were not intended to allow teachers to usurp the profits of educational publishers. In other words, educational publishers do not consider it a fair use if the copying provides replacements or substitutes for the purchase of books, reprints, periodicals, tests, workbooks, anthologies, compilations, or collective works.

## **Appendix**

**Conditions for Dismissal**

**Request for Advanced Standing**

**Adult Workforce Education Program Application**

**Application Checklist**

**HESI Exam Information**

**Request for Services Form**

**Withdrawal Request Form**

**Criminal History Attestation (Health Occupations)**

**Medical Packet (Health Occupations)**

**Book Lists (Practical Nursing)**

**Notice of Availability of Institutional and Financial Aid**

**Columbus City Schools Administration**

## Conditions for Dismissal

The following dismissal guidelines have been specifically developed for the Practical Nursing program but may also apply to other ACE programs. Dismissal means that the student is terminated from the program. Students who are dismissed from the program will not receive any refund or financial credit.

1. A student may be dismissed from the School for the following reasons:
  - a. Receiving a failing grade twice in a course.
  - b. Attitude and poor adjustment to the Practical Nursing course as evidenced by unprofessional behavior such as harassment or inappropriate language with instructors, students, patients or staff in the school or clinical area, or evidence of being under the influence of alcohol or drugs at any time.  
NOTE: The School of Practical Nursing may require blood/urine testing if chemical impairment is suspected during the time the student is participating in class, lab, or in the clinical setting.
  - c. Inability to satisfactorily complete required clinical experiences.
  - d. Academic dishonesty (cheating, plagiarism)
  - e. Any falsified statements or records.
  - f. If the student is convicted of any felony or aggravated crime (per the Ohio Board of Nursing definition) during the program, the student will be dismissed from the program.
  - g. Failure to pay tuition/ fees when due.
  - h. Failure to maintain standards of nursing practice or to maintain professional boundaries with patients.
  - i. Theft or misappropriation of school, hospital, patient, staff or student property.
  - j. Breach of patient confidential information to unauthorized persons.
  - k. Absence from classroom or clinical assignments without notifying the instructor will result in a warning or probation.
  - l. Illegal use, possession, sale or distribution of controlled substance or alcohol.
  - m. Any threat or act of endangering the health or safety of other students, faculty/staff, patients or visitors, including possession and/or use of dangerous weapons.
  - n. Disregard of regulations, insubordination, defiance of authority, or refusal to cooperate.
  - o. Failure to notify the administrator of any litigation which occurs while in the program and involves any egregious crimes defined by the Board of Nursing or excluding offenses as defined in Ohio Statute for Care of Children and Older Adults.
2. The student has the right to appeal dismissal per the due process procedure. The Appeal form is available in the Customer Services office. A student who is dismissed from an ACE program and wishes to return to the Program will not be considered for re-admission if the reason for dismissal is related to safety issues in the clinical area, unprofessional behavior, falsified statements or academic dishonesty. Students dismissed due to receiving two (2) failing grades in a course

may be considered for re-admission with evidence that appropriate steps have been taken in order to assure future success. The student must meet all existing program requirements at the time of re-application.

## **PROGRAM PROCESSES – HVACR Program**

**Course or Program Failure:** Students who receive a failing grade may request a review of the failure via the appeals process. All course repeats must be approved by the program coordinator.

**Program Reinstatement (Failure/Dismissal):** A student who is dismissed from an ACE course or program may be reinstated if the student meets the requirements or conditions that were specified in the appeals and readmission process. Otherwise, the student may be required to enter the program as a new student at the beginning of the program.

**Admission/Readmission to a Program:** Students applying to ACE programs and who have failed out of or been dismissed from a similar program at another school must present documentation as to the reason(s) for failure/dismissal. ACE retains the right to deny admission to these applicants.

Students who complete a course in good standing (with satisfactory grades and no disciplinary problems) and then withdraw from the program may be considered for readmission but must retake the entire course, withdrawal of withdrawal date.

Students who have withdrawn from the program but who have not completed a course may be considered for readmission but must retake the entire course, regardless of withdrawal date.

Conditions for readmission will be made on an individual basis. Requests must be approved by the program coordinator. All readmissions are subject to space availability. Students must meet all curriculum and program requirements effective at the time of admission.

**Appeals Process:** The appeals process has been developed for current (not previously withdrawn) students who wish to appeal failure of a course or termination from a course or program. It is expected that consultation with the teacher or the program coordinator will resolve most issues. However, at the student's request, an appeals process can be initiated and involves a hearing by a panel composed of appointed staff members who represent the Appeals Committee. The student's instructor(s) are invited to participate in the hearing to provide information but are not considered part of the panel. The purpose of the hearing is to resolve issues through 1) hearing specific charges, face, and options available; and 2) explanation of extenuating conditions or facts contributing to the situation or to deny allegations. Students are permitted to bring witnesses to appeals hearings.

**Procedural Steps for Appeals Process:** The process to appeal failure of a course or termination from a course or program is as follows:

4. Within five school days of written notification of failure of a course or termination from a course or program, the student must submit a written request for an appeal hearing by completing and submitting to the program coordinator the *Student Appeal Form*, describing the specific issue(s) for which the student requests the hearing.

5. Within five school days of receiving the written request, the chair of the Appeals Committee will set the date and time of the hearing and notify the student.
6. At the conclusion of the hearing, a written summary of the appeal hearing will be prepared with the following information:
  - Names and titles of those present;
  - Summary statement of purpose of the hearing;
  - Statement by or on behalf of the student or a notation that the student declines making a statement regarding the issue; and
  - Summary statement of the findings/recommendations of the Appeals Committee.
4. Within five school days after the hearing, the chair of the Appeals Committee will send the student a copy of the appeal summary, which includes the decision of the program coordinator and recommendations of the Appeals Committee.

