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SCHOOL CATALOG

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Mission

Our mission is to provide excellence in education within a Holistic learning environment that delivers a knowledgeable, proficient workforce dedicated to life-long learning and the promotion of health and healing within the community.

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Acadiacareer.com

Acadia Career Institute does not discriminate with regard to age, race, color, marital status, disability, religion, political affiliation, or national origin. This institution, in compliance with section 504 of the 1973 Rehabilitation Act, does not discriminate against disabled persons. This policy pertains to admissions, classroom instruction, employment, and all other Acadia Career Institute personnel actions and functions.

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School Yearly Schedule

2024 – Winter Quarter

January 8 2024 Start Date – Classes In Session
January 15 No Classes – Martin Luther King Day
January 25 Spring Registration week
March 25 Winter quarter ends

2024 – Spring Quarter

April 1, 2024 Start Date – Classes In Session
May 27 No Classes – Memorial Day
May 31 Summer Registration week
June 24 Spring quarter ends

2024 – Summer Quarter

Tuesday, July 1, 2024 Start Date – Classes In Session
September 2 No Classes – Labor Day
September 9 Fall Class Registration week
September 23 Summer quarter ends

2024 – Autumn Quarter

October 1, 2024 Start Date – Classes In Session
December 17 Winter Class Registration week
December 21 Fall Quarter ends
December 24 to January 3, 2025 Winter Break



School Yearly Schedule

2025 – Winter Quarter

January 6, 2025 Start Date – Classes In Session
January 20 No Classes – Martin Luther King Day
February 21 Spring Registration week
March 23 Winter quarter ends

2025 – Spring Quarter

April 2, 2025 Start Date – Classes In Session
May 26 No Classes – Memorial Day
May 29 Summer Registration week
June 20 Spring quarter ends

2025 – Summer Quarter

July 1, 2025 Start Date – Classes In Session
July 4 No Classes – Fourth of July Holiday
September 1 No Classes – Labor Day
September 8 Fall Class Registration week
September 30 Summer quarter ends

2025 – Autumn Quarter

October 6, 2025 Start Date – Classes In Session
November 27 No Classes – Thanksgiving Holiday
November 24 Winter Class Registration week
December 24 Fall Quarter ends
December 24 to January 2, 2025 Winter Break

Program Approvals/Accreditations/Certifications and Licensing

(Revised January 2024)

Ohio State Board of Career Colleges and Schools

Acadia Career Institute has received approval by the State Board of Career Colleges and Schools to confer Diplomas.

State Contact Information:

State Board of Career Colleges and Schools

30 East Broad Street Suite 2481

Columbus, Ohio 43215

Toll Free No. (877) 275-4219 <https://www.scr.ohio.gov>

Ohio Board of Nursing

Program and has received Conditional Approval for the RN Program.

Registered Nurse Licensing

Upon successful completion of the Acadia Career Institute Registered Nursing Program, providing all requirements for graduation are met, the graduate will be eligible to sit for National Council Licensure Examination for Licensed Practical Nurses (NCLEX-PN) and Registered Nurses (NCLEX-RN) developed by The National Council of State Boards of Nursing, Inc., to become a Registered Nurse (RN). The address will depend upon which state the student is applying for licensure.

Contact Information:

The Ohio Board of Nursing
17 South High Street, Suite 400
Columbus, Ohio 43215-3413

Phone No. (614) 466-3947 <http://www.nursing.ohio.gov>



“Nurses should be caring, sympathetic, responsible, and detail oriented. They must be able to director supervise others, correctly assess patients' conditions, and determine when consultation is required. They need emotional stability to cope with human suffering, emergencies, and other stresses.”
- anonymous

Registered Nursing Program Student Information

(Revised January 2024)

School of Nursing – Enrollment Dates

The School of Nursing will admit students to the Registered Nursing Program on a quarterly enrollment schedule

Admissions Requirements

It is important that to understand that fulfilling the admission requirements **DOES NOT** guarantee the candidate acceptance into Acadia Career Institute’s Registered Nursing Program. **Clinical rotations may be scheduled mornings, afternoons, nights, and on weekends. The RN program is totally residential in nature and no component is done through distance learning.**

Acadia Career Institute is on a 12-week/4-quarter system with a one (1) week break between quarters. Enrollment into each of the PN Programs is offered each January, April, July, and October for an evening schedule. The Academic calendars can be located on pages 3- 4 in the handbook.

Individual tuition cost sheets and program track records are given to each candidate as a separate addendum to this catalog by the ACI Admissions Coordinator during the initial meeting.

To qualify for the practical nurse program, you must:

1. Be at least **18 years** of age.

2. Submit **Proof of licensure** as a LPN.
3. Submit application fee of \$50.00
4. Complete all prerequisites with a minimum grade of “C” and a cumulative GPA of not less than 3.0.
5. Attend a **Nursing Information Session**, obtain a Nursing Admission Application, and go over Nursing Program requirements. Clinical sessions vary from 6 – 12 hours and may be scheduled at any time.
6. Submit a completed ***Nursing Admission Application***, including **3 reference** forms, and all required documents (See required documents section). References must be able to speak to academic ability and/or work ethic.
7. Complete **Nursing Entrance Exam**.
9. Attendance at an interview by any applicants whose scores are tied.
9. Submit **Proof of Immunization/ lab titers**- MMR, Varicella, Hepatitis B, Tetanus, TB Screening
10. Confirmation of your **intention to attend** the program

in writing within five (5) working days, if accepted for admission into the Program. Alternates will be selected based on their numerical ranking if spaces open up due to failure of accepted students to confirm their

10. Provide a **Negative Background Check**.
11. Be aware that clinical agencies may require additional drug screens. If a student does not pass drug testing, the student will be dropped from the program.

Candidate Selection Process

It is vital that all candidates seeking admission into Acadia Career Institute School Registered Nursing Program should ensure that all admission requirements are met as soon as possible. **SEATING IS LIMITED** and candidates are accepted on a “first come, first serve” basis.

The Admission Selection Committee will not accept incomplete files for review.

Application Process

STEP 1. Request an application packet. The packet contains an application, work and personal reference forms, request forms for your LPN license and PN transcript, and one (1) copy of the admission policy. These 10 pages need to be complete and processed as indicated on the enclosed instruction sheet.

STEP 2. Submit the application and the application fee of \$50.00. Applications are reviewed on a first-come, first-served basis. There is **NO REFUND** of fees paid in the admission procedure.

STEP 3. Request and submit an **OFFICIAL** copy of your PN school transcript. We must have this official document for your files to be a student.

