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CEO’S WELCOME

At Felbry College, we are committed to educating individuals from various cultural backgrounds with the goal of imparting them with the skills and knowledge to serve the healthcare needs of diverse communities in a professional and compassionate manner.

We believe that learning should be active and student-centered, supporting student responsibility, engagement, and interaction. We strive to foster life-long learning that will continue after the student leaves the college environment and enters the diverse and changing roles of the nursing profession.

The curriculum in each of our programs is deliberately comprehensive to ensure that the knowledge and skills needed for entry-level access to your chosen career have been provided. Even though the programs are challenging, we have every confidence in your ability to master the material and each of us, faculty and administrative staff as well, will provide all available support to help you achieve your educational goals.

Sincerely,

Feyisayo Tolani, RN
Chief Executive Officer

STATEMENT OF LEGAL CONTROL

Felbry College is wholly owned by Felbry College, LLC, a corporation duly authorized in 2008 under the laws of the State of Ohio. The corporation’s sole stockholder is Ms. Feyisayo Tolani. The school is governed by an advisory board on which Dr. Felix Tolani serves as President with other members of the board including Joey Beck, MSN, MHA, BSN., Bishop Anthony Osuobeni LLM, Dr. Gilford Stephen Vincent, and Evbu leabo ya.

RIGHT OF REVISION
Felbry College reserves the right to make changes to the contents of this catalog, to make changes in its programs of study, and to change its schedule of classes and hours of operation. Important information regarding the policies of Felbry and its educational programs is included in this catalog; students are encouraged to read it carefully.

FELBRY COLLEGE-SCHOOL OF NURSING
6055 Cleveland Avenue,
Columbus OH 43231

OHIO STATE BOARD OF CAREER COLLEGES AND SCHOOLS
Registration No: 12-07-1993T

Felbry College –School of Nursing consists of 21, 700 Square feet of floor space located at 6055 Cleveland Avenue Columbus, Ohio 43231. The college is currently divided into six classrooms used for lecture and laboratory work. The additional space is used for offices, student lounge, faculty lounge, receptionist area, conference room, computer lab, restrooms with more classrooms being developed. The college currently offers a combination of residential and distance learning instructional delivery.
Mission Statement

Felbry College is committed to educating individuals from various cultural backgrounds with the goal of imparting them with skills and knowledge to serve the healthcare needs of diverse communities in a professional and compassionate manner.

To achieve this mission, Felbry has established the following institutional objectives:

**INSTITUTIONAL OBJECTIVES**

- Hire well-qualified professionals to provide the best possible instruction in the academic programs that the college offers;
- Provide students with the knowledge, skills, and experiences required to take and pass any State’s licensing examination to practice their profession within the State;
- Instruct students on the necessity of being able to work cooperatively as a valued member of a healthcare team;
- Develop and cultivate relationships with employers and network with professionals in Felbry’s fields of instruction to create more job opportunities for Felbry graduates; and,
- Instill in students the importance and obligation to pursue continuing education to remain current in emerging knowledge and skills of their professions and to provide the best possible health care for patients.
PHILOSOPHY OF NURSING

The faculty of Felbry College believes that each person is an individual characterized by the physiological, psychosocial, cultural, spiritual, and physical components. These components are maintained in homeostasis by an internal mechanism in which a state of health is maintained.

CONCEPTUAL FRAMEWORK

The conceptual framework is based on the philosophy of the nursing program in which the major concepts of Person, Health, Environment, and Nursing form the foundation of health—which is a state of optimal functioning and balance of the spiritual, social, mental, emotional, perceptual and physical levels. The faculty believes in the promotion, maintenance, and restoration of health and in providing support and care during wellness, ill-health experiences, and death while encouraging self-care behaviors and access to the community, consistent with the individual’s values, beliefs, and culture.

The threads of the conceptual framework serve to guide the curriculum, ensuring the common themes of nursing practice are addressed throughout the course of study.

The strands of these concepts provide the framework for the content taught throughout the curriculum. The curriculum includes the general and basic courses that provide the student the opportunity to analyze and integrate theory into practice. The clinical component provides the student a variety of experiences in acute care and community-based settings.

The role of the registered nurse and licensed practical nurse within the framework of nursing is to function within their scope of practice to provide health care services to individuals in a variety of settings and through various stages of health, illness, and wellness in collaboration with other members of the health care team.

Nursing Education is the process of facilitating student learning in the art and science of caring. The faculty believes that nursing, being both an art and a science, is most effectively taught utilizing a hands-on approach. The faculty at Felbry College believes that learning should be active and student-centered, supporting student responsibility, engagement, and interaction; with an emphasis on critical thinking, problem-solving, and evidence-based care management. The Nursing faculty believes that nursing is the art and science of holistic caring across the life span. Nursing is a patient-nurse caring relationship that promotes, maintains, and restores health by providing care while assisting the person to develop self-care behaviors. Nursing focuses on human responses to a potential or actual health need by using the nursing process involving a holistic and caring approach. Nursing emphasis is based on problem solving and critical thinking using the knowledge and understanding gained from study and experiences.

The nursing faculty subscribe to Watson’s Theory of Caring to underscore and achieve these operational elements and outcomes. The faculty also believes in fostering life-long learning that will continue after the student leaves the college environment and enters the diverse and changing roles of the nursing profession.

However, the person is in constant interaction with his physical environment to maintain life, health, and wellness; including interactions with others, family, and community. These interactions sometimes disturb the homeostasis; when this balance is disturbed, health is compromised, and health needs occurs.

Through faculty support, guidance, and role modeling the characters of accountability, caring, and integrity are imparted to our students. In support of these beliefs, the faculty incorporates the NLN Educational Competency Model in de-sign, teaching and development of the School’s nursing programs. This framework embraces components of core values, integrating concepts and program outcome.

Felbry College programs are based upon the following Key Values: Caring, Diversity, Excellence and Integrity. Integrated concepts are combined within the nursing programs’ frameworks and curricula. The NLN Education Competencies Model identifies the broad profession of nursing career development and practice via ongoing education and competencies. The Model plus Watson’s Theory of Caring are central and complementary to Felbry’s Nursing programs.
TRANSFER OF CREDIT POLICY

Felbry College will consider accepting transfer credits earned at another accredited postsecondary institution. An official transcript must be sent directly to Felbry College.

The applicant may be required to provide a copy of a detailed syllabus for the course that includes a topical outline of the course’s content. Effective October 1, 2017, a grade of “B” (2.5 on a 4.0 scale) must have been earned for the course.

The Registrar will make the determination as to whether each course requested for transfer is sufficiently comparable to that offered by Felbry to be accepted. The Registrar’s decision is final and not appealable.

If completed within one year of starting either the Practical Nursing or the Associate of Applied Science in Nursing (ADN) program, the following general education courses will be considered for transfer credit:

- Anatomy and Physiology I & II
- Nutrition across the Lifespan (PN Program only)
- Microbiology

For the ADN program, other general education courses including Nutrition completed within ten years can be considered for transfer credit.

Students may be given up to the end of the sixth week to complete the FBI/BCI, Urine Drug Screen, CPR, and a Physical Exam.

Felbry College admits applicants without regard to their ethnicity, race, color, sex, sexual orientation, marital status, or religious beliefs.

Persons with disabilities will be considered for admission provided that a physician certifies him or her as physically capable of completing the academic training and provided that the admission does not cause an undue hardship for the college or other students.

PLEASE NOTE that each academic program has its own admissions criteria in addition to those listed here and the applicant must satisfy those program-specific criteria as well.

ADMISSIONS POLICY FOR ALL PROGRAMS

Felbry College admits applicants without regard to their ethnicity, race, color, sex, sexual orientation, marital status, or religious beliefs.

Persons with disabilities will be considered for admission provided that a physician certifies him or her as physically capable of completing the academic training and provided that the admission does not cause an undue hardship for the college or other students.

PLEASE NOTE that each academic program has its own admissions criteria in addition to those listed here and the applicant must satisfy those program-specific criteria as well.

All applicants to Felbry College School of Nursing must satisfy the admissions criteria below before they will be considered for acceptance into any of the college’s three academic programs:

- Be 18 years of age or older.

- Possess a high school diploma or its recognized equivalent, such as a General Education Development (GED) test.

- Submit a copy of the high school transcript or Diploma, or GED. A high school transcript from a foreign institution must be evaluated for equivalency to high school diplomas earned in the U.S.

In lieu of a high school transcript, Diploma, or GED, applicant may submit an official Transcript from an accredited U.S. institution showing successful completion of one year of post-secondary, college-level studies.

- Complete and pass an FBI and a BCI criminal background check.

- Submit two favorable character references completed by non-relatives.

- Complete an admissions application and pay the required, non-refundable application fee.

Felbry College admits applicants without regard to their ethnicity, race, color, sex, sexual orientation, marital status, or religious beliefs.

Persons with disabilities will be considered for admission provided that a physician certifies him or her as physically capable of completing the academic training and provided that the admission does not cause an undue hardship for the college or other students.

PLEASE NOTE that each academic program has its own admissions criteria in addition to those listed here and the applicant must satisfy those program-specific criteria as well.
TRANSFERABILITY OF FELBRY CREDITS

The decision to accept transfer credits rests entirely with the institution to which the student is applying for acceptance. Although Felbry’s academic programs are approved by the Ohio State Board of Career Colleges and Schools, its nursing programs approved by the Ohio Board of Nursing, and the college is accredited by the Accrediting Council for Independent Colleges and Schools, there is no guarantee that Felbry credits will transfer to other postsecondary institutions.

READMISSION POLICY

Students who have left or been withdrawn from an academic program for any reason must submit a request in writing to Felbry’s Program Administrator, asking to be readmitted. Students who were dismissed for violation of any of the Codes of Student Conduct are not eligible for readmission.

A student can be readmitted only once and based on space availability. Before readmission, a student must pay any and all outstanding tuition and fees that were due at the time of his or her dismissal or withdrawal. Students will receive academic credit for all courses previously successfully completed. Students readmitted into a program must complete that program within the maximum time frame as described in the Satisfactory Academic Progress Policy section of this catalog.

ACADEMIC UNIT OF MEASUREMENT

Felbry College offers its academic programs on a semester credit-hour basis. The semester credit hours is defined as a minimum of 15 hours of lecture sessions equal one credit; a minimum of 30 hours of laboratory equals one credit, and 45 hours of externship, internship, or practicum is the equivalent of one credit hour. An hour is considered as 50 minutes of instruction.

COURSE CODE AND NUMBERING SYSTEM

For the nursing programs, each course is identified by a combination of letters and numbers, with the letters identifying the subject matter of the course. These courses are assigned numbers in the 100-range for the Practical Nursing program, indicating that the courses are first-level nursing courses and in the 200-range for the Registered Nursing program, indicating that the program represents the second level of nursing. General education classes are also numbered in the 100 range.
SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY

The U. S. Department of Education requires that students who receive Title IV financial assistance meet minimum standards of academic performance and progress in order to maintain their eligibility for financial aid. Felbry College School of Nursing has incorporated those standards into its own and requires all students to meet the standards of satisfactory academic progress (SAP) identified below.

The SAP policy tells you:

- What cumulative grade-point average you need to maintain;
- How quickly you need to be moving toward graduation (for instance, how many credits you should have successfully completed by the end of each SAP evaluation point);
- How a grade of incomplete, a withdrawal, a repeated course, or transfer of credits from another school will affect your satisfactory academic progress;
- How seeking an additional academic credential from Felbry College may affect your satisfactory academic progress;
- How often Felbry will evaluate your academic progress;
- What will happen if you fail to meet the SAP standards at any evaluation point;
- When you can appeal Felbry’s decision that you have not made satisfactory academic progress and the conditions for that appeal; and,
- How you can regain satisfactory progress and, if you are a Title IV student financial aid recipient, you can regain eligibility for federal student aid after failing a SAP standard.

All students are required to meet the standards of academic performance that are outlined in the sections below and they are evaluated regularly to determine that the standards are met. These standards have multiple components:

- A minimum cumulative grade point average requirement (CGPA);
- A minimum successful completion rate based on all credit hours attempted; and,
- A maximum time frame (MTF) requirement to successfully complete all required credit hours for the program.

As described below, each student must achieve the minimum CGPA within the MTF established, achieving the required completion rate of 67% at each evaluation point. Failure to meet these standards may result in dismissal from the academic program and in ineligibility to earn the diploma for either the Practical Nursing or Registered Nursing programs.

MAXIMUM TIME FRAME (MTF)

For purposes of the college’s Satisfactory Academic Progress policy, completion “time” is measured in credits. The maximum time frame, MTF, any student is allowed to complete his or her academic program is 150% or 1.5 times the normal completion time.

The MTF is computed from the very first credits in which the student enrolled and originally began his or her studies in the program.

The normal completion time for the Practical Nursing program is 58.5 semester credits. This means that 58.5 credits are required to complete the program and any student in the program who receives a passing score in each course taken without failing or dropping any course will complete the program after taking credits. Such a student will have completed the program within the normal completion time.

Students who fail or drop a course will have to repeat the course, which means the student has to take more credits to earn the 58.5 credits required to complete Practical Nursing.

The maximum number of credits that a student can attempt to successfully complete the required 58.5 credits is 87.75 credits, or 1.5 times the normal time frame. So, the MTF for Practical Nursing is 87.75 semester credits.

The normal completion time for the LPN to RN Nursing program is 50 semester credits. The MTF for the LPN to RN program is 75 semester credits.

The normal completion time for the Associate Degree of Applied Science (ADN) in Nursing program in 108.5 semester credits. The MTF for the ADN program is 162.75 semester credits.

The MTF will be adjusted for students who successfully transfer in credits earned from other accredited institutions. The total number of credits the student will need to complete his or her program after receiving transfer credits will be multiplied by 1.5 to determine that student’s MTF.

Any student who does not successfully complete the program within the MTF cannot earn the diploma or degree for his or her program.

SAP EVALUATION POINTS

Students are evaluated for satisfactory academic progress at the end of each semester. A student is considered to be making satisfactory academic progress if both of the following conditions are met:

- The student has a cumulative (overall) grade point average of at least 2.5 for all courses taken during his or her enrollment; and,
- The student has successfully completed at least 67% of
all credits attempted during his or her enrollment.

A student who does not meet both requirements is subject to one or more of the actions indicated below.

Financial Aid Warning:

For the first time that any Title IV-recipient student’s cumulative grade point average (CGPA) falls below 2.5 or the successful completion rate falls below 67% of all credits attempted, that student will be placed on financial aid warning for one semester.

The student will have one semester to raise the CGPA to 2.5 or higher and/or completion rate to 67% or better. If the Title IV-recipient student fails to make SAP by the end of the following semester, the student will be placed on Financial Aid Probation and will lose financial aid eligibility unless he or she successfully appeals the probation action.

Academic Warning:

Students not receiving Title IV aid whose CGPA is below 2.5 or whose successful completion rate is less than 67% of all credits attempted for the first time will be placed on academic warning for one semester.

The student will have one semester to raise his or her CGPA to 2.5 or higher and/or completion rate to 67% or better. If the student fails to make SAP by the end of the next semester, the student will be placed on Academic Probation unless he or she successfully appeals the probation action.

Financial Aid Probation:

A Title IV student who does not meet the minimum SAP standards by the end of the next semester after being placed on Financial Aid Warning will lose eligibility for financial aid and will be placed on Financial Aid Probation. If the student files a successful written appeal for reinstatement based on mitigating circumstances, the student will be removed from Financial Aid Probation and will have his or her financial aid eligibility reinstated for one payment period. The student must agree to accept and comply with all terms and conditions of an academic improvement plan prepared by the Program Administrator.

If the student does not meet minimum SAP standards by the end of the next semester or does not comply with the academic plan, he or she will be academically dismissed.

Title IV students whose appeals were not accepted will remain on Financial Aid Probation for one semester but will not be eligible for financial aid. Title IV students who did not appeal will also not be eligible for financial aid but will remain on probation.

Students on Financial Aid Probation must accept an academic improvement plan prepared by the Program Administrator or designee and comply with the terms and conditions of that plan.

The student must meet the required SAP standard at the end of the probationary semester or must be satisfying all terms and conditions of his or her academic improvement plan. Otherwise, the student will be academically dismissed from the college.

Academic Probation:

A non-Title IV student who fails to meet the minimum SAP standards by the end of the semester following academic warning will be placed on Academic Probation. Students who have been placed on academic probation may appeal that action based on mitigating circumstances. If the appeal is successful, the student will be removed from probation but must achieve SAP by the end of the following semester or will be academically dismissed.

Non-Title IV students and Title IV-recipient students whose appeals were not accepted as well as those Non-Title IV students who chose not to appeal will be placed on academic probation for one semester. Title IV-recipient students will not be eligible for financial aid.

Students on academic probation must accept an academic improvement plan prepared by the Program Administrator and must comply with the terms and conditions of that plan.

The student must meet the required SAP standard at the end of the probationary semester or must be satisfying all terms and conditions of his or her academic improvement plan. Otherwise, the student will be academically dismissed from the college.

RE-ESTABLISHING SATISFACTORY ACADEMIC PROGRESS:

A student who has failed SAP can only regain satisfactory academic progress by achieving a cumulative grade point average (CGPA) of 2.5 and a successful completion rate of 67% of all credits attempted. Satisfactory progress must be attained before the Maximum Time Frame (MTF) is reached for the program.

RE-ESTABLISHING FINANCIAL AID ELIGIBILITY:

A Title IV student who has been placed on financial aid probation will have his or her financial aid eligibility reinstated upon successful appeal based on mitigating circumstances.

Any Title IV student whose appeal was not accepted but who attains the required SAP standard or is in compliance with the academic improvement plan at the end of the probationary semester will be eligible for reinstatement of his or her financial aid.

REPEATED COURSE FAILURE:

Except for the Integrated Concept courses IC 110 and IC 299, any student who fails the same course two times will be academically dismissed from the college.

Appeals

Any student who has been placed on financial aid probation or on academic probation for the first time but thinks that there were mitigating circumstances that caused him or her to fail the SAP standard(s) may file a written appeal. The appeal, with supporting documentation of the mitigating circumstances, must be submitted to Program Administrator who, with the CEO and another school administrator, will make the decision whether to accept the student’s appeal.

The appeal must include narrative explaining how the student’s mitigating circumstances have changed and what steps the student has taken to overcome those circumstances so that he or she is now capable of achieving and maintaining satisfactory academic progress.
If the appeal is granted, the student will be removed from probationary status. If the student is a Title IV recipient, his or her eligibility for financial aid will be reinstated for one semester. If the student who successfully appeals does not attain SAP by the end of the following semester, he or she will be academically dismissed.

Any student who has been placed on financial aid probation or on academic probation for the first time but thinks that there were mitigating circumstances that caused him or her to fail the SAP standard(s) may file a written appeal. The appeal, with supporting documentation of the mitigating circumstances, must be submitted to Program Administrator who, with the CEO and another school administrator, will make the decision whether to accept the student’s appeal.

**Academic Dismissal**

Any student who has been academically dismissed will not be considered for readmission to Felbry until at least one semester has passed. Students who were academically dismissed for failing one of the Integrated Concepts courses must wait six months before applying for readmission.

When applying for readmission, the student must satisfy all admissions criteria in effect at the time, satisfy any outstanding financial obligations to the institution, and retake any failed classes before proceeding to other courses.

**Repeated Courses (Grade of R)**

The new grade for a failed course that has been repeated will replace the prior grade. A letter of R will replace the prior grade. Both the grade earned and the credit hours taken for the repeated course will be included in the SAP calculations.

Note: A Title-IV recipient student who has passed a course but wishes to retake that same course to improve his or her final grade may retake the course only once using Title IV funds. Both the grade and the credits earned for the repeated course will be included in SAP calculations.

**Incompletes (Grade of I)**

At the discretion of the instructor, a student may be assigned a temporary grade of incomplete (I) to allow the student more time to complete missing coursework or to take a required exam. Upon completion of the work or exam, the earned grade replaces the grade of “I” and is calculated into the grade average for the level and for the CGPA. If the missing work or exam is not completed within two weeks from the last day of the course, a grade of “F” will be assigned and computed into the final grade average for the course and into the CGPA.