**Dismissal:** Dismissal means the student is terminated from the program. Students who are dismissed will not receive any refund or financial credit. The dismissal guidelines are as follows:

2. A student may be dismissed from the program for any of the following reasons:
  - (o) Receiving a failing grade twice in a course;
  - (p) Receiving a failing grade for three or more courses;
  - (q) Unprofessional behavior, such as harassment or inappropriate language with instructors, students, or staff;
  - (r) Evidence of being under the influence of alcohol or drugs at any time;
  - (s) Academic dishonesty (e.g., cheating or plagiarism);
  - (t) Falsified statements or record;
  - (u) Conviction of any felony or aggravated crime during the program;
  - (v) Failure to pay tuition or fees when due;
  - (w) Theft or misappropriation of school, staff, or student property;
  - (x) Illegal use, possession, sale, or distribution of controlled substances or alcohol;
  - (y) Threat or act of endangering the health and safety of other students, faculty, staff, or visitors;
  - (z) Disregard of regulations, insubordination, defiance of an authority, or refusal to cooperate;
  - (aa) Failure to make satisfactory while under probation;
  - (bb) Absence from classroom without notifying the instructor may result in termination from the program.
2. A student has the right to appeal dismissal per the due process procedure as outlined in the *Student Appeal Form*.
3. A student who is dismissed from the program and wishes to return will not be considered for readmission if the reason is related to safety issues, unprofessional behavior, falsified statements, or academic dishonesty. A student who is dismissed due to receiving two failing grades in a course may be considered for readmission with evidence that appropriate steps have been taken to assure future success.
4. Students who were dismissed and meet readmission requirements must meet all curriculum and program requirements effective at the time of readmission.

**Leave of Absence (LOA):** Adult & Community Education does not have a LOA provision. Students who discontinue their education for any reason before completion of the program will need to withdraw from the program. Students who withdraw will be reconsidered for readmission per the readmission criteria.

**Refunds for Classes Cancelled by the Institution:** If the institution cancels a class in advance of the start date, 100% of tuition and fees collected in advance will be refunded. Refunds shall be made within 45 business days of the unplanned start date.

**Refunds for Students Who Withdraw on or Before the First Day of Class:** If a student does not begin classes or withdraws on the first day of classes, no more than \$100 of the tuition and fees may be retained by the institution for any tuition and fees collected in advance. Refunds shall be made within 45 business days of the class start date.

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

**Refunds for Students Enrolled in Professional Development, Continuing Education, or Limited Contract Instruction:** Short-term program fees and instructional charges are not refundable after the course start date.

**Refunds for Withdrawal after Class Commences:** The refund guidelines are as follows:

1. During the first 10% of the period of financial obligation and until the end of the first 25% of the period of obligation, the institution shall refund at least 50% of the tuition paid;
2. After the first 25% of the period of financial obligation and until the end of the first 50% of the period of obligation, the institution shall refund at least 25% of the tuition paid; and
3. After the first 50% of the period of financial obligation, the institution may retain all of the tuition paid.

## **REQUEST FOR ADVANCED STANDING**

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### COLUMBUS SCHOOL OF PRACTICAL NURSING

**POLICY:** Advanced Standing

**PURPOSE:** To define requirements for applicants to be admitted to the program with advanced standing.

**STATE BOARD RULE:** 4723-5-12 (A-3)

It is the policy of the Columbus School of Practical Nursing that advanced credit is available in both nursing and non-nursing courses if these courses have been completed at an appropriately accredited or approved postsecondary program within the last two years unless noted otherwise. Experience in the armed forces of the United States, National Guard, or in a reserve component may qualify for advanced standing.

Anatomy & Physiology I (Proficiency exam, if required - pass score 80%)

Anatomy & Physiology II (Proficiency exam, if required - pass score 80%)

Nutrition

General Psychology (Taken within last 5 years)

A fee of \$150 will be assessed for each proficiency exam administered. Requests for advanced credit will be evaluated on an individual basis.

If advanced credit is requested, the following criteria are to be met:

- Submit an official transcript from the previous school attended.
- Show no less than a "C" in the subject(s) being considered for credit.
- Submit a syllabus of the course.
- Meet all current requirements for admission to the Columbus School of Practical Nursing.

The above information must be provided along with the attached request form prior to orientation day at Columbus School of Practical Nursing to be considered for advanced standing.

The decision as to whether or not advanced credit will be granted is made by the Health Occupations administrator in consultation with the Admissions Committee and based on evidence of comparability of courses for which advanced credit is being applied.

## Columbus School of Practical Nursing - Advanced Standing Request

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ MI: \_\_\_\_\_

Street: \_\_\_\_\_ City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: ( ) \_\_\_\_\_ - \_\_\_\_\_ Alternate Phone: ( ) \_\_\_\_\_ - \_\_\_\_\_ E-mail: \_\_\_\_\_

\_\_\_\_\_ Program Start Date: \_\_\_\_\_

All courses for which you are requesting Advanced Standing must have been completed within the last two (2) years unless noted otherwise.

- Anatomy & Physiology I (Proficiency exam, if required - pass score 80%)
- Anatomy & Physiology II (Proficiency exam, if required - pass score 80%)
- Nutrition
- General Psychology (Taken within last 5 years)

Have you failed any nursing courses in the past?  YES  NO

Applicants who are applying to ACE programs and who have failed out of or been dismissed from a similar program at another school must present documentation as to the reasons for failure/dismissal. ACE retains the right to refuse admission to these applicants.

Attach the following official documentation for each course checked above:

- Official Transcripts that show letter grade and cumulative GPA
- Course Syllabus

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Adult Workforce Education Program Application 2022 - 2023

Please review the application checklist to make sure you  
have attached all required documentation prior to submitting your application.  
Incomplete application packets will not be accepted.

Program:

- Practical Nursing                       Other \_\_\_\_\_  
 I am a new student.  
 I am a returning student: last month/year of attendance \_\_\_\_\_

Today's Date: \_\_\_\_\_ Program Start Date: \_\_\_\_\_

Name as it appears on ID:

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Middle Name: \_\_\_\_\_ Other Names (Maiden) \_\_\_\_\_

Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Birth Date: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Street: \_\_\_\_\_ APT # \_\_\_\_\_

City: \_\_\_\_\_, OH Zip: \_\_\_\_\_

Cell Phone: (     ) \_\_\_\_\_ - \_\_\_\_\_

Have you previously attended college or a post-secondary school? Yes \_\_\_ No \_\_\_

- ***We reserve the right to reschedule or cancel any course that does not meet our minimum enrollment requirements. If a course is cancelled or rescheduled, all fees paid are subject to reimbursement or transference, upon presentation of a receipt.***
- The Columbus City Schools do not discriminate based upon sex, race, color, national origin, religion, age, disability, sexual orientation, gender identity/expression, ancestry, familial status, or military status with regard to admission, access, treatment or employment. This policy is applicable in all district programs and activities.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Columbus City Schools Mission Statement: Each student is highly educated, prepared for leadership and service, and empowered for success as a citizen in a global community.*