STEP 4. Required references: Two (2) positive personal references from persons **NOT RELATED** to the applicant and one (1) positive work reference from the current or most recent employer are required. **The Applicant gives the REFERENCE REQUEST to their Reference (with stamped, addressed envelope) who mails it to Acadia Career Institute. References will not be accepted from the Applicant. The Applicant does NOT have the right to review these confidential materials. Do not use the same person for multiple references. All references must have positive comments.**

STEP 5. Applicants must take one **Nurse Entrance Test**; the test is **\$75.00**. Areas of testing are essential math skills, reading comprehension, and science skills. If the applicant is unsuccessful with the test after two attempts, documentation of successful remedial work must be

submitted before the third and final test can be scheduled. (There is a \$75 fee for each test date.) Applicant must score an 80% in each of the testing categories.

Criteria for Being Scheduled for the Nurse Entrance Test:

When ALL of the following items have been submitted to Acadia Career Institute, you will be notified of a test date:

- Application
- Application fee (\$50)
- PN Transcript and Licensure
- 2 Positive Personal References
- 1 Positive Work Reference – **must have comments** (if laid off ask if office will complete this section)

*** IMPORTANT: Do NOT have same person fill out personal AND work references – must be 3 different people**

* Applicants who miss the pre-entrance test when scheduled must call to reschedule. Applications are held for up to 3 years from date of receipt. If your file is placed inactive, you would call to reactivate your file within those three years.

STEP 6. Once above criteria is met, an interview will be scheduled. **THE INTERVIEW DOES NOT GUARANTEE ADMISSION.**

STEP 7. The applicant is informed in writing of the decision of the Admissions Committee. The decision is based on positive references, interview, Assessment Test, pre-requisition grades, and essay.

STEP 8. The applicant is required to take all prerequisites prior to starting school.

STEP 9. The applicant is required to have a physical examination, at his/her own expense, prior to starting the Registered Nursing Program. Included will be diagnostic drug screening, as well as proof of immunity to identified communicable disease.

STEP 10. The applicant is required to have basic computer knowledge prior to starting the Registered Nursing Program.

STEP 11. The applicant is required to be currently certified in Basic Cardiac Life Support (BLS Health Care Provider CPR) prior to starting the Registered Nursing Program.

STEP 12. The applicant is required to be currently certified in first aid prior to starting the Registered Nursing Program.

Graduation Requirements

Students are eligible for graduation from Acadia Career Institute Practical Nursing Program when they have:

- a) Completed every theory course with a final grade of at least 80%,
- b) Completed every laboratory component of each course with a final grade of "Satisfactory",
- c) Pass Acadia's exit exam with score of 900 or greater
- d) Paid all tuition and fees
- e) Returned all parking permits, library books, keys, and hospital I.D.s,
- f) Has met all attendance requirements.

Transfer Policy

Students seeking transfer into the major nursing curriculum must meet the following criteria:

1. The student must meet all admission criteria.
2. Students must submit a Nursing Application and three letters of reference and complete interviews prior to the quarter in which they are seeking admission.
3. The transfer courses must have equivalent content as determined by catalog course description or evaluation by departmental faculty.
4. All transfer courses with nursing content must have been completed within five years prior, and be documented or they will have to be repeated. All transfer courses must have a passing grade
5. All students desiring transfer credits for nursing courses must provide official transcripts from a Board of Nursing approved program. These documents will be reviewed by the Program Director and the faculty for content compatibility. Each transfer situation is different, and the validation of skills or challenge exams may be necessary. The final decision for transfer credit rests with the Program Director. Transfer students will be admitted as space is available in the program.

REGISTERED NURSING PROGRAM

(Revised January 2024)

PROGRAM DESCRIPTION

The Acadia Career Institute Registered Nursing Program is presented over a period of 40 weeks. This period is divided into four (4) 13-week quarters with a one (1) week break in between each quarter. The total clock hours the student will receive for this program is 1200. The courses are taught in lecture, skills laboratory, and clinical settings in which the student will be instructed on the role and responsibilities of the registered nursing.

Registered nurses (RNs), practice in a broad range of work setting, treating patients, educating patients and the public about various medical conditions, and providing advice and emotional support to patients' family members. RNs record patients' medical histories and symptoms, help perform diagnostic tests and analyze results, operate medical machinery, administer treatment and medications, and help with patient follow-up and rehabilitation. RNs teach patients and their families how to manage their illnesses or injuries, explaining post-treatment home care needs; diet, nutrition, and exercise programs; and self-administration of medication and physical therapy. Upon successful completion of the Registered Nursing program, providing all requirements for graduation are met, the graduate will receive a diploma and will be eligible to sit for the National Council Licensure Examination for Registered Nurses (NCLEX-RN) developed by the National Council of State Boards of Nursing, Inc. to become a licensed Registered Nurse (RN). The school will assist the graduate with job placement, but does not guarantee employment or a minimum starting salary.

REGISTERED NURSING PROGRAM - CURRICULUM PLAN

The program consists of forty (1200) clock hours of instruction. Student progress through each course in succession through each of the four (4) quarters lasting 13 weeks each.

See the individual course syllabi and the quarter calendar for the scheduled time per week.

QUARTER ONE	Weeks	Theory Hrs	Lab Hrs	Clinical Hrs	Total Hrs
RN 100 Transitions	13	130	20	-0-	150
RN 200 Pathophysiology for Nursing	13	150	-0-	-0-	150
Total Hours		280	20	-0-	300
QUARTER TWO					
RN 300 Medical Surgical Nursing	13	300	-0-	-0-	300
Total Hours		300	-0-	-0-	300
QUARTER THREE					
RN400 Advanced Medical Surgical Nursing	13	160	-0-	40	200
RN 500 Mental Health Nursing	13	100	-0-	-0-	100
Total Hours		260	-0-	40	300
QUARTER FOUR					
RN600 Maternal Infant/Child Nursing	13	151	-0-	4	155
RN700 Leadership/Management & NCLEX Review Capstone	13	145	-0-	-0-	145
		296	-0-	4	300
TOTAL HOURS					1200

NOTE: Acadia Career Institute reserves the right to add, change, or delete classes, and/or other graduation requirements for any program based upon; newly adopted requirements of our accrediting agencies, and/or ever-changing trends or requirements within a chosen profession.

Clinical Note: Students do not receive compensation for clinical experience, as this is part of their educational coursework and cannot be used in place of a staff member.

COURSE DESCRIPTIONS

RN 100 TRANSITIONS

This course assists the student in the transition from licensed practical nurse to registered nurse. Students will be introduced to the history of nursing, the standards and the state Nurse Practice Act. The student integrates the nursing process into this expanded role. The concepts of critical thinking, nursing process, therapeutic interventions, communication, teaching-learning, accountability and leadership are examined within the roles and responsibilities of the registered nurse. Laboratory and clinical experiences provide the student with opportunities to review and demonstrate competence in previously learned skills, as well as to expand assessment and other skills to assist clients to reach optimum self-care. The importance of recognition of cultural differences is stressed throughout the course as well as the student's philosophy of nursing. This 1a section of this course introduces the student to fundamental computer skills and their importance in relationship to nursing practice with a focus on nursing documentation and the patient's medical chart, including reports, summaries, and documentation of assessment, admission, transfer, and discharge.

