

Academic Year
January – December 2024
SCHOOL CATALOG



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This Catalog is an official publication of Academia Medical Institute (AMI). As such, it is subject to revision at any time. The catalog is updated annually to reflect any changes made in policy and procedure. The School reserves the rights to add, withdraw, or revise any course, program of study, provision, or requirement described within the Catalog as may be deemed necessary. Occasionally, program requirements will vary by the printing date of the Catalog. The tuition, fees, program graduation requirements, and other rules described in this Catalog apply to all students who enroll at AMI while the Catalog is in effect.

WELCOME TO ACADEMIA MEDICAL INSTITUTE

Dear Students and Families

On behalf of the administration and faculty of Academia Medical Institute, I extend to you our warmest welcome. We are pleased that you have chosen AMI to further your education and professional career. Excellence in education and affordability is our core theme. Academia Medical Institute, as one of the most affordable private Career Colleges in Central Ohio, our vision remains the same to offer engaging learning opportunities and experiences for students from across the country.

As adult learners, we understand it's a challenge to come back to school because you juggle family, work, church, and other responsibilities. You are wondering how you are going to fit this on top of everything else? We completely understand that, and almost everyone here is in the same boat as you. I believe that if you invest in the learning experience, you will grow, enrich your life, and be forever changed; because education is the gateway to be successful in life.

Your talents, ambitions, and diversity will benefit our community centered on our students' accomplishments, providing them with exceptional experiences and connections to prosperous careers. We are optimistic you will find your time at Academia Medical Institute to be very rewarding and gratifying.

We are committed to making our campus a safe, healthy, and inclusive environment where you can reach your full potential. I'm delighted that Academia Medical Institute can be a part of your life in this next chapter of your career, and I look forward to handing you a diploma one of these days soon.

Thank you for being part of our family; your success is our success!

Ahmet H. Ali

Campus Executive Director, Academia Medical Institute



HISTORY AND OWNERSHIP	6
STATEMENT OF OWNERSHIP	6
STATE OF LEGAL CONTROL	6
ADMINISTRATORS	6
MAIN CAMPUS LOCATION & CONTACT DETAILS	7
MISSION	7
INSTITUTIONAL GOALS	7
VISION	7
OUR PHILOSOPHY	7
CORE VALUES	7
TEACHING AND LEARNING PHILOSOPHY	8
COMMITMENT	8
APPROVALS	8
SCHOOL HOURS	8
CLASSROOM FACILITIES	8
TRANSPORTATION	8
VISITORS	9
STUDENT INFORMATION CHANGE	9
INCLEMENT WEATHER	9
STUDENT SERVICES	9
ACADEMIC RECOGNITION	9
INTERNET ACCESS	9
TECHNICAL SUPPORT	9
LIBRARY RESOURCES	10
CAREER PLACEMENT AND EMPLOYMENT DISCLAIMER	10
LOST AND FOUND	10
THEFT & DAMAGE POLICY	10
STUDENT ID CARDS	10
PRACTICAL NURSING ADMISSIONS	11
ADMISSION REQUIREMENTS	11
ADMISSIONS PROCESS	11
BLENDED EDUCATION REQUIREMENTS	12
FINANCIAL AID ADVISEMENT	13
PRACTICAL NURSING (PN) PROGRAM DESCRIPTION	13
PROGRAM DELIVERY	13
CONCEPTUAL FRAMEWORK	13
PROGRAM OUTCOMES AND OBJECTIVES	14
DIRECT NOTICE POLICY FOR PROGRAMS LEADING TO LICENSURE OR CERTIFICATION	14
STATE BY STATE DISCLOSURE FOR PROGRAMS LEADING TO LICENSURE OR CERTIFICATION	14
PN PROGRAM OUTLINE AND CURRICULUM	16
PRACTICAL NURSE (PN) COURSE DESCRIPTIONS	17
LPN TO RN NURSING BRIDGE PROGRAM	19
ADMISSION REQUIREMENTS FOR LPN TO RN NURSING BRIDGE	19

BLENDED EDUCATION REQUIREMENTS	19
LPN TO RN NURSING BRIDGE CURRICULUM DETAILS	20
PROGRAM OBJECTIVES	20
DIRECT NOTICE POLICY FOR PROGRAMS LEADING TO LICENSURE OR CERTIFICATION	21
STATE BY STATE DISCLOSURE FOR PROGRAMS LEADING TO LICENSURE OR CERTIFICATION	21
LPN TO RN NURSING BRIDGE CURRICULUM OUTLINE	22
LPN TO RN NURSING BRIDGE COURSE DESCRIPTIONS	22
AMI ACADEMIC CALENDAR	25
NATIONAL HOLIDAYS OBSERVED	25
UNITS OF CREDITS AND DEFINITION OF CLOCK HOUR	26
AUDITING COURSES	26
DISMISSAL FOR STUDENT CONDUCT	26
RE-ADMISSION POLICY	26
ANTI-HAZING POLICY	26
AUDIO & VIDEO RECORDING POLICY	28
COPYRIGHT INFRINGEMENT POLICY	28
OWNERSHIP OF WORK	29
STUDENT ACADEMIC GUIDANCE AND ADVISING	30
OPEN COMMUNICATION	30
GRIEVANCE POLICY AND APPEAL PROCEDURES	30
UNIVERSAL/STANDARD PRECAUTIONS	31
INITIAL RESPONSE TO EXPOSURE	31
STUDENT RECORD MAINTENANCE	31
ACADEMIC RECORD AND TRANSCRIPT CONTROL	31
CONFIDENTIALITY POLICY:	32
TRANSFERABILITY OF CREDIT	32
TRANSFER OF CREDIT AND ADVANCED PLACEMENT POLICY	32
NOTICE OF NON-DISCRIMINATION	33
BACKGROUND CHECK LAW	33
HEALTHCARE RECORD	33
REPEATING A COURSE	33
CANCELLATION OF COURSES	33
OFFICIAL WITHDRAWALS	34
UNOFFICIAL WITHDRAWALS	34
REFUND POLICY	34
RETURN OF TITLE IV (R2T4) POLICY	35
STUDENT PROGRESSION POLICY	37
SATISFACTORY ACADEMIC PROGRESS (SAP)	38
GRADUATION REQUIREMENT/COMPLETION POLICY	40
PROGRAM COMPLETION	41
LETTERS OF RECOMMENDATION	41
STUDENT ILLNESS CLASSROOM / CLINICAL	41
SUPERVISION OF STUDENTS POLICY	41

EVALUATION OF STUDENTS POLICY	41
COURSE AND PROGRAM EVALUATION	41
GRADING SCALE	42
DIDACTIC EXAMINATIONS	42
CLINICAL EVALUATION	42
LABORATORY EVALUATION	43
NOTIFICATION OF CHANGES TO POLICIES	43
CODE OF CONDUCT POLICY	43
DISCIPLINARY PROCESS	45
ATTENDANCE POLICY	45
ATTENDANCE - THEORY (LECTURE) DAYS	46
ATTENDANCE - PRACTICE LAB	46
ATTENDANCE CLINICAL	46
PUNCTUALITY/CUTTING CLASS	46
LEAVE OF ABSENCE	46
DISMISSAL	46
DRESS CODE	47
CLASSROOM AND LAB MANAGEMENT	48
STUDENT REPRESENTATIVE	48
CELL PHONES	48
INCIDENT REPORT	48
EVALUATION OF PROGRAM	49
GRADUATE SURVEY	49
FINANCIAL ASSISTANCE INFORMATION	50
FINANCIAL OBLIGATION	50
TUITION, FEES & PAYMENT PLANS	50
TERMS AND CONDITIONS OF THE TUITION PAYMENT PLAN	50
FINANCIAL ASSISTANCE	51
PRACTICAL NURSING (PN) TUITION AND FEES	51
LPN TO RN BRIDGE TUITION AND FEES	52
SCHOOL SPONSORED OPPORTUNITY GRANT	52
AMI CONTINUING STUDENT GRANT	53
NURSE EDUCATION ASSISTANCE LOAN PROGRAM (NEALP)	53
REGULATIONS AND INFORMATION	55
FAMILY EDUCATION RIGHTS & PRIVACY ACT (FERPA)	55
AMERICANS WITH DISABILITIES ACT (ADA)	57
DRUG AND ALCOHOL POLICY	57
SCHOOL SAFETY	57
ARBITRATION	58
AMI FACULTY, MANAGEMENT, & STAFF	59



HISTORY AND OWNERSHIP

Academia Medical Institute opened its doors in Columbus Ohio on June 9, 2015, under Academia School of Nursing but later changed its name to Academia Medical Institute.

On September 30, 2015, the Ohio State Board of Career Colleges and Schools approved Academia Medical Institute's to operate and provide healthcare training in Ohio. AMI's Registration Number is 15-09-2070T. On January 25, 2017, the Ohio Board of Nursing approved AMI to provide pre-licensure nursing training, enabling graduates to sit for licensure exams.

At the beginning the nursing school was located at 3191 West Broad Street in Columbus, Ohio but due to growth and parking issues; the institution moved into a 18,000 square foot facility with plenty of parking space for our students and faculty. The current address is: 3445 South Blvd, Columbus, Ohio 43204. The new location offers spacious classrooms, computer labs with internet access, a lounge and comfortable gathering spaces to encourage connections among students, faculty, and staff consistent with the real world and hands-on clinical experience. Academia Medical Institute's goal is to create an active learning environment that fully supports student needs.

STATEMENT OF OWNERSHIP

Academia Medical Institute is DBA Academia School of Nursing, LLC Academia Medical Institute is owned by Ahmet Ali.

STATE OF LEGAL CONTROL

Academia Medical Institute is a Limited Liability Corporation, incorporated in the State of Ohio in June 2015 as AMI, LLC. doing business as Academia Medical Institute.

ADMINISTRATORS

Ahmet Ali, President/Founder and Chief On-Site Administrator – BA, Franklin University
Yeshiareg "Tiya" Kifle, Program Administrator, MS, RN, Gonzaga University

GENERAL INFORMATION

MAIN CAMPUS LOCATION & CONTACT DETAILS

Academia Medical Institute, LLC
3445 South Boulevard, Columbus Ohio 43204
Phone: (614) 279-4900
Fax: 800-208-3519
www.amiohio.edu

MISSION

To provide nursing education to our students in nursing ethics, theory, and practice and prepare health care professionals who demonstrate principles of integrity, accountability, compassion, and competence to contribute positively to the dynamic health care industry.

INSTITUTIONAL GOALS

1. Employ qualified faculty and staff who pursue professional development.
2. Provide a secure state of the art learning environment.
3. Comply with regulatory agencies requirements.
4. Achieve required programmatic outcomes.
5. Attain high student satisfaction.

VISION

The goal of Academia Medical Institute is to become the premier provider of private nursing education for working adults in Ohio by transforming students into caring critical thinking, clinically competent nurses who are committed to excellence in practice and life-long learning.

OUR PHILOSOPHY

Academia Medical Institute's philosophy is anchored on the belief that nursing education should prepare students to function safely and effectively in the generalist role. We believe that nursing education should provide students an opportunity to progress within a ladder curriculum in order to enhance the profession of nursing and to serve as a foundation for life-long learning. Nurses should be prepared to provide ethical, holistic, and compassionate care to diverse populations in a variety of settings. We believe that by incorporating into our curriculum the standards set forth by our governing bodies, the evidenced-based research provided by our colleagues, and the values and criteria promoted by our national nursing organizations, our goal can best be accomplished.

CORE VALUES

Academia Medical Institute's values are manifest through:

- **FAITH** - Grounded in various religious faith while valuing the religious freedom of others, we believe that God has a plan and purpose for each person to fulfill; and that a quality education provides the opportunity for each to reach their full potential.
- **RESPECT**: We are dedicated to fostering a safe educational environment where respect for each unique individual is demonstrated, where dignity is valued, and diversity is celebrated.
- **PERSEVERANCE**: Firmly rooted in the belief that perseverance produces character, we are committed to supporting students through any struggles they may face while working to achieve their educational goal.
- **INTEGRITY**: Guided by strong moral principles, we believe that everyone has a responsibility to know and do the right thing. We are committed to the equitable treatment of all individuals by consistently applying the same established policies and procedures.
- **HONESTY**: We believe that maintaining honesty on campus, in clinicals, and within the nursing profession is a responsibility shared by all members of the Academia' community, including students, faculty, and staff.

- **DEDICATION:** We uphold the value of dedicating oneself wholeheartedly and doing whatever it takes to complete a task or purpose.
- **COMPASSION:** We embrace compassion by demonstrating genuine concern for the needs of others in our community and taking the time and effort to serve a purpose greater than ourselves.

TEACHING AND LEARNING PHILOSOPHY

The faculty of Academia Medical Institute believes in providing high quality nursing education to prepare well-qualified, diverse professional nurses to care for patients/families with varying healthcare needs. Faculty are central in achieving program goals along with imparting their knowledge and enthusiasm in preparing competent, skilled, caring, and compassionate graduates responsive to emerging health care needs and trends. Faculty use their knowledge and expertise to engage, collaborate in, and promote the development of clinical decision making, critical thinking, communication, professional behaviors, and caring interventions for individualized, holistic management of care with emphasis on safety and efficiency. Faculty also incorporate relevant and current evidence-based practice content in their didactic, laboratory, and clinical instruction.

The Academia Medical Institute faculty subscribe to Jean Watson's *Caring Theory* as a basis for program structure and teaching. The faculty ascribes to various levels of nursing expertise and the need for ongoing, lifelong learning. Nursing programs are based on both faculty and student responsibilities in teaching and learning. To meet these goals the ratio of student to faculty ratio for laboratory is a maximum of 16:1 and for clinical 10:1. The faculty is committed to fulfilling legal and professional standards in order to achieve academic excellence.

COMMITMENT

Academia Medical Institute is committed to serving the community by providing for the educational needs of adults and the staffing needs of employers. Academia Medical Institute believes that all individuals deserve high quality educational opportunities to reach their full potential. We are dedicated to fostering a safe educational environment where dignity is valued, diversity is celebrated, and learning is a life-long endeavor. We believe that education is a shared responsibility among the college administration, faculty, staff, and students; whose collaboration is critical in maintaining our unique academic community. The major goal of Academia Medical Institute is to transform students into clinically competent and caring registered nurses committed to serving their communities.

Academia Medical Institute is dedicated to providing quality nursing programs with flexible schedules that meet the needs of students who strive to balance school and work responsibilities. The accessibility and quality of our programs are ensured through:

- Small and manageable class sizes
- Qualified, experienced, and dedicated faculty
- A state-of-the-art facility equipped with cutting edge technology designed for students' success
- Relevant and research-based curricula
- Systematic evaluation of the faculty

APPROVALS

On September 30, 2015, the Ohio State Board of Career Colleges and Schools approved AMI to operate and provide healthcare training in Ohio. AMI's Registration Number is 15-09-2070T. <https://scr.ohio.gov>

On January 25, 2017, Academia Medical Institute was approved by the Ohio Board of Nursing to provide pre-licensure nursing programs in Ohio. <https://nursing.ohio.gov>

Academia Medical Institute (AMI) is institutionally accredited by the Accrediting Bureau of Health Education Schools (ABHES). ABHES Address: 6116 Executive Blvd., Suite 730, North Bethesda, MD 20852 | Phone: (301) 291-7550 | info@abhес.org

The Accrediting Bureau of Health Education Schools is recognized by the United States Department of Education.

SCHOOL HOURS

Classes are conveniently scheduled in morning, evening, and some weekend sessions in order to meet the needs of our student body. Faculty hours are as published on the course syllabus. Administrative office hours at the main office are as follows:

- Monday – Friday 8:00 AM – 5:00 PM

CLASSROOM FACILITIES

The School has 6 classrooms available and 2 dedicated skills labs. Equipment available includes teacher and student computers, a white board, Projectors, DVD and VHS player, 5 hospital beds, educational mannequins, educational models, and nursing lab supplies needed for instructional purposes. The classroom also has a dedicated restroom for student use.

TRANSPORTATION

Practical clinical experience is an essential requirement of the nursing program. Clinical options depend on the approval of affiliating

agencies, and some clinical sessions may be designated for specific program tracks in order to avoid course schedule conflicts. Students are required to travel to complete clinical learning experiences. The distance between Academia and clinical sites ranges between 8 - 58 miles. It is the responsibility of the student to adjust their work hours around the course/clinical schedule, and to make arrangements for reliable transportation to/from the college campus and clinical site. Many students carpool to clinical facilities. Students are expected to attend the clinical session at the facility to which they are assigned. Accommodations CANNOT be made due to distance of travel, work schedules, personal preferences, or any other reason.

VISITORS

Visitors are not allowed in the classrooms or laboratory without the specific permission of the instructor. Children are not allowed in classrooms or labs at any time.

STUDENT INFORMATION CHANGE

To change personal information such as home or mailing address, telephone numbers, emergency contact information, payment plan information, or any other information originally filed at enrollment, a student must obtain, complete, and submit an Information Change Request Form at the Academia Medical Institute office.

INCLEMENT WEATHER

Inclement weather sometimes necessitates the closing of the facilities of Academia Medical Institute and the cancellation of its classes or clinicals. If inclement weather occurs on a clinical day, follow the policy that your instructor has given you for your facility. Clinical facilities are located across a large area, where weather conditions may vary. Academia Medical Institute cannot assume any risk associated with weather conditions. Therefore, the decision about when and where to travel is a matter of individual student judgment. Absence from clinicals due to inclement weather will require a makeup activity as assigned by your instructor and must be submitted by the established deadline.

In cases of severe weather, students should check the school website for information on class cancellations and school closing. Students can also access this information through the following means:

1. Students should watch 10 TV News for delay or closure information.
2. School will also post a closure or delay through the messaging system.

STUDENT SERVICES

Academia Medical Institute provides various services designed to create a learning environment that fosters student success: advising, tutoring, mentoring, career placement, and campus events. These services are managed by the Student Services department and are promoted on the school's main website, social networking site (Facebook, Twitter & Instagram), and on-campus digital boards. New students are given orientation to set clear expectations of their academic goals and objectives.

ACADEMIC RECOGNITION

Academia Medical Institute honors students who are exceeding academic requirements through its academic recognition programs.

Academic Achievement Award: Students who achieve a term GPA of 3.0 to 3.4 receive the Academic Achievement Award. Students who qualify for the Academic Achievement Award will receive a notification after the end of the term once final grades have been submitted by faculty. Award recipients will receive a certificate, and have their name posted on the Academic Achievement Award list shared on campus, the AMI website, and on social media.*

Academic Excellence Award: Students who achieve a term GPA of 3.5 and above receive the Academic Excellence Award. Students who qualify for the Academic Excellence Award will receive a notification after the end of the term once final grades have been submitted by faculty. Award recipients will receive a certificate, and have their name posted on the Academic Excellence Award list shared on campus, the AMI website, and on social media.*

*Per the AMI Student Privacy policy, students may choose not to have their name published as an award recipient.

INTERNET ACCESS

Classes may require use of the internet. (There are computers at the school but require scheduling for student use.) Students should plan for:

1. Internet access
2. A computer with a minimum of Windows 2000 or equivalent operating system
3. A printer

TECHNICAL SUPPORT

For questions and tech support students should contact their instructor during school hours, or via email after hours. The contact information for each faculty member is provided in the course syllabus. Additionally, students are able to get technical help over the phone or in person at the campus, Monday - Friday 8 am to 5 pm.

If further support is needed, students may contact the Campus Executive Director at 614-279-4900 for assistance.

LIBRARY RESOURCES

Students have access to a library with curriculum-relevant materials to supplement and expand their learning. The library includes books, magazines, and other printed resources. Additionally, wi-fi access is available to students and instructors to look up and access additional information.

AMI is contracted with LIRN (Library and Information Resource Network), an organization that provides digital resources and library services. LIRN offers access to a wide range of online databases, e-books, journals, and other educational materials to support research, learning, and teaching. LIRN is easily accessible and is available to the student any time of the day.

AMI's contract with LIRN includes a librarian. The librarians hold master's degrees from programs accredited by the American Library Association

Students have access to the AMI's Online Learning Resource System which can be accessed from the Learning Management System (Populi).

