The School Of Nursing
Policy/Procedure Guidelines 2015/2016/2017

Adult Education
Student Handbook

Approved: June 2015
www.cvccworks.edu
440-746-8200
CVCC ADULT EDUCATION TABLE OF CONTENTS

GENERAL INFORMATION – ADULT EDUCATION/ CUYAHOGA VALLEY CAREER CENTER......................................................... 1
CVCC MISSION STATEMENT.......................................................................................................................... 3
ACCREDITATION/PROGRAM APPROVAL ......................................................................................................... 3
ADULT EDUCATION GENERAL INFORMATION ............................................................................................... 3
ALCOHOL AND DRUG POLICY .......................................................................................................................... 4
CRIME AWARENESS AND CAMPUS SECURITY ................................................................................................. 4
EMERGENCY PROCEDURES ............................................................................................................................. 4
GRIEVANCE POLICY .......................................................................................................................................... 5
HEALTH ............................................................................................................................................................. 9
INTERACTIVE/COMMUNICATION BEHAVIORS.................................................................................................. 10
JOB SEARCH ASSISTANCE .............................................................................................................................. 10
MAIN ENTRANCE .............................................................................................................................................. 10
NON-DISCRIMINATION POLICY ...................................................................................................................... 11
NON-SCHOOL DATES ........................................................................................................................................ 13
REFUNDS AND WITHDRAWAL POLICY ............................................................................................................ 13
RELEASE POLICY ............................................................................................................................................ 13
SCHOOL CLOSINGS ......................................................................................................................................... 14
SOLICITING ....................................................................................................................................................... 14
STUDENT DATA .............................................................................................................................................. 14
STUDENT HEALTH AND SAFETY .................................................................................................................... 15
STUDENT HEALTH CARE SERVICES ............................................................................................................ 15
STUDENT RECORDS ....................................................................................................................................... 15
STUDENT RESOURCES .................................................................................................................................... 15
TUITION ............................................................................................................................................................. 16
WORKFORCE INVESTMENT ACT (WIA)/OHIO MEANS JOBS ................................................................. 16
# THE SCHOOL OF NURSING AT CVCC
## STUDENT HANDBOOK
### TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SCHOOL OF NURSING MISSION AND VISION</strong></td>
<td>18</td>
</tr>
<tr>
<td>History of the School of Nursing at CVCC</td>
<td>18</td>
</tr>
<tr>
<td>Approval/Accreditation</td>
<td>19</td>
</tr>
<tr>
<td>School Philosophy</td>
<td>19</td>
</tr>
<tr>
<td>Program Outcomes</td>
<td>21</td>
</tr>
<tr>
<td>Traditions</td>
<td>22</td>
</tr>
<tr>
<td><strong>SCHOOL OF NURSING ACADEMIC PROGRAM</strong></td>
<td>23</td>
</tr>
<tr>
<td>Admissions and Promotions Committee</td>
<td>23</td>
</tr>
<tr>
<td>Admission Policy</td>
<td>23</td>
</tr>
<tr>
<td>Curriculum Design</td>
<td>26</td>
</tr>
<tr>
<td>Curriculum</td>
<td>27</td>
</tr>
<tr>
<td>- Basic Nursing</td>
<td>27</td>
</tr>
<tr>
<td>- Advanced Nursing</td>
<td>28</td>
</tr>
<tr>
<td>- Pharmacology</td>
<td>30</td>
</tr>
<tr>
<td>- IV Therapy</td>
<td>30</td>
</tr>
<tr>
<td>Instructional Strategies</td>
<td>30</td>
</tr>
<tr>
<td>Instructional Staff</td>
<td>30</td>
</tr>
<tr>
<td>Field Trips</td>
<td>30</td>
</tr>
<tr>
<td>Auditing Classes</td>
<td>31</td>
</tr>
<tr>
<td>- Anatomy and Physiology</td>
<td>31</td>
</tr>
<tr>
<td>STNA Articulation</td>
<td>31</td>
</tr>
<tr>
<td>Military Articulation</td>
<td>32</td>
</tr>
<tr>
<td><strong>SCHOOL OF NURSING SCHOOL CALENDAR</strong></td>
<td>33</td>
</tr>
<tr>
<td>Class Schedule</td>
<td>33</td>
</tr>
<tr>
<td>- Full-Time</td>
<td>33</td>
</tr>
<tr>
<td>- Part-Time</td>
<td>33</td>
</tr>
<tr>
<td>Holidays/Breaks</td>
<td>34</td>
</tr>
<tr>
<td>Snow Days/School Closings</td>
<td>34</td>
</tr>
<tr>
<td><strong>SCHOOL OF NURSING EXPECTATIONS OF STUDENTS</strong></td>
<td>35</td>
</tr>
<tr>
<td>Attendance Policy</td>
<td>35</td>
</tr>
<tr>
<td>- Absence and Tardiness</td>
<td>35</td>
</tr>
<tr>
<td>- Clinical Make-Up Procedures</td>
<td>37</td>
</tr>
<tr>
<td>Interruption of Studies and Re-Enrollment</td>
<td>38</td>
</tr>
<tr>
<td>- Advanced Placement</td>
<td>38</td>
</tr>
</tbody>
</table>
• LEAVE OF ABSENCE .................................................................................................................................................. 38
• WITHDRAWAL .......................................................................................................................................................... 39
• TRANSFER BETWEEN PROGRAMS .......................................................................................................................... 39
• RE-ENROLLMENT .......................................................................................................................................................... 40
• TRANSFER OUT ........................................................................................................................................................... 40
• JURY DUTY .................................................................................................................................................................. 41
• MILITARY DUTY .......................................................................................................................................................... 41
ASSIGNMENTS ............................................................................................................................................................. 41
• CLASSWORK/HOMEWORK/SELF-STUDY QUIZZES/WORK IN LIEU OF QUIZZES .............................................. 41
• CLINICAL WRITTEN WORK ........................................................................................................................................ 41
• EXAMINATIONS .......................................................................................................................................................... 42
• MAKE-UP CLASSWORK AND EXAMINATIONS ...................................................................................................... 42
EVALUATION .................................................................................................................................................................. 43
• THEORY COMPONENT ..................................................................................................................................................... 43
• CLINICAL COMPONENT .................................................................................................................................................. 43
• OTHER EVALUATION TOOLS ....................................................................................................................................... 45
• RETENTION AND SHARING OF EVALUATION TOOLS ............................................................................................ 45
• IMMEDIATE DISMISSAL FOR SERIOUS BEHAVIORAL VIOLATIONS ..................................................................... 46
STUDENT IMPAIRMENT .................................................................................................................................................. 46
• ALCOHOL AND DRUGS ............................................................................................................................................... 46
• OTHER IMPAIRMENT .................................................................................................................................................... 47
CPR – AMERICAN HEART ASSOCIATION HEALTHCARE PROVIDER REQUIREMENT ..................................................... 47
CIVILITY POLICY ............................................................................................................................................................ 47
CLINICAL SITE DENIAL ................................................................................................................................................... 49
CONFIDENTIALITY .......................................................................................................................................................... 49
DAMAGES AND LOSSES .................................................................................................................................................. 49
DRESS CODE .................................................................................................................................................................... 50
• CLASSROOM ATTIRE .................................................................................................................................................... 50
• CLINICAL ATTIRE AND PRESENTATION ...................................................................................................................... 51
• UNIFORMS IN THE CLASSROOM ................................................................................................................................ 53
• CONSEQUENCES FOR DRESS CODE VIOLATION ......................................................................................................... 54
ELECTRONIC DEVICES ................................................................................................................................................... 54
• CELL PHONES .............................................................................................................................................................. 54
• LAPTOPS/TABLETS ........................................................................................................................................................ 54
• RECORDING DEVICES ................................................................................................................................................... 54
EMERGENCIES AND DRILLS ............................................................................................................................................ 55
STUDENT DATA ............................................................................................................................................................... 55
FOOD AND BEVERAGES .................................................................................................................................................... 55
HEALTH AND ACCIDENT .................................................................................................................................................. 55
HOUSEKEEPING ............................................................................................................................................................. 57
LOCKERS AND PROTECTION OF PROPERTY ................................................................................................................ 57
MAILBOXES ......................................................................................................................................................................... 57
PARKING ............................................................................................................................................................................... 58
<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preparing for Class</td>
<td>58</td>
</tr>
<tr>
<td>Smoking</td>
<td>58</td>
</tr>
<tr>
<td>Student Conduct Policy</td>
<td>58</td>
</tr>
<tr>
<td>Student Participation in Program</td>
<td>59</td>
</tr>
<tr>
<td>Study Time</td>
<td>61</td>
</tr>
<tr>
<td>Study Time</td>
<td>62</td>
</tr>
<tr>
<td><strong>SCHOOL OF NURSING STUDENT RESOURCES</strong></td>
<td>63</td>
</tr>
<tr>
<td>Counseling, Guidance and Advocacy</td>
<td>63</td>
</tr>
<tr>
<td>Resources</td>
<td>63</td>
</tr>
<tr>
<td>Grievance Procedure</td>
<td>63</td>
</tr>
<tr>
<td><strong>SCHOOL OF NURSING FINANCIAL POLICIES</strong></td>
<td>65</td>
</tr>
<tr>
<td>Financial Aid</td>
<td>65</td>
</tr>
<tr>
<td>Title IV Regulations</td>
<td>65</td>
</tr>
<tr>
<td>Non-Refundable Administrative Seat Fee</td>
<td>66</td>
</tr>
<tr>
<td>Additional Financial Information</td>
<td>66</td>
</tr>
<tr>
<td>Refund and Withdrawal Policy</td>
<td>67</td>
</tr>
<tr>
<td>Full Time Students – Financial Information</td>
<td>68</td>
</tr>
<tr>
<td>• Fees/Textbook/Supplies – Full Time Students</td>
<td>68</td>
</tr>
<tr>
<td>• Tuition – Full Time Students</td>
<td>68</td>
</tr>
<tr>
<td>• Financial Aid Disbursements – Full Time Students</td>
<td>69</td>
</tr>
<tr>
<td>Part Time Students – Financial Information</td>
<td>71</td>
</tr>
<tr>
<td>• Fees/Textbooks/Supplies – Part Time Students</td>
<td>71</td>
</tr>
<tr>
<td>• Tuition – Part Time Students</td>
<td>71</td>
</tr>
<tr>
<td>• Financial Aid Disbursements – Part Time Students</td>
<td>71</td>
</tr>
<tr>
<td><strong>SCHOOL OF NURSING OTHER POLICIES AND DISCLOSURES</strong></td>
<td>74</td>
</tr>
<tr>
<td>Administration/Institutional Policy</td>
<td>74</td>
</tr>
<tr>
<td>Americans with Disabilities Act (ADA)</td>
<td>74</td>
</tr>
<tr>
<td>Contract with the School</td>
<td>77</td>
</tr>
<tr>
<td>Ohio Board of Nursing Criminal Records Check/Felony Convictions</td>
<td>78</td>
</tr>
<tr>
<td>Requirements for Application for Licensure as a Nurse</td>
<td>78</td>
</tr>
<tr>
<td>Student Records</td>
<td>79</td>
</tr>
<tr>
<td>Liability Insurance</td>
<td>79</td>
</tr>
<tr>
<td>Release Policy</td>
<td>80</td>
</tr>
<tr>
<td><strong>SCHOOL OF NURSING GRADUATION AND BEYOND</strong></td>
<td>81</td>
</tr>
<tr>
<td>Graduation</td>
<td>81</td>
</tr>
<tr>
<td>Graduation Results</td>
<td>81</td>
</tr>
<tr>
<td>Practical Nursing Organizations</td>
<td>82</td>
</tr>
<tr>
<td>Student Survey</td>
<td>82</td>
</tr>
<tr>
<td>Articulation</td>
<td>82</td>
</tr>
</tbody>
</table>
APPENDIX (FORMS)

1. Audit Transfer Credit Request
2. STNA Articulation Agreement Request Form
3. Clinical Experience Progress Report
4. Contract with the School of Nursing at CVCC
5. Confidentiality Statement
6. Computer Network/Internet User Guidelines and Agreement
7. Ohio Board of Nursing Application Compliance Page
8. Physical Examination Form
9. Photo/Image Release Permission
10. Release Policy
11. Release of Information Form
12. 2015-2016 Textbook list
13. 2015-2016 CVCC Textbook Order Form
14. Full Time 2015-2016 Cost of Education
15. Full Time 2015-2016 Tentative Course Dates
16. Full Time 2015-2016 School Calendar
17. Part Time 2015-2017 Cost of Education
18. Part Time 2015-2017 Tentative Course Dates
19. Part Time 2015-2017 School Calendar
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CUYAHOGA VALLEY CAREER CENTER

ADULT EDUCATION GENERAL INFORMATION

STUDENT HANDBOOK
CVCC Mission Statement

Cuyahoga Valley Career Center prepares youth and adults to enter, compete and advance in an ever-changing work world.

Accreditation/Program Approval

This educational program is approved by the Ohio Board of Regents. The Cuyahoga Valley Career Center is accredited by the Commission of the Council on Occupational Education, Council on Occupational Education, 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350, Telephone; 770-396-3898/FAX: 770-396-3790, www.council.org.

Adult Education General Information

ADULT EDUCATION HOURS - The Adult Education Department is open from 8:00 am to 8:00 pm Monday through Thursday, and from 8:00 am to 3:00 pm on Friday. Please Note: During the summer the building may be closed on Friday.

FOOD AND BEVERAGES- To keep our facility clean and protect valuable equipment from damage, food and beverages are not permitted in any classrooms or labs.

PARKING AREAS – There are two main parking areas:
1) the main lot to the north of the building or
2) the east lot at the east end of the building.
Please note that there is a one-way entrance and a one-way exit lane for the main (north) parking lot. You must exit, using the lane farthest from the school. Handicapped spaces are reserved for personnel with proper authorization.

RESTROOMS – The restrooms in the original building are located on every level of the building on the south side of the main corridor and in the Adult Education wing off the corridor to the computer labs before the cafeteria.

SMOKING – Cuyahoga Valley Career Center is a non-smoking facility. This includes the parking lots.
Alcohol and Drug Policy

The possession, use and sale of alcoholic beverages or illegal chemical substances on school property are prohibited and will result in immediate dismissal and possible prosecution according to established laws. Evidence of illegal use of drugs or intoxicating beverages will be sufficient grounds for termination from the program without prospects of re-enrollment with a notation of same in student’s permanent file.

Crime Awareness And Campus Security
Federally Mandated Public Information

Students are expected to report the occurrence of any destructive actions or other emergencies to the faculty, teaching assistant, supervisor, or administrative assistants of this program and administration of school or clinical agency. It is the responsibility of each student to keep the school safe by monitoring one’s own behavior and reporting incidents involving other individuals that have the potential of violence or threatening behavior. Violent behavior, direct or indirect threats, harassment, or intimidation will not be tolerated. (This includes violent abusive/harassing behaviors an student may be experiencing or who are the generator of such undesirable behavior.) Liaison relationships are operational with safety and security services and local law enforcement, facilitating reporting of offenses occurring on school campus. Authorities will be immediately notified.

Weapons, handguns, or knives in excess of 3 1/2 “are not to be on your person, in the school building, on the property, any clinical site, and/or enrichment/observation sites.

Electronic devices, personal and business beepers, and cellular phones are to remain out of sight, not utilized and in silent mode during class periods and while on any active assignment in client care environments. Personal phones may be utilized in the “Commons Area” or outside the building in your vehicle and in designated break areas. Students are expected to abide by clinical site regulations regarding cellular phones and other electronic devices if applicable to your enrolled program.

Emergency Procedures

Students are expected to comply with CVCC emergency/evacuation procedures. Basic fire evacuation is to close all doors and windows, exit through the nearest door, and do not use elevators. Evacuate quickly and quietly in a calm manner without running and talking. (Additional procedures will be discussed at orientation or on the first night of class.)
Grievance Policy

5710 - STUDENT GRIEVANCE

The Board of Education recognizes that, as citizens, students have the right to request redress of grievances. Further, the Board believes that the inculcation of respect for lawful procedures is an important part of the educational process. Accordingly, individual and group grievances should be provided for and appropriate appeal procedures implemented.

For purposes of this policy, a student complaint or grievance shall be any such that arises out of actions, procedures, and policies of this Board or its employees or the lack of such policy or procedure.

The Board or its employees will hear the complaints and grievances of the students of this District provided that such complaints and grievances are made according to procedures established by Board Policy 9130.

9130 - PUBLIC COMPLAINTS

Any person or group having a legitimate interest in the operations of this District shall have the right to present a request, suggestion, or complaint concerning District personnel, the program, or the operations of the District. At the same time, the Board of Education has a duty to protect its staff from unnecessary harassment. It is the intent of this policy to provide the means for judging each public complaint in a fair and impartial manner and to seek a remedy where appropriate.

It is the desire of the Board to rectify any misunderstandings between the public and the District by direct discussions of an informal type among the interested parties. It is only when such informal meetings fail to resolve the differences, shall more formal procedures be employed.

Any requests, suggestions, or complaints reaching the Board, Board members, and the administration shall be referred to the Superintendent for consideration according to the following procedure.

Matters Regarding a Professional Staff Member

A. First Level

If it is a matter specifically directed toward a professional staff member, the matter must be addressed, initially, to the concerned staff member who shall discuss it promptly with the complainant and make every effort to provide a reasoned
explanation or take appropriate action within his/her authority and District administrative guidelines.

This level does not apply if the matter involves suspected child abuse, substance abuse, or any other serious allegation which may require investigation or inquiry by school officials prior to

As appropriate, the staff member shall report the matter and whatever action may have been taken to the his/her supervisor.

B. Second Level

If the matter cannot be satisfactorily resolved at the First Level, it shall be discussed by the complainant with the staff member's supervisor or Director and in compliance with provisions of a collective bargaining agreement, if applicable.

C. Third Level

If a satisfactory solution is not achieved by discussion with the Supervisor or Director, a written request for a conference shall be submitted to the Superintendent. This request should include:

1. the specific nature of the complaint and a brief statement of the facts giving rise to it;
2. the respect in which it is alleged that the complainant (or child of the complainant) has been affected adversely;
3. the action which the complainant wishes taken and the reasons why it is felt that such action be taken.

Should the matter be resolved in conference with the Superintendent, the Board may be advised of the resolution.

D. Fourth Level

Should the matter still not be resolved, or if it is one beyond the Superintendent's authority and requires a Board decision or action, the complainant shall request, in writing, a meeting by the Board.

The Board, after reviewing all material relating to the case, may provide the complainant with its written decision or grant a meeting before the Board or a committee of the Board.

The complainant shall be advised, in writing, of the Board's decision, no more than ten (10) business days following the meeting.

**Matters Regarding an Administrative Staff Member**

Since administrators are considered members of the District's professional staff, the general procedure specified in "Matters Regarding a Professional Staff Member" shall be followed.
Matters Regarding the Superintendent or Treasurer

Should the matter be a concern regarding the Superintendent or Treasurer which cannot be resolved through discussion with the Superintendent or Treasurer, the complainant may submit a written request to the Board President for a conference with the Board. This request shall include:

A. the specific nature of the complaint and a brief statement of the facts giving rise to it;
B. the respect in which it is alleged that the complainant (or child of the complainant) has been affected adversely;
C. the reason that the matter was not able to be resolved with the Superintendent or Treasurer;
D. the action which the complainant wishes taken and the reasons why it is felt that such action should be taken.

The Board, after reviewing the request, may grant a hearing before the Board, or a committee of the Board, or refer the matter, if permitted by State law, to an executive session.

The complainant shall be advised, in writing, of the Board's decision within thirty (30) business days.

If the complainant contacts an individual Board member to discuss the matter, the Board member shall inform the complainant that s/he has no authority to act in his/her individual capacity and that the complainant must follow the procedure described in this policy.

Matters Regarding a Classified Staff Member

In the case of a classified staff member, the complaint is to be directed, initially, toward the person's supervisor, and the matter then brought as required to higher levels in the same manner as prescribed for "Matters Regarding a Professional Staff Member".

Matters Regarding District Services or Operations

If the request, suggestion, or complaint relates to a matter of District procedure or operation, it should be addressed, initially, to the person in charge of the service or operation and then brought, in turn, to higher levels of authority in the manner prescribed in "Matters Regarding a Professional Staff Member".
Matters Regarding the Educational Program

If the request, suggestion, or complaint relates to a matter of District program, it should be addressed, initially, to the Director and then brought, in turn, to higher levels of authority in the manner prescribed in "Matters Regarding a Professional Staff Member".

Matters Regarding Instructional Materials

The Superintendent shall prepare administrative guidelines addressing students’ and parents’ rights to be adequately informed each year regarding their ability to inspect instructional materials and the procedure for completing such an inspection. See AG 9130A and Form 9130F3.

If the request, suggestion, or complaint relates to instructional materials such as textbooks, library books, reference works, and other instructional aids used in the District, the following procedure shall be followed:

A. The criticism is to be addressed to the Director, in writing, and shall include:
   1. author;
   2. title;
   3. publisher;
   4. the complainant's familiarity with the material objected to;
   5. sections objected to, by page and item;
   6. reasons for objection.

B. Upon receipt of the information, the Director shall after advising the Superintendent of the complaint and upon the Superintendent's approval, appoint a review committee which may consist of:
   1. one (1) or more professional staff members;
   2. one (1) or more Board members on the Board Curriculum Committee;
   3. one (1) or more lay persons knowledgeable in the area.

The Superintendent or his/her designee shall be an ex-officio member of the committee.

C. The committee, in evaluating the questioned material, shall be guided by the following criteria:
   1. the appropriateness of the material for the age and maturity level of the students with whom it is being used
   2. the accuracy of the material
3. the objectivity of the material
4. the use being made of the material

D. The material in question may be withdrawn from use pending the committee's recommendation to the Superintendent.

E. The committee's recommendation shall be reported to the Superintendent in writing within fifteen (15) business days following the formation of the committee. The Superintendent will advise the complainant, in writing, of the committee's recommendation and advise the Board of the action taken or recommended.

F. The complainant may appeal this decision, within thirty (30) business days, to the Board through a written request to the Superintendent, who shall forward the request and all written material relating to the matter to the Board.

G. The Board shall review the case in public session and advise the complainant, in writing, of its decision within ten (10) business days.

No challenged material may be removed from the curriculum or from a collection of resource materials except by action of the Board, and no challenged material may be removed solely because it presents ideas that may be unpopular or offensive to some. Any Board action to remove material will be accompanied by the Board's statement of its reasons for the removal.

R.C. 149.43

Revised 11/20/97
Revised 3/27/03

Health

Each CVCC adult student is responsible for his/her own health care. In case of sudden illness while at CVCC, the student is to contact the instructor. In case of an accident during class or lab experiences, an incident report must be completed to comply with the regulations. The student is required to provide a copy of the report to the program coordinator before returning to class. A copy is filed in the student’s file. If injury occurs in the school environment, the CVCC incident report is to be completed. A CVCC incident report may be obtained from the Administrative Assistants at the Adult Education Office or the CVCC Business Manager. Any cost for emergency treatment will be assumed by the student.

The student is expected to communicate any personal medical or surgical situations requiring care or treatment to the coordinator and instructor as soon as it occurs. A medical release without restrictions is required to return to active enrollment in the program.
If a surgical intervention is necessary while enrolled in the program, the adult must meet with the program coordinator at the earliest possible time to facilitate continued program participation. Each situation is considered individually and all efforts will be expended to continue enrollment. The attending surgeon/MD must complete a release allowing the adult to return without restrictions.

**Interactive/Communication Behaviors**

Communication manner with clients, faculty, staff and peers is expected to be positive and of a professional nature. Theft, cheating, insubordination or disrespectful behavior with instructors, CVCC staff, or cooperating clinical or externship site staff is unacceptable and may jeopardize your remaining in the program. Inappropriate, foul language or profanity in classroom or lab area may facilitate immediate dismissal from the program. Inability to work with co-workers, continual antagonism with instructors or classmates, and/or repeated cause of dissension among classmates or co-workers is unacceptable behavior, considered unprofessional, and may be grounds for dismissal. CVCC School District endorses an anti-harassment policy, “Sexual Harassments” has the same definition as set forth in the policy of the Board, as reflective of the definition set forth in Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and the Ohio Revised Code 4112.02. Sexual or gender based behavior that is unwelcome, unwanted and/or uninvited by the recipient can be verbal, non-verbal and/or physical and/or an issue of power or control is unacceptable. Faculty and supervisor guidance, along with academic content will assist you in developing positive and professional level of communication and interactive skills expected of industry professionals. Any act that violates or compromises client safety, legal or the ethical standards may be grounds for immediate course failure and/or dismissal from the program.

**Job Search Assistance**

A job search counselor will make presentations in all career development courses. Additional assistance is available through the CVCC Job Seekers Program.

**Main Entrance**

All entrance doors will be locked except the main entrance on Level 6. You will be able to EXIT the building through any outside door; however, you will only be able to re-enter the building through the MAIN ENTRANCE. Please do not prop open doors that have been locked.

