



# STUDENT HANDBOOK

## Policies and Procedures



## Ross College of Nursing

**Gainful Employment:** See [rosseducation.edu](http://rosseducation.edu) for program duration, tuition, fees, and other costs, median debt, federal salary data, alumni success, and other important info.

# Welcome

Welcome to the Ross College – Ohio Campuses (the College's) Nursing program. This student handbook contains valuable information that will assist you in understanding the Associate of Applied Science in Nursing (RN) and the Practical Nursing (PN) program requirements. We have included information that will help you transition into the role of the student nurse.

Please keep this handbook and refer to it as needed during your participation in the Nursing program. Students are advised to consult the College's Academic Catalog or the Nursing Program Administrator with any questions. Any updates to the handbook will be provided to you via email, and should be kept with this handbook.

The Nursing program abides by all information and policies provided in the College's Academic Catalog. The student handbook is intended to supplement the College's Academic Catalog and provides additional information specific to the RN and PN Nursing programs.

The Nursing faculty wishes you every success in the Nursing program and wants you to feel free to ask for assistance whenever needed. Nursing is a most satisfying and stimulating career. Your professional development will depend largely upon your efforts and sincerity given to your educational studies.

Remember- You cannot ask out of life more than you are willing to give; therefore, it is to your advantage to give your education all that you have to give. Learning is not a spectator sport! The number one indicator of success is being present. Your attendance in class, clinical, lab, and SIMS are the key to your success.

Best wishes on your journey to becoming a nursing professional!

## Student Handbook Notice Regarding Policies

The College reserves the right to change the policies contained within this student handbook from time to time. Notice is not required for a new policy to take effect, however the College will make reasonable attempts to notify students promptly of any policy changes through website or email postings, mail distributions or other methods deemed appropriate by the college administration. These policies are not inclusive of all rules and violations. This handbook is not all inclusive of the multiple infractions that can be caused by students. All final decisions will be made by the Nursing Administrator upon investigating the said infractions. Any student found to place a patient or clinical site in jeopardy will be placed on automatic probation and can even lead to failure or dismissal from the program.

## **Purpose Statement**

The College's vision is to become the preeminent leader in private post-secondary educational programs leading to the Associate of Applied Science in Nursing Degree Registered Nursing (RN) and Practical Nursing (PN).

## **Accreditations/Affiliations**

### Associate of Applied Science:

The Associate of Applied Science in Nursing program at the Ross College, North Canton, OH campus complies with the Ohio Board of Nursing guidelines as set forth in the Ohio Administrative Code, Chapter 4723-5. The program at the North Canton location has Provisional Approval with the Ohio Board of Nursing.

### Practical Nursing:

The Practical Nursing Diploma program at the Ross College, North Canton, OH campus complies with the Ohio Board of Nursing guidelines as set forth in the Ohio Administrative Code, Chapter 4723-5. The program at the North Canton location has Full Approval with the Ohio Board of Nursing.

Please refer to the College's Academic Catalog for additional accreditations / affiliations information.

## **Ohio Board of Nursing Mission**

The mission of the Ohio Board of Nursing is to actively safeguard the health of the public through the effective regulation of nursing care.

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## Overview of Nursing Programs

### Mission

The Associate of Applied Science in Nursing program mission is aligned with that of Ross College. The Nursing program is developed with the higher education model, utilizing a student-centered approach of learning to promote the educational success of the traditional and non-traditional learner. The Nursing faculty is committed to utilizing the core general education courses as the foundation upon which to broaden the perspectives of students to prepare them for care of individuals, families, and groups in multiple settings. The Nursing administration and faculty encourage independent, critical thinking to improve problem-solving abilities and reach role-development goals necessary for an entry-level practitioner.