RN 200 PATHOPHYSIOLOGY FOR NURSING

This course introduces basic principles and processes that are important for a contemporary understanding of the pathophysiology of common diseases. This course is designed to assist students with the translation of the concepts and processes of pathophysiology into clinical practice and to promote lifelong learning. For preparatory knowledge, students need to have a good understanding of human organ system anatomy and physiology.

RN 300 MEDICAL SURGICAL NURSING

Medical Surgical Nursing combines theory and clinical to prepare the student to apply physiological, biological and sociological principles in conjunction with the nursing process to meet selected adult client needs. Topics for study are patient and family teaching, pain care, visual and auditory problems, integumentary problems, problems with oxygenation, hematologic problems and cardiovascular problems. Pharmacology and nutrition involving these patient problems are addressed. Nursing care of individuals with these problems is the focus of this course.

RN 400 ADVANCED MEDICAL SURGICAL NURSING

Advanced Medical Surgical Nursing combines theory and clinical to prepare the student to apply physiological, biological and sociological principles in conjunction with the nursing process to meet selected adult client needs. Pharmacology and nutrition concerning the following patient problems are interwoven throughout the course. Topics for study are gastrointestinal problems, nutritional problems, problems with the urinary system, endocrine problems, reproductive problems, breast disorders, sexually transmitted diseases, genetics, altered immune responses and transplantation. Nursing care of individuals with these problems is the focus of this course.

RN 500 CONCEPTS OF MENTAL HEALTH NURSING

Through the use of the nursing process, students utilize a model of psychodynamics in the restoration, maintenance, and promotion of mental health. Therapeutic communication is included with appropriate clinical experiences. Fluids and electrolytes, vitamins and minerals are discussed in detail. Pharmacological interventions are explored.

RN 600 MATERNAL INFANT/CHILD NURSING

Concentrating on women of childbearing age, pregnant women and infants, this course provides an introduction to the health needs of women and children and to the delivery of services designed to meet these needs. The course aims to provide students with a comprehensive knowledge base of programs addressing the health and welfare of women and children and establishes the foundation for maternal and child health practice. Students learn the biological, social, political and economic context within which maternal and infant health problems arise. The student will explore specific cognitive and psychomotor competencies which will be demonstrated in an effective performance in the clinical area. Pharmacology used throughout the pregnancy, delivery and post-partum for both mother and baby is addressed, as well as the child. Nutrition for mother/infant/child is also reviewed. This course is to explore childhood diseases and child care from infancy through adolescence. The focus is on the care of the well and ill child utilizing the nursing process. The effects of acute and chronic illness on growth and development are studied in the acute and community care setting. Education of the child and family on health promotion, disease prevention, and safety issues are addressed. Ethical issues are discussed regarding the relationship to the child and family, including issues such as child abuse, informed consent, and the impact of diverse cultural and spiritual beliefs on health care decisions in the family.

Critical thinking and problem solving, communication, cultural diversity, growth and development, assessment, and legal and ethical concerns are six themes interwoven throughout course content and incorporated by the nursing process.

RN 700 LEADERSHIP/MANAGEMENT & NCLEX REVIEW CAPSTONE COURSE

Critical thinking and problem-solving models are presented and contrasted in relationship to the Nursing Process.

Nursing takes place in a variety of settings and the RN must realize that the surroundings of the patient may not be brick and mortar. One of those settings may be the community. The community at large could be the nurse's patient or it could be the environment of the patient. This course focuses on practice areas within the community caring for individuals, families and groups. Topics for study include the history of public and community health nursing, health promotion and disease prevention, ethical issues, cultural influences, environmental health, government and economic influences, epidemiology, community assessment and evaluation, case management, disaster management, outbreak investigation, family nursing, vulnerable populations, faith community nursing, hospice nursing, school nursing and occupational nursing. This course focuses on the skills needed to successfully lead and manage people. Topics for study are the leadership/management role, legal and ethical issues, making decisions, solving problems, organizational structures, costs and budgeting, staffing and scheduling, hiring, developing and evaluating staff, planning and goal setting, leading change, building teams, managing quality and risk, managing conflict and delegation. This course also, provides the student with a comprehensive outline review of the essential content areas tested on the NCLEX-RN exam, including; critical areas such as management, delegation, leadership, decision-making, pharmacology, and emergency care. This course incorporates the concepts related to health problems commonly encountered in medical-surgical, obstetrical, and pediatric nursing. It has a strong focus on important concepts related to working with healthy individuals, such as growth and development, life-style management, nutrition, and health-screenings. The four categories of client needs are appraised, along with the Integrated Processes involving; nursing process, caring, communication and documentation, and teaching and learning.

The RN Program Exit Exam (HESI) is a component of RN700 LEADERSHIP & RN-NCLEX REVIEW CAPSTONE COURSE.

In order to successfully pass RN700, the student must obtain a score of 900 or higher on the Exit Exam that is included in the fourth quarter tuition. Students will be allowed to take the Exit Exam for a second time at their own expense of \$500.00, if they do not obtain a score of 900 or higher on their first attempt.

If the student does not successfully pass the RN Program Exit Exam, by the second attempt, the student will fail the course.

REQUIRED CURRICULUM SEQUENCE

Each quarter's courses must be completed with a minimum grade of 80% and a satisfactory passing grade in lab and clinical in order to progress to the next quarter.

REGISTERED NURSING PROGRAM - PROGRAM COST

<u>PROGRAM COSTS:</u>		<i>* All tuition and fees are payable for one quarter only.*</i>	
First Quarter Tuition	\$ 6000.00	Third Quarter Tuition	\$ 5000.00
Materials- Supplies	\$ 100.00	Materials- Supplies	\$ 100.00
Lab Fee	\$ 150.00	Lab Fee	\$ 150.00
Technology/ Testing Fees	<u>\$ 250.00</u>	Technology/ Testing Fees	<u>\$ 250.00</u>
Total Payable to ACI	\$ 6500.00	Total Payable to ACI	\$ 5500.00
Second Quarter Tuition	\$ 5000.00	Fourth Quarter Tuition	\$ 5000.00
Materials- Supplies	\$ 100.00	Materials-Supplies	\$ 100.00
Lab Fee	\$ 150.00	HESI Exit Exam	<u>\$ 400.00</u>
Technology/ Testing Fees	<u>\$ 250.00</u>	Total Payable to ACI	\$ 5500.00
Total Payable to ACI	\$5500.00	TOTAL COST OF RN PROGRAM	\$23,000.00

Tuition and fees are paid for by each individual quarter. Payment for each quarter is due two (2) weeks prior to the start date of the quarter. Tuition and fee charges are subject to change at the school's discretion. Any tuition or fee increases will become effective for the school term following student notification of the increase.