ENTIRE BUILDING IS LOCKED AT 10:00 pm. Please vacate the building before 10:00 p.m. as the building is officially closed and secured at that time.
Non-Discrimination Policy

The Cuyahoga Valley Career Center affirms that no person shall, on the basis of race, color, national origin, gender, marital status, ancestry, religion, age, disability, genetic information and/or military status be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity conducted under its auspices. This shall extend to employees therein and to admission thereto. Inquiries concerning the application of this policy may be referred to the Superintendent or designated coordinator. This policy shall prevail in all Board policies concerning school employees and students.

The Board of Education has designated an administrator to carry out these policy statements and shall be responsible for compliance within these designated areas. Complaints, questions or requests for information regarding Title VI (race, color and national origin), Title IX (sex), Section 504 (disability) should be directed to:

Mr. Paul Smith
Title VI Coordinator
Title IX Coordinator
Section 504 Coordinator

Any form of discrimination or harassment can be devastating to an individual's academic progress, social relationship and/or personal sense of self-worth. Therefore, the Board of Education will not discriminate nor tolerate harassment in its educational programs or activities for any reasons, including on the basis of race, color, national origin, gender, marital status, ancestry, religion, age, disability, genetic information and/or military status in its programs and activities, including employment opportunities. Additionally, it will not discriminate in its employment policies and practices.

The Board is committed to providing an equal opportunity for all students, regardless of race, color, creed, disability, religion, gender, ancestry, age, national origin, place of residence within the boundaries of the District, or social or economic background, to learn through the curriculum offered in this District.

In order to achieve the aforesaid goal, the Board directs the Superintendent to:

A. Curriculum Content

Review current and proposed courses of study and textbooks to detect any bias based upon race, color, national origin, gender, marital status, ancestry, religion, age, disability, genetic information and/or military status in its programs and activities, including employment opportunities ascertaining whether or not supplemental materials, singly or taken as a whole,
fairly depict the contribution of both genders, various races, and ethnic groups toward the development of human society;

B. Staff Training

Develop an ongoing program of in-service training for school personnel designed to identify and solve problems of race, color, national origin, gender, marital status, ancestry, religion, age, disability, genetic information and/or military status in its programs and activities, including employment opportunities, or other bias in all aspects of the program;

C. Student Access

Review current and proposed programs, activities, facilities, and practices to ensure that all students have equal access thereto and are not segregated on the basis of race, color, national origin, gender, marital status, ancestry, religion, age, disability, genetic information and/or military status in its programs and activities, including employment opportunities in any duty, work, play, classroom, or school practice, except as may be permitted under State and Federal laws and regulations;

D. District Support

Ensure that like aspects of the District program receive like support as to staff size and compensation, purchase and maintenance of facilities and equipment, access to such facilities and equipment, and related matters;

E. Student Evaluation

Ensure that tests, procedures, or guidance and counseling materials, which are designed to evaluate student progress, rate aptitudes, analyze personality, or in any manner establish or tend to establish a category by which a student may be judged, are not differentiated or stereotyped on the basis of race, color, national origin, gender, marital status, ancestry, religion, age, disability, genetic information and/or military status in its programs and activities, including employment opportunities.

The Superintendent shall appoint and publicize the name of the compliance officer whose responsibility it will be to coordinate the District's efforts to comply with applicable Federal and State laws and regulations, including the District's duty to address in a prompt and equitable manner any inquiries or complaints regarding discrimination or denial of equal access. The Compliance Officer shall also verify that proper notice of nondiscrimination for Title II, Title VI, and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, and the Age Discrimination in Federal Assisted Programs Act is provided to students, their parents, staff members, and the general public.
Non-School Dates

CVCC observes the following holidays: Labor Day, Thanksgiving, Christmas Eve, Christmas Day, New Year’s Eve, New Year’s Day, Martin Luther King Jr. Observance, President’s Day, Good Friday, Memorial Day and Independence Day. Other non-school days may occur due to high school activities, winter break or spring break. In the case of these events, you will be notified by your instructor and/or program coordinator.

Refunds And Withdrawal Policy

Refund Policy: Refunds are issued in the method fees were paid, either by check (once check has cleared) or credited to your account, within 2-3 weeks of processing approved refund paperwork.

As of the First Day of Class: Student assumes responsibility for the entire tuition and fee. No refunds are given.

Withdrawal More than 1 Week before First Class: Full refund of course tuition fee, less a $20 service charge.

Withdrawal Less than 1 Week before the First Class: Refund equal to 50% of the tuition less a $20 service fee.

Textbook/Material/Supply/Uniform Fees: Non-refundable

Non-Refundable Classes: If a class is identified as non-refundable, the above terms do not apply.

Classes Cancelled by CVCC: Students will automatically receive a 100% refund for classes cancelled by CVCC.

Release Policy

The adult student voluntarily desires to participate in this curriculum experience that includes classroom, field trips, and clinical experiences. The student is duly aware of risks and hazards, which may arise through participation in activities/ experiences that may result in loss of life and/or limb and/or property. In consideration of being afforded the opportunity to participate and receive the educational benefits of this curricular experience, each student hereby voluntarily assumes all risks of illness/accident or personal damage to his person or property. Any costs pursuant to potential injury, or injury are the responsibility of the adult student. While at the facility and/or in the school environment; the adult student will not be considered as an employee or agent of the facility nor the school district. Therefore, they will be ineligible for remuneration and will not be covered by the facility's social security, unemployment compensation, workers’ compensation, malpractice insurance coverage, or any other benefits. The adult student will indemnify and hold harmless the facility, and the school district, its shareholders, officers, trustees, employees, and agents from any and all liability, claims and damages, including but not limited to attorney fees and costs arising out of or related to the student’s actions or activities. This release shall be binding with the signing of
the contract on the part of the student, any heirs, administrators or executors. This contract is a permanent part of your file at Cuyahoga Valley Career Center.

**School Closings**

The Adult Education offices will observe the same "snow days" as the high school. If the school must be closed or the opening delayed because of inclement weather or other conditions, the school will notify the local radio and television stations. It is necessary for 5 out of the 8 school districts to have school closings for CVCC to be closed. It is the responsibility of each student to become self-informed of a “snow day” announcement via the news media. Use your very best judgment as your home territory may be a very different snow issue than other areas. If daytime classes at Cuyahoga Valley Career Center are canceled due to inclement weather or for other reasons; all day and evening adult classes will be canceled. If applicable, students with weekend clinical may experience different “snow” issues as local communities and state plowing is not performed on as vigorous a basis on Saturday and Sunday. Students are urged to establish a telephone tree within the class members to facilitate communications regarding official closings. If excessive "snow days" occur, jeopardizing program requirements, class/clinical hours may need to be "made up" utilizing break time, planned days off or an extended school year.

**Soliciting**

No soliciting of any kind is permitted on school property or in the clinical area. Exceptions may be made for solicitations concerning planned, preapproved class activities.

**Student Data**

Each student is to provide complete and accurate information for their school record. Any student who has a change of name, residence and/or phone number(s) must notify an Administrative Assistant or program coordinator immediately so that the student file can be updated. This data will become a part of the permanent record and will not be shared with other students.

If a student knowingly offers false or misleading information or submits false documentation, he or she is subject to disciplinary action, up to and including immediate dismissal.
**Student Health And Safety**

As part of your learning experience, you will be using equipment and materials specific to the program. You should not attempt to use items that you have not yet received instruction on. Correct safety procedures should be followed at all times.

Students must constantly be aware of conditions in all work areas that could produce injuries. Your cooperation in detecting hazards and in turn controlling them is imperative. If a situation is beyond your ability or authority to correct, notify an instructor immediately.

Students will assist in the maintenance of work areas by keeping them clean and safe. Each student is responsible for equipment that they are using. This means proper use, care, cleanup and storage of the items.

**Student Health Care Services**

For Adult Education evening students, please contact your instructor or program coordinator in the Adult Education Office in case of a medical emergency. Use your best judgment in dialing “911”. Local healthcare providers will respond and are prepared to provide appropriate treatment and/or transport the student to the nearest medical facility. Illness that results in extended absence from the program will be reviewed on an individual basis. Documentation from a medical provider may be required prior to returning to the program.

**Student Records**

The school maintains a file of each student in accordance with rules of the State of Ohio and program governing board. Release of information in a student’s file must be requested in writing by the student. Only official grade transcripts are released; all other documents are the property of CVCC and will not be copied unless remanded by court. An individual file containing information about each student will be maintained in a secured area. The records will be available only to instructors and appropriate Adult Education staff.

**Student Resources**

Academic, career and personal counseling services are available. Students should contact their program instructor or Adult Education Coordinator to initiate a request. A variety of resource materials and references are available through the Adult Education Office.
Tuition

Each student is responsible for all tuition and fees on or before the due date. Any student in arrears with tuition may be dismissed from the program. Special circumstances concerning tuition must be addressed with the program coordinator or supervisor. Students in a financial aid eligible program may also speak with the Financial Aid Specialist before the due date. All tuition and fees due Cuyahoga Valley Career Center must be paid before completion of the course of study.

Until all tuition and fees due to Cuyahoga Valley Career Center are paid in full, no transcripts of any type or recommendations will be released. No completion data will be forwarded to any Board, agency, or post secondary institution for certification, licensure, or college credit transfer (CT²).

Any outstanding balance remaining on account may be referred to the Ohio Attorney General’s Debt Collection Program.

Workforce Investment Act (WIA)/Ohio Means Jobs Funding

In cases where WIA funding is contingent on and paid for program completion and job placement, the student is responsible for full payment of tuition prior to program completion. Already paid tuition will be refunded by CVCC to the student upon receipt of WIA/Ohio Means Jobs post-completion payments. CVCC will provide documentation of program completion to WIA/Ohio Means Jobs office. It is the responsibility of the student to have their employer provide verification of employment to WIA/Ohio Means Jobs, using the official form provided. Final payment is dependent upon completion of this process.
THE SCHOOL OF NURSING
MISSION AND VISION

History Of The School Of Nursing At CVCC

The School of Nursing at CVCC, formerly the Parma School of Practical Nursing, was created as the result of a joint venture between the Parma City School District and Parma Community General Hospital to help meet the educational and vocational needs of individual citizens, the community, and local business.

The School of Nursing opened in 1963 and has maintained a long history of producing a high quality graduate practical nurse. This educational program continues to enjoy an excellent reputation within the community. The School serves communities in Cuyahoga, Medina and surrounding counties.

In July, 2002, the School of Nursing was officially transferred from its parent organization, Parma City School District, to Cuyahoga Valley Career Center. The actual move occurred in August, 2002 with the 40th class opening on August 20, 2002 at CVCC. Located at 8001 Brecksville Road, the beautiful campus is nestled in the arms of the Cuyahoga Valley.

Historically, The School of Nursing has offered a full-time program beginning in late summer, with graduates earning their certification the following June. This full-time program continues to thrive and in 2013 graduated its 50th class. In November, 2004 a part-time evening/weekend program was added. This continuous 18 month program, incorporating the same content as is taught in the full-time class, is stretched over an extended period to accommodate those who need to work while attending nursing school. The part-time program was initially developed in partnership with UHHS of Cleveland. Currently, the School enrolls day/weekend and evening/weekend part-time students in alternating years.

Classroom instruction takes place at the school site with clinical instruction in a variety of acute and long-term care hospitals, skilled nursing facilities, and other contracted organizations. Students work under the direct supervision of a Registered Nurse instructor and are offered a wide variety of experiences in caring for individuals within the health care system. Additional enrichment and observation experiences expose the learner to numerous community-based services such as home care services, special education programs, adult training center programs, adult day care, and visits to specialty departments and units within the clinical facilities. Approximately 50% of the 1200-hour program is clinical experience, incorporating medication administration and intravenous therapy. Under the guidance and direction of faculty and nursing service preceptors, the student is offered an opportunity to experience the real world of work.

Upon successful completion of the program the student receives a Certificate in Practical Nursing, and is eligible to sit for the NCLEX-PN State Board Examination. After passing this exam,
the Board of Nursing issues a license to practice as a practical nurse with intravenous therapy and medication administration certifications, and grants the individual the privilege of signing LPN (Licensed Practical Nurse) after his/her name.

**Approval/Accreditation**

This educational program is approved by the Ohio Board of Nursing and the Ohio Board of Regents. The Cuyahoga Valley Career Center is accredited by the Commission of the Council on Occupational Education, Council on Occupational Education, 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350, Telephone; 770-396-3898/FAX: 770-396-3790, [www.council.org](http://www.council.org).

**School Philosophy**

The mission of the Career Center, the driving force for education in the communities we serve, is to develop confident students with skills necessary to actively compete in a technological world by stimulating critical thinking, sound decision making, effective communication, cultural appreciation and the joy of life-long learning. This Mission Statement has provided the underpinning of the operational philosophy of the School of Nursing at CVCC.

*We believe . . .*

- society is composed of individuals with a variety of needs, values, and abilities from a myriad of cultural and socioeconomic backgrounds.
- that each individual has a right to be treated in a non-judgmental manner.
- that the appreciation of trans-cultural and socio-economic diversity is imperative.
- that the growth and development of contemporary society depends on its human resources.
- that the individual is a holistic being who influences and is influenced by society.
- in the dignity of each person regardless of race, creed or color.
- that each person is different and individual.
- that each person has physical, mental and social needs.
that health is dynamic and consists of various levels of physical, mental and social well-being.

that health status shifts back and forth during a lifetime.

in health maintenance and health promotion measures.

that teaching the client is an integral part of the role of a nurse.

nursing is a complex art and science which utilizes the nursing process and a caring manner to meet the health needs of society.

a scientific process is necessary to assess, plan, implement and evaluate care

compassion, critical thinking, sound judgment and therapeutic communication are an integral part of nursing.

the nurse is an advocate of society’s health needs.

that within the broad scope of nursing, there are needs which can be met by the practical nurse.

learning is the process of acquiring knowledge, attitudes and skills demonstrated by positive changes in behavior.

learning is a dynamic process of instructor/student interaction.

the adult learner has unique needs and offers a wealth of experience and resources.

learning is a life long process and is an individual responsibility.

the practical nursing program emphasizes clinical experience supported by theory and results in a competent, skillful caregiver who safely practices in a competitive health care environment.

that practical nurse education should follow standards and principles of sound educational practices.

that practical nursing education incorporates both cognitive and technical skills with emphasis on safety and competence.

that practical nursing is an integral part of all nursing.
all individuals have a right to pursue a level of education that will help them develop a marketable skill.

in a dynamic, planned program with instruction closely correlated with practice and emphasis on direct client care.

**Program Outcomes**

The graduate of The School of Nursing at CVCC will:

- Utilize the nursing process in meeting the physical and psychosocial needs of the client.
- Practice in diverse care settings in a non-judgmental and caring manner.
- Work under the direction of a licensed registered nurse, physician, dentist, podiatrist, optometrist, or as defined by the State Board of Nursing.
- Recognize various levels of well-being in the client as well as in one’s self and intervene appropriately.
- Demonstrate critical thinking, sound decision making and effective communication skills.
- Be a client advocate.
- Be committed to life-long learning in an ever-changing society.
- Deliver skillful, safe, competent, knowledgeable care consistent with legal and philosophical standards of nursing practice.
- Refine leadership qualities and use in appropriate situations.
- Demonstrate effective health teaching.
- Practice traits and attributes conducive to desirable employability behaviors.
Traditions

OPEN HOUSE/INFORMATION NIGHTS

A Nursing Department Open House/Information Night is typically held two times per year. Students are encouraged to invite friends and family members to visit CVCC and tour the Nursing Department during these events.

CANDLELIGHTING

Upon successful completion of Basic Nursing, students will participate in a "Candlelighting" Service. This ceremony is a milestone, symbolizing the successful completion of the program’s expectations to this point and is a most inspirational evening. Each participant will receive the Florence Nightingale Lamp – the lamp of learning – as a memento of their success in Basic Nursing. As a show of support to their fellow learners, students from all programs participate in all Candlelighting celebrations taking place during their enrollment period.
Admissions and Promotions Committee

The Admissions and Promotions Committee is comprised of representative of the full time faculty and program supervisor. Each file is read and reviewed for accuracy and completeness. If any concerns arise from the review of the completed file – the file is flagged and a majority of the full time Admissions and Promotions Committee address the issue and concerns. Advanced placement requests from other PN/RN programs and requests for re-enrollment of returning students are reviewed by Admissions and Promotions Committee. Recommendations of these reviewers will be seriously considered by the supervisor and typically implemented via a special meeting with the individual or a specific written letter documenting and addressing the concerns. When additional input is needed participation of the Adult Education Director and part time nursing instructional staff is sought.

Admission Policy

Classes are admitted twice a year. The admissions process may be started at any time during the year.

MINIMUM ADMISSION REQUIREMENTS:

1. A high school education or equivalent. The applicant must have earned one of the following:
2. A diploma from a recognized high school;
3. A high school equivalency certificate earned by successful completion of the General Education Development Test (GED); or
4. If a graduate from another county’s educational system, credentials equivalent to a high school diploma.

Credentials of foreign graduates or any credentials in question will be individually evaluated. The Supervisor may consult with the Ohio Board of Nursing, the Ohio Department of Education, Immigration Services and/or other agencies as needed to establish the adequacy of the applicant’s credentials.

A criminal record that does not block the applicant from attending nursing school (see Ohio Board of Nursing Criminal Records Check/Felony Convictions, below).
HIGHLY RECOMMENDED ATTRIBUTES

1. Successful completion of high school biology, chemistry and mathematics;
2. Good physical and mental health (see Americans with Disabilities Act and Requirements for Application for Licensure as a Nurse, below)
3. A clean criminal record (see Requirements for Application for Licensure as a Nurse, below.)

STEPS IN THE ADMISSION PROCESS

To enroll in the Program, the applicant must successfully complete the following steps:

1. Set up an appointment and pay for the Work Keys pre-entrance test. This test is offered several times a year. Current test dates and the fee can be found on the CVCC web site at www.cvccworks.edu. The appointment and fee payment can be completed online or in person at The School of Nursing during business hours.

   The Work Keys pre-entrance test fee is non-refundable. However, if the candidate calls prior to the testing date and time, the test will be rescheduled and the fee paid will be applied to the rescheduled test. If the applicant does not call to reschedule the test prior to the scheduled date and time, or does not keep the testing appointment as scheduled, the fee is forfeited.

   If requested, access to the ACT Key Train program, a free online overview and practice test to help prepare the candidate for taking the WorkKeys test, can be provided by contacting the School of Nursing.

2. Take the Work Keys examination and achieve minimal passing scores in all areas, as follows:

   Reading for Information       Level 5
   Locating Information         Level 4
   Applied Mathematics          Level 4

   Applicants will be advised by letter of their scores. This process typically takes about two weeks.

   If an applicant does not achieve the minimal passing scores, he/she may retake the Work Keys examination as many times as desired to attempt to achieve passing scores. A fee is assessed for each attempt.
A file is begun on each applicant who achieves at least minimal passing scores in each area. These applicants are forwarded an admissions packet containing the following:

- A welcome letter which includes dates and times of optional enrollment meetings;
- A School of Nursing at CVCC Information-Interview Form (Application Form);
- Two reference forms;
- One transcript request form; and
- A copy of the Ohio Board of Nursing Ohio Revised Code Section 4723.09 which outlines those criminal violations which will absolutely prohibit the applicant from obtaining a nursing license. (See Appendix for copies of these documents.)

If the applicant does not immediately continue in the application process, the file is kept active for three years. After that time, it is destroyed, and the applicant must retake the WorkKeys pre-entrance test to restart the application process.

3. Return the required documentation and pay the required application fee. **Transcript from High School or equivalent** as described above. The high school from which the diploma was obtained should be contacted, and an official transcript forwarded to The School of Nursing at CVCC. Applicants currently in high school should request a transcript to date to facilitate the enrollment process. GED holders should request that an official copy be forwarded. Ohio GED certificate holders should contact the Ohio Department of Education (http://education.ohio.gov/) to determine how the transcript should be obtained.

**Transcripts from college or technical school** attended, if any.
All transcripts for college or technical schools of higher education attended must be submitted to The School of Nursing at CVCC, regardless of whether or not a program was completed. All documents submitted to the School become the permanent property of the institution. For transfer of credit (i.e., auditing A&P), only an official transcript will be accepted. If you are unable to secure an official transcript, you must provide an unofficial transcript and final approval will be determined by the Admissions and Promotions Committee.

**Two completed Reference Forms.** Reference forms should be completed by a present or former employer, co-workers, teacher, counselor, clergy, or doctor. Please do not ask for a reference from a relative or close personal friend. The most recent employer is preferred for one reference. Note: All reference forms must be sent directly from the individual completing the reference form to the School of Nursing at CVCC. The form can be mailed or faxed directly to the school.

**Information Form:** Complete the Interview/Information application form and submit to the school with the $50 application fee.
4. An enrollment meeting to discuss the practical nursing program will be offered. Attendance at this meeting is optional, however applicants are encouraged to attend. Financial aid, program requirements, an overview of curriculum, admission requirements, tuition, fees and expenses, and general program information will be discussed at this meeting. The applicants file will also be reviewed by the Administrative Assistant. It is the responsibility of the applicant to ensure that all required documentation is submitted.

5. Finalize acceptance into the Program. Once the applicant has completed the above steps in the application process and submitted all required paperwork, the applicant’s file is reviewed by the Admissions and Promotions Committee for admittance into the Program. Any identified issues such as a history of absence or tardiness may cause the applicant to need to schedule a meeting with the Committee. Candidates who are not accepted for admission into the program are sent a communication explaining the rationale for non-acceptance, along with some options to enhance the application and/or facilitate enrollment into another Adult Education program. This letter is specifically tailored to address the concerns of each non-accepted candidate. Each applicant is invited to contact the Supervisor to review the circumstances of the decision with the result culminating in a revised plan of personal action.

Successful applicants will be advised by mail of acceptance. Seats in the class are offered on a “first come, first serve basis” allowing all persons an equal opportunity to access an education. Seats are secured by paying the non-refundable administrative seat fee. The School will hold the deposit for one year if written request to do so is received thirty (30) days before the opening day of class.

When a class is fully subscribed, an “internal waiting list” is developed. Waiting list applicants will be promptly informed of their status. Applicants from the waiting list will be given first option in sequential order to fill any vacated spaces in current year’s class or become one of the first individuals to fill the next class to be enrolled. If the applicant chooses to enroll at the last minute into the upcoming class the non-refundable Administrative Seat Fee must be immediately submitted to secure the available seat.

**Curriculum Design**

The School’s curriculum is based on a holistic approach to health care that addresses the client’s physiological, emotional, behavioral, developmental, cultural, and spiritual needs. These needs may shift in importance depending on the client’s current state of health and may shift in importance across the life span. Maslow’s Theory is incorporated throughout the program and is used to explore the curriculum content.

The nursing process is used as the systematic method of meeting health care needs. Development of the skills of critical thinking, clinical judgment, sound decision-making, priority
setting, time management, and effective communications are integrated throughout the curriculum. Related theory and clinical practice progress from the simple to complex as much as is possible with the acuity seen in the institutionalized client. Practice is correlated with theory and is closely supervised by RN faculty, teaching assistants and preceptors.

**Curriculum**

The School of Nursing at CVCC’s 1200 clock-hour program is divided into three terms. The first term is Basic Nursing. The subsequent two terms are Advanced Nursing; each of these two terms consists of one course.

**BASIC NURSING (INTEGRATED COURSE: SECTIONS #101, #102 AND #103)**

This initial course consists of formal didactic instruction with laboratory and clinical practice. Clinical and classroom experiences are of equal importance.

Basic Nursing is made up of the following three sections:

- Anatomy & Physiology
- Life Sciences
- Nursing Fundamentals

**Section #101 – Anatomy & Physiology**
Anatomy and Physiology is a didactic subject in which basic anatomical structure and function is explored to establish an understanding of the human body. Medical terms are defined, pronounced and analyzed throughout the course so the student becomes increasingly proficient with their usage. More complex concepts, including basic pathophysiologic changes, are added as body systems are introduced. Course content is tied to other Basic Nursing courses. Maslow’s Theory is applied as the learner begins to relate anatomical/physiological abnormalities to nursing care needs.

**Section #102 – Life Science**
Life Science is a didactic subject that explores principles of normal nutrition, growth and development, communication, basic computer skills and etiquette, personal and professional growth, transcultural considerations, nursing history, and legal, ethical and moral issues. The role of the practical nurse in organized health care is identified and developed. The nursing process, Maslow’s Theory, holism and health promotion are interwoven throughout the units.

**Section #103 – Nursing Fundamentals**
Nursing Fundamentals is a didactic and clinical section that establishes a sound nursing foundation by developing skills within the scope of practice of the practical nurse. Nursing Fundamentals includes course work in basic nursing procedures, dosage calculation, basic intravenous therapy, principles of pharmacology, and physical assessment. Maslow’s theory and the nursing process are used as tools for exploration of concepts. Students begin their
clinical experiences in this section, initially applying basic nursing skills to the care of their clients and progressing to the application of more complex skills. Clinical assignments take place in a variety of contracted facilities and may be supplemented with observational and enrichment experiences.