### Nursing

Defined in *Nursing's Social Policy Statement* (American Nurses Association, 2003), is "The protection, promotion, and optimization of health and abilities, prevention of illness, and injury, alleviation of suffering through the diagnosis and treatment of human response, and advocacy in the care of individuals, families, communities, and populations." Nursing is a career that assists individuals to attain, maintain, and regain optimal health based on a body of nursing theories and principles from natural, behavioral, and social sciences. Nursing is the application of knowledge, technical and collaborative skills, and creative problem solving. The faculty believe the focus of the curriculum needs to begin with meeting the basic needs of the human, such as oxygen and food, before one can meet the higher needs of safety, self-esteem, and others. Abraham Maslow's theory of a hierarchy of needs best represents this approach. This model provides a horizontal line across all needs, and growth is represented by the horizontal line moving upwards through all needs. This model suggests that if a need is functionally absent from a person, then this need has either:

- been gratified and is in equilibrium with that person, so that behaviors and resources are no longer focused towards its fulfillment; or,
- the need is subordinate in the sense that dominant lower needs are insufficiently gratified and higher needs have not yet emerged (Maslow, A. 1954 *Motivation and Personality*).

Once the basic physiological needs are relatively well-gratified, new needs emerge. The presentation of these new needs allows the faculty to address advanced needs of the hierarchy, according to the theory being presented. Using the nursing process, the practical nurse promotes, maintains, and restores health by meeting the needs of the client along the health/illness continuum. The PN and RN are an integral part of the healthcare system, guided by legal and professional components.

### Programs Philosophy

Ross College's Associate of Applied Science in Nursing and Practical Nursing program faculty believes in the following key domains of the nursing metaparadigm to support their philosophy of nursing:

## Individual

Refers to an individual with physiological, psychological, social, cultural, developmental and spiritual dimensions that are in constant interaction with the environment. These persons are members of families and communities, and are influenced by these entities. Individuals maintain homeostasis when basic needs of oxygenation, safety, activity and rest, elimination, food and fluids, self-esteem and communication are met. The term “patient” is used to describe the recipients of nursing care. Each individual is a unique person having dignity and worth and are shaped by physiological, psychosocial, spiritual, and developmental forces.

## Society & Environment

Society is an organization of individuals and groups of varying sizes and characteristics in which an individual interacts with others. Society is the vehicle through which individuals’ social needs are met. Society assists members in meeting the needs of social roles, identities, and values. Environment consists of internal and external factors that affect the individual person. The internal environment includes biological, psychosocial, and spiritual factors whereas the external environment includes sociocultural, political, economic, and factors.

## Health

Health is the status of the individual’s physical, mental and social well-being, a dynamic state of growth and development along the health/illness continuum and the lifespan. Maslow believes humans strive to become “self-actualized” persons. To do this, one must satisfy the first level of basic needs, and subsequently satisfy all higher needs before reaching the top of the pyramid – self-actualization. Reaching self-actualization, the individual is considered to have reached their fullest potential and believed to be truly healthy. Health is a dynamic and evolving state characterized by wholeness and integrity of physical structures, biological functioning, and bio-psycho-socio-cultural development. Health as defined in *Nursing’s Social Policy Statement* (American Nurses Association, 2010), is “A dynamic state of being in which the developmental and behavioral potential of an individual is realized to the fullest extent possible.” The strengths and limitations of each person are considered when evaluating the continuum of health and illness.

## Learning

Learning, a Lifelong process, involves changes in knowledge, attitudes, behaviors, and occurs in a dynamic, synergistic process. The learning experiences in the didactic, laboratory and clinical settings promote the development of intellectual, affective, and psychomotor competencies for critical thinking, clinical judgement, and clinical practice in care of individuals across the lifespan. The nursing process was determined to be the best tool to use in assisting the student nurse in meeting health care needs of individuals across the lifespan.



## Practical Nursing Program (PN)

### Practical Nursing Education

Practical Nursing education enables the student to acquire principles and knowledge from the biological and behavioral sciences, as well as the science of nursing. This knowledge forms the basis for utilizing the nursing process in their professional practice. Concurrent integration of theory along with clinical practice, is an important aspect of Practical Nursing education.

Practical Nursing education is designed to prepare the graduate to function as a skilled member of the health care team in hospitals, long-term care facilities, home health, and a variety of other health care settings.