*ACE Vision Statement: The Department of Adult and Community Education of Columbus City Schools will provide the quality academic and occupational education that all students need for successful living in the 21<sup>st</sup> Century.*

# PN Application Checklist

Video to assist with application: [https://youtu.be/dgMiYiRu\\_XU](https://youtu.be/dgMiYiRu_XU)

*All items are due at time of application. Incomplete packets will not be reviewed for admission.*

## All items are due at the time of application:

<input type="checkbox"/>	Completed Program Application
<input type="checkbox"/>	HESI Entrance Exam Score _____% 75% composite required for Reading, Vocabulary, Grammar and Math sections. Scores must be no more than 2 years old at the time the application packet is submitted.
<input type="checkbox"/>	Social Security Card
<input type="checkbox"/>	Legal Photo I.D. or Driver's License
<input type="checkbox"/>	BLS Provider CPR Card <b>Must have the words BLS Provider on the CPR card.</b> No other types will be accepted. Must be current for the whole time you are in school. Suggestions for classes are in this packet. <b>Online CPR training courses are not acceptable.</b>
<input type="checkbox"/>	High School Diploma/High School Equivalency Verification Diploma or official transcripts required for US High School or High School Equivalency. Foreign High School transcripts will need to be evaluated by a credential evaluation service.
<input type="checkbox"/>	Criminal History Attestation Please read and complete the form inside this packet.
<input type="checkbox"/>	Criminal Background Checks <b>Both BCI &amp; FBI are required.</b> Receipt is proof of ordering. <b>Have them sent directly to Adult &amp; Community Education 2323 Lexington Ave., Columbus, OH 43211. Submit the receipt with your application packet.</b> Find a location near you at: <a href="https://www.ohioattorneygeneral.gov/Business/Services-for-Business/WebCheck/Webcheck-Community-Listing">https://www.ohioattorneygeneral.gov/Business/Services-for-Business/WebCheck/Webcheck-Community-Listing</a> <b>If you are asked for a code when ordering your background check, use 4723.09</b>
<input type="checkbox"/>	Personal Medical History
<input type="checkbox"/>	Physical Exam Form Physician must use the forms included in this packet.
<input type="checkbox"/>	Documentation of Immunity ( <b>Printout</b> of vaccine or titer results) <input type="checkbox"/> 2-step TB <input type="checkbox"/> MMR (2 doses) <input type="checkbox"/> Tetanus <input type="checkbox"/> Varicella (2 doses)
<input type="checkbox"/>	<input type="checkbox"/> Hepatitis B waiver <b>OR</b> <input type="checkbox"/> Hepatitis B immunization verification
<input type="checkbox"/>	COVID-19 Vaccination Minimum of 1 <sup>st</sup> dose required at application.
<input type="checkbox"/>	Request for Advanced Standing - <i>Optional</i> To be submitted <b>only</b> if you are asking for transfer credit for A&P I, A&P II, or Nutrition. Official transcripts within last 2 years indicating a "C" grade or better must be provided with course syllabus. See Student Services or our website for the form. Advanced standing request items must be submitted along with the application packet in order to be considered.

**All students who are accepted into the nursing program must attend the Orientation and the Student Success class, prior to the start of the nursing program. Details will be provided in your acceptance letter.**

## The HESI A2 Entrance Examination

This is not an easy test! Please allow yourself plenty of time to prepare for it.

We do not require the science portions of the test. The passing score for the Columbus School of Practical Nursing is a composite (average) score of 75% on these four sections:

**Reading Comprehension** – 55 questions to be completed in 60 minutes

• Paragraph/Passage Comprehension	• Identify main and supporting ideas	• Determine the author's purpose
• Create logical inferences	• Determine the meaning of words	

**Grammar** – 55 questions to be completed in 60 minutes

• Parts of Speech (usage)	• Correcting grammatical errors	• Subject-Verb agreement
• Sentence construction	• Punctuation	• Spelling

**Math** – 55 questions to be completed in 60 minutes

• Fractions	• Ratios & Proportions	• Algebra
• Decimals	• English Standard Measurements	• Roman Numerals
• Percent	• Metric Measurements	• Time & Temperature conversions

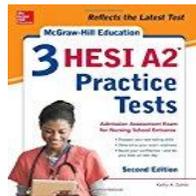
**Vocabulary and General Knowledge** – 55 questions to be completed in 60 minutes

Students are presented with vocabulary terms and expressions and are expected to find the correct definition or synonym.

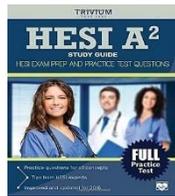
### Books:

For the **reading**, **grammar** and **math** portions of the test, the best resources for home practice are High School Equivalency or GED textbooks which are available in any public library, or purchased in bookstores or on Amazon.

The vocabulary portion of the test requires familiarity with general terminology, mostly of a medical nature. Given that the tester won't know in advance the terms on the test, we suggest using a HESI practice test (such as the two shown below). Refer to the vocabulary practice tests and look up any unfamiliar terms.



ISBN: 9781260019902



ISBN: 9781941759844

### Online:

- [www.youtube.com](http://www.youtube.com) provides a wealth of free lessons for the visual learner, especially for math!
- [www.ohiomeansjobs.com](http://www.ohiomeansjobs.com) contains free High School Equivalency lessons for reading, math, and language skills improvement.
- [www.dictionary.com](http://www.dictionary.com) and [www.thesaurus.com](http://www.thesaurus.com) help with definitions and synonyms for the vocabulary test
- [www.quizlet.com](http://www.quizlet.com) contains study guides developed by other HESI testers. Search for "HESI test".
- [www.google.com](http://www.google.com) When nothing else works, *google it!* You're certain to find something helpful!

### Optional Classes to help you prepare for the test:

**Bridge to Nursing.** Free class offered 3 times each year for HESI test preparation. Meets Tuesday, Thursday, and Friday afternoons 1 to 3:30 pm. Call 380.997.7615 for more information. A new class begins each nursing trimester.

**Aspire** classes offer free, in-depth assistance with reading, math, or language topics. Call 380.997.7636 for more information.

### Taking the HESI Test at Columbus City Schools - Registration steps:

**Step 1:** **Create an Elsevier Evolve account at <https://evolve.elsevier.com/#>, Click on login/create account.** Write down your username and password! You will need it to register for your test and retrieve your scores!