CAREER PLACEMENT AND EMPLOYMENT DISCLAIMER

Student Services provides employment assistance to graduates of our programs. Although AMI offers no guarantee of employment, Student Services personnel assist students in writing a resume and cover letter, and in obtaining a job interview through a network of established contacts including employers and employment agencies. Placement assistance is not intended to eliminate the need for students to search for employment themselves, and students are encouraged to explore volunteer, internship, and temporary job assignments as they provide the opportunity to gain valuable experience and may lead to a permanent position.

LOST AND FOUND

Items found on campus will be turned in to the Student Services. To inquire about any lost or misplaced items, please contact Student Services.

THEFT & DAMAGE POLICY

Academia Medical Institute is not responsible for lost or stolen property. Students are encouraged to secure their own belongings and to report any thefts to the Student Service Desk, Columbus Police, or the Franklin County Sheriff's Office as soon as the loss is discovered. Academia Medical Institute expects students who are responsible for damaging institution property (either accidentally or with intent) to report that damage to the Student Service Desk. Students who voluntarily report accidental damage for which they are responsible are not penalized in any way, though they are expected to pay for the costs of repair. Students who fail to report damage and who are later shown to be responsible for that damage are referred for disciplinary action.

STUDENT ID CARDS

Each student is issued an AMI Student photo ID card. The ID card is to be carried on campus at all times for security purposes. Any replacement card will be charged a fee of \$10.

COPYING CHARGES

Black and white copying provided by Printing Services is charged at **\$.10 PER COPY/PER SIDE** while **COLOR COPIES ARE \$.25 PER COPY/PER SIDE**. An additional charge is applied for different sizes and types of paper and specialized finishing such as spiral binding, 3-hole punch, trimming, folding, padding, etc.



PRACTICAL NURSING

PRACTICAL NURSING ADMISSIONS

ADMISSION REQUIREMENTS

All applicants must attend an information session and a personal interview with an admissions representative for a tour of the campus and to get necessary information to make an informed decision regarding their nursing education.

ADMISSIONS PROCESS

- **REGISTRATION FEE:** Applicant must Complete Application and pay Registration fee of \$100 (Application online)
- **PROOF OF RESIDENCE IN OHIO:** The applicant must be a U.S. Citizen or Permanent Resident of the United States. Applicants must also be residents of the state of Ohio. To prove residency, the applicant must submit two forms of official, unexpired government-issued identification. One of the forms of identification must include an address. Acceptable forms of documentation include a Social Security Card, Driver's License, State ID, Passport, and/or proof of U.S. Citizenship or Permanent Residency card, if not a U.S. Citizen.
- If the applicant's identification that includes an address lists a non-Ohio address, the applicant will be required to provide an attestation stating that they currently reside in Ohio, along with supporting documentation, such as a lease/rental agreement, utility bill, or similar, if possible.
- **HIGH SCHOOL/GED:** The applicant must provide documentation of graduation from high school in the form of a valid high school diploma, transcript or other acceptable documentation issued by an authorized state education agency (e.g., General Education Development (GED) in Ohio). **INTERNATIONAL TRANSCRIPTS/DOCUMENTS NEED TO BE EVALUATED BY A THIRD-PARTY EVALUATOR FOR EQUIVALENCY.**
- **ENTRANCE EXAM:** The applicant must pass the **ATI TEAS Pre-entrance exam with a score of 48%** or **HESI Entrance Exam with a composite score of 70%.** Entry Exams must be within a 2-year period from the date taken the test.

AFTER ACCEPTANCE: STUDENTS ARE REQUIRED TO PROVIDE DOCUMENTATION OF THE FOLLOWING ITEMS: IN ALL CASES THESE DOCUMENTS MUST BE ON FILE PRIOR TO THE START OF CLINIC EXTERNSHIP.

- **COMPLETED BACKGROUND CHECKS** —Both BCI and FBI (Using Code: 4723.09)
- **CPR CERTIFICATION:** Applicants must have a Cardiopulmonary Resuscitation (CPR) Healthcare Provider — Basic Life Support (BLS) completion certificate prior to beginning the program.
- **PHYSICAL EXAMINATION:** Applicant must have current record of physical examination by a licensed health care provider prior to admission to the program (no older than 1 Year). Please contact us to receive the required application forms.
- **1-STEP TUBERCULOSIS (TB) TESTING:** Applicants must have a screening for TB test prior to the start of the Clinical Site Visit. Testing must be done within one year before beginning the program and again before beginning clinical rotations.

NOTICE: Arrests, charges, or convictions of criminal offenses may be cause to deny or limit licensure or employment opportunities in specific careers and occupations and may limit the student's ability to obtain federal, state, and other financial aid.

For license application for nursing, from the Ohio Administrative Code 4723. Nurses: 4723.09 License Application:

(A)(2)(b) For an applicant who entered a precicensure nursing education program on or after June 1, 2003, the criminal records check of the applicant that is completed by the bureau of criminal identification and investigation and includes a check of federal bureau of investigation records and that the bureau submits to the board indicates that the applicant has not been convicted of, has not pleaded guilty to, and has not had a judicial finding of guilt for violating section 2903.01, 2903.02, 2903.03, 2903.11, 2905.01, 2907.02, 2907.03, 2907.05, 2909.02, 2911.01, or 2911.11 of the Revised Code or a substantially similar law of another state, the United States, or another country. Students are encouraged to investigate these possibilities and may read the rule in full on the Ohio Board of Nursing website: <http://codes.ohio.gov/oac/4723-7-09>

BLENDED EDUCATION REQUIREMENTS

HARDWARE & SOFTWARE REQUIREMENTS

Students need to have the following hardware and software to complete the blended program:

- A computer, tablet, or smartphone with the following features (as applicable):
 - A processor of 2 GHz or faster
 - 4 GB RAM or greater
 - Monitor or screen with 1024x768 or greater resolution
 - Speakers (or headphones) and Microphone
 - A camera capable of video web conferencing
 - Microsoft® Windows 10 (Recommended) [Microsoft® Windows 7(Minimum)]
 - Android OS (current version)
 - Apple® MacOSx (10.10 or latest version) or current iOS
- A high-speed internet connection with a connection speed of 1.5 MBs or better
- A current internet browser (Chrome, Firefox, Edge, or Safari)
- Adobe Reader
- Microsoft Word or Google Docs
- Email Account

TECHNICAL SKILLS

Students need to have the following technical skills to be successful in the blended program:

- Ability to use email to correspond with faculty, staff, and students.
- Ability to access, create, and save documents in Microsoft Office formats. (At a minimum, students must be familiar with Microsoft Word.)
- Ability to browse the web, including downloading and installing common plug-ins and configuring common browser options.
- Ability to configure and run applications, including an antivirus application, to ensure that the student's system is secure and transmitted files are virus free.
- Ability to use a web conferencing service (ex: Zoom, BigBlueButton, Google Meets, etc.).

FINANCIAL AID ADVISEMENT

Academic Medical Institute currently is approved to offer Federal Student Financial Aid to those who qualify for the Practical Nursing program, including the Federal Pell Grant Program, Federal Family Education Loan Program, Federal Direct Student Loan Program, Federal Perkins Loan Program, Federal Supplemental Educational Opportunity Grant Program, Federal Work-Study Program, and Afghanistan Service Grant.

The admission process includes advising on the options for paying the tuition and fees related to the educational program of enrollment at Academic Medical Institute, including Federal Student Financial Aid. The individual has the option of applying for Financial Aid or participating in a payment plan offered by the school. Veterans are able to utilize their Montgomery GI Bill and or Post 9/11 GI bill to pay for those programs that are approved by the State Approving Agency.

For assistance in obtaining additional information about Academia Medical Institute or about financial aid, prospective or enrolled students may contact the individuals below:

Ahmet H. Ali, Campus Executive Director: aahmet@amiohio.edu
Elfrida Ruber, Financial Aid Director: eruber@amiohio.edu

Academia Medical Institute staff can also be reached by calling (614) 279-4900.

PRACTICAL NURSING (PN) PROGRAM DESCRIPTION

The program of learning for the Practical Nursing Program is designed to enable the student to provide safe, direct care for assigned clients of all ages in various structured health care settings. Supervision by qualified faculty, as required by Ohio Administrative Code 4723-5-11, "Qualifications of administrative, faculty and instructional personnel for a practical nursing education program" is provided.

The faculty of the Academia Medical Institute believes in providing high quality nursing education to prepare well-qualified, diverse nurses to care for patients/families/communities with varying healthcare needs. Faculty are central in achieving program goals along with imparting their knowledge and enthusiasm in preparing competent, skilled, caring, and compassionate graduates that are responsive to emerging health care needs and future trends. Faculty use their knowledge and expertise to engage, collaborate in, and promote the development of clinical decision making, critical thinking, communication, professional behaviors, and caring interventions for individualized, holistic management of care with emphasis on safety and efficiency. Faculty also incorporates relevant and current evidence-based practice content in the theory, laboratory, and clinical instruction.

The faculty ascribe to various levels of nursing expertise and the need for ongoing lifelong learning. Nursing programs are based on both faculty and student responsibilities in teaching and learning. The faculty are committed to fulfilling legal and professional standards in order to achieve academic excellence.

This program consists of three components which are theoretical or classroom experience, laboratory practice experience and clinical experience. This program is designed to progress from general to specific skills. The Program's philosophy and organizing theme guides the curriculum. There is emphasis for each student to function in a mature, consistent manner that reflects an understanding of ethical conduct, personal responsibility, and accountability for behaviors and actions. Course content includes all areas of study, as mandated by Ohio Administrative Code 4723-5-14.

PROGRAM DELIVERY

Residential - Theory, Lab, and Clinical hours* delivered in person

Blended - Theory delivered online | Lab and Clinical hours* are delivered in person

** Some clinical hours may be delivered by approved simulation*

CONCEPTUAL FRAMEWORK

The Academia Medical Institute faculty subscribe to the Conceptual Framework of Jean Watson's Caring Theory (see website address below as a reference) as a basis for program structure and teaching. The following ten carative factors form a framework for understanding nursing as the science of caring. Watson uses the term "carative" instead of "curative" to distinguish between nursing and medicine. "Whereas *curative* factors aim *curing* the patient of disease, *carative* factors aim at the *caring process* that helps the person attain (or maintain) health or die a peaceful death". As nurses you would use these carative factors in delivery of healthcare to your clients. The 10 carative factors are: The formation of a humanistic-altruistic system of values, The development of a helping-trusting relation, The promotion and acceptance of the expression of positive and negative feelings, The systematic use of the scientific problem-solving method for decision making, The promotion of interpersonal teaching-learning, The provision for a supportive, protective and (or) corrective mental, physical, sociocultural, and spiritual environment, Assistance with gratification of human needs and The allowance for existential-phenomenological forces. As retrieved from:

PROGRAM OUTCOMES AND OBJECTIVES

Upon successful completion of this Practical Nursing education program, the graduate will be able to:

1. Apply scientific principles to provide safe, direct care for clients in various health care settings within their scope of practice.
2. Contribute to data collection, planning, implementation, and evaluation of nursing care, using the nursing process, within the legal scope of practice for a practical nurse.
3. Communicate effectively with clients, families, peers, and those from other healthcare disciplines to assure that effective, seamless care is provided.
4. Use critical thinking skills to apply knowledge from the biological and behavioral sciences in the delivery of safe, competent, effective care to clients across the life span.
5. Demonstrate professional, ethical behavior that follows the legal scope of practice of the Practical Nurse and includes taking personal responsibility for their nursing actions.
6. Identify learning needs of clients assigned to them and assist other members of the health care team in presenting the necessary information.
7. Identify the need for professional growth and learning to ensure that their practice reflects the most recent concepts of health care and to meet required continuing education units for licensure renewal.
8. Apply to take the National Council Licensure Examination for Practical Nurses (NCLEX-PN).

DIRECT NOTICE POLICY FOR PROGRAMS LEADING TO LICENSURE OR CERTIFICATION

Academia Medical Institute determines the student's physical location during the admissions process. Applicants share their address on the Application for Admission. Their address is verified through a government issued ID that is collected as part of the admissions process. As the program is blended, students must be located in the Columbus, Ohio, area to attend. Students located outside of Ohio are not accepted into the Practical Nursing (PN) program.

For applicants and students of the Practical Nursing (PN) program, Academia Medical Institute provides direct notice as to the determination of qualification for licensure for states outside of Ohio via email.

Students at Academia Medical Institute are able to update their personal information, including address, in the Student Information System. Staff receives a notice when the student changes their address. If a student's address is updated to a state outside Ohio, the Direct Notice process is started. Direct Notice is provided via email within 14 days of the notification of the address change as reported in the Student Information System.

However, as the Practical Nursing (PN) program is blended, students are encouraged to speak with Academia Medical Institute staff prior to relocation to determine options for continuing training or withdrawing prior to moving outside of Ohio.

If a student moves out of Ohio, or if the determination of qualification for licensure for a state on the list changes for the Practical Nursing (PN) program, Academia Medical Institute provides Direct Notice to all students. Direct Notice is provided via email within 14 days after the day the change in determination is identified by Academia Medical Institute.

STATE BY STATE DISCLOSURE FOR PROGRAMS LEADING TO LICENSURE OR CERTIFICATION

Academia Medical Institute's Practical Nursing (PN) program is approved by the Ohio Board of Nursing and qualifies graduates to apply for the NCLEX-PN exam in Ohio. Graduation from the Practical Nursing (PN) program does not guarantee passing the NCLEX-PN and earning licensure in Ohio or in any other state. Licensure is required to work as a Licensed Practical Nurse (LPN) in Ohio. Licensing requirements are shared with prospective students during the admissions process. They can also be found on the Ohio Board of Nursing website: <https://nursing.ohio.gov/licensing-certification-ce/rn-aprn-lpn/>.

Should a student move to another state during training, AMI will provide Direct Notice to the student as to whether or not AMI's Practical Nursing (PN) program meets qualifications for licensure in that state within 14 days of notification of the location change. It is recommended that the student contact the agency which licenses Practical Nurses (LPNs) in that state to inquire if the training completed at Academia Medical Institute will be accepted toward that state's licensure requirements as well.

Further, if a graduate moves out of state after completion of the Practical Nursing (PN) program, it is up to that graduate to contact the agency which licenses Practical Nurses (LPNs) in that state to determine if they will qualify to apply to sit for the NCLEX-PN in that state.

Finally, if a graduate moves out of state after sitting for and passing the NCLEX-PN and gaining licensure as a Licensed Practical Nurse (LPN) in Ohio, it is up to that graduate to contact the agency which licenses Practical Nurses (LPNs) in that state to determine if the Ohio license will be accepted in that state or if other licensure requirements must be met in order to be eligible for employment in the new state.

As of January 1, 2023, Ohio joined the Nurse Licensure Compact (NLC). The NLC allows a nurse to hold one Multi-State License (MSL) in their primary state of residence while practicing virtually or over state lines in the other states participating in the compact across the country. A list of states participating in the NLC can be found here:

<https://www.ncsbn.org/compacts/nurse-licensure-compact.page>. Students nearing graduation and graduates may apply for an MSL for Practical Nursing (PN) by following the steps found here:

<https://nursing.ohio.gov/licensing-and-certification/multistate-licensure/nursing-students-information/02-nursing-students-information>.

A list of states along with a determination on whether or not the Academia Medical Institute Practical Nursing (PN) program meets professional licensure education requirements is provided on AMI's website under Consumer Disclosures.

PN PROGRAM OUTLINE AND CURRICULUM

The curriculum is designed to assist each student in learning basic principles of human growth and development and the milestones that are typically achieved at the various stages of life cycle events. The curriculum additionally includes ways to promote health and well-being for clients during the various stages of the life cycle while considering cultural/ethnic backgrounds and individual health belief systems. Finally, the curriculum explores common alterations of health that may occur during the various stages of the life cycle. Focus is then placed on the nursing care and skills that are necessary to assist these individuals to achieve optimal health. The laboratory and clinical experiences are planned to reinforce the curriculum threads to solidify each student's understanding and provide opportunity for skill mastery.

Semester I	Theory Hours	Laboratory Hours	Clinical Hours
Nursing Fundamentals	96	80	48
Nutrition Across the Lifespan	32	0	0
Pharmacology I	32	0	0
Anatomy and Physiology I	64	0	0
Semester I - Total Hours	224	80	48

Semester II	Theory Hours	Laboratory Hours	Clinical Hours
Nursing I	96	96	32
IV & Pharmacology II	48	40	6
Anatomy and Physiology II	64	0	0
Semester II - Total Hours	208	136	38

Semester III	Theory Hours	Laboratory Hours	Clinical Hours
Nursing II	96	64	24
Mental Health	36	0	8
Maternal & Child Nursing	60	20	6 Maternal/6 Child
Exit Review Course	76	0	0
Semester III - Total Hours	232	84	44
Total Nursing Program Hours:	700	300	130
Total Program Hours including Gen Ed Courses	1130		

Total number of weeks to complete 45
Semester courses are sequential and are prerequisites to the following semester.

PRACTICAL NURSE (PN) COURSE DESCRIPTIONS

A&P101: ANATOMY & PHYSIOLOGY I

This course covers the basics of normal human anatomy and physiology in relation to health and the effects of disease processes. An integrated organs-systems approach is used to include terminology and concepts pertaining to homeostasis, cell biology, and biological chemistry. Topics covered in this course include the organization of the body, cells, tissues, and the characteristics of the blood. The integumentary, endocrine, skeletal, muscular, and nervous systems will also be explored. This course includes a laboratory component to enhance learning with emphasis on selected lecture topics.

A&P102: ANATOMY & PHYSIOLOGY II

Anatomy and Physiology II is the second course in the second semester sequence of anatomy and physiology. This course is a continuation of the study of structure and function of the human body and the mechanisms for maintaining homeostasis, the ways in which the body maintains health and the effects of disease processes. The special senses, cardiovascular, lymphatic, immune, respiratory, digestive (including nutrition and metabolism), urinary, fluid and electrolyte balance along with acid-base balance, and reproductive systems will be examined. Genetics and heredity will also be examined in this course. The physiological effects of aging will also be integrated into the discussion of each body system.

NUT100: NUTRITION ACROSS THE LIFESPAN

Content stresses that healthy nutrition is required and utilized to promote, maintain, and restore health. This course will present the principles of good nutrition and how the body uses nutrition for growth, development, maintenance, and restoration of health. The basic principles of chemistry, microbiology, and biology are discussed to enhance the practical nursing student in developing a scientific foundation pertaining to nutrition. Metabolic stress, physiologic adaptation, nutritional needs including enteral and parenteral nutrition support and the nurse's role related to health and illness throughout the lifespan are emphasized. Application of the nursing process is integrated in the required course textbook and throughout the course. Healthy People 2020 objectives pertaining to nutrition, ChooseMyPlate.gov, nutrient resources, government resources, and community-based nutrition information resources are also discussed.

PHARM101: PHARMACOLOGY I

The Medical Dosage Calculations course provides nursing students with the essential information that is the basis for accurate dosage calculations and safe medication administration. Critical thinking skills are applied to real-life patient care situations to emphasize the importance of accurate dosage calculations and the avoidance of medication errors in a just culture of practice. Abbreviations, examples, and medication dosage calculation problems comply with current standards of practice from The Joint Commission and the Institute for Safe Medication Practices.

IV-PHARM102: IV-PHARMACOLOGY II

This course will prepare the student nurse to administer prescribed medication therapies safely within the scope of practice for a practical nurse. The six rights of medication administration will be taught. Identifying the major classes of drugs and the nursing implications will be discussed. Adverse and side effects of various drugs will be examined. The drugs affecting the central nervous system, respiratory, cardiovascular, renal, and gastrointestinal systems will be examined with emphasis on the mechanism of action, use, adverse effects, and dosages. Hormones and steroids will also be explored. Medication administration to various age groups will be discussed as well. Patient teaching related to medications will also be reinforced. Theory in intravenous therapy administration is provided in accordance with the rules and regulations of the Ohio Board of Nursing. Students will review fluid and electrolyte balance. The principles of infection and infection control measures will be discussed. Students will be instructed as to various IV infusion systems. Peripheral intravenous therapy will be discussed and demonstrated. Complications of IV therapy such as phlebitis, catheter dislodgement, occlusions, thrombosis, and others will be discussed. Systemic complications will also be presented. Calculation of IV infusion rates pertaining to electronic and gravity infusion will be performed. Documentation of IV insertion and any complications will be discussed and practiced.