**TR Grade**

A grade of TR 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 credits will not be included in a calculation of the CGPA, the total credits will be included in a calculation of credits attempted and successfully completed.

The appeal must include narrative explaining how the student’s mitigating circumstances have changed and what steps the student has taken to overcome those circumstances so that he or she is now capable of achieving and maintaining satisfactory academic progress.

If the appeal is granted, the student will be removed from probationary status. If the student is a Title IV recipient, his or her eligibility for financial aid will be reinstated for one semester. If the student who successfully appeals does not attain SAP by the end of the following semester, he or she will be academically dismissed.

**W Grade**

A student who withdraws from the college after the college’s two-week add/drop period but before the mid-point (50% or half-way point) of 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 credit hours will be included in the determination of total credits attempted.

**WP Grade**

A student who withdraws from the college after the mid-point (50% or half-way point) of a course but had passing grades at the time of withdraw- al will be assigned a grade of WP for the course. The WP grade is not included in the calculation of the CGPA and the credits for the course are not included in the determination of total credits attempted.

**WF Grade**

A student who withdraws or is withdrawn from the college after the mid-point (50% or half-way point) of a course but had failing grades at the time of withdrawal will be assigned a grade of WF for the course. The WF grade will be included in the calculation of the CGPA and the credit hours for the course will be included in the determination of total credits attempted.

**Change of Program**

A student who wishes to change programs must complete a new enrollment agreement. All courses and credits successfully completed in the previous program that are applicable to the new program will be transferred. The maximum time frame (MTF) for the new program will be calculated reducing the MTF by the number of successfully completed credits transferred.

A student who is on academic probation at the time of the program change will remain on academic probation in the new program for one semester and must achieve the minimum SAP standard by the end of that time to remain enrolled in the college.
Additional Credential

A student who has successfully completed the Practical Nursing (PN) program at Felbry and who wishes to enroll in the college’s Registered Nursing (RN) diploma or Associates Degree (ADN) program must complete a new enrollment agreement. He or she must also meet all requirements for admission. Satisfactory academic progress for the PN graduate admitted into the RN program will be assessed solely on the student’s academic performance in the new program.

GRADING SYSTEM

The grading system for academic performance appears below. Unless otherwise indicated, each grade earned is calculated into the student’s cumulative grade point average (CGPA) and the credit hours assigned for the course taken are included in the calculation of total credit hours attempted.

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Point Value</th>
<th>Honor Points</th>
<th>Grade Description</th>
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<tbody>
<tr>
<td>A</td>
<td>93 - 100</td>
<td>4.0</td>
<td>Excellent</td>
</tr>
<tr>
<td>B</td>
<td>84 - 92.9</td>
<td>3.0</td>
<td>Good</td>
</tr>
<tr>
<td>C</td>
<td>78 - 83.9</td>
<td>2.5</td>
<td>Average</td>
</tr>
<tr>
<td>F</td>
<td>Below 78</td>
<td>0.0</td>
<td>Fail</td>
</tr>
<tr>
<td>S</td>
<td>--0--</td>
<td>0.0</td>
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<tr>
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<td>Course Repeated*</td>
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</tbody>
</table>

* Grade not calculated into cumulative grade point average (CGPA) but credit hours are included in total credit hours attempted.
ATTENDANCE POLICY

Regular attendance and punctuality at scheduled class times is expected of all students. Daily attendance is recorded for each student. Any student who, for any reason, misses more than 20% of any lecture or laboratory session will fail the course. A student who misses more than two clinical days will fail the course. Each missed clinical session must be made up and the student will be charged for the make-up session. All class work and assignments missed because of absence (excused or unexcused) must be made up by the student. An excused absence is one for which the student has given advance notice to the instructor that he or she will be unable to attend a particular class, laboratory, or clinical session. An unexcused absence is one for which no advance notice was provided.

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. In the case of an unexcused absence, the maximum grade that can be earned for a makeup exam is 78%. Only one make-up exam is allowed per course. A second missed exam will result in a grade of zero (0) for that exam. Quizzes cannot be made up. At the discretion of the instructor, a student who had an excused absence may be allowed to submit a special assignment in lieu of the missed quiz.

POLICY ON ACADEMIC INTEGRITY

The institution will not tolerate any forms of academic dishonesty, including cheating and plagiarism. Any student caught committing or participating in any form of academic dishonesty will automatically fail the particular course and will be subject to additional punitive action that may include suspension or permanent dismissal from the institution. Any disciplinary action taken because of academic dishonesty will be recorded on the student’s academic transcript.

The decision regarding the appropriate disciplinary action will be made by the Program Administrator in consultation with the faculty member reporting the incident and with the CEO.

A second, confirmed instance of academic dishonesty for a student who was not expelled initially will result in permanent dismissal from the institution. This action is not appealable.

PUNCTUALITY POLICY

Developing good work ethics is an important part of the training at Felbry College. Student late arrival interrupts the instructor and other students. Late arrival is recorded base on the following:

- 1 to 15 minutes late, will be counted at 15 minutes late;
- 16 to 30 minutes late, will be counted as 30 minutes late; and,
- 31 to 60 minutes late, will be counted as 1 hour late.

Students who leave class, lab, or a clinical session before the end of the scheduled time or who fail to return on time from a lunch hour will be penalized according to the above policy.

The consequences for late arrivals and early departures as outlined below will apply.

The accumulation of three late arrivals of 30 minutes or later or the accumulation of three early departures of 15 minutes or more will be considered as one absence, which will count toward the 20% maximum of allowable absences.

Students who miss a quiz because of a late arrival or early departure will not be allowed to make up that quiz. The opportunity to make up an exam missed because of a late arrival or early departure is at the discretion of the instructor. If permission is granted, the highest allowable score is 78%.

LEAVE OF ABSENCE POLICY

Felbry College School of Nursing no longer grants leaves of absence. A student who is facing documented exceptional circumstances and is temporarily unable to continue his or her studies will be allowed to withdraw from all courses without grade penalty, provided that a formal withdrawal request is made to the college. If the student is unable to complete the request in person, he or she may make the request by phone to the college’s Registrar or to its compliance officer. If the student has been incapacitated and cannot make the request on his or her own, the request can be made, in writing, by an immediate relative or legal guardian.

A grade of "W" will be assigned for each course in which the student was enrolled. The "W" grade(s) will not be included in a calculation of the student’s CGPA but the grade(s) will be included in a calculation of attempted credits successfully completed.
ACADEMIC PROGRAMS

Felbry College of nursing currently offers the following nursing programs: the Practical Nursing Diploma Program, the Registered Nursing Diploma Program, and the Associate Degree of Applied Science in Nursing. The programs are approved by the Ohio State Board of Career Colleges and Schools and the Ohio Board of Nursing.

The college has institutional accreditation with the Accrediting Council for Independent Colleges and Schools and both the Practical Nursing Diploma, the Registered Nursing (Diploma), and Associates of Applied Science in nursing programs are included in the accreditation.

Specific admissions criteria for an academic program are included immediately following the program’s description and objectives.
PRACTICAL NURSING DIPLOMA PROGRAM

Practical nurses are essential to the healthcare profession, serving as vital links between physicians, registered nurses, and patients. Practical nurses function as members of the client care team in planning, implementing and evaluating nursing care. The practical nurse engages in a multitude of tasks including the following: assisting the client to learn appropriate self-care techniques; observing, recording, and reporting to appropriate supervisory personnel the client’s general physical and mental condition and any signs and symptoms that may be indicative of change; administering medications; performing wound care; and, preparing patients for operative procedures and other treatments.

The practical nursing program has two tracks, 12-month or 16-month track. Upon successful completion of the program, students will be awarded a Diploma in Practical Nursing. In order to obtain the required license to work as a practical nurse in the State of Ohio, the graduate must take and pass the NCLEX-PN exam.

PROGRAM OBJECTIVES
The graduate of the Practical Nursing program is expected to:

- Function within the legal and ethical scope of practice for the licensed practical nurse in Ohio.
- Apply knowledge from the basic biological, physical, social, behavioral, and technological sciences.
- Apply principles of microbiology, nutrition, and pharmacology in the care of the assigned client throughout the life-span.
- Utilize the nursing process in meeting the various nursing care needs of diverse socio-cultural populations across the lifespan.
- Provide safe, caring interventions to clients/families during states of health and health deviation to promote self-care.
- Integrate critical thinking when incorporating knowledge from nursing and related disciplines.
- Demonstrate strategies to promote, maintain, and restore health.
- Demonstrate behaviors that reflect the values of nursing as a caring profession.
- Utilize effective communication skills to interact with clients/families and other members of the healthcare team.

ADDITIONAL ADMISSIONS CRITERIA
In addition to those required for all programs and listed on page 7 of this catalog, the following admissions requirements must be met before the start of the student’s second semester of study:

- (Effective October 1, 2017) Take and pass an admissions exam for the Practical Nursing program, to determine whether the applicant possesses the level of reading, reading comprehension, and math skills necessary to successfully undertake studies in the program.
  Applicants who do not pass any component of the admissions exam after two attempts will be required to complete and pass a review or developmental course in the failed area before he or she will be considered further for admission into the program.
- Complete and pass a physical examination, using the form provided by Felbry College for the medical practitioner’s use.
Submit evidence of current immunizations including the following

- tetanus and polio vaccines;
- mumps, rubella, and rubeola (MMR) titer or vaccine;
- Varicella titer or vaccine;
- 2-step Mantoux test; and,
- Hepatitis B vaccine series/titer (optional).

Submit an 8-panel drug screen result.

Submit a cardiopulmonary resuscitation (CPR) card to document completion of CPR training.

PROGRAM COMPLETION REQUIREMENTS

The student must completely satisfy the following requirements for completion of the Practical Nursing program, for graduation from the college, and for eligibility to take the National Council Licensure Examination for Practical Nurses (NCLEX-PN):

1. Students must satisfactorily pass all courses with a final grade of (78%) or better and earn a cumulative grade point average (CGPA) of 2.5 or higher.

   For those courses with a clinical or lab component, each component must be satisfactorily passed in order for the student to receive a passing grade for the entire course. Failure of any component results in failure of the entire course, regardless of the grade average already earned for the remainder of the course.

   In the final course of the program, IC 110, Integrated Concepts, a national NCLEX-PN performance predictor exam is used as the final exam. The final exam is also referred to as the exit exam. Students must complete the exam with a standardized passing score as recommended by the assessment company and stated in the course syllabi, in order to pass the exam.

   Because the exam is comprehensive, covering all courses taught in the program, students will be given three (3) attempts to pass the test.

   Failure to pass the exam after 3 attempts will result in failure of the course. The student will then be required to pay for and retake the entire IC 110 course.

   Students who fail the IC 110 course a second time will be dismissed from the program.

2. Attend a 2-day live program review course at the campus or at another location designated by the college.

3. Discharge all financial obligations and pay all outstanding fees.

4. File a graduation application.

After the student has completed all of the above requirements, the Program Administrator will notify the Ohio Board of Nursing that the student is now a graduate and qualifies to sit for the NCLEX-RN.

Graduates are responsible for filing their own applications to take the NCLEX-PN and for paying all fees assessed for taking the exam.

Felbry College will reimburse the cost of the NCLEX-PN to any graduate who takes the NCLEX-PN within three (3) months of the date that he or she completed the Practical Nursing program.
### PN PROGRAM: CURRICULUM OVERVIEW 12-MONTH

#### SEMESTER I

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<thead>
<tr>
<th>CR</th>
<th>THEORY</th>
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TOTAL CREDIT: 19  
TOTAL THEORY HOURS: 273  
TOTAL LAB HOURS: 66  
TOTAL CLINICAL HOURS: 0.0

#### SEMESTER II

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TOTAL CREDIT: 22  
TOTAL THEORY HOURS: 281  
TOTAL LAB HOURS: 27  
TOTAL CLINICAL HOURS: 132

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TOTAL CREDIT: 17.5  
TOTAL THEORY HOURS: 264  
TOTAL LAB HOURS: 30  
TOTAL CLINICAL HOURS: 114

TOTAL THEORY HOURS: 818  
TOTAL LAB HOURS: 123  
TOTAL CLINICAL HOURS: 246

TOTAL CONTACT HOURS: 1187  
TOTAL CREDIT HOURS: 58.5
## PN PROGRAM: CURRICULUM OVERVIEW 16-MONTH

### SEMESTER I

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<tr>
<th>COURSE</th>
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TOTAL CREDIT: 14.5  
TOTAL THEORY HOURS: 204  
TOTAL LAB HOURS: 60  
TOTAL CLINICAL HOURS: 0.0

### SEMESTER II

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TOTAL CREDIT: 13.5  
TOTAL THEORY HOURS: 167  
TOTAL LAB HOURS: 21  
TOTAL CLINICAL HOURS: 96

### SEMESTER III

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TOTAL CREDIT: 15  
TOTAL THEORY HOURS: 173  
TOTAL LAB HOURS: 30  
TOTAL CLINICAL HOURS: 114

### SEMESTER IV

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TOTAL CREDIT: 15.5  
TOTAL THEORY HOURS: 274  
TOTAL LAB HOURS: 12  
TOTAL CLINICAL HOURS: 36

TOTAL THEORY HOURS: 818  
TOTAL LAB HOURS: 123  
TOTAL CLINICAL HOURS: 246

TOTAL CONTACT HOURS: 1187  
TOTAL CREDIT HOURS: 58.5
REGISTERED NURSING DIPLOMA PROGRAM

The Registered Nursing program is a “bridge” program, admitting only licensed practical nurses (LPNs) who are graduates of approved and/or accredited LPN educational programs and who want to continue their studies to be eligible to sit for the National Council Licensure Examination for Registered Nurses (NCLEX-RN). The program’s curriculum builds on the existing knowledge, skills, and strengths of LPNs, preparing students to become registered nurses.

Working in a variety of medical and healthcare facilities and agencies, registered nurses (RNs) participate as contributing members of the health team, providing and coordinating patient care, educating patients and the public about health conditions and issues, and providing emotional support and advice to patients and their families. RNs also oversee and supervise practical nurses, nurses’ aides, and home care aides.

PROGRAM OBJECTIVES

The graduate of the Registered Nursing Diploma Program will be able to:

- Perform nursing duties within legal and ethical principles and professional standards of practice according to prevailing regulations.
- Apply evidence-based knowledge from nursing and the basic biological, physical, social, behavioral, and technological sciences to support clinical decision-making and to provide accurate, safe nursing care in diverse settings.
- Apply principles of microbiology, nutrition, and pharmacology to support clinical decision-making and to provide accurate and safe nursing care in diverse settings.
- Utilize the nursing process and collaborating with other members of the healthcare team to promote achievement of identified client outcomes.
- Provide accurate, safe nursing care when implementing the prescribed treatment regimen to assist clients/families in coping/adapting to changes in health status and health deviation to promote self-care and continuity of care within and across healthcare settings.
- Assist the client when making healthcare decisions to achieve optimal level of functioning or end-of-life decisions to attain a peaceful, dignified death according to the client’s emotional, cultural, religious, and spiritual needs.
- Demonstrate caring behaviors in interactions with clients, significant support persons, and other members of the healthcare team.
- Utilize effective communication in interactions with the client, significant support persons, and members of the healthcare team.
- Collaborate with the client, significant support persons, and other healthcare team members to achieve desired client outcomes using available resources and services to provide safe, cost-effective care.
- Participate in lifelong learning and professional and healthcare advancement.

ADDITIONAL ADMISSIONS CRITERIA

In addition to those required for all programs and listed on page 7 of this catalog, the following admissions requirements must be met:

- Possess a current Ohio Non-Restrictive LPN license.
- Be a graduate of one of the following:
  - A practical nursing program approved by any state Board of Nursing; or,
  - A practical nursing program that has been programmatically accredited by an accrediting agency that is recognized by the U. S. Department of Education (ED) or that is a member of the Council for Higher Education Accreditation (CHEA); or,
A practical nursing program that is included in the institutional accreditation status of a school, college, or university which is accredited by a national or regional accrediting agency recognized by ED or that is a member of CHEA.

- Have a cumulative grade point average (CGPA) of 2.5 on a 4-point scale for the practical nursing program from which the applicant graduated and have an official transcript for the program mailed by the issuing institution directly to Felbry College.

- Be IV-certified with the Ohio Board of Nursing or successfully complete an IV certification course at Felbry College prior to taking any clinical course in the program.

- Pay for, take, and pass the entrance exam with a minimum score of 60% or higher. If unsuccessful, the applicant will be eligible to retake the exam 2 weeks after the first attempt, paying the required exam fee.

- Complete and pass a physical examination, using the form provided by Felbry College for the medical practitioner’s use.

- Submit evidence of current immunizations including the following:
  - tetanus and polio vaccines;
  - mumps, rubella, and rubeola (MMR) titer or vaccine;
  - Varicella titer or vaccine;
  - 2-step Mantoux test; and,
  - Hepatitis B vaccine series/titer (optional).

- Submit an 8-panel drug screen result.

- Submit a cardiopulmonary resuscitation (CPR) card to document completion of CPR training.

- For any applicant who completed his or her practical nursing programs 5 years or more before applying for admission to the RN program, take and pass additional testing to demonstrate an acceptable knowledge level of nursing fundamentals and dosage calculations.

**NOTE:** Any applicant who is working full-time or plans to work full-time during his or her studies will be limited to a part-time class schedule.

The full-time class schedule of any student found to be working full-time will be immediately reduced to part-time. Information to verify full-time or part-time employment status must be provided by the applicant or student.

**PROGRAM COMPLETION REQUIREMENTS**

The student must completely satisfy the following requirements for completion of the Registered Nursing Diploma program, for graduation from the college, and for eligibility to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN):

1. Students must satisfactorily pass all courses with a final grade of (78%) or better and earn a cumulative grade point average (CGPA) of 2.5 or higher.

   For those courses with a clinical or lab component, each component must be satisfactorily passed in order for the student to receive a passing grade for the entire course. Failure of any component results in failure of the entire course, regardless of the grade average already earned for the remainder of the course.

   In the final course of the program, IC 299, Integrated Concepts, a national NCLEX-PN performance predictor exam is used as the final exam. The final exam is also referred to as the exit exam. Students must complete the exam with a standardized passing score as recommended by the assessment company and stated in the course syllabi, in order to pass the exam.

   Because the exam is comprehensive, covering all courses taught in the program, students will be given three (3) attempts to pass the test.

   Failure to pass the exam after 3 attempts will result in failure of the course. The student will then be required to pay for and retake the entire IC 299 course.

   Students who fail the IC 299 course a second time will be dismissed from the program.

2. Attend a 3-day live program review course at the campus or at another location designated by the college.

3. Discharge all financial obligations and pay all outstanding fees.

4. File a graduation application.

After the student has completed all of the above requirements, the Program Administrator will notify the Ohio Board of Nursing that the student is now a graduate and qualifies to sit for the NCLEX-RN.
Graduates are responsible for filing their own applications to take the NCLEX-RN and for paying all fees assessed for taking the exam.

Felbry College will reimburse the cost of the NCLEX-RN to any graduate who takes the NCLEX-RN within three (3) months of the date that he or she completed the Registered Nursing Diploma program.

**LPN – RN TRACK (3 SEMESTER TRACK)**

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ASSOCIATE OF APPLIED SCIENCE IN NURSING

A graduate of Associate of Applied Science in Nursing will receive an Associate Degree in Nursing and will be certified by the Ohio Board of Nursing and eligible to sit for the National Council Licensure Examination for Registered Nurses (NCLEX-RN). The program consists of two (2) tracks. The first track is direct ADN which is designed for students with no prior nursing experience or training. The second track is LPN-RN which is designed for students with previously practical nursing training and PN licensure.

PROGRAM OBJECTIVES
The graduate of the ADN program is expected to:

- Perform nursing duties within legal and ethical principles and professional standards of practice according to prevailing regulations.
- Apply evidence-based knowledge from nursing and the basic biological, physical, social, behavioral, and technological sciences to support clinical decision-making and to provide accurate, safe nursing care in diverse settings.