**Step 2:** **After you have created your Elsevier Evolve account, if you wish to take the test at our school, complete the registration form on the next page and submit it with payment.** You must register and pay for your test no later than the Friday prior to the test. Cost of the test is \$60 payable by check, money order or credit/debit card only. Payment is accepted by mail or in person.

-----  
**Columbus State Community College also offers the examination.** Students must register 48 hours prior to the exam.

<http://www.registerblast.com/cscs/Exam> or call 614-287-5750 to schedule the examination.



# HESI Registration

**Step 1:** Create an Elsevier Evolve account at [www.evolve.elsevier.com](http://www.evolve.elsevier.com)

Click on login/create account. Be sure to write down your username and password when created, and insert it on this form below.

**Step 2:** Complete this form and submit it with your **payment of \$60** no later than the day before your preferred test date. We can accept check, money order, and credit/debit card only. **We cannot accept cash.** Please make your check out to Columbus City Schools.

NAME \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

EMAIL \_\_\_\_\_

Phone Number \_\_\_\_\_

How did you find out about this program? \_\_\_\_\_

Elsevier Username \_\_\_\_\_

Elsevier Password \_\_\_\_\_

Preferred Test date/time \_\_\_\_\_

Updated test dates are on our website: [www.ccsch.us/practicalnursing](http://www.ccsch.us/practicalnursing)

The HESI Examination Testing location is 2323 Lexington Avenue, Columbus, OH 43211.

**NO REFUNDS**

**There are no refunds for missed exam appointments.**

In order to reschedule a missed exam, payment for rescheduled appointment must be made.

Please arrive 15 minutes prior to the scheduled time. Doors will be locked when test is started.

## Request for Disability Services Form

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

How do you believe this disability will affect you in the program/course?

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I give permission to release medical/confidential information to CCS – ACE as it relates to my request for support services. I understand that it is my responsibility to make CCS – ACE aware of any changes to be made to this consent. My signature below certifies that the information provided is accurate and I am fully aware that I must provide documentation from an appropriate licensed professional in order for this request to be considered.

---

Name - Appropriate Licensed Professional

Note to Appropriate Licensed Professional

Please include the following information:

- Your name and medical credentials including specializations and expiration date.
- Business address, phone, fax, and e-mail address.
- Assessments used to reach a diagnosis (done in the last three (3) years).
- Current diagnosis and how/why it was determined.
- How the current diagnosis affects major life activities.
- How the current diagnosis may affect participation/performance in the program.
- Current medications, effects of the medication, major side effects.
- Recommendations for supportive services and accommodations.
- Rationale for the recommendations.

Please send the information to:

CCS – ACE (Request for Services)  
2323 Lexington Avenue  
Columbus, OH 43211

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Applicant/Student Signature

Program of Enrollment

Date

## **DISABILITY SUPPORT SERVICES IMPLEMENTATION PLAN**

The administrator and instructor will use this plan for the implementation of services.

Student Name: \_\_\_\_\_ Date Approved: \_\_\_\_\_

Program Name: \_\_\_\_\_

Support Services Requested by Student:

\_\_\_\_\_

Documentation Summary from Appropriate Licensed Professional:

\_\_\_\_\_

\_\_\_\_\_

ACE Administrative Determination:

\_\_\_\_\_

\_\_\_\_\_

Implementation Plan:

\_\_\_\_\_

\_\_\_\_\_

Mid-Term Verification/Comments:

\_\_\_\_\_

\_\_\_\_\_

End of Course Verification/Comments:

\_\_\_\_\_

\_\_\_\_\_



## Criminal History Attestation

We are committed to student success and want to make all applicants aware of some very important information that could impact one's ability to graduate from the program. Please read this form carefully before signing it.

Please check **ONE** statement below:

- I have **NEVER** been convicted of, pled guilty to, or have had a judicial finding of guilt for a crime as identified in the Ohio Board of Nursing **CRIMINAL HISTORY FACT SHEET** or,
- I **HAVE** been convicted of, pled guilty to or have had a judicial finding of guilt for a crime that is an automatic bar, as identified on the Ohio Board of Nursing **CRIMINAL HISTORY FACT SHEET**.

The Ohio Board of Nursing may also deny an application for a license or place restrictions on a license for other offenses that may not be automatic bars to licensure. All applicants are advised that they should carefully review the four other types of offenses listed on the **CRIMINAL HISTORY FACT SHEET** for which the Ohio Board of Nursing may act. The Department of Adult and Community Education does not assume any responsibility or liability for the denial of an application or any restrictions that may be placed on a license by the Ohio Board of Nursing.

Please be aware that some programs have required clinical/job shadowing experiences in order to obtain a certificate and graduate from the program. A clinical/job shadowing site may request that a student provide their criminal history in order to participate at the clinical/job shadowing site. Most sites have policies which prevent them from admitting students who have been convicted of certain criminal offenses. Decisions about clinical/job shadowing site admissions are made by each site. These decisions are neither the responsibility of nor influenced by the Department of Adult & Community Education.

If a student is unable to gain admission to a site for clinical/job shadowing experiences, the student will not be able to obtain their certificate nor graduate from the program. If a student is denied admission to a site, the student will be subject to immediate dismissal from the program and will forfeit all program costs and fees. The Department of Adult & Community Education does not assume any responsibility for the denial of access to a clinical/job shadowing site. Please reference Ohio Administrative Code Chapters 3701-60-07; 173-9-07; 5101:3-45-11; 5123:2-2-02 copies available in Student Services or <http://codes.ohio.gov>.

By signing this form, I acknowledge **ALL** of the following:

- I have neither withheld information from nor provided false information to the Department of Adult & Community Education.
- I have been informed regarding the requirement to complete clinical/job shadowing site experiences in order to obtain my certificate and graduate from the program.
- I have been informed that access to clinical/job shadowing sites may be denied to students with criminal convictions.
- I understand that if I am unable to complete clinical/job shadowing experiences, I will be subject to immediate dismissal from the program and will forfeit all program costs and fees.
- I understand that if I have pled guilty to, been convicted of or have had a judicial finding of guilt for a criminal offense which is an automatic bar to licensure by the Ohio Board of Nursing, I will not be granted a nursing license by the Ohio Board of Nursing.

---

Applicant Signature

---

Date



## CRIMINAL HISTORY FACT SHEET

Currently, there are eleven offenses that are *automatic bars* to obtaining a nursing license for applicants who entered a prelicensure nursing education program after June 1, 2003. This means that the Board of Nursing (Board) is prohibited from issuing a license to a person who has pled guilty to, been convicted of, or has a judicial finding of guilt for one of the offenses listed below.