PNUR101: NURSING FUNDAMENTALS

Nursing Fundamentals is an introductory course that is designed to establish the foundations of basic nursing knowledge, attitudes, and skills necessary for beginning nursing students. This course presents nursing concepts for individuals across the lifespan. Additionally, the concepts of health, environment, person, and nursing are presented as the core structure of this nursing course. Critical thinking, communication, and adaptation are introduced as concepts that are essential to nursing. This course combines theory with a laboratory nursing skills component. In the skills lab hand washing, isolation precautions, medical and surgical asepsis, body mechanics, obtaining vital signs, physical assessment, specimen collection, urinary catheterization, medication administration, and other nursing skills will be practiced.

PNUR102: NURSING I

Medical-Surgical Nursing focuses on nursing practice with adults experiencing a variety of acute and chronic alterations in health. Health promotion strategies and health care principles are examined based on body systems with emphasis on presenting symptoms. Common disorders of the various body systems involving neurologic, musculoskeletal, cardiovascular, respiratory, integumentary, endocrine, gastrointestinal, and genitourinary systems will be covered and will address medical treatment, surgical procedures and aseptic technique, preoperative care, and complications associated with surgery. Community resources will also be identified.

End-of-life care will also be explored including ethical, legal, and sociocultural concerns. Care of the adult and family and family life processes and adaptation are discussed. **Pharmacotherapy is also emphasized.** Application of the nursing process occurs throughout the course.

Clinical experiences in providing and documenting patient care are integrated throughout the course. The student will receive supervised nursing practice to enhance the learning process. Clinical experiences are planned to provide opportunities to apply theoretical concepts and nursing skills in clinical practice with guidance and direction, supervision and evaluation by the nursing instructor or a teaching assistant.

PNUR103: NURSING II

This course explores basic concepts and trends in mental health nursing. Therapeutic modalities and patient behavior management are discussed. Emphasis is placed on using the nursing process and meeting the basic human needs of patients with mental health problems. An overview of maternal/obstetrical nursing and associated care will be presented. Geriatrics will also be examined as a population with diverse needs.

PNUR104: MATERNAL AND CHILD NURSING

This course provides an overview of pediatric nursing and child health with regards to common illnesses, major health issues, and maintaining wellness. The practical nurse's role in supporting and guiding health outcomes of the child and family will be examined.

PNUR107: EXIT REVIEW COURSE

This course is specifically designed to assist nursing students to prepare for the National Council State Boards of Nursing (NCSBN) National Council Licensure Examination for the practical nurse (NCLEX-PN) with the goal of being successful on the examination to be eligible for licensure as a licensed practical nurse. This course provides the student opportunities to assess the level of preparedness for the exam, and to identify any weak areas in the student's knowledge and clinical judgment. Computer operations involving online test taking and test taking strategies will be presented. Guidance in preparing the NCLEX-PN Examination application to the Ohio Board of Nursing will be provided. The course also involves an on-site review course taught by an experienced consultant in NCLEX preparation.

PNUR108: MENTAL HEALTH

General Psychology will provide an introduction to the study of theories and applications of psychology. The course will cover an overview of the functioning of the nervous system including development, sensation and perception, learning, memory, emotions, cognition, intelligence, personality, consciousness, motivation, stress, and social processes as applied to the behavior of humans. The course will also emphasize components of human caring essential to the nurse's role.

LPN TO RN NURSING BRIDGE PROGRAM

ADMISSION REQUIREMENTS FOR LPN TO RN NURSING BRIDGE

Pre-Admission

1. An Academia Medical Institute **APPLICATION (Complete E-Application)**
2. Documentation of a **HIGH SCHOOL DIPLOMA OR THE EQUIVALENT.**
3. **PROOF OF RESIDENCE IN OHIO:** The applicant must be a U.S Citizen or Permanent Resident of the United States. Applicants must also be a resident of the state of Ohio. To prove residency, the applicant must submit two forms of official, unexpired government-issued identification. One of the forms of identification must include an address. Acceptable forms of documentation include a SOCIAL SECURITY CARD, DRIVER'S LICENSE, STATE ISSUED I.D, PASSPORT, AND/OR PROOF OF U.S. CITIZENSHIP OR PERMANENT RESIDENCY CARD, IF NOT A U.S. CITIZEN.
 - a. If the applicant's identification that includes an address lists a non-Ohio address, the applicant will be required to provide an **ATTESTATION STATING THAT THEY CURRENTLY RESIDE IN OHIO, ALONG WITH SUPPORTING DOCUMENTATION, SUCH AS A LEASE/RENTAL AGREEMENT, UTILITY BILL,** or similar, if possible.
4. A nursing transcript from their program indicating the date of successful completion.
 - a. Students will be accepted from any practical nursing program approved by National Council of State Boards of Nursing (NCSBN) provided the applicant has passed or applied to take the NCLEX-PN examination in any U.S State or Under the Jurisdiction U.S state, territory, or political subdivision of the United States of America in which a board or legal approving authority regulates nurse licensure and nursing practice and maintains membership in the national council of state boards of nursing. AMI, will not accept Licensure with Inactive, suspended, revoked or Licensure subject to restrictions.
5. BCI/FBI background check.
6. **PRE-ENTRANCE EXAMINATION WITH A BASIC LEVEL TEST SCORE 70% OR HIGHER.**

AFTER ACCEPTANCE: STUDENTS ARE REQUIRED TO PROVIDE DOCUMENTATION OF THE FOLLOWING ITEMS: IN ALL CASES THESE DOCUMENTS MUST BE ON FILE PRIOR TO THE START OF CLINIC EXTERNSHIP.

1. The student must have passed the NCLEX-PN examination to remain active in the LPN to RN Nursing Bridge program.
 - a. AMI Practical Nursing Graduates will be allowed to enroll in the LPN to RN program for a period of 60 days. They must show proof of registration for the NCLEX and provide a scheduled test date to be accepted and remain in the program.
2. A current, valid license as a licensed practical nurse in Ohio or a multistate license in a jurisdiction that participates in the Nurse Licensure Compact (NLC). The license will be verified on the registered jurisdiction's website prior to the first clinical.
3. Current Cardiopulmonary Resuscitation certificate (Online courses do not meet requirements and cannot be accepted by AMI.)
4. **PHYSICAL EXAMINATION (HEALTH)** that confirms the ability to participate in the program without limitations (Must have been completed within the previous 12 months)
5. **IMMUNIZATIONS & VACCINATIONS TO INCLUDE:**
 - a. 2 STEP MANTOUX TUBERCULIN SKIN TEST or as necessary a chest x-ray
 - b. HEPATITIS B SERIES or A SIGNED WAIVER DECLINING IMMUNIZATION
 - c. History of 2 MMR VACCINATIONS or titer showing immunity
 - d. DTaP vaccine

**The flu vaccine is usually available in the fall; students may participate in clinicals until the vaccine is available. Once available, students must provide proof of vaccination to continue clinicals.*

BLENDDED EDUCATION REQUIREMENTS

HARDWARE & SOFTWARE REQUIREMENTS

Students need to have the following hardware and software to complete the blended program:

- A computer, tablet, or smartphone with the following features (as applicable):
 - A processor of 2 GHz or faster
 - 4 GB RAM or greater

- Monitor or screen with 1024x768 or greater resolution
- Speakers (or headphones) and Microphone
- A camera capable of video web conferencing
- Microsoft® Windows 10 (Recommended) [Microsoft® Windows 7(Minimum)]
- Android OS (current version)
- Apple® MacOSx (10.10 or latest version) or current iOS
- A high-speed internet connection with a connection speed of 1.5 MBs or better
- A current internet browser (Chrome, Firefox, Edge, or Safari)
- Adobe Reader
- Microsoft Word or Google Docs
- Email Account

TECHNICAL SKILLS

Students need to have the following technical skills to be successful in the blended program:

- Ability to use email to correspond with faculty, staff, and students.
- Ability to access, create, and save documents in Microsoft Office formats. (At a minimum, students must be familiar with Microsoft Word.)
- Ability to browse the web, including downloading and installing common plug-ins and configuring common browser options.
- Ability to configure and run applications, including an antivirus application, to ensure that the student's system is secure and transmitted files are virus free.
- Ability to use a web conferencing service (ex: Zoom, BigBlueButton, Google Meets, etc.).

LPN TO RN NURSING BRIDGE CURRICULUM DETAILS

Program: LPN to RN Nursing Bridge

Length: 45 Weeks

Total Clock Hours: 900 Clock Hours (672 Hours Theory | 102 Hours Lab | 126 Hours Clinical)

Delivery Method:

Residential - Theory, Lab, and Clinical hours* delivered in person

Blended - Theory delivered online | Lab and Clinical hours* are delivered in person

** Some clinical hours may be delivered by approved simulation*

Award: Diploma

Description

AMI's LPN to RN Nursing Bridge program provides the skills, knowledge, and competencies for currently licensed LPNs to advance their careers and potentially become licensed as RNs. This program is competency-based and consists of three components: theoretical understanding, practice laboratory experience, and clinical skill. Students must show competency in all areas in order to complete the program. All course content is aligned with industry needs as well as the NCLEX-RN exam, to prepare students both for licensure and employment. Successful completion of the courses will enable the student to provide safe, direct care for patients of all ages in various structured health care settings. The LPN to RN Nursing Bridge places an emphasis on each student to function in a mature, consistent manner that reflects an understanding of professional and ethical conduct, personal responsibility, and accountability for behaviors and actions. Intravenous therapy content is incorporated throughout the curriculum.

Upon successful completion of the LPN to RN Nursing Bridge, graduates will receive a diploma.

PROGRAM OBJECTIVES

Upon successful completion of the LPN to RN Nursing Bridge, the graduate will be able to:

- Apply scientific evidence-based principles to provide safe care for patients across the lifespan in various health care settings.
- Perform assessments, data collection, planning, implementation, and evaluation of nursing care, using the nursing process, within the legal scope of practice for a registered nurse.
- Develop effective nursing care plans with input from patients and other healthcare providers.
- Communicate effectively with patients, families, peers, and other healthcare professionals to assure that effective, seamless care is provided.
- Identify the learning needs of patients and present necessary information through teaching strategies through oneself and in collaboration with other healthcare experts.
- Identify the need for professional growth and learning, as mandated by Ohio Nursing Law, and ensure that the nurse's practice reflects the most recent concepts of health care.

- Prepare for and apply to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN).

DIRECT NOTICE POLICY FOR PROGRAMS LEADING TO LICENSURE OR CERTIFICATION

Academia Medical Institute determines the student's physical location during the admissions process. Applicants share their address on the Application for Admission. Their address is verified through a government issued ID that is collected as part of the admissions process. As the program is blended, students must be located in the Columbus, Ohio, area to attend. Students located outside of Ohio are not accepted into the LPN to RN Nursing Bridge program.

For applicants and students of the LPN to RN Nursing Bridge program, Academia Medical Institute provides direct notice as to the determination of qualification for licensure for states outside of Ohio via email.

Students at Academia Medical Institute are able to update their personal information, including address, in the Student Information System. Staff receives a notice when the student changes their address. If a student's address is updated to a state outside Ohio, the Direct Notice process is started. Direct Notice is provided via email within 14 days of the notification of the address change as reported in the Student Information System.

However, as the LPN to RN Nursing Bridge program is blended, students are encouraged to speak with Academia Medical Institute staff prior to relocation to determine options for continuing training or withdrawing prior to moving outside of Ohio.

If a student moves out of Ohio, or if the determination of qualification for licensure for a state on the list changes for the LPN to RN Nursing Bridge program, Academia Medical Institute provides Direct Notice to all students. Direct Notice is provided via email within 14 days after the day the change in determination is identified by Academia Medical Institute.

STATE BY STATE DISCLOSURE FOR PROGRAMS LEADING TO LICENSURE OR CERTIFICATION

Academia Medical Institute's LPN to RN Nursing Bridge program is approved by the Ohio Board of Nursing and qualifies graduates to apply for the NCLEX-RN exam in Ohio. Graduation from the LPN to RN Nursing Bridge program does not guarantee passing the NCLEX-RN and earning licensure in Ohio or in any other state. Licensure is required to work as a Registered Nurse (RN) in Ohio. Licensing requirements are shared with prospective students during the admissions process. They can also be found on the Ohio Board of Nursing website: <https://nursing.ohio.gov/licensing-certification-ce/rn-aprn-lpn/>.

Should a student move to another state during training, AMI will provide Direct Notice to the student as to whether or not AMI's LPN to RN Nursing Bridge program meets qualifications for licensure in that state within 14 days of notification of the location change. It is recommended that the student contact the agency which licenses Registered Nurses (RNs) in that state to inquire if the training completed at Academia Medical Institute will be accepted toward that state's licensure requirements as well.

Further, if a graduate moves out of state after completion of the LPN to RN Nursing Bridge program, it is up to that graduate to contact the agency which licenses Registered Nurses (RNs) in that state to determine if they will qualify to apply to sit for the NCLEX-RN in that state.

Finally, if a graduate moves out of state after sitting for and passing the NCLEX-RN and gaining licensure as a Registered Nurse (RN) in Ohio, it is up to that graduate to contact the agency which licenses Registered Nurses (RNs) in that state to determine if the Ohio license will be accepted in that state or if other licensure requirements must be met in order to be eligible for employment in the new state.

As of January 1, 2023, Ohio joined the Nurse Licensure Compact (NLC). The NLC allows a nurse to hold one Multi-State License (MSL) in their primary state of residence while practicing virtually or over state lines in the other states participating in the compact across the country. A list of states participating in the NLC can be found here: <https://www.ncsbn.org/compacts/nurse-licensure-compact.page>. Students nearing graduation and graduates may apply for an MSL for Registered Nursing (RN) by following the steps found here: <https://nursing.ohio.gov/licensing-and-certification/multistate-licensure/nursing-students-information/02-nursing-students-information>.

A list of states along with a determination on whether or not the Academia Medical Institute LPN to RN Nursing Bridge program meets professional licensure education requirements is provided on AMI's website under Consumer Disclosures.

LPN TO RN NURSING BRIDGE CURRICULUM OUTLINE

SEMESTER 1 COURSE TITLE	THEORY HOURS	LAB HOURS	CLINICAL HOURS	TOTAL COURSE HOURS
LPN to RN Transition	50	0	0	50
Nursing Fundamentals	109	48	18	175
Psychiatric Nursing	40	0	6	46
Science/Pharmacology I	40	6	0	46
TOTAL SEMESTER 1 HOURS	239	54	24	317
SEMESTER 2 COURSE TITLE	THEORY HOURS	LAB HOURS	CLINICAL HOURS	TOTAL COURSE HOURS
Adult Nursing I	91	6	36	133
Maternal/Child Nursing	48	6	12	66
Science/Pharmacology II	40	6	0	46
Geriatric Nursing	40	24	18	82
TOTAL SEMESTER 2 HOURS	219	42	66	327
SEMESTER 3 COURSE TITLE	THEORY HOURS	LAB HOURS	CLINICAL HOURS	TOTAL COURSE HOURS
Adult Nursing II	83	6	24	113
Science/Pharmacology III	40	0	12	52
Nursing Review	91	0	0	91
TOTAL SEMESTER 3 HOURS	214	6	36	256
TOTAL PROGRAM HOURS	672	102	126	900

LPN TO RN NURSING BRIDGE COURSE DESCRIPTIONS

COURSE CODE: TRANS200

COURSE TITLE: LPN TO RN TRANSITION

This course is designed to transition the practical nurse to the expanded role of a registered nurse. The course will promote study skills and test-taking strategies that will facilitate successful learning as well as human needs fulfillment. The course will focus on the history of nursing, legal and ethical considerations, the scope of practice, and laws regulating practice in Ohio for the registered nurse. There will also be an emphasis on social and behavioral sciences related to spiritual, cultural, religious, and growth and development so that the nurse and patient can effectively communicate. Additionally, professionalism and the nurse's role in prioritization, delegation, management, and acting as a mentor will be explored. All the content will be discussed in a context that promotes the individual's right to choose as defined by the program's philosophy.

COURSE CODE: FUND201

COURSE TITLE: NURSING FUNDAMENTALS

This course expands upon the groundwork established in the student's previous practical nurse education program. The student will develop professional attitudes, improve manual skills, and increase knowledge regarding nursing principles. The patient will be viewed as a person with psychological and physical needs with an emphasis on total patient care. It will be recognized that individuals have both the ability and the right to make choices that are affected by their beliefs, values, and cultures. Course content includes but is not limited to health and wellness, the health care delivery system, evidence-based practice, nursing process, documentation of nursing care, management of nursing information, safety and reduction of risks, infection control, health assessment, care and comfort, and a safe and effective care environment. Laboratory skills practice and supervised clinical experience will enhance the completion of this course.

COURSE CODE: NUR202

COURSE TITLE: ADULT NURSING I

This course provides a focus on the adult patient. Enhancement of the communication techniques necessary with clients, families, significant patient members, and members of the healthcare team to promote collaboration will be discussed. As part of the collaboration, the concepts of patient teaching and learning will be explored. The student will recognize that learning is a dynamic, life-long process characterized by the individual initiative to acquire the necessary knowledge and skill to function in the environment. The following body systems and corresponding health conditions will be the focus of this course: Integumentary, Endocrine, Neuro, and Sensory.

COURSE CODE: PSY203

COURSE TITLE: PSYCHIATRIC NURSING

This course discusses the concepts related to mental health. It will provide information about mental health theories, personality development, coping and communication styles, psychiatric diagnoses, and nursing actions. Mental health and psychiatric disorders are a concern in the United States with: Depression, anxiety, bipolar disorders, suicide rates, schizophrenia, dementia, eating disorders, substance abuse, postpartum issues, and Alzheimer's disease as some of the leading topics. All of these disorders and others will be discussed, and appropriate interventions explored. It is acknowledged that the individual is a unique bio-psycho-social and spiritual being characterized by inherent similarities and individual differences.

COURSE CODE: PHARM204

COURSE TITLE: SCIENCE/PHARMACOLOGY I

Nursing is a dynamic process that promotes, assists, and supports individuals in their efforts to achieve maximum health and wellness potentials. It links biological, psychological, and social functioning along with physical, emotional, and spiritual comfort. This course provides support for the concepts related to the topics in Adult Nursing I and Psychiatric Nursing. The content includes chemistry, biology, microbiology, physics, laboratory values, anatomy and physiology, nutrition, and pharmacology. Safe pharmacotherapeutics, mathematical calculations, and safe medication administration via all routes will be stressed.

COURSE CODE: NUR205

COURSE TITLE: ADULT NURSING II

The Adult Nursing II course is a continuation of the content from the course description of the Adult Nursing I course and will focus on the adult patient. The student will utilize the nursing process as a scientific, interactive approach aimed at promoting, maintaining, and restoring health. The following body systems and corresponding health conditions will be the focus of this course: Cardiovascular, Respiratory, Urinary, and Musculoskeletal. This course will additionally discuss complementary and alternative modalities, caring for patients with infection/infectious illness.

COURSE CODE: NUR206

COURSE TITLE: MATERNAL/CHILD NURSING

This course recognizes that the individual is a unique biopsychosocial and spiritual being characterized by inherent similarities and individual differences. The course is designed to enable the student nurse to acquire the principles and skills necessary to care for

maternity and pediatric patients and/or their family. The course will also include conditions related to the male and female reproductive systems. Further, an understanding of human development and those diseases common, but not exclusive to the maternal patient and pediatric patient will be discussed. Students will use prior education and clinical experience as a foundation for success in this course.

COURSE CODE: PHARM207

COURSE TITLE: SCIENCE/PHARMACOLOGY II

Nursing is a dynamic process that promotes, assists, and supports individuals in their efforts to achieve maximum health and wellness potentials. It links biological, psychological, and social functioning along with physical, emotional, and spiritual comfort. This course provides concepts related to the topics in the Adult Nursing II and Maternal Child courses. The content includes chemistry, biology, microbiology, physics, laboratory values, anatomy and physiology, nutrition, and pharmacology. Safe pharmacotherapeutics, mathematical calculations, and safe medication administration via all routes will continue to be stressed.