Successful completion of Basic Nursing is necessary for retention and promotion within the program. To pass Basic Nursing, the student must:

1. Earn a minimum final grade of 77% in Anatomy and Physiology (Students who do not achieve 77% in A&P are dismissed from the program at that point); and
2. Earn a minimum final grade of 80% in Nursing Fundamentals (Students who do not achieve an 80% in Nursing Fundamentals are dismissed from the program at that point); and
3. Earn a Basic Nursing grade point average of a minimum of 79.5%; the Basic Nursing GPA is an average of the final grades in Anatomy & Physiology, Life Sciences, and Nursing Fundamentals (Students who do not achieve 79.5% as a final GPA are dismissed from the program at that point); and
4. Earn a Satisfactory as a final evaluation in clinicals; and
5. Maintain an acceptable attendance record (See Attendance Policy, below.)

Note: While there is no final minimum grade required in Life Sciences, the Life Sciences grade must be high enough that when combined with the final grades in Anatomy and Physiology and Nursing Fundamentals, a minimum of 79.5 is earned.

All sections of Basic Nursing must be completed in the same enrollment period for any credit to be earned. No credit is earned for passing individual sections of Basic Nursing.

ADVANCED NURSING

Advanced Nursing courses include theory, laboratory experiences, supervised clinical experiences and observational/enrichment opportunities. These courses explore the themes of altered states of health, and integrate life span considerations, issues of contemporary society and vocational growth. Students are expected to progress in the application of classroom theory to clinical practice and to demonstrate increasing refinement of nursing skills. Maslow’s Theory and the nursing process are utilized as tools to help shape understanding.

The clinical courses offered in Advanced Nursing include:

Care of the Client Throughout the Lifespan Part 1
Care of the Client Throughout the Lifespan Part 2

Course #201 – Care of the Client Throughout the Lifespan Part 1
Students who successfully complete Basic Nursing progress to this first Advanced Nursing course. In this didactic and clinical course, the student will utilize the nursing process and
Maslow’s Theory to meet the needs of maternal, pediatric, adult and geriatric clients with health deviations experiencing a variety of increasingly complex medical, surgical and/or behavioral disorders. Health promotion techniques are also incorporated. Clinical experiences take place in a variety of contracted facilities. Critical thinking and clinical decision-making skills are strengthened to enhance the student’s ability to meet client needs. Leadership, pharmacology, and intravenous therapy concepts are integrated throughout the course. The student is expected to correlate the theory explored in the classroom with the safe delivery of care to the client, continuously building on previous didactic and clinical experiences.

**Course #202 – Care of the Client Throughout the Lifespan Part 2**

Enrollment in Care of the Client Throughout the Lifespan Part 2 is initiated after successful completion of Care of the Client Throughout the Lifespan Part 1. Care of the Client Throughout the Lifespan Part 2 is a didactic and clinical course in which students are expected to demonstrate progressive development and refinement of the skills learned in Care of the Client Throughout the Life Span Part 1. Successful completion of a medication administration experience and demonstration of entry-level leadership skills are required for successful completion of this course.

Successful completion of Care of the Client Throughout the Lifespan Part 1 is necessary for progression to Care of the Client Throughout the Lifespan Part 2. Successful completion of Care of the Client Throughout the Lifespan Part 2 fulfills the requirements for graduation.

To successfully complete Care of the Client Throughout the Lifespan Parts 1 and 2, the student must:

1. Earn a minimum final grade of 79.5; and
2. Earn a Satisfactory as a final evaluation in clinicals; and
3. Maintain an acceptable attendance record.

Special enrichment/observation experiences in Advanced Nursing may include, when available:

- Assisted Living
- Emergency Dept
- Dietary
- Behavioral Health
- Ambulatory Surgery
- Coronary Unit
- Medical Examiner
- Home Care
- Operating Room
- Oncology Services
- Hospice
- Endoscopy
- Precepted Experience
- Physician’s Office
- Recovery Room
- Rehabilitation
- Residential/Day Camp
- School Health Clinic
- Senior Programs
PHARMACOLOGY

Pharmacology is an integrated curricular theme throughout Basic and Advanced Nursing. A planned medication administration experience is incorporated into Care of the Client Throughout the Lifespan Part 2. Each student must perform satisfactorily in the administration of medications by the close of this experience to successfully complete the course.

INTRavenous Therapy

Principles and practices of intravenous therapy related to the practical nurse’s Scope of Practice in Ohio will be explored in the classroom and implemented in the clinical and laboratory environments. This content thread is integrated throughout Basic and Advanced Nursing. Each student must satisfactorily complete the Intravenous Therapy laboratory experience to pass Care of the Client Throughout the Lifespan Part 1.

Instructional Strategies

Teaching strategies include cooperative learning, lecture, conferences, demonstration, return demonstration, PowerPoint presentations, utilization of the nursing process, visual and auditory aids, exploration of didactic information via computer, and clinical practice. Clinical practice is carried out in a variety of institutional and community-based settings.

Instructional Staff

The School’s Instructional Staff includes the Supervisor, Faculty and Teaching Assistants, all of whom are Registered Nurses employed by the Board of Education. The Instructional Staff meet or exceed all qualifications to be certified as Adult Education Instructors by the Ohio Department of Education and meet or exceed the requirements of the Ohio Board of Nursing and accrediting agencies. Students are at all times responsible to the Instructional Staff. In the clinical area, students practice under the supervision of the RN Faculty, Teaching Assistant and/or preceptor, following rules established by the Ohio Board of Nursing, the clinical organization, and this educational program.

Field Trips

Field trips may be planned by the Supervisor or Faculty to enhance the learning experience. Students will be notified in advance about upcoming field trips. Personal expenses and transportation to and from field trips is the Student’s responsibility.
Auditing Classes

ANATOMY AND PHYSIOLOGY

Students who have successfully completed Anatomy & Physiology course(s) at another school of nursing or college/university may request to audit the School of Nursing at CVCC’s Anatomy and Physiology section of Basic Nursing. To qualify for auditing status:

- The previously-taken Anatomy and Physiology course must have covered all body systems;
- The previous course must have been completed within the past three years;
- The contact hours for the previous course must be equal to or greater than the number of hours in The School of Nursing at CVCC’s current Anatomy and Physiology course;
- The student must have earned a minimum of 80% in the previous course.

To apply for the 85 hour auditing privileges, the student must, within the first week of school, submit the Audit Transfer Credit Request Form (see Appendix) and a copy of the course description for the year the previous course was taken to the Supervisor. If the Admissions and Promotions Committee determines that the previous coursework meets the School’s requirements, the student will be excused from all requirements of the School’s Anatomy and Physiology section. However, the student is welcome and strongly encouraged to attend Anatomy and Physiology lecture as a review.

Auditing the School’s Anatomy and Physiology section of Basic Nursing does not affect the cost of education, but may affect the financial aid awarded. Part time students who audit Anatomy and Physiology will have the hours removed from their financial aid award in year 2 which will lower their awards.

The grade from the outside school is not entered into the overall GPA calculation for the final grade in Basic Nursing. It is the responsibility of the student to maintain awareness of any changes in the published class schedule that may affect attendance at other Basic Nursing classes.

STNA Articulation

Any State Tested Nursing Assistant who holds a current, valid, unrestricted certification in the State of Ohio and is actively practicing as an STNA may request to opt out of 26 hours in Nursing Fundamentals and Life Science. Specific hours for which the STNA may be excused have been previously determined by Faculty and incorporate content included in the STNA education program. To be eligible to audit these 26 hours, the STNA must complete the STNA Articulation Agreement Request Form (see Appendix) and submit this form and all supporting documentation required by the form within the first three days of school. Any student that the Admissions and Promotions Committee decides has met the requirements detailed in the application will be
excused from attendance during the designated hours of Nursing Fundamentals and Life Science. However, the student will be expected to take all quizzes, midterms and finals in these sections. The privilege of being excused from attendance during these 26 hours does not change the cost of education, but may impact the amount of financial aid awarded. Part time students who audit Anatomy and Physiology will have the hours removed from their financial aid award in year 2 which will lower their awards.

Military Articulation

Any applicant with military experience may request to have his or her training record reviewed for advanced placement and/or awarding of credit. Each such evaluation will be handled on an individual basis by the Admissions and Promotions Committee.
SCHOOL OF NURSING CALENDAR

Class Schedule

Unless otherwise announced, classes and lab hours are held at The School of Nursing at CVCC. Fifty minutes constitutes a class (clock) hour. Laboratory hours may be slightly adjusted to accommodate the material being learned.

FULL-TIME STUDENTS

A typical week in the full time program consists of 35-37 hours of class, lab and clinical experience, and 3-5 hours of supervised, planned study time. (See Study Time policy below.) Basic Nursing begins in the classroom in August. Class hours are Monday through Friday from 7:30 a.m. to 3:30 PM with break and lunch periods incorporated. In approximately the sixth week of the program, students begin their clinical rotations. Clinical hours start at 6:45 AM. Clinicals may end at 3:00 PM. Special clinical experiences may extend over slightly different hours. In the final term of the program, clinical experiences may include two to three weekends.

PART-TIME STUDENTS

The part-time program incorporates the same content as is taught in the full-time program, extended over eighteen months. Part-time students should anticipate a schedule that incorporates 15-22 hours per week in classroom, lab and clinical experiences. Classes begin in September, with students completing Basic Nursing in June of their first year. Students then begin Advanced Nursing, attending classroom and clinicals their first summer, graduating the second June of their enrollment period.

Currently, the School enrolls day/weekend and evening/weekend part-time students in alternating years. Classroom hours are Monday, Wednesday and Thursday, 10:00 AM through 3:30 PM for the part-time day class, and 4:30 PM through 9:30 PM for the part-time evening class. Breaks and lunch periods are incorporated. Clinical experiences begin in January, after the successful completion of Anatomy and Physiology. Clinical rotations are on Saturday and Sunday from 6:45 AM until 3:00 PM, typically every other weekend. In special situations, weekends may need to be scheduled back-to-back to facilitate the clinical experience. Note that once the clinical rotations begin in January 2016, the weekday classroom schedule may be adjusted to two days per week (instead of three) throughout the remainder of the program. The student will be notified of the exact dates he or she is expected to attend in advance of each course. Special clinical experiences may extend over slightly different hours. Additionally, students in both part-
time classes are expected to attend clinicals from 6:45 AM through 3:00 PM for 9-12 weekdays in July in order to gain a fuller experience of acute care and specialty environments and to complete the required number of clinical hours. These days are in addition to regularly scheduled weekend clinical hours.

**Holidays/Breaks**

The School of Nursing observes the following holidays: Labor Day, Thanksgiving, Christmas Eve, Christmas Day, New Year’s Eve, New Year’s Day, Martin Luther King Jr. Observance, President’s Day, Good Friday, Easter, Memorial Day and Independence Day. The School of Nursing also observes the following break periods: Thanksgiving Break, Winter Break, Spring Break, and Summer Break. Exact dates vary from year to year and may differ between the full- and part-time classes. Refer to the Full- and Part-Time School Calendars in Appendix A for the specific dates of these holidays and breaks.

**Snow Days/School Closings**

The School of Nursing will observe the same snow days and school closings as CVCC. During the school week, Cuyahoga Valley Career Center is closed when five of the eight associate schools have closed. In the event of inclement weather, students are responsible for checking local media to see if school has been closed. Students can also sign up to receive a phone message from the district when school has been closed. If daytime classes at Cuyahoga Valley Career Center are cancelled due to inclement weather or for other reasons, all day and evening adult classes will be cancelled. If the closing occurs on a clinical day, clinicals are likewise cancelled. In the event of inclement weather on a clinical weekend necessitating school closing, students will receive a notification from the Supervisor or designee via phone message. In any case of school closing, the student does not need to call either the School or, if applicable, the clinical site.

In the event of inclement weather without school closing, students are encouraged to use their judgment about driving conditions. However, should the student elect to call off, he or she will be recorded as absent.

In the event of a snow day on a classroom day, the schedule may be adjusted to cover the missed lecture(s). However, as this is not always possible, students are responsible for self-studying the material that otherwise would have been covered. In the event of school closings in excess of two clinical days in a rotation, or, if in the Supervisor’s discretion, successful completion of program requirements and objectives are jeopardized, lost time will be made up using alternate hours, break periods, scheduled days off, and/or an extended school day or year.
SCHOOL OF NURSING
EXPECTATIONS OF STUDENTS

Attendance Policy

ABSENCES & TARDINESS

Students have a personal and professional responsibility to maximize their education by taking advantage of all scheduled learning experiences. Regular attendance and punctuality is expected of each student. To ensure students have the opportunity to participate in all planned learning activities and demonstrate satisfactory competency, attendance each scheduled day is essential. Students are expected to be on time for classroom and clinical activities. Promptness and attendance are expected professional behaviors. Contingency plans for family illness and child care are to be formulated prior to entering the program. This attendance policy has been established to assure that students meet minimum acceptable standards for attendance. There are no excused absences – just provisions to deal with time away from the program. Remember, health care never closes!

While acknowledging that perfect attendance is the goal, illness and unexpected emergencies do happen. In the event that a student will be absent or tardy, the following policies and procedures must be observed:

Call-In/Sign-In Procedures

In the event the student is going to be absent from the classroom, the student is responsible for calling the School of Nursing at CVCC’s Call-Off line at 440-746-8148 and leaving a message with the date, time of call, student name, student class (full or part-time) and reason for the absence. This call must be made no later than 30 minutes prior to the start of class.

When on clinical assignment, it is the student’s responsibility to notify both the school and clinical site at least one hour prior to the clinical start time. The School must be notified by calling the Call-Off line as describe above. In addition, the student must also notify the clinical site at the facility number provided prior to the start of clinicals, or at the number printed on the Enrichment Objectives sheet. Students should keep a record of the name of the person to whom they spoke when reporting the absence to the clinical facility. Failure to initiate both calls in the prescribed manner and within the time frame described above will lead to a Critical Incident (see ‘Evaluation’ below).

If the student is tardy to class, he or she must report to an Administrative Assistant before entering the classroom to secure an admission pass. Students must sign in or out at the desk when tardy, when a half day is missed, or when leaving early. Students who are tardy may be asked to wait outside the classroom until the next class break.
**Tardiness**

Tardiness is defined as missing from 1-90 minutes in the morning or at midday, or when returning late from class or clinical breaks/lunch. Each episode of tardiness will be noted in the student’s personal file and on the grade transcript at the end of the program. Three (3) episodes of tardiness will be converted to 1/2 day of absence for disciplinary purposes. Persistent tardiness may ultimately result in dismissal, regardless of level of academic or clinical performance and time in the program.

If a student will be more than 15 minutes late to class, the student should call the Call-Off line and leave a message. In the event the student is going to be more than 15 minutes late to a clinical site, the student should call the site and ask to speak to the Clinical Instructor, who will handle each situation on a case-by-case basis.

**Absences**

A class day is 7.5 hours for full time students, and 5.0 hours for part time. For documentation on the grade transcript and disciplinary purposes, all recorded absence will be converted to days, based on 7.5 hours.

Each student is permitted up to three (3) sick leave days (22.5 hours) without disciplinary consequences while enrolled in the program. Acceptable reasons for use of sick leave are personal illness, exposure to contagious disease, personal injury, illness, child’s illness, or injury/death of immediate family.

Any student who is absent for five (5) days consecutively or longer or any student sustaining an injury requiring medical attention must be seen by a physician and have a written physician's statement allowing unrestricted permission to return to school and the clinical area.

**Personal Leave Days**

A maximum of three (3) days (22.5 hours) of personal leave may be requested during the enrollment period. Personal leave day(s) must be prearranged with the Supervisor or designee. Personal leave is granted solely at the Supervisor’s/designee’s discretion and is designed to allow the student to transact necessary personal business, observe religious holidays, appear in court, or attend affairs of a personal or legal nature. Careful planning of appointments, meetings, etc., for times outside scheduled school hours is strongly advised. Personal leave days are considered as time away from the program and will be recorded as absent time, but will not be counted toward disciplinary action for attendance. Personal days may not be utilized on the day of or day before a final examination, before or after a holiday or recess, or during the final week of the program, unless special circumstances exist. A minimum of half a Personal Leave day may be requested at a given time and, when granted, will appear on the student’s attendance record.

**Disciplinary Action for Attendance Issues**

Attendance is calculated on a monthly basis (except over the summer) and more frequently, if needed. Students are periodically provided with a printout of their cumulative attendance record documenting absences, tardiness, and personal leave days.
This chart details disciplinary action taken for attendance purposes. All attendance actions will be documented on the Notice of Corrective Action Form (See Appendix).

**Absence/Tardy accumulation of Three (3) days:** Attendance Alert presented by the Administrative assistant

**Absence/Tardy accumulation of Five (5) days:** Attendance Warning and discussion with the Supervisor

**Absence/Tardy accumulation of Ten (10) days:** Attendance Final Warning presented in a meeting with the Supervisor and the Admissions and Promotions Committee

**Absence/Tardy accumulation of more than Ten (10) days:** Meeting with the Supervisor and the Admissions & Promotions Committee; dismissal absent extenuating circumstances (see below)

Students are also referred to the Clinical Make-up and Clinical Evaluation sections.

Extended illnesses and special circumstances such as a pre-planned or spontaneous need to have surgery, extensive medical treatment, or pregnancy, is dealt with on a case-by-case basis by the Admissions and Promotions Committee. Factors that may be considered when deciding whether or not to allow a student to continue in the program include the student’s past attendance and tardiness record, other illnesses, anticipated number of days that will be missed due to the extended illness/special circumstance, percent of the program completed, and past clinical and classroom achievements. (See also Leave of Absence section.)

Excessive absences can also jeopardize remaining enrollment and/or participation in Federal Financial Aid programs, regardless of academic standing.

**CLINICAL MAKE-UP PROCEDURES**

Clinical mastery is critical to success in the nursing profession. Therefore, this program requires attendance at a minimum number of clinical hours for graduation. In the event the student misses more than two clinical days in any one term, and these absences do not result in attendance dismissal, and the student has earned a “Satisfactory” as a final clinical grade for the term, the student will be required to make up missed days in excess of two. Missed clinical time is typically made up on a schedule alternative to the student’s typical clinical hours, and may include days, weekends or evenings. Make up days are scheduled according to clinical site availability. Make-up days do not erase actual days missed; making up clinical hours will not remove the absence from the student’s final record. Calling off on a scheduled clinical make-up day will result in being charged with an absence per the guidelines above.
**Interruption Of Studies and Re-Enrollment**

A maximum of two attempts to complete a nursing curriculum are permitted within a 5-year period. This number includes attempts made at other nursing schools. In extenuating circumstances, such as when an accident, illness or other disrupting occurrence has impacted successful completion of a nursing program, a third enrollment may be considered by the Admissions and Promotions Committee.

**ADVANCED PLACEMENT**

Advanced placement from another nursing program will be evaluated on an individual basis. Time lapse between exodus from initial nursing program and advanced placement must be in keeping with current policy of the school (typically within one (1) to one and a half (1 ½) year). An individual who was a clinical dismissal, has demonstrated an undesirable attendance record, has earned course grades below which we would have retained our own students, has been enrolled two or more times at other nursing programs, or has not successfully completed Basic Nursing content consistent with CVCC requirements is ineligible for Advanced Placement and may not be eligible for initial enrollment or re-enrollment in this program. A preliminary "unofficial interview" is suggested to explore the feasibility of advanced placement. A transfer-in fee of $50.00 is non-refundable and must be accompanied by official grade transcripts with course hours and content, clinical hours, satisfactory clinical achievement, acceptable academic achievement, and personal interview with supervisor. The School of Nursing at CVCC admission requirements and curriculum requirements shall be met by each transferee.

All requests for transfer are considered by the Admissions and Promotion Committee. The decision of this Committee is binding on all parties. Advance Placement students shall be required to have a personal interview with the supervisor or designee and will be required to take written and clinical laboratory skills evaluations as determined by the Admissions and Promotions Committee and Supervisor. Advanced Placement shall be admitted providing there is available space in both classroom and clinical component of the program and a plan is implemented to assure curriculum outcomes will be met.

When an advanced placement student is accepted, the student must secure a seat by paying the non-refundable administrative seat fee. Tuition and fees will be prorated for the period of enrollment.

**LEAVE OF ABSENCE**

Provisions for requesting a Leave of Absence (LOA) have been established to accommodate extended personal illness, family illness, pregnancy, and extenuating family and social circumstances. (See policy below for military activation.)
To be considered for a Leave of Absence, the student must have, at a minimum:

1. Completed Basic Nursing successfully;
2. Demonstrated satisfactory clinical performance in the current term;
3. Paid all fees and tuition for the term;
4. Maintained an acceptable attendance record, extenuating circumstances considered

Requests for LOAs are reviewed by the Admissions and Promotions Committee. Each situation is treated individually. Students will be granted only one LOA during the educational program. An approved LOA does not guarantee re-entry into the program. Students are advised to meet with the Financial Aid Specialist prior to requesting a LOA to discuss the financial implications of the LOA. Current federal financial aid regulations will apply.

WITHDRAWAL

A student may withdraw from the school voluntarily at any point in the program. The student is encouraged to meet with the Faculty advocate and/or Supervisor to explore available options if withdrawal is being considered. Written notification of withdrawal that includes the reason and effective date will become part of the student’s permanent record. Withdrawing from a program during the term of a payment plan does not void the responsibility to pay the full tuition amount. It is recommended that withdrawing students using Federal Financial Aid meet with the Financial Aid Specialist to determine how their withdrawal will affect their financial aid funding. Withdrawing may result in balances being due to CVCC or the US Department of Education and students will be responsible for repayment of these monies. Current federal financial aid regulations will apply.

TRANSFER BETWEEN PROGRAMS

If, within the first four weeks of the full-time program, a student elects to transfer into the part-time program, he or she must notify the Supervisor in writing. The student will restart the program on the first day of the part-time calendar. Any request to transfer into the part-time program made after the first four weeks of the full-time program will be considered withdrawal and re-enrollment, and the student will be responsible for paying any additional fees and/or tuition due as a result. Tuition will be due for the period of enrollment for the full time program. Full tuition will be due for the part time program. It is recommended the student discuss the transfer with the financial aid specialist to determine financial aid implications of transferring. Current federal financial aid regulations will apply.
RE-ENROLLMENT

Students who have been granted LOAs, withdrawn from the program, or been dismissed from the program for academic, clinical or attendance issues, may, subject to the above number of attempts permitted, and any applicable financial aid regulations, petition for re-enrollment. Students applying after an LOA must do so within eighteen months from the date their LOA was granted. All students applying after withdrawal or dismissal must apply for readmission within three years from the date of their preadmission testing. Re-enrollment requests must be made in writing and submitted at least six (6) weeks before the anticipated re-admittance date. The student may apply to re-enter the program at a point no later than the start of the earliest uncompleted course. An applicant who withdrew or was dismissed from the program prior to the end of Basic Nursing will, if readmitted, restart at the beginning of Basic Nursing, even if one or more sections of Basic Nursing had previously been successfully completed. In order to qualify for readmission, re-enrollment applicants must have completed their Financial Aid Exit Counseling if Direct loans were disbursed during their previous enrollment. Students are advised to meet with the Financial Aid Specialist prior to re-enrollment.

The Supervisor will conduct a personal interview with the applicant, and, at his or her discretion, may require the applicant to meet with the Admissions and Promotions Committee. Readmission depends on a variety of factors, including resolution of the underlying issues necessitating the LOA/withdrawal/dismissal and available space in the classroom and clinical areas. The re-enrollment applicant who had previously withdrawn in lieu of academic, clinical or attendance dismissal or been dismissed for any of these reasons may be required to submit a written plan of action detailing how these problems will be avoided after re-enrollment. Academic and/or clinical remediation may be required. All re-enrollment applicants, once accepted, must set up an appointment with a designated Faculty member to demonstrate, review and update Basic Nursing skills and, if applicable, IV therapy skills. This skills review must be completed prior to the start of classes.

Re-enrollment may allow or require a student to move from the full-time to the part-time program or vice versa depending on the situation and timing.

All re-enrollment applicants will be required to update their admission paperwork, including submitting transcripts for any courses taken between leaving and reentering the School of Nursing. Re-enrollment applicants may also be required to purchase new uniforms. Re-enrolled students must meet the curriculum requirements and cost of education for the year in which they are applying. All tuition and other fees are payable in accordance with policies in place at the time of re-enrollment.

TRANSFER OUT

A request to transfer from the School of Nursing into another nursing program or course of study begins with a meeting with the Supervisor. A formal written request is thereafter to be initiated by the student with a clear identification of the underlying rationale. Official transcripts
will be forwarded to the new institution of study providing all financial obligations have been met. Unofficial copies will upon request be given to the student to be hand carried. The administrative fee for transferring out is $50.00, which includes the cost of official transcripts. Students are advised to meet with the Financial Aid Specialist to discuss the financial ramifications of transferring.