•Aggravated Murder • Murder • Voluntary Manslaughter • Felonious Assault •Kidnapping • Rape • Aggravated Robbery • Aggravated Burglary • Sexual Battery • Gross Sexual Imposition • Aggravated Arson • or a substantially similar law of another state.

In addition, the Board may propose to deny an application, or place restrictions on a license granted, for a conviction of, a plea of guilty to, a judicial finding of guilt of, a judicial finding of guilt resulting from a plea of no contest to, or a judicial finding of eligibility for intervention in lieu of conviction for the following: (1) any felony (that is not an absolute bar); (2) a crime involving gross immorality or moral turpitude; (3) a misdemeanor drug law violation; or (4) a misdemeanor in the course of practice. **In regard to these four types of offenses, the Board is unable to advise or give a definitive answer about the effect a criminal history will have on the ability to obtain a nursing license in the State of Ohio.**

The Board does not have the authority to make a determination or adjudication until an application has been filed. If an applicant has a criminal history, the Board conducts a thorough investigation and considers a number of factors, including but not limited to: whether the applicant has made restitution, completed probation and/or otherwise been rehabilitated; the age of the offense; the facts and circumstances underlying the offense; and the total number and pattern of offenses.

Please also be advised that although the Board may grant a license to an applicant who has a criminal offense history, an individual may be restricted from working in certain settings based on his or her criminal history due to federal and state laws, which require criminal records checks prior to employment in certain settings, and which may impose absolute or discretionary bars to employment in certain patient care settings, for example, in facilities or settings involving care provided to older adults, disabled adults, or children. See, e.g., *Ohio Administrative Code Chapters 3701-60-07; 173-9-07; 5101:3-45-11; 5123:2-2-02; 5101:3-45-11.*

Similarly, the Board cannot answer questions regarding one's eligibility to attend nursing school or participate in clinical instruction. Nursing programs vary in regard to enrollment criteria, so it is recommended that you contact the nursing program to determine whether you are eligible to enroll.

# Medical Packet (1 of 5) Personal Medical History

Complete this form prior to your physical examination and give it to the doctor for review.

**Name:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_

**Street:** \_\_\_\_\_ **City/State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ **E-mail:** \_\_\_\_\_

**Height:** \_\_\_\_\_ **Weight:** \_\_\_\_\_ **Gender:**  Male  Female

Check the appropriate column for each body system or condition, based on your personal medical history:

	YES	NO		YES	NO		YES	NO		YES	NO
Neurological			Lymph nodes			Chest pains			Malaria		
Eyes			Genitals			Chest Palpitations			Rheumatic fever		
Ears			Dizziness			Shortness of breath			Paralysis		
Nose			Frequent headaches			High blood pressure			Cancer or tumors		
Throat			Deafness			Swollen ankles			Jaundice		
Heart			Runny nose			Poor appetite			Diabetes		
Lungs			Frequent sore throats			Chronic indigestion			Arthritis		
Stomach			Frequent colds			Recurrent nausea			Rheumatism		
Intestinal			Chronic cough			Recurrent vomiting			Depression		
Liver			Difficulty Breathing			Stomach ulcers			Nervous breakdown		
Spleen			Coughing up blood			Hernia			Seizures		
Gallbladder			Sinus			Chronic constipation			Major injuries		
Kidneys			Pneumonia			Black or bloody bowel movements			If so, what?		
Bladder			Asthma			Frequency or Painful urination			Allergies		
Bones			Hay fever			Bloody urine			List allergies:		
Joints			Pleurisy			Kidney stones			Operations		
Back			Tuberculosis			Nephritis			List operations:		
Skin			Bronchitis			Mental illness					

# Medical Packet (2 of 5)

## Personal Medical History continued

**Name:** \_\_\_\_\_

Please do not leave any boxes blank. If a question does not apply to you, please mark with N/A.

List any serious conditions or illnesses that could affect your ability to perform as a health occupations student.

Describe the details of any prior injuries or operations that could affect your ability to complete the classroom, laboratory, and/or clinical components of the program.

What accommodations do you need in order to perform the functions of a health occupations student?

Do you have any sensitivity to rubber, latex, or powder?  Yes  No

*By signing below, I hereby attest that I have answered the above questions thoroughly and truthfully, to the best of my knowledge.*

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## Medical Packet (3 of 5) Physical Examination

This form must be completed by a qualified medical professional (M.D., D.O., or N.P.).

**Do not substitute other forms or formats.**

**Patient's Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### Record of Physical Examination to be completed by qualified medical professional:

Height		Weight	
Blood Pressure		Rate of Respiration	
Pulse		Visual Acuity	
Eyes/Pupils		Hearing	
Ears		Mouth/Dental	
Nose		Heart	
Neck		Abdomen	
Lungs		Back	
Extremities		Hips	

### Medical Professional's Certificate

*This certifies that I have examined this patient with regard to his/her physical fitness to attend a health occupations education program. To the best of my knowledge, this individual is physically and mentally capable of pursuing a health occupations career as indicated below.*

**Endorsed without limitations.**

**Physician's (M.D., D.O, or N.P.) Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Printed Name and Title** \_\_\_\_\_

**Address** \_\_\_\_\_

**Phone Number/Fax Number** \_\_\_\_\_

# Medical Packet (4 of 5) Immunization Documentation

Name: \_\_\_\_\_

## 1. DOCUMENTATION OF IMMUNITY IS REQUIRED FOR:

- **MMR** (Measles/Mumps/Rubella): 2 doses at least 28 days apart.  
**Printout** showing dates of immunizations or titer results indicating immunity.  
Circle proof submitted: **IMMUNIZATION** or **TITER**.
- **Varicella** (Chickenpox): 2 doses at least 4 weeks apart.  
**Printout** showing dates of immunizations or titer results indicating immunity.  
Circle proof submitted: **IMMUNIZATION** or **TITER**. (Titers may be done anywhere- an economical choice is Heart of Ohio Family Health 614-416-4325.)

**2. TETANUS & DIPHTHERIA:** A **printout** showing vaccine was administered within last 10 years.

**3. COVID-19 Vaccination:** 2 doses of Pfizer or Moderna (Minimum 1<sup>st</sup> dose required at application) or 1 dose of Johnson & Johnson. Fully vaccinated as advised by CDC or local clinical sites.