- Utilize the nursing process and collaborating with other members of the healthcare team to promote achievement of identified client outcomes.
- Provide accurate, safe nursing care when implementing the prescribed treatment regimen to assist clients/families in coping/adapting to changes in health status and health deviation to promote self-care and continuity of care within and across healthcare settings.
- Assist the client when making healthcare decisions to achieve optimal level of functioning or end-of-life decisions to attain a peaceful, dignified death according to the client’s emotional, cultural, religious, and spiritual needs.
- Demonstrate caring behaviors in interactions with clients, significant support persons, and other members of the healthcare team.
- Utilize effective communication in interactions with the client, significant support persons, and members of the healthcare team.
- Collaborate with the client, significant support persons, and other healthcare team members to achieve desired client outcomes using available resources and services to provide safe, cost-effective care.

ADDITIONAL ADMISSIONS CRITERIA FOR DIRECT ADN TRACK

In addition to those required for all programs and listed on page 7 of this catalog, the following admissions requirements, except for the entrance exam, must be met before the start of the student’s second semester of study:

- Pay for, take, and pass the entrance exam with a minimum of score of 850. If unsuccessful, the student will be eligible to retake the exam 2 weeks after the first attempt, after paying the exam fee again.
  
  The exam must be taken and passed before an applicant can begin any studies in the program.
- Complete and pass a physical examination, using the form provided by Felbry College for the medical practitioner’s use.
- Submit evidence of current immunizations including the following
  - tetanus and polio vaccines;
  - mumps, rubella, and rubella (MMR) titer or vaccine;
  - Varicella titer or vaccine;
  - 2-step Mantoux test; and,
- Hepatitis B vaccine series/titer (optional).

  - Submit an 8-panel drug screen result.
  - Submit a cardiopulmonary resuscitation (CPR) card to document completion of CPR training.

**ADDITIONAL ADMISSIONS REQUIREMENTS FOR LPN-RN TRACK**

- Possess a current LPN license.
- Be a graduate of one of the following:
  - A practical nursing program approved by any state Board of Nursing; or,
  - A practical nursing program that has been programmatically accredited by an accrediting agency that is recognized by the U. S. Department of Education (ED) or that is a member of the Council for Higher Education Accreditation (CHEA); or,
  - A practical nursing program that is included in the institutional accreditation status of a school, college, or university which is accredited by a national or regional accrediting agency recognized by ED or that is a member of CHEA.
- Have a cumulative grade point average (CGPA) of 2.5 on a 4-point scale for the practical nursing program from which the applicant graduated and have an official transcript for the program mailed by the issuing institution directly to Felbry College.
- Be able to transfer a minimum of 50 semester credits (or the equivalent) of core nursing and Anatomy and Physiology courses from his or her Practical Nursing program.
- Be IV-certified with the Ohio Board of Nursing or successfully complete an IV certification course at Felbry College prior to taking any clinical course in the program.
- Pay for, take, and pass the entrance exam with a minimum score of 850 or higher. If unsuccessful, the applicant will be eligible to retake the exam 2 weeks after the first attempt, paying the required exam fee.
- Complete and pass a physical examination, using the form provided by Felbry College for the medical practitioner’s use.
- Submit evidence of current immunizations including the following
  - tetanus and polio vaccines;
  - mumps, rubella, and rubeola (MMR) titer or vaccine;
  - Varicella titer or vaccine;
  - 2-step Mantoux test; and,
  - Hepatitis B vaccine series/titer (optional).
- Submit an 8-panel drug screen result.
- Submit a cardiopulmonary resuscitation (CPR) card to document completion of CPR training.

**NOTE:** Graduates of the Felbry College Practical Nursing Program may be granted conditional admission into the LPN-RN program before sitting for the NCLEX-PN licensure examination, provided that the following conditions are met:

- All courses required for the award of the Practical Nursing diploma must have been completed;
- The NCLEX-PN must be taken and passed within the first semester of start the LPN-RN degree track.
  - If unsuccessful, the student will be temporarily withdrawn from the program.
  - Upon passing the NCLEX-PN, the student will be reinstated into the program.
PROGRAM COMPLETION REQUIREMENTS

The student must completely satisfy the following requirements for completion of the Associate of Applied Science in Nursing program, for graduation from the college, and for eligibility to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN):

1. Students must satisfactorily pass all courses with a final grade of (78%) or better and earn a cumulative grade point average (CGPA) of 2.5 or higher.

   For those courses with a clinical or lab component, each component must be satisfactorily passed in order for the student to receive a passing grade for the entire course. Failure of any component results in failure of the entire course, regardless of the grade average already earned for the remainder of the course.

   In the final course of the program, IC 299, Integrated Concepts, a national NCLEX-PN performance predictor exam is used as the final exam. The final exam is also referred to as the exit exam. Students must complete the exam with a standardized passing score as recommended by the assessment company and stated in the course syllabi, in order to pass the exam.

   Because the exam is comprehensive, covering all courses taught in the program, students will be given three (3) attempts to pass the test.

   Failure to pass the exam after 3 attempts will result in failure of the course. The student will then be required to pay for and retake the entire IC 299 course.

   Students who fail the IC 299 course a second time will be dismissed from the program.

2. Attend a 3-day live program review course at the campus or at another location designated by the college.

3. Discharge all financial obligations and pay all outstanding fees.

4. File a graduation application.

After the student has completed all of the above requirements, the Program Administrator will notify the Ohio Board of Nursing that the student is now a graduate and qualifies to sit for the NCLEX-RN.

Graduates are responsible for filing their own applications to take the NCLEX-RN and for paying all fees assessed for taking the exam.

Felbry College will reimburse the cost of the NCLEX-RN to any graduate who takes the NCLEX-RN within three (3) months of the date that he or she completed the Registered Nursing Diploma program.
# ASSOCIATE OF APPLIED SCIENCE IN NURSING (LPN-ADN TRACK)

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# ASSOCIATE OF APPLIED SCIENCE IN NURSING (DIRECT ENTRY)

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Total Contact Hours: 2208
COURSE DESCRIPTIONS
GENERAL EDUCATION COURSES

Anatomy and Physiology I [A&P 101] 3.5 Credits

This course will acquaint the student with the skeletal structure and function of the human body and the mechanisms for maintaining homeostasis, and the ways in which the body maintains health and the effect of the disease process. Students will study the organization of the body, cells, tissues, and the characteristics of the blood. The integumentary, endocrine system, skeletal, articulation of the skeletal system, muscular, and nervous systems will also be explored.

This course includes a 10 hour skills lab component. In lab the student will practice labeling the anatomical parts of the human body. The lab component will assist the student in being successful in the content for this course.
Prerequisite(s): None

Anatomy and Physiology II [A&P 102] 3.5 Credits

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

This course includes a 10 hour skills lab component. This lab will include: blood, anatomy and physiology of the cardiovascular, respiratory and digestive systems. The urinary system will also be examined using models. Growth and development will be experienced through the use of manikins. The lab component will reinforce the course content. Human Anatomy and Physiology II Lab uses models, wall charts, models and 3-D virtual images. Topics in cardiovascular, digestive, respiratory, urinary and reproductive systems will be reinforced.
Prerequisite: A&P 101

Comparative Religion (HUM 101) 3 Credits

This course involves a comparative study of major world and selected regional religions, with emphasis on analysis of belief, ritual, artistic expression, and social organization. The following religions will be explored; Judaism, Christianity, Islam and eastern religions that arose from India and China. Pre-requisites: None

*A general Philosophy course or Ethics can be accepted in lieu of the Comparative religion course as a Humanities requirement*

English Composition I (ENG 101) 3 Credits

This course will introduce the students to English composition and covers all aspects of writing for a college-level course, beginning with components of the essay, and ending with modes of writing and argumentation and analysis. Students cover all writing stages and strategies and learn to adapt them to their own writing and learning preferences. The student acquires skills for generating ideas and drafting preliminary outlines using brainstorming, drafting, outlining, and topic selection, while learning to revise, rewrite, and polish structure, syntax, argumentation, grammar, punctuation, word choice, and diction. Students will also learn the APA style of documentation for all papers or the style required for their chosen major.
Prerequisites: None

English Composition II (ENG 102) 3 Credits

Developed to build upon the strategies of successful essay writing in English 101, English 102 is geared towards the continual development of students’ critical thinking and writing skills as they acquire knowledge in synthesizing their perspectives with those of other writers. The course lays emphasis on the summary, analysis and synthesis of texts and the various methods of conducting research.
Prerequisites: ENG 101
General Biology (BIO 101) 4 Credits

This is a general biology course in which basic principles such as structure and function of plants and animals, relations of organisms to each other and to their environment. Energy relations of organisms, cell structure and function, mitosis and meiosis will also be studied. Mendelian genetics, reproduction, development and growth, and the evidence for organic evolution are explored. This course will help you understand how humans have a vital role in preserving the natural environment and sustaining life on Earth.
Prerequisites: None

Human Growth and Development (PSY 102) 3 Credits

Significant concepts of human growth and development throughout the life span are considered from the perspective of the individual and family as open systems. The human person is viewed as transitions are made from conception through old age in the physical, cognitive, social, and personality domains. Developmental tasks, major milestones, and critical issues are emphasized for each age group. Maximizing the human potential is discussed across the life span utilizing the following concepts: health promotion, risk reduction, communication, values, cultural diversity and grief.
Prerequisites: None

Introduction to Microbiology (MCB 101) 4 Credits

This course is an introduction to the basics of medical microbiology and it focuses on the understanding of the characteristics and activities of micro-organisms in relation to daily living and diseases. The course includes the study of major groups of microbes and the diseases they cause, introduction to the human immune system and antimicrobial chemotherapy. The students will acquire scientific approach to microbial infection control and disposal of contaminated materials.
Prerequisites: None

Introduction to Psychology (PSY 101) 3 Credits

This is an introductory course which surveys the study of behavior and mental processes, with emphasis on the scientific nature of contemporary psychological investigation. This course will cover basic concepts and principles utilized to understand human behavior covering theories methods and findings of research in major areas of psychology. Topics covered will include the biological foundations of behavior; learning, perception, motivation, personality, emotions; developmental, abnormal and social behavior; Psychotherapy; and methods of assessment.
Prerequisites: None

Introduction to Sociology (SOC 101) 3 Credits

Sociology is the scientific study of human society and social behavior. It concentrates on human behavior and assumes that it is largely shaped by social interaction. Sociology of Health is introduced with a brief historical perspective: sociology in medicine, sociology of medicine and the contemporary constructionist approach.
Sociology of Health is intended to be a discipline studying health as a social process based on the definition of the situation given by the actors involved in it. Health is a social construction that the nurse should be able to understand in order to intervene successfully developing cultural sustainable actions. This course should be able to provide essential conceptual and methodological elements to assist the student in interpreting the health world through sociological lenses.
Prerequisites: None

Introduction to Statistics (STAT 101) 3 Credits

The main objective of STAT 101 is to give the non-mathematical student an elementary introduction to the practice of statistics. This course will give insight into how a statistician gathers, summarizes, and draws conclusions from data. We are surrounded every day by numerical information and graphical material. The course includes survey methods, graphical and numerical techniques, descriptive statistics, the Normal distribution, correlation and linear regression, basic concepts in probability and simulation, sampling distributions and the Central Limit Theorem, confidence intervals, and significance testing. At the end of the course, the student should be a critical consumer of this information.
Prerequisites: None
Nutrition Across the Lifespan  [NUT 100]  3 Credits

Didactic course content stresses that good 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 as they apply are discussed enabling the student to develop a science foundation as it relates to nutrition. Metabolic stress, physiological adaptation, nutritional needs including enteral and parenteral support related to health and illnesses throughout the lifespan are emphasized. Healthy People 2020, MyPyramid.gov, nutrient resources, government resources and community based nutrition information resources are reviewed.
Prerequisite: None

CORE NURSING & REQUIRED COURSES

IC 110 Integrated Concepts: NCLEX-PN Preparation  2.5 Credits

The focus of this course has been specifically designed to assist nursing students to prepare for the National Council of Licensure Examination (NCLEX- PN) with the goal of becoming a licensed practical nurse. Students will be provided the opportunity to assess their level of preparedness for the national examination. Skills in computer test-taking and test-taking strategies will be included. The current test plan for the NCLEX-PN examination will guide the presentation of specific course content. This course will cover all areas of the NCLEX-PN exam over three (3) weeks. The course includes a 90- hour class where students will be exposed to sample questions representing all types of question formats, including multiple choice, fill-in-the-blank, multiple responses, charts, figures, and delegating and prioritizing. Students will be exposed to over 5000 practice NCLEX-PN type questions. Students are required to achieve 78% in the integrated Concept course to be eligible to sit for the Exit exam.
Prerequisites: Successful completion of all other program courses.

IC 299 Integrated Concepts: NCLEX-RN Preparation  1.5 Credits

The focus of this course has been specifically designed to assist nursing students to prepare for the exit exam and the National Council of Licensure Examination (NCLEX-RN) with the goal of becoming a registered nurse. Students will be provided the opportunity to assess their level of preparedness for the national examination. Skills in computer test-taking and test-taking strategies will be included. The current test plan for the chosen exit exam and the NCLEX-RN examination will guide the presentation of specific course content. The course includes a 90 hours review, where students will be exposed to sample questions representing all types of question formats, including multiple choice, fill-in-the- blank, multiple responses, charts, figures, and delegating and prioritizing. Students will be exposed to many NCLEX-RN type questions. Students are required to achieve 78% in the integrated Concept course to be eligible to sit for the Exit exam This course has been specifically designed to assist nursing students to prepare for the National Council of Licensure Examination (NCLEX-RN) with the goal of becoming a registered nurse. The review will cover all areas of the NCLEX-RN exam. The course includes a 90- class hour including a three (3) day live review where students will further be exposed to NCLEX- typed question s. Within the 90-hours, students will be given two (2) comprehensive exams and will be further assessed in order to identify and strengthen their weak areas.
Prerequisites: NUR 230

NUR 101  Fundamentals of Nursing  7.5 Credits

Fundamental of Nursing provides an introductory course designed to establish the foundations of basic skills, knowledge, attitudes, and psychomotor skills necessary for beginning practice. This course acquaints the student with core concepts related to nursing as well as the philosophy and conceptual framework of the School of Nursing. Core concepts explored will include person, environment, health, and nursing. The historical and social development of nursing, nursing as an essential element of the healthcare system, and the role of the professional nurse is addressed. Legal and ethical aspects of nursing will be explored. Students are introduced to gathering data to contribute to the nursing process, reporting and utilizing data and documentation skills. Evidence based practice will also be discussed. Techniques of therapeutic communication and critical thinking will be discussed and demonstrated. Cultural, spiritual, psychological, and ethnic diversity are explored as they relate to caring. This course combines didactic information and skills laboratory.
Prerequisite: None
NUR 103  Medical-Surgical Nursing I  8.5 Credits

Medical-Surgical Nursing I focus on nursing practice with adults experiencing a wide range of acute and chronic alterations in health. Medical Surgical Nursing I is the first course of a 2 semester sequence. Health promotion strategies and health care principles are examined with an emphasis on: fluid and electrolyte imbalances, acid-base imbalances; endocrine system disorders; musculoskeletal and neurological disorders; care of the patient with integumentary disorders and perioperative care is addressed including: surgical procedures, pre-operative care, post-operative care, aseptic technique, and complications associated with surgery. Community resources are discussed.

Emphasis is placed on holistic understanding of the cultural, psychosocial, and spiritual needs of the individual adult and family. Nurse accountability, adult and family psycho-social development and care, cognitive development, Maslow's Hierarchy of Needs, cultural diversity, spiritual and psychological needs, and the art of caring behaviors by the nurse are integrated throughout the course. End of life care [palliative and hospice] will also be explored, including ethical, legal, and socio-cultural concerns. Care of the adult and family and family life processes and adaptation are discussed. Pharmacology is emphasized. Application of the nursing process occurs throughout this course. Lab and clinical experiences in providing patient care and documentation of care given are integrated throughout this course; which includes practicing basic wound care skills.

Prerequisites: NUR 101

NUR 104  Maternal-Newborn Nursing  5 Credits

Maternal/Newborn Nursing provides the foundations of maternal/newborn care including nursing care of the pregnant woman, labor and birth, post-partum, complications of pregnancy, and care of the high risk mother and infant. Students learn the stages of fetal growth and development, how to assess a newborn, and complications that are congenital, acquired or hereditary. Emphasis is on the nursing process, nursing skills, family teaching, stages of pregnancy, fetal growth and development, genetic diseases, case studies, concept maps, cultural competence, and patient teaching. Students are presented with nutrition information, breast feeding and medication use, cervical dilation progression, growth charts, newborn vital signs and Apgar scoring, and immunization schedules. Cultural, spiritual, psychological, and diversity are integrated throughout the course as they relate to caring.

Prerequisites: NUR 101, A & P 101, A & P 102

NUR 105  Medical-Surgical Nursing II  8.5 Credits

Medical-Surgical Nursing II is the second course of a 2-semester sequence. Health promotion strategies and health care principles are examined with an emphasis on the disease states of various body systems (respiratory, cardiovascular, gastrointestinal renal/urinary, reproductive, the immune system and nursing management). A holistic understanding of the cultural, psychosocial, and spiritual needs of the individual adult and family is emphasized. Accountability, cultural diversity, spiritual and psychological needs of the patient and family, and the implementation of caring behaviors by the nurse is integrated throughout the course. Pharmacology is emphasized. Application of the nursing process occurs throughout this course. Lab and clinical experiences in providing patient care and documentation of care given are integrated throughout this course. Prerequisite: A & P 101, NUR 103.

NUR 106  Pharmacology: IV Therapy and Phlebotomy  3.5 Credits

In this course the student will focus on the practical nurse role in the performance of intravenous (IV) therapy procedures. Theory in intravenous therapy administration is provided in accordance with the rules and regulations of the Ohio Board of Nursing (4723-17). 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 in IV therapy such as phlebitis, catheter dislodgement, occlusions, and thrombosis will be discussed. Systemic complications will also be presented. Calculation of IV infusion rates in relation to electronic and gravity infusion will be covered. Charting of IV insertion and any complications will be discussed and practiced.