**JURY DUTY**

The student will immediately notify the Supervisor of any jury summons. Although serving is a basic civic responsibility, requests to postpone service should be initiated so as not to jeopardize academic and clinical standing. In the event jury duty cannot be postponed, the student will not be counted as absent as long as calls to the School and/or the clinical site are initiated per policy. However, it is the student’s responsibility to meet with the Supervisor to set up a schedule for making up missed class work. The student may also, at the Supervisor’s discretion, need to make up clinical hours. In the event of protracted jury duty, a leave of absence may be recommended.

**MILITARY DUTY**

Armed Forces students, if activated by state or governmental action, will be treated on a case-by-case basis in compliance with Title IV guidelines and all other applicable laws, rules and regulations regarding attendance, re-enrollment, and funding issues.

**Assignments**

**CLASSWORK/HOMEWORK/SELF-STUDY QUIZZES/WORK IN LIEU OF QUIZZES**

All work is to be neat, legible, and identified with the student’s name and class. If a form is not provided or a Scantron is not used, the assignment must be submitted on standard sized notebook paper. Assignments are to be submitted per the Faculty member’s instructions on the date specified. At the discretion of the Faculty member, any late work may be refused, or if accepted, the final grade may be lowered by 3% or one letter grade for each day late. In any event, absent extenuating circumstances, if the work is not submitted within one week after the due date, a zero is earned. Students are encouraged to retain copies of returned graded assignments as review tools for quizzes, mid-terms and final examinations.

**CLINICAL WRITTEN WORK**

Clinical worksheets are to be completed and submitted per the instructions provided at the beginning of the clinical rotation. Work that is sloppy, illegible, or not identified with the student’s name and class may be refused. Clinical worksheets that are missing, tardy, incomplete or not to the expected standards for the student’s point in the program will earn an NI. Earning
NIs as grades on clinical worksheets will jeopardize the student’s clinical grade. See Clinical Evaluation, below.

Students who attend external rotations may be required to submit written reflections and/or an evaluation of their experience. Failure to submit this written documentation in a timely manner can also affect the clinical grade.

**EXAMINATIONS**

Scheduled and announced quizzes will be given throughout each course. These quizzes, geared to the objectives of each unit(s), cover content included in the assigned reading and class presentations. Unannounced quizzes may be given at the discretion of the Faculty member. These unannounced quizzes may also be factored into the student’s grade.

In most courses/sections, midterm examinations are integrated. These midterm exams are typically 50 questions and one hour is allotted. In all courses/sections, a final exam of 100 questions is incorporated and two hours are allotted. See the syllabus for each course/section to determine the percentage of the overall grade attributable to quizzes/written work, the midterm, if any, and the final.

During any quiz, midterm or final, all personal belongings, including but not limited to outerwear, cell phones, books, and purses, are to be left outside the testing room. Students are to bring only pencils and a Scantron answer sheet into the room with them.

The results of quizzes, midterms and final examinations will be provided to facilitate learning. Students are urged to actively participate in any provided classroom reviews as this facilitates development and refinement of reading, test-taking and critical thinking skills. When reviewing any tests/quizzes, students are required to demonstrate honesty and integrity; no test/quiz questions may be copied, and there is to be no recording, texting or photo taking. In the event that an individual violates this policy, disciplinary action, up to and including a critical incident or dismissal, will be taken. During any review of quizzes, midterm, or final exam, all personal belongings, including but not limited to outerwear, cell phones, books, and purses, are to be left outside the classroom. Faculty reserve the right to withdraw the privilege of reviewing quizzes and/or tests upon reasonable suspicion of violations of integrity.

Students are responsible for previous learning and, as such, quizzes, written work, midterms and finals may require active utilization of any previously covered content areas including content mastered in previous courses and terms.

**MAKE-UP CLASSWORK AND EXAMINATIONS**

If, due to unplanned absence, a student misses a lecture session, the student must, upon return, obtain notes from a peer. If the quiz that incorporates that lecture session is administered...
on the day of the student’s return, the student may defer taking the quiz until the next classroom day. If, due to unplanned absence, a student misses a scheduled quiz, the student is to take the quiz immediately upon return, at the start of the day. The exception to this rule is that when the Full-Time students are in all-day clinicals, students who have missed or postponed quizzes are expected to return to the School after clinicals to take the quiz on the next school day. Students who are absent for more than one classroom day must meet with the Supervisor or designee to arrange a schedule for making up missed work. Each situation is considered on an individual basis.

If a scheduled quiz is missed or postponed, an alternative quiz may be administered at the Faculty member’s discretion. If the student has not completed missed quizzes within the stipulated days, Faculty will deduct 3% from the final quiz grade for each day late. If the quiz is not made up within one week, a zero is earned.

All written assignments are due on the first day the student returns after unplanned absence. If Faculty has previously announced that late work will not be accepted, it may be refused. If written work is assigned while a student is absent, it is to be submitted on the next classroom day, unless other arrangements have been made.

Any planned absences must be discussed with the Supervisor or designee and instructor before occurrence, and arrangements must be made in advance for any work that will be missed. (See Absence/Tardiness Policy).

Evaluation

THEORY COMPONENT

Letter grades are assigned to the student’s academic progress, as follows:

94% - 100%  A
87% - 93%   B
80% - 86%   C

If a student exits the program after having completed a minimum of one section of Basic Nursing, an official grade transcript is generated. See Curriculum description above for the minimum academic requirements for retention and promotion for each section/course. Students will periodically be given grade reports to allow self-monitoring of progress.

CLINICAL COMPONENT

Clinical Experience - Progress Reports will be completed by Clinical Instructors at the end of each rotation in Basic Nursing and Throughout the Life Span Part 1. This tool uses a checklist
format and free text to summarize the student’s clinical achievement and assign a final evaluation of “Satisfactory,” “Needs Improvement,” or “Unsatisfactory.”

Definition of terms are as follows:

S - **Satisfactory** – Consistently accurate or correct in relating to health, safety, knowledge base, and delivery of care. Punctual, displays a positive affect of a personal and vocational nature, desirable behavior and work habits. Meets objectives of the course with minimal or no guidance.

NI - **Needs Improvement** – Inconsistent performance, incorrect, inaccurate, not punctual, undesirable behavior or work habits, application of knowledge base, delivery of care and issues relating to health, safety, or affect of a personal and vocational nature, needs considerable guidance to meet objectives of course.

U - **Unsatisfactory** - unsafe practices, lack of application or transfer of knowledge, carelessness, undesirable practices in delivery care and issues relating to health, safety, affect, habits or skills of a personal and vocational nature - may necessitate immediate dismissal from program.

Each student will meet with their clinical instructor or designee in conference to receive feedback on their performance during the previous rotation. During this meeting, the student’s Clinical Experience - Progress Report is discussed, reviewed and signed, acknowledging receipt. Students may respond in writing to the summative and evaluative statements.

A student who earns a clinical evaluation of Needs Improvement at an evaluation point partway through clinical section/course is being made aware of behavior that must be improved prior to the end of the section/course. Any student earning a Needs Improvement evaluation at this point is expected to meet with the Supervisor and the new Clinical Instructor as soon and possible to develop a plan to create a positive change in behavior. If the student earns a clinical evaluation of Needs Improvement at the end of the section/course, the student does not pass the section/course and is dismissed from the program. An “Unsatisfactory” evaluation at any time may facilitate immediate dismissal without forewarning.

If the student attends less than 85% of the planned clinical experience, a Needs Improvement is earned. If this situation occurs at the close of the course, not permitting retention and promotion, the situation is automatically referred to the Admissions and Promotions Committee for a decision of promotion versus dismissal. Each circumstance is considered on an individual basis and will be handled on a case by case basis. Also see the Clinical Make-Up Policy, above.
OTHER EVALUATION TOOLS

Anecdotal Notes

Anecdotal notes may be issued at any time by the faculty, teaching assistants, or supervisor of the program, identifying any positive or negative behavior exhibited by the student. Anecdotal notes are to be read by and discussed with each student as soon as possible. Within 24 hours, the student is to sign and return the document to the staff member who generated it. The student may write and attach his or her comments, if desired.

Critical Incidents

Faculty, part-time instructors, teaching assistants, and/or administrative staff may recommend to the Admissions and Promotions Committee that a student be issued a critical incident for serious violations of standards or behavior. Examples of behaviors that may initiate consideration of a critical incident include, but are not limited to: failure to give safe care to clients, violations of school policy in excess of behaviors warranting an anecdotal note, repeated violations of behavior for which an anecdotal note was previously issued, violation of clinical site policies, use of foul/inappropriate language in the clinical or classroom environment, failing to notify the clinical site of absence (“no call/no show”) and any other behavior(s) unacceptable in a developing health care worker. If the Admissions and Promotions committee agrees that a Critical Incident is appropriate, the student will meet either with the Supervisor or with the Committee, as instructed, to review the incident and review the Notice of Corrective Action form. This form will describe the student’s inappropriate behavior and describe the behaviors that the student is expected to demonstrate for the remainder of the enrollment period. The student will be asked to sign the form, indicating receipt and an understanding of future expected behaviors.

A maximum of two Critical Incidents are permitted during the enrollment period. Earning a third critical incident results in immediate dismissal. The three critical incidents culminating in dismissal need not be violations of the same expected behavior.

RETENTION AND SHARING OF EVALUATION TOOLS

Anecdotal notes, formative and summative evaluations, critical incidents and attendance records are part of the student’s records and therefore confidential. These documents are maintained in active student’s records; however, no copies are shared outside the School. The exception to this policy is when student has a governmental sponsor and this information is contractually required to be shared with the supporting agency or subpoenaed by the court. Written and/or verbal evaluations will be shared among Faculty to monitor the student’s progress in developing appropriate professional behaviors.

When students graduate, an “S” is recorded on the official grade transcript for clinical achievements, alongside the letter grades earned. Progress reports, notices of corrective action and anecdotal notations are removed from the student’s permanent record twelve months after graduation.
IMMEDIATE DISMISSAL FOR SERIOUS BEHAVIORAL VIOLATIONS

Behavior of an egregious or extremely serious nature, including but not limited to, violation of confidentiality, unsafe nursing practice or careless performance, severe foul/inappropriate language, hostile and/or threatening language/actions, academic dishonesty, and illegal and/or unethical behavior may, at the discretion of the Supervisor and Admissions and Promotions Committee, result in immediate dismissal from the program without prior warning.

Any dismissed student is subject to denial of re-enrollment, a notation of the circumstances surrounding the dismissal to the student’s permanent record, and is not entitled to a refund of any monies paid to the school. Any dismissed student also has the continued obligation to pay any outstanding balance for the term.

See Appendix for copies of the Clinical Experience - Progress Reports, Anecdotal Note and Notice of Corrective Action.

Student Impairment

ALCOHOL AND DRUGS

The School of Nursing at CVCC has a zero tolerance policy regarding the use and distribution of illegal drugs and the abuse of alcohol and/or prescription drugs. Possession, distribution or sale of alcohol or any illegal or illegally obtained drug at the School, any clinical site, school function, or while in uniform will result in recommendation for immediate dismissal.

Students are expected to stay physically and mentally fit for all curricular experiences. If at any time a faculty or other School staff member, CVCC staff member, nursing service personnel or other clinical site employee, or client/client observes in a student signs and/or symptoms of the effects of mood-altering drugs, including but not limited to: euphoria, altered judgment, impaired motor coordination, inability to concentrate, memory loss, tremors, confusion, anxiety, delusions, agitation, disorientation, profuse diaphoresis, convulsions, slurred speech, emotional instability, delirium, hallucinations, depression, paranoia, hostility, hyper-reflexia, and/or lethargy, a drug screen will be required of the student. The student will be dismissed, sent out of the class or clinical area, and be required to undergo immediate alcohol and/or drug screening at the student’s cost. Documentation of all findings must be released by the student to the school.

Results of these screenings will be reviewed by the Admissions and Promotions Committee. Evidence of illegal use of drugs or intoxicating beverages will be sufficient grounds for dismissal from the nursing program without consideration for re-enrollment, loss of all monies paid to CVCC, the continuing obligation to pay any incurred financial obligation, and with a notation of the circumstances surrounding dismissal in the student’s permanent file. Additionally, the School will communicate the facts of any incident to CVCC Administration, law enforcement and/or the Ohio Board of Nursing if indicated or required by applicable law. The
Admissions and Promotions Committee has the final determination, subject to law and CVCC policies, if the student is to remain active in the program.

Students participating in a bona fide chemical dependency program may be permitted to continue or re-enroll at the School. The student must provide verification of active participation by providing reports every 2-3 weeks, submitting to random urinalysis, breath analysis, and/or blood testing at their own expense, and by release these test results to the School. Any recurrence of use/abuse will be grounds for immediate dismissal.

**OTHER IMPAIRMENT**

In the event the student presents to the clinical area with any other type of impairment that renders him or her physically, mentally, emotionally or psychologically unfit to provide safe care, the Clinical Instructor may, at his or her sole discretion, dismiss the student from the clinical area and record the student as absent for the day. Examples of this type of impairment may include sleep deprivation, physical/mental effects of prescribed or over-the-counter medications (such as cold or allergy medications), severe emotional distress, or evidence of any other psychological disturbance.

**CPR – American Heart Association Healthcare Provider Requirement**

All students are required to complete, prior to the start of their clinical rotation, a Basic Life Support for the Healthcare Provider class taught by the American Heart Association. The student must bring the card indicating successful completion to an Administrative Assistant for photocopying and insertion into their file. The suggested renewal date for this card must be after the student’s graduation date. Therefore, students enrolling in a Part-Time class should take this class during the summer prior to enrollment. Students will not be allowed to attend clinicals until this documentation is received.

**Civility Policy**

The School of Nursing at CVCC promotes high standards of academic excellence. To be effective, instruction must take place in an atmosphere that recognizes the uniqueness of each individual within our learning community, and a culture in which students, instructors, and staff communicate openly with one another and work together collaboratively. Concepts and ideas may be explored that challenge held beliefs and provoke emotional responses. Clinical success depends on students working well with one another and with the Clinical Instructor. Students are beginning professionals and are expected to demonstrate professional behavior at all times.
One component of professional behavior is civility. Civility is behavior that:

- Shows respect toward others;
- Causes another to feel valued; and
- Contributes to mutual respect, effective communication and team collaboration.

Examples of civil behavior in the classroom and clinical area include, but are not limited to:

1. Use of common verbal courtesies such as “please”, “thank you” and “excuse me”;
2. Raising a hand and waiting to be acknowledged during classroom discussions;
3. Avoiding distracting behaviors that affect others’ learning such as side conversations and distracting movements;
4. Offering to assist peers; and
5. Using appropriate language.

Examples of uncivil behavior include, but are not limited to:

1. Demeaning, bullying, intimidating or harassing others;
2. Initiating or spreading rumors or gossip about a classmate, instructor or staff member;
3. Habitually interrupting as others speak;
4. Not paying attention or listening to others when addressed;
5. Failing to respond to requests for meetings with instructors or the Supervisor;
6. Sending e-mails, text messages or creating Facebook or other social media posts that harass, demean or bully a classmate, instructor or staff member;
7. Speaking with a condescending attitude or eye-rolling;
8. Raising one’s voice to peers, instructors, other CVCC staff or clinical staff;
9. Temper tantrums;
10. Threatening others; this refers to physical threats, verbal/nonverbal threats, and implied threats;
11. Not completing a fair share of assigned group work;
12. Not responding to a peer’s legitimate request for assistance;
13. Failure to respect the property of the School, staff, instructors or peers;
14. Comments or conduct of a sexual nature where such behavior creates an intimidating, humiliating or hostile learning environment;
15. Eating food in unauthorized areas; and
16. Using foul, obscene or abusive language.

The School of Nursing at CVCC does not tolerate exclusion or rudeness based on gender, marital status, pregnancy, race, color, ethnicity, national origin, age, disability, religion, sexual orientation, gender identity or expression. Rude, disrespectful behavior is unwelcome and will not be tolerated. Uncivil behavior may be addressed by a simple verbal comment, anecdotal note, dismissal for the day, critical incident, or dismissal from the program, depending on the severity of the behavior. (See Evaluation, above.)
Clinical Site Denial

Near the start of the program, students are fingerprinted by the Administrative Assistants, and a background check is obtained. The results of this background check are forwarded to the clinical facilities.

Clinical facilities at which clinical experiences are held have the right to deny clinical placement to any student for any of the following reasons: negative information on the background check, a previous negative employment experience at the clinical site, and/or inappropriate behavior during a previous clinical placement. If a student is denied clinical placement at a facility, and there is no other available clinical site that will accept the student, the student is withdrawn from the program and forfeits all moneys previously paid.

Confidentiality

In the classroom setting, other students may share personal experiences as part of the learning process. Students are expected to treat this information as private and not to share it with others or discuss it outside the classroom. Students who have been granted permission to audio record lectures must pause recording when peers are sharing personal experiences.

In the clinical setting, students become aware of health and other personal information about their clients. By law and in accordance with nursing ethics, students are expected to hold this knowledge in confidence. Every student is expected to sign a statement acknowledging their understanding of this responsibility. This Confidentiality Statements becomes a permanent part of student’s file. In addition, each clinical site may have its own confidentiality paperwork for the student to read and sign before being allowed to perform client care; students are expected to comply with these requirements. Violation of this policy, by verbal or written communication, including by use of any form of social media, may result in immediate dismissal from the program without forewarning. Violation of confidentiality may also subject the student to legal consequences.

Damages And Losses

There will be a $35.00 charge on any check returned for insufficient funds submitted by the student or on their behalf.

Students using equipment belonging to the School and/or clinical facility assume responsibility for its proper care. When damage or loss of equipment or books is due to the student's carelessness or neglect, the student must assume the cost of repair or replacement of
the damaged item(s). Any intentional destruction of property in the School or clinical site may result in immediate dismissal from The School of Nursing.

    The diploma, transcripts and letter to the Ohio Board of Nursing regarding final completion of program will be held until all financial obligations to the School and/or clinical site are satisfied.

**Dress Code**

Professional behavior and appearance provide the foundation for the educational and therapeutic relationship and are essential to achievement of high standards in both education and nursing practice. The standards of behavior and appearance convey a message of respect for all ages, cultures and beliefs. As such they often do not reflect current style or practice but rather conservative values and clinical safety. Therefore, the following dress code has been established and will be followed.

**CLASSROOM ATTIRE**

Students are to appear in class dressed as follows:

- Nursing scrubs in coordinating colors;
- Athletic or nursing shoes with closed toe and heel;
- Hosiery that reaches above the height of the shoe – crew socks, knee socks, or hose; and
- CVCC student identification badge worn at the lapel at all times.

The following rules will also be observed:

- CVCC logowear may be worn in place of the scrub top, if desired.
- If undergarments can be seen through the attire, they will match the skin tone of the wearer.
- All pants are to be worn at waist level.
- All dresses must touch the knee.
- Students may elect to wear a short or long-sleeved T-shirt or turtleneck shirt under the top for warmth.
- Students may elect to wear a sweater, sweatshirt or lab coat over the top.
- No outwear may be worn into the classroom. An exception may be made for wearing boots in inclement weather, at the discretion of the Supervisor.
- No caps, hats or other headgear may be worn into the classroom, unless required for religious or cultural reasons.
• Earrings are permitted. However, no other facial jewelry, including but not limited to nasal piercings, eyebrow piercings, tongue piercings or other facial piercings are permitted.
• Medical alert necklaces/bracelets, if applicable, must be worn.
• Light makeup is acceptable. Gaudy makeup and perfume are not allowed.
• Attire is to be neat, clean, in good condition and fit the wearer.

In the event of a school-sponsored “dress-down” day, students may wear unfrayed jeans without holes, CVCC logo sweatpants or capri-length short pants and a top which covers the chest and shoulders. Halter tops, shorts, tanks, tubes, halter dresses, open backs, bare shoulders, sleeveless garments, and pajamas are not permitted. Uncovered or exposed breasts, midriffs and midsections are unacceptable. No garments are permitted endorsing drugs, alcohol or weapons, or which display foul language or sexual activity.

Students participating in CVCC-sponsored events prior to receiving their uniforms will wear dress pants or slacks, and a turtleneck, sweater or appropriately fitting tops, or a dress/skirt that reaches the knees, with appropriate hosiery and shoes, light makeup and light-colored nail polish, if any.

**CLINICAL ATTIRE & PRESENTATION**

Appropriate presentation in the clinical area, in addition to communicating respect for the nursing profession, maximizes conditions which promote medical asepsis. This assists in the prevention of disease in clients. The following rules have been established and will be followed.

**Uniform**

• CVCC-approved uniform top, and pants, or dress
• CVCC-approved undergarment T (long sleeve or short sleeve) worn under the uniform.
• Undergarments, including a brassiere for women, that match the skin tone of the wearer;
• White, polished nursing shoes or white, clean athletic shoes with closed toe and heel;
  o If shoes have laces, they are to be clean and white
• White hosiery
  o If wearing pants, socks that reach above the height of the shoe – crew socks, knee socks, or hose;
  o Run-free hose if wearing a dress;
• CVCC and/or clinical site student identification badge, as instructed in clinical orientation, worn at the lapel or as instructed. Requirements will vary by site.

Optional additions:
• Students may wear a white CVCC logo sweatshirt or approved lab jacket/coat to and from the clinical area, but not when providing direct client care.
The following rules will also be observed:

- All pants are to be worn at waist level; the bottom of the pants must cover the top portion of the shoe but must not drag on the floor.
- All dresses must touch the knee.
- All uniform buttons must be secured.
- All tattoos/body art must be covered.
- A fresh uniform is to be worn daily. The uniform is to be neat, clean, wrinkle-free, in good condition and fit the wearer.
- In the event the uniform becomes faded, discolored or permanently stained, the student will be expected to purchase a new uniform.

**Hair**

Hair is to be clean, worn away from the face, and, if necessary, fastened with non-ornamental hair accessories and worn in a manner that does not fall in the face of the student or touch the client/client.

- Hair must be a natural color. Highlighting, if any, should appear natural. Multi-toned hair, even if natural colors, is not permitted.
- Hair that reaches below the nape of the neck must be secured at the nape of the neck with an elastic or snag-free elastic band. Ponytails or pigtails may not be worn.
- Tendrils/ringlets are not permitted. Any hair that falls forward but cannot be secured at the nape of the neck must be secured with a non-ornamental barrette or bobby pin that matches the student’s hair color. Alternatively, a student may wear an unornamented plastic or fabric head band no greater than ½ inch in diameter that matches the student’s hair color.
- Other hair accessories, such as hair clips/claws, ornamental barrettes, ornamental ponytail holders and/or “scrunchies” may not be worn.
- No head coverings are to be worn, unless for medical, religious or cultural reasons. Color of any such permitted head coverings must be in compliance with clinical site rules, if any, and coordinate with the school uniform.
- Wigs or hair extensions may be worn, subject to the above policy.
- Male students must shave daily; neatly trimmed moustaches or beards may be worn.

**Jewelry**

- ¼ inch or less in diameter gold, silver or white stud earrings without design may be worn. Earrings must be worn in pairs, one in each ear. No other earrings may be worn. No other facial jewelry, including but not limited to nasal piercings, eyebrow piercings, tongue piercings or other facial piercings are permitted.
- One necklace may be worn but must be tucked into the inside of the uniform. All other necklaces must be removed.
- A watch with a second hand must be worn.
• No bracelets may be worn, unless for religious or cultural reasons. No wristbands may be worn.  
• Engagement and/or wedding bands may be worn. Students are advised that plain wedding bands are the only safe rings in the clinical setting. If an engagement ring and/or wedding band with a stone are worn, the student assumes all responsibility and liability for loss of the stone or ring, loss of or injury to the hand/finger, or injury to the client. No other rings are to be worn.  
• Medical alert necklaces/bracelets, if applicable, must be worn.  
• No other jewelry is permitted.

**Hygiene, Make-Up and Nails**

• Students are to shower/bathe daily and apply unscented or lightly scented deodorant. Teeth are to be clean and breath must be fresh.  
• Nails must be clean, neat and short. Fingernails must not be seen above the tips of the fingers when the hands are viewed from the palm side.  
• Clear or light pink unchipped nail polish may be worn. No other colors are acceptable.  
• No artificial nails of any type are permitted while in uniform.  
• Light makeup is acceptable. Gaudy makeup is not allowed.  
• Perfume/cologne, strongly scented deodorants, strongly scented lotions and strongly scented after-shave are not allowed.

**Equipment**

When providing direct client care, students must have the following items on their person:

• Stethoscope;  
• Bandage scissors;  
• Black or blue pen;  
• Small pocket notebook; and  
• Clinical care cards.

**UNIFORMS IN THE CLASSROOM**

Students are expected to wear clinical attire to the Clinical Orientation, Pre-Clinical Prep session and to all lab sessions after clinicals begin, unless otherwise instructed.

Students may elect to wear their uniform to class instead of scrubs. However, if they do so, they must wear the entire uniform (top and bottom) and comply with hair and jewelry requirements.
CONSEQUENCES FOR DRESS CODE VIOLATIONS

Students who do not comply with these Dress Code requirements may be dismissed for the day and marked absent. Further violations may lead to critical incident(s) and/or dismissal from the program.