TUITION PAYMENT SCHEDULE

Two weeks prior to the start of Quarter I	\$6,500.00
Two weeks prior to the start of Quarter II	\$5,500.00
Two weeks prior to the start of Quarter III	\$5,500.00
Two weeks prior to the start of Quarter IV	<u>\$5,500.00</u>
Total amount	\$23,000.00

Please note: All payments, must be made by cash or money order. Students who are receiving any financial assistance from any agency or funding source; must be advised that it is their responsibility to make sure that all proper paperwork is filed in a timely fashion so that the school receives the proper tuition fees based upon the above payment schedule.

*****Tuition for each quarter must be paid in full before a student can progress to the next quarter
Failure to meet the payment dates would be reason for dismissal from the RN Program.**

Progression Grading Policy for RN Program

Grades are given in letters. Students will be evaluated with midterm grades and final course grades by the course instructors. A minimum grade of **80%** must be achieved in **every RN Program course** and a grade of "satisfactory" must be achieved in every lab and clinical component of each course to remain in the program and progress to the next term.

Registered Nurse Clinical Skills

The Registered Nurse uses the framework of the nursing process to create patient care plans that involve patient assessment, data collection and analyzation, choosing and managing the implementation of nursing interventions and evaluating the effectiveness of meeting patients' physical, mental, emotional, social, environmental, and spiritual needs. Educating patients on maintaining health and wellness is a primary focus of patient care provided by the registered nurse in their scope of practice.

The following are examples of registered nursing skills (but are not limited to):

1. Maintaining interpersonal skills and therapeutic communication with patients, families, and fellow health professionals.
2. Demonstrate critical thinking skills by responding to problems, scenarios and arguments in order to reach sound solutions, decisions, and positions.
3. Coordinate and manage continuous client care consistent with the standards of nursing process.
4. Supervise licensed and unlicensed staff members and provide leadership of the profession.
5. Select, implement, and evaluation the appropriate nursing diagnosis in providing patient care.
6. Assess, prioritize, and evaluate the patient plan of care in coordination with other care team members.
7. Taking physician orders; documentation, implementation, and communication.
8. Administering medications and treatments (oral, sublingual, SQ, and IM)
9. Initiating, monitoring, regulating, and discontinuing peripheral intravenous therapies.
10. Performing patient assessment of body systems; physical, mental, emotional, psychosocial, and spiritual.
11. Assessing and implementing interventions to meet patient comfort needs.
12. Collecting body fluid samples (urine, sputum, stool, and wound).
13. Charting (documentation)
14. Maintaining standard and universal precautions
15. Preparing sterile fields and donning sterile gloves.
16. Performing oropharyngeal and tracheal suctioning
17. Placing patients' in therapeutic positions.
18. Assisting patient with activities of daily living (ADLs).
19. Assisting the patient with ambulation, using canes, walkers, or crutches.
20. Performing transfers (i.e. bed-to-chair, bed-to-wheelchair).
21. Changing clean and sterile dressings.
22. Performing isolation techniques.
23. Inserting and maintaining urinary catheters.
24. Caring for various types of ostomies.
25. Maintaining enteral feedings.
26. Maintaining nasogastric tubes.
27. Administering various types of enemas.
28. Providing patient and family education.
29. Providing basic infant care.
30. Acting as a patient advocate.

Terminal Objectives for Graduates of the Registered Nurse Program

Graduates of the Registered Nursing Program will be able to:

1. Use informatics to communicate, manage knowledge, mitigate error, and support decision-making.
2. Employ evidence-based practice to integrate best research with clinical experience and client values for optimal care.
3. Have skills to identify and apply best practices to nursing care by providing client-centered culturally competent care.
4. Respect client differences, values, preferences, and expressed needs.
5. Involve clients in decision-making and care management.
6. Coordinate and manage continuous client care consistent with the level of licensure.
7. Demonstrate the ability to supervise others and provide leadership of the profession appropriate for a diploma certified nurse.
8. Promote healthy lifestyles for clients and populations.
9. Work in interdisciplinary teams to cooperate, collaborate, communicate, and integrate client care and health promotion.
10. Participate in quality improvement processes to measure client outcomes, identify hazards, errors, and develop changes in processes of client care.
11. Demonstrate critical thinking skills by responding to problems, scenarios and arguments in order to reach sound solutions, decisions, and positions.
12. Model commitment to professional growth, continuous learning, and self-development

Goals for the Registered Nursing Program

Acadia Career Institute Program Goals for the RN program:

- To provide an effective, comprehensive, and holistic nursing instructional curriculum that is well rounded in all fundamental concepts and theories as they apply to nursing modalities, procedures, and patient education.
- To graduate Diploma Nursing Students who will reflect the highest standards of legal, ethical and moral conduct.
- To provide Registered Nurses whose scientific and aesthetic nursing skills and knowledge are commensurate with the expanding need for nursing services in Ohio and throughout the country.
- To work closely with the nursing community to understand the needs of patients specific to southwestern Ohio and to improve the quality of services delivered.
- To maintain excellence in both clinical and didactic areas and value the importance of staying current in the field throughout the nurses career.
- To encourage life-long learning and promote student continuation of educational advancement

RN Graduation Requirements:

Students are eligible for graduation from Acadia Career Institute Practical Nursing Program when they have:

- a) Completed every theory course with a final grade of 80% or higher.,
- b) Completed every laboratory and clinical component of each course with a final grade of "Satisfactory",
- c) Pass Acadia's exit exam with a score of 900 or greater
- d) Paid all tuition and fees,
- e) Returned all parking permits, library books, keys, and hospital I.D.s,
- f) Has met all attendance requirements.

DISMISSAL

A student may be dismissed from the program for the following:

1. A theory grade of less than 80% in any course at the end of the course.
2. Unsatisfactory Clinical grade at the end of a course.
3. Violation of the Ohio Board of Nursing Code of Student Conduct Part 104, or Acadia Career Institute Code of Student Conduct

Other behaviors that may result in dismissal from the program include:

4. Violation of Ohio Board of Nursing Code of Student Conduct, Part 5-9.
5. Absenteeism exceeding policy limits.
6. Violation of confidentiality of patient information.
7. Recording false information on a patient's chart, cheating on a test, lying to an instructor or nursing staff, submitting another student's work as your own.
8. Use or possession of unauthorized drugs or alcohol and reporting for class or clinical while under the influence of alcohol or illegal drugs.
9. Non-payment of tuition / fees.
10. Any behavior deemed unsafe.

PROBATION

A student will be placed on “probation status” for any of the following:

Academic - A theory grade below 80 % at midterm before the end of a Quarter.

Unsatisfactory performance in Lab or Clinical at midterm before the end of a Quarter.

Unsafe behaviors/practice in Clinical or Lab at any time in the program.

Nonacademic - Absences totaling five (5) days

The student must meet with the Registered Nursing Director to clarify the length of probation and to formulate a plan for improvement.