Prerequisite(s): PN - NUR 101
Prerequisite(s): RN- Bridge Prior to Clinical courses
Prerequisite(s): ADN- NUR 101, A&P 101, A&P 102, PHARM 101

NUR 107  Transition to the Role of a Practical Nurse  3.0 Credits

Transitions into nursing will explore the issues pertinent to entry into nursing practice such as the influence of one's own needs, behavior/values and communication skills. It includes a study of the roles and competences of the beginning Licensed Practical Nurse integrated with team building, accountability, relationship skills, and coping strategies for career-related stressors. Legal aspects of nursing are explored with an emphasis on the Nurse Practice and the licensing role of the State Board of Nursing. Resume building will be discussed. Prerequisites: NUR 103
NUR 108 Pediatric Nursing  3.0 Credits

Pediatric nursing progresses from care of the infant to adolescent and includes concepts of growth and development of the infant, toddler, preschool child, school-aged child and adolescent. Emphasis includes developmental, psychosocial, and cultural considerations. Theorist such as Erikson, Freud, Sullivan and Piaget will be studied. Care of the child in the context of the family will be discussed. Community resources are explored. Care of the pediatric client with acute and chronic health disorders will be presented including assessment, procedures and treatments, child abuse, terminal illness, and select disorders as sensory-neural, respiratory, cardiovascular and hematological, gastro-intestinal, and endocrine, genitourinary, musculoskeletal, integumentary/burns, communicable disease and psychosocial disorders. Emotional and mental health issues will be examined. Emphasis is placed on gathering data for the nursing process and the communication skills needed to interact with the patient across the growth span. Cultural, spiritual, psychological, and diversity are integrated throughout the course as they relate to caring. Lab and clinical experiences in basic patient care are incorporated into this course.
Prerequisites: NUR 101, NUR 104

NUR 109 Mental Health Nursing  2 Credits

Mental Health Nursing will explore the impact of mental illness on the biological, psychological, sociological, cultural, and spiritual domains of wellness. Students will learn about interventions to help patients progress from acute mental illness or relapse through recovery. Students will explore the neuro- biological and psychological aspects of mental illness. Emphasis will be on individual care, family, culture, values, and the environment as it relates to mental health. Cultural, spiritual, psychological, and diversity are integrated throughout the course as they relate to caring. Clinical experiences in basic patient care are incorporated into this course.
Prerequisites: NUR 101

NUR 200 Health & Physical Assessment  4.5 Credits

Nursing Health and Physical Assessment introduces the student to the concepts and principles of gathering data in a holistic manner. The student will learn the skills interviewing clients using therapeutic communication, as well as specific techniques used for physical assessment of the client. Concepts related to the developmental, cultural, psychosocial, and spiritual aspects of the client will be discussed in the course.
Prerequisite(s): RN- Bridge None
Prerequisite(s): ADN, NUR 101

NUR 210 Medical Surgical Nursing 1  8.0 Credits

RN- Medical Surgical Nursing I is designed for the student to learn illness profiles in a body systems perspective. This course focuses on the nursing care of adults experiencing a wide range of acute and chronic alterations in health. Health promotion strategies and health care principles are examined with an emphasis on surgical/perioperative care, fluid and electrolyte imbalances, oxygenation & ventilation, tissue perfusion, digestive function, and immunologic function. This course combines didactic information with clinical experiences.
Prerequisite(s): RN- Bridge NUR 200
Prerequisite(s): ADN- NUR 200

NUR 220 Therapeutic Communication in Nursing  2.0 Credits

This course focuses on nursing or health topic issues. Emphasis is placed on critical thinking, decision-making, and self-directed-active learning. Combining a spiritual and empathetic approach to patients with practical clinical scenarios and techniques, this course is your key to understanding and applying the basic concepts of therapeutic communication. It provides comprehensive, step-by-step guidelines for establishing patient relationships, accompanied by unique artistic features that go beyond the clinical setting and help you connect more effectively with patients and ensure better clinical outcomes.
Prerequisites: None

NUR 229 Introduction to Evidence-Based Nursing Practice and Research  2.5 Credits

This nursing research course introduces the student to the research process and the various types of research. Emphasis will be placed on review of research literature and analyzing for validity and reliability of the studies as relevant to the nursing practice.
Prerequisites: None
NUR 230  Medical Surgical Nursing II (NUR 230)  8.0 Credits

Advanced Medical Surgical Nursing II is designed for the student to learn illness profiles in a body systems perspective. It focuses on the nursing care of adults experiencing a wide range of acute and chronic alterations in health. Health promotion strategies and health care principles are examined with an emphasis on alterations and pharmacology in mobility & musculoskeletal system, endocrine, hematologic, cancer, integumentary, and neurological functions. This course combines didactic information with clinical experiences.
Prerequisite(s): RN- Bridge -NUR 210
Prerequisite(s): ADN- NUR 210

NUR 240  Community Health: Nursing Care of Women and Children  8.5 Credits

Community Health: Nursing Care of Women and Children begins with reproduction (maternal/child) and progresses through the life span development, including pediatric patients with emphasis on developmental, psychosocial, and cultural considerations. Community resources are explored. Emphasis will be placed on the implementation of primary, secondary, and tertiary approaches to nursing care of these clients.
Prerequisite(s): RN- Bridge -NUR 210
Prerequisite(s): ADN- NUR 230

NUR 242  Behavioral Health Nursing  6.0 Credits

The course focuses on community nursing care of clients with mental health issues and of the gerontology population. The student will care for clients on a variety of settings. Community resources are explored. Emotional and mental health issues will be examined. Palliative and hospice care will also be explored, including ethical, legal, and sociocultural concerns. Emphasis will be placed on the implementation of primary, secondary, and tertiary approaches to nursing care of these clients.
Prerequisite(s): RN- Bridge -NUR 230
Prerequisite(s): ADN- NUR 230

NUR 250  Medical Surgical Nursing III (NUR 250)  3.5 Credits

Advanced Medical Surgical Nursing III course emphasizes knowledge application and the nursing process in caring for clients experiencing pathophysiological crisis in the acute care setting. Ethical, legal, and sociocultural issues will also be explored. Students will gain advanced nursing skills in caring for critically ill patients.
Prerequisite(s): RN- Bridge - NUR230
Prerequisite(s): ADN- NUR 230

NUR 270  Transition to the Role of Registered Nurse  5.0 Credits

Transitions into nursing will explore the issues pertinent to entry into nursing practice. It includes a study of the roles and competencies of the beginning Registered Nurse integrated with team building, accountability, relationship skills, and coping strategies for career-related stressors. Legal and ethical aspects of nursing are explored with an emphasis on the nursing practice standards and the licensing role of the State Board of Nursing. Clinical experiences will be held in a variety of settings that facilitate transition of the student into the professional nursing role. The student will be under the guidance of a preceptor, who will work with a course faculty in providing the student optimal experiences that meet course clinical objectives.
Prerequisites: NUR230

PHARM 101  Introduction to Pharmacology  1.5 Credits (Non-Nursing core course)

This course introduces students to the foundations and principles of Pharmacology. Students will learn commonly used terminology, abbreviations, legal implications with drug administration, and identify the major classifications of drugs for the respiratory, cardiovascular, renal, gastrointestinal, and central and peripheral nervous systems. Also, the students will learn about hematologic, immunologic, antimicrobials, hormones, steroids, and topical medication groups. Lastly, the students will explore vitamins and minerals. Within each classification of drugs, the students will learn about the mechanism of action, use, adverse effects, interactions, and dosages. Students will also learn the top 20 medications that are prescribed.
Prerequisite(s): None
This course is a continuation of Pharmacology 101. Drugs that affect body systems such as neurological, cardiovascular, respiratory, gastrointestinal, urinary, reproductive, integumentary, endocrine, musculoskeletal system, and immune system will be examined. Emphasis will be on safe preparation, administration of drugs and their mechanism of action, use, adverse effects, and dosages. Anti-infective medications, medications for pain management, hematological products [including anti-coagulants], and topical preparations will also be explored. The nursing process is incorporated throughout this course.

Prerequisites: PHARM 101

**PHARM 200  Pharmacology  3.5 Credits**

This course covers basic concepts of pharmaco-therapeutic agents across the lifespan of an individual. The Six Rights of Medication Administration will be reviewed. The students will review each drug category; and the mechanism of action, use, adverse effects, interactions, and dosages of selected drugs. The students will also learn about complementary therapies used in conjunction with medications and alternative therapies. Students will also learn the top medications that are prescribed.

Prerequisite(s): ADN: Pharm 101

RN-Bridge: None

**PHYS 200  Pathophysiology  4.0 Credits (Non-Nursing core course)**

This course focuses on physiologic alterations in the human body. The course is designed to explore essential features of the disease process related to alter cellular and tissue biology. Emphasis will be placed on clinical integration and current research evident for application in practice.

Prerequisite(s): RN- Bridge-None

Prerequisite(s): ADN- A&P 101, A&P102
REFUND POLICY

Students are entitled to refund of tuition payments and refundable fees as per State of Ohio refund policy made as follows:

A student withdraws before the first day of class and within the 3-day cancellation period shall not be charged for tuition.

A student who starts class and withdraws during the first full calendar week of the academic term (but after the 3-day cancellation period) shall be obligated for twenty-five percent of the tuition and nonrefundable fees for that academic semester.

A student who withdraws during the second full calendar week of the academic term shall be obligated for fifty percent of the tuition and nonrefundable fees for that academic semester.

A student who withdraws during the third full calendar week of the academic term shall be obligated for seventy-five percent of the tuition and nonrefundable fees for that academic semester.

A student who withdraws beginning the fourth full calendar week of the academic term will not be entitled to any refund of any portion of the tuition and fees.

TITLE IV REFUND POLICY

Every applicant who has been accepted for admission into Felbry College- School of Nursing and signs an enrollment agreement has the legal right to rescind or cancel their enrollment without penalty within three (3) business days after signing the agreement. In these cases, the student is entitled to a full refund of all monies paid, excluding the registration fee.

When a student withdraws or is withdrawn from the program, Felbry College- School of Nursing uses a two-part process to determine whether the student is entitled to a refund or whether the student owes tuition and fees to the school and whether any Title IV financial aid awarded to the student must be returned to the U. S. Department of Education (ED).

After the 3-day rescission period, Felbry College- School of Nursing uses its "Tuition Earned" schedule to determine how much of the total program tuition the school has earned based on how long the student remained in the program. It then uses ED's "Return to Title IV" (R2T4) policy to determine how much of the Title IV funding, if any, awarded to the student Felbry College has earned and can keep to apply to the student’s tuition debt and how much, if any, of those Title IV funds must be returned to the Department. Both of those schedules are presented below.

After these calculations have been made, if there is a credit balance due to the student, the credit will be refunded within 45 days after the student withdraws or is withdrawn or dismissed.

Students who, at the time of their withdrawal, have not paid the full amount of tuition to Felbry College- School of Nursing have earned are legally obligated to pay the institution any difference between the amount paid and the amount Felbry College- School of Nursing has earned.

TITLE IV RETURN CALCULATION:

To determine how much financial aid, if any, must be returned to the U.S. Department of Education, Felbry College- School of Nursing uses the formula below. The top number, or the numerator, is the total calendar days completed by the withdrawn student before the withdrawal. The bottom number, the denominator, is the total calendar days in payment period. For Felbry College- School of Nursing, the normal payment period varies depending on the program and semester. The total number of days completed are counted from the student's first day of attendance to his or her last known date of attendance.

Important Note: If a student attends more than 60% of total calendar days in the payment period, no return of Title IV funds is required.

Total calendar days completed = \% of Title IV Aid Earned Total calendar days in payment period
Example:

Missy started school on September 1st and withdrew on October 9th. There was one Monday holiday during that time. The semester calendar days runs through to December 18th. Missy attended a total of 28 days of 79 calendar days in the semester.

Total calendar days completed = 28 = 35.44%
Total calendar days in payment period = 79

In this example, only 35.44% of the Title IV financial aid received was earned. The remaining funds must be returned to the U.S. Department of Education according to the order listed in the next section.

Note: Students should understand that, even though Felbry College- School of Nursing may be required to return Title IV funds to the U.S. Department of Education, the student will still be financially responsible to pay Felbry College- School of Nursing for any tuition owed after those Title IV funds have been returned.

ORDER OF RETURN OF TITLE IV FUNDS:

Felbry College- School of Nursing must return to the U.S. Department of Education any Title IV funds that it collected for a student but, based on refund calculations; the student was not in school long enough for all of the Title IV financial aid to be given to the student or kept by Felbry College- School of Nursing.

The financial aid must be returned to the Title IV program(s) that the money came from. If the aid came from more than one Title IV program, it must be returned in the priority order listed below. Note that this list contains only those programs in which Felbry College- School of Nursing is currently eligible to participate.

- Unsubsidized Direct Loans (other than Direct PLUS Loans)
- Subsidized Direct Loans
- Direct PLUS Loans
- Federal Pell Grants for which a Return is required

RETURN OF TITLE IV FUNDS:

Felbry College- School of Nursing has 45 days from the date it determines that a student withdrew to return all unearned funds for which it is responsible. The school will notify the student in writing if he or she owes a repayment.

The school will advise the student or parent that they have 14 calendar days, from the date that the school sent the notification, to accept a post-withdraw disbursement, if there is any. If a response is not received from the student or parent within the allowed time frame or the student declines the funds, the school will return any earned funds that the school is holding to Title IV, HEA programs.

INSTITUTION RESPONSIBILITIES:

Felbry College- School of Nursing responsibilities regarding the return of Title IV funds are to:

- Provide students with information on the return policy;
- Identify students for whom return calculations should be made and to complete those calculations; and,
- Return any Title IV funds that are due to the correct Title IV programs.

OVERPAYMENT OF TITLE IV FUNDS:

Any amount of unearned grant funds that a student must return is called an overpayment. You must make arrangements with Felbry College- School of Nursing or the U. S. Department of Education to return the amount of unearned grant funds.
STUDENT RESPONSIBILITIES REGARDING THE RETURN OF TITLE IV FUNDS:

Students must do the following, related to Title IV funds:

• Return to the Title IV program(s) any funds that he or she received but for which he or she was determined to be ineligible based on the Return to Title IV calculations.

• Notify the Program Administration and /Registrar in writing of his or her intent to withdraw or of the decision not to return to school (to drop) following the completion a course.

• Notify the Program Administration and /Registrar in writing that the student is rescinding his or her notification of intent to withdraw.

WITHDRAWAL FROM THE PROGRAM

• Refunds shall be made within thirty days after the school has determined that a student has withdrawn unless another refund period is mandated by use of state or federal financial aids funds. If a student ceases attending school but does not notify the school officially of their withdrawal, the school will treat the student as withdrawn within fourteen days of the student’s last date of attendance or participation in an academic activity.

• A student’s withdrawal date used to calculate refunds will be the student’s last date of attendance and participation in an academic activity.

• Students who wish to withdraw from the program may complete an official withdrawal form to be submitted to the administrative office. Refunds will be made based on the refund policy above; requests for refund will not be accepted after the dates listed above.

GRANTS, STUDENT LOANS, AND SCHOLARSHIPS

Felbry College awards grants and scholarships to those who qualify.

Felbry Academic Excellence Scholarship:

• Awarded to students who have demonstrated outstanding ability and achievement in their courses, by attaining a cumulative minimum GPA of 3.7.

• The scholarship is a one-time benefit per program and up to $1000 is awarded to every student who meets the required GPA and other eligibility criteria such as; enrolled in the semester in which the award will be applied; demonstrate leadership qualities and good conduct.

Felbry College Grants Awards to students:

• Who demonstrates financial need (based on results of FAFSA), and it is opened to all enrolled students.

• Up to $500 per program is applied towards the tuition for students who maintained enrollment and have completed at least halftime of the first semester.

All grant awards are divided evenly between the semesters and are available only to U.S citizens and permanent residents. Implementation of this program depends on availability of funds.

We also honor grants and scholarships that our students have been awarded from outside organizations or agencies. Any student who obtained a student loan from a lending institution and who withdraws or is terminated from Felbry must notify that institution in writing of their withdrawal. Any refunds will be made directly to the lending institution per Felbry’s refund policy. The student will be responsible for any tuition balances remaining after the institution’s refund determination has been made. It should be noted that student loans from a lending institution must be repaid regardless of the student’s success or lack of success at Felbry College.

When students are awarded a loan, they must sign a promissory note with the lending institution. This loan is the same as any other loan and the student has full responsibility for managing the loan and its repayment.
STUDENT SERVICES
STUDENT SERVICES

Felbry is committed to providing those support services that will help each student to maximize his or her potential for successful completion of their academic program. Academic advisement is provided for every student and individual tutoring is provided for students who request it. Students will also have the opportunity to get involved in social activities, service learning projects, and community events/charities. Tutoring services are available for students and the schedule per each semester will be published and distributed to all students. A computer lab allows students to conduct online research for class assignments and to view program-related information online and to access sites for during open lab hours for NCLEX review.

Felbry strives to assist students in their personal lives as well by referring students in need to outside agencies, who are experiencing personal problems, financial and other concerns beyond the scope of Felbry’s support services. Felbry’s career services include career development, résumé preparation, and job placement assistance for graduates and for currently enrolled students seeking part-time employment. Current students and alumni will have opportunities to attend career fairs and workshops on campus.

Please note that Felbry College will assist students with career placement but cannot guarantee employment.

Below is contact information for the following services:

Job Placement Assistance……………………………………….. (614) 781-1085
Child Care Support Assistance…………………………………… (614) 781-1085
Tuition Assistance & Financial Alternatives……………………..614) 781-1085
Domestic Violence Information & Referrals………………………… (614) 781-1085
Choices Columbus………………………………………………. (614) 224-4663

Shelters, Support and Legal

Ohio Domestic Violence Network……………………………… (800) 934-9840

Information and Referral Service

Personal Counseling…………………………………………….. Jumoke Olawale (614) 432-6719
Marriage Counseling……………………………………………. Jumoke Olawale (614) 432-6719

For additional information on our campus security and crime report, please visit our website at www.felbrycollege.edu.

STUDENT RECORDS

All student records are considered confidential by the college and access to them is restricted to the following: (1) the student him or herself; (2) an individual, agency, or employer for whom the student has provided written authorization to Felbry to release information or copies from the records; (3) authorized Felbry staff; and (4) to those agencies, officials, or parties as authorized under the Federal Family Educational Rights and Privacy Act (FERPA).

Student transcripts are maintained indefinitely; all other vital student records are maintained for a minimum period of five years. Vital records are the following: admissions application, enrollment agreement, attendance records, medical records (if any), criminal background check, financial transactions records, and records of any disciplinary meetings, actions or appeals.

Family Educational Rights and Privacy Act

All students have the right to inspect and review their educational records, to request corrections or deletions, and to limit disclosure of the records in accordance with the Family Educational Rights and Act (FERPA). A student may request the school to make such corrections on the grounds that they are inaccurate, misleading, or in violation of his/her right to privacy. Grades and course evaluations are only acceptable to a correction if they are improperly recorded.

The process for reviewing a student file is the following:

• Student may request a review of their records by writing to the Registrar or his/her designee and identify the record they want to review.
• Such review will be allowed during regular office hours under supervision and within 45 days of the date the request is received by the school.
• A student may request in writing an amendment to their records to the Registrar and identify the part of the record he or she request to be changed and specify why it is inaccurate.
• The Registrar with another school official will review the written request, examine the student record, and convene with the student in making a determination.
• If student is not satisfied with the result, the school will notify the student in writing of a formal hearing regarding the request for amendment.
• Within 45 days of the hearing, the school will be provided with a written final decision which will be included as part of the student’s record.
• The student has the right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA at the following U.S. Department of Education office:

  Family Policy Compliance Office
  U.S. Department of
  Education
  400 Maryland
  Avenue, SW
  Washington, DC 20202-5901

Americans with Disability Act (ADA)

Felbry College is committed to providing educational services to students with disabilities as required by the Americans with Disabilities Act (ADA) of 1990 and Section 504 of the Rehabilitation Act of 1973 (both as amended). Felbry College will provide reasonable accommodations for qualified students with disabilities.

To be eligible for a reasonable accommodation (or academic adjustment), the student must have:

1. A disability (as defined by applicable law) that substantially limits a major life activity and subsequently necessitates an accommodation;
2. Documentation on file with Felbry College that supports the need for the requested documentation; and
3. Medical documentation that substantiates the disability and how the accommodation will assist the student.

To be eligible for a reasonable accommodation (or academic adjustment), the student must have:

1. A disability (as defined by applicable law) that substantially limits a major life activity and subsequently necessitates an accommodation;
2. Documentation on file with Felbry College that supports the need for the requested documentation for accommodation; and
3. Medical documentation that substantiates the disability and how the accommodation will assist the student.

Qualified students with disabilities seeking reasonable accommodations are responsible for initiating contact with the Director of Nursing to request an appropriate reasonable accommodation. Essential program outcomes, course objectives, and/or skill competency achievement standards cannot be substantially lowered, waived, or otherwise modified as accommodations. Any modifications in the manner in which a course, lab, and/or clinical is conducted are restricted to changes in the format of instruction or evaluation. Such modifications must not substantially lower the essential academic standards or modify basic content of the course, lab, and/or clinical.

No accommodations may be made prior to the notification of disability and the submission of documentation. Students must identify themselves to the Director of Nursing and provide the required documentation at least 30 days in advance of the start of the accommodation being requested. It is the student’s responsibility to ensure that documentation meeting the published requirements is submitted 30 days prior to the start of the accommodation(s). If the accommodations provided are not meeting the student’s needs, it is the student’s responsibility to notify the Director of Nursing.

GRIEVANCE POLICY

Felbry strives to provide a very supportive environment and respects the rights of all students. It is our practice to fairly and objectively address the concerns of any complainant in an attempt to equitably resolve his or her grievance. A student lodging a complaint is encouraged to first make the complaint to the immediate supervisor of the individual against whom the complaint is being made. A written complaint is preferred but not required. If the matter is not resolved to the student’s satisfaction, the student may pursue his or her grievance up to the level of Felbry’s CEO. A student has five (5) school days within which to make the complaint and the institution has five (5) school days in which to attempt to resolve it.

If the complaint is not resolved at the level of the CEO or if the complaint is against the CEO, the student may file a formal, written complaint with the following agencies:

Ohio Board of Nursing
17 South High Street, Suite 400
Columbus OH 43215
Phone: 614-466-3947

State Board of Career Colleges and Schools
30 East Broad Street, Suite 2481
DISCIPLINARY PROCESS

The school expects its students to comply with all local, state, federal laws as well as regulations, policies and procedures of the school. 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 college 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 commensurate with the violation.