**Electronic Devices**

**CELL PHONES**

Personal telephone calls and texting are not permitted in the classroom. Emergency messages will be taken by the Administrative Assistants and given to the student at the earliest opportunity. In the event of a special concern, students may be given permission to leave their cell phone on in silent mode and take any necessary calls outside the classroom. Students whose cell phone rings or who are noted to be texting during class time may, at the instructor’s discretion, be excused for the balance of the session or day and being marked as absent. Students whose cell phones go off during a quiz may, at the instructor’s discretion, be dismissed for the day and/or earn a zero for that quiz. Students who are noted to be texting during a quiz will be presumed to be engaging in academic dishonesty and will be dealt with accordingly.

Personal telephone calls and texting are likewise not permitted in the clinical area. Cell phones are to be off except on break and lunch periods and out of the direct client care area. Violations of this policy may result in dismissal for the day and being marked as absent. Clinical Instructors may, at their discretion and per clinical site policy, allow cell phones to be used to access reference materials in the clinical setting outside the direct client care area.

Client phones may not be used by students. Clinical site phones may only be used in emergency situations with the express consent of the Clinical Instructor.

Repeated violation of this policy will result in escalating disciplinary action.

**LAPTOPS/TABLETS**

Laptops or tablets may be used in the classroom to take notes. Students assume responsibility for loss or damage to these items.

**RECORDING DEVICES**

Lectures may be recorded on a recording device or cell phone with the permission of the instructor. Recordings should be paused when students are sharing personal information. Quiz/exam reviews may not be recorded or photographed.
Emergencies And Drills

Students are to quietly participate in all CVCC fire, tornado, lock-down and evacuation drills as instructed. Students are to assist with any drill or actual emergency in the clinical area under the guidance of the Clinical Instructor and in accordance with policies and procedures learned in the classroom.

Student Data

Each student is to provide complete and accurate information for their school record. Any student who has a change of name, residence and/or phone number(s) must notify an Administrative Assistant or program coordinator immediately so that the student file can be updated. This data will become a part of the permanent record and will not be shared with other students.

If a student knowingly offers false or misleading information or submits false documentation, he or she is subject to disciplinary action, up to and including immediate dismissal.

Food And Beverages

Students are permitted to leave the School on their lunch/dinner break. Students are also provided a refrigerator in which to store meals and a lounge area in which to eat. It is each student’s responsibility to clean up after themselves and to assist in keeping the refrigerator and lounge area clean and sanitary. Day classes may also purchase meals from the CVCC cafeteria or the Valley Inn. All food and drink must be consumed in designated areas. No food or drink is permitted in the classroom.

All clinical sites are closed campuses. This means that at all clinical experiences, students may not leave the premises for lunch. Students may elect to bring their own food for lunch; a refrigerator will be provided. Meals may be purchased at many of the clinical sites. All food and beverages must be consumed in designated areas away from direct client care locations. No gum chewing is permitted in the classroom.

Health and Accident

Each student is responsible for his/her own health during the course of the program. In the event a student contracts any easily-transmitted infection, (examples include strep throat & pinkeye) they are expected to stay out of the classroom and clinical environment until appropriate treatment is initiated. All students are responsible for their own health insurance...
Each student is encouraged to have personal health coverage so that an illness may be treated quickly and effectively and not impact their level of functioning and enrollment status.

Students are required to have a physical examination and drug screen completed at their own expense and submitted prior to the opening of school. The student is required to obtain all mandatory immunizations at their expense prior to beginning clinicals. (See Physical Examination Record, Appendix.) The data on these forms will be reviewed for completeness, and the presence of any illnesses that may require prompt intervention (examples include diabetes mellitus and epilepsy) will be shared among staff members. Vaccination data and negative drug screen results will also be shared with clinical agencies. Otherwise, the results of the physical examination and drug screen become part of the student’s permanent record and will be kept confidential. Any student who fails to give a complete disclosure of health status is falsifying documentation. (See Student Data, above.)

In the event a clinical facility imposes additional vaccination requirements to allow students to participate in clinicals at their site, students will obtain these vaccinations at their own expense if the vaccine is not provided by the clinical facility.

In case of serious illness or accident on CVCC premises, the Green Team will be notified per CVCC policy. In the event the Green Team is not available, staff on duty may initiate a call to emergency services, if in their sole discretion such a call is warranted. If an injury or accident occurs on CVCC premises, the CVCC incident report is to be completed. This report can be obtained from the Administrative Assistants at the School of Nursing Office/CVCC Business Manager/or evening Adult Education coordinator on duty.

In case of sudden illness or accident while at a clinical facility, the student is to notify the Clinical Instructor. If immediate intervention is warranted, the student must be seen in the Emergency Room and not in the Employee Health clinic. The cost of treatment is the student’s responsibility. Students are not considered employees of any clinical facility and do not qualify under any clinical facility’s Workman’s Compensation Policy. (See Release Policy, below.) In case of an accident during clinical experiences, an incident report must be completed to comply with the facility's regulations. The student is required to provide a copy of the report to the School before returning to clinicals. A copy is filed in the student’s record.

In the event a student requires medical or surgical care during the course of the program, this must be disclosed to the Supervisor. A medical release without restrictions is required to return to active participation in the program. In the event a student requires medical or surgical care that will cause them to be absent from clinicals for more than two days, the student must contact the Supervisor to discuss the situation. (See Attendance and Leave of Absence policies, above.)

Students with known serious allergies must wear a med-alert bracelet or necklace and carry an Epi-pen with them at all times. In case of chronic illnesses that require prompt intervention such as diabetes or epilepsy students must likewise wear a med-alert bracelet or
necklace and carry on their person medications and equipment for emergency use. Student must disclose the presence of any such allergy or illness to their Clinical Instructor at the start of the clinical rotation.

**Housekeeping**

Each member of the class is expected to help keep the School neat and clean. At the end of the day, students should push their chairs in close to the desk for safety and neatness, and pick up any litter. When using the lab area for practice, students are expected to return all supplies to their proper areas and ensure all beds are made and linens are wrinkle-free. Students are likewise expected to tidy any conference area provided by a clinical site for student use.

**Lockers and Protection Of Property**

Students will be assigned a School locker for the storage of outerwear and supplies. Typically, students will share this locker with another student. No articles of value or money shall be kept in lockers. The School does not assume responsibility for lost articles. Lockers remain the property of the Board of Education. Lockers and the contents thereof are subject to random search at any time without regard to any reasonable suspicion (Sec. 3313.20, ORC). Such a search must take place in the presence of 2 employees of the school district.

Clinical facilities typically do not provide lockers for student use, but if they are provided, the above rules also apply. Locks are to be removed from clinical site lockers at the end of each day and all contents are to be removed. Neither the clinical facility nor the School is responsible for loss of items at the clinical site. Students are to keep valuable articles and money at home or secured in their vehicle, and carry only small amounts of money on their person.

**Mailboxes**

Each student is provided with a labeled mailbox. Students are required to check their mailboxes upon arrival, periodically throughout the day, and at the end of the day. All items in the mailbox are confidential; a student may not look at the items in another student’s mailbox. Students should not use their mailboxes for storage.

The Supervisor, each Administrative Assistant, and each instructor has a mailbox into which students can place notes and submit assignments. Each Full-Time Faculty member also has a lower mailbox into which viewed quiz printouts should be returned. Students are prohibited from looking at or removing the contents of staff mailboxes. In the event a student has placed an item into a staff member’s mailbox and wishes to have it returned, he or she must contact a staff member for assistance.
Parking

Students must park in designated areas for all classes, clinicals, and other off-site experiences. Two School parking passes will be issued at the beginning of the program. If a replacement is necessary, there is a $5.00 cost payable to The School of Nursing at CVCC. The school parking pass must be displayed at all times on the rear-view mirror when parking on the school premises. Parking in the wrong area or without the parking pass will subject the student to consequences as per CVCC rules. Parking at the School is currently free.

Parking at clinical sites may or may not be free. Payment of any parking fees imposed by the clinical facility is the student’s responsibility. Students are also required to obtain any required parking permit and to park in designated areas. Students who fail to do so are subject to both clinical site consequences and School disciplinary action. Students are encouraged to carpool whenever feasible.

Pregnancy

Pregnancy is to be reported immediately to the Supervisor and the student’s Clinical Instructor. If the student wishes to remain in the program, she must meet with her OB/GYN as soon as possible to confirm the pregnancy. The student must disclose her participation in a nursing program and receive a medical release without restrictions allowing her to continue. The student assumes all personal responsibility for continuing in the program. If the physician does not give unqualified permission to continue in the program, a Leave of Absence may be requested by the student (see Leave of Absence Policy). The student will be expected to continue to function in the clinical setting at the level expected of her peers. The student must obtain, at her expense, uniforms that accommodate her changing body size.

Preparing For Class

Each student is expected to read assignments and prepare for class content before attending the class presentation. Studying every evening and weekends is imperative for success! A minimum of 2 hours of class preparation is expected for each hour of lecture presented.

Smoking

Smoking is prohibited on the CVCC campus, including in the parking lots. Students who wish to smoke during clinical hours must drive off campus on scheduled lunch breaks to do so. Clinical sites have likewise become non-smoking facilities. In addition to incurring disciplinary action from the School, smoking at a clinical facility may lead to the student being banned from that clinical site.
Student Conduct Policy

The following expected student behaviors are set forth in Chapter 4723-5-12 Section C 1-26 of the Ohio Administrative Code (OAC) and are expected of all students in the Program:

(C) In addition to the policies required in paragraph (A) of this rule, the program administrator and faculty shall implement policies related to student conduct that incorporate the standards for safe nursing care set forth in Chapter 4723 of the Revised Code and the rules adopted under that chapter, including, but not limited to the following:

(1) A student shall, in a complete, accurate, and timely manner, report and document nursing assessments or observations, the care provided by the student for the patient, and the patient's response to that care.
(2) A student shall, in an accurate and timely manner, report to the appropriate practitioner errors in or deviations from the current valid order.
(3) A student shall not falsify any patient record or any other document prepared or utilized in the course of, or in conjunction with, nursing practice. This includes, but is not limited to, case management documents or reports, time records or reports, and other documents related to billing for nursing services.
(4) A student shall implement measures to promote a safe environment for each patient.
(5) A student shall delineate, establish, and maintain professional boundaries with each patient.
(6) At all times when a student is providing direct nursing care to a patient the student shall:
   (a) Provide privacy during examination or treatment and in the care of personal or bodily needs; and
   (b) Treat each patient with courtesy, respect, and with full recognition of dignity and individuality.
(7) A student shall practice within the appropriate scope of practice as set forth in division (B) of section 4723.01 and division (B)(20) of section 4723.28 of the Revised Code for a registered nurse, and division (F) of section 4723.01 and division (B)(21) of section 4723.28 of the Revised Code for a practical nurse;
(8) A student shall use universal and standard precautions established by Chapter 4723-20 of the Administrative Code;
(9) A student shall not:
   (a) Engage in behavior that causes or may cause physical, verbal, mental, or emotional abuse to a patient;
   (b) Engage in behavior toward a patient that may reasonably be interpreted as physical, verbal, mental, or emotional abuse. 
(10) A student shall not misappropriate a patient's property or:
   (a) Engage in behavior to seek or obtain personal gain at the patient's expense;
   (b) Engage in behavior that may reasonably be interpreted as behavior to seek or obtain personal gain at the patient's expense;
   (c) Engage in behavior that constitutes inappropriate involvement in the patient's personal relationships; or
   (d) Engage in behavior that may reasonably be interpreted as inappropriate involvement in the patient's personal relationships.
For the purpose of this paragraph, the patient is always presumed incapable of giving free, full, or informed consent to the behaviors by the student set forth in this paragraph.

(11) A student shall not:
(a) Engage in sexual conduct with a patient;
(b) Engage in conduct in the course of practice that may reasonably be interpreted as sexual;
(c) Engage in any verbal behavior that is seductive or sexually demeaning to a patient;
(d) Engage in verbal behavior that may reasonably be interpreted as seductive, or sexually demeaning to a patient.

For the purpose of this paragraph, the patient is always presumed incapable of giving free, full, or informed consent to sexual activity with the student.

(12) A student shall not, regardless of whether the contact or verbal behavior is consensual, engage with a patient other than the spouse of the student in any of the following:
(a) Sexual contact, as defined in section 2907.01 of the Revised Code;
(b) Verbal behavior that is sexually demeaning to the patient or may be reasonably interpreted by the patient as sexually demeaning.

(13) A student shall not self-administer or otherwise take into the body any dangerous drug, as defined in section 4729.01 of the Revised Code, in any way not in accordance with a legal, valid prescription issued for the student, or self-administer or otherwise take into the body any drug that is a schedule I controlled substance.

(14) A student shall not habitually or excessively use controlled substances, other habit-forming drugs, or alcohol or other chemical substances to an extent that impairs ability to practice.

(15) A student shall not have impairment of the ability to practice according to acceptable and prevailing standards of safe nursing care because of the use of drugs, alcohol, or other chemical substances.

(16) A student shall not have impairment of the ability to practice according to acceptable and prevailing standards of safe nursing care because of a physical or mental disability.

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

(18) A student shall not misappropriate or attempt to misappropriate money or anything of value by intentional misrepresentation or material deception in the course of practice.

(19) A student shall not have been adjudicated by a probate court of being mentally ill or mentally incompetent, unless restored to competency by the court.

(20) A student shall not aid and abet a person in that person's practice of nursing without a license, practice as a dialysis technician without a certificate issued by the board, or administration of medications as a medication aide without a certificate issued by the board.

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

(22) A student shall not assist suicide as defined in section 3795.01 of the Revised Code.
(23) A student shall not submit or cause to be submitted any false, misleading or deceptive statements, information, or document to the nursing program, its administrators, faculty, teaching assistants, preceptors, or to the board.

(24) A student shall maintain the confidentiality of patient information. The student shall communicate patient information with other members of the health care team for health care purposes only, shall access patient information only for purposes of patient care or for otherwise fulfilling the student's assigned clinical responsibilities, and shall not disseminate patient information for purposes other than patient care or for otherwise fulfilling the student's assigned clinical responsibilities through social media, texting, emailing or any other form of communication.

(25) To the maximum extent feasible, identifiable patient health care information shall not be disclosed by a student unless the patient has consented to the disclosure of identifiable patient health care information. A student shall report individually identifiable patient information without written consent in limited circumstances only and in accordance with an authorized law, rule, or other recognized legal authority.

(26) For purposes of paragraphs (C)(5), (C)(6), (C)(9), (C)(10), (C)(11) and (C)(12) of this rule, a student shall not use social media, texting, emailing, or other forms of communication with, or about a patient, for non-health care purposes or for purposes other than fulfilling the student's assigned clinical responsibilities.

Effective: 02/01/2014
R.C. 119.032 review dates: 10/15/2016
Promulgated Under: 119.03
Statutory Authority: 4723.07
Rule Amplifies: 4723.06
Prior Effective Dates: 02/01/1996, 04/01/1997, 02/01/2002, 02/01/2004, 02/01/2007, 02/01/2008, 02/01/2012
Downloaded directly from Ohio Revised Code 4723-5-12C, 1-23, on March 11, 2015, for inclusion in the 2014/2015/2016 Student Handbook.

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**Student Participation In Program**

Students are provided with multiple opportunities to participate in and give feedback about the program. Each class will elect Student Council members who will coordinate committees to plan activities, including Graduation and Candlelighting, fundraisers, parties, and other group functions. Two of the Student Council members will act as liaisons, who will bring class concerns to the Class Advisor and/or Supervisor, and are invited to share concerns and feedback at Faculty meetings.

At the close of each course the student completes both course evaluations and clinical site evaluations. These tools are reviewed by the Supervisor and Faculty to help identify areas in need of change or updating, and may be shared with the clinical sites.
Study Time

Because of the rapid pace of the Full-Time curriculum, times have been set aside during the classroom day to allow the students to participate in individual or group study. This studying will be done within the CVCC building. The main nursing classroom will be designated a quiet study area. Students who wish to engage in interactive group study may do so in the student lounge area, lab area (if available), or elsewhere within the CVCC building.

After 25% of the quizzes in each of the three Basic Nursing courses are completed, any student who has achieved an 83% average in EACH of the classes may elect not to participate in this mandatory study time. These students may arrive late or leave early at lunchtime or at the end of the day, as indicated.

Grades will thereafter be reassessed after the Midterm exam and after 75% of the quizzes have been completed. Those students achieving at least an 83% at each of these points will be permitted to leave during designated Study Times. Note that if a student initially earns greater than 83%, but at a later point achieves less than 83%, they are required to participate in mandatory on-site Study Time.

At the beginning of Throughout the Life Span Part 1, all students will again participate in mandatory Study Time. This is to allow the student to adjust to the more challenging curriculum. After 25% of the quizzes in Throughout the Life Span Part 1 are completed, those students who have achieved an 83% average will be excused from mandatory Study Time. Averages will again be reassessed after the Midterm and when 75% of the quizzes have been completed and those students who have achieved an 83% GPA will be excused from mandatory Study Time, and students achieving less than 83% will be required to participate.

At the beginning of Throughout the Life Span Part 2, all students achieving a final GPA of 83% as a final grade in TLS1 will be excused from Study Time and students who have achieved a final GPA of less than 83% will participate in mandatory Study Time.

All Full-Time students are required to abide by this policy. Students will comply with any sign-in/sign-out procedure established by the Administrative Assistants so that an accurate count of students can be maintained. Failure to abide by this policy will result in being marked as absent and may result in disciplinary action under the Attendance Policy.
SCHOOL OF NURSING STUDENT RESOURCES

Counseling, Guidance & Advocacy

Each student is assigned to a Full-time Instructor who will act as Advocate to the student. This Advocate will be available to the student on an as-needed basis to offer advice concerning study habits, prioritization, organization, test-taking skills and the like, and will request a formal meeting with students whose grades indicate a student is having difficulty meeting expected standards. The Advocate can also provide support and encouragement with the psychosocial and emotional challenges of balancing school and personal life challenges and with growing into the nursing role. Students are also welcome to seek advice and support from any other instructor and/or the Supervisor.

Students with specific needs outside the scope of the Advocate can be referred to the Adult Education counselor at CVCC, who can address academic, career, and/or personal issues in more depth and can refer the student to counseling services outside CVCC, if indicated.

Resources

The School maintains an extensive collection of supplemental textbooks and videos for student use. This collection will be available during school hours. Most items may be signed out for one week; an extension will be granted if no one else is requesting use of the resource. Please sign out any borrowed materials and give the library card to an Administrative Assistant. Please return all borrowed items.

CVCC’s E-library may be used by students who need computer access. Notebook computers in the large nursing classroom are also available for student use.

Grievance Procedure

This procedure is designed to provide a framework for the quick and effective resolution of a perceived student grievance. For the purposes of this procedure, a grievance is defined as an alleged violation of a previously adopted agreement or policy. For the purposes of this grievance policy, “a day” is considered a traditional business day (Monday through Friday); Saturday and Sunday are excluded.
GRIEVANCE PROCEDURE:

**Step 1.** Within three (3) days of the occurrence giving rise to the grievance, the student must discuss the grievance with the classroom or clinical instructor in an effort to arrive at a solution to the situation. Discuss the grievance with the Supervisor if the situation does not involve a classroom or clinical concern.

**Step 2.** If the situation is unresolved, the grievant is to communicate the concern in writing to the person communicated with in Step 1, within five (5) days of the initial occurrence, and meet again with the person communicated with in Step 1 to attempt to resolve the situation. (1st Level - complete the form available)

**Step 3.** If situation is not resolved at this level, the grievant is to submit a written statement of grievance to the Supervisor within ten (10) days of initial occurrence. (2nd Level - complete the form available).

This step in the procedure is omitted if the situation does not involve a classroom or clinical concern; in this case, move to Step 5.

**Step 4.** Within two (2) days of receiving the written grievance, the Supervisor (or designee) and grievant will meet to resolve situation.

**Step 5.** If the grievant is not satisfied, he or she may appeal the grievance in writing to the Faculty Body, (which for the purposes of this Procedure will be defined as a group of at least 75% of the full-time instructors), and Supervisor within five (5) days of meeting with the Supervisor. A meeting will be held with the grievant, Supervisor and Faculty Body within two (2) days of receipt of written grievance at this level. (3rd Level - complete the form available)

**Step 6.** In the event the grievant is not satisfied with the resolution at this level, a written grievance is to be submitted to the Adult Education Director of CVCC (or designee) and a meeting will be arranged with the grievant within three (3) days of the meeting with the Supervisor and Faculty Body (4th Level - complete form available). The previous three (3) written grievance statements will be submitted at this level if requested. The decision made at this level shall be final and binding upon the grievant, CVCC Administration and Supervisor & Faculty of The School of Nursing at CVCC. This final decision shall be implemented by the Supervisor.

ACCREDITING AGENCY CONTACT INFORMATION

The Cuyahoga Valley Career Center is accredited by the:
Commission of the Council on Occupational Education, Council on Occupational Education
7840 Roswell Road, Building 300, Suite 325
Atlanta, GA 30350
Telephone: 770-396-3898/FAX: 770-396-3790
www.council.org
SCHOOL OF NURSING FINANCIAL POLICIES

Financial Aid

Financial Aid may vary from year to year. Pell, Subsidized and Unsubsidized Stafford Loans, Parent Plus Loans, WIA (Workforce Investment Act), are presently offered. A variety of smaller tuition assistances are available from time to time. Recipients of Federal Financial Aid monies must comply with mandated provisions, which require "satisfactory academic progress" (SAP) or funds will be withheld/withdrawn. If you do not complete the portion of the program for which you were credited Title IV Federal Financial Aid, you will be billed for the balance, and you are responsible for payment in full. The Financial Aid Office at CVCC will process one Pell Grant and set of Direct Federal Loans per award year. A Subsidized/Unsubsidized Loan may be processed up to 30 days prior to successful completion of the program. Title IV monies shall not be utilized for non-refundable administrative seat fee, uniforms and miscellaneous other fees listed in the Cost of Education. A Student Federal Financial Aid Handbook will be given to you at your financial aid appointment.

An individual in default or overpayment status on any Title IV programs will have the current year financial aid information on hold until corrective action is documented.

An individual in default on any Title IV programs disbursed through CVCC will not be provided with an official grade transcript until corrective action is documented. No information will be sent out (grade transcripts, references, confirmation of enrollment, etc.), and the requesting individual/organization will be notified, “all records held until default is corrected.” Recipients of financial aid must become actively involved in resolving default status and have documentation submitted to the financial aid staff member at CVCC. Default by successful completers or non-completers hurt your credit rating and create a heavy impact on CVCC’s continuation of PELL and loan programs.

Title IV Regulations

Title IV participants’ student disbursements will comply with current Federal regulations. Students must complete more than 60% of each payment period to be fully eligible for the Pell grant and/or loans awarded. If student was given PELL or Direct Loan “credit” and now has not earned it, he/she will be billed for the difference by the School of Nursing and may also owe the federal government, Department of Education a return of money. R2/T4 calculations will be completed as required in Federal Regulations. If required, funds will be returned in the order specified by the U.S. Department of Education. Details of their Federal Financial Aid will be provided to the student in their letter of withdrawal or dismissal.
Non-Refundable Administrative Seat Fee

A $200.00 non-refundable administrative seat fee is required when accepted for active enrollment to secure a “seat” in the class. These monies will be applied to cover graduation costs, providing there are no increased costs from third parties, NCLEX, Ohio Board of Nursing, etc., and the graduation occurs on time, as scheduled from your initial enrollment. Title IV monies shall not be utilized for non-refundable administrative seat fee, and other fees/supplies (unless you are eligible for the Department of Education book and supply regulation). The non-refundable administrative seat fee is not a part of the tuition. Graduation costs include the following: certificate of completion, graduation photo (composite of class), official school pin, NCLEX-PN registration fee, graduation fees, state board of nursing application fee.

Additional Financial Information

- Pell grant and Direct Loan monies are to be utilized to pay tuition, books, supplies and personal expenses included in the program’s Cost of Attendance. A copy of the Cost of Attendance can be requested in the Financial Aid Office. The Cost of Attendance will be reviewed during the student financial aid appointment.

- Any first-time Direct Loan students requesting Stafford Loans are required to complete on-line Entrance Counseling and Master Promissary Note after their Financial Aid Appointment, prior to the start of the program. Exit counseling is required at the end of the program or upon withdrawal.

- Students with prior student loans may be eligible for an in-school deferment. Please contact your loan servicer if you are interested in this program for the application. Complete the student portion of the in-school deferment application and submit to CVCC Financial Aid office for completion. Servicers may also utilize the National Student Loan Data System enrollment reporting to grant in-school deferments. Please check the NSLDS website to confirm your loans are in deferment before you stop making payments.

- If the student is in default on any portion of the Title IV financial aid programs from previous enrollment(s), all current year financial aid will be held until corrective action is documented. The U.S. Department of Education will not allow any additional Pell Grant or Stafford Student Loans to be disbursed to a student in default or overpayment status. You can check your student loan and grant balances and status at www.nslds.ed.gov.