READMISSION

In the event that a student of the Registered Nursing Program is unsuccessful in a course, the student may reapply in writing for readmission, except in cases of dismissal for punitive or disciplinary reasons. The student will be considered for readmission a limit of two (2) times, as with any other applicant and admission criteria will be based on current requirements. Readmission is evaluated on an individual basis by the Admissions Committee and is not guaranteed. The student reentering the nursing program will be admitted to the course in which the student had been unsuccessful and based on the successful completion of previous courses. If the student's dismissal resulted from poor academic performance, the student must provide evidence of remediation in the targeted area when applying for readmission. Readmission must be with the next offering of the course and within a maximum of one year.

MAKE-UP SCHEDULE FOR STUDENTS WITH EXCUSED ABSENCES

On the day of return from an excused absence:

It is the student's responsibility to arrange to make up all work missed. The request for make-up work must be submitted in writing immediately on return to school to the appropriate instructor. The student will have the same number of days missed to complete all make-up assignments and tests with no 5% deduction.

LEAVE OF ABSENCE

All leaves of absence requests must be submitted in writing to the RN Program Director. The RN Program Director must approve all leaves of absences in writing. Any student who misses ten (10) days consecutively, or in total must notify in writing the RN Program Director for need to withdraw from the program and follow the Readmission guidelines.

MAKE-UP SCHEDULE FOR STUDENTS WITH EXCUSED ABSENCES:

On the day of return from an excused absence:

It is the student's responsibility to arrange to make up all work missed. The request for make-up work must be submitted in writing immediately on return to school to the appropriate instructor. The student will have the same number of days missed to complete all make-up assignments and tests with no 5% deduction.

Faculty / Staff Name	Department	Contact Phone Number
Artemis Yaldas Gross MSN-Ed. RN	Administration / Faculty	419-280-9192
Linda Collins BSN, RN	Faculty	419-833-9100

General Information Policies

CHEMICAL DEPENDENCY POLICY

Drug and Alcohol Testing Policy

I. Purpose of Drug and Alcohol Testing Policy

Acadia Career Institute is committed to maintaining a drug and alcohol-free workplace and academic environment; therefore, the use of illegal drugs and the unauthorized use of alcohol by students of the Acadia Career Institute Program of Registered Nurse Education will not be tolerated. Accordingly, the following Drug and Alcohol Testing Policy will help ensure that students enrolled in the Acadia Career Institute Program of Registered Nurse Education will conduct health care and educational activities free from the influence of illegal drugs or alcohol.

For obvious health and safety concerns, nurses must be in full control of their manual dexterity and skills, mental faculties and judgment when conducting health care and educational activities. The presence or use of drugs or alcohol, lawful or otherwise, which interferes with the judgment or motor coordination of nursing students in a health care setting poses an unacceptable risk for clients, colleagues, Acadia Career Institute and affiliated clinical agencies. Preventing and/or detecting substance abuse is critical in the Acadia Career Institute Program of Registered Nurse Education where students spend a considerable amount of time learning patient care in a variety of clinical settings.

The drug and alcohol screening policy is required in order to enable the nursing program to maintain an environment, which ensures safe, high-quality care to all assigned clients. The client for whom the student is caring must be protected from any adverse consequences that could occur as a result of the student's drug and/or alcohol usage. Students that are under the influence of drugs and/or alcohol may cause the **Acadia Career Institute Program of Registered Nurse Education** to lose the privilege of gaining valuable nursing care experiences at the local hospitals and health care facilities. The student, themselves, may suffer from adverse effects such as alteration in the normal functioning of the mind and body or a change in their perception of reality from these substances. *Reviewed 06/2023*

II. Definition of Terms Used in Policy

“Drug Testing” means the scientific analysis of urine, blood, breath, saliva, hair, tissue and other specimens of the human body for the purpose of detecting the presence of an illegal drug or alcohol.

“Illegal Drug” means any drug which is not legally obtainable; any drug which is legally obtainable but has not been legally obtained; any prescribed drug not legally obtained; any prescribed drug not being used for the prescribed purpose or by the person for whom it was prescribed; any over-the-counter drug being used at a dosage level other than that recommended by the manufacturer, or being used for a purpose other than the purpose intended by the manufacturer; and any drug being used for a purpose or by a person not in accordance *with bona fide* medical therapy. Examples of illegal drugs include but are not limited to: stimulants, depressants, narcotics, hallucinogens, cannabis, cocaine, heroin, methamphetamines, and phencyclidine (PCP).

“Reasonable Suspicion” means evidence which forms a reasonable basis for concluding that it is more likely than not that a person is under the influence of drugs or alcohol. Facts which could give rise to a reasonable suspicion include, but are not limited to: the odor of alcohol or drugs, impaired behavior such as slurred speech, decreased motor coordination, difficulty in maintaining balance, marked changes in personality or job/educational performance, cognitive impairment, impaired judgment and unexplained accidents. Such evidence may come from a professional or expert opinion, layperson opinion, scientific tests or other sources or methods. (Refer to the Procedures for Suspected Chemical and/or Drug Impaired Registered Nurse Education Students). *Reviewed 06/2023*

III. Policy Requirements

A. Illegal Drug and Alcohol Prescriptions and Duty to Notify

Under no circumstance should a student enrolled in the Acadia Career Institute Program of Registered Nurse Education participate in nursing-related courses or clinical activities while under the influence of illegal drugs or alcohol.

Nursing students determined by an instructor or program administrator to have violated these proscriptions may be subjected to a variety of academic-related sanctions, up to and including dismissal from the Acadia Career Institute Program of Registered Nurse Education.

A violation by any nursing student of any state or federal statute, or regulation established pursuant to such statute, pertaining to the manufacture, improper possession, sale, use or distribution of an illegal drug or alcohol is strictly prohibited. Such violation, if substantiated, will subject the student to dismissal from the Acadia Career Institute Program of Registered Nurse Education. Furthermore, a nursing student who fails to notify Acadia Career Institute within 5 days of an administrative action or legal conviction for any such violation will be subject to dismissal from the Program of Practical Nurse Education. *Reviewed 06/2023*

B. Pre-Admission Drug and Alcohol Testing

Prior to admission into the Acadia Career Institute Program of Registered Nurse Education, each student shall be required to sign a consent: (1) to abide by the illegal drug/alcohol policies and drug testing policies of the Program; (2) to submit to any drug/alcohol testing required by Acadia Career Institute or the affiliating clinical agencies, hospitals and health care providers; and (3) to release a copy of any drug/alcohol test results to Acadia Career Institute. Failure to sign the consent form shall be grounds for non-placement at an affiliating clinical agency, hospital or health care provider and may result in dismissal from the Program.

All students, prior to entering the **Acadia Career Institute Program of Registered Nurse Education**, will undergo a drug screen test. A positive drug test shall be grounds for denial of admission into the Program. Acadia Career Institute shall notify the prospective student of a positive drug test. If a student tests positive for a prescribed drug, however, the person must obtain a written statement from a qualified physician stating that the drug level is within prescribed limits and that the level does not indicate abuse. The physician must indicate that the drug will not interfere with safe practice in the clinical area.