**4. Tuberculosis (TB): Documentation of one of the three options below is required:**

<p style="text-align: center;"><b>2-step Mantoux Tuberculin Skin Test</b></p> <p style="text-align: center;">Step #1: Inject Tuberculin and have <b>read in 48 to 72 hours.</b></p> <p><input type="checkbox"/> <b>Mantoux Step #1:</b> Date given _____ Given by _____ Skin Site _____ Date Read _____ Read by _____ Result _____</p> <p style="text-align: center;">If Step #1 is <b>negative</b>, wait 7-21 days AFTER the read date and proceed with step # 2. <b>Do not start Step #2 outside of the 7-21 day window.</b> If Step #1 is <b>positive</b>, omit step #2, and obtain chest x-ray.</p> <p><input type="checkbox"/> <b>Mantoux Step #2:</b> Date given _____ Given by _____ Skin site _____ Date read _____ Read by _____ Result _____</p> <p style="text-align: center;"><b>DOCUMENTATION PRINTOUT of 2-step results must be provided</b></p>
--

**OR**

**Chest x-ray:** Must be within the last year. Printout of results must be provided.

**OR**

**IGRA Blood test:** Must be within last year. Copy of IGRA results must be provided.

# Medical Packet (5 of 5) Hepatitis B Immunization General Information

A highly contagious virus that infects the liver causes Hepatitis B. The virus is found in the blood and body fluids of infected people. Safe, effective Hepatitis B vaccines are recommended for health care professionals because of their exposure to blood and body fluids. The vaccination series, generally given as 3 doses over a 6-month period, protects those at risk and contributes to the elimination of Hepatitis B. The Hepatitis B vaccine is recognized as the first anti-cancer vaccine because it can prevent liver cancer caused by Hepatitis B infection. The potential risks associated with the Hepatitis disease far outweigh the potential risk associated with the Hepatitis B vaccine.

## Signature Required in ONE of the boxes below:

I understand that I have the opportunity to ask questions and that I understand the benefits and risks of the Hepatitis B immunization. I understand that I must have three (3) doses of the vaccine to develop immunity. However, as with any medical treatment, there is no guarantee that I will become immune or that I will not experience an adverse side effect from the vaccine. I understand that, due to my occupational exposure as a health professional to blood or other potentially infectious materials, I may be at risk of acquiring Hepatitis B. I understand that I may choose to be vaccinated with the Hepatitis B vaccine at my own personal expense.

**I refuse to receive the Hepatitis B vaccination at this time.** I understand that, by refusing to receive this vaccination, I continue to be at risk of acquiring Hepatitis B, a serious disease. If I decide to receive the vaccine at a later date, I will provide the Columbus School of Practical Nursing with the information.

**Printed Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**OR**

I understand that I have the opportunity to ask questions and that I understand the benefits and risks of the Hepatitis B immunization. I understand that I must have three (3) doses of the vaccine to develop immunity. However, as with any medical treatment, there is no guarantee that I will become immune or that I will not experience an adverse side effect from the vaccine. I understand that, due to my occupational exposure as a health professional to blood or other potentially infectious materials, I may be at risk of acquiring Hepatitis B. I understand that I may choose to be vaccinated with the Hepatitis B vaccine at my own personal expense.

**I have received the Hepatitis B vaccination.**

**Printed Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

The following information must be provided by a qualified medical professional or his/her representative with a printout as documentation, if you have received the Hepatitis B vaccination:

**Date of Dose #1:** \_\_\_\_\_ **Date of Dose #2:** \_\_\_\_\_ **Date of Dose #3:** \_\_\_\_\_

**Physician Name/signature** \_\_\_\_\_

## TRIMESTER 1 Books

Books are available online at Amazon or Barnes & Noble with free shipping on purchases over \$25.  
We do not sell the textbooks at our school.

TRIMESTER 1 Books		
TITLE Publish Date; Author or Publisher	Number	Approximate Price New
<b>Course: Anatomy and Physiology</b> <b>Understanding Anatomy and Physiology, 3<sup>rd</sup> Edition</b> Publish date: 10/19 Author(s): Thompson, F.A. Davis	ISBN 978-0-8036-7645-9	58.20
<b>Course: Anatomy and Physiology</b> <b>Student Workbook for Understanding Anatomy and Physiology, 3<sup>rd</sup> Edition</b> *not an eBook Publish Date: 10/19 Author(s): Thompson, F.A. Davis	ISBN 978-0-8036-7646-6	39.95
<b>Course: Nutrition</b> <b>Nutrition and Diet Therapy, 8<sup>th</sup> Edition</b> Author: Lutz	ISBN 978-17196-4586-7	85.95
<b>Course: Theoretical Foundations of Nursing</b> <b>Fundamentals of Nursing Care: Concepts, Connections and Skills 4<sup>rd</sup> Edition</b> Publish Date: October 2022 Author(s): Burton, Smith	ISBN-13 978-1-7196-4455-6	137.95
<b>Course: Theoretical Foundations of Nursing</b> <b>Study Guide for Fundamentals of Nursing Care: Concepts, Connections and Skills 4<sup>rd</sup> Edition (Optional)</b> Publish Date: 2022 Author(s): Burton and Smith	ISBN-13: 978-1-7196-4456-3	40.95
<b>LPN Notes: Nurse's Clinical Pocket Guide, 4<sup>th</sup> Edition (Optional)</b> Publish Date: March 2012 Author(s): Ehren Myers, Wayne Ed. Myers	ISBN-13 978-0803657960	29.95
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<b>Taber's Cyclopedic Medical Dictionary (Thumb-indexed version) / Edition 22</b> Publish Date: 2013	ISBN-13 978-0803629776	26.34
<b>TRIMESTER 1 TOTAL</b>		<b>\$472.24</b>

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## TRIMESTER 2 Books

Books are available online at Amazon or Barnes & Noble with free shipping on purchases over \$25.