- At any time throughout the school year, the student may exercise the right to cancel or change Title IV loan monies, prior to disbursement. Please make an appointment with the Financial Aid office to revise your award worksheet. Please see posted drawdown schedule for deadlines.
• Adult students at CVCC are protected under the Family Education Rights & Privacy Act (FERPA). Your Financial Aid records will not be discussed with your parents, spouse or others without your written consent or certain requirements being met. Please review your FERPA rights on CVCC’s website; www.cvccworks.edu/financialaid.aspx.

• If you have been previously, or are convicted in the future under Federal or State law, of any offense involving the possession or sale of illegal drugs while you are (were) receiving Federal Student Aid, you may be ineligible for additional aid. Please contact the Financial Aid Office to discuss any drug related convictions and your eligibility for Financial Aid.

• If your FAFSA has been flagged for an unusual enrollment history, the Financial Aid Specialist will review your previous education transcripts to determine if you are eligible for Federal Financial Aid.

• All loan monies are to be paid back to the federal government on a repayment schedule established with your Direct Loan Servicer after a “grace” period of six (6) months upon successful completion of the program or withdrawal.

• Those individuals experiencing involuntary activation for military service will be handled on a case-by-case basis regarding return of funds, length of leave of absence, and re-entry in compliance with Title IV regulations.

• Pell eligible students may be able to use a portion of their first disbursement of Title IV Funding to pay for books and supplies if certain requirements are met. In order to be eligible, the financial aid appointment should be completed along with verification (if selected), Direct Loan Entrance Counseling (if required) and MPN (Master Promissory Note) signed 10 days prior to the start of the program. Students will not receive the books/supplies purchased with federal funds until day 7 after the start of the program.

**Refunds And Withdrawal Policy**

**Refund Policy:** Refunds are issued in the method fees were paid, either by check (once check has cleared) or credited to your account, within 2-3 weeks of processing approved refund paperwork.

**As of the First Day of Class:** Student assumes responsibility for the entire tuition and fee. No refunds are given.

**Withdrawal More than 1 Week before First Class:** Full refund of course tuition fee, less a $20 service charge.

**Withdrawal Less than 1 Week before the First Class:** Refund equal to 50% of the tuition less a $20 service fee.

**Textbook/Material/Supply/Uniform Fees:** Non-refundable
Non-Refundable Classes: If a class is identified as non-refundable, the above terms do not apply.

Classes Cancelled by CVCC: Students will automatically receive a 100% refund for classes cancelled by CVCC.

NOTE: A student receiving financial aid who withdraws from a class must submit a written Withdraw Form or letter to the Adult Education office. Students withdrawing who receive Federal Financial Aid may not be eligible for all funding that was scheduled. Calculations will be made using the Return of Title IV Funds policy, which is mandated by the U.S. Department of Education. Students may end up owing money out of pocket to Cuyahoga Valley Career Center.

Full Time Students – Financial Information

FEES/TEXTBOOKS/SUPPLIES – FULL TIME STUDENTS

No refund is given for fees, textbooks, and supplies. Prior to entering the program, full time students will pay a books/supply/fees of $1,166.00 ($546 is cost of textbooks, $620 is cost of required fees). A student may choose to acquire the textbooks through CVCC, or the student may acquire textbooks on their own. A textbook order form is to be completed and returned to the school. See cost of education for details on costs, along with textbook list with ISBN numbers. Pell eligible students may be able to cover some of the costs out of Title IV funding, but will not receive books and supplies until the seventh day after the start of the program so they may be at a disadvantage. Any person enrolling after these dates will schedule book/supply pick-up on an individual basis. These costs cover:

- Lab Fees/Supplies
- Library/Computer Fees
- Malpractice Insurance
- Fingerprinting
- Portfolio
- Standardized Testing
- Textbooks/Nursing Magazine Subscription

Uniform costs are paid directly to the uniform company by the student. An estimate of $250 is included in the Cost of Attendance for these costs.

TUITION – FULL TIME STUDENTS

$12,200 2015-2016 year

There are two (2) tuition plans:

1. **Primary Plan**: 100% of tuition is due the first day of class, or
2. **Secondary Plan**: $5,800 is due the first day of class on or before August 12, 2015 and $3,900 is due December 7, 2015. The final payment of $2,500 is due February 22, 2016.
A self pay student is to select a plan. All financial aid students must use the secondary plan. The first enrollment period begins with the first day of the program and closes with the completion of Basic Nursing. Payments for tuition are due on the dates stipulated.

FINANCIAL AID DISBURSEMENTS – FULL TIME STUDENTS

Financial aid disbursements will be made in two (2) payments for PELL grants and Stafford loans. If the student requests, a third loan disbursement can occur for Tuition 3. Parent Plus loans are disbursed typically one time in the first payment period. Until all “money” due The School of Nursing at CVCC is paid in full, no transcripts of any type or recommendations will be released, nor will completion data be forwarded to the Ohio Board of Nursing for licensure.

If financial aid eligible, and a PELL Grant is awarded, if the student has been completely verified, if selected, then one half (50%) of the PELL Grant will be credited to the 1st tuition and applied to your account in mid October. The second portion of the PELL (one half 50%) is “credited” to third tuition and applied to your account toward the end of January after successful completion of Basic Nursing, and continuation in Advanced Nursing. Establishment of a desirable attendance record coupled with a satisfactory clinical and academic progress (grade point average requirements and attendance policies are detailed in the Nursing Student Handbook - Academic Program and Attendance Policy Sections). Progress is imperative for Title IV money to be disbursed. Typically, there is no Pell Grant money awarded for your second (December) tuition payment unless Financial Aid is scheduled after the first tuition payment is paid. The Consolidated Appropriations Act of 2012 limited students Pell Grant lifetime eligibility to six years of full time awards (based on students eligibility).

The first disbursement of Subsidized and Unsubsidized Stafford Loan monies will be applied to Tuition 1 during Basic Nursing. The second disbursements are “awarded” to Tuition 2 and applied to your account balance with the successful completion of Basic Nursing, and continuation in Advanced Nursing in mid December. A third disbursement of $1000 – of either Subsidized or Unsubsidized Stafford loans (depending upon eligibility) may be awarded to Tuition 3. This disbursement cannot occur until the student completes 900 clock hours of the program. A student requesting the third loan disbursement will need to process a FAFSA correction after 900 clock hours are completed to reflect a 2nd year sophomore grade level status. All loan monies are required to be paid back.

First time Direct Loan borrowers, after July 1, 2013, may have their eligibility for Subsidized Stafford Loans affected by previous post-secondary enrollment. The Financial Aid Specialist will determine your eligibility. If the student is not eligible for Subsidized Loans, the student’s Unsubsidized Loan eligibility amount will be increased.

If a student does not complete that portion of the program for which a PELL Grant or Direct Loans were credited and awarded, he/she is responsible to repay the money to The School of Nursing at CVCC and also possibly to the United States Department of Education. R2T4
calculations will be completed as required in Federal Regulations. If required funds will be returned in the order specified by the U.S. Dept. of Education. Details of their financial aid will be provided to the student in their letter of withdrawal or dismissal.

If student is on any type of probation—attendance, academic or clinical (the initial time), she/he will continue to be eligible for Title IV monies—Pell, Stafford Subsidized/Unsubsidized Loans. Improvement must be demonstrated by the next evaluative period or funds will be withdrawn. Students must be able to complete their program within 150% of the published length of the program to remain Financial Aid eligible.

Each student is responsible for all tuition and fees on or before the due date. Any student in arrears with tuition may be dismissed from the program. Special circumstances concerning tuition must be addressed with the supervisor and Financial Aid Specialist before the due date. Past due balances will be deducted from student disbursements.

If no monies are due to the school, Title IV monies can be utilized for personal expenses, which are included in the Cost of Attendance. Student disbursement checks are mailed from the CVCC Treasurers office typically on the scheduled disbursement date to the student’s CVCC address of record. The Cost of Attendance for your program will be discussed during your Financial Aid appointment. A copy of the COA can be requested in the Financial Aid Office.

Recipients of Title IV loan monies may cancel, change, or refuse to accept loan monies prior to disbursement at any time during their enrollment period. Please refer to the posted draw down schedules in the nursing class and break room or outside the Financial Aid office. Please schedule an appointment to revise your Award Worksheet prior to the start date of the draw down and your tuition due date.

Student disbursement funds applied to future tuition may be refunded to the student upon request. Please allow processing time for the Treasurer’s Office to complete your request. Tuition and fees are still due in full on or before the due date. If additional funding is still available, it can be added or increased before the due date. If all of the programs disbursements are completed, additional funding will be disbursed with the next scheduled disbursement possible. Assistance from the financial aid staff may be offered to process personal/private loans, scholarships and employee tuition reimbursement.

All loan monies are to be paid back to the federal government on a repayment schedule established with your servicer, after a “grace” period of 6 months, upon successful completion of the program or withdrawal. Subsidized Stafford Loans will continue to be interest paid by the government during the grace period. Unsubsidized Stafford Loans begin accruing interest upon disbursement. Student can make interest payments on their Unsubsidized loans during their period of enrollment to lower their borrowing costs. Contact your loan servicer for amount and address to mail payments to.
Part Time Students: Financial Information

FEES/TEXTBOOKS/SUPPLIES – PART TIME STUDENTS

Fees for textbooks, and supplies total $1,234 ($546 textbooks, $688 required fees) for the part-time students. Payment is made in 3 installments ($629 September 14, 2015, $462 February 22, 2016, and $143 January 4, 2017). A student may choose to acquire the textbooks through CVCC, or the student may acquire textbooks on their own. A textbook order form is to be completed and returned to the school (see appendix). See cost of education for details on costs, along with textbook list with ISBN numbers (see appendix). These costs cover:

- Lab Fees/Supplies
- Library/Computer Fees
- Malpractice Insurance
- Fingerprinting
- Portfolio
- Standardized Testing
- Textbooks/Nursing Magazine Subscription

There is no refund on textbooks, supplies/fees, uniforms, nor tuition payments. See cost of education for details on costs, along with textbook list with ISBN numbers. Uniform costs are paid directly to the uniform company by the student. An estimate of $250 is included in the Cost of Attendance for these costs.

TUITION – PART TIME STUDENTS $12,200 2015-2017*

The payment plan is set up for five (5) payments:

- First payment - $3,800 is due on September 21, 2015
- Second payment – $2,700 – February 22, 2016
- Third payment – $2,400 – June 13, 2016
- Fourth – $2,000 – January 4, 2017
- Fifth – $1,300 – March 15, 2017

The first enrollment period begins with the first day of the program and closes with the completion of Basic Nursing. Payments for tuition are due on the dates stipulated.

FINANCIAL AID DISBURSEMENTS – PART TIME STUDENTS

If financial aid eligible, a PELL Grant, if student has been completely verified, if required, one half (50%) of the PELL Grant will be credited to your 1st tuition and applied to your account in January. The second portion of the PELL (one half 50%), is “credited” to your third tuition in June with concurrent progression into Advanced Nursing. This Pell disbursement is completed in August of 2016. There is no Pell Grant money awarded for the February tuition payment, unless the students Financial Aid is scheduled after the first tuition payment has been paid. Establishment of a desirable attendance record coupled with a satisfactory clinical and academic progress (SAP) is required for Title IV money to be disbursed and continued eligibility for Financial
Aid. Grade point average requirements and attendance policy can be found in the Academic Program and Attendance Policy section of the Student Handbook.

A new Consolidated Appropriations Act of 2012 is a reduction to the students Pell Grant Lifetime Eligibility to 6 years of full time awards (based on students’ eligibility).

The first disbursement of 50% of the **Subsidized Stafford Loan** monies will be applied upon initiation of Basic Nursing. The second disbursement will be awarded to assist student with the second tuition payment, however, this disbursement will not occur until June, after the second payment period has begun. Disbursement of **Unsubsidized Stafford Loan monies** will be in March, credited to the second tuition payment and disbursed upon successful completion of Anatomy & Physiology & continued enrollment in Basic Nursing and the second disbursement is credited for Tuition 3 scheduled for mid June. The order in which loans are disbursed may be changed based on student eligibility and preference. **All loan monies are required to be paid back.**

For first time Direct Loan borrowers, after July 1, 2013, may have their eligibility for Subsidized Stafford Loans affected by previous post-secondary enrollment. The Financial Aid Specialist will determine your eligibility. If the student is not eligible for subsidized loans, the student’s Unsubsidized Loan eligibility amount will be increased.

If student is only eligible for an Unsubsidized Loan, 50% of the loan disbursement will be made to assist with initial tuition payment in September and the remaining in February. However, the second disbursement will not be made until June in the second financial aid payment period.

Recipients of Title IV loan monies may cancel, or change amounts prior to disbursement, or refuse to accept loan monies at any time during their enrollment period. Please refer to the posted draw down schedules in the nursing class, break rooms and the Financial Aid office. Please schedule an appointment to revise your award worksheet prior to the start date of the draw down.

If no monies are due to the School, Title IV monies can be utilized for personal expenses, which are included in the Cost of Attendance. Student disbursement checks are mailed from the CVCC Treasurers office typically on the scheduled disbursement date to the student’s CVCC address of record. The Cost of Attendance will be discussed during your financial aid appointment. A copy of the Cost of Attendance can be requested in the Financial Aid Office.

All loan monies are to be paid back to the federal government on a repayment schedule established with your servicer, after a “grace” period of 6 months, upon successful completion of the program or withdrawal. Subsidized Stafford Loans will continue to be interest paid by the government during the grace period. Unsubsidized Stafford Loans begin accruing interest upon disbursement. Student can make interest payments on their Unsubsidized loans during their
period of enrollment to lower their borrowing costs. Contact your loan servicer for amount and address to mail payments to.

If a student does not complete that portion of the program for which a PELL Grant or Direct Loans was credited and awarded he/she is responsible to repay the money to The School of Nursing at CVCC & also possibly to the United States Department of Education. R2T4 calculations will be completed as required in Federal Regulations. If required funds will be returned in the order specified by the U.S. Department of Education. Details of their financial aid will be provided to the student in their letter of withdrawal or dismissal.

If student is on any type of probation—attendance, academic or clinical (the initial time), she/he will continue to be eligible for Title IV monies-Pell, Subsidized/Unsubsidized Loans. Improvement must be demonstrated by the next evaluative period or funds will be withdrawn. Students must be able to complete their programs within 150% of the published length of the program to remain Financial Aid eligible.

Each student is responsible for all tuition and fees on or before the due date. Any student in arrears with tuition may be dismissed from the program. Special circumstances concerning tuition must be addressed with the supervisor and F.A. Specialist before the due date. Past due balances will be deducted from student disbursements.

Financial aid disbursements will be in two (2) payments for PELL Grants and Stafford Loans in the first award year. In the second award year, prorated PELL amounts will be disbursed for the programs remaining 300 clock hours against Tuition 4. Prorated Stafford Loan amounts will be awarded equally between Tuition 4 and 5. Parent Plus Loans are disbursed typically one time in the first payment period of the award year. Eligible part time students will need to reapply for financial aid early in 2016 for continuance of Financial Aid for Advanced Nursing. Complete the 2016/2017 FAFSA after 1/1/2016 with your 2015 tax information. Until all “money” due The School of Nursing at CVCC is paid in full, no transcripts of any type or recommendations will be released, nor will completion data be forwarded to the Ohio Board of Nursing for licensure. A&P Auditors and STNA Articulators will have those hours subtracted from the remaining year 2 hours.

Assistance from the financial aid staff may be offered to process personal/private loans, scholarships and employee tuition reimbursement.

Student disbursement funds applied to future tuition or book and supply fees may be refunded to the student upon request. Please allow processing time for the Treasurer’s office to complete your request. Tuition and fees are still due in full on or before the due date.

If additional funding is still available, it can be added or increased before the due date. If all program disbursements are completed, additional funding will be disbursed with the next scheduled disbursement possible.
SCHOOL OF NURSING OTHER POLICIES AND DISCLOSURES

Administration/Institutional Policy

In addition to the policies set forth in this Student Handbook, students must comply with the policies of the parent school, Cuyahoga Valley Career Center, with the policies of the contracted clinical sites, and with Ohio Law and Rules governing and regulating the practice of practical nursing. Policies in this Student Handbook are subject to change without notice. Any such changes will be communicated verbally to the affected class(es) with a copy of the policy change placed into each students mailbox.

Americans With Disabilities Act (ADA)

The School of Nursing at CVCC supports the concepts embraced in the Americans with Disabilities Act of 1990, Section 503 and 504 of the Rehabilitation Act of 1973. (See Nondiscrimination and Access to Equal Educational Opportunity and Mission Statement.) Individual, personal, and reasonable accommodations will be instituted to facilitate opportunities for students who provide documentation of eligibility. Students who believe they may qualify for accommodations under this Act should self-reveal this in discussion with the Supervisor.

Students must be able to successfully complete the academic and clinical objectives and outcomes of the program in a timely manner, implementing the essential functions integral to the program and practice as a practical nurse. The following are the minimum physical and mental qualifications necessary to function as a potentially successful nursing student in this Program:

- The ability to lift, move, or assist in moving clients of all age groups and weights up in the bed, into wheelchair, into the bathroom and into a shower/tub, onto the toilet, and elsewhere within the health care organization.

- The ability to move around the client’s room and in work areas efficiently, accurately, safely and in a timely manner.

- Visual acuity sufficient to observe and assess client behavior, prepare and administer medications, and accurately read monitors, printouts, dials, gauges and record effectively.

- Auditory acuity sufficient to hear instructions, requests and monitoring alarms and to auscultate heart sounds, breath sounds, and bowel sounds.
• Gross and fine motor abilities sufficient to provide safe and effective nursing care.

• Tactile ability sufficient for physical assessment, safe medication administration, initiation and continuation of intravenous infusions and implementation of client care.

• The ability to provide effective written, oral and nonverbal communication with clients and their families, colleagues, health care providers and the public. The ability to speak, write and comprehend the English language proficiently. The ability to communicate via computer in the classroom and at clinical sites.

• Critical thinking/clinical judgment ability sufficient in clinical environment for safe, prudent judgments.

• Interpersonal abilities sufficient to interact with individuals, families, groups, staff, faculty, and peers from a variety of social, emotional, cultural, and intellectual backgrounds.

• Compassion, integrity, interest and motivation expected of a developing health care worker.

• The ability to adhere to ethical standards of conduct as well as applicable Ohio Administrative Code (OAC) 4723-5-12 Section C, 1-23 and other state and federal laws.

• The ability to demonstrate behaviors consistent with the codes of ethics of NAPNES,NFLPN, and ANA.

• Emotional maturity and stability to approach highly stressful human situations in a calm and rational manner.

The following are examples of physical and mental expectations necessary to be successful in the Program. This list is provided as a guideline only and is not meant to be an exhaustive list of all expectations.

<table>
<thead>
<tr>
<th>Performance</th>
<th>Standard</th>
<th>Examples of Necessary Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Physical Strength</td>
<td>The ability to assist in lifting or moving clients of all age groups and weights.</td>
<td>Lift up to 35% of recommended body weight; lifting up to 20# equipment and supplies, lift up to 50# positioning client, lift over 50# when transferring client.</td>
</tr>
<tr>
<td>Mobility</td>
<td>The ability to move around the client’s room and in work areas</td>
<td>Stand and/or walk six to eight hours a day, walk rapidly for a period from one area to another, bend or squat frequently, provide care for a client in an elevated hospital bed</td>
</tr>
<tr>
<td><strong>Visual Acuity</strong></td>
<td>The visual acuity sufficient to observe and assess client behavior, prepare and administer medications, and read monitors</td>
<td>Observe client responses at a distance and close at hand, visually perceive three dimensional relationships and spatial relationships of objects, able to differentiate the color spectrum for any color coding, read/access client files and monitoring equipment.</td>
</tr>
<tr>
<td><strong>Auditory Acuity</strong></td>
<td>Auditory acuity sufficient to hear instructions, requests and monitoring alarms, breath sounds, and bowel sounds</td>
<td>Hear sufficiently to detect subtle changes in client condition; hear sufficiently to interpret various equipment signals.</td>
</tr>
<tr>
<td><strong>Motor Skills</strong></td>
<td>Gross and fine motor abilities sufficient to provide safe and effective nursing care.</td>
<td>Perform physical assessment techniques including: inspection auscultation, palpation. Safely implement nursing procedures/skills in a timely and efficient manner. Calibrate and use equipment. Position and turn clients. Includes pinch, grip, pushing and/or pulling carts/wheelchairs. Assisting in movement of clients, accessing medical files and moving equipment. Preparation and administration of medications, initiation and continuation of intravenous infusions.</td>
</tr>
<tr>
<td><strong>Tactile</strong></td>
<td>Tactile ability sufficient for physical assessment.</td>
<td>Perform palpation, auscultation, and functions of physical examination.</td>
</tr>
<tr>
<td><strong>Touch</strong></td>
<td>Ability to handle and manipulate to offer client care</td>
<td>Those related to therapeutic interventions and when offering standard nursing care measures.</td>
</tr>
<tr>
<td><strong>Communication</strong></td>
<td>The ability to provide effective written, oral and non-verbal communication with clients and their families, colleagues, health care providers and the public; the ability to speak, write and comprehend English proficiently</td>
<td>Explain treatment procedures, initiate health teaching, document and interpret nursing actions and client responses. Give oral and written reports to other members of the health care team, charting or recording client data. Operate communication methods at the clinical site. Includes finger presses when keyboarding.</td>
</tr>
<tr>
<td><strong>Critical Thinking/ Clinical Judgment</strong></td>
<td>Critical thinking ability sufficient for safe, effective clinical judgment</td>
<td>Identify cause and effect relationships in situations, contribute to the development of a nursing care plan for assigned client(s).</td>
</tr>
</tbody>
</table>
Interpersonal abilities sufficient to interact with individuals, families, groups, faculty, staff and peers from a variety of, social, emotional, cultural and intellectual backgrounds.

Social Behavior
Compassion, integrity, interpersonal skills, interest and motivation.

Ethical Behavior
The ability to adhere to ethical standards of conduct as well as applicable state and federal laws

Stress Management
Emotional maturity and stability to approach highly stressful human situations in a calm and rational manner.

Students who request accommodation under the Americans with Disabilities Act must provide prescription documentation of the disability that is no more than two years old. A high school IEP is not acceptable to meet post secondary educational requirements.

Contract With The School

Students are advised to read this Student Handbook thoroughly and refer to it as needed during their time in the Program. Students will be given the opportunity to discuss any questions about this Student Handbook during the first week of class. Students will then be asked to sign the Contract with the School of Nursing at CVCC creating an agreement between the student and The School of Nursing at CVCC. This is a binding contract of responsibility and accountability, which is then integrated into the student’s permanent file. (see Appendix for a copy of this Contract.)
Ohio Board Of Nursing Criminal Records Check/Felony Convictions

According to the Law Regulating Nursing Practice, Ohio Revised Code Section 4723.09 (2)(b), an applicant who entered a pre-licensure nursing education program on or after June 1, 2003 must complete a criminal records check by the Bureau of Criminal Identification and Investigation (BCI) and a check by the Federal Bureau of Investigation (FBI) before applying for licensure in Ohio. The applicant will not be granted licensure to practice nursing in Ohio if the applicant has been convicted of, plead guilty to, or had a judicial finding of guilt for violating any of the following sections of the Ohio Revised Code or a substantially similar law of another state, the United States, or another country:

- 2903.01 (aggravated murder)
- 2903.02 (murder)
- 2903.03 (voluntary manslaughter)
- 2903.11 (felonious assault)
- 2905.01 (kidnapping)
- 2907.02 (rape)
- 2907.03 (sexual battery)
- 2907.05 (gross sexual imposition)
- 2909.02 (aggravated arson)
- 2911.01 (aggravated robbery)
- 2911.11 (aggravated burglary)

If an applicant has been convicted of, pleaded guilty to, or had a judicial finding of guilt for violating the above sections of the Ohio Revised Code, the applicant will not be able to complete the clinical requirements, long term care facilities with the aged and with pediatric clients, and as such will not be licensed. Therefore, the applicant will not be admitted to the program. In the event such a violation is discovered or takes place after admission, the student will be immediately dismissed.

Requirements For Application For Licensure As A Nurse

Each applicant for licensure will be required to answer questions on the Ohio Board of Nursing application related to certain past behaviors or legal history. Applicants must report to the Board if they have been convicted of, found guilty of, pled guilty to, or pled no contest to certain crimes, including crimes that have been expunged if the crime has a direct or substantial relationship to nursing practice. Applicants must also disclose a past history of substance abuse or behavioral health disorders. It is critical that all questions on the application for licensure be answered honestly, since misrepresentation may constitute fraud or deception and may result in permanent denial of a nursing license. Students are urged to seek legal counsel if applicable.
The student may view the complete application for licensure in Ohio at www.nursing.ohio.gov. Each student is urged to carefully read the compliance page from the Ohio Board of Nursing Application for Licensure by Examination to Practice Nursing in Ohio. (Also see Appendix for a copy of the Compliance page.) The Ohio Board of Nursing cannot advise an individual before entry into a nursing program concerning ability to take the licensure exam at the completion of the program.