• Oral reprimand
• Written reprimand
• Disciplinary action. Nature and details to be determined by the initiating official or committee. Examples could be community service, taking an anger management class etc.
• Probation
• Dismissal from the nursing program

Procedure

• The principal witness of the misconduct shall prepare an incident report stating the details of the violation or misconduct. Any disciplinary action taken shall be reported.
• When an infraction is of a serious nature, the program administrator shall constitute a disciplinary committee to review the infraction and make a decision on the disciplinary action to be taken.
• A report of the decision reached shall be communicated to the student in writing stating details of the infraction, the behavior expected and the consequences of further misbehavior, if applicable.
• All actions and decisions taken during the course of investigating and resolving the matter shall be documented. A copy of all documentation is placed in the student's files.

Certain behaviors may be deemed so serious that dismissal may occur immediately. These include, but are not limited to the following.

• Endangering client safety.
• Falsification of records.
• Sexual misconduct.
• Misappropriation of a client's property

APPEAL PROCESS

A student may request an appeal of a disciplinary action given by an appropriate official or committee. Such student shall submit an appeal letter to the Program Administrator requesting a review of the decision.
SCHOOL POLICIES
It is the policy of The College to provide an educational and working environment that provides equal opportunity to all members of the college community. The College prohibits unlawful discrimination, including harassment, based on the basis of race, color, religion, sex, military status, national origin, disability, age and ancestry. This policy also prohibits discrimination on the basis of sexual orientation.

The unlawful manufacture, distribution, possession, or use of a controlled substance in or on any premises or property owned or controlled by the College, including vehicles is prohibited. A controlled substance is any substance so defined by federal or state statutes or regulations.

Any student or employee who unlawfully manufactures, sells, distributes, possesses or uses a controlled substance on College property, regardless of whether such activity results in the imposition of a penalty under a criminal statute, will be subject to appropriate disciplinary action, including immediate dismissal.

The College also prohibits weapons on the College premises or in areas controlled by the College, including vehicles. Weapons covered by this policy include, but are not limited to, firearms, firearm ammunition, air pistols, air rifles, fireworks, incendiary devices, lock blade or fixed blade knives with a blade length of four inches or greater, blackjacks, metal knuckles, or any other such offensive weapons of any description. Violation of this policy may be punishable by disciplinary action, up to and including termination of enrollment.

Consensual relationships between employees and students are prohibited in cases where the employee has authority or control over the student. An employee who fails to withdraw from participation in activities or decisions that may reward or penalize a student with whom the employee has or has had an amorous relationship will be deemed to have violated his or her ethical obligation to the student, to other students and to the College.

The College will not tolerate any type of workplace acts or threats of physical violence, including but not limited to intimidation, harassment and/or coercion that involve or affect the College, its students, visitors or its employees. Anyone who is aware of any acts of physical violence or threats is encouraged to report this information to the Program Administrator or other college authority immediately.
The College shall observe the following days as holidays:
- New Year's Day - January 1
- Martin Luther King's Day - Second Monday in January
- Memorial Day - Last Monday in May
- Independence Day - July 4
- Labor Day - First Monday in September
- Thanksgiving Day - Fourth Thursday in November
- Day after Thanksgiving
- Christmas Day - December 25

When New Year’s Day, Independence Day, or Christmas Day falls on a Sunday, the following day shall be considered the official holiday. When these holidays fall on a Saturday, the preceding Friday shall be considered the official holiday.

The College may close or alter its hours of operations during declared emergencies due to an “act of God” or other unforeseen circumstances. Communication of a declared emergency will be released on the College website and every effort will be made to communicate the declared emergency to all faculty, staff and students through heads of departments and other means considered appropriate and available.

In the event of severe weather or other emergency situations when the College remains open, all employees are expected to make every reasonable effort to maintain their regular work schedules, but are advised to avoid undue risks in traveling.

Employees and students who may be concerned about safety in traveling to and from work may use their own judgment whether to stay home or to leave early after consulting with the Program Administrator or any other member of senior management.

The College typically will not pay employees for absence days due to declared emergencies. Employees will be expected to use vacation time for those times or opt to take such days as unpaid time. The discretion to pay for such days is solely at the discretion of the Chief Executive Officer.

Computer security is the responsibility of all students and employees. Computers, computer workstations, and terminals owned by the College shall be used only for official College business, including academic pursuits.

Inappropriate exposures of confidential and/or sensitive information, loss of data, inappropriate use of computer networks, and risks of physical damage can be minimized by compliance with reasonable standards for the avoidance of violation of security policy.

Employees and students are expected to abide by the computer policies of Felbrgy College, clinical agencies, and healthcare facilities.

**Guidelines:**
- Disruptive and/or invasive actions using computer systems and networks are strictly prohibited (e.g., viruses, threatening or harassing messages, spamming, mail bombs, etc.).
- Respect the rights, privacy, and property of others.
- The use of network hubs, routers, wireless access points, or other devices designed to share your network connection with multiple computers or devices are expressly prohibited.
• While the College works to make the computers in the College secure, it is up to each individual user to ensure that no unauthorized persons have access to confidential or sensitive College information.
• Do not use download or post obscene, abusive, offensive, or sexually explicit material.
• Do not share user password with anyone (e.g., family, friends, other students, etc.)
• Using college computer resources to share or distribute copyrighted material to others is prohibited.
• Respect the rights, privacy, and property of others.
• Avoid public criticism of others; this includes both personal and institutional denunciation.
• Do not vandalize or misuse institutional property.
• Refrain from the use of the computer for activities of personal or commercial financial gain.
• Failure to comply may result in the loss of computer privileges or other disciplinary action as referred to in the Student Code of Conduct.
• Felbry College will make reasonable efforts to have its computer systems and networks available at all times. However, as part of regular maintenance and other planned and unplanned activities, systems & networks may be unavailable at any particular time.
• Felbry College reserves the right to restrict or terminate access to its computer & network resources as necessary.
• Felbry College computer systems and networks are for non-commercial individual use related to the educational mission of the College by its faculty, staff and students, and for approved College business activities.
• Food and drinks are not permitted in the computer laboratory. All users are expected to turn off the computer systems and keep the lab clean upon exit.
• Violations will be dealt with in accordance with the college disciplinary policy.

Policy No: FCSN –CP-1032
OBN 4723-5-12 Program Policies
Regulation: Fees and Expenses
Title: Tuition and Fees
Effective Date: August 2008
Revision Date: December 2009; November 2010, April 2012, October 2012; August 2014,

October 2016 Purpose: To assess costs of providing nursing education to students in the nursing program.

1. FEES
Fees must be paid prior to the beginning of classes each semester unless other approved arrangements have been made with the college in accordance with the college policy. Tuition due dates are nine working days before the start of each semester.

Fees are reviewed annually by administration; and college tuition and fees may be updated annually. The costs are effective for the duration of the student’s studies PROVIDED THAT the student does not withdraw from the school or otherwise stop attending scheduled classes and clinical sessions. If student ceases to attend classes for whatever reason, a new Enrollment Agreement must be signed if and when the student is readmitted to the program and costs in effective at the time of the readmission will apply. If a student fails and is required to repeat a course, the fees charged will be at the prevailing rate of the course to be repeated.

Fees and payment due dates are communicated to applicants prior to admission.

2. TUITION AND FEES
The tuition covers didactic, clinical and laboratory instructions. Fees that cover other services and supplies are also stated below. They are payable by the student as applicable and are refundable as per tuition refund policy.

• Registration fees
• Admission Deposit (applied towards Bridge program)
• Exit exam retake fee
• Exam make-up fee
• Graduation fee
• Clinical Makeup fee
• Uniform fee
• Credit Transfer fee
• Late Payment fee
• Returned Check fee (NSF fee)

The School offers a payment plan for tuition on request pursuant to the Tuition Refund Policy.

3. TUITION REFUND POLICY
Students are entitled to refund of tuition payments made as follows:

• A student who starts class and withdraws during the first full calendar week of the academic term shall be obligated for twenty-five percent of the tuition and refundable fees for that academic semester.
• A student who withdraws during the second full calendar week of the academic term shall be obligated for fifty percent of the tuition and refundable fees for that academic semester.
• A student who withdraws during the third full calendar week of the academic term shall be obligated for seventy-five percent of the tuition and refundable fees for that academic semester.
A student who withdraws beginning the fourth full calendar week of the academic term will not be entitled to any refund of any portion of the tuition and fees.

4. WITHDRAWAL FROM THE PROGRAM
Refunds shall be made within thirty days after the school has determined that a student has withdrawn unless another refund period is mandated by use of state or federal financial aids funds. If a student ceases attending school but does not notify the school officially of his/her withdrawal, the school will treat the student as withdrawn within fourteen days of the student’s last date of attendance or participation in an academic activity.
A student’s withdrawal date used to calculate refunds shall be the student’s last date of attendance and participation in an academic activity. Students who wish to withdraw from the Program may complete an official withdrawal form to be submitted to the administrative office. Refunds will be made based on the refund policy above; requests for refund will not be accepted after the dates listed above.

5. LATE PAYMENT FEES
A late payment charge is applicable if a student does not make payments on the due date. Such student may be denied access to college services unless full payment has been received by the college. The college may agree to alternative payment arrangements agreed to by the financial department.

Student accounts with past due balance will be transferred to outside collection agencies if an approved payment plan has not been agreed to by the college.

6. PAYMENT METHODS
Payments may be made by Certified Check, Visa or MasterCard or money order; payable to Felbry College School of Nursing. Include on the certified check, or money order the student’s name and student ID number. Address payment to:

Felbry College
6055 Cleveland Avenue
Columbus, Ohio 43231

Note: A returned check (service) fee will be accessed for NSF as determined by the bank.

Credit card payments are subject to a service fee. There is no charge for payments with debit cards.

Policy No: FCSN – CP-1033
OBN 4723-5-12 Program Policies
Regulation: Student Attendance
Title: Student Attendance
Effective Date: August 2008
Revision Date: November 2010, April 2012, October 2012, April 2014, Sept 2017

1. ATTENDANCE
The Program Administrator will review any first day absence for consideration as an excused absence. It is highly recommended that the student attend their scheduled classes. The student MUST attend ALL scheduled skills lab and clinical with the exception of an excused absence.

Consistent attendance and punctuality at scheduled class times is expected of all students and Felbry College records the daily attendance of each student. Any student who, for any reason, misses more than 20% of any lecture or laboratory session will fail the course. A student who misses more than two clinical days will fail the course. Each missed clinical session must be made up and the student will be charged for the make-up session. All class work and assignments missed because of absence must be made up by the student, whether the absence is excused or unexcused. An excused absence is one for which the student has given advance notice to the instructor that he or she will be unable to attend a particular class, laboratory, or clinical session. An unexcused absence is one for which no advance notice was provided.

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. In the case of an unexcused absence, the maximum grade that can be earned for a make-up exam is 78%. Only one make-up exam is allowed per course. A second missed exam will result in a grade of zero (0) for that exam.

Quizzes cannot be made up. At the discretion of the instructor, a student who had an excused absence may be allowed to submit a special assignment in lieu of the missed quiz.
PUNCTUALITY POLICY

Developing good work ethics is an important part of the training at Felbry College. Students arriving late for class are interrupting the instructor and other students. The following system is used to record late arrivals:

- 1 to 15 minutes late, will be counted as 15 minutes late;
- 16 to 30 minutes late, will be counted as 30 minutes late; and,
- 31 to 60 minutes late, will be counted as 1 hour late.

The accumulation of three 30 minutes of late arrivals is considered as one absence, which will count toward the 20% maximum of allowable absences.

Students who miss a quiz because of a late arrival will not be allowed to make up that quiz. The opportunity to make-up an exam missed because of a late arrival is at the discretion of the instructor. If permission is granted, the highest allowable score is 78%.

Students who fail to return on time from a class, lab, or clinical break or lunch hour will be charged with late minutes according to the above system and the same consequences will apply.

Students will be counted as absent for the entire class, laboratory, or clinical session if they leave early before the officially scheduled completion time for the session. Any quizzes or exams that were taken during the class, lab, or clinical period will be graded as “F” or “O” and make-ups are not allowed.

LEAVE OF ABSENCE POLICY

Felbry College no longer grants leaves of absence. A student who is facing documented exceptional circumstances and is temporarily unable to continue his or her studies will be allowed to withdraw from all courses without grade penalty, provided that a formal withdrawal request is made to the college. If the student is unable to complete the request in person, he or she may make the request by phone to the college’s Registrar or to its compliance officer. If the student has been incapacitated and cannot make the request on his or her own, the request can be made, in writing, by an immediate relative or legal guardian.

A grade of “W” will be assigned for each course in which the student was enrolled. The “W” grade(s) will not be included in a calculation of the student’s CGPA but the grade(s) will be included in a calculation of attempted credits successfully completed.

2. ON-SITE REPORTING FOR ILLNESS OR INJURY

Procedure: Students must adhere to the following:

Students are required, when possible, to notify the faculty at Felbry College at least one hour prior to the start of class if personal illness will not allow them to be present. If the one hour advance notice is not possible, then as soon as possible. Students are responsible for obtaining materials presented during their absence.

Students will have one academic week to make-up assignments at the discretion of the faculty member.

Students injured on site at Felbry College are required to notify the faculty member at the time of the incident. Students are also required to complete the College Incident Report form as soon as possible and submit the form to the faculty member. All students regardless of type, date, and time of injury are responsible for personal illness, treatment, and shall pay all treatment costs incurred while on site.

Upon request of the faculty or clinical instructor, students must present a statement from the physician for absence greater than three days and if needed specifications and length of limitations resulting from the illness or injury.

Policy No: FCSN–CP-1012
OBN 4723-5-12 Program Policies Regulation: Course Management
Title: Course Management
Effective Date: August 2008
Revision Date: October 2010, October 2012, May 2013, September 2017

1.1. COURSE SYLLABI

A course syllabus and course content schedule constitutes an educational relationship between the student and faculty member. It must be available to the student by the first day of class.

The syllabus will include at least the title of the course and the number of theory, laboratory, and clinical hours as applicable. The syllabus will also provide the course description, course objectives and teaching strategies, methods of evaluation, the required textbooks, and other learning resources. Once the course syllabus is distributed to students, methods of student evaluation may not be altered even if students agree upon these changes as a problem can arise if a student challenges his or her grade.

Faculty has academic freedom over daily objectives and learning activities, however, the course objectives and course hours may not be changed without approval of the Curriculum Committee. Faculty will design and implement teaching strategies that will assist the nursing student to meet the course objectives or outcomes. The faculty will evaluate each student’s achievement and progress and provide informal and formal feedback and evaluation.
1.2. CLASS ATTENDANCE

Students are required to attend all clinical labs, and clinical experiences. A student who is absent from a test or examination, clinical lab, and/or clinical experience, and who fails to complete missed work within the time allowed, will be subject to the normal academic penalties. It is the responsibility of the faculty to monitor student attendance and include in the syllabus the requirements and expectations related to attendance and tardiness in the classroom.

THE FOLLOWING APPLIES TO STUDENTS:

Regular attendance and punctuality at scheduled class times is expected of all students and Felbry College records the daily attendance of each student. Any student who, for any reason, misses more than 20% of any lecture or laboratory session will fail the course. A student who misses more than two clinical days will fail the course. Each missed clinical session must be made up and the student will be charged for the make-up session.

All class work and assignments missed because of absence must be made up by the student, whether the absence is excused or unexcused. An excused absence is one for which the student has given advance notice to the instructor that he or she will be unable to attend a particular class, laboratory, or clinical session. An unexcused absence is one for which no advance notice was provided.

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. In the case of an unexcused absence, the maximum grade that can be earned for a make-up exam is 76%. Only one make-up exam is allowed per course. A second missed exam will result in a grade of zero (0) for that exam.

Quizzes cannot be made up. At the discretion of the instructor, a student who had an excused absence may be allowed to submit a special assignment in lieu of the missed quiz.

Course faculty will maintain attendance for their respective courses. Attendance sheets for the duration of the course will be turned in by faculty at the end of the course along with course grades and final examinations, which will be kept as part of the College Records.

1.3. EXAMINATIONS

No final examination may be given before the examination period begins, and no change in the examination time different from what is printed on the official schedule is permitted without the written permission of the Program Administrator.

1.4. COURSE CLINICAL EXPERIENCES

The faculty member/clinical instructor are responsible for planning each student’s clinical experiences and for evaluating the student’s performance. The faculty member/clinical instructor are also responsible for establishing and communicating the clinical objectives to the student and staff at the clinical site. The faculty member and/or the clinical instructor will also provide clinical orientation to each student.

The faculty member/clinical instructor are required to supervise the delivery of nursing care to an individual or group of individuals by a student.

The faculty/clinical instructor will not exceed the ratio of ten students to one faculty/clinical instructor, or smaller if necessary to ensure safe nursing care.

It is also the responsibility of the faculty/clinical instructor to make assignments for the student’s experiences and specific objectives of the course for which the student is enrolled.

The preparation of medication for administration by a student must be supervised by a faculty member/clinical instructor. Medication administration to a patient by a student must be supervised by a faculty member/clinical instructor at all times. Student may not prepare and/or administer medications/treatments without the supervision of a faculty member/clinical instructor.

The faculty member/clinical instructor are responsible for evaluating the student’s experiences, achievements, and progress in relation to the clinical objectives. Feedback is provided by informal and formal written and verbal communication to the student at the end of each clinical experience and at the end of the quarter.
1.5. MISSED CLINICAL

The College does not permit students to miss more than two clinical days in a quarter. Clinical faculty are required to monitor students attendance at clinical. The faculty is required to notify the Program Administrator when a student misses clinical. The Program Administrator should forward the names of such students to the Administrativedepartment.

The clinical faculty may conduct a supervised make-up for a student who misses one/two clinical days at another time within the quarter, with authorization from the Program Administrator and after confirmation from the Administrative department that the student has paid for the clinical makeup day(s).

A student who misses more than two clinical days in a quarter fails the course.

1.6. ACADEMIC DISHONESTY

To commit an act of academic and professional dishonesty is a grave and serious offense. Violations of academic and/or professional integrity will be handled according to the policies of the College. Students dismissed from the College for academic or professional dishonesty will not be considered for re-employment. Faculty members who have been dismissed for committing an act of academic or professional dishonesty have the right to have their case reviewed by following the college's grievance and appeal procedure.

1.7. CARDIOPULMONARY RESUSCITATION (CPR) REQUIREMENT

Nursing faculty, clinical instructors and students are required to be certified in cardiopulmonary resuscitation (CPR). Each faculty and clinical instructor must present CPR documentation to the Program Administrator. Faculty and clinical instructors are responsible to keep CPR certification current.

1.8. PERIODIC EVALUATION OF STUDENTS’ PROGRESS IN EACH COURSE

The faculty shall inform students about the progress in each course after every examination and at any point where student is not performing up to expectation. A counseling session and recommendation of improvement is to be discussed after the first test and at mid-term especially with students performing below expectations.

Policy No: FCSN –CP-1034
OBN 4723-5-12 Program Policies
Regulation: Student Code of Conduct
Title: Student Code of Conduct
Effective Date: August 2008
Revision Date: November 2010; April 2012; August 2014

1. PROFESSIONAL BEHAVIOR

The nursing profession demands that the individual is responsible, accountable, and professional in behavior. The process of becoming a nurse begins upon entering a program of study.

Felbry College expects that the student will behave in a professional manner by attending all classes and clinical experiences, being courteous in the classroom, demonstrating responsible behaviors by being prepared for class and clinical experiences and by being punctual for all classes, clinical experiences, and College appointments.

The following behaviors by any student will constitute misconduct but is not limited to:

a. Raised voices - yelling at others including staff, instructors and colleagues.

b. Use of profanities including making cultural and ethnic slurs.

c. Finger pointing or other aggressive gestures.

d. Inappropriate speech.

e. Refusal to follow instruction from school authority, any figure of authority or any form of insubordination.

f. Verbal or non-verbal harassing or bullying behavior.

g. Physical or implied violence.

h. Cheating, lying or unethical behavior

For the first offence of any of these misconducts, the student will receive a documented verbal warning. A second offence will warrant a written warning and a third offence, the student will be presented to academic disciplinary committee for possible dismissal from the College.
2. STUDENT CODE OF CONDUCT IN NURSING CARE OF CLIENTS

The following policy is taken from the Ohio Board of Nursing, rule 4723-5-12, and is related to student conduct that incorporate the standards for safe nursing care.