TRIMESTER 2 Books		
TITLE Publish Date Author or Publisher	Number	Amazon Price New
<b>Course: Nursing Care of the Adult</b> <b>Understanding Medical Surgical Nursing, 7<sup>th</sup> Edition</b> Publish Date: 2023 Author: Paula D. Hopper and Linda S. Williams	ISBN 978—1-7196-4458-7	135.49
<b>Course: Nursing Care of the Adult</b> <b>Student Workbook for Understanding Medical Surgical Nursing, 7<sup>th</sup> Edition</b> *not an eBook Publish Date: 2023 Author: Paula D. Hopper and Linda S. Williams	ISBN- 978-1-7196-4459-4	41.95
<b>Trimesters 2 and 3</b> <b>Lab Notes: Nurses Guide to Lab and Diagnostic Tests, 3<sup>rd</sup> Edition</b> Author: Tracey B. Hopkins	ISBN-13 978-0803644014	30.95
<b>TRIMESTER 2 TOTAL</b>	<b>amazon.com prices as of 11/21</b>	<b>\$208.39</b>

This list includes only additional books needed for Tri 2. Before selling your books from Tri 1, please check with your instructors to see if you will be using any of the same books for Tri 2.

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## TRIMESTER 3 Books

Books are available online at Amazon or Barnes & Noble with free shipping on purchases over \$25.

TRIMESTER 3 Books		
TITLE Publish Date Author or Publisher	Number	Amazon Price New
<b>Course: Nursing Leadership</b> <b>Nursing Leadership, Management and Professional Practice for the LPN/LVN, 7<sup>th</sup> Edition</b> Publish Date: 2018 Author: Tamara Dahlkemper	ISBN: 978-1719641487	57.95
<b>Course: Maternal Newborn and Pediatrics</b> <b>Safe Maternity &amp; Pediatric Nursing Care 2<sup>nd</sup> Edition</b> Authors: Linnard-Palmer EdD, MSN, RN, CPN, Haile Coats MSN, RN, FNP Publish date: 2021	ISBN-13: 978-0-8036-9734-8	83.66
<b>Course: Maternal Newborn and Pediatrics</b> <b>Study Guide for Safe Maternity &amp; Pediatric Nursing Care, 2<sup>nd</sup> Edition *not an eBook</b> Authors: Linnard-Palmer, Haile Coats Publish date: 2021	ISBN-13: 978-0-8036-9736-2	39.00
<b>Course: Mental Health Nursing</b> <b>Neeb's Mental Health Nursing 6<sup>th</sup> Edition</b> Gormon and Anwar	ISBN 978-1-7196-4560-7	62.95
<b>TRIMESTER 3 TOTAL</b>	New book prices as of 2/21	<b>\$243.59</b>

This list includes only additional books needed for Tri 3. Before selling your books from Tri 2, please check with your instructors to see if you will be using any of the same books for Tri 3.

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# Application Checklist – HVAC

The following activities must be completed prior to being accepted and admitted into the program. This checklist will help you keep track of the requirements. All application documentation must be submitted to Customer Services at the same time. The documentation will be reviewed and applicant will be informed if he/she is approved or denied acceptance into the program. If accepted, the applicant must pay program fees by the first day of class unless financial aid has been approved.

1.  **Program Application:** Complete the Program Application online [https://www.surveymonkey.com/r/HVACR\\_app](https://www.surveymonkey.com/r/HVACR_app).
2.  **Proof of Eligibility:** Social Security Card
3.  **Photo Identification:** Provide a current Ohio Driver's license or Government issued ID. Only Government issued IDs are accepted (driver's license, State IDs, Military IDs, and Passports). No other ID will be accepted.
4.  **Proof of Education:** High School Diploma, or GED. Foreign High School and College transcripts must be evaluated for U.S. equivalency by a Foreign Transcript Evaluator. A list is available in our Customer Services office.
5.  **Apply for Financial Aid:** It is recommended that the applicant file for financial aid online as soon as possible to ensure approval prior to the program start date.
6.  **Pay Program Fees:** Upon acceptance into the program, applicant will receive an acceptance letter indicating applicant must pay program fees not covered by financial aid. There are two payment options:
  - A. **Pay Program Fees in Full:** Payable to Columbus City Schools (checks, money orders, and credit cards accepted) by no later than ONE WEEK BEFORE the class begins.

**OR**

  - B. **Arrange for a payment plan.** 1<sup>st</sup> initial payment is due by the 1<sup>st</sup> day of class and the remaining payments are due each month by the 15<sup>th</sup> day. See Student Services to make arrangements prior to the start of class.

Applicants who are applying to ACE programs and who have failed out of or been dismissed from a similar program at another school must present documentation as to the reasons for failure/dismissal. ACE retains the right to refuse admission to these applicants.

Applicants who are interested in the HVAC program MUST have all required documentation completed by the registration due date. This includes all ACE mandatory documents, FAFSA & Stafford loan paperwork, and course payment plans (if applicable) finalized.



## HVACR Program Application

Please review the application before submitting to make sure you have completed all sections. Incomplete applications will not be accepted. [https://www.surveymonkey.com/r/HVACR\\_app](https://www.surveymonkey.com/r/HVACR_app)

1. Today's Date (MM/DD/YYYY)

2. Program Start Date:

- Spring 2023
- Fall 2023
- Undecided

3. Do you plan to enroll in the complete program or partial program?

- Complete HVACR – 600
- Gas Heat – 140 Hours
- Electrical – 140 Hours
- Light Commercial Air Conditioning – 180
- System Diagnostics & Troubleshooting – 140

4. First Name:

5. Middle Name: (Or N/A)

6. Last Name:

7. Other Names (Maiden):

8. Last 4 Digits of Social Security Number:

9. Date of Birth: (MM/DD/YYYY)

10. Street Address:

11. Apartment Number:

12. City:

13. State:

14. Zip:

15. Cell Phone:

16. Other Phone: (If no other phone, write N/A)

17.Email:

18.Confirm Email:

19.Where did you earn your high school diploma?

- In the United States
- In another country
- I don't have a high school

20.Have you previously attended college or a post-secondary school?

- Yes
- No

21.If yes, where:

22.Please check all that apply:

- Disadvantage:** I am facing barriers to employment and/or I have qualified or expect to qualify for financial assistance based on need.
- Limited English Proficiency:** English is not my first language.
- Nontraditional Training and Employment:** I am a man entering a typically female-dominated field, or I am a woman entering a typically male-dominated field.
- Single Parent:** I am a single parent caring for my child in my home.
- None of the above**

23. Please review your responses prior to clicking the submit button. Incomplete forms will not be processed.

**Signature: (First and Last Name)**

We reserve the right to reschedule or cancel any course that does not meet our minimum enrollment requirements. If a course is cancelled or rescheduled, all fees paid are subject to reimbursement or transference, upon presentation of a receipt.