COURSE CODE: NUR208

COURSE TITLE: GERIATRIC NURSING

This course provides a focus on the physical, psychological, sociocultural, and spiritual aspects of aging. The course also provides knowledge, skills, and experience to recognize and approach problems in older adults in healthcare settings. Aging successfully will be explored. Additionally, the gastrointestinal system will be addressed in this course as it relates to adult patients of all ages.

COURSE CODE: PHARM209

COURSE TITLE: SCIENCE/PHARMACOLOGY III

Nursing is a dynamic process that promotes, assists, and supports individuals in their efforts to achieve maximum health and wellness potentials. This course provides concepts related to the topics in the Geriatric Nursing course with content from the Adult Nursing I & II reviewed. The content includes chemistry, biology, microbiology, physics, laboratory values, anatomy and physiology, nutrition, and pharmacology. Safe pharmacotherapeutics, mathematical calculations, safe medication administration via all routes, and technical skills including those pertaining to intravenous therapy will be stressed.

COURSE CODE: NUR210

COURSE TITLE: NURSING REVIEW

The process of education provides for reinforcement of past learning and attainment of new knowledge which encourages individuals to reach their potential. This course provides a review of the program content. It allows the student an opportunity to identify the strengths and deficiencies related to their knowledge of the material to better prepare them for the NCLEX-RN Exam. It will allow for review of past clinical experiences, use of evidence-based practice technologies, management of care, proper delegation of nursing tasks, computer operations, and psychological and physiological integrity and adaptation. Emerging issues in nursing that include laws and rules regulating nursing practice in Ohio will also be included.



AMI ACADEMIC CALENDAR

SPRING 2024	DATES
Deadline to Register	December 15, 2023
Tuition Deadline	December 15, 2023
Classes Begin	January 2, 2024
Midterm Week	February 12 - February 16, 2024
Final Exams	April 08 - April 12, 2024
Semester Break	April 15 - April 25, 2024

SUMMER 2024	DATES
Deadline to Register	April 19, 2024
Tuition Deadline	April 19, 2024
Classes Begin	April 29, 2024
Midterm Week	June 09 - June 14, 2024
Final Exams	August 5 - August 9, 2024
Semester Break	August 12 - August 23, 2024

FALL 2024	DATES
Deadline to Register	August 16, 2024
Tuition Deadline	August 23, 2023
Classes Begin	August 26, 2024
Midterm Week	October 06 - October 11, 2023
Final Exams	December 2 - December 6, 2024
Semester Break	December 9 - December 31, 2024

NATIONAL HOLIDAYS OBSERVED

New Year's Day, MLK, Memorial Day, Juneteenth, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day

UNITS OF CREDITS AND DEFINITION OF CLOCK HOUR

Academia Medical Institute usually starts new program cohorts each semester. AMI's programs are clock hour programs. Academia Medical Institute defines one clock hour as a 60-minute period consisting of 50 minutes of instruction with a 10-minute break.

AUDITING COURSES

Students desiring to audit a course without taking the examination or receiving credit for the course may do so by registering to audit that course. Students desiring to audit a course must register in the usual manner and pay the normal tuition. Audited courses carry no credit and do not count as part of the student's course load.

DISMISSAL FOR STUDENT CONDUCT

Any student not conducting themselves in an orderly and professional manner, which includes plagiarism, use of drugs and alcohol during school hours, dishonesty, disrupting classes, use of profanity, excessive tardiness, insubordination, violation of safety rules, or not abiding by the school rules may lead to disciplinary actions ranging from admonition to dismissal from the School.

Academic dishonesty is not condoned. Such misconduct subjects the student to a range of possible disciplinary actions from admonition to dismissal, along with any grade penalty the instructor might impose. Academic dishonesty, as a general rule, involves one of the following acts:

- Cheating on an examination or quiz, including the giving, receiving, or soliciting of information and the unauthorized use of notes or other materials during the examination or quiz.
- Substituting for another person during an examination or allowing such substitution for oneself.
- Plagiarism. This is the act of appropriating passages from the work of another individual, either word for word or in substance, and representing them as one's own work. This includes any submission of written work other than one's own.
- Knowingly furnishing false information to the AMI; forgery and alteration or use of AMI documents or instruments of identification with the intent to defraud.
- Hazing or participating in the hazing of another student or AMI staff or faculty member.

RE-ADMISSION POLICY

Each applicant desiring readmission to AMI will be considered on an individual basis. The applicant must notify the Program Administrator of a desire to return to the program. The Program Administrator will consider the following criteria:

1. Once readmission is determined to be a possibility; the former student may need to test out of previous skills and demonstrate competencies as determined by the Administrator/faculty.
2. The applicant must meet all curriculum requirements effective at the time of readmission.
3. Each applicant must demonstrate financial responsibility by having his/her account paid-in-full prior to readmission.
 - a. Fees will be payable in accordance with those in effect the date of readmission.
 - b. The applicant will meet all admission criteria regarding the physical examination, CPR, c. vaccinations, BCI/FBI checks.
 - c. An applicant will be considered for readmission depending on availability of an opening in the program.
 - d. There will be a time limit of one calendar year from one admission to readmission unless there are extenuating circumstances.
4. Specific requirements for readmission may be required for any individual as deemed necessary by the Program Administrator and or faculty.

ANTI-HAZING POLICY

Academia Medical Institute prohibits hazing as defined in this policy. The school will investigate and respond to all reports of hazing as outlined in this policy.

This regulation applies to all members of the school community, including faculty, staff, students, volunteers, organizations, and groups, as well as visitors and other licensees and invitees.

This Anti-Hazing Policy applies to conduct that occurs on-campus, off-campus (ex: externship site), or through online activities, between two or more people who are affiliated with the school, or any student or other organization associated with the school.

Hazing is a serious offense of the Academia Medical Institute Student Code of Conduct and, therefore, is subject to the full range of sanctions (reprimand, disciplinary probation, suspension, and expulsion). In addition, other educational activities may be required as conditions of the sanction. An individual, organization, or group may be subject to other outcomes in accordance with the applicable outside constituents or groups in which the student is involved, or their governing bodies. The school has the right to take action regardless of the actions of the governing body.

The Campus Executive Director shall coordinate the investigation of all hazing allegations. When appropriate, other senior administrators may handle certain aspects of the school's response. Local authorities may also be included in the investigation, as needed.

Additionally, the Campus Executive Director will assess the need for interim measures (e.g. suspension of current group activities). Every effort will be taken to complete the investigation in a timely manner. The hazing allegation will be investigated and resolved in keeping with the Student Code of Conduct process. At the point when a formal conduct charge is made against an organization, the national or oversight organization, if any, shall be notified. Criminal investigations resulting from a report to law enforcement will be handled by the appropriate law enforcement agency. Academia Medical Institute may charge an individual or a group with a violation of this Hazing Policy via the Student Code of Conduct and/or other school rules, regulations, or policies.

Sanctions applied to organizations and/or individuals will be imposed in accordance with the severity of the violation and will be determined by the Campus Executive Director.

Hazing means doing any of the following, or pressuring, causing, forcing, soliciting, or coercing any person to do any of the following for the purpose of initiative, admitting, or affiliating an individual into or with a student group or student organization; continuing or enhancing an individual's membership or status in a student group or student organization, or perpetuating or furthering a tradition or ritual of a student group or student organization:

- (a) Engage in any conduct prohibited by federal and/or state and/or municipal criminal law, regardless of whether an arrest is made, or criminal charges are brought;
- (b) Take into their body any food, liquid (including alcohol), drug, or other substance that subjects the person to a substantial risk of mental or physical harm; and/or;
- (c) Cause or create a substantial risk of causing mental or physical harm to another and/or engage in any act or omission that contributes to the death of another.

Reporting an Incident: Student safety is our top priority, and we take all reports of misconduct seriously to protect everyone's health and well-being. Academia Medical Institute depends on its community members to identify and report behaviors of concern so that the school can provide distressed students and employees with appropriate support services and resources.

We are all responsible for school safety. If you see any concerning behavior or suspicious behavior report it to the Campus Executive Director at aahmet@amiohio.edu.

Academia Medical Institute is committed to reviewing all reports of hazing. Anonymous reports are accepted; however, the school's ability to obtain additional information may be compromised and the ability to investigate anonymous reports may be limited.

Immediately upon learning of potential hazing, any employee with a duty to report violations of this policy who received a complaint of hazing or who observes or learns of conduct that is reasonably believed to be in violation of this policy is required to report the alleged conduct to the Campus Executive Director.

Employees with a duty to report violations of this policy include faculty and staff. Any volunteers or contractors engaged by the school have a duty to report violations of this policy of which they become aware in the course of their duties when these duties include responsibility for the safety and wellbeing of other members of the school community or if they have supervisory, evaluative, grading, or advisory responsibility over other members of the school community.

In addition to the duty to report hazing to the Campus Executive Director as identified in the prior paragraph, in some circumstances there is also a duty to report allegations of criminal conduct to law enforcement.

The school will maintain a report of all violations of this Policy that are reported to the school, and which result in a charge of violation of this Policy. The school will update the report bi-annually on January 1 and August 1 of each year and will post the updated report on the school's website.

Academia Medical Institute shall provide annually at least one program on hazing prevention education to all members, prospective members, and anyone who is employed by or volunteers with the organization. The education may be provided in person, electronically, or both. Academia Medical Institute will maintain a record of individuals who have completed the program.

AUDIO & VIDEO RECORDING POLICY

Ohio law (Ohio Rev. Code Ann. 2933.52(B)(4)) says it is not a crime to record or intercept if one person involved in the conversation gives consent.

PURPOSE/SUMMARY

The purpose of this policy is to set forth expectations regarding the recording of classes, meetings, or other conversations at the Institution, offsite at Institution organized events, and over the phone between members of our community. The intent of this policy is to strike a balance between the legitimate uses of audio and visual recordings, and concerns including compliance with the law, privacy, and protection of intellectual property. In an effort to comply with Ohio law, promote the freedom to share ideas and to respect the privacy of community members, the secret recording of meetings or other conversations is prohibited. Classes may be audio-recorded by the instructor, or by a student in the class with the prior consent of only the instructor. Video recordings require special handling and consent under this policy.

POLICY

It is expected that faculty, students, and staff will respect the privacy of other individuals in the workplace and educational setting. Consequently, the secret recording (audio or video) of classes, meetings, or other conversations, including telephone calls, is prohibited, as not compatible with the law or the promotion of an open exchange of ideas. Recordings may serve many legitimate academic and workplace purposes. However, the Institution does not condone recording of any Institution activities when participants are unaware that such recordings are being made. In order to promote an environment of trust and collegiality, recordings may be made only with the prior consent of the parties involved. Covert/secret recording of any in-person or telephone conversation or meeting occurring at the workplace, including any classroom or other educational setting, or conversations or meetings offsite that deal with workplace or educational matters is prohibited. Employees are also prohibited from arranging for others to record conversations, telephone calls or other work or educational activities, unless specifically permitted by the participants. It is also a violation of this policy to download recorded conversations to a computer, upload them to the internet, or otherwise share, transmit or publish such recordings without the prior written consent of all participants (unless the instructor has agreed in writing to such action and the recording is a recording of the instructor's class).

Classes may be **audio-recorded** by the instructor, or by a student in the class for personal use with the prior consent of only the instructor. Class participants should generally be informed when a class may be recorded. However, instructors should not disclose the identity of students recording classes under an accommodation. Class recordings by students may not be downloaded to any computer, uploaded to the internet, or otherwise shared, transmitted, or published without the further, prior written consent of the instructor.

Video recordings present additional privacy concerns, and potential concerns with copyright and intellectual property issues. Therefore, video recordings should only be allowed under conditions completely understood and approved in advance in writing by the instructor. All students and other participants in a class or educational activity which will be video recorded must be informed of the recording. Video recordings shall not be publicly shared, such as on the internet or in public viewings, without the written consent of the instructor and others being recorded.

Surveillance cameras/equipment and software may be placed on campus by authorized campus personnel to prevent or deter crimes and protect public safety and to facilitate official Institution investigations into criminal activities or violations of campus policy.

Violation of Ohio Law may lead to criminal sanctions and/or exposure to civil liability. Within the Academia Medical Institute, violation of this policy by a student may lead to disciplinary action. Violation of the policy by an employee may lead to disciplinary action up to possible termination.

COPYRIGHT INFRINGEMENT POLICY

The purpose of this policy is to outline responsibilities and procedures regarding the use of third-party copyright material, with the objectives of:

- Reducing student, staff and faculty exposure to the risks associated with the use of third-party copyright material;
- assisting students, faculty, and staff in making full legal use of the materials at their disposal by clearly identifying responsibilities; and
- promoting copyright compliance.

Copyright is an issue of particular seriousness because technology now allows the easy copying and transmission of some protected works. All members of the Academia Medical Institute's community are responsible to comply with all legal statutes regarding intellectual property, including the Digital Millennium Copyright Act (DMCA). The Copyright Policy addresses this responsibility. The Copyright Policy also outlines the ownership of Information Technology intellectual property which will be generated within Academia.

The term **“intellectual property rights”** generally refers to the ownership rights over a creative work. The most common types of intellectual property are trademarks, patents, and copyrights. Copyright is a form of protection of intellectual property provided by the laws of the United States to the authors of original works.

Federal copyright laws also protect the software available for use on computers at Academia. The software that is for use by faculty, staff, and students may be used only on computing equipment as specified in the various software licenses. Faculty, staff, or students must not copy or reproduce any licensed software or intellectual property except as expressly permitted by the software license, author, or granting authority. Faculty, staff, and students may not use unauthorized copies of licensed software. Digital Millennium Copyright Act (DMCA) United States copyright law is based in the U.S. Constitution, giving Congress the authority "To promote the Progress of Science and useful Arts, by securing for limited Times to Authors and Inventors the exclusive Right to their respective Writings and Discoveries." (Article I, sec. 8) Those exclusive rights to one's own intellectual property include literary, dramatic, musical, artistic, works in any medium (printed, digital, other recording media) as well as software. The DMCA of 1998 deals with transmission and use of digital works. The federal government requires colleges and universities to establish policies and plans to "combat unauthorized distribution of copyrighted materials by users of the institution's network without unduly interfering with the educational and research use of the network.

It is the responsibility of all students, faculty, and staff to understand and comply with US Copyright Law, in particular the Copyright Act of 1976 and DMCA. Additional information on U.S. copyright law is found on the United States Copyright Office Internet site. The DMCA prohibits downloading or distribution of copyrighted works without the owner's permission.

Examples of copyright infringement found in a postsecondary school setting:

- A faculty member places a number of full-text articles on a class Internet page that is accessible to anyone who can access the Internet.
- Students download MP3 files of music and videos files and send them to friends without the copyright holder permission.
- Students use BitTorrent or similar peer-to-peer file sharing utilities to download copyrighted music without permission from the copyright holder.
- Students use BitTorrent or similar peer-to-peer file sharing utilities to make copyrighted works stored on their hard drive available to others to download.
- A student prepares an Internet page assignment for a course and uses corporate logos without permission.
- Without the copyright holder's permission, a faculty member places an electronic copy of a standardized test on the department's Internet site.
- A staff member enhances the departmental Internet site with music that is downloaded and artwork that is scanned from a book, all without attribution or permission.
- A student scans a photograph that has been published and uses it without permission as the background of his/her Internet site.
- A student develops an e-commerce site for a class and, without permission, scans in photographs of products that came from commercial Internet sites.
- A student selects a segment of a movie and places it on their Internet site.

OWNERSHIP OF WORK

Information technology intellectual property may be the result of work generated by Academia employees in the scope of employment, and by students. The creator retains all rights to the following types of intellectual property, without limitation: books (including textbooks), educational courseware, articles, non-fiction, novels, poems, musical works, dramatic works including any accompanying music, pantomimes and choreographic works, pictorial, graphic and sculptural works, motion pictures and other similar audio-visual works, and sound recordings, regardless of the level of use of university facilities. The use of Academia owned computers and other facilities in the preparation of books and similar works does not alter this provision.

This Policy applies to all staff, students, and faculty. The scope of this Policy is limited to specifying responsibilities and procedures regarding:

- the use of third-party copyright material for teaching, learning, research, or administrative purposes; and
- any other use of third-party copyright material not covered by the Music, Video and Software Piracy Policy. Members of the Academia Medical Institute community are expected to follow copyright law, Title 17 of the United States Code, while fulfilling the core mission of teaching, and extending knowledge and creativity in all areas. The provisions in the copyright law allow an author, artist, composer, or other creator of a work to control the use of his or her work by others, with important exceptions. Copyright protections and the accompanying exceptions extend to print and digital formats of literary works, musical works, unpublished materials such as manuscripts, dramatic works, pantomimes and choreographic works, pictorial and graphic works, sculpture, motion pictures and other audiovisual works, sound recordings and architectural works. Failure to observe copyright or license agreements may result in disciplinary action from the School and/or legal action by the copyright owner.

STUDENT ACADEMIC GUIDANCE AND ADVISING

If a student identifies a need for academic assistance, it is the student's responsibility to contact his/her instructor(s) for a discussion of the issue and for guidance in correcting the academic problem. Faculty who identify an academic problem with a student may arrange a meeting with the student to address the issue. For the official record, the student must complete a form with their academic issues and properly address it with the primary instructor followed by the program administrator if desired. If a student has a verifiable disability; documentation is required.

The faculty and Program Administrator are available for academic advising. Any problem affecting the student's performance in the program may be identified and discussed. However, students with social, emotional, and psychological problems of an ongoing nature will be provided with community resources and professionals.

Personal or family problems may present barriers to successful completion of education. Community support services are available in Franklin County on sliding scale cost for students in need of help. Refer to Connecting Mental Health America Franklin County 2323 W. Fifth Ave., Suite 160. Columbus, OH 43204 (614) 221-1441 | fax (614) 221-1491.

OPEN COMMUNICATION

Academia Medical Institute faculty, administration, and staff offices are conveniently located to provide easy access to students. All members of the Academia Medical Institute educational team maintain weekly office hours in order to be available for student interaction. Additionally, faculty members are available before and after class for student consultation.

Recognizing the busy schedules of our students, Academia Medical Institute promotes the use of email as the most convenient method of communication. Students are responsible for checking their school email daily for important announcements and visiting the school website regularly for updates.

GRIEVANCE POLICY AND APPEAL PROCEDURES

The nursing program will follow an established method to resolve complaints of alleged discrimination on the basis of religion, creed, age, sex, race, color, national origin, physical disability, ancestry, or place of birth. The following procedural outline is to be used to file a complaint.

Such complaints will be received and dealt with in a confidential manner. It is important that the aggrieved comply with the time limitations. The aggrieved student shall immediately inform the teacher most directly concerned with all the circumstances as they relate to any action which would be prohibited by Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973. If a mutually satisfactory solution is not agreed upon, the student shall arrange for a conference with the Program Administrator at which time s/he will again relate all details as it pertains to the complaint. Academia Medical Institute strives to provide a supportive environment and respects the rights of all students. It is the School's practice to fairly and objectively address the concerns of any complainant in an attempt to equitably resolve his/her grievance.

The Program Administrator's responsibility is to:

A	Investigate the circumstances of the complaint;
B	Render a decision within two (2) weeks after receipt of the complaint and notify the complainant of that decision in writing;
C	Provide the complainant one (1) week to react to the decision before it becomes final.

The complainant's responsibilities are to:

A	Accept the decision in writing, addressed to the Program Administrator, within one (1) week of receiving the written decision;
B	Disagree with the decision in writing, addressed to the Program Administrator, within one (1) week of receiving the written decision. In this case, the Level Two procedure will be initiated.

Level Two -- The Program Administrator requests the Director of Academia to review the complaint. A meeting will be scheduled within one (1) week of the receipt of request for review. The participants shall be the complainant, the Program Administrator, and the Director. The Director will decide within one (1) week, which shall be final. The complainant and the Program Administrator will

receive copies of the decision.