A student's failure to submit to a drug screen or a student's attempt to tamper with, contaminate or switch a sample will result in denial of admission into the Program.

Students selected for admission into the Acadia Career Institute Program of Registered Nurse Education will be notified of the procedure to follow for the drug test in their letter of admission. Students will be required to follow the procedures established by Acadia Career Institute and should not obtain a drug test prior to being notified. All costs associated with the pre-admission drug testing are the responsibility of the student. *Reviewed 06/2023*

C. Reasonable Suspicion Drug Testing

Any nursing student who demonstrates behavioral changes reasonably suspected to be caused by the effects of drugs or alcohol, as defined in this policy, will be subjected to testing. A decision to drug test based upon a reasonable suspicion of substance abuse may be made by an Acadia Career Institute faculty member and/or the clinical agency, hospital or health care provider. A decision to refer a student for drug testing will be based on, but not limited to:

- Observable phenomena such as direct observation of drug or alcohol use and/or physical symptoms or manifestations of being under the influence of drugs or alcohol;
- Erratic behavior, slurred speech, staggered gait, flushed face, dilated/pinpoint pupils, wide mood swings, or deterioration of work or academic performance;
- Information that a student has caused or contributed to an accident that resulted in injury requiring treatment by a licensed health care professional;
- Conviction by a court or a finding of guilty in an administrative or quasi-legal proceeding of a drug, alcohol or other substance-abuse offense.

If a student is referred for drug or alcohol testing, the Acadia Career Institute faculty member should confidentially instruct the student to report for testing immediately, if possible, or if this is not reasonable, provide a time frame for testing not to exceed 24 hours. When the student's condition/behavior suggests there is impairment, the faculty member will immediately accompany the

student to the closest testing facility. The faculty member should also complete the Faculty Report of Reasonable Suspicion of Drug/Alcohol Use Form and submit the Form to the Administrator of the Acadia Career Institute Program of Registered Nurse Education as soon as possible.

The student will be suspended from all class/clinical activity until the case has been reviewed by the administration of Acadia Career Institute. If the drug/alcohol screen is negative, the Administrator of the Acadia Career Institute Program of Registered Nurse Education or designee will notify the faculty to readmit the student to the course without penalty. If the test is positive, the student will be disciplined in a manner outlined in the section of this policy titled “Student Discipline”. The cost of a reasonable suspicion drug test will be borne by the nursing student. *Reviewed 06/2023*

D. Testing Procedure

The testing procedure set forth below will be followed for reasonable suspicion testing.

Drug and alcohol tests will be conducted by a qualified laboratory using established methods and procedures. This test may be obtained by the following methods at the discretion of the qualified individual performing the drug test: urine sample, blood test, hair sample, breath test, saliva test, or tissue test.

Confidentiality of the student as well as the validity of the sample will be protected by the testing facility. The procedures for collection, as determined by the collection site, will involve witness to the voiding of urine or production of other type of sample, security of the sample in a container, and chain of custody procedures that ensure that the sample identified to a nursing student actually contains materials from that student, that the samples are protected from tampering, and that the analysis of them is done in accordance with reasonable and accepted medical standards. *Reviewed 06/2023*

The test shall screen for the use of drugs whose use is either illegal, or which are prone to abuse (including alcohol), as determined at the discretion of the Medical Review Officer of the testing facility, or for the use of any drugs which are reasonably suspected of being abused or used by the student.

Presumed positives will be confirmed by the best currently available techniques. If the test is positive, the entirety of the available evidence, including health history, will be used to determine the presence or absence of substance abuse.

The testing laboratory will notify the designated administrator of the Acadia Career Institute Program of Registered Nurse Education of the test results. The results of this test must be documented on the Acadia Career Institute Medical Form by the testing laboratory or a certified copy of the test results must be attached to the Form. The results are confidential and become the property of Acadia Career Institute by inclusion in the student’s file.

* It is the student’s responsibility to make known all medication, which may interfere with the test results **before** a specimen is obtained. *Reviewed 06/2023*

E. Confidentiality

All drug test results will be treated by Acadia Career Institute as information that is received in confidence and shall not be disclosed to third parties unless disclosure is required by law, the information is needed by appropriate school officials to perform their job functions, disclosure is needed to override public health and safety concerns, or the student has consented in writing to the release of the information. Acadia Career Institute shall have the right to use and disclose the results of the drug testing required by this policy in connection with internal academic purposes and in connection with the defense of any student grievance and any claims filed by a student, or by his/her personal representative, in any court of law or with any state or federal agency. *Reviewed 06/2023*

F. Student Discipline Related to “Chemical Dependency Policy”

A nursing student shall be subjected to discipline if the student refuses to submit to drug testing or if the student’s drug testing results are positive. A student subjected to discipline under this policy will either be recommended for dismissal from the nursing program or be referred to a drug and alcohol treatment/intervention program selected by the program administrator. Failure to comply with the terms of the intervention program will result in recommendation for dismissal from the **Acadia Career Institute**.

If a student refuses to submit to drug testing or if the student's drug testing results are positive, and it is the student's first violation of this policy, the student will be required to seek guidance and comply with the recommendations of a licensed substance abuse counselor. Failure to do so will result in dismissal with no future readmission. Any future offenses will be cause for immediate dismissal. *Reviewed 06/2023*

HIPAA POLICY

HIPAA regulations will require a number of changes in your work habits and in the accustomed culture of healthcare throughout this country. These HIPAA privacy requirements apply as much outside our institution, in parking lots, restaurants, and homes.

All students will complete a HIPAA training course before going to the clinical sites. Additional HIPAA guidelines may be required by clinical facilities of the student throughout the program.

The HIPAA course will include, but is not limited to the following:

1. Overview and Course Objectives
2. Study of the Terminology
3. Watch the Video: "HIPAA – A Guideline for Healthcare Workers"
4. Study the Videotape Content Review
5. Complete the Learning Activity
6. Complete the Post Test

A copy of the HIPAA course Post Test will be kept in the student's file with signatures of understanding the HIPAA guidelines for healthcare workers.

In addition, no electronic devices are permitted in clinical settings. This includes, but is not limited to: cell phones, tape recorders, cameras, or equipment for text messaging. No cell phones will be permitted in the school building or clinical sites. Cell phones must be kept in cars and checked upon during breaks or at the end of the school day.

Failure to follow HIPAA guidelines is a serious event and will result in immediate dismissal from the program.

BLOODBORNE PATHOGENS POLICY:

Introduction

Federal OSHA occupational health standard is intended to eliminate or reduce the health risks associated with exposure to Hepatitis B Virus, Human Immunodeficiency Virus, and other blood-borne pathogens that can be transmitted through exposure to blood and other potentially infectious material. The occupational health standard addresses employees who could come in contact with blood or bodily fluids as part of their work. In 2001, nursing students were addressed in the OSHA standard. The Acadia Career Institute Department of Nursing recognizes that nursing students and faculty are at risk of exposure to bodily fluids. Due to the exposure risk, the Nursing faculty will teach and implement infection control procedures in campus laboratories and clinical agencies.