**Student Records**

The School maintains a secured file for each student in accordance with the Rules set forth by the Ohio Board of Nursing. These records will only be available to authorized persons. A written Release of Information form must be signed by the student before any data from this file is released. The following items are included in each permanent file:

- Audit Request Forms
- Interview Information Form
- College/Vocational, Other Transcripts
- The School of Nursing at CVCC Transcript
- Computer Network/Internet User Agreement
- Photo Permission
- Confidentiality Statement
- Pre-Entrance Test Results
- Contract
- Physical Exam & Supporting Medical
- Written requests releasing transcripts
- Information
- Graduation Photo
- Reference Forms
- High School/GED Transcript
- Release Policy
- STNA Articulation Request

Official grade transcripts are available for a fee. A Transcript Request Form may be found on the CVCC website, [www.cvccworks.edu](http://www.cvccworks.edu), completed and returned to the nursing office with the required fee. Allow 5-10 business days for processing. Only official grade transcripts are released; all other documents are the property of the school and will not be copied unless required by court order.

Financial Aid file is maintained for five (5) years from date of completion of program and then is shredded. If a student is in a default status with the Federal Financial Aid Program Title IV, grade transcripts and references will be withheld until corrective action is taken. All other documents/paperwork regarding the enrollment period are removed from the permanent record.

**Liability Insurance**

Students are required to carry $2,000,000/$5,000,000 minimum liability insurance as a student practical nurse. This insurance is obtained by the school and the cost is included in fees. Students are not permitted to go into clinical area unless covered by liability insurance.
Release Policy

The student voluntarily desires to participate in this curriculum experience which includes classroom, laboratory and clinical experiences in the health care community. The student is duly aware of risks and hazards which may arise through participation in activities/experiences that may result in loss of life and/or limb and/or property. In consideration of being afforded the opportunity to participate and receive the educational benefits of this curricular experience, each student hereby voluntarily assumes all risks of illness/accident or personal damage to his person or property. Any costs pursuant to potential injury, or injury are the responsibility of the student. While at the clinical facility and/or in the school environment, the student will not be considered employees or agents of the clinical facility nor the school district. Therefore, they will be ineligible for remuneration and will not be covered by the clinical facility's social security, unemployment compensation, workers' compensation, malpractice insurance coverage, or any other benefits. The student will indemnify and hold harmless the clinical facility, and the school district, school board members, its shareholders, officers, trustees, employees, and agents from any and all liability, claims and damages, including but not limited to attorney fees and costs arising out of or related to the student's actions or activities. This release shall be binding with the signing of the Release Policy on the student, any heirs, administrators or executors. This Release Policy is a permanent part of the file. See Appendix for a copy of the Release Policy.
Graduation

Upon satisfactory completion of Throughout the Life Span Part 2 and fulfillment of all financial obligations, the student will receive a Certificate in Practical Nursing, a school pin, a cap, a career passport, and individual and class composite photos. The career passport is an individualized professional portfolio containing documents helpful to job seeking activities, such as the resume and transcript. Prior to the graduation date, students will have completed the application to sit for their licensure exam (NCLEX-PN) and Ohio Board of Nursing application for licensure in the state of Ohio. Upon graduation, these applications will be submitted to the respective organizations by the School. All current students are expected to attend the graduation ceremony.

Graduation Results

<table>
<thead>
<tr>
<th></th>
<th>2012</th>
<th>2013</th>
<th>2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrolled</td>
<td>100**</td>
<td>71***</td>
<td>89*</td>
</tr>
<tr>
<td>Withdrawn</td>
<td>14^</td>
<td>8</td>
<td>18</td>
</tr>
<tr>
<td>Non-success -</td>
<td>25</td>
<td>11</td>
<td>25</td>
</tr>
<tr>
<td>Academic/Clinical</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Graduated</td>
<td>65</td>
<td>54</td>
<td>50</td>
</tr>
<tr>
<td>Passed State Board</td>
<td>76%</td>
<td>88%</td>
<td>86%</td>
</tr>
<tr>
<td>Test on First Attempt</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Employed</td>
<td>75%</td>
<td>95%</td>
<td>96%</td>
</tr>
</tbody>
</table>

2012 Survey returned by 6% of the graduates, 75% reported employment with 1 person recently laid off.

2013 Survey returned by 82% of the graduates, 95% reported employment with 2 persons attending school.

2014 Survey of graduates reported 96% employment with 2 attending school.

* Includes 4 re-enrollees in the program
** Includes 7 re-enrollees in the program
*** Includes 2 re-enrollees in the program
^ Includes 1 Leaves of Absence
Practical Nursing Organizations

The School of Nursing at CVCC supports student and graduate involvement in vocational organizations. Each Licensed Practical Nurse is encouraged to become members in a professional organization which advocates for and promotes practical nursing.

National Federation of LPNs
111 West Main Street, Suite 100
Garner, North Carolina 27529
http://www.nflpn.org/contact.htm

LPN Association of Ohio
1310 Saint Paris Road
Springfield, Ohio 45504
http://www.lpnao.org/

National Association for Practical Nurse Education and Service, Inc. (NAPNES)
1940 Duke Street, Suite 200
Alexandria, VA 22314
http://napnes.org/

Student Survey

All Program graduates will receive a survey about one year after graduation. These surveys are very significant to the ongoing functioning of the School and are necessary to fulfill State and Federal requirements and to allow the School to continue to provide financial aid. Please take a few minutes to return this survey either by internet or by mail. Kindly also keep the School informed of any changes in address during the first year so that the survey is received.

Articulation

Students of The School of Nursing at CVCC are eligible to earn college credit for completion of the Practical Nursing program at CVCC upon graduation and becoming licensed by the Ohio Board of Nursing. Credit is granted through the Ohio Board of Regents Career-Technical Credit Transfer (CT)² system. Eligible students who plan to attend a public college or university in Ohio can request the Adult Education Director to submit official documentation to the admissions office.

Throughout the course of the Practical Nursing Program, students will have the opportunity to meet with representatives of various Registered Nursing programs to discuss ongoing educational plans.

CVCC wishes to enable a smooth transition for those graduates who wish to continue their education. Working with Cuyahoga Community College, CVCC has college credit classes available on site that support the degree requirements for nursing and other career specific degrees Cuyahoga Community College offers. Information is available on the CVCC website, and through the nursing office and adult education office.
Visiting The School

Graduates are welcome to visit to School to share stories about their new careers. Time permitting, visiting graduates may be invited to speak to current students to offer advice, encouragement and support.
AUDIT TRANSFER CREDIT REQUEST

SCHOOL YEAR: ________
FT _____ PT _____

LAST NAME (print)  FIRST NAME  SOC. SEC. NO.

ADDRESS  CITY  STATE  ZIP

REQUEST FOR: 1. __________________________________________

COLLEGE/UNIVERSITY(\$): __________________________________________

Transcripts received: YES _____ NO _____  Course Description received: YES _____ NO _____

COURSES:  DATE:  GRADE: __

________________________________________  DATE:  GRADE: __

________________________________________  DATE:  GRADE: __

The Admissions and Promotions Committee of The School of Nursing @ CVCC will review the grade transcript along with the course description(s) for Anatomy & Physiology.

Qualifications include:

- successful completion of course with a "C" or better
- completed within the last three (3) years from an accredited college or university
- a total number of contact hours equal to or greater than offered at The School of Nursing @ CVCC.

The decision to audit The School of Nursing @ CVCC course must be made within five (5) days after the course begins. If the audit request is granted, the student may be excused from class attendance or sit in on class and may choose to take tests without a grade. However, we invite you to "sit in" on Anatomy & Physiology content to reinforce your knowledge base. This decision remains for the term of Basic Nursing.

Only the courses taken at The School of Nursing @ CVCC will be incorporated into the grade point average (GPA) compiled at the close of the term. If an enrollee's GPA for Basic Nursing is not sufficient for retention and promotion to the next level of education, the audited course grade(s) may be utilized when computing the grade point average.

STUDENT'S SIGNATURE ____________________________  DATE ____________

SUPERVISOR'S SIGNATURE ____________________________  DATE APPROVED ____________

copy to enrollee

WORDFORM/ATCR 06/10, 05/12, 04/14
THE SCHOOL OF NURSING @ CVCC
STNA ARTICULATION AGREEMENT REQUEST FORM

SCHOOL YEAR: __________
FT _____ PT _____

LAST NAME (print) FIRST NAME SOC. SEC. NO.

ADDRESS CITY STATE ZIP

PLACE OF EMPLOYMENT: ___________________________
NAME OF ORGANIZATION/DIRECTOR OF NURSING

ADDRESS CITY STATE ZIP

DATE OF EMPLOYMENT __________ Date of employment by current organization

*Verification of STNA Registration by Nursing Program: YES _____ NO _____

*STNA Currently Active and in Good Standing: YES _____ NO _____

A letter (on company letterhead) is to be submitted from the Director of Nursing of your current employer. The letter is to include your name, date of employment, history of your attendance (absence/tardies), statement of performance as an STNA, typical shift and number of hours you work each pay period and must be received by the school within three (3) days if initial enrollment.

The eligible enrollee will be excused from 26 hours of Nursing Fundamentals and Life Science, however, will be expected to take all quizzes, mid terms and finals of Nursing Fundamentals passing this course with a minimum of 80.0%. An affirmative response by the Admissions and Promotions Committee does not alter the cost of education.

ENROLLEES SIGNATURE __________________________ DATE __________

SUBMITTED TO ADMISSIONS AND PROMOTIONS COMMITTEE: ________________________________ DATE __________

_____________Accepted ___________Denied

Pattie Mandula, Supervisor (or designee)
800-582-5908 x298 • www.cvccworks.com

* Verified by staff NAR @ odh.ohio.gov or 1-800-582-5908 In State Registry.

COPY TO ENROLLEE
FORMS/STNAARTICULATION 06/09, 6/10, 5/14

OVER →
STNA ARTICULATION (26 contact hours of credit)

ELIGIBILITY: Full or Part-time enrollee in the practical nursing program

- Current, valid Certification as STNA in the State of Ohio, in good standing, and without restrictions who may be currently employed

- The enrollee provides authorization to the School of Nursing @ CVCC to verify STNA status & contact reference person indentified.

- Certification must remain valid throughout the period of coursework

- Must complete and submit the STNA Articulation Request Form within three (3) days of initial enrollment in Basic Nursing.

- STNA shall be responsible to study and learn the material, as well as to sit for all quizzes and exams of course content.

- STNA is always encouraged to attend, and actively participate in all classes, in order to enrich his/her understanding of the content

- The 26 hours of audited content does not impact the enrollee's fees or costs of education

- This is an optional opportunity that can be rescinded by the enrollee at any time

- The School of Nursing will retain the option to rescind said STNA Articulation Agreement at any time, based on academic, clinical, or attendance issues which impact the potential success in the nursing program

- The Articulation Agreement represents an opportunity for only the Basic Nursing portion of the program.
THE SCHOOL OF NURSING AT CVCC
CLINICAL EXPERIENCE – PROGRESS REPORT

ENROLLEE'S NAME ___________________________ CLINICAL ______
DATE & CLINICAL AREA ________________________ TARDY ______
DATE & CLINICAL AREA ________________________ ABSENT ______
DATE & CLINICAL AREA ________________________

BASIC ____ ADVANCED ____ FULL-TIME ____ PART-TIME ____

TERMS -Related to Level Objectives:
Basic Nursing Clients - Adult, non-critically ill client requiring basic nursing skills.
Advanced Nursing Clients - Clients of all ages critically and acutely ill requiring basic and
advanced nursing skills.
Minimal Supervision -The SPN will be held responsible for independent performance of
basic nursing skills after demonstrating competence under supervision.

KEY:
S - Satisfactory - Consistently accurate or correct in relating to health, safety, knowledge base, and
delivery of care. Punctual, displays a positive affect of a personal and vocational nature,
desirable behavior and work habits. Meets objectives of the course with minimal or no guidance.

NI - Needs Improvement – Inconsistent performance, incorrect, inaccurate, not punctual, undesirable
behavior or work habits, application of knowledge base, delivery of care and issues relating to
health, safety, or affect of a personal and vocational nature, needs considerable guidance to meet
objectives of course.

U - Unsatisfactory - unsafe practices, lack of application or transfer of knowledge, carelessness,
undesirable practices in delivery care and issues relating to health, safety, affect, habits or skills
of a personal and vocational nature - may necessitate immediate dismissal from program.

NOTE: Your signature indicates that you have met with the clinical faculty (or designee) and read the
clinical progress report. You may elect to write a response to the Progress Report.

ATTITUDE - PROFESSIONAL BEHAVIOR
1. Practices expected standards of personal appearance,
   health habits and hygiene

2. Demonstrates desirable professional and ethical behaviors

3. Responds to opportunities for individual learning

4. Develops and continues to demonstrate positive relationships

5. Benefits from constructive criticism by a positive change
   in behavior
PHYSICAL AND PSYCHO-SOCIAL NEEDS OF THE CLIENT

6. Correlates theory with practice

7. Demonstrates effective organization

8. Provides for client's needs related to:
   a. Communication
   b. Elimination
   c. Emotions
   d. Mobility
   e. Nutrition
   f. Personal Hygiene
   g. Safety
   h. Teaching

9. Implements principles of asepsis

10. Utilizes appropriate body mechanics

11. Assesses and recognizes client's physical & emotional condition

12. Modifies basic nursing care to meet client's physical and psychosocial state and cultural preferences

13. Utilizes the process of critical thinking / clinical judgment

14. Utilizes available resources before proceeding with client care

UTILITYIZATION OF THE NURSING PROCESS

15. Incorporates medical terminology appropriately

16. Demonstrates accurate data collection skills

17. Reports significant changes immediately to appropriate person(s)

18. Maintains documentation in a timely manner

19. Spells correctly, documents legibly

20. Demonstrates progression in refinement of patient care worksheets

_Narrative summative evaluation attached – see next page._
CONTRACT WITH

THE SCHOOL OF NURSING AT CYCC

I, ________________________________, do hereby enroll in The School of Nursing at Cuyahoga Valley Career Center (CVCC) this __________ day of __________________________, 20____.

I have read and fully understand the policies, rules and regulations set forth in the Student Handbook for the entry into The School of Nursing at CVCC.

I will abide by these policies, rules and regulations and understand that the School will also abide by this contract. This document becomes a permanent part of my file.

______________________________  __________________________
Signature                        Date

09/10, 05/11, 05/12

nursingshar/forms/studentcontract
CONFIDENTIALITY STATEMENT*

FOR STUDENT CLINICAL EXPERIENCE

I, _______________________________, understand that in the performance of my duties during my clinical experience at all clinical sites, any and all acute care sites, long term care facilities and all facilities wherein I have clinical observational enrichment experiences and opportunities, I have access to and/or am involved in the processing of information and data, I understand that:

- I have a legal obligation to hold confidential all information including computerized data information from charts and records to which I may have access, and will only discuss this information with those individuals who require this information in order to carry out their job responsibilities and facilitate the educational process.

- I will not intentionally attempt to gain access to areas that are not needed for the performance of my clinical experience.

- Password if assigned is unique to me and is not transferable.

- I am solely and fully accountable for any information entered into the system under my password. I will notify my clinical instructor/ supervisor and/or the system manager (or designee) immediately if I suspect that someone has gained unauthorized access to my password or documentation.

I understand that I am required to maintain the confidentiality of this data at all times during, after, and following my clinical experience and remains a legal compliance expectation without ending. I understand that I do not have any right to take photos, videos, or recording of clients/residents/or children in the clinical environments. I understand that a violation of these confidentiality considerations will result in termination of clinical experience, possible legal action, and dismissal from the program.

Dated this ___ day of _________________, 20__.

Name (please print)

Signature

*This Confidentiality Statement is applicable to ALL clinical sites connected to the School of Nursing Program at Cuyahoga Valley Career Center and becomes part of the individuals’ personal file. 08/14
CUYAHOGA VALLEY CAREER CENTER
STUDENT
Computer Network/Internet User
Guidelines and Agreement

To access e-mail and/or the Internet at school, students under the age of eighteen (18) must obtain parent permission and must sign and return this form. Students eighteen (18) and over may sign their own forms.

It is essential for each user on the network to recognize his/her responsibility in having access to vast services, sites, systems, and people. Use of the network must be in support of education and research consistent with Board of Education policies. All programs to be downloaded and/or installed are to be done through the Technology Department. Under no circumstances should a student be permitted to download/install software without consent of the Technology Department.

Cuyahoga Valley Career Center reserves the right to monitor Internet activity and to remove user accounts for any violation of the Career Center’s policy and/or Internet practices listed herein. No use of the network shall serve to disrupt network use by others or seriously degrade network performance. This includes vandalism which is defined as any malicious attempt to alter, destroy, or reduce the usability of data of another user, agency, or network. This includes, but is not limited to, the uploading or creation of computer viruses, or other destructive techniques. Equipment including, but not limited to, hardware or software shall not be destroyed, modified, or abused in any way.

Students should be aware that there is no expectation of privacy in the use of electronic mail or the Internet when using school facilities for access: system administrators and operators can access mail, and mail software may misdirect messages. The school reserves the right but does not assume the obligation to monitor such access. Messages relating to, or in support of, illegal activities will be reported to appropriate authorities.

The Board has implemented technology protection measures which block/filter Internet access to visual displays that are obscene, child pornography or harmful to minors. The Board also monitors online activity of students in an effort to restrict access to child pornography and other material that is obscene, inappropriate and/or harmful to minors. Nevertheless, parents/guardians are advised that determined users may be able to gain access to information, communication and/or services on the Internet which the Board of Education has not authorized for educational purposes and/or which they and/or their parents/guardians may find inappropriate, offensive, objectionable or controversial. Parents/Guardians assume this risk by consenting to allow their students to participate in the use of the Internet. Students accessing the Internet through the school’s computers assume personal responsibility and liability, both civil and criminal, for unauthorized or inappropriate use of the Internet. Illegal activities of any nature are strictly forbidden and will be reported to the appropriate authorities. Violators will lose network privileges which may impact successful program completion for unauthorized persons for the school year, and may face possible prosecution. These activities include, but are not limited to, the following:

1. The illegal installation of copyrighted software
2. Use of the network to access, or process, pornographic material or inappropriate text
3. Transmission, or reception, of any material in violation of U.S. or state regulations including, but not limited to, copyrighted material, threatening or obscene materials, or material protected by trade secret
4. Any reporting of private communications without prior consent of the author. (All outside communications and information accessible via the network should be assumed to be private property.)
5. Any attempts to bypass the security or filtering/protection measures.

Declaration of Understanding and Adherence

I have read the “Computer Network/Internet User Guidelines and Agreement” document; understand it; and agree to adhere to the principles and procedures detailed within. Should I breach the guidelines, I
understand that I will lose all network privileges on the Internet and may be subject to disciplinary actions as listed in the student/parent handbook.

To the extent that proprietary rights in the design of a web site hosted on the Board’s servers would vest in me/my child upon creation, I agree to assign those rights to the board, and give permission for:

1. me/my child to use and access the Internet at school and for the Board to issue network access log-in code to me/my child.
2. for the Board to transmit “live” images of me/my child (as part of a group) over the Internet, or through videoconferencing
3. I authorize and license the Board to post my/my child’s class work on the Internet without infringing upon any copyright I/my child may own with respect to such class work. I understand only my/my child’s first name will accompany such class work.

Student:

I have read and agree to abide by the Computer Network/Internet User Guidelines and Agreement. I understand that any violation of the terms and conditions set forth in the Agreement is inappropriate and may constitute a criminal offense. As a user of the Board’s computers/network and the Internet, I agree to communicate over the Internet and the Network in an appropriate manner, honoring all relevant laws, restrictions and guidelines. I understand that if internet and network privileges are lost, this may result in my inability to successfully complete the program.

Student Signature __________________________ Name (Please Print) __________________________

Date __________________________ Program Name __________________________

Student Under the Age of Eighteen (18) Must Also Have Parent/Guardian Sign:

As the parent/guardian of this student, I have read the Computer Network/Internet User Guidelines and Agreement, and have discussed it with my child. I understand that student access to the Internet is designed for educational purposes and that the Board has taken available precautions to restrict and/or control student access to material on the Internet that is obscene, objectionable, inappropriate and/or harmful to minors. However, I recognize that it is impossible for the Board to restrict access to all objectionable and/or controversial materials that may be found on the Internet. I will not hold the Board (or any of its employees, administrators or officers) responsible for materials my child may acquire or come in contact with while on the Internet. Additionally, I accept responsibility for communicating to my child guidance concerning his/her acceptable use of the Internet – i.e., setting and conveying standards for my daughter/son to follow when selecting, sharing and exploring information and resources on the Internet. I further understand that students and parents/guardians may be liable for violations.

Parent/Guardian __________________________ Date __________________________

The Director of Curriculum & Technology, along with teachers and principals are responsible for determining what is unauthorized or inappropriate use. The principal may deny, revoke or suspend access to the Network/Internet to individuals who violate the Board’s Computer Network/Internet User Guidelines and Agreement and take such other disciplinary action as is appropriate pursuant to the Student Code of Conduct.

Revised 6/14/06) Form 7540.02 F1
F) COMPLIANCE

Please circle “Yes” or “No” to each question. Your application is not complete until the Board has received ALL required documents.

**CAUTION:** False, and/or misleading information provided by an applicant may result in the denial/permanent denial of a license/certificate.

<table>
<thead>
<tr>
<th>1. Have you EVER been convicted of, found guilty of, pled guilty to, pled no contest to, pled not guilty by reason of insanity to, entered an Alford plea, received treatment or intervention in lieu of conviction, or been found eligible for pretrial diversion or a similar program for any of the following crimes? This includes crimes that have been expunged IF there is a direct and substantial relationship to nursing practice. Please answer BOTH questions a and b.</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. A felony in Ohio, another state, commonwealth, territory, province, or country?</td>
</tr>
<tr>
<td>b. A misdemeanor in Ohio, another state, commonwealth, territory, province, or country?</td>
</tr>
</tbody>
</table>

(This does not include traffic violations unless they are DUI/OVI)

| 2. Have you ever been found to be mentally ill or mentally incompetent by a probate court? | Yes | No |

<table>
<thead>
<tr>
<th>If you answered “Yes” to a box above, you are required to provide the Board with a written explanation of the events including the date, county and state in which the events occurred (attach a separate sheet to this application), and a certified copy of the indictment(s) or criminal complaint(s), plea(s), journal entry(s) from the appropriate court. A copy of the court docket or case summary does not meet this requirement.</th>
</tr>
</thead>
<tbody>
<tr>
<td>3. Has any board, bureau, department, agency or other body, including those in Ohio, other than this Board, in any way limited, restricted, suspended, or revoked any professional license, certificate, or registration granted to you; placed you on probation; or imposed a fine, censure, or reprimand against you? Have you ever voluntarily surrendered, resigned, or otherwise forfeited any professional license, certificate, or registration?</td>
</tr>
</tbody>
</table>

| 4. Have you ever, for any reason, been denied an application, issuance, or renewal for licensure, certification, registration, or the privilege of taking an examination, in any state (including Ohio), commonwealth, territory, province, or country? | Yes | No |

| 5. Have you ever entered into an agreement of any kind, whether oral or written, with respect to a professional license, certificate, or registration in lieu of or in order to avoid formal disciplinary action, with any board, bureau, department, agency, or other body, including those in Ohio, other than this Board? | Yes | No |

| 6. Have you been notified of any current investigation of you, or have you ever been notified of any formal charges, allegations, or complaints filed against you by any board, bureau, department, agency, or other body, including those in Ohio, other than this Board, with respect to a professional license, certificate, or registration? | Yes | No |

**If you answered “Yes” to questions 3-6, you are required to provide the Board with a written explanation and certified copies of any documents.**

| 7. Have you ever been diagnosed as having, or have you been treated for, pedophilia, exhibitionism, or voyeurism? | Yes | No |

| 8. Within the last five years, have you been diagnosed with or have you been treated for bipolar disorder, schizophrenia, paranoia, or any other psychotic disorder? | Yes | No |

| 9. Have you, since attaining the age of eighteen or within the last five years, whichever period is shorter, been admitted to a hospital or other facility for the treatment of bipolar disorder, schizophrenia, paranoia, or any other psychotic disorder? | Yes | No |

**If you answered “Yes” to question 7-9 you are required to provide a written explanation, including date(s) of diagnosis or treatment, and a description of your present condition. Include the name, current mailing address, and telephone number of each person who treated you, as well as each facility where you received treatment, and the reason for treatment. Have each treating physician submit a letter detailing the dates of treatment, diagnosis and prognosis.**

| 10. Are you currently engaged in the illegal use of chemical substances or controlled substances? | Yes | No |

For this question “Currently” does not mean on the day of, or even weeks or months preceding the completion of this application. Rather, it means recently enough so that the use of drugs may have an ongoing impact on one’s functioning as a certificate holder or licensee, or within the past two years. “Illegal use of chemical substances or controlled substance” means the use of chemical substances or controlled substances obtained illegally (e.g. heroin, cocaine, or methamphetamine) as well as the use of controlled substances, which are not obtained pursuant to a valid prescription, or not taken in accordance with the direction of a licensed healthcare practitioner.

| a. If you answered, “Yes” to question 10, are you currently participating in a supervised rehabilitation program or professional assistance program which monitors you in order to assure that you are not illegally using chemical substances or controlled substances? | Yes | No |

If you answered “Yes”, you are required to provide a written explanation.