Per the policy above all student complaints should be first directed to the school personnel involved. If no resolution is forthcoming, a written complaint shall be submitted to the Program Administrator or School Director. Whether or not the problem or complaint has been resolved to his/her satisfaction by the School, the student may direct any problem or complaint to the:

State Board of Career Colleges and Schools	ABHES	Ohio Board of Nursing (OBN)	Academia Medical Institute
30 East Broad Street, Suite 2481 Columbus, Ohio 43215 Phone: 614-466-2752 Toll Free: 877-275-4219 Executive Director John Ware	6116 Executive Blvd., Suite 730, North Bethesda, MD 20852 Phone: (301) 291-7550 info@abhес.org	17 S. High St #660 Columbus, Ohio 43215 Phone: 614-466-3947 complaints@nursing.ohio.gov	3445 South Blvd Columbus, Ohio 43204 Phone: (614) 279-4900 Director: Ahmet H. Ali aahmet@amiohio.edu

UNIVERSAL/STANDARD PRECAUTIONS

Universal precautions will be followed at all times. This method of infection control requires the student to assume that all human blood and specified human body fluids are infectious for HBV, HIV, and other bloodborne pathogens. Where differentiation of types of body fluids is difficult or impossible, all body fluids are to be considered as potentially infectious.

INITIAL RESPONSE TO EXPOSURE

1. Immediately apply first aid as appropriate
2. Allow to bleed freely (for needle stick/puncture injury)
3. Wash thoroughly with soap and water
4. Mucous membrane: flush copiously with water
5. Eyes: Irrigate and/or flush copiously with water
6. Document the incident, including:
 - a. Route of exposure
 - b. How and when exposure occurred
 - c. The source individual, if known
7. Report exposure immediately to nursing or medical laboratory faculty and appropriate supervisor on campus or at the clinical agency

STUDENT RECORD MAINTENANCE

Student Records are maintained by the school for a period of **FIVE YEARS FROM THE LAST DAY OF ATTENDANCE**. Student transcripts will be kept on file permanently and available upon a student's request. Currently enrolled student records will be maintained on a server and in the Main campus site business office in fire resistant cabinets. Academia staff will have the ability to immediately reproduce exact, legible printed copies of stored records. Copies of student records will be able to be copied within two (2) business days during normal operating hours Monday through Friday.

All records that the school is required to maintain shall be made immediately available by the school for inspection and copying during normal business hours by the Ohio officials and any entity authorized to conduct review and investigations. The school has personnel scheduled to be present at all times during normal business hours who can explain and access the records to any person authorized to inspect and copy records under Ohio law.

The Family Educational Rights and Privacy Act of 1974 (FERPA) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA affords students who have attended a post-secondary institution the following rights related to their education records:

- Inspect and review information in your education record
- Request amendment of your education record
- Consent to disclosure of personally identifiable information in your education record
- File a complaint with the U.S. Department of Education (Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202)

ACADEMIC RECORD AND TRANSCRIPT CONTROL

Student Records shall be maintained by Academia Medical Institute for a period of five years from the last day of attendance. Student transcripts must be kept on file permanently. Current students' records will be stored on functioning devices which allow staff to immediately reproduce exact, legible printed copies as needed. Records will be stored on the campus server and in the record keeping

office in fire resistant cabinets. Current and previous student's records will be available within two (2) business days during normal hours of operation upon written request. Currently enrolled students have access to their students records upon request.

All records that are required to be maintained shall be immediately available for inspection and copying during normal business hours by regulatory Ohio officials and any entity authorized to conduct reviews, inspections, and investigations. Personnel will be present at all times during normal business hours to explain and access student records to authorized persons for the purpose of inspecting and copying as dictated under Ohio law. Ohio Administrative Code 4723-5-21 states that the administrator of the program shall maintain records including the following:

Records for currently enrolled nursing students that include:

- (1) Admission or transfer records;
- (2) Transcripts;
- (3) Clinical experience evaluation records for each clinical course that reflect the student's achievement of the specific behavioral and cognitive skills and outcomes to successfully complete the course and to engage in safe and effective nursing practice;
- (4) Laboratory evaluation records for each course regarding nursing care of obstetrical patients, immediate newborns, and pediatric patients, where high fidelity or mid or moderate fidelity simulation is used, that reflect the student's achievement of the specific behavioral and cognitive skills and outcomes to successfully complete the course, and to engage in safe and effective nursing practice; and
- (5) Laboratory experience evaluation records for each course containing laboratory hours that reflect the student's achievement of the specific behavioral and cognitive skills and outcomes to successfully complete the course, and to engage in safe and effective nursing practice. Also, the records for all graduates of the program shall include complete transcripts indicating the credential granted and the date of completion of the program.

Access to the permanent educational record is guaranteed to every student, subject only to reasonable regulation as to time, place, and supervision. Transcripts of academic records are issued by the Academia Medical Institute office personnel. Official transcripts are released to other institutions of education or agencies upon a student's written request, and only after the student has completed at least one course at Academia Medical Institute without any outstanding balance due to the school. **There is a \$25 transcript processing fee for all transcript requests and all requests will be processed within 7-10 Business days.**

CONFIDENTIALITY POLICY:

The Academia Medical Institute protects the privacy of student records, including address, e-mail address, phone number, grades, financial information, and attendance records.

TRANSFERABILITY OF CREDIT

The Academia Medical Institute does not guarantee the transferability of its credit to any other educational institution. Acceptability of credits is solely at the discretion of the accepting institution.

TRANSFER OF CREDIT AND ADVANCED PLACEMENT POLICY

Academia Medical Institute will consider accepting transfer credits or clock hours earned at another institution for the courses Anatomy and Physiology I (A&P I), Anatomy and Physiology II (A&P II), Nutrition Across the Life Span provided that the following criteria are met:

1. The institution is accredited by an agency recognized by the U. S. Department of Education or by the Council on Higher Education Accreditation
2. The course or courses being transferred are a part of a practical nurse curriculum that has been approved and/or accredited by the Ohio Board of Nursing, by an accrediting agency recognized by the U. S. Department of Education, or by an accrediting agency that is a member of the Council for Higher Education Accreditation
3. The course or courses are determined to be comparable in both content and duration to a course or courses offered by Academia and with a minimum grade of B. The transfer course will have a grade "T" in the transcript.
4. The course was completed within two years of the date that the student is applying for admission into Academia.
5. Requests for transfer of credit must be made in writing. An official transcript must be sent directly to Academia from the institution that the transferring student attended. A copy of a detailed syllabus for the course and outline of the course's content must be provided. The Program Administrator and/or the designee will make the determination if the course or courses requested for transfer credit meet all required criteria, and transfer credit will be granted. The decision of the Program Administrator is final and not appealable.

Additional Information for the Practical Nursing (PN) program: Any student who meets all the criteria of the above Transfer of Credit Policy except for the fact that their credits were earned more than one year ago, but no more than three years previously may request the opportunity of a proficiency exam. The proficiency exam is available for the two anatomy and physiology courses, A&PI01 and A&P 102, and for the Nutrition across the Lifespan course. The student must achieve a minimum score of 78% on each proficiency exam taken and, if successful, will receive credit earned from the previous school as transfer.

Tuition will be adjusted and prorated based on how many credit hours are accepted for transfer.

For Individuals with experience in the armed forces of the United States, or in the National Guard or in a reserve component, the Program Administrator will review the military education and skills training that may be applicable to AMI's curriculum. If the military education and or skills are substantially equivalent to content required in the AMI curriculum transfer credit will be awarded and noted on the transcript as Military Credit.

NOTICE OF NON-DISCRIMINATION

Academia Medical Institute celebrates diversity and strongly believes all persons should be treated with dignity and respect. Academia Medical Institute admits students of any race, color, nationality, or ethnicity. Academia Medical Institute grants all students equal access to its academic programs, financial assistance programs, activities, and facilities. The Institute does not discriminate on the basis of race, color, national and ethnic origin, ancestry, citizenship status, creed, religion, sex, age, marital status, disability, public assistance status, veteran status, or sexual orientation in administration of its educational, admissions, or employment policies and practices. Academia Medical Institute also complies with all applicable federal and local laws pertaining to nondiscrimination and equal opportunity. Any student who believes that he/she is being or may have been subjected to discrimination must report it immediately to the Program Administrator or an accessible school administration employee.

BACKGROUND CHECK LAW

The law (SB 160) requiring certain employers/providers to obtain a criminal record check through the Bureau of Criminal Identification and Investigation persons under final consideration for employment became effective January 27, 1997. The provisions apply only to individuals who seek employment on or after the effective date of the law.

The providers covered under the new law include nursing homes, hospital units certified as a skilled nursing facility or a nursing facility, county or district home, home health and any other provider that participates in PASSPORT. Any potential employee that will be providing direct care to a person age 60 or older must have the background check. Each facility will evaluate which positions are considered "direct care." The law applies to part-time and temporary employees but not volunteers. In addition, it does not appear that students who are providing direct care as part of their nursing education program fall within the law's reach.

When the background check reveals that the potential employee has been convicted of certain specific offenses or when the information needed to perform the background check is not provided the individual cannot be hired or must be terminated if conditionally employed pending the results of the check. Conditional employment may not exceed 60 days.

The law does not contain a provision allowing individuals with an unacceptable background check to be employed under certain circumstances. The Ohio Department of Health and the Ohio Department of Aging have been directed to develop rules that identify "character standards" an individual must meet to become employable. The Academia Medical Institute holds no liability to financially refund fees or other related school expenses if the student completes the program of learning and is denied employment.

HEALTHCARE RECORD

Students must notify the school of any changes to their health record. Students who have a change in health status during the nursing program (i.e. injury, illness, pregnancy, childbirth) must submit an updated Health Clearance Form in order to continue or resume participation in clinical experiences. Furnishing false information, misrepresentation, or failure to disclose required information at any time is a violation of Academia Medical Institute policies and will result in disciplinary action including suspension or dismissal.

REPEATING A COURSE

A student can repeat one to two courses per semester depending on the number of courses the student is taking. A student can only repeat the same course twice. Any student who fails the same course two times will be academically dismissed from the PN program. Maximum Time Frame: Students are only allowed to attempt 1.5 times the number of clock hours for the program; students must pay the same price for any repeated course.

CANCELLATION OF COURSES

Academia Medical Institute will process a refund for cancelled courses. The school reserves the right to cancel a course if there is insufficient enrollment. Any such cancellation is always done prior to the first day of class. Affected students are notified by phone, email, and/or mail and are given assistance in enrolling in an equally suitable course.

OFFICIAL WITHDRAWALS

An Official Withdrawal is one in which the student has provided Academia Medical Institute with notification of intent to end their enrollment, which can be done at any time. If a student wishes to withdraw from the Academia Medical Institute, he or she must notify the Campus Executive Director. The notification may be made using any method, though written notification is preferred. The date the notification is received by the Campus Executive Director is the date of determination. The Campus Executive Director begins the withdrawal process when a notification is received. The refund calculation is completed using the last day of physical attendance (LDA). Any refund due to the student or third-party funding source is returned within the timeframes outlined in the Refund Policy.

A grade of W is assigned for the course of enrollment during which the student initiated an Official Withdrawal. The grade is not included in the calculation of the cumulative grade point average but will count as scheduled hours toward the Maximum Time Frame.

UNOFFICIAL WITHDRAWALS

An Unofficial Withdrawal is one in which the student has not provided Academia Medical Institute with notice of intent to end their enrollment. Unofficial withdrawals are initiated by the Academia Medical Institute and may be related to failure to meet attendance or SAP requirements, violation of the Code of Conduct, or other school policies. In the case of an Unofficial Withdrawal, the student's withdrawal date (date of determination) is the date that the Unofficial Withdrawal is initiated by Academia Medical Institute. The refund calculation is completed using the last day of physical attendance (LDA). Any refund due to the student or third-party funding source is returned within the timeframes outlined in the Refund Policy.

A grade of W is assigned for the course of enrollment during which the Unofficial Withdrawal occurred. The grade is not included in the calculation of the cumulative grade point average but will count as scheduled hours toward the Maximum Time Frame.

REFUND POLICY

An enrollment agreement or school application may be canceled within five calendar days after the date of signing provided the school is notified of the cancellation in writing. The school shall promptly refund in full all tuition and fees paid pursuant to the enrollment agreement or school application. Such refund shall be made no later than thirty days after cancellation. This provision shall not apply where a student has already started classes.

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

(A) In the event that a student withdraws or is dismissed from school, all efforts will be made to refund pre-paid amounts for books, fees and supplies except for those items determined to fall within the preview of paragraphs (B)(1) and (B)(2) of this rule.

(B) Charges for required purchase of books, fees and supplies can be non-refundable if the student has consumed or used the books, fees and/or supplies. Consumption of books, fees and supplies shall be defined as:

- (1) Items that were special ordered for a particular student and cannot be used by or sold to another student; or,
- (2) Items that were returned in a condition that prevents them from being used by or sold to new students.
- (3) Individually documented non-refundable fees for goods or services provided by third party vendors.

(C) Items or services not delivered to the student cannot be considered consumed except for those items covered by paragraph (B)(1) of this rule.

(D) A record of the refund determination for books, fees and supplies shall be kept in the student's record.

Refunds for tuition and refundable fees shall be made in accordance with following provisions as established by Ohio Administrative Code section 3332-1-10:

(a) A student who starts class and withdraws during the first full calendar week of the quarter or semester shall be obligated for twenty-five (25) percent of the tuition and refundable fees for that academic term plus the registration fee.

(b) A student who withdraws during the second full calendar week of the academic term shall be obligated for fifty (50) percent of the tuition and refundable fees for that academic term plus the registration fee.

(c) A student who withdraws during the third full calendar week of the period academic term shall be obligated for seventy-five (75) percent of the tuition and refundable fees for that academic term plus the registration fee.

(d) A student who officially withdraws beginning with the fourth full calendar week of the academic term will not be entitled to a refund of any portion of the tuition or refundable fees.

The School shall make the appropriate refund within thirty (30) 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 a student's attendance or participation in an academic school activity.

RETURN OF TITLE IV (R2T4) POLICY

TREATMENT OF TITLE IV FUNDS IF THE STUDENT WITHDRAWS FROM THE COURSE OF STUDY

The return of Title IV funds is administered by the Financial Aid Office of Academia Medical Institute. And it is the Campus Executive Director who is designated to accept notification of official withdrawals.

This policy applies to Title IV recipients who withdraw (officially or unofficially) or are dismissed from enrollment at Academia Medical Institute. It is separate and distinct from Academia Medical Institute's institutional refund policy which applies to all withdrawn students. The calculated amount of the "Return of Title IV Funds" that is required for students affected by this policy is determined according to the following definitions and procedures as defined by federal regulation.

Student Withdraws Before Title IV Funds Are Disbursed

If the student paid all school charges/fees and then ceased enrollment prior to Title IV funds being disbursed, the school is responsible for determining IF Title IV funds could have been disbursed. The school must determine the Title IV funds earned by the student and follow the procedures for making a post-withdrawal disbursement.

School Determined Date of Withdrawal

The school's determined date of withdrawal is established by the type of withdrawal.

Case 1: Official Withdrawal – notification of withdrawal

- Date of the student's withdrawal notification to the school.
- Date the student was expelled/dismissed from the school.

Case 2: Unofficial Withdrawal – no notification of withdrawal

- 14 calendar days after the student's last date of physical attendance.

Case 3: Student on Leave of Absence

- The earlier of the scheduled date of return from the leave of absence OR the date the student notifies the school that he/she will not be returning.
- **NOTE:** *When a student has a Direct Loan and fails to return from a Leave of Absence, the grace period starts on the last day of attendance before the Leave of Absence.*

Withdrawal Date

Clock hour schools are required to take attendance. The withdrawal date is always the student's last day of physical attendance.

R2T4 Calculation

Academia Medical Institute is required to determine the earned and unearned portions of Title IV aid as of the date the student ceased attendance based on the amount of time the student spent in attendance or, in the case of a clock-hour program, was scheduled to be in attendance.

Up through the 60% point in each payment period or period of enrollment, a pro-rata schedule is used to determine the amount of Title IV funds the student has earned at the time of withdrawal.

For a student who withdraws after the 60% mark of scheduled attendance in the time period or period of enrollment, there are no unearned funds; the student has earned 100% of the Title IV funds scheduled to be received.

If the calculation determines the amount of funds disbursed to the student is less than the amount the student earned, the student is eligible to receive a post-withdrawal disbursement (PWD) if conditions for a late disbursement are satisfied.

If the calculation determines the amount of funds disbursed to the student is greater than the amount earned by the student, the unearned funds must be returned to the Department of Education.

Examples:

#1. A student is enrolled in the Practical Nursing program. The student withdraws from the program at 225 scheduled clock hours. There are 450 clock hours scheduled in the payment period.

225 Scheduled Clock Hours/450 Clock Hours Scheduled in the Period = 50%

By calculation, the student has earned 50% of the financial aid funds disbursed for the enrollment period. Therefore, 50% of the funds dispersed remain unearned and must be returned to the federal student aid program.

#2. A student is enrolled in the Practical Nursing program. The student withdraws from the program at 400 scheduled clock hours. There are 450 clock hours scheduled in the payment period.

400 Scheduled Clock Hours Completed/450 Clock Hours Scheduled in the Period = 88.9%

By the calculation, the student has completed more than 60% of the hours in the payment period. A student earns 100% of federal financial aid once he or she has completed more than 60% of the scheduled clock hours in the payment period. In this case, no funds dispersed need to be returned to the federal student aid program.

ACADEMIA MEDICAL INSTITUTE'S RESPONSIBILITIES IN REGARD TO THE RETURN TO TITLE IV FUNDS ARE AS FOLLOWS

- Provide students with the information contained in the R2T4 Policy.
- Identify students who have withdrawn and will be affected by the R2T4 Policy.
- Perform the R2T4 calculation, guidelines & standards provided by the Department of Education.
- A school must always return any unearned Title IV funds it is responsible for returning within 45 days of the date the school determined the student withdrew.

- Provide notifications to students (parents). Written notification providing the student (or parent) the opportunity to accept all or part of a post-withdrawal disbursement of Title IV loan funds.
 - Within 30 days of the school-determined date of withdrawal, allowing the student 14 days to respond to accept or decline the funds.
- Process any post-withdrawal of earned funds due to the student. All post-withdrawal disbursements are applied to a student's account first for outstanding institutional charges:
 - ASAP, but no later than 180 days after the school-determined date of withdrawal.
 - Post-withdrawal disbursement to the student for earned Title IV funds in excess of outstanding current institutional charges.
 - Loans – ASAP, but no later than 180 days from the school-determined date of withdrawal.
 - Grants – ASAP, but no later than 30 days from the school-determined date of withdrawal.

- Notification to student (or parent) of the outcome of a late request for a post-withdrawal disbursement to a student; request received by the school after the specified period and the school chooses not to make the disbursement.
 - ASAP
- Notification to the student of grant overpayment.
 - Within 30 days of the school-determined date of withdrawal.
- Provide notifications to the Dept. of ED.

- Referral of the student to Debt Resolution Services if the student does not pay overpayment in full, does not enter into a repayment agreement, or fails to meet the terms of the repayment agreement.
 - ASAP
- Referral of the student to NSLDS if the student does not pay overpayment in full, does not enter into a repayment agreement, or fails to meet the terms of a repayment agreement.
 - No later than 30 days from the date the student is notified of overpayment.

- Credit Balance must be disbursed as soon as possible and no later than 14 days after the calculation of R2T4.

Any student who withdraws officially or unofficially will be made aware of the possible consequences of withdrawing. For financial aid recipients, repayment on Federal Loans begins six (6) months from their last date of attendance.

The R2T4 does not dictate the school's refund policy and is not based on the student's education charges, only the scheduled time within the payment period in which the student drops. This policy is separate from the school's Institutional Refund Policy. All students who utilize Title IV funding will have the R2T4 calculation completed prior to calculating the Institutional Refund Policy. A student may owe funds for unpaid charges to the school to cover education charges. If the school is required to return federal funds, the school will return Federal Aid disbursed that was credited to the student's account for the payment period in which the student withdrew. The school will refund any unearned Title IV aid due within thirty (30) days of the date of determination, which is no later than fourteen (14) days from the last date of attendance.