The policy related to student conduct in providing nursing care, includes, but is not limited to the following:

(1) A student shall, in a complete, accurate, and timely manner, report and document nursing assessments or observations, the care provided by the student for the client, and the client’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 client 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, or 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 client.

(5) A student shall delineate, establish, and maintain professional boundaries with each client.

(6) At all times when a student is providing direct nursing care to a client the student shall:
   (a) Provide privacy during examination or treatment and in the care of personal or bodily needs;
   (b) Treat each client 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 blood and body fluid precautions established by Chapter 4723-20 of the Administrative Code;

9) A student shall not:
   (a) Engage in behavior that causes or may cause physical, verbal, mental, or emotional abuse to a client;
   (b) Engage in behavior toward a client that may reasonably be interpreted as physical, verbal, mental, or emotional abuse.

10) A student shall not misappropriate a client’s property or:
   (a) Engage in behavior to seek or obtain personal gain at the client’s expense;
   (b) Engage in behavior that may reasonably be interpreted as behavior to seek or obtain personal gain at the client’s expense;
   (c) Engage in behavior that constitutes inappropriate involvement in the client’s personal relationships; or
   (d) Engage in behavior that may reasonably be interpreted as inappropriate involvement in the client’s personal relationships.

For the purpose of this paragraph, the client 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 client;
   (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 client;
   (d) Engage in verbal behavior that may reasonably be interpreted as seductive, or sexually demeaning to a client. For the purpose of this paragraph, the client 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.
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.

A student shall not habitually indulge in the use of controlled substances, other habit-forming drugs, or alcohol or other chemical substances to an extent that impairs ability to practice.

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

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.

A student shall not assault or causes harm to a patient or deprive a patient of the means to summon assistance;

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

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.

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.

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

A student shall not assist suicide as defined in section 3795.01 of the Revised Code.

A student shall not submit or cause to be submitted any false, misleading or deceptive statements, information, or document to the nursing program, its faculty or preceptors, or to the board.

A student shall not falsify any patient records.

A student shall maintain the confidentiality of patient information. The student shall communicate patient information with other members of the healthcare 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.

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

3. PROHIBITIONS

3.1. CONCEALED WEAPONS
The Ohio General Assembly has approved concealed weapons legislation. Felbry College has established the following policy: Felbry College prohibits the possession, use or storage of firearms or other dangerous weapons anywhere on the College grounds. In addition this policy applies to any college student or employee, while representing the college.

3.2. CHILDREN ON CAMPUS
Students are not permitted to bring children to class. If students violate this policy, the student will be asked to leave the class for the day.

3.3 SMOKING
Smoking is prohibited on the college premises at all times.

Students are subject to disciplinary action, including termination or dismissal for violations of this policy. The behavior / conduct will be evaluated and disciplinary action shall be taken in accordance with the college policy.
Felbry College upholds high ethical standards in all areas of its operations and it holds its students to the same standards. Students of the college are expected to maintain integrity in all aspects of their academics.

The college shall not tolerate any manner of academic dishonesty. Academic dishonesty includes, but is not limited to, cheating and plagiarism.

Examples of cheating include copying an exam or any portion of an exam, looking at another student’s answer sheet or computer screen during an exam, using unauthorized aids or materials during an exam (e.g. digital or electronic devices), talking during an exam, or alteration of records or documents.

Plagiarism is defined as stealing and/or using the ideas and writings of another as one’s own. Examples include copying papers, information from the Internet, classroom, and laboratory assignments from current or former students and using them as your own without acknowledging the original owner of such work.

To commit an act of academic and professional dishonesty is a grave and serious offense.

Acts of academic and/or professional dishonesty will be handled with all seriousness. Students who are found guilty of a charge of violation of academic integrity will be subject to disciplinary measures, depending on the severity of the infraction.

Any student caught committing or participating in any form of academic dishonesty will automatically fail the particular course and will be subject to additional punitive action that may include suspension or permanent dismissal from the institution. Any disciplinary action taken because of academic dishonesty will be recorded on the student’s academic transcript.

The decision regarding the appropriate disciplinary action will be made by the Program Administrator in consultation with the faculty member reporting the incident and the CEO.

A second, confirmed instance of academic dishonesty for a student who was not expelled initially will result in permanent dismissal from the institution. This action is not appealable. Students dismissed from Felbry College for academic dishonesty will not be considered for readmission into the nursing program. There will be no refund of tuition or fees.

When an allegation of dishonesty is brought to the attention of a faculty member, that faculty is responsible to investigate the allegation. In the event that the faculty considers the matter to be grave, or if this is a repeat offense, the faculty shall initiate a request to the program administrator for a review of the case.

The program administrator shall review the case, and if required, appoint the Disciplinary Committee to investigate the case and determine the appropriate disciplinary measure in accordance with the college policy.

Students have the right to have their case reviewed by the Grievance and Appeal Committee. A request shall be submitted in writing and addressed to the chair of the Grievance and Appeal Committee.

**GUIDELINES FOR EXAMINATION**

To ensure the integrity of examinations the following will be followed:

A student may only have pencil, pen, and program-issued calculator on the desk. All other belongings (e.g., purses, books, cell phones) will be placed along one wall of the classroom where the test is being conducted.

Only students who have documentation and need reasonable accommodation will have their needs accommodated. All reasonable accommodation needed by the student should be addressed to the faculty at least three days before a scheduled exam.

At faculty discretion, only answers on the Scantron sheet may be accepted.

Questions asked by a student for clarification during an examination may be answered at the discretion of the faculty.

Once the student completes and submits the exam to the instructor and leaves the room, the student can make no additions or changes to the test. Examination materials may not leave the classroom or area of test review.

Timed tests must be turned in at the end of the testing period. A student arriving late to take a timed test will not be given extra time to complete the test.
1. HEALTH CARE CLINICAL AFFILIATES
Students and faculty participating in clinical experiences at any clinical agency or healthcare facility are required to adhere to all policies and procedures governing the department where the clinical experience is taking place.

Clinical Students must dress according to the dress codes for the Nursing Program as well as the standards adopted at the clinical site (see Dress Code). The faculty/clinical instructor will provide the students the needed information on the affiliate requirements and amenities.

Evaluation of the student’s clinical experience is the responsibility of the faculty/clinical instructor. The faculty/clinical instructor may request feedback from the healthcare facility or clinical agency nursing staff.

2. CONFIDENTIALITY OF INFORMATION
A client’s medical record is considered a legal document and is governed by the Health Insurance Portability and Accountability Act (HIPAA). Students are required to protect the confidentiality of the patient at all times.

- The student will not discuss a client’s condition anywhere but in a private area and only with appropriate healthcare personnel, faculty/clinical instructor, or during clinical post-conference with peers and faculty/clinical instructor.
- Any type of oral, written, or personal information about the client shall not be discussed in the elevators, cafeteria, hallways, or with family members, friends, or in a social gathering. This behavior is illegal and unethical.
- The client medical record(s), and medication administration record (MAR) are not to be copied (duplicated).
- Clinical report sheets are not to leave the clinical site.
- Client identification must be limited to one initial. Any clinical assignment(s) are not to be visible to the public.
- Medical records are to remain closed when not in attendance and put back in its appropriate designated place.
- All electronic documentation methods (e.g., computer screen) must face away from the public view and be in “log-in” screen when left unattended.
- The healthcare agency staff must be able to identify the nursing program. Felby College Practical Nursing program uses the following signature title when documenting: FC, SN. (e.g., C. Smith, FC, SN).
- All documentation must be countersigned by the faculty/clinical instructor.

3. CLINICAL ABSENCES AND TARDINESS
Clinical experiences are essential for the application and reinforcement of classroom theory and prompt arrival to the clinical agency affirms trustworthiness and professional accountability. Students are expected to attend and arrive promptly to the assigned clinical site for clinical experiences in each nursing course. Any absence is considered an absence regardless of the reason. A late arrival is also considered a tardy regardless of the reason.

Procedure:
The total number of hours assigned to each clinical component in a nursing course must be completed. All clinical objectives must be met at a satisfactory level by the end of the quarter/semester in order to pass the course. More than one clinical absence may result in failure to meet the clinical objectives; resulting in course failure. Designated clinical laboratory hours in each course are considered clinical hours. Absence from a clinical lab results in a clinical absence. If tardiness becomes habitual or if more than 10 minute late, the student will be sent home and the clinical objectives for the day will not be met. A clinical makeup day is then required. A student who misses clinical and is approved for a clinical makeup class will be required to pay a clinical makeup fee before a class will be scheduled. No student may be scheduled for a clinical makeup if payment for the class has not been received in full. In the case of a second makeup class, separate makeup fee will be required.
4. SAFE CLINICAL PRACTICE
To ensure safe clinical practice students are expected to:
1. Arrive prepared for their duties and experience
2. Demonstrate growth in the clinical practice through the application of knowledge and skills from the previous and concurrent courses
3. Honestly self-evaluate their performance at the end of each clinical experience
4. Demonstrate growth in clinical practice during the progression through the curriculum and to meet the expectations outlined in the clinical evaluation tool
5. Demonstrate proficiency in medication administration
6. Meet all of the course clinical objectives with a satisfactory grade at the end of the clinical experience in order to pass the course.

4.1. UNSAFE PRACTICE IN THE CLINICAL ENVIRONMENT
Unsafe practice in the clinical environment is an occurrence, or pattern of behavior involving an unacceptable behavior, placing the client and/or staff at physical and/or emotional risk. In the event the student demonstrates unsafe clinical practice, disciplinary procedure will be evoked according to the Student Code of Conduct policy.

5. REPORTING STUDENT ILLNESS AND INJURY
It is the responsibility of the student to notify the faculty or clinical instructor and the college in the event that an illness or injury occurs in the classroom or clinical environment. Accepting responsibility of notification represents professional accountability. The instructor will advise the student on the procedure. The student is responsible for paying all cost of treatment, medications, lab, or tests incurred from the illness and/or injury. All students are required to notify the appropriate faculty or clinical instructor in the event of illness or injury in the clinical site or classroom. In order to document illness and injury appropriately the School of Nursing has adopted two reporting strategies for illness and/or injury. The appropriate process varies by student location. Students must follow the On Site Reporting process for illness or injury while on site at Felbry College, and the Clinical Site Reporting process while in the clinical setting.

5.1. CLINICAL-SITE REPORTING FOR ILLNESS OR INJURY
Students are required, when possible, to notify the faculty or Clinical Instructor at Felbry College at least one hour prior to clinical if their personal illness prevents their attendance in clinical. Students must call the faculty or clinical instructor as soon as possible. If the student is assigned to an observation site, the student is also required to report off to their assigned clinical site one hour, if possible, prior to the start of the assigned observation.
   a. Students must speak with a charge nurse and document the date and time of the call.
   b. It is the responsibility of the student to request a clinical make-up-time.
   c. Students will have 24 hours after returning to request a clinical make-up-time.

6. MISSED CLINICAL
Students who miss clinical experiences are required to develop a learning contract with their clinical faculty. Two clinical experiences may be missed in a course, but will be remediated at the discretion of the faculty or clinical instructor. For any additional missed clinical experience the student may be withdrawn from the course.
   - Students acknowledge that if a clinical make-up time cannot be arranged that the student may receive an unsatisfactory for the missed day of clinical.
   - Upon request of the faculty or clinical instructor, students must present a statement from the physician for absence greater than two days and if needed specifications and length of limitations resulting from the illness or injury.
   - Students that sustain an injury, exposure to a blood borne pathogen, or needle stick must notify the faculty or clinical instructor responsible for their supervision immediately.
   - Following notification of the faculty or clinical instructor the student must follow the appropriate procedures within the agency or clinical site in which the incident occurred; including documentation of the incident on the form provided by the clinical agency.
   - Students must complete the College Incident Report form within 24 hours and submit to the faculty/clinical instructor.

7. CLINICAL SKILLS LABORATORY USAGE
In order to allow active learning to take place, certain policies regarding the skills laboratory have been established and must be observed. The following behaviors are expected of all students in the skills clinical laboratory:
   - Food and drinks are not permitted in the skills clinical laboratory. Faculty will enforce the laboratory policy.
   - All students are expected to leave the lab in order upon completion of the skills clinical laboratory experience (e.g., restock supplies, make beds, clean up manikins, etc.).
   - Faculty and students are all responsible for following universal precautions.
   - All sharps and syringes are to be disposed of in appropriate containers in the skills clinical laboratory.
   - Anyone experiencing an accidental needle stick must notify the faculty, complete an injury report and seek appropriate treatment as needed.
   - Equipment may not be removed from the skills clinical laboratory.
Requirements for grooming and appearance are based on safety, infection control, and the need to present a professional appearance. Felbry College grooming and uniform standards are consistent across all educational settings. Students will be held accountable for meeting the following expectations while on campus or at the clinical setting. Proper attire is mandatory. Nursing students at the clinical site, represent not only themselves but the College and the nursing profession. For this reason, a standard uniform style has been adopted. The dress code may be revised/adapted according to individual clinical affiliate requirements.

Students are required to be compliant with the Felbry College Dress Code policy for all classes, labs, and clinical rotations. Scrubs are to be solid navy blue. Both male and female students will wear a tunic style navy blue top with navy blue pants. Students may wear a plain undergarment of solid white, black or navy blue under their scrub top for additional warmth if desired. Pants must fit loosely, be long enough to reach the top of the shoe but not to touch the floor.

White nursing scrub jackets with the Felbry College patch worn over the uniform are optional. The Felbry College emblem and name badges must be visible at eye level while wearing scrubs or the lab coat. Shoes must be white or black and both shoes and laces must be clean at all times. Open-toed, open heel, or cloth/fabric style shoes are not acceptable. Nursing or athletic shoes must be primarily white with no colorstriping; any visible logo must be small and grey or white in color; and laces must be white.

Procedure:

1. Skin should be cleansed daily to prevent offensive body odors. Deodorant should be used daily. Makeup should be used in moderation with no heavy application of foundation, rouge, eye makeup or lipstick. Artificial eyelashes are not permitted. Perfumes, colognes, and scented lotions or body sprays are not permitted.

2. The hair should be neatly groomed and of a natural color. Long hair should be arranged back in a ponytail, braids, or bun so that it does not fall into the face or otherwise obstruct vision or interfere with professional patient care. Hair extensions and styles should be conservative. Beards or mustaches should be short, neat, and well-trimmed.

3. The hands should be clean and well cared for, with fingernails short, not visible beyond the fingertips, and neatly rounded. Due to infection control standards, nail polish of any type or color, and artificial nails are not permitted at any time, on campus or at clinical.

4. All tattoos must be covered at all times while on campus or at a clinical location.

5. Visible body piercings, including, but not limited to nose rings, eyebrow piercings, and/or tongue piercings are not permitted at any time. Additionally, only one small stud earring per lower ear lobe may be worn at any time. Only one plain, stone-less, smooth metal ring is permitted in the clinical and lab settings. Rings with stones are not safe when administering care to patients. A watch with a plain leather (white, brown, or black) or metal band that has a second hand is required in the clinical and lab settings. Medic Alert jewelry will be permitted at all times. No other jewelry will be allowed.

6. Hats, scarves, and other head coverings are not permitted, unless required by religious guidelines or due to a verifiable medical situation. Religious head coverings are to be black, white, or a solid color to match the school uniform; fabrics with patterns, beading, or metallic materials are not permitted.

Students not in uniform or in adherence with the College Dress Code policy during any classroom, lab, or clinical experiences may be asked to leave the facility. The attendance policy will be applied and any absence incurred as a result of being out of dress code will be recorded.

Violations of the dress code policy will be handled as follows:

1. First occurrence: Students will be given a warning of the dress code violation. Documentation of the warning will be kept in the student’s file on an Opportunity for Improvement Form.

2. Second occurrence: Written warning will be issued to the student via a second Opportunity for Improvement Form.

3. Third Occurrence: Student will meet with the Director of Nursing to address refusal to comply with the dress code. A third and final Opportunity for Improvement Form will be issued to the student.

4. Fourth Occurrence: The College reserves the right to dismiss a student for failure to comply with the dress code.
READMISSION POLICY

Students who have left or been withdrawn from an academic program for any reason must submit a request in writing to Felbry’s Program Administrator, asking to be readmitted. Students who were dismissed for violation of any of the Codes of Student Conduct are not eligible for readmission.

A student can be readmitted only once and based on space availability. Before readmission, a student must pay any and all outstanding tuition that was due at the time of his or her dismissal or withdrawal. Students readmitted into a program must complete that program within the maximum time frame as described in the Satisfactory Academic Progress Policy section of this catalog. All readmitted students must meet the curriculum requirements effective at the time of readmission.

Felbry’s goal is to assure that readmitted students have maintained sufficient knowledge to be successful in further coursework. In order to assist these students, Felbry is encouraging all repeaters and re-instated students to “audit” prior courses as a “refresher” to enhance retention of knowledge, at NO cost. To audit, the student must register with the instructor, attend all didactic sessions, and all hours of each session. Clinical experience is not required for a refresher course.

Prior to progressing to the next quarter/semester, each student must take and pass a comprehensive exam in key nursing courses. Failure of any comprehensive exam indicates that the student does not know the course content and needs to further rebuild knowledge in order to ultimately be a safe effective and successful nurse. Therefore the student will be required to repeat the respective course(s) and pay for the course(s).

When a student is withdrawn for a quarter/semester and applies for reinstatement into a Felbry Nursing Program, the student shall be required to pass a comprehensive exam in all key nursing subjects. In order for the student to be placed in the quarter/semester s/he is applying for, the comprehensive exam must be passed at a grade of “C” (78%) or better.

Students repeating a Nursing Course with a clinical component MUST attend both didactic sessions and clinical experiences. Concurrent clinical experience is a specific requirement of the Ohio Board of Nursing. Thus those who are repeating a clinical course MUST attend clinical experience. Students are subject to ALL rules and expectations of the course.

REINSTATEMENT AND ADVANCED STANDING

The student may apply for reinstatement to Felbry College program after being non-enrolled for a minimum of one quarter/semester. To apply for reinstatement students must:

• Submit a letter for reinstatement in writing to the Program Administrator. The Academic Committee will review the student’s petition. Reinstatement is not automatic and the student’s request is subject to denial.
• Submit a plan and the current preparation for readmission and success in the Felbry College Practical Nursing Program.
• Meet the program’s curriculum requirements for currently enrolled students. Student will be permitted to apply only one time for reinstatement.

Following reinstatement to the program, the student will be enrolled based on available space.

A student who has withdrawn from Felbry College within the past year and is eligible for reinstatement may be considered for recognition of prior learning at the college. Advanced standing (credit from other institutions) will not be accepted.

REQUIREMENTS FOR REINSTATEMENT

The Program Administrator and Chief Executive Officer will review all requests for reinstatement on an individual basis. Admission requirements for reinstatement includes:

• Schedule meeting with the Program Administrator.
• Submit an application letter to the Admissions Office.
• Meet all requirements for initial admission.
• Have withdrawn or left Felbry College in good standing.
• Student must meet readmission policy requirements as stated above

The college’s decision for reinstatement depends on the readiness of the student and space availability. There are no separate classes for students with advanced standing. Placement is made into the appropriate class after review of admission requirements, provided there is a vacancy.