If you are participating in a monitoring program, you are required to cause the respective program to provide information detailing your participation in and compliance with the program.

| 11. Have you been notified of any proceeding to determine whether you may be subject to listing on the Sexual Civil Child Abuse Registry established by the Ohio attorney general pursuant to section 3797.08 of the Revised Code, and/or are you listed on that registry? | Yes | No |

| 12. Are you required to register, under Ohio law, the law of another state, the U.S., or a foreign country, as a sex offender? | Yes | No |

**IF ANY QUESTION IS LEFT UNANSWERED, APPLICATION WILL BE RETURNED.**

Revised 10/2013
**EXAM COMPLETED AFTER MAY 12, 2015**

SUBMIT FORM TO SCHOOL on or before August 12, 2015

<table>
<thead>
<tr>
<th>LAST NAME</th>
<th>FIRST</th>
<th>MIDDLE</th>
<th>D.O.B.</th>
<th>SEX</th>
<th>MARITAL STATUS</th>
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<td>STREET ADDRESS</td>
<td>CITY</td>
<td>STATE</td>
<td>ZIP</td>
<td>PHONE NO.</td>
<td></td>
</tr>
</tbody>
</table>

---

**REQUIRED BY CLINICAL LEARNING SITES**

- **TB Testing – Completed any time after May 12, 2015**
  - 2 Step PPD – Mantoux
    - Step 1
    - Step 2
    - (date) (result)
    - (date) (result)
    - If you currently work in health care that requires an Annual TB test, documentation must be provided for current TB test and the initial 2 Step Mantoux TB test results or chest X-ray.

- **Hepatitis B Vaccinations (series of three with dates)**
  - #1
  - #2
  - #3
  - (date) (result)
  - OR Hepatitis Titer
  - OR Waiver signed and returned to the school.

- **Mumps Immunity**
  - Documentation of Immunity MMR
  - (date)
  - OR Positive titer (date and results)
  - (date) (result)
  - OR Date of diagnosed mumps
  - (date)

- **Rubella (German Measles)**
  - Documentation of Immunity MMR
  - (date)
  - OR Positive titer (date and results)
  - (date) (result)

- **Rubeola (regular measles)**
  - Documentation of Immunity MMR
  - (date)
  - OR Positive titer (date and results)
  - (date) (result)

- **Poliomyelitis – Routine Immunizations**
  - #1
  - (date)

- **Tetanus – Diphtheria (DT) Toxoid Booster**
  - Within the last 10 years
  - (date)

- **Varicella (chicken pox)** – Those with no prior history of
  - Chicken pox, 2 varicella vaccines are required (list dates)
  - #1
  - #2
  - OR Positive Titer [date and Results]
  - (date) (result)
  - OR Documented History of Chicken Pox
  - (date)

---

*Students born after 1958 should receive at least one dose of MMR vaccine.*

*All immunizations are current for candidate – exclusion may include those with life threatening allergies, pregnant and/or immune suppressed.*
Mark Appropriate Space:

Allergies  YES NO  GI Disturbances  YES NO  Nervousness  YES NO
Asthma  YES NO  Heart Disease  YES NO  Seizure Disorder  YES NO
Backaches  YES NO  High Blood Pressure  YES NO  Shortness of Breath  YES NO
Chronic cough  YES NO  Infected Sinuses  YES NO  Swollen/painful joints  YES NO
Frequent sore throats/colds  YES NO  Kidney Infections/Stones  YES NO  Varicose Veins  YES NO
Frequent headaches  YES NO  Liver Disease  YES NO  Venereal disease  YES NO

Health History, Medical Problems, Previous Operations


Previous Serious Illness

HEIGHT _____ WEIGHT _____ TEMPERATURE _____ PULSE _____ RESPIRATION _____ BLOOD PRESSURE _____

NORMAL  ABNORMAL  EXPLANATION OF FINDINGS

<p>| | |</p>
<table>
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<tr>
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<tr>
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<tr>
<td>EYES</td>
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<td>HEART</td>
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<tr>
<td>LUNGS</td>
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<td>MUSCULO-SKELETAL</td>
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<td>SKIN</td>
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<tr>
<td>SPINE (CURVATURE)</td>
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</tr>
<tr>
<td>THYROID</td>
<td></td>
</tr>
</tbody>
</table>

Currently receiving therapy or medications  Yes_____ No_____ specify________

Has person been treated for any nervous disorder or emotional stress?
Yes_____ No_____ Current treatment/medication________

This individual's health status qualifies them to work directly with patients.  Yes______ No______

Physician Signature  Phone No.  Date

I certify that the information on this record is accurate and complete. I understand if I offer false, misleading or incomplete information, I may be subject to dismissal from the School of Nursing at CVCC. Additionally, you have my permission to call/contact the evaluating physician/organization regarding the accuracy and completeness of this physical examination record and submit same to clinical partners.

Please make copies of all health records for your own file before submission to the school as no copies will be made for you at a later date.

Applicant Signature  Date

NURSSHAR/CLASSOF1516/MED-1516
04/10, 03/11, 0312, 0413, 0414, 0415
Photo/Image Release Permission
(Adults and Adult Ed. Students)
CUYAHOGA VALLEY CAREER CENTER

Adult's Name:_________________________________________________________
Address:______________________________________________________________
Telephone Number:_____________________________________________________
CVCC Course(s) enrolled in (if applicable): School of Nursing @ CVCC
Relationship to CVCC:__________________________________________________

FOR PUBLICATION, WEB SITE POSTING, ELECTRONIC TRANSMISSION & DIGITAL IMAGE

I authorize Cuyahoga Valley Career Center (CVCC) Board of Education, its officials, employees, agents, etc., to utilize, release, and/or publish a picture of myself in school publications and to utilize, release images/photos of me to other publications. Use of published photo will be limited to school-related purposes.

Furthermore, I grant permission for CVCC to electronically transmit my picture/class work to be used in any or all of the following methods: CVCC Web site, video-conferencing sessions, CVCC intranet, digital videography projects and/or school-related web cams. Use of posting on the Internet will be limited to school-related purposes. Typical uses include awards and recognition and participation in school activities.

Print Name

__________________________
Signature __________________ Date

**************************************************************************************************

(Images may be used on a perpetual basis.)
RELEASE POLICY

The adult student voluntarily desires to participate in this curriculum experience which includes classroom, laboratory and clinical experiences in the health care community. The student is duly aware of risks and hazards, which may arise through participation in activities/experiences that may result in loss of life and/or limb and/or property. In consideration of being afforded the opportunity to participate and receive the educational benefits of this curricular experience, each student hereby voluntarily assumes all risks of illness/accident or personal damage to his person or property. Any costs pursuant to potential injury, or injury are the responsibility of the adult student. While at the facility and/or in the school environment, the adult students will not be considered as employees or agents of the facility nor of the school district. Therefore, they will be ineligible for remuneration and will not be covered by the facility's social security, unemployment compensation, workers' compensation, malpractice insurance coverage, or any other benefits. The adult student will indemnify and hold harmless the facility, and the school district, school board members, its shareholders, officers, trustees, employees, and agents from any and all liability, claims and damages, including but not limited to attorney fees and costs arising out of or related to the student’s actions or activities. This release shall be binding with the signing of the contract on the student, any heirs, administrators or executors. This contract is a permanent part of your file at CVCC.

Print Name

Date

Signature

Word/NursHar/FORMS/cvcc/ReleasePolicyform
RELEASE OF INFORMATION FORM
THE SCHOOL OF NURSING AT CVCC

Print: Last Name  First Name  Middle

I, (print name)__________________________________________, authorize the School of Nursing at the Cuyahoga Valley Career Center to release any supporting documentation relating to fingerprinting checks, drug screening, physical examination, or any other documentation from my student file to the clinical sites currently contracted with the School of Nursing. The above listed documentation is a requirement of contracted clinical sites the School of Nursing at CVCC students attend.

Name:__________________________________________________
(print)
Signature:____________________________________________

Social Security #:_______________________________________

Date:___________________________________________________

nursshar/cvccFORMS/documentreleaseform
# THE SCHOOL OF NURSING AT CVCC
## TEXTBOOK LIST
### 2015-2016

<table>
<thead>
<tr>
<th>Textbook</th>
<th>Publisher</th>
<th>ISBN</th>
<th>PRICE</th>
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<tbody>
<tr>
<td>Foundations of Nursing - 7th Edition</td>
<td>Elsevier/Cooper</td>
<td>9780323100014</td>
<td>116.00</td>
</tr>
<tr>
<td>Adult Health Nursing - 7th Edition (BUNDLE PACKAGE)</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Study Guide for Foundations and Adult</td>
<td>Elsevier/Cooper</td>
<td>9780323112192</td>
<td>42.00</td>
</tr>
<tr>
<td>Health Nursing - 7th Edition</td>
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</tr>
<tr>
<td>Success in Practical Vocational Nursing - 7th Edition</td>
<td>Elsevier/Hill Howlett</td>
<td>9781455703357</td>
<td>50.00</td>
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<tr>
<td>Structure and Function of the Body - 14th Edition</td>
<td>Elsevier/Thibodeau</td>
<td>9780323077224</td>
<td>56.00</td>
</tr>
<tr>
<td>Taber's Cyclopedic Medical Dictionary – 22nd Edition (or 21st Edition)</td>
<td>F.A. Davis Company/Venes</td>
<td>9780803629776</td>
<td>35.00</td>
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<tr>
<td>Davis's Drug Guide for Nurses w/CD – 14th Edition</td>
<td>F.A. Davis Company/Vallerand</td>
<td>9780803628335</td>
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<tr>
<td>Nurse's Guide to Laboratory and Diagnostic Tests – 2nd Edition</td>
<td>Elsevier/Malarkey</td>
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<tr>
<td>Basic Pharmacology for Nurses, Mosby - 16th Edition (or 15th Edition)</td>
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<tr>
<td><strong>TOTAL</strong></td>
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</table>
THE SCHOOL OF NURSING AT CVCC
TEXTBOOK ORDER FORM – FULL TIME CLASS OF 2015-2016
PART TIME CLASS OF 2015-2017

Last Name, First Name (print)

I will purchase the required textbooks on my own (refer to ISBN numbers listed below). I understand that I am responsible to obtain ALL required textbooks, with the most current editions. I also understand that I am financially responsible for the supplies/fees listed on the Cost of Education (see cost of education for due date). RETURN THIS FORM TO THE SCHOOL WITHIN 7-10 DAYS OF THE DATE OF YOUR ENROLLMENT LETTER.

I will purchase the required textbooks from CVCC.

<table>
<thead>
<tr>
<th>Textbook</th>
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<th>COST</th>
</tr>
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<tbody>
<tr>
<td>Foundations of Nursing - 7th Edition</td>
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<tr>
<td>Adult Health Nursing - 7th Edition</td>
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<tr>
<td>Study Guide for Foundations and Adult Health Nursing - 7th Edition</td>
<td>Elsevier/Cooper</td>
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<td>Comprehensive Review for the NCLEX-PN Examination - 6th Edition</td>
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<td>9781458703357</td>
<td>50.00</td>
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<tr>
<td>Success in Practical Vocational Nursing - 7th Edition</td>
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</tr>
</tbody>
</table>

Signature

Date

SCHOOL COPY – COMPLETE AND RETURN TO SCHOOL
# THE SCHOOL OF NURSING AT CUYAHOGA VALLEY CAREER CENTER
2015-2016 - SCHOOL YEAR - COST OF EDUCATION

<table>
<thead>
<tr>
<th>Tuition</th>
<th>Program Cost</th>
<th>Amount Due</th>
<th>Date Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>$12,200</td>
<td>$5,800</td>
<td>August 12, 2015</td>
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</tr>
<tr>
<td>$3,900</td>
<td>$3,900</td>
<td>December 7, 2015</td>
<td></td>
</tr>
<tr>
<td>$2,500</td>
<td>$2,500</td>
<td>February 22, 2016</td>
<td></td>
</tr>
</tbody>
</table>

| Pre-Entrance Test | $50 |
| Interview Fee     | $50 |
| Non-Refundable Administrative Seat Fee | $200 |

## Textbooks
- Adult Health Nursing and Foundations of Nursing Textbooks (bundled) $116
- Adult Health Nursing and Foundations of Nursing Study Guide $42
- A & P/Structure and Function of the Body $56
- Dictionary $35
- Drug Guide $37
- Laboratory Test Book $57
- NCLEX-PN $48
- Practical & Vocational $50
- Pharmacology $70

Total Books: $546

## Required Fees and Costs
- Fingerprinting x 2 $150
- Lab Fees/Supplies $200
- Library/Computer Fees $140
- Malpractice Insurance $28
- Nursing LPN Magazine $40
- Portfolio $20
- Testing $42

Total Fees: $620

## Uniforms
- 2 or 3 Uniforms (Varies with sizing)
- Student Nursing Kit (from uniform company)
- White Shoes or Nurse's Oxfords
- Watch with Second Hand

Total: $250 (avg.)

## Miscellaneous Other Fees (self pay)
- Physical exam and drug screen $300 (estimate)
- CPR Card (Health Care Provider) AHA $65 (estimate)

Financial aid processed for eligible candidates.

Pattie Mandula, RN, MBA/HCM, BSN, Supervisor and Martha Sluka, Financial Aid Specialist
The School of Nursing at CVCC
THE SCHOOL OF NURSING AT
CUYAHOGA VALLEY CAREER CENTER
FULL TIME CLASS OF 2015-2016
TENTATIVE COURSE DATES

BASIC AND ADVANCED NURSING COURSES

SCHOOL YEAR – August 12, 2015 - June 9, 2016

OPENING DAY – August 12, 2016

BASIC NURSING – August 12, 2015 – December 4, 2016

ADVANCED NURSING – December 7, 2015 - through June 9, 2016

Care of the Client Throughout the Lifespan – Part I
December 7, 2015 through March 18, 2016

Care of the Client Throughout the Lifespan – Part II

IMPORTANT DATES/HOLIDAYS/RECESSES

September 7, 2015 – Labor Day – No Class
November 25-27, 2015 – Thanksgiving Recess – No Class
December 10, 2015 – Candlelighting, Class of 2016 (attendance required)
January 18, 2016 – Martin Luther King, Jr. Day
February 15, 2016 - President’s Day – No Class
March 25, 2016 – April 3, 2016 – Spring Break – No Classes
May 30, 2016 – Memorial Day – No Classes
June 2, 2016 – Candlelighting – Class of 2017 (attendance required)
June 9, 2016 – Graduation – Class of 2016 (attendance required)
## The School of Nursing At Cuyahoga Valley Career Center
### School Calendar – FULL TIME CLASS OF 2016
(Tentative Calendar)

### Course Schedule:

**Basic Nursing**
- August 12 – Dec 4, 2015

**Advanced Nursing**

**Care of the Client Throughout The Lifespan – Part I**
- Dec 7, 2015–March 11, 2016

**Care of the Client Throughout The Lifespan – Part II**

### Class Hours/Days – 7:30 a.m. – 3:30 p.m. Monday through Friday
### Clinical Hours – 6:45 a.m. – 11:30 a.m. or 3:00 p.m. (days vary with term, typically Mon, Tue, Wed)

No School =
- September 7, 2015 – Labor Day – No Class
- November 25-27, 2015 – Thanksgiving Recess – No Class
- December 10, 2015 – Candlelighting, Class of 2016 (attendance required)
- January 18, 2016 – Martin Luther King, Jr. Day
- February 15, 2016 - President's Day – No Class
- March 25, 2016 – April 3, 2016 – Spring Break – No Classes
- May 30, 2016 – Memorial Day – No Classes
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- June 9, 2016 – Graduation – Class of 2016 (attendance required)
# THE SCHOOL OF NURSING AT CUYAHOGA VALLEY CAREER CENTER
## COST OF EDUCATION – PART TIME DAY AND WEEKEND PROGRAM
### 2015/2017 SCHOOL YEAR

<table>
<thead>
<tr>
<th>Program</th>
<th>Cost</th>
<th>Due Date</th>
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<tr>
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<td><strong>Pre-Entrance Test</strong></td>
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<td><strong>Application Fee</strong></td>
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<tr>
<td><strong>Non-Refundable Administrative Seat Fee</strong></td>
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<td><strong>Textbooks</strong></td>
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<td>Adult Health Nursing and Foundations</td>
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<tr>
<td>A &amp; P/Structure and Function of the Body</td>
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**Textbook Subtotal $546-b**

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<td>Malpractice Insurance</td>
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<tr>
<td>Fingerprinting x 2</td>
<td>150-b*</td>
<td>$75</td>
</tr>
</tbody>
</table>

**Fees Subtotal $688-b**

<table>
<thead>
<tr>
<th>Program</th>
<th>Cost</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Book Fee ($334) / Required Fees and Supplies ($295)</td>
<td>$629</td>
<td>Due September 14, 2015</td>
</tr>
<tr>
<td>2nd Book Fee ($212) / Required Fees and Supplies ($250)</td>
<td>$462</td>
<td>Due February 22, 2016</td>
</tr>
<tr>
<td>3rd Required Insurance/Renewal Fees/Fingerprint ($143)</td>
<td>$143</td>
<td>Due January 4, 2017</td>
</tr>
</tbody>
</table>

**TOTAL TEXTBOOK/REQUERIED FEES $1,234**

<table>
<thead>
<tr>
<th>Program</th>
<th>Cost</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Uniforms</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3 Uniforms (Varies with sizing)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student Nursing Kit (from uniform company)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>White Shoes or Nurse's Oxfords</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Watch with Second Hand</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL $13,984**

<table>
<thead>
<tr>
<th>Program</th>
<th>Cost</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Miscellaneous Other Fees (self pay)</strong></td>
<td>$250 (avg.)</td>
<td>December, 2015</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Program</th>
<th>Cost</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Physical exam estimated cost/drug screen</td>
<td>$300-b (estimate)</td>
<td>September 21, 2015</td>
</tr>
<tr>
<td>CPR Card (Health Care Provider) AHA</td>
<td>$65 (estimate)</td>
<td>September 21, 2015</td>
</tr>
</tbody>
</table>

-a may be adjusted upward if additional supporting vocational education funds are withdrawn
-b required fees and costs going to third party - may be adjusted if third party costs increase
-c The non-refundable $200.00 administrative fee will be utilized to pay a portion of your graduation costs, state board application fee, NCLEX-PN test, school pin, diploma, and graduation photo providing you are graduated as initially scheduled.

*Required renewal fees

Financial aid processed for eligible candidates.

Pattie J. Mandula, Supervisor and Martha Sluka,
Financial Aid Specialist - The School of Nursing at CVCC
BASIC AND ADVANCED NURSING COURSES

SCHOOL YEAR – September 21, 2015 (Opening Day) – June 8, 2017 (Graduation)

BASIC NURSING – September 21, through June 3, 2016

ADVANCED NURSING – June 6, 2016 through June 8, 2017
Care of the Client throughout the Lifespan – Part 1
June 6, 2016 through December 16, 2016

Care of the Client throughout the Lifespan – Part 2
January 3, 2017 through June 8, 2017

IMPORTANT DATES/HOLIDAYS/RECESSES
September 21, 2015 – Opening Day, Part Time Class of 2017
November 25-29, 2015 – Thanksgiving Recess – No Classes
December 10, 2015 – Candlelighting – Full Time Class of 2016 – (attendance required)
January 18, 2016 – Dr. Martin Luther King, Jr. Day – No Classes
February 15, 2016 – President Day – No Classes
March 25, - April 3, 2016 – Spring Break – No Classes
May 30, 2016 – Memorial Day – No Classes
June 2, 2016 – Candlelighting – Part Time Class of 2017 – (attendance required)
June 9, 2016 – Graduation – Class of 2016 (attendance required)
June 23, 2016 – Clinical Orientation
July 30, 2016 – August 14, 2016 – Summer Break – No Classes
September 5, 2016 – Labor Day – No Classes
November 23 - 27, 2016 Thanksgiving Break – no classes
December 17, 2016 - January 2, 2017 – Winter Break – No Classes
January 16, 2017 – Martin Luther King Day – No Classes
February 20, 2017 – President Day – No Classes
March 25, 2017 - April 2, 2017 – Spring Break
April 15, 2017 – April 17, 2017 – Easter Break – No Classes
May 29, 2017 – Memorial Day - No Classes
June 8, 2017 – Graduation of Class of 2017 (attendance Mandatory)

This schedule is Tentative and can be changed at any time to facilitate clinical or class room experience.
## Course Schedule:

### Basic Nursing
- Sept 21, 2015 - June 2, 2016

### Advanced Nursing
- June 6, 2016 - June 8, 2017

### Care of the Client Throughout The Lifespan – Part I
- June 6, 2016- Dec 16, 2016

### Care of the Client Throughout The Lifespan – Part II
- Jan 3, 2017 - June 8, 2017

## Class Hours/Three Days Per week – 10:00 a.m. – 3:30 p.m. Monday, Wednesday, Thursday

Note that after the start of clinical rotations in January 2016, the classroom schedule may be adjusted to two days per week throughout the remainder of the program. Notification of the exact days will be distributed to students.

## Clinical Hours – 6:45 a.m. – 11:30 or 3:00 p.m., (Saturday and Sunday – every other weekend)

<table>
<thead>
<tr>
<th>No School</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 7, 2015 – Labor Day – No Class</td>
</tr>
<tr>
<td>November 25-27, 2015 – Thanksgiving Recess – No Class</td>
</tr>
<tr>
<td>January 18, 2016 – Martin Luther King, Jr. Day</td>
</tr>
<tr>
<td>February 15, 2016 - President's Day – No Class</td>
</tr>
<tr>
<td>March 25, 2016 – April 3, 2016 – Spring Break</td>
</tr>
<tr>
<td>May 30, 2016 – Memorial Day – No Classes</td>
</tr>
<tr>
<td>May 28-29, 2016 Clinical make-Up Weekend (if needed)</td>
</tr>
</tbody>
</table>

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**The School of Nursing At Cuyahoga Valley Career Center**

**School Calendar – PART TIME CLASS OF 2017**

(Tentative Calendar)

### 2015-2016

<table>
<thead>
<tr>
<th>Month</th>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thu</th>
<th>Fri</th>
<th>Sat</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 2015</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
</tr>
<tr>
<td>Aug 2015</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
</tr>
<tr>
<td>Sept 2015</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
</tr>
<tr>
<td>Oct 2015</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
</tr>
<tr>
<td>Nov 2015</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
</tr>
<tr>
<td>Dec 2015</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
</tr>
<tr>
<td>Jan 2016</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
</tr>
<tr>
<td>Feb 2016</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
</tr>
<tr>
<td>March 2016</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
</tr>
<tr>
<td>April 2016</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
</tr>
<tr>
<td>May 2016</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
</tr>
<tr>
<td>June 2016</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
</tr>
</tbody>
</table>

- September 21, 2015
  - Opening Day – Part Class of 2017
- December 10, 2015
  - Candlelighting
    - Full Time Class of 2016
- June 2, 2016
  - Candlelighting
    - Part Time Class of 2017
- June 9, 2016
  - Graduation
    - Class of 2016
- June 8, 2017
  - Graduation
    - Class of 2017

**PT1517STUDENTCALENDAR**

REVISED – 03/30/2015
The School of Nursing At
Cuyahoga Valley Career Center
School Calendar – PART TIME CLASS OF 2017
(Tentative Calendar)

Course Schedule:
Basic Nursing
- Sept 21, 2015 - June 2, 2016
Advanced Nursing
- June 6, 2016 – June 8, 2017
Care of the Client Throughout The Lifespan – Part I
- June 6, 2016- Dec 16, 2016
Care of the Client Throughout The Lifespan – Part II
- Jan 3, 2017 - June 8, 2017

Class Hours/Three Days Per week – 10:00 a.m. – 3:30 p.m. Monday, Wednesday, Thursday
Note that after the start of clinical rotations in January 2016, the classroom schedule may be adjusted to two days per week throughout the remainder of the program. Notification of the exact days will be distributed to students.

Clinical Hours – 6:45 a.m. – 11:30 or 3:00 p.m., (Saturday and Sunday – every other weekend).
July 2016 – All scheduled dates will be at clinical sites (Mon, Wed, Thurs, e/o Sat/Sun 6:45 a.m. – 3:00 p.m.)

No School = ☒

July 4, 2016 – Independence Day
July 29-August 14, 2016 – Summer Recess
September 5, 2016 – Labor Day
Nov 23-27, 2016 - Thanksgiving Break

January 16, 2017 – Martin Luther King Day
February 20, 2017 – President’s Day
Mar 25-April 2, 2017 – Spring Break
April 15-17, 2017 - Easter Break
May 25, 2015– Memorial Day