Title IV Refunds are allocated in the following order:

1. Unsubsidized Direct Stafford Loans
2. Subsidized Direct Stafford Loans
3. Direct PLUS Loans
4. Federal Pell Grant funds for which a return of funds is required

The calculation for the percent of completion of the payment period is as follows:

The school will determine the actual date the student started the payment period and the last date of attendance and will determine the scheduled clock hours within that period of time. The number of clock hours the student was scheduled to complete within that payment period is divided by the total number of clock hours in that payment period to determine percent completed. Students who owe an overpayment of Pell grants as a result of withdrawal from the program, initially will retain their eligibility for Title IV funding for forty-five (45) of the earlier of (1) date the school sends the student notification of the over award (2) the date the school was required to notify the student of overpayment. Within thirty (30) days of determining that the student's withdrawal created a repayment of all or part of the Pell Grant, the school must notify the student that she/he must repay the overpayment or make satisfactory arrangements to repay. The student will be notified of overpayment of Title IV funds and that the student's eligibility for additional Title IV aid will cease if the student fails to take a positive action by the forty-fifth (45th) day following notification from the school. The student will have the options of paying the overpayment in full or of arranging a repayment agreement with the Department of Education. If the student fails to take action to repay during the forty-five (45) days allotted, the school will report this to NSLDS.

If Academia Medical Institute's Institutional Refund Calculation indicates the student owes an outstanding tuition and/or fee charges, the debt to the school must be paid in full before the release of transcripts.

THE STUDENT'S RESPONSIBILITIES IN REGARD TO THE RETURN TO TITLE IV FUNDS ARE AS FOLLOWS

- When possible, the student should notify the financial aid office in writing of official withdrawal.
- If the student cancels the decision to withdraw, the student must notify the school in writing within three business days of the date of the original withdrawal.
- School charges, which were previously paid by FSA funds, might become a debt that the student will be responsible for paying upon the return of Title IV funds.
- Return unearned Title IV Funds that were disbursed to the student wherein the student was deemed ineligible, based on the R2T4 calculation.
 - Loans – according to terms of the loan.
 - Grants – within 45 days of earlier date school sent or were required to send notice.
- Submit response instructing school to make post-withdrawal disbursement 14 calendar days from the date the school sent the notification to accept a post-withdrawal disbursement. If a response is not received from the student or parent within the permitted time frame or the student declines the funds, the school will return any earned funds that the school is holding to the Title IV programs.
- Student borrowers of the Direct Stafford Loans are required to attend or complete online Exit Counseling before leaving school.

FEDERAL REFUND REQUIREMENTS VERSUS STATE/ACCREDITATION REFUND REQUIREMENTS

In addition to the Return of Title IV requirements for federal financial aid recipients, the Academia Medical Institute is required by the state/accreditor to calculate a prorated refund for all withdrawn students regardless of whether or not the student received Title IV funds. In some instances, the student may, after Title IV funds are returned, owe a balance to the Academia Medical Institute to cover unpaid institutional charges. The school may also attempt to collect from the student any Title IV program funds that the school was required to return.

STUDENT PROGRESSION POLICY

AMI requires that each course be completed with a grade of 2.0 (78.0%) or better, and clinical experience and skills lab completed satisfactorily. Students who fail a course may be permitted to advance to the next term of the program, while retaking the failed

course, providing the failed course is not a prerequisite. Students in the program are expected to show consistent progress in their ability to utilize learning opportunities effectively, acquire and retain essential content with pertinent application in clinical practice, evaluate their own strengths and needs with respect to their educational goals, and seek appropriate assistance when indicated. If safety for the assigned client is an area of concern, the focus for immediate improvement is imperative. Each incident of a safety violation will be reviewed by the faculty and the program administrator.

The faculty and program administrator believe that evaluation is a means of determining the performance of the student at a given point in time in relation to a predetermined standard. Evaluation is meant to be a tool to assist the student in development and growth toward specific objectives.

SATISFACTORY ACADEMIC PROGRESS (SAP)

The Satisfactory Academic Progress Policy is applied consistently to all students, whether they are receiving Title IV Funds or not. Satisfactory Academic Progress is measured in two ways:

- **Qualitatively:** The Cumulative Grade Point Average (CGPA) is reviewed to ensure that the student is meeting a minimum 2.0 (78.0% - C) average at the conclusion of each evaluation period.
- **Quantitatively:** The student must attend at least 85% of the scheduled clock hours cumulatively for each evaluation period, enabling completion within the maximum time frame of the program.

A student must be meeting these standards to be considered meeting Satisfactory Academic Progress and in 'Good Standing.' Any student who has not achieved a minimum cumulative GPA of 2.0 (78.0%) or who has not successfully achieved a cumulative rate of attendance of at least 85% at each required evaluation period is not considered in 'Good Standing' and is subject to the consequences outlined in this policy.

Maximum Time Frame

Students must complete their program within 150% of the normal program length. This length of time is considered the Maximum Time Frame. Students who have attempted over 150% of the total program clock hours and not met the graduation requirements, will be withdrawn from the program.

Evaluation Periods

Students will receive a grade report at the end of each course which includes their final grade and attendance for the course completed, as well as the cumulative GPA and cumulative attendance percentage for all courses completed within the program. Formal evaluations will occur at the end of each semester, and, if needed, at the Maximum Time Frame based on scheduled hours. Consistent with SAP measurements, the evaluations will assess each student's progress against the qualitative and quantitative standards previously identified.

Evaluation Table

The table below shows the total expected number of clock hours scheduled to be completed at each evaluation point:

Program Name	Program Clock Hours	Evaluation 1* (End of Semester I)	Evaluation 2* (End of Semester II)	Evaluation 3* (End of Semester III)	Maximum Time Frame*
Practical Nursing	1130 hours / 45 weeks	352 hours / 15 weeks	734 hours / 30 weeks	1130 hours / 45 weeks	1695 Hours / 67.5 weeks
LPN to RN Bridge	900 hours / 45 weeks	317 hours / 15 weeks	644 hours / 30 weeks	900 hours / 45 weeks	1350 Hours / 67.5 weeks

* All evaluation points are based on scheduled hours, which are the hours that the student should have completed based on his/her class schedule.

Maximum Time Frame Table

The table below shows the minimum number of actual clock hours that the student must complete to remain in good standing and complete their program within the Maximum Time Frame.

Program Name	Program Clock Hours	Evaluation 1 (End of Semester I)	Evaluation 2 (End of Semester II)	Evaluation 3 (End of Semester III)	Maximum Time Frame*
Practical Nursing	1130 hours	299.2 hours (85% of 352)	623.9 hours (85% of 734)	960.5 hours (85% of 1130)	1130 Hours (100% of 1130)
LPN to RN Bridge	900 hours	269.5 hours (85% of 317)	547.4 hours (85% of 644)	765 hours (85% of 900)	900 Hours (100% of 900)

Warning Period

If a student fails to meet the cumulative 85% attendance, and/or the cumulative 2.0 (78.0%) grade average for any evaluation period, he or she will be placed on 'Warning' for the next evaluation period.

Students will be notified in writing when placed on 'Warning'. The notification will include the steps necessary to be removed from 'Warning' status. In addition, students will receive attendance and/or academic advising from the Program Administrator. During this time, an academic improvement plan will be created to assist the student in achieving 'Good Standing' by the end of the 'Warning' period. If the student achieves 'Good Standing' by the end of the 'Warning' period, he or she will be removed from 'Warning' status.

If the student fails to achieve 'Good Standing' and meet satisfactory academic progress requirements at the end of the 'Warning' period, the student will be terminated from the Academia Medical Institute. The institution will notify the student in writing if he or she is being terminated for unsatisfactory academic progress. The student has the option to appeal termination by following the appeal process.

Appeal Process

The student may submit a written appeal of his/her termination within five calendar days of their receipt of the notice of termination. The appeal must be accompanied by documentation of mitigating circumstances that have prevented the student from obtaining 'Good Standing' and evidence that changes have occurred to allow the student to now meet standards of Satisfactory Academic Progress. Only extraordinary circumstances will be considered, such as, but not limited to, death or severe illness in the immediate family. Supporting documentation such as a physician's statement, accident report, or other such statements must be included as part of the appeal.

The Executive Director will assess all appeals and determine whether the student may be permitted to continue in the school on a 'Probationary' status despite not meeting the Satisfactory Academic Progress requirements. The student will be sent a written decision within ten days of the receipt of the appeal. The decision of the Executive Director is final.

In cases where an appeal is accepted, the student is placed on 'Probation' status through the next evaluation period. During this time, an academic improvement plan will be created to assist the student in achieving 'Good Standing' by the end of the 'Probation' period.

Probation Period

If a student fails to meet the Satisfactory Academic Progress standards at the end of the 'Warning' period, and successfully appeals the termination, he or she will be placed on 'Probation' status.

Students will be notified in writing when placed on 'Probation'. The notification will include the steps necessary to be removed from 'Probation' status. In addition, students will receive attendance and/or academic advising from the Program Administrator. During this time, an academic improvement plan will be created to assist the student in achieving 'Good Standing' by the end of the 'Probation' period.

At the end of the evaluation period, and then at the end of every evaluation period thereafter, the student's academic status will be reviewed. If the student fails to meet the Satisfactory Academic Progress requirements at the end of the 'Probation' period, the student will be terminated from the school.

Students Receiving Transfer Credit

Transfer students from outside the institution will be evaluated qualitatively only on the work completed at the Academia Medical Institute. The GPA will only be calculated on grades received at Academia Medical Institute, and will not include the grades received at the other institution, which will be recorded on the student's transcript as a T.

Students will be awarded clock hours for any course for which transfer of credit is approved. These clock hours will be counted as hours attempted and completed for purposes of evaluation and progress toward the maximum time frame.

Incomplete Courses

Academia Medical Institute does not offer a grade of incomplete.

Remedial Courses

Academia Medical Institute does not offer any remedial courses.

Course Repeat Policy

A failed course may be repeated in an attempt to earn a passing grade. Each attempt counts as scheduled hours toward the Maximum Time Frame. Only the highest grade earned will be included in the computation of the cumulative grade point average. The student transcript will list each course in which a student has enrolled and earned a grade. The failing grade will be changed to a grade of R on the transcript indicating that a particular course has been repeated.

GRADUATION REQUIREMENT/COMPLETION POLICY

The Practical Nursing student must:

1. Have successfully completed (grade of 2.0 (78.0%) or "C" or better) in all courses.
2. Satisfactorily completed laboratory and clinical experiences including the IV therapy content.
3. Achieve a passing score on an exit assessment exam determined by the provider of the examination and the school.
THIRD ATTEMPT FAILURE: IN THE EVENT OF A THIRD ATTEMPT FAILURE, THE STUDENT MUST RETAKE THE EXIT REVIEW COURSE CAPSTONE WHENEVER IT IS OFFERED. THIS MUST BE DONE WITHIN SIX MONTHS BEFORE ATTEMPTING THE FINAL FOURTH ATTEMPT.
4. The school uses a predictor exam from an independent assessment company and reserves the right to select the exam to be used. Students are required to achieve the exam with a standardized passing rate determined by the assessment company. If they do not give a standard score the school will determine the passing score. Students must pay for all additional testing after the first attempt.
 - o **FIRST ATTEMPT FAILURE:** If a student fails the first attempt, they will be scheduled to take the second attempt after a two-week interval.
 - o **SECOND ATTEMPT FAILURE:** Students who fail the second attempt will be allowed to take a third attempt after a two-week waiting period.
 - o **THIRD ATTEMPT FAILURE:** In the event of a third attempt failure, the student must retake the Exit Review Course Capstone whenever it is offered. This must be done within six months before ATTEMPTING THE FINAL FOURTH EXIT EXAMINATION ATTEMPT.
 - o **FOURTH ATTEMPT FAILURE:** If the student fails a fourth attempt, **THEY WILL BE REQUIRED TO REPEAT THE ENTIRE PN PROGRAM.**
5. Upon completion of the program and the successful meeting of all requirements students will be eligible for the NCLEX-PN
6. Students are responsible for filing their own application for the NCLEX-PN
7. All financial obligations must be met, as verified by the administrative coordinator prior to receiving a diploma.

The LPN to RN Nursing Bridge students must:

1. Have successfully completed (grade of 2.0 (78.0%) or "C" or better) in all courses.
2. Satisfactorily completed laboratory and clinical experiences including IV therapy content.
3. Must achieve a passing score on an exit assessment exam determined by the provider of the examination. Four (4) attempts to pass the examination are permitted. If the student does not pass on the first attempt: For the 2nd attempt there will be a 2 week wait with remediation, 3rd attempt one month with remediation, 4th attempt must repeat the review course as it is available prior to the final exit assessment exam. If the student is not successful after 4 attempts the student will need to repeat the entire program.
4. Upon completion of the program and the successful meeting of all requirements students will be eligible for the NCLEX-RN.
5. Students are responsible for filing their own application for the NCLEX-RN.
6. All financial obligations must be met, as verified by the administrative coordinator prior to receiving a diploma.

PROGRAM COMPLETION

Upon satisfactory completion of the entire curriculum, and meeting all financial obligations, the student will receive a Diploma. The graduate record will include a complete transcript which indicates that a Diploma was granted and the date that the student completed the program.

LETTERS OF RECOMMENDATION

At the discretion of the faculty a letter of recommendation may be given to students upon request. To be eligible for a letter of recommendation and the student must:

- Have completed the course of study at Academia Practical Nursing Program or LPN to RN Nursing Bridge Program
- Have had no discipline reports during the program enrollment
- Have a zero (\$0) outstanding balance owed to AMI

This letter will be signed by the faculty member who generated the letter and the program.

STUDENT ILLNESS CLASSROOM / CLINICAL

Prior to admission to AMI, it is recommended that the student obtain health insurance. This assures that all obligations will be met should an instance arise that requires medical attention.

A student who becomes ill during the school day, whether on school premises or off site at a clinical, the student should advise the instructor of his/her decision to leave. A determination will be made by the instructor, to the best of their ability and in collaboration with the student, if applicable, if the student needs immediate attention (i.e. EMS). Students with a potentially communicable disease should not participate in clinical activities. Students exhibiting symptoms of communicable diseases in the clinical setting may, at the discretion of the instructor, be removed from the clinical site.

Emergency care only will be rendered at the school (classroom/laboratory) and health care facility (clinical site) in the event of illness or accident until EMS arrival. Any illness or injury during class/clinical time, regardless of degree, must be reported to the instructor at the time of the illness or accident occurs. An Incident Report Form for an accident must be completed and placed in the student file.

If an illness or injury requires the use of an ambulance for transportation to a hospital or medical center, the cost for such transportation and follow up care shall be the responsibility of the injured/ill student.

SUPERVISION OF STUDENTS POLICY

A faculty member of the nursing program will be responsible for planning the student's clinical experience and for evaluating the student's performance based upon objectives and student learning needs. Faculty and teaching assistants shall supervise student practice by providing guidance, direction, and support appropriate to the clinical situation. Supervision of the student shall be provided for each clinical experience involving the delivery of nursing care to an individual or group of individuals. All experiences for a nursing student in a clinical setting involving the delivery of nursing care to an individual or group of individuals shall be performed under the direction of a faculty member who functions only as a faculty member during the nursing student's clinical experience. The faculty member providing direction shall: Establish clinical objectives or outcomes within the framework of the course in which the student is enrolled; Communicate clinical objectives or outcomes to: The student; The teaching assistant and the staff at the clinical site; Provide for orientation of each student to the clinical site, including introduction to staff; Make assignments, in conjunction with the teaching assistant for the student's experience, consistent with the specific objectives or outcomes of the course in which the student is enrolled; Provide for supervision of each student and evaluate the student's experience, achievement, and progress in relation to the clinical objectives or outcomes, with input from the teaching assistant if utilized. The ratio shall be no greater than 1 instructor to 10 students in the clinical setting (or less as appropriate for safe delivery of nursing care).

The teaching assistant providing supervision to the student shall at least: Have competence in the area of clinical practice in which the teaching assistant is providing supervision to a student; Design, at the direction of a faculty member, the student's clinical experience to achieve the stated objectives or outcomes of the nursing course in which the student is enrolled; Clarify with the faculty member: The role of the teaching assistant; The responsibilities of the faculty member; The course and clinical objectives or outcomes; The clinical experience evaluation tool; and contribute to the evaluation of the student's performance by providing information to the faculty member and the student regarding the student's achievement of established objectives or outcomes.

EVALUATION OF STUDENTS POLICY

AMI believes that evaluation is a means of determining the performance of the student at a given point in time in relation to a predetermined standard. Evaluation is meant to be a tool to assist the student in development and growth toward specific objectives.

COURSE AND PROGRAM EVALUATION

In course work, a student must maintain a 78.0% (percent) (C) average in each course to remain in the program, progress to the next term and complete the curriculum. The student must also achieve a satisfactory in the laboratory and clinical areas as required by individual courses.

GRADING SCALE

The grading scale is as follows:

A = 93-100% (4.0)
B = 84- 92.9% (3.0)
C = 78- 83.9% (2.0)
F = 77.99 or below (0.0)
T = Transfer credit
W = Withdrawal
R= Repeated Course

T - GRADE:

A grade of T is assigned for a student's successful transfer of credits (or converted clock hours) earned from an accredited institution. Although the grade(s) earned for the transferred course will not be included in a calculation of the CGPA, the clock hours will be considered to be successfully completed and counted toward the maximum time frame for successful program completion.

W – GRADE:

A student who withdraws from a course will be assigned a grade of W for the course. The W grade is not included in the calculation of the CGPA, but the total clock hours will be counted toward the maximum time frame for successful program completion.

R – GRADE:

A grade of R is assigned in place of the original course grade in a course that is repeated. The R grade is not included in the calculation of the CGPA, but the total clock hours will be counted toward the maximum time frame for successful program completion.

DIDACTIC EXAMINATIONS

It is expected that students will complete examinations on the scheduled day. If a student misses an exam, they should contact the instructor as soon as possible to schedule a time to take the exam. The exam must be taken within 48 hours of the original missed event. It must be taken under school supervision, though it does not have to be with the instructor assigned for the class. When the test has been completed, a deduction of 10% will be taken from the exam grade as a penalty. If the exam missed is the final exam, the deduction will be increased to 15%.

If the student has documentation showing that the exam was missed due to an emergency, such as a hospitalization, car accident, etc., the student will be provided 48 hours from the return to school to complete the exam. Additionally, the exam will not be subject to a penalty reduction of 10% or 15%. Documentation of the emergency must be provided by the student.

If a student fails an exam during a course, the student may submit a request to the instructor to retake the exam. The retake must be rescheduled with the instructor and must be completed within one week of the original exam date. The higher of the two scores will be recorded in the gradebook. The student is limited to one retake per course. The only exception to the limit of one exam retake is if an additional retake(s) is part of a documented Academic Improvement Plan under the Satisfactory Academic Progress (SAP) policy.

CLINICAL EVALUATION

Clinical evaluation is carried out through the use of clinical performance evaluation tools. At the end of term, the student and faculty review the student's performance using the tool. Feedback will be provided to the student at any time the clinical performance requires improvement. A conference may be scheduled for sharing the evaluation. All evaluations will be placed in the currently enrolled student's file and remain in the file while the student is current/active in the program.

The clinical experience is graded in the following manner:

S - Satisfactory-consistently performs competently.

N - Needs improvement

U - Unsatisfactory-consistently needs supervision to perform objectives competently or performs objective incompetently. More than

two unsatisfactory clinical evaluations in a term may result in an unsatisfactory for the course associated with the clinical and may result in failure of the course.

LABORATORY EVALUATION

Students are expected to be present for all skills demonstrations and to practice skills prior to presenting for checkoffs with instructors. The skills laboratory can be scheduled for practice. Each student must practice prior to presenting for checkoffs. It is recommended peers practice and critique each other in order to be prepared. Each student is permitted three attempts to demonstrate proficiency in the required skill. In the event that the student requires an additional attempt to perform any procedure, a learning contract will be developed with specific dates for the procedure to be satisfactorily completed. It will also require documentation of a peer evaluation to prepare for the fourth attempt. All procedures must be satisfactorily performed by the student to progress in their program. The faculty will determine if a student is unsuccessful after the fourth attempt.

NOTIFICATION OF CHANGES TO POLICIES

The student will be notified if any program policy is changed or altered, in writing 30 days prior to the expected change. Further, the program will not implement changes to policies for student progression, or requirements for completion of the program, for students enrolled in the program at the time the changes are adopted, to comply with Rule 4723-5-12 (B), Ohio Administrative Code.

CODE OF CONDUCT POLICY

The student is expected to abide by the appropriate attitude and behavioral patterns expected of all nursing students in the program and which have implications for retention in the program over and above the meeting of individual course requirements.