Purpose

The purposes of this policy are:

- To eliminate or minimize faculty or student exposure to blood or bodily fluids.
- To identify faculty or students exposed to blood or other potentially infectious material.
- To provide faculty and students training in blood-borne pathogens and exposure control.
- To comply with OSHA Blood-borne Pathogen Standard.

A Blood-borne Pathogen policy is designed to protect the:

- Student
- Student's Family
- Patient
- Hospital Personnel
- Visitors to Health Care Institutions

Policy

The Center for Disease Control and Prevention (CDC) in 1996 recommended guidelines for a two-level approach to isolation of infections. Occupational Safety and Health Administration (OSHA) created the standard.

Standard Precautions are work practices that help prevent contact with patient's blood and other bodily fluids. Standard Precautions assumes that **ALL** blood and bodily fluids should be treated as infectious. The only way to combat the spreading of infections is to provide a barrier between the nurse and bodily fluids that may be infectious.

Transmission-based Precautions uses personal protective equipment (PPE) as the barrier from potential infectious bodily fluids.

There are three categories of precautions which require specific practice measures:

1. **Contact Precautions:** This is the most important and frequent mode of transmission; it can either be from direct-contact transmission or indirect-contact transmission. Direct contact involves direct body-to-body surface contact. Indirect transmission involves a susceptible host with contaminated material. This may involve contaminated instruments, needles, dressings, gloves, or inappropriate hand washing.
2. **Droplet Transmission:** This can occur through coughing, sneezing, talking, and certain procedures such as suctioning.
3. **Airborne Transmission:** This can occur from evaporated droplets containing infectious microorganisms that remain suspended in the air for long periods of time such as in dust particles.

Exposure Control Plan

1. Standard precautions will be observed with all human body fluids. All faculty, staff, and students will attend annual exposure control class. Each faculty member participating in clinical activities will review the specific agency guidelines at the beginning of each semester. Those records will be maintained by the Nursing Department Director and will be kept in faculty/student files.
2. Hand washing. This is the single most important measure to reduce the spread of infections and microorganisms in hospitals and community health clinics. The CDC recommends that nurses must wash their hands for at least 15-30 seconds between each patient contact. The CDC also recommends the use of alcohol based hand rubs when hand washing is impossible. The use of gloves does not eliminate the need for thorough hand washing. Nursing students will not be allowed to wear artificial nails or nail extenders as they may be a source of contaminants between patients.
3. Gloves. Non-sterile gloves are to be worn to provide a protective barrier when contamination of the hands from blood, body fluids, secretions, excretions, mucous membranes and non-intact skin may occur. Gloves will be changed after contact with each patient and before touching environmental surfaces.
4. Personal Protective Equipment (PPE). These are items such as specialized gowns, designed to protect the health care worker from blood and bodily fluids. PPE also includes masks, respiratory protection, eye protection, hair covers, shoe covers, and face shields.
 - a. Gowns must be worn if soiling of clothes with blood or body fluids is anticipated.
 - b. Eye wear and mask/face shield are necessary if splatter of body fluids is possible.
5. Needles, syringes, and other sharp objects should be disposable and should be disposed of in rigid, puncture-resistant, leak-proof containers. Needles should not be recapped, or removed from a disposable syringe. All needles shall be considered contaminated. Broken glassware which may be contaminated must not be picked up directly with hands, use a brush, dustpan, forceps, etc. Contaminated sharps shall be discarded immediately or as soon as feasible in containers that are closeable, puncture resistant, leak proof on sides and bottom, and labeled or color coded.
6. Instruments, work areas, and non-disposable items contaminated with blood or body fluids should be safely decontaminated with a 1:10 bleach and water solution, or a tuberculocidal disinfectant.
7. Warning labels are required on containers or waste that may contain contaminated materials, freezers and refrigerators used for blood or other potentially infectious materials, and containers that are used to transport, ship, or store blood or other potentially infectious material.
8. Reusable containers should be handled with gloves.
9. There will be no eating, drinking, applying lip balm, or handling contact lens in a campus laboratory or any potential exposure areas. There will be no storage of food in campus laboratories, or instructional work areas.
10. Infectious waste and items contaminated with body fluids shall be "red-bagged" in leak proof containers which are labeled with the "Biohazard" symbol; this includes any laundry suspected of possible contamination.

Occupation Exposure/Blood-borne Pathogen Occurrence

In the event of exposure to body fluids, the student and faculty member adhere to the following guidelines:

1. In the event of an exposure to eyes, mouth, mucous membrane, non-intact skin or parenteral contact, the area contacted should be washed with soap and water immediately.
2. Notify the instructor immediately, The Nursing Department Program Director should be contacted by the end of the clinical day.
3. A medical evaluation should be performed immediately. The student shall be responsible for any health care fees or charges associated with this policy. If the student refuses medical evaluation, the faculty member will record this declination in the student's personal health school record. Medical evaluation may be completed by the student's personal health care provider, or an emergency treatment center.
4. All expenses incurred by the student are the student's responsibility.
5. Your instructor will report exposure to the Infection Control Nurse and implement the completion of a facility exposure incident form.
6. The faculty/student shall have the responsibility of following through with the protocol suggested by the individual providing the medical evaluation.
7. Inform your clinical instructor as to the various steps throughout the exposure treatment process you are going through.
8. The CDC recommends follow-up care within 1-2 hours of exposure.
9. Complete Exposure Incident Report Form from Acadia Career Institute immediately contact Environmental Services if a hazardous spill occurs.

Emergency Procedure Policy:

Acadia Career Institute believes safety is a top priority. However, emergencies and other incidents could occur. The academy has developed an emergency procedures plan. This document includes how to respond to emergencies that might occur on campus in the classroom setting and at the clinical site.

Evacuation: In the event of an evacuation, the emergency assembly area for this campus is in the Parking Lot in front of the school. Take all of your belongings with you. While we will try to evacuate together as a group, if you become separated, we will assemble at the flagpole in the front parking lot. Do not leave campus or the assembly area unless instructed to do so by the campus representative or another responsible official (police, fire, etc.). At the clinical site, follow the facility emergency procedures policy.

Emergency: In the event of faculty, staff, student, or visitor health emergency at the campus or clinical facility, 911 is to be called immediately. A member of faculty or staff is to remain at the scene until emergency support arrives. In the event of student illness or emergency, at the campus or clinical site, the emergency medical contact will be notified, or the person of choice notified immediately by faculty or staff. The instructor will remain with the student until arrangements have been made for transportation from the site, if the student is unable to transport him or herself. The Executive Director and/or Campus Director will be immediately notified. Acadia Career Institute is not responsible for any charges occurred.