### Program Information Program Outcomes/Student Learning Objectives

The graduate of the College's Practical Nursing program will:

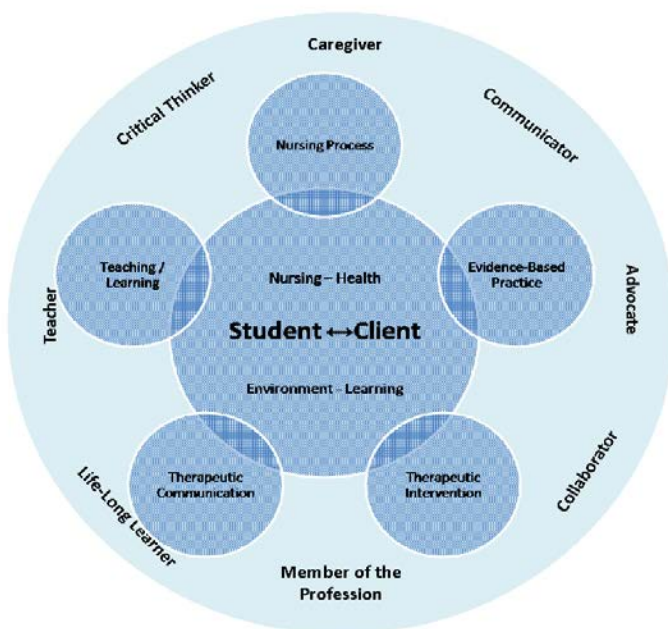
1. Apply Maslow's hierarchy of needs to patients/residents/clients across the lifespan in a variety of health care settings.
2. Implement knowledge and skills from natural, behavioral, social, and nursing sciences in the delivery of nursing care to the population the nursing community serves.
3. Utilize the nursing process in providing nursing care, which will assist clients to attain, maintain, or regain optimal health along the health/illness continuum.
4. Demonstrate clinical judgment and critical thinking skills when applying the nursing process.
5. Provide safe, competent and knowledgeable care within the scope of practice for the practical nurse.
6. Utilize communication skills reinforce teaching the client and family members about health care needs.
7. Integrating principles of communication in developing therapeutic relationships with clients and in relationship with other health care team members.
8. Display professional behavior based on ethical principles and the legal scope of the practical nurse.

## Associate of Applied Science in Nursing (RN)

### Conceptual Framework

The Associate of Applied Science in Nursing program is framed in an organizational scheme that encompasses various values and beliefs about Nursing curriculum. The concepts of the curriculum are centered on the:

- Beliefs about the metaparadigm of nursing.
- Role development of the nursing student.
- Systematic processes that influence client care.



These concepts are interrelated to meet the end-of-program outcomes.

Beliefs about the components of the metaparadigm of nursing are supported through theories from the disciplines of nursing, psychology, sociology, and education. The student – client relationship is developed with the use of systematic processes. The concepts of the metaparadigm are informed by several constructs, but are not limited to:

- |  |   |
|--|---|
| • Person (Developmental Theory)                      | • Nursing (Nursing Process, Role Theory)    |
| • Environment (Internal, External)                   | • Learning (Knowles' Adult Learning Theory) |
| • Health (Basic Human Needs, Health Promotion Model) |   |

Role Development occurs throughout the curriculum to prepare the novice nursing student for entry into independent practice. Utilizing the process of experiential learning and integration of theory knowledge to inform nursing actions, the graduates will be prepared for the role of:

- |                    |                            |
|--------------------|----------------------------|
| • Caregiver        | • Teacher                  |
| • Communicator     | • Collaborator             |
| • Critical Thinker | • Member of the Profession |
| • Advocate         | • Life-Long Learner        |

Systematic Processes are introduced early in the educational process to assist in role development for nursing practice. These processes will include, but are not limited to:

- Nursing Process
- Therapeutic Communication
- Teaching - Learning
- Evidence-Based Practice
- Therapeutic Intervention

## Student Learning Outcomes

Upon completion of the Associate of Applied Science in Nursing program, the graduate should be able to:

1. Provide safe, competent care through the development of an individualized plan of care that adheres to the accepted standards of care, and scope of