AMI believes that there are certain attitudes and patterns of behavior that students of nursing must demonstrate for the competent and ethical practice of nursing. These attitudes and behaviors are expected of all students as they progress through the program; they are not germane to any one particular course in the curriculum. They are described below in order that students understand that failure to meet the requirements - even though all curricular objectives are met - may be grounds for dismissal anytime during the program. Students must acknowledge the validity of these requirements from the time of entry into the program and give evidence of fulfilling them from the beginning.

Students will be accountable for:

1. Assuming responsibility for own learning as evidenced by:
 - a. Participating in theoretical and clinical assignments.
 - b. Initializing questions and discussions with the instructors for clarification and validation of the results of their independent study
 - c. Seeking new learning experiences in the classroom, practice laboratory and clinical settings.
 - d. Accepting and implementing constructive criticism and suggestions.
 - e. Integrating the objectives of each term and continually applying previously learned concepts in each new situation.
 - f. Maintaining own grade points for each learning activity in each course.
 - g. Arriving at class/clinical on time and returning from breaks at designated time.
2. Displaying integrity in personal, educational, and professional activities as evidenced by:
 - a. Honesty - including, but not limited to, following the program policy on cheating and plagiarism.
 - b. Adherence to community laws, rules and regulations of the program and policies and procedures of all clinical sites.
 - c. Respect for the dignity and rights of all persons - peers, patients, personnel, and faculty.
 - d. Assume responsibility to provide only that nursing care for which the student is adequately prepared and seek supervision for those activities in which he/she lacks experience.
3. Demonstrating responsibility for own behavior as evidenced by:
 - a. Consistent and prompt attendance at all scheduled learning experiences.
 - b. Consistent and prompt completion of all assignments.
4. Following the dress code.
5. Maintaining good health habits.
6. Consistently displaying respect and a collegial attitude toward all Health Technology students and staff. In the event that a student displays inappropriate conduct or unprofessional behavior, including sexual harassment, that is disruptive to the educational process or if he/she performs potentially unsafe practices, the faculty and Program Administrator may deem probation to be necessary for the involved student(s).

Some violations may be severe enough for the student to be on probation for the remainder of the program. In the event there is any display of misconduct during this period of probation this may result in termination from AMI.

The student will maintain confidentiality as directed on the Confidentiality Form. Students will be required to sign documents regarding confidentiality and HIPAA regulations. These documents are extremely important and, in part, define the legal boundaries of nursing practice. If at any time it is determined that confidentiality has been breached the student may be dismissed from the program without a probationary period.

Further, a student at AMI must adhere to the following standards and rules of safe nursing practice, set forth by the Ohio Board of Nursing in Chapter 4723-5-12 (C) of the Ohio Administrative Code [available at www.nursing.ohio.gov](http://www.nursing.ohio.gov)

- (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
 - (b) patient;
 - (c) 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.

DISCIPLINARY PROCESS

Disciplinary action may be taken when a student violates the regulations or policies or engages in unruly conduct.

When a student commits an act of violation of the school regulation or engages in misconduct, disciplinary action shall be initiated.

Such action may be progressive through the following steps. The school, depending on the severity of the infraction, can advance the progressive discipline proportionate with the violation.

1. Oral reprimand
2. Written reprimand
3. Disciplinary action. Nature and details to be determined by the initiating official or committee.
4. Probation
5. Dismissal from the nursing program

ATTENDANCE POLICY

The student's presence in all classes, labs and clinical areas is important. All students must be present at least 85% of the theory class hours and receive a grade of 78% or greater to be successful in all courses. Students who are absent for 14 consecutive calendar days without an approved leave of absence will be administratively withdrawn from the program.

The following documented absences may be considered excused. Excused absences are considered absences for calculating a student's attendance rate. However, students are not charged the make-up hour fees for excused absences. Excused absences do not apply to pre-class/out-of-class assignments. All required classroom is expected to be completed and submitted on time, if possible depending on the circumstance of the excused absence. In a situation where the absence is expected to last for more than 2 weeks, students should review the Leave of Absence policy to see if it is applicable to their situation. Excused absences include the following:

- **Court Appearance** – Applicable only when a student is mandated to appear in court for an action in which he/she is a third party or witness. Documentation will be required.
- **Military Duty** – All military personnel requesting an excused absence must submit a copy of their orders to the Campus Executive Director/Program Manager or designee prior to the missed time.
- **Medical Situation/Serious Illness** – If a student suffers personal illness or injury, either a written doctor's note excusing participation in school or documentation of the stay in the hospital will be required.

- **Bereavement** – Applicable in the event of the death of an immediate or extended family member and not to exceed 3 days.
- Documentation (e.g. newspaper notice, funeral notice, obituary, or church handout) is required.
- **Jury Duty** – Documentation required (stamped jury duty form from court).

Other situations may be considered on a case-by-case basis. If a student believes they have an extenuating circumstance that should be excused, the student should contact the Campus Executive Director/Program Manager to discuss the situation.

The documentation listed above approved excused absences should be presented to the Campus Executive Director/Program Manager or designee upon returning to school, or in advance when applicable.

The following rules shall be utilized for specific class types.

ATTENDANCE - THEORY (LECTURE) DAYS

Students are to be present for all class sessions, especially scheduled examinations and projects. The student will notify the instructor in advance of an absence, when possible. All missed work and/or assignments must be completed within one week following the absence. Any missed examination must be arranged with the instructor and must be taken within one week following the absence. Only one make-up exam is allowed per course. A second missed exam will result in a grade of zero (0) for that exam. Midterms and/or finals may only be made-up or excused absences. There will be a 20% reduction in any makeup exam score, including the midterm or final. (See Examination policy).

ATTENDANCE - PRACTICE LAB

Students are to be present for all scheduled practice labs. All procedures and assignments are required to be made up as determined by the lab faculty. All assignments and activities are required to be made up satisfactorily in the Term in which they are missed. Missing more than one scheduled laboratory skill check-off may result in an unsatisfactory result which may lead to failure of the course.

ATTENDANCE CLINICAL

It is an expectation that students attend all scheduled clinical experiences. Students missing clinical(s) may result in the student not meeting the course objectives that may lead to failure of the course. In the event of an extreme emergency where the student is going to be absent, it is required that the student calls the clinical instructor and the nursing office at 614-272-4900 to report the absence. The student must make immediate arrangements with the clinical instructor for a makeup clinical day. Two clinical makeup days are permitted, and the student must pay before the scheduled makeup date for each missed clinical day. A student who misses more than 2 clinical days in a semester will fail that course. Each missed clinical session must be made up and the student will be charged for the makeup clinical.

PUNCTUALITY/CUTTING CLASS

Punctuality is a necessary component of the nursing profession to develop habits that reflect responsibility and accountability. Punctuality at scheduled class, lab and clinical time is expected of all students and daily attendance will be recorded. A student cannot miss more than 20% of a course's hours or they will fail. Students who leave class, skills lab or clinical early prior to the scheduled end or who fail to return on time from break will be considered late for that day. **Three late arrivals by 15-30 minutes will be considered as 1 absence**, which will count towards the maximum 20%. Any late arrival or early departure greater than the above will fail the student from the course.

LEAVE OF ABSENCE

A leave of absence may be granted for emergency situations such as a serious illness, debilitating injury, or death in the immediate family. A student who is facing exceptionally documented circumstances and unable to continue can withdraw from all courses if a formal request is made to the Program Administrator prior to midterm. A student must submit a written request for a leave of absence in advance of the beginning date of the leave of absence, unless unforeseen circumstances prevent the student from doing so. If a student is unable to request in person, email or over the phone is acceptable. The request can also be mailed by a relative or legal guardian. The student must sign and date the leave of absence request and specify a reason for the leave. The student must attest to understanding the procedures and implications for returning or failing to return to his/her course of study. Failure to return from an approved leave of absence on the specific date will result in the administrative withdrawal of the student. AMI will document its approval decision relative to the leave of absence request in accordance with this policy.

No additional charges will be assessed as a result of the leave of absence. A leave of absence can be no longer than one half of the length of the program. Any individual leave of absence may be up to one (1) term. Multiple leaves of absence may be permitted provided the total of the leaves does not exceed one half of the length of the program.

DISMISSAL

Dismissal from Academia may occur for any of the following reasons:

1. Unsafe performance in the clinical area, exhibited by behavior that might prove injurious to self, patient, co-worker and/or visitor.
2. **“Unsatisfactory”** performances of practice lab skills.
3. A grade average below 78.0 percent in any one course at the completion of the course.
4. Failure to meet the objectives of the program.
5. Evidence of chemical substance abuse per the Code of Conduct.
6. Cheating or falsification of assignments.
7. Unreported absences and or excessive absences
8. Violation of rules and regulations including Codes of Conduct
9. Unprofessional behavior/attitude or disruptive conduct which also includes profanity
10. Failure to be alert and engaged in nursing activities in the classroom/laboratory/clinical setting (one example could be sleeping).

Students, who are dismissed for any reason, will be informed of the dismissal in writing. The student will be scheduled to have a conference with the faculty member(s) and Program Administrator to discuss the dismissal.

DRESS CODE

The student dress code is enforced with the goal to assure a high standard in professional self-presentation. It is important for Practical Nurse Program students to recognize their role as representatives of the profession of nursing in all settings. Appearance and self-presentation must correspond with professional expectations.

Adherence to this dress code will be monitored by the faculty and staff. Failure to comply with the dress code may result in disciplinary actions including, but not limited to, dismissal from the classroom or clinical site. Students who are not in compliance will be sent home and will be considered absent.

Any adaptations to this policy due to cultural or health reasons are to be approved by the Program Administrator in advance.

The School ID Badge: The ID must be worn at all times and be clearly displayed, above the waist, with a retractable clip. Lanyards and name badge jewelry/trinkets are not permitted.

1. CLASSROOM DRESS CODE:

- a. Dress for class and lab will be a scrubs uniform. Appropriate plain color sweaters and jackets may be worn over the scrub top when needed for warmth.
- b. Shoes must be worn. No sandals, slippers, flip-flops, or bare feet are permitted.
- c. Clothing that displays objectionable symbols or lettering will not be permitted.
- d. Undergarments must be worn and must not be visible at any time.
- e. The ID badge is to be worn at all times.

2. UNIFORMS/CLINICAL

- a. Uniform
 - i. Regulation school uniforms must be worn in the clinical area. A regulation uniform for female students includes white hose and/or above the ankle socks, and white shoes. Uniforms for male students are above the ankle socks and white shoes.
 - ii. Each student shall wear the designated school uniform with the Practical Nurse Program identifier attached to the upper left sleeve. If clinical sites require a uniform different than the school uniform (i.e. surgery, OB, psychiatric units) the student will conform to their expectations.
- b. Other requirements include:
 - i. ID badge, watch that constantly displays seconds, pen with black ink, bandage scissors, pen light and stethoscope.

3. FOOTWEAR/CLINICAL

A clean, plain white leather or simulated leather duty-type shoe in good repair, clean and polished with closed toe and heel shall be worn. White hose shall be worn with a skirt/dress or white sock for students wearing slacks. Socks must cover the ankle. Shoestrings are to be white and clean.

4. PERSONAL GROOMING FOR CLASSROOM/LAB/CLINICAL

Students are expected to practice good personal hygiene habits. Clean clothing, regular bathing, and use of deodorant are expected. Colognes and perfumes can be offensive to others and to patients and should be avoided.

5. MAKE-UP / CLINICAL

When wearing make-up, the following guidelines are to be followed:

- a. A harsh or artificial look must be avoided.
- b. Fingernails must be natural, well-manicured, clean, and kept at a short length to ensure the safety of the patient. Artificial nails of any type are **NOT** permitted at any time. Polish is not permitted during clinical.

6. JEWELRY – LAB/CLINICAL

Excessive jewelry is unprofessional and unsafe. The only jewelry permissible while in uniform and applies to all students is:

- a. Small stud earrings without design, one per ear, are permitted. No other body piercing jewelry is permitted. Necklaces may be worn on the inside of the uniform, as long as they do not show. A watch which constantly displays seconds is a standard part of the uniform and should be worn at all times. The only ring permitted will be plain bands. Medic-alert necklaces and/or bracelets may be worn. Some clinical rotations may have more restrictive jewelry guidelines, per facility rules. Students are expected to adhere to these guidelines.

7. TATTOOS - LAB/CLINICAL

Tattoos must be covered at the clinical site.

8. HAIR - LAB/CLINICAL

Hair should be clean and neatly arranged, at the discretion of the student, within the following limitations:

- a. Hair must be cut, fastened, or arranged in such a manner that it does not hang below the eyebrows, fall in the face of the student, interfere with work, or touch the patient.
- b. Hair that is shoulder length or longer should be restrained so that it is above shoulder level whenever in uniform.
- c. Ponytail styles must be confined. Hair fasteners must be plain.
- d. Wigs and hairpieces may be worn as long as they conform to the hair regulations.
- e. Male students may wear neatly trimmed beards and/or mustaches or are to be clean-shaven. Long hair will conform to the above regulations.
- f. Unnatural hair dye or coloring is not permitted (example; pink, blue, purple etc.).

CLASSROOM AND LAB MANAGEMENT

All classrooms and learning labs are to be cleaned at the end of each day; this means putting away all equipment, making all beds etc. A student will be assigned to accomplish this task. All items are to be returned to the supply room and the room is to be left in order each day. A student may be assigned to assist. Each member of the class is expected to help keep our school neat and clean. Smoking is not permitted on the campuses. Smoking is also not permitted at any clinical site. Violation of this rule may result in probation and if repeated, dismissal from the program.

STUDENT REPRESENTATIVE

The Student Representative may attend faculty meetings at a designated time. The purpose of this is to share concerns of the student body with the faculty. The Student Representative acts as a liaison between the class and faculty and to facilitate the social and problem-solving functions of the class. The Student Representative must be in good standing in all aspects of the program. In the event that the Student Representative is on probation for any reason, the position will be reevaluated.

Functions of the Student Representative include:

1. Serve as liaison for communication between faculty and student body.
2. Facilitate identification of problems and suggest constructive alternatives to them.
Faculty is available to advise the Student Representative on leadership and problem-solving skills.

CELL PHONES

All cell phones must be turned off during all learning activities, including class and practice lab.

NO cell phones are permitted at any clinical site. Failure to comply is considered breach of the Code of Conduct and will result in an Unsatisfactory for the clinical day.

INCIDENT REPORT

Incident reports involving students are not to be taken from the agency. Those involving patients will be sent to the nursing office.

Those involving personal injury to the student will be sent to the Employee Health Office. The following will be implemented at the clinical site.

1. The Nursing Service will notify the school when an incident report involving a student is available for review.
2. The instructor and/or the Program Administrator will review the incident.
3. The instructor will write up a summary of the incident.
4. The Program Administrator will review the summary.
5. The summary will be signed by the instructor and the Program Administrator

6. A conference will be held with the student if necessary.
7. These reports will be filed in the student's folder.

The report(s) will be utilized for clinical evaluation purposes and may be used to support a decision that a student is unsafe in clinical practice.

EVALUATION OF PROGRAM

Ongoing evaluation of the program is essential. Periodically, students are asked to complete an evaluation of the courses. At the end of each term students will be expected to evaluate the theory, laboratory, and clinical experience. Students also evaluate the total program prior to completion and after graduation (see below). This data is analyzed and utilized in the planning of future courses and learning experiences as part of the systematic plan of evaluation.

GRADUATE SURVEY

Each graduate will be contacted upon graduation and approximately six months after graduation to complete a graduate survey. The information obtained from this survey is invaluable to the nursing program and provides a venue for systematically evaluating and planning for program improvement.

1. Document the patient's responses to nursing interventions;
2. Communicate the patient's responses to nursing interventions to the directing registered nurse or health care provider, and members of the health care team; and
3. Contribute to the reassessment of the patient's health status and to the modifications of any aspect of the nursing plan of care as set forth in this rule.

FINANCIAL ASSISTANCE INFORMATION

FINANCIAL ASSISTANCE INFORMATION

FINANCIAL OBLIGATION

Full payment of all tuition and fees is to be made before the first day of classes unless a signed Tuition Payment Agreement has been filed with the student service. Payment of tuition and fees is an obligation of the student. Applications for any funding options does not negate this responsibility. Financial liabilities must be met in order to register for subsequent courses. Unusual circumstances or financial crises should be reported to the office immediately, so Academia Medical Institute can assist the student in planning or determining possible alternatives.

TUITION, FEES & PAYMENT PLANS

Tuition and fees are itemized and calculated for each program and are subject to change each year. Academia Medical Institute reserves the right to change the amount and applicability of tuition and fees as necessary without prior notice. The changes will not affect currently enrolled students without both parties being in agreement and having signed a new enrollment agreement.

Academia Medical Institute's Payment Plans allows students to make installment payments within the current term/program after students make an initial tuition deposit. Please refer to the Payment Plan schedule for the current tuition/fee schedule and applicable payment deadlines for your program.

TERMS AND CONDITIONS OF THE TUITION PAYMENT PLAN

1. Each payment is due on the first of the month. There is a grace period until the 5th day of the month after which students will incur a 5% late fee if payment is not received.
2. Post-dated checks will be applied to the account on the check date. This must be no later than the 5th of the month to avoid late fees.
3. Each returned check will incur a non-sufficient funds (NSF) fee of \$30.00. Students with 2 returned checks must make future payments with cash, money orders, cashier's checks, or a credit card.
4. Payments received will first apply to fees (i.e. late charges, NSF fees, etc.) and then will apply to students' oldest debts.
5. Students are expected to pay outstanding balances before taking final exams. There is a grace period of one week after the course end- date for students to settle their delinquent accounts prior to final grades being submitted to the registrar for student records. Students who are delinquent beyond this deadline will not have their exam scored, resulting in an exam grade of zero and a course grade of F.
6. Students with delinquent accounts will be restricted from academic and administrative services including access to grades, registration, and transcript services.
7. Accounts that are delinquent beyond 90 days may be assigned to a collection agency for final disposition, which may impact students' credit reports.
8. In the event that a student withdraws from the school, any unused tuition, books, fees, and other charges will be refunded according to the Refund Policy

DELINQUENT PAYMENT COLLECTION POLICY

Any account balance **90 days past due** may be turned over to an independent, outside collections agency. When this happens, no payments will be accepted by Academia Medical Institute. The cost of the outside collection agency and any legal fees will be added to the total amount owed. At the same time, the debt will be reported to the Credit Bureaus. Students will not be eligible to receive official transcripts or register for courses at AMI until they have paid their account in full.

For a collection balance at Academia Medical Institute, after all financial obligations have been satisfied, students who wish to return to Academia Medical Institute will be required to prepay in full for one semester at the time of registration. Students will only be able to defer payments when all financial obligations have been satisfied. Any remaining balance must be paid in full. After one semester,

the student will be in good financial standing with Academia Medical Institute.

FINANCIAL ASSISTANCE

Academia Medical Institute students may be eligible for educational funding through the Workforce Innovation and Opportunity Act (WIOA) Program. Visit your nearest unemployment office and ask for WIOA funding and/or specific details on how to qualify.

PRACTICAL NURSING (PN) TUITION AND FEES

The tuition and fees listed below are effective for the semester beginning on January 2, 2024.

Tuition and Fees	Amount
Registration fee (non-refundable)	\$100
Program Tuition	\$17,000
Program Textbooks (non-refundable once accessed)	\$1,699
Technology fee	\$610
Uniform fee	\$98
HESI Entrance Exam fee	\$75
Background Check (BCI/FBI)	\$80
Exit Exam fee	\$200
Graduation fee	\$125
Laboratory and skills fee	\$310
Student Kit	\$348
Total Tuition and Fees Due to AMI	\$20,645
Additional Costs	
Make-up Fee: Clinical	\$ 195.00/day
Make-up Fee: Theory & Lab	\$ 50.00/hour
Additional Admissions Testing Fee	\$ 75.00/attempt
Additional Exit Testing Fee	\$ 75.00/attempt
Total Estimated Program Cost (No make-up charges; No Additional Testing Fees)	\$20,645

Indirect Program Costs

Dependent Student (Living with Parents)

Loan Fees: \$0
Room and Board: \$12,429
Personal: \$6,502.50
Transportation: \$3,290.67

All Other Students

Loan Fees: \$0
Room and Board: \$10,912.50
Personal: \$1,800
Transportation: \$2,250

***Note:** Academia Medical Institute requests surveys from students for transportation and living expenses every other year as required

by the US Department of Education.