Important phone numbers and location of emergency supplies:

Life threatening emergency – regular phones	911
Life threatening emergency – campus phones	911
Life threatening emergency – cell phones	911
Student health emergency at campus or clinical site	911
Accessible campus phone	419-833-9100
Executive Director – Artemis Gross	419-280-9192
Fire alarm	911
Fire extinguisher	Located next to EXIT SIGN
First aid kit	Located in the Front Office

Satisfactory progress is required for all programs at Acadia Career Institute and all students. Satisfactory progress is necessary to maintain funding through many financial sources (ex. MI Works, the Source, etc.) Therefore, to continue as a student in good standing at ACI, the following satisfactory progress standards must be met.

At Acadia Career Institute, **satisfactory progress** is defined by the following criteria:

1. Maintaining a minimum quarterly (term) grade point average (GPA) of 80%.
2. Maintaining adherence to the Acadia Career Institute attendance policy.

If a student is in danger of falling below the above stated Satisfactory Progress, a consultation is scheduled with the course instructor and/or Program Director and one of the following notification or ineligibility will result.

Academic Notification:

To assist with Part One of satisfactory progress; during each 12-week quarter, the student is notified when a course grade begins falling a **program's minimum passing grade**. Tutoring will be offered based on need. This notification is to alert the student to take immediate action to bring up the unsatisfactory grade. It is ultimately the responsibility of each student to monitor his/her grades and ask for assistance from the course instructor when he/she feels help is needed.

Attendance Notice or Attendance Ineligibility:

To assist with Part Two of satisfactory progress the student must maintain compliance with the ACI Attendance Policy for classroom, lab, and lecture. **Each student is fully responsible for keeping track of his/her own attendance, throughout a program, including all excused and unexcused absences.** A student who exceeds the limits of the Acadia Career Institute's Attendance Policy will become ineligible to remain in the program.

Potential Excused Absences:

If a student has one of following occur, it may be considered an excused absence when appropriate documentation is submitted.

The following documented circumstances may constitute an excused absence:

- Subpoenaed court appearances
- Jury duty
- Death within the immediate family (spouse, parent, step parent, son/daughter, mother/father-in-Law, grandparents)
- Inclement weather which causes the school to close
- Unanticipated medical or surgical emergencies.

The information may be submitted to the appropriate program director or coordinator. Two approval signatures (instructor and program director) are required.

Academic Probation:

To maintain Part One of satisfactory progress the student must obtain the **minimum passing grade** required by each individual program. During each course student grades are evaluated by the instructor at midterm, if a course grade at a failing status, the student is put on Academic Probation during the length of the course until the grade is brought back up to passing status.

A student will be placed on Academic Probation for any of the following:

- Academic - A theory grade below passing status for the individual program.
- Unsatisfactory performance in the Practice Lab or Clinical Experience before the end of a Quarter.
- Unsafe practice/ performance/ or behavior in Lecture, Clinical or Lab settings at any time in the program.

The student must meet with the Program Director to clarify the length of probation and to formulate a plan for improvement.

Institutional Refund Policy:

If a student is not accepted into the training program, all monies paid by the student shall be refunded, except the application and testing fees. Refunds for books, supplies, and consumable fees shall be made in accordance with Ohio Administrative Code section 3332-1-10.1. Refunds for tuition and refundable fees shall be made in accordance with the following provisions as

established by Ohio Administrative Code section 3332-1-10:

1. A student who withdraws before the first class and after the 5 (five) day cancellation period shall be obligated for the registration fee.
2. A student who starts class and withdraws before the Academic term is 15% completed will be

obligated for 25% of the tuition and refundable fees plus the registration fee.

4. A student who starts class and withdraws after the Academic term is 15% completed but before the Academic term is 25% completed will be obligated for 50% of the tuition and refundable fees plus the registration fee.
5. A student who starts class and withdraws after the Academic term is 25% completed but before the Academic term is 40% completed will be obligated for 75% of the tuition and refundable fees plus the registration fee.
6. A student who starts class and withdraws after the Academic term is 40% completed will not be entitled to a refund of the tuition and fees.

The school shall make the appropriate refund within 30 (thirty) days of the date the school is able to determine that a student has withdrawn or has been terminated from a program. Refunds shall be based upon the last date of the student's attendance or participation in an Academic school activity.

Refund Policy for Books and Supply Packs:

Students may return un-opened Books and Supply Packs for full refund within 10 days after the quarter's start date in which they were purchased. Books and Supply Packs may not be returned if book package or supply pack has been opened.

There will be no refunds for Books or Supply Packs after the first 10 days of a quarter have expired

Cancellation and Settlement Policy:

This enrollment agreement may be cancelled within five calendar days after the date of signing provided that the school is notified in the cancellation in writing. If such cancellation is made, the school will promptly refund in full all tuition and fees paid pursuant to the enrollment agreement and the refund shall be made no later than thirty days after cancellation. This provision shall not apply if the student has already started academic classes.

Non-discrimination Policy:

ACADIA CAREER INSTITUTE is committed to equal opportunity for all and does not discriminate based on race, color, religion, ancestry, marital status, gender, disability, age, Vietnam-era veteran's status, or national origin. Acadia Career Institute's School of Practical Nursing and School of Allied Health programs meet the needs of students with physical and/or learning disabilities as provided by the Americans for Disability Act of 1992.

Grievance Procedure

Within an Acadia program, the term "grievance" is defined as a dispute between a student and the Acadia Program regarding the interpretation, application of, or compliance with any provision of the ACADIA CAREER INSTITUTE policies or procedures. The grievance process is available to all students without fear of retaliation or intimidation. All conversations, with the student, shall be held in strict confidence by those involved. The grievance decision may be appealed as outlined in Step I.

STEP I: The grieving student discusses the concern with the Instructor or faculty member who is involved with the issue in an effort to arrive at a mutually agreeable solution. The discussion must be held within three (3) working days of the occurrence.

STEP II: If the grievance is unresolved after Step I, the student may further pursue the grievance process by submitting a completed grievance form (Appendix) to the Campus Director within six (6) working days of the original dispute.

Within five (5) working days from the submission of the completed grievance form, the student, Campus Director, and faculty member will meet for the purpose of resolving the grievance.

Following this meeting, the Campus Director's written disposition will be given to the student and the faculty member within three working days of the meeting.

The grievance will be considered resolved if an agreement is reached at this point.

STEP III: If the student is not satisfied with the Campus Director's disposition of the grievance, the student may appeal in writing to the Director of Education and the Executive Director within three (3) working days after receipt of the disposition.

The following conference will include the student, the involved faculty member, the Campus Director, the Director of Education, and the Executive Director. Within five (5) working days of the conference, the Director of Education shall submit a written disposition, which shall include reasons for the disposition.

Whether or not the grievance or complaint has been resolved to his/her satisfaction by the school, the student may direct any problem or complaint to the

Executive Director

State Board of Career Colleges and Schools
30 East Broad St., Suite 2481, Columbus, Ohio 43215
Phone 614-466-2752; toll free 877-275-4219.