REMEDICATION AND TUTORING OF STUDENTS

To ensure the success of any student, students requiring academic assistance will have access to resources for remediation and tutoring services. Students are responsible for monitoring their own satisfactory academic progress. The procedures for remediation include:

a. A student may request academic assistance through remediation and/or tutoring services from the course/clinical faculty and/or designee.

b. The faculty may recommend the student to seek remediation and/or tutoring services, especially when the student is at risk for failing the course.

c. The student and/or the faculty are to schedule meeting times to discuss plans for remediation/tutoring during the college business hours or the faculty’s office hours.
d. The faculty will develop a plan/recommendation for remediation/tutoring using the form, “Student Remediation/Tutoring Plan”.

e. The student and/or faculty are to schedule meeting times to implement the plan/recommendation for remediation/tutoring during the college business hours or the faculty's office hours.

f. The faculty will implement and evaluate the student’s progress with the remediation/tutoring plan using the form, “Student Remediation/Tutoring Plan”.

g. Progress, or lack thereof, will be communicated to all involved parties, which may include any or all of the following:
   - The student
   - The course faculty
   - The designee
   - The Program Administrator

h. If the student is at risk for failing the course despite the remediation/tutoring services provided, the Program Administrator will be notified.

i. All actions relating to the remediation plan are to be documented on the form, “Student Remediation/Tutoring Plan”. This form will be filed and maintained in the student's records per college policy.

The college reserves the right to dismiss a student on the grounds of continuous unsatisfactory academic performance, lack of clinical competence, unethical behavior, any other conduct deemed to be unsafe for administering care to patients and violations of the student code of conduct. A student who has been dismissed from the college for non-academic reasons is not permitted to re-enroll or be reinstated to the Program. Tuition and fees will not be refunded to a dismissed student.

For example, the Program Administrator has the authority to dismiss a student at any time based on unethical behavior (e.g., academic dishonesty). Students dismissed due to unethical behavior will not be considered for reinstatement. Tuition and fees will not be refunded to a dismissed student. Dismissal will be indicated on the student’s official record as “Dismissed”. Details of the dismissal will only be released to a third party when specific permission is given by the student.

WITHDRAWAL

Students who wish to withdraw from the Program may complete an official withdrawal form to be submitted to the Program Administrator. If there is no official withdrawal, the last day of attending classes will be regarded as the withdrawal date for tuition refund purposes.

MISSED TESTS

If a student misses a test, the student must contact the instructor to schedule the missed test or quiz. The makeup test must be conducted within one week of the occurrence of the missed test. Failure to achieve this will result in an F grade. The instructor reserves the right to decide the format of the makeup test. Only one (1) missed test may be made up per course in a semester.
The college expects its students to comply with all local, state, federal laws as well as regulations, policies and procedures of the college. 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 college regulation or engages in misconduct, disciplinary action shall be initiated. Such action may be progressive through the following steps. The college, depending on the severity of the infraction, can advance the progressive discipline commensurate with the violation.

1. Oral reprimand
2. Written reprimand
3. Disciplinary action. Nature and details to be determined by the initiating official or committee. Examples could be community service, taking an anger management class etc.
4. Probation
5. Dismissal from the nursing program

PROCEDURE

• The principal witness of the misconduct shall prepare an incident report stating the details of the violation or misconduct. Any disciplinary action taken shall be reported.
• When an infraction is of a serious nature, the program administrator shall constitute a disciplinary committee to review the infraction and make a decision on the disciplinary action to be taken.
• A report of the decision reached shall be communicated to the student in writing stating details of the infraction, the behavior expected and the consequences of further misbehavior, if applicable.
• All actions and decisions taken during the course of investigating and resolving the matter shall be documented. A copy of all documentation is placed in the students files.
• Certain behaviors may be deemed so serious that dismissal may occur immediately. These include, but are not limited to the following.

   i. Endangering client safety.
   ii. Falsification of records.
   iii. Sexual misconduct.
   iv. Misappropriation of a client’s property
To ensure that all academic grievances are handled fairly and expeditiously the following procedure should be followed for an academic grievance and/or grade appeal.

Felbry strives to provide a very supportive environment and respects the rights of all students. It is our practice to fairly and objectively address the concerns of any complainant in an attempt to equitably resolve his or her grievance.

A student lodging a complaint is encouraged to first make the complaint to the immediate supervisor of the individual against whom the complaint is being made. A written complaint is preferred but not required. If the matter is not resolved to the student’s satisfaction, the student may pursue his or her grievance up to the level of Felbry’s CEO. A student has five (5) schools days within which to make the complaint and the institution has five (5) school days in which to attempt to resolve it.

If the complaint is not resolved at the level of the CEO or if the complaint is against the CEO, the student may file a formal, written complaint with the following agencies:

Ohio Board of Nursing
17 South High Street
Columbus OH 43215
Phone: 614-466-3947
Toll free Number 877-275-4219

State Board of Career Colleges and Schools
30 East Broad Street Suite 2481
Columbus Oh 43215

Accrediting Council for Independent Colleges & Schools 750 First Street NE
Suite 980
Washington, DC 20002-4223
Tel: 202.336.6780
Fax: 202.842.2693
physical

Sexual assault is defined as forced acts of intercourse, sodomy, or sexual penetration by a foreign object and includes the deliberate touching of a person’s intimate body parts such as their genitals, groin, buttocks or breasts, either directly or through the person’s clothes, without their consent or forcing an unwilling person to touch either the aggressor’s (perpetrator’s) intimate body parts or those of another person, either directly or through clothing.

To constitute lack of consent, the acts of sexual assault must be committed by force, threat of force, intimidation, duress, or by the use of the victim’s physical or mental incapacity. It does not matter if the physical or mental incapacity of the victim was caused by the use of alcohol or drugs, the aggressor will still be guilty of sexual assault.

To provide all students with information regarding guidance and counseling services to help them deal effectively with situations that arise in their lives.

- An open door policy exists with the Program Administrator/designee for students who require counseling regarding issues related to the Nursing program. The open door policy also exists for students to discuss their academic and clinical performance in the program.
- In situations that arise in the lives of students that are outside the realm of the nursing faculty, students will be strongly encouraged to seek counseling services through their health care provider or community agency.
- Felbry College faculty will serve as academic advisors for students throughout the program; assisting students with academic performance and professional development.
- Students are required to schedule meetings with their course/clinical faculty to discuss their didactic and clinical performance as needed.

GENERAL COUNSELING
The school does not have a counselor on site. The school will refer any student needing personal counseling to an identified counseling agency outside of the school.

STUDENT ACADEMIC COUNSELING WITH FACULTY

All faculty members are to publish a minimum of two (2) office hours per week in the course syllabi which time they are available to their advisees, students in their courses(s), and prospective students who drop in without appointments. Committee meetings and other meetings are not to be scheduled during this time. These hours are to be posted on the faculty member’s office door.

Felbry College firmly believes that all of its students, faculty, staff, and visitors on its premises should be free to pursue their academic studies or business activity without being subjected to the crimes and offenses of sexual harassment, sexual assault, dating violence, domestic violence, and stalking.

The college has a zero tolerance policy toward any such behavior and does not condone or tolerate any form of such acts against any person on its premises or at any college-sponsored event or activity.

The college will support and assist any person who has been the victim of such crime or offense on its premises or at any off-campus, college-sponsored event or activity and will take the strongest possible punitive actions available to the college against the person or persons committing the offenses.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and/or any conduct of a sexual nature – whether verbal or physical – directed at an individual. Any retaliatory action taken against an individual for reporting an instance of sexual harassment is itself also considered sexual harassment. Sexual harassment includes, but is not limited to, the following behaviors:

a. Verbal harassment or abuse, sexual jokes and innuendo;
b. Pressure for sexual activity or sexual favors, unwanted sexual advances;
c. Remarks to a person with sexual or demeaning implications, including remarks about an individual’s body, sexual prowess, or sexual deficiencies;
d. Unwelcome touching, leering or whistling;
e. Suggestive or demanding sexual involvement accompanied by implied or explicit threats concerning a person’s job or grade;
f. Insulting or obscene comments or gestures;
g. Display of sexually suggestive objects or pictures; and,
h. Other physical, verbal or visual conduct of a sexual nature.

Sexual assault is defined as forced acts of intercourse, sodomy, or sexual penetration by a foreign object and includes the deliberate touching of a person’s intimate body parts such as their genitals, groin, buttocks or breasts, either directly or through the person’s clothes, without their consent or forcing an unwilling person to touch either the aggressor’s (perpetrator’s) intimate body parts or those of another person, either directly or through clothing.

To constitute lack of consent, the acts of sexual assault must be committed by force, threat of force, intimidation, duress, or by the use of the victim’s physical or mental incapacity. It does not matter if the physical or mental incapacity of the victim was caused by the use of alcohol or drugs, the aggressor will still be guilty of sexual assault.
Domestic Violence is defined as "a pattern of abusive behavior in any relationship that is used by one partner to gain or maintain power and control over another intimate partner. Domestic violence can be physical, sexual, emotional, economic, or psychological actions or threats of actions that influence another person. This includes any behaviors that intimidate, manipulate, isolate, frighten, terrorize, coerce, threaten, blame, hurt, injure, or wound someone."

Stalking is defined as "a course of conduct directed at a specific person that involves repeated (two or more occasions) visual or physical proximity, non-consensual communication, or verbal, written, or implied threats, or a combination thereof, that would cause a reasonable person fear. Stalking behaviors also may include persistent patterns of leaving or sending the victim unwanted items or presents that may range from seemingly romantic to bizarre, following or lying in wait for the victim, damaging or threatening to damage the victim’s property, defaming the victim’s character, or harassing the victim via the Internet by posting personal information or spreading rumors about the victim."

Dating Violence is defined as violence committed against the victim by a person who is or has been in a social relationship of a romantic nature or intimate nature with the victim.

Below is a list of community agencies that specialize in providing services to victims of sexual crimes:

**Sexual Assault and Domestic Violence Prevention Program**
Ohio Department of Health  
Columbus, OH 43215  
(Franklin) (614) 782-2144  
www.odh.ohio.gov/odhPrograms/hprr

**BRAVO (Buckeye Region Anti-Violence Organization)**
870 North Pearl Street  
Columbus, OH 43215  
(Franklin) (614) 268-9622  
www.bravo-ohio.org

**SARNCO (Sexual Assault Response Network of Central Ohio)**
1299 Olentangy River Road  
Columbus, OH 43212  
(Franklin) (614) 566-4770  
www.ohiohealth.com

**Licking County Rape Crisis Center**
155 McMillen Drive  
Newark, OH 43055  
(Licking) (740) 344-9291

**Family Health Services of East Central Ohio**
Newark, OH  
(Licking) (740) 366-3372

**SARN of Delaware**
County 11 North Franklin  
County Delaware, OH 43015  
(Delaware) (740) 363-1835

Any person who has been the victim of sexual harassment should report the incident to the CEO or the Program Administrator immediately. Any person who has been the victim of a sexual assault should immediately take the following actions:

- Go to a safe place as quickly as possible; get someone to stay with you.
- Call the police at 911 to report the attack. If you request it, Felbry staff will assist you in contacting the police.
- Do not shower, bathe, or change clothes. It is important to save any evidence that can be collected from your body or clothes to prove that the assault happened and to get a protective order against the attacker(s).
- Seek medical attention as soon as possible at a hospital emergency room or urgent care facility.
- Report the assault to the CEO or Program Administrator, if the attack happened on campus.
- Request rape counseling referrals from either the hospital or Felbry.
INSTITUTIONAL DISCIPLINARY ACTION IN CASES OF ALLEGED DATING VIOLENCE, SEXUAL ASSAULT OR STALKING

INFORMATION FOR CRIME VICTIMS ABOUT DISCIPLINARY PROCEEDINGS

Appropriate measures will be taken by the college’s Disciplinary Committee to investigate a complaint or allegation of any sexual assault, dating violence, or stalking crime committed against a student. The committee will initiate a hearing with both the victim and the alleged aggressor present, and, depending on the outcome of that hearing, take appropriate disciplinary action against the aggressor. Both parties may choose to have an attorney or other representative present at any hearing. If, for reasons of personal safety or incapacity, the alleged victim cannot be present, the committee will arrange to have that person’s deposition taken and shared with the accused prior to the disciplinary hearing.

Both parties to the hearing will be informed of the committee’s final decision and of the sanction to be applied, if any. A determination by the committee that the offense or crime did occur will result in the accused, if a student, being permanently expelled from the college or, if the accused is a faculty member or other employee, will result in the person being terminated for cause.

In the case of reportable crimes, where the disciplinary committee found the accused to be in violation of its policy on the crime, the final results of the disciplinary hearing against the alleged perpetrator will be shared with appropriate law enforcement personnel and will be open to anyone who requests information on the matter. The committee will base its final determination on a preponderance of the evidence and testimony presented during the hearing.

All violations of the policy and all allegations of violations of the policy will be included in Felbry’s annual crime report.

The Disciplinary Committee will consist of a Felbry College administrator, one faculty member, the Program Administrator, one advisory board member, and a professional counselor from the community who specializes in the area of the alleged offense. Each member of the committee will be polled by the CEO to ensure that there is no conflict of interest between the member and either of the parties.

Before hearing any case, each member will have completed annual training on how to conduct an investigation and on the proper procedures to conduct a fair and impartial hearing, respecting the rights of each party to the hearing and protecting the safety of the alleged victim. The committee must conduct itself and the hearing in such a way as to justify its final decision. Justification for the final decision will be committed to writing and incorporated as a part of the hearing record.

A hearing will be convened within 30 days of the date that the allegation was made. If, for any reason, the college must delay the start of the hearing, it will notify both parties in writing, informing them of the reason(s) for the delay and the rescheduled hearing date. The college anticipates that a hearing will typically last about a week but whatever time is needed to conduct a fair and comprehensive hearing will be taken. It also anticipates that the final, written determination of the committee will be completed within one week of the hearing’s end date. Copies of the final determination and its rationale will be given to both parties at the same time.

The only sanctions imposed by the Disciplinary Committee for a final determination that the crime occurred is permanent expulsion for a student perpetrator and termination for cause for an employee perpetrator. The sanction(s) become effective immediately upon the committee’s release of its final determination.

These sanctions are only appealable if additional evidence comes to light that the accused did not commit the crime or if, in a court of law, the accused was found not guilty of the crime.

Regardless of the outcome of any committee hearing or whether or not a complainant filed a formal charge against an alleged aggressor, absolutely no officer, employee, agent of the college or the college itself may retaliate, intimidate, threaten, coerce, or otherwise discriminate against any individual for exercising their rights or responsibilities under any provision in this section.

SEX OFFENDER REGISTRY

Postsecondary schools and colleges are required by the Campus Crimes Prevention Act of 2000 to advise its students, staff, faculty, and anyone else within its campus community of how to obtain information regarding any registered sex offenders who may be located within the college’s service community. For the State of Ohio, that information may be obtained at the following website: http://sherifalerts.com/cap_main.php?office=55149
Students are required and expected to review written postings on the information board and school email address registered with the school or the instructor daily for communication on all matters and changes to college policy. Such communication will be deemed to have been presented to students by the college, regardless of if the students check the information board or email daily.

Background checks and fingerprinting are essential in order to meet the health policies of affiliated clinical agencies. Students entering into the nursing program are required to complete an FBI and BCI. If the background check results indicate a felony or other crime that disqualifies the applicant to sit for the nursing licensing exam or to work in the field of study, any fees and tuition paid to date will be refunded according to the school refund policy.

Requests for transcripts must be made in writing and submitted to the Registrar Office, together with the processing fee of $10 per request. Students with outstanding balances will not be issued transcripts until debt is paid in full.

All Students and employees must honor the designated parking areas on site. Students and employees found parked in the handicapped or visitor parking spaces will receive a verbal warning regarding the matter. Any vehicle that is obstructing another vehicle may be subject to towing. Felbry is not responsible for any fees incurred because of towing. Students and employees are strongly encouraged not to leave packages exposed on the seats of vehicles and to always lock vehicles. This is an effort to be mindful and respectful.

Felbry College will consider accepting transfer credits or clock hours earned at another postsecondary institution for general education courses.

General Requirements:
The following criteria must be met for a course to be transferred:
1. The postsecondary institution from which credit is been transferred must be accredited by an agency recognized by the U.S. Department of Education or by the Council on Higher Education Accreditation; OR
2. The course or courses being transferred are a part of a practical nurse or registered nurse curriculum that has been approved and/or accredited by a state board of nursing in the U.S., the National League of Nursing Accrediting Commission, 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 Felbry.
ADVANCED PLACEMENT FOR THE PRACTICAL NURSING

Any student who meets all of 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 five years previously may request the opportunity to demonstrate, by passage of a proficiency exam, mastery of the subject content for the particular course for which they seek credit by examination. The proficiency exam is available for the two anatomy and physiology courses, A&P 101 and A&P 102, and for the Nutrition across the Lifespan course, NUT 100. The student must achieve a minimum score of 80% on each proficiency exam taken and, if successful, that person will receive credit by examination for the course.

REGISTERED NURSING DIPLOMA (Bridge) PROGRAM

There are no courses allowed for transfer into this program.

ASSOCIATE DEGREE OF APPLIED SCIENCE IN NURSING (ADN)

Accept for Anatomy & Physiology courses I & II, and Microbiology, which, can be potentially accepted for transfer credit if completed under one year of entrance into the college, all other general education courses transferrable to this program must be completed within ten years of applying into the ADN program and passed with a minimum grade of B (Effective October 1, 2017). The required general education courses for the ADN program are listed under the admission requirements for the program including the three courses transferrable for the practical nursing.

An official transcript must be sent directly to Felbry from the postsecondary institution that the transferring student attended. Additionally, a copy of a detailed syllabus for the course that includes a topical outline of the course’s content must be provided. The Program Administrator will make the determination as to whether the course or courses requested for transfer credit meet all required criteria and whether transfer credit will be granted. The decision of the Program Administrator is final and not appealable.

MILITARY PERSONNEL ADVANCED PLACEMENT

Military personnel who have had healthcare training and experience will be considered for advanced placement in the above noted courses. Also, military experience will be evaluated for transferability using the following key resources for guidance: American Council on Educational Military Guide; NCSBN Comparison of Selected Military Health Care Occupation Curricula with Standard LPN/Vocational Nurse Curricula.

TRANSFERABILITY OF FELBRY CREDITS

The decision to accept transfer credits rests entirely with the institution to which the student is applying for acceptance. Although Felbry’s academic programs are approved by the Ohio State Board of Career Colleges and Schools and its nursing programs approved by the Ohio Board of Nursing, it is not guaranteed that Felbry credits will transfer to other postsecondary institutions.

STUDENT RECORDS

All student records are considered confidential by Felbry College and access to them is restricted to the following: (1) the student himself or herself; (2) an individual, agency, or employer for whom the student has provided written authorization to Felbry to release information or copies from the records; (3) authorized Felbry staff; and (4) to those agencies, officials, or parties as authorized under the Federal Family Educational Rights and Privacy Act (FERPA).

All student records are maintained indefinitely; all other vital student records are maintained for a minimum period of five years. Vital records are the following: admissions application, enrollment agreement, attendance records, medical records (if any), criminal background check, financial transactions records, and records of any disciplinary meetings, actions or appeals.

1. CRIMINAL RECORDS CHECK

Background checks and fingerprinting, are recommended by the State of Ohio on all persons dealing with the health care of the public and are required by clinical affiliates. A criminal records check, indicating evidence of a felony (or certain misdemeanor convictions) may result in action, including, dismissal from the College of Nursing.

All students are required to have a FBI check before taking the NCLEX-PN examination.

All students enrolled at Felbry College must have completed all health requirements before attending clinical and providing nursing care at any affiliated clinical agency.

If an applicant has been convicted of, pled guilty to, or indicates any drug addiction or had a Judicial finding of guilt for violating the applicable sections of the Ohio Revised Code, the applicant will not be able to continue participation in the program. Therefore, the applicant may not be admitted to the program or if already admitted will be required to withdraw from the Program. Any reimbursement of tuition fees at withdrawal will be determined pursuant to the Tuition Refund Policy.

2. CARDIOPULMONARY RESUSCITATION (CPR) REQUIREMENT

Students enrolled in nursing courses with a clinical and lab components are required to be certified in cardiopulmonary resuscitation (CPR). Each student must present CPR documentation to the Program Administrator or designee during the first day of class of the first quarter/semester. Students are responsible to keep CPR certification current at their expense.
3. LIABILITY INSURANCE REQUIREMENT
All Felbry College Practical Nursing program students shall carry liability insurance with minimum of $1,000,000 per occurrence and $3,000,000 aggregate professional limits. All costs for such insurance shall be paid by the student.