LPN TO RN BRIDGE TUITION AND FEES

The tuition and fees listed below are effective for the semester beginning on January 2, 2024.

Tuition and Fees	Amount
Application Fee	\$100.00
Admissions Testing Fee	\$75.00
Background Check Fee (BCI/FBI)	\$80.00
Insurance Fee	\$15.00
Technology Fee	\$145.00
Lab and Skills Fee	\$145.00
Uniform Fee	\$98.00
Tuition	\$18,500.00
Student Kit	\$348.00
Exit Exam Fee	\$100.00
Graduation Fee	\$125.00
Total Due to AMI	\$19,731.00
Additional Charges	Amount
Books (estimated)	\$931.00
Additional Admissions Testing Fee	\$ 75.00/attempt
Make-up Fee: Clinical	\$ 195.00/day
Make-up Fee: Theory & Lab	\$ 50.00/hour
Total Estimated Program Cost (No make-up charges; No Additional Testing Fees)	\$20,982.00

SCHOOL SPONSORED OPPORTUNITY GRANT

Name of Grant: Academia's Education Opportunity Grant

Number of Grants Available: 5

GPA: 3.0

Award Amount: \$1,000

Eligibility Requirements

- Recipients must be enrolled students.
- Must have completed the first semester and maintained satisfactory progress.
- Must be an Ohio Resident.
- A demonstration of financial need, verified by the school representative/authorized person at the applicant's nursing school; based on poverty income level.
- A strong desire and the ability to complete a training and/or academic program.
- Submit completed application for a grant on Academia's Website and send it to info@amiohio.edu.
- Applicants must submit a 2-page essay about why they should be awarded the grant and why they want to become a nurse.
- Recipients will be notified via email 6-week from the time the application is submitted.

Founding Source: The Grant is funded by the school to help the community as part of giving back and educating the community.

How Grant will be awarded? Grant will be used as a tuition credit. If the student withdraws prior to program completion, then the grant will be withdrawn as well.

Deadline of Grant: After enrollment in the PN program

To apply for a grant, submit a completed application for Grant on Academia's website or send it to info@amiohio.edu.

AMI CONTINUING STUDENT GRANT

Eligibility Requirements For Award:

- Must be a graduate of AMI's Practical Nursing Program and have passed the NCLEX-PN
- Must be currently enrolled in the LPN to RN Nursing Bridge program and have completed the first semester (minimum)
- Must be in Good Academic Standing per the SAP Policy and have a minimum cumulative GPA of 3.0 (minimum)
- Must be an Ohio resident

Students who believe they meet the eligibility requirements must submit a complete application for the Continuing Student Grant on AMI's website.

Grant applicants will be notified via email of a decision approximately 4-6 weeks from the time the application is received by AMI. Up to ten (10) grants will be awarded per LPN to RN Nursing Bridge program cohort. The awards are first come first serve. If more than 10 qualified students apply, the award will be given to the first ten (10) qualified applicants.

Each student is only eligible to receive one (1) grant, even if they qualify multiple semesters.

NURSE EDUCATION ASSISTANCE LOAN PROGRAM (NEALP)

AMI is approved for participation in the NEALP. The Nurse Education Assistance Loan Program (NEALP) was created by the Ohio General Assembly in 1990. The purpose of NEALP is to assist the state in meeting nursing shortages by providing financial assistance to Ohio students enrolled for at least half-time study (or accepted for enrollment) in approved Ohio pre-licensure nurse education program who intend to serve as nurses after graduation. The annual award for the most recent academic year was \$1,650/year. In exchange, to qualify for loan cancellation, recipients must be employed full-time as a registered nurse or licensed practical nurse in the State of Ohio for a minimum of five years after graduation.

Steps to Apply

1. Go [here](#) to complete the Free Application for Federal Student Aid.
2. Go [here](#) and follow the instructions to complete the NEALP application process.
(Please Note: NEALP does not automatically renew; students need to reapply annually)

Feel free to call 614-466-3561 with any questions.

NEALP Awarding

Applicants will be awarded NEALP funding based on information received from the applicant's institution, FAFSA data, and information from the NEALP application. Applicants are ranked based on FAFSA data, those that demonstrate the highest level of need are awarded first. Awarding continues from the next neediest student until funds are depleted for the year. If sufficient funds are available, as determined by the Ohio Department of Higher Education, loan assistance will be awarded to all eligible applicants. Loans may be awarded for a maximum of twelve quarters or eight semesters or the equivalent. The total aggregate loan amount shall not exceed twelve thousand dollars.

Eligibility Requirements

An applicant must:

- Be an Ohio resident.
- Be a U.S. citizen or a permanent resident.
- Be enrolled in or be accepted for enrollment approved nurse education programs in Ohio colleges, universities, hospitals, or vocational schools.
- Not be in default or owe a refund to any Federal Financial Aid program.
- Maintain an academic record which places the student in good academic standings within the institution.
- Be enrolled at least half-time each term, which is defined as an academic course load that is at least one-half of the normal full-time course load, as determined by the institution.

Is There a Deadline?

Students may apply after April 1 and before July 15th of each year. Notification of acceptance or denial for NEALP funding will be sent the first week of September.

REGULATIONS AND INFORMATION

REGULATIONS AND INFORMATION

FAMILY EDUCATION RIGHTS & PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) limits the disclosure of personally identifiable information from school records and defines students' rights to review their records and request a change to those records.

FERPA generally gives post-secondary students the right to review their education records, to seek to amend inaccurate information in their records and to provide consent for the disclosure of their records.

These rules apply to all education records a school keeps, including admissions records (only if the student was admitted), academic records, and any financial aid records pertaining to the student.

FERPA affords eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution at any age.)

FERPA does permit a school to disclose a student's educational records to his or her parents if the student is a dependent student under IRS rules. For IRS purposes, students are dependent if they are listed as dependents on their parent's income tax returns.

FERPA regulations include a list of exceptions where the school may disclose personally identifiable information from the student's file without prior written consent, such as Disclosures to school officials, Disclosures to government agencies, Disclosures in response to subpoenas or court orders. The school must maintain documentation of the information disclosed and to whom, or what agency.

These rights include:

1. The right to inspect and review the student's education records within 45 days after Academia Medical Institute receives a request for access. A student should submit to the Director a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. Academia Medical Institute is required to provide the student with copies of education records or make other arrangements to provide the student access to the records. The school may charge a reasonable fee for providing copies of the records, provided that the fee would not prevent access to the records.
3. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
4. The right to provide written consent before Academia Medical Institute discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

Academia Medical Institute discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official typically includes a person employed by Academia Medical Institute in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of the Academia Medical Institute who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official

typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the Academia Medical Institute.

Upon request, the school also discloses education records without consent to officials of another school in which a student seeks or intends to enroll. Academia Medical Institute will make a reasonable attempt to notify each student of these disclosures. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Academia Medical Institute to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U. S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

FERPA permits the disclosure of PII from students' education records, without the consent of the student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, § 99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining the prior written consent of the student:

- To other school officials, including teachers, within [School] whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(3) are met. (§ 99.31(a)(1))
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement, or compliance activity on their behalf. (§§ 99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§ 99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§ 99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))
- Information the school has designated as "directory information" under § 99.37. (§ 99.31(a)(11))
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of § 99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§ 99.31(a)(13))
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of § 99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her. (§ 99.31(a)(14))
- To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))
- Information in connection with a health or safety emergency, under the conditions described in § 99.36.
- Information authorized under Section 507 of the US Patriot Act.

Students may review their files and records at any time that the school is open for operations by making a request to do so to the Campus Executive Director.

Academia Medical Institute provides required reports to regulatory oversight agencies annually. These reports may contain information related to student completion, placement, and/or licensing. If the student is a dependent minor (dependent on a parent or guardian for tax purposes), Academia Medical Institute must provide the parent or guardian access to the student's records. However, the release of student information to any other 3rd party results only when the student has provided written permission for specific information to be released to a specific party. Academia Medical Institute maintains student records for 5 years after the last date of attendance.

AMERICANS WITH DISABILITIES ACT (ADA)

Academia Medical Institute complies with the provisions of the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973 which prohibits discrimination on the basis of an individual's disability.

Academia Medical Institute's facilities and programs have been designed for the accommodation of all our employees and students. We do realize, however, that all needs may not be met for those who are disabled, including without limitation, those with intellectual disabilities. If there is an unmet need that we can remedy, please contact the Campus Executive Director at (614) 279-4900 during regular business hours to discuss measures to make our facilities and services more accessible for all people.

If a prospective or current student has a disability requiring an academic adjustment, he or she should notify the Campus Executive Director. Upon receiving a request for an academic adjustment, Academia Medical Institute will require the student to provide documentation prepared by an appropriate professional, such as a medical doctor, psychologist, or other qualified diagnostician, which should include the following:

- a diagnosis of the student's current disability;
- supporting information, such as the date of diagnosis, how the diagnosis was reached, and the credentials of the diagnosing professional;
- information on how the student's disability affects a major life activity;
- information on how the disability affects the student's academic performance; and
- requested accommodation(s).

Academia Medical Institute may request additional information, if necessary.

While Academia Medical Institute will try its best to honor the requested accommodations, it may not always be possible. Therefore, students are expected to engage in an interactive process with Academia Medical Institute to help determine the most appropriate and effective accommodation(s), including without limitation, suitable auxiliary aids. Accommodations will be determined on a case-by-case basis, based on the documentation, the student's history, and specific functional limitations. Applicants and students are asked to provide appropriate and verifiable documentation of disabilities for which accommodations are requested at least thirty days prior to the semester in which the accommodation is needed so there is adequate time to complete this process.

DRUG AND ALCOHOL POLICY

Academia Medical Institute is a Drug-Free Environment and prohibits the possession, consumption, or distribution/sale of drugs or alcohol anywhere on school property. A student, faculty member, or staff member of Academia Medical Institute found to be in violation of this policy will be subject to both criminal prosecution and disciplinary action, up to termination from Academia Medical Institute.

Screening for alcohol and drug use is a requirement for admission to the PN program. Subsequent "for cause" screening(s) may be required for continued participation in the nursing program. Failure to comply with or pass required screening(s) may result in

- Denial of admission for a prospective student or
- Dismissal from Medical Institute for an existing student

SCHOOL SAFETY

Academia Medical Institute seeks to maintain a safe environment, free from aggression, violence, and harassment for its students and staff. To ensure the well-being of its students and staff, Academia Medical Institute prohibits the presence of any weapons on the property, as well as any acts of aggression, violence, or harassment, including sexual harassment.

It is the responsibility of every student, faculty member, and staff member to maintain an educational environment free of harassment of any kind from any source. Anyone found to be in violation of this policy will be subject both to criminal prosecution and disciplinary action, up to termination and expulsion from Academia Medical Institute.

Students who are witnesses to or victims of a crime should immediately report the incident to local law enforcement.

ARBITRATION

In the event of any dispute between parties concerning student discipline that is unresolvable through the Academia Medical Institute dispute resolution procedures, such a dispute shall be settled by arbitration, in accordance with the rules for commercial arbitration of the American Arbitration Association (AAA) that are in effect at the time the arbitration is initiated. Furthermore, the dispute is subject to the provisions of the Ohio Uniform Act, 2711 Ohio Revised Code, incorporated herein by reference. However, substantive academic judgments, including, but not limited to, student assessments, grades and/or assignment to clinical rotations, shall not be subject to arbitration, but shall be reserved exclusively to the professional judgment of the faculty and/or administration of Academia Medical Institute.

Within 15 days after initial dispute resolution procedures have been exhausted, the student and/or Academia Medical Institute may request arbitration. All requests for arbitration shall be submitted to Academia Medical Institute, which shall, in turn, forward such requests to the AAA within 14 days of receipt. Academia Medical Institute shall send the student a copy of the same request that was forwarded to the AAA. A list of five (5) arbitrators shall be presented by the AAA. Each individual on the list must have had a minimum of 5 years of experience directly related to educational and/or health care matters. One arbitrator shall be chosen according to the following process. Within 3 days, Academia Medical Institute and the student or their legal representatives shall alternately strike one name from the list until only one name remains. Unless waived by the student, he/she shall have the right to proceed first with the striking. Within 3 days of receipt of the first list provided by the AAA, Academia Medical Institute and the student or their legal representatives shall each have the right to reject all prospective arbitrators named on the first list and to require the AAA to provide a second list of 5 prospective, impartial arbitrators, none of whom were named on the first list. The procedure for selecting an arbitrator from the second list shall be the same as the procedure for the first list. Alternatively, Academia Medical Institute and the student or their legal representatives may mutually agree to select an impartial arbitrator who is not on a list received from the AAA, by direct appointment by the parties. The parties shall notify the AAA of their intent to select an arbitrator using an alternative procedure, within 3 days of receipt of a list of prospective arbitrators provided by the AAA. The alternatively- selected arbitrator shall have the same qualifications and authority as an arbitrator on a list from the AAA.

The agreed-upon arbitrator shall schedule and conduct the arbitration hearing in the city of Columbus, Ohio, unless both parties' consent to a different location. The laws of the state of Ohio shall apply to any issues involving contract interpretation. The student shall bear the burden of proving that the challenged disciplinary action was arbitrary and capricious. The decision of the arbitrator shall be final and binding upon all parties and shall be the exclusive means of determining the rights of the parties hereunder, with respect to such disputes.

Each party to the arbitration shall bear its own costs and fees, including, but not limited to, filing fees and related administrative costs, costs of subpoenas, transcripts, witness fees, attorney's fees, and similar costs. The parties shall equally share the arbitrator's reasonable fees and costs. Arbitration proceedings shall be confidential, with the exception of any arbitration orders or awards. The arbitrator and forum may disclose case filings, case dispositions, and other case information as required by applicable law. Additionally, the arbitrator may make findings of fact and conclusions of law in his or her award. A party who improperly discloses confidential information shall be subject to sanctions, as determined by the arbitrator.

In the event that any one or more of the provisions(s) contained herein shall be held to be invalid, illegal or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provisions of this agreement. This agreement shall be construed as if such invalid, illegal or unenforceable provision(s) had never been contained herein, unless the deletion of such provision(s) would result in such a material change so as to cause enforcement of the contract contemplated herein to be unreasonable.

AMI FACULTY, MANAGEMENT, & STAFF

Faculty Name & Title	License #	Academic Preparation	Month & Year of Appointment	State(s) License Held	Teaching Responsibilities	Status
YESHIAREG KIFLE Program Administrator	RN.213654	MSN Gonzaga University	Appointment: 11/06/2017 Program: PN & LPN to RN	OH	Program Administrator	Full-Time
JANET NEFF Instructor	RN.225278	MSN Chamberlain College of Nursing	Appointment: 05/30/2017 Program: PN & LPN to RN	OH	Clinical/ Lab Instruction	Part-Time
AHMED ELNAGGAR Instructor/LIRN Assistant	NA	Bachelor of Science, Anatomy and Physiology Tana University	Appointment: 10/8/2018 Program: PN	N/A	Anatomy & Physiology (A&P)	Part-Time
CAROL AYOGU Instructor	RN.194031	BSN Ohio State University	Appointment: 06/04/2018 Program: PN & LPN to RN	OH	Classroom/ Lab Instruction	Part-Time
ZAHRA MOAZAMPOUR Instructor	RN-322545	BSN Shiraz University of Medical Sciences	Appointment: 06/02/2022 Program: PN	OH	Clinical Instruction	Part-Time
FOLASADE OLUBAJO Instructor	RN-426229	BSN Indiana Wesleyan University	Appointment: 04/01/2022 Program: PN	OH	Classroom/ Lab Instruction	Part-Time
CORRY RITENOUR Instructor	RN-254789	MSN Indian Wesleyan University	Appointment: 08/15/2022 Program: PN	OH	Classroom/ Clinical Instruction	Part-Time
SUBAN WARSAME Instructor	RN-421099	MSN Northern Kentucky University	Appointment: 06/01/2022 Program: PN	OH	Classroom/ Lab Instruction	Part-Time
CANDACE POLK Instructor	RN-402415	MSN Ohio University	Appointment: 10/12/2022 Program: PN	OH	Clinical Instruction	Part-Time
MAUMI MOHAMED Instructor	RN-467902	BSN Ohio University	Appointment: 10/12/2022 Program: LPN to RN; PN	OH	Clinical Instruction	Part-Time
JOYCE AKINYI Instructor	RN-261698	MSN Purdue University Global	Appointment: 01/16/2023 Program: LPN-To-RN	OH	Classroom Instruction	Part-Time

ASIATU SEISAY Instructor	RN-401427	MSN Walden University	Appointment: 01/03/2023 Program: PN	OH	Classroom/ Clinical Instruction	Part-Time
CARMEN EUBANKS Instructor	RN-350313	BSN Mount Carmel College of Nursing	Appointment: 01/03/2023 Program: PN	OH	Classroom Instruction	Part-Time
MABINTY KAMARA Instructor	RN-426129	MSN Walden University	Appointment: 09/08/2023 Program: LPN-To-RN; PN	OH	Classroom/Lab Instruction	Part-Time
PRISCILLA ODOI Instructor	RN-452862	MSN Ohio University	Appointment: 12/28/202 Program: LPN-To-RN	OH	Classroom Instruction	Part-Time
JONQUIL CURRIE Instructor	RN-436657	BSN Ohio University	Appointment: 01/03/2023 Program: PN	OH	Classroom Instruction	Part-Time
DR. AMR MOHI Instructor	NA	Doctor of Philosophy The Ohio State University	Appointment: 04/22/2024 Program: LPN-To-RN; PN	OH	Classroom Instruction	Part-Time
BASIL SAADEH Instructor	RN-511779	BSN Cleveland State University	Appointment: 04/08/2024 Program: PN	OH	Classroom Instruction	Part-Time
WILLIAM OOST Instructor	RN-461981	MSN Aspen University	Appointment: 04/05/2024 Program: LPN-To-RN; PN	OH	Classroom Instruction	Part-Time
SPENCER DADSON Instructor	RN-350264	MSN Northern Kentucky University	Appointment: 04/29/2024 Program: LPN-To-RN; PN	OH	Classroom Instruction	Part-Time
WARDAH RASHID Instructor	RN-473932	BSN University Of Arkansas Grantham	Appointment: 12/26/2023 Program: PN	OH	Classroom Instruction	Part-Time
ANDREW MAMBU Instructor	RN-524310	MSN Mother Patern College of Health Service	Appointment: 05/10/2024 Program: LPN-To-RN; PN	OH	Classroom Instruction	Part-Time
SALAHA KHALIF Instructor	RN-452381	MSN The Ohio State University	Appointment: 04/10/2024 Program: LPN-To-RN; PN	OH	Classroom Instruction	Part-Time
PATRICK OLABODE	RN-292516	Doctor of Nursing	Appointment:	OH	Classroom	Part-Time

Instructor		Practice Grand Canyon University	04/03/2024 Program: LPN-To-RN; PN		Instruction	
PATRICK AWERE Instructor	RN-505587	MSN Capella University	Appointment: 05/10/2024 Program: LPN-To-RN; PN	OH	Clinical/Lab Instruction	Part-Time
JARIATU BUNDU Instructor	RN-455404	MSN Walden University	Appointment: 05/25/2024 Program: LPN-To-RN; PN	OH	Clinical/Lab Instruction	Part-Time

MANAGEMENT & STAFF			
Staff Name	Academic Preparation	Job Title	Status
AHMET H. ALI	BSA/BSBM Franklin University	Campus Executive Director	Full-Time
AHMED ELNAGGAR	Bachelor of Science, Anatomy and Physiology Tana University	Director of Academic Operations & Support	Full-Time
ROSEMARY HUMPHREY	LPN Academia Medical Institute	Administrative Assistant/Library Assistant	Part-Time
ELFRIDA RUBER	Accounting and Finance Hostos Community College	Financial Aid Director	Full-Time
HEATHER VARGA	Columbus State Community	Human Resources Manager	Full-Time
ANTOINETTE BROUGHTON	Franklin Heights High School	Marketing/Registrar Director	Full-Time
HANNINGTON LOGIRON	Mount Kenya University	Administrative/Assistant	Full-Time
MOHAMED OMAR	BA in College of Arts & Sciences Northern Kentucky University	Financial Aid Assistance	Full-Time