The Columbus Board of Education does not discriminate based upon race, sex, sexual orientation, religion, color, national origin, age, gender identity or expression, ancestry, familial status, military status, disability, genetic information, or any other legally protected category (collectively, "protected classes") in its educational programs, activities, treatment of people and employment practices.

## Notice of Availability of Institutional and Financial Aid

Adult and Community Education is required by Federal Law to disclose certain information to our prospective and enrolled students:

- Available Financial Assistance
- Campus Security Report – Clery Act
- Completion/Graduation Rates
- Drug/Alcohol Abuse Prevention
- Family Education Rights & Privacy Act (FERPA)
- How to Obtain Additional Information
- Institutional Information
- Job Placement Rate
- Retention Rate

All of the above information and more is found in our Consumer Information Disclosures, which is made available to each new student prior to the beginning of their program, and all current students on an annual basis. It is also available to any prospective student upon request.

Consumer information is available on our website at <http://www.ccsdh.us/ace.aspx> or in hard copy upon request. To obtain a copy, please contact the Financial Aid Office.

I have reviewed the Consumer Information Disclosures.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

## Columbus City Schools Administration

**Superintendent/CEO**  
Dr. Angela Chapman

**Interim  
Treasurer**  
Jennifer Vanover

**Internal  
Auditor/CAE**  
Carolyn Smith

## BOARD OF EDUCATION

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Vice President  
[cvera@columbus.k12.oh.us](mailto:cvera@columbus.k12.oh.us)

## Facilities/Equipment

The department of Adult and Community Education (ACE) offers adult services in several Columbus City Schools' facilities as well as in several sites across the Columbus community. The main hub of ACE activities is the Adult Education Center at 2323 Lexington Avenue. All adult students have access to a full range of student services, including assessment, career counseling, financial aid, crisis intervention, and transition/job search assistance.

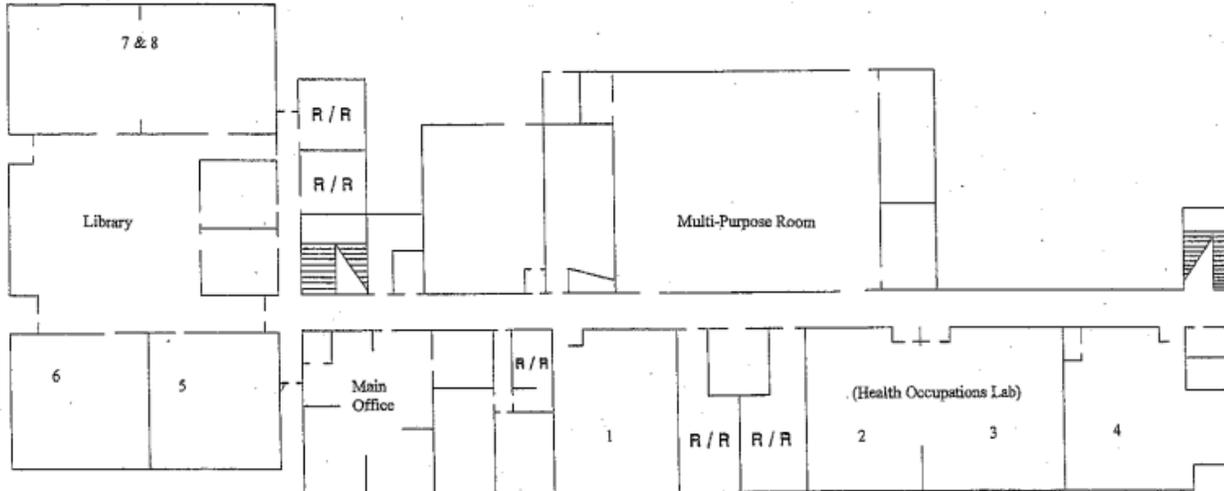
The department maintains seven classrooms and four computer lab/classrooms at the center for Adult Workforce, GED and ESOL education. Thirty new computers have been purchased within the last year. Nursing students have access to a lab containing mannequins, artificial arms and I.V. set-ups designed to allow students to practice what they have learned in class. Eight clinical sites provide hands-on experience in actual nursing homes and other facilities offering employment to Licensed Practical Nurses.

The HVACR facility is located at our extension campus in the Construction Arts and Automotive Building at the Fort Hayes Career Center. There are state-of-the-art technology and current-model HVAC units available for the students to learn and refine their skills at diagnosing, repairing and installing.

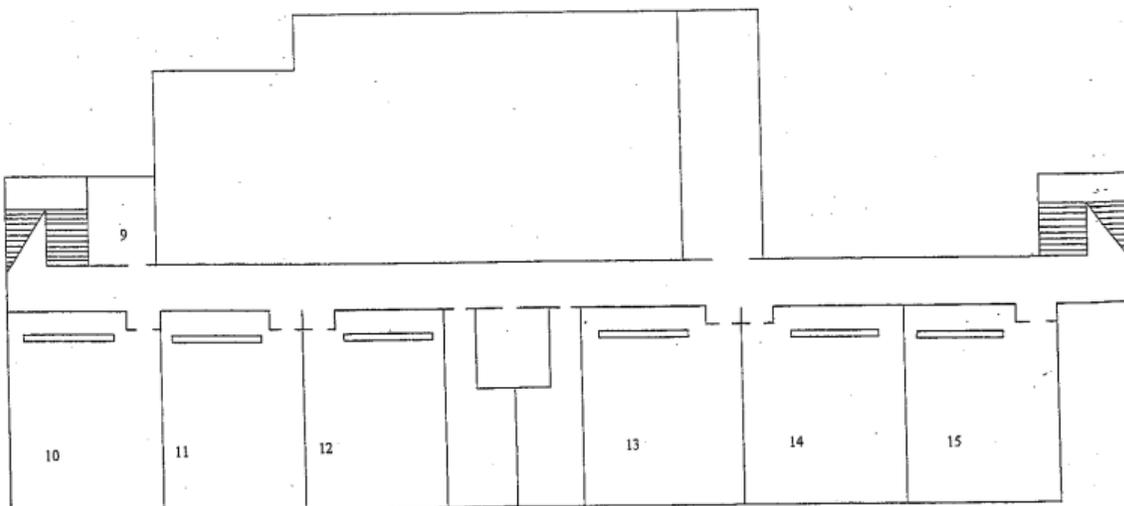
# HUDSON COMMUNITY EDUCATION CENTER

## BUILDING MAP

### First Floor



### Second Floor



# Fort Hayes Career Center Building Map