PROGRESSION INTO THE PROGRAM
A minimum grade of “C” or better is required in all nursing courses. Students who do not achieve a minimum grade of “C” or better in any of the core curriculum (Foundational and/or NUR) course(s) must retake the course(s) in order to advance into the next level of NUR course(s). A student may attempt any one core curriculum course twice during their enrollment in the program. An attempt is defined as enrollment in the course beyond the add/drop date.

MAXIMUM TIME FRAME (MTF)
For any student who, for any reason, has not remained on track with his or her studies, the maximum time frame (MTF) to successfully complete the Associate degree in nursing is 108.5 credit hours.

The MTF, which is 1.5 times the normal completion time, is computed from the very first credit hours in which the student enrolled and originally began his or her studies at Felbry. Any student who does not successfully complete the program within the MTF cannot earn the Associate Degree. The MTF for transfer students will be adjusted individually according to the total number of credit hours they successfully transferred into the program. The total number of hours the transfer student needs to complete the Felbry program will be multiplied by 1.5 to determine that student’s MTF. Graduate of the associate degree from Felbry College will have met all of the academic requirements as described in the Essential Education and Core Curriculum Requirements. A minimum cumulative GPA of 2.5 is required for graduation. Students in the direct ADN track must complete a minimum total core course credit of 67 while students in the LPN-ADN track must complete a minimum of 54.5 credit hours at Felbry to graduate with an associate degree.

PROGRAM GRADUATION REQUIREMENTS
The prospective graduate of Felbry Nursing program will have met all of the academic requirements and must meet the completion policy for their program in order to graduate from the program. A minimum cumulative GPA of 2.5 is required to graduate from Felbry College. Prospective graduates must submit an Application for graduation at the Records and Registration Office by the end of last Semester. The graduate will be eligible to take the state licensing examination (NCLEX) upon completion of the program.

LICENSURE INFORMATION
The Ohio Board of Nursing may deny a convicted felon a registered nurse license or the privilege to sit for the licensure examination (see Felony Policy: Section 4723.28 of the Ohio Revised Code). An applicant with a history of felony conviction is responsible for informing the School Program Administrator of this history.

The Ohio Board of Nursing requires all applicants for licensure to identify existing psychiatric conditions(s) and/or illegal use of chemical substances or controlled substances (June 2004). Please check the Ohio Board of Nursing website to review this policy (www.nursing.ohio.gov). Or, you may contact the Ohio Board of Nursing at (614) 466-3947 for further clarification or questions about this policy.

A new federal law known as the “Personal Responsibility Act” (PROWORA) limits licensure to United States citizens and other qualified applicants. The Ohio Board of Nursing is required to assure and keep records of citizenship with the applications for licensure. Felbry College will provide candidates with the form along with the licensure application.
HOURS OF OPERATION

Felbry College operates on a Monday through Friday schedule and is open from 7:30 a.m. until 7:00 p.m. Day and Evening classes are held between 7:30am until 10:00pm. Clinical sessions for the Nursing programs can start at 7:00 a.m. and can run until 11:00p.m depending on the schedule and availability.

Please note: Schedules can change and are varied according to student and faculty, and room availability.

Receptionist services are available from 7:30 a.m. and all other administrative services are available from 9:00 a.m. until closing, at 5:00 p.m. No classes are held and no administrative offices are open on those holidays listed on the School Calendar, which appears in the addendum to this catalog. The Academic Calendar, also in the addendum, lists important dates and events for the school year and lists school recesses, during which no classes are offered but some or all administrative offices may be open.

CONTACT INFORMATION
Mailing Address
Felbry College
6055 Cleveland Avenue Columbus OH 43231

Phone: 614-781-1085
Fax: 614-917-1010
Website: www.felbrycollege.edu
Email: info@felbrycollege.edu
APPENDIX
TUITION AND FEES
Effective January 1, 2017

On the tables below are the tuition and fees, and their distribution, for each of the college’s three academic programs. If there are any other fees or charges that are unique to a particular academic program, that fee will be listed immediately following the Tuition and Fee table for that program.

Students may incur other fees and charges, aside from the tuition and fees that appear on each table. Those fees and charges, due upon each occurrence indicated, are listed following the Tuition and Fees tables.

Any refunds that may be due to a student who withdraws or who may be administratively withdrawn from the college will be calculated based on the Tuition Refund Policy outlined in the catalog.

In addition to the tuition and fees appearing on the tables below, all students must pay the following fees:

- Admissions Application Fee $45.00
- Registration Fee $80.00
- Student Nurse Kit $125.00

PRACTICAL NURSING DIPLOMA PROGRAM - $18,552
Tuition and Fee Distribution

<table>
<thead>
<tr>
<th>Semester</th>
<th>Tuition</th>
<th>Lab – Skills &amp; Technical</th>
<th>Integrated assessments Fee</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semester I</td>
<td>$5,362.50</td>
<td>$327.00</td>
<td>$473.89</td>
<td>$6163.39</td>
</tr>
<tr>
<td>Semester II</td>
<td>$5,362.50</td>
<td>$327.00</td>
<td>$473.81</td>
<td>$6163.31</td>
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<tr>
<td>Semester III</td>
<td>$5,362.50</td>
<td>$327.00</td>
<td>$473.80</td>
<td>$6163.30</td>
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<tr>
<td>Student ID Card</td>
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<td>$25.00</td>
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<tr>
<td>Insurance</td>
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<td>$37.00</td>
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<tr>
<td>Total Tuition</td>
<td>$16,087.50</td>
<td>$981.00</td>
<td>$1,421.50</td>
<td>$18,552</td>
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</table>

(PN) Tuition Fee Per Credit - $275 per credit hour

REGISTERED NURSING DIPLOMA PROGRAM - $22,932
Tuition and Fee Distribution

<table>
<thead>
<tr>
<th>Semester</th>
<th>Tuition</th>
<th>Lab – Skills &amp;</th>
<th>Integrated Assessments</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semester I</td>
<td>$6,650</td>
<td>$440.67</td>
<td>$553.34</td>
<td>$7,644.01</td>
</tr>
<tr>
<td>Semester II</td>
<td>$6,650</td>
<td>$440.67</td>
<td>$553.34</td>
<td>$7,644.00</td>
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<tr>
<td>Semester III</td>
<td>$6,650</td>
<td>$440.66</td>
<td>$553.33</td>
<td>$7,643.99</td>
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<td>Total</td>
<td>$19,950</td>
<td>$1,322</td>
<td>$1,660</td>
<td>$22,932</td>
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Additional Required Fee for the LPN-to-RN Program: $60.00 Entrance Test
(LPN-to-RN) Tuition Fee Per Credit - $350 per credit hour
## Tuition and Fee Distribution

<table>
<thead>
<tr>
<th>Semester</th>
<th>Tuition</th>
<th>Lab – Skills &amp; Technical</th>
<th>Integrated assessments Fee</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semester I</td>
<td>$4,698.00</td>
<td>$425.5</td>
<td>$635</td>
<td>$5758.50</td>
</tr>
<tr>
<td>Semester II</td>
<td>$4,698.00</td>
<td>$425.5</td>
<td>$635</td>
<td>$5758.50</td>
</tr>
<tr>
<td>Semester III</td>
<td>$4,698.00</td>
<td>$425.5</td>
<td>$635</td>
<td>$5758.50</td>
</tr>
<tr>
<td>Semester IV</td>
<td>$4,698.00</td>
<td>$425.5</td>
<td>$635</td>
<td>$5758.50</td>
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<tr>
<td>Semester V</td>
<td>$4,698.00</td>
<td>-</td>
<td>-</td>
<td>$4,698.00</td>
</tr>
<tr>
<td>Semester VI</td>
<td>$4,698.00</td>
<td>-</td>
<td>-</td>
<td>$4,698.00</td>
</tr>
<tr>
<td>Semester VII</td>
<td>$4,699.00</td>
<td>-</td>
<td>-</td>
<td>$4,698.00</td>
</tr>
<tr>
<td>Total Tuition</td>
<td>$32,887.00</td>
<td>$1702</td>
<td>$2540</td>
<td>$37,129.00</td>
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</tbody>
</table>

**ADN Track Tuition**
- $350 per credit hour for 200 level courses
- $275 per credit hour for 100 level courses
- $750 flat fee for general education courses

### Fees and Charges Due Upon Occurrence:

- $200. Make-up fee for any missed clinical
- $50. Make-up fee for a missed exam (when make-ups are allowed)
- $80. Exam retake fee for IC 110 and IC 299 final exams (fee charged for each retake)
- $50. Late registration fee
- $50. Transfer of credit fee (for each course transferred)
- $100. Graduation Application filing fee
- 5% Late Tuition Payment fee (assessed against total amount due after 2 business days)
- TBD Returned Check fee for insufficient funds (amount determined by college’s bank)

**NOTE:** Tuition and fees are subject to change per academic year. A tuition payment plan may be available to students upon request.
<table>
<thead>
<tr>
<th>Faculty Name and Title</th>
<th>License No</th>
<th>Academic Preparation</th>
<th>Year of Appointment/Years of Teaching Experience &amp; Program Type(s)</th>
<th>State for Current/Active License</th>
<th>Teaching Responsibilities</th>
<th>Other Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. Emily Herold Program Administrator</td>
<td>RN.334615</td>
<td>DNP-Duquesne University; MSN-Otterbein University</td>
<td>Appointment: 5/2017 Years Teaching: 2 Program Type: PN, RN, ADN</td>
<td>Ohio</td>
<td>Program Administrator</td>
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</tr>
<tr>
<td>Camden Seal Director of Nursing</td>
<td>RN.268158</td>
<td>MSN-Walden University</td>
<td>Appointment: 5/2017 Years Teaching: 9 Program Type: PN, RN, ADN</td>
<td>Ohio</td>
<td>Director of Nursing</td>
<td></td>
</tr>
<tr>
<td>Shirley Phillips Adjunct Instructor</td>
<td>RN.158871</td>
<td>MSN- The Ohio State University, OH</td>
<td>Appointment: 01/2013 Years teaching: 16 Program type: RN, ADN</td>
<td>Ohio</td>
<td>Mental Health &amp; Gerontology, Health &amp; Physical</td>
<td></td>
</tr>
<tr>
<td>Joanne Mapis Adjunct Instructor</td>
<td>RPH.03129</td>
<td>Phar.D. Howard University, DC</td>
<td>Appointment: 04/2010 Years Teaching: 6 Program Type(s): RN, ADN</td>
<td>Ohio</td>
<td>Pharmacology</td>
<td></td>
</tr>
<tr>
<td>Jane Pontisso General Education Coordinator</td>
<td>36.003276</td>
<td>Dr. of Podiatry – Ohio College of Podiatric Medicine</td>
<td>Appointment: 09/2013 Years of Teaching: 8 Program type: PN &amp; RN, ADN</td>
<td>Ohio</td>
<td>Anatomy &amp; Physiology I, II Nutrition across lifespan, Pathophysiology</td>
<td>General Education Coordinator</td>
</tr>
<tr>
<td>Everlyne Ajowi Adjunct Instructor</td>
<td>RN.315323</td>
<td>MPH Walden University; BSN, The Ohio State University OH</td>
<td>Appointment: 04/2014 Years teaching: 3 Program type: PN, RN, ADN</td>
<td>Ohio</td>
<td>Clinical for Advanced Medical Surgical Nursing</td>
<td></td>
</tr>
<tr>
<td>Morayo Akinkugbe Adjunct Instructor</td>
<td>M.Ed.</td>
<td>Bowling Green State University, OH</td>
<td>Appointment: 8/2014 Years teaching: 4 Program Type: ADN</td>
<td>English Composition I &amp; II Basic English class for the Bridge Program</td>
<td></td>
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<tr>
<td>Samson King Adjunct Instructor</td>
<td>M.Div. Asbury Theological Seminary</td>
<td></td>
<td>Appointment: 7/2014 Years teaching: 3 Program Type: PN, ADN</td>
<td>Intro. to Comparative Religion; Basic Math and Computer Skills</td>
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</tr>
<tr>
<td>Name</td>
<td>Prefix</td>
<td>Institution</td>
<td>Appointment Date</td>
<td>Years Teaching</td>
<td>Program Type(s)</td>
<td>State</td>
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<tr>
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<tr>
<td>Famatta Dunor</td>
<td>Adjunct Instructor</td>
<td>RN.390679 Indiana Wesleyan University</td>
<td>06/2016</td>
<td>Less than one year</td>
<td>PN</td>
<td>Ohio</td>
</tr>
<tr>
<td>Mary Osei Quaye</td>
<td>Adjunct Instructor</td>
<td>RN.366066 Indiana Wesleyan University</td>
<td>07/2016</td>
<td>2.5 years</td>
<td>PN</td>
<td>Ohio</td>
</tr>
<tr>
<td>Zahra Moazampour</td>
<td>Adjunct Instructor</td>
<td>RN.322545 Shiraz University of Medical Sciences</td>
<td>09/2016</td>
<td>8 years</td>
<td>PN</td>
<td>Ohio</td>
</tr>
<tr>
<td>Melinda Donathan</td>
<td>Adjunct</td>
<td>RPH.033269 The Ohio State</td>
<td>10/2016</td>
<td>Less than one year</td>
<td>PN</td>
<td>Ohio</td>
</tr>
<tr>
<td>Adrienne Shearer</td>
<td>Adjunct Instructor</td>
<td>INT.06007207 The Ohio State</td>
<td>10/2016</td>
<td>Less than one year</td>
<td>PN</td>
<td>Ohio</td>
</tr>
<tr>
<td>Mohamed Khalif</td>
<td>Adjunct Instructor</td>
<td>BS, Biology</td>
<td>11/2016</td>
<td>4 years</td>
<td>PN, ADN</td>
<td>Anatomy &amp; Physiology</td>
</tr>
<tr>
<td>Mohammad Hasan</td>
<td>Adjunct Instructor</td>
<td>MS, Biology</td>
<td>02/2017</td>
<td>22 years</td>
<td>PN, ADN</td>
<td>Anatomy &amp; Physiology; Microbiology</td>
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<tr>
<td>Edward Osei</td>
<td>Part-Time Instructor</td>
<td>RN.351665 Capital University</td>
<td>03/2017</td>
<td>Less than one year</td>
<td>PN, RN, ADN</td>
<td>IV Therapy, Fundamentals, Medical Surgical, Pediatrics</td>
</tr>
<tr>
<td>Khadijah Jalloh</td>
<td>Adjunct Instructor</td>
<td>RN. 432330 Walden University</td>
<td>05/2017</td>
<td>Less than one year</td>
<td>PN</td>
<td>Ohio</td>
</tr>
<tr>
<td>Jenna Dudzik</td>
<td>Adjunct Instructor</td>
<td>RN.373345 Chamberlain University</td>
<td>05/2017</td>
<td>Less than one year</td>
<td>PN, RN</td>
<td>Ohio</td>
</tr>
<tr>
<td>Lynn Long</td>
<td>Adjunct Instructor</td>
<td>RN. 184935 Chamberlain University</td>
<td>05/2017</td>
<td>7 years</td>
<td>PN, RN</td>
<td>Ohio</td>
</tr>
<tr>
<td>Cassandra Kay Forrest</td>
<td>Adjunct Faculty</td>
<td>RN.365148 Chamberlain University</td>
<td>07/2017</td>
<td>Less than one year</td>
<td>PN</td>
<td>Ohio</td>
</tr>
<tr>
<td>John Robert Coleman</td>
<td>Full-Time Faculty</td>
<td>RN.256362 Ohio State University</td>
<td>08/2017</td>
<td>10 years</td>
<td>RN, ADN</td>
<td>Ohio</td>
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<td>Name</td>
<td>RN/SSN</td>
<td>Degree and Institution</td>
<td>Appointment</td>
<td>Years Teaching</td>
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<tr>
<td>Wledoh Keloh</td>
<td>RN. 389491</td>
<td>BSN, ADN, Hondros College of Nursing</td>
<td>8/2017</td>
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<td>PN, RN</td>
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<tr>
<td></td>
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<td></td>
<td>Ohio Fundamentals, Medical Surgical</td>
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</tr>
<tr>
<td>Deltra Gates</td>
<td>RN.443105</td>
<td>DNP, Chamberlain College of Nursing</td>
<td>9/2017</td>
<td>Less than one year</td>
<td>RN, ADN</td>
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<tr>
<td>Adjunct Instructor</td>
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<td>MSN, Liberty University</td>
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<td>Ohio Medical Surgical</td>
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<tr>
<td>Deborah Crayton</td>
<td>RN.189613</td>
<td>Ph.D Nursing, Ohio State University</td>
<td>9/2017</td>
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<td>RN, ADN</td>
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</tr>
<tr>
<td>Full Time Instructor</td>
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<td>MSN, Ohio State University</td>
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<td>Ohio Medical Surgical</td>
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</table>
## ADMINISTRATIVE STAFF

<table>
<thead>
<tr>
<th>Name</th>
<th>Education</th>
<th>Appointment</th>
<th>Role</th>
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<tbody>
<tr>
<td>Feyisayo Tolani</td>
<td>RN MSN</td>
<td>Appointment 2007</td>
<td>Chief Executive Officer/ On-site Administrator</td>
</tr>
<tr>
<td>Vanessa Stafford</td>
<td>MBA</td>
<td>Appointment 1/2006</td>
<td>Administrative Services Coordinator/Compliance</td>
</tr>
<tr>
<td>Brains Banda</td>
<td></td>
<td>Appointment 1/2013</td>
<td>IT/ Admin Support</td>
</tr>
<tr>
<td>Subhi Mehta</td>
<td></td>
<td>Appointment 5/2014</td>
<td>General Office Clerk</td>
</tr>
<tr>
<td>Seun Aluko</td>
<td></td>
<td>Appointment 7/2015</td>
<td>Accounting Officer/Registrar</td>
</tr>
<tr>
<td>Stephen Taylor</td>
<td></td>
<td>Appointment 10/2016</td>
<td>Admissions Rep</td>
</tr>
<tr>
<td>LaTosha Goodman</td>
<td></td>
<td>Appointment 6/2017</td>
<td>Financial Aid Officer</td>
</tr>
<tr>
<td>Julian Robinson</td>
<td></td>
<td>Appointment 7/2017</td>
<td>Admissions Rep</td>
</tr>
<tr>
<td>Abbey Allert</td>
<td></td>
<td>Appointment 7/2017</td>
<td>Receptionist</td>
</tr>
<tr>
<td>Michael Martin</td>
<td></td>
<td>Appointment 7/2017</td>
<td>Clinical Coordinator</td>
</tr>
<tr>
<td>Kristine Benishek</td>
<td>MLIS</td>
<td>Appointment 9/2017</td>
<td>Librarian Consultant</td>
</tr>
</tbody>
</table>
ANNUAL REPORT ON STUDENT PERFORMANCE

The reporting period begins on July 1\textsuperscript{st} of one year and ends on June 30\textsuperscript{th} of the following year. Felbry College School of Nursing is pleased to share with you and the general public information on how well our students and graduates are doing as a result of their studies with us.

The college’s retention rate represents the percent of students who continued their studies out of all the students who were enrolled during the 12-month reporting period. The placement rate represents the percent of students during that same reporting period that graduated and secured employment in their field of study. At Felbry College, nursing is the only field of study we offer.

These are the data reported to ACICS by the institution in its most recent Campus Accountability Report.

The retention rate for the Practical Nursing diploma program during the period July 1, 2015 through June 30, 2016 was 82%. The placement rate of our Practical Nursing graduates for the same 12-month period was 88%. The Licensure pass rate for the same 12-month period was 50%.

The retention rate for the Registered Nursing diploma program for that period was 100%; the placement rate for the program was 77%. The Licensure pass rate for the same 12-month period is 38%.

The retention rate for the Associate of Applied Science in Nursing degree program was 100%. It should be noted that this program was offered for the first time in May, 2016, just before the end of the reporting period. There were no graduates from the program thus there is no Licensure pass rate to report.

For the institution, the overall retention rate is 85% and the overall placement rate is 81% for the same reporting period.
College Catalog Acknowledgement Page

My signature is an acknowledgement and my agreement that I have received the College Catalog and I am responsible to read it and abide with the policies therein. I understand that the College can, at its discretion, change the policies and such changes will be binding once they have been communicated to me.

Print Name

__________________________________________

Signature

__________________________________________

Date

__________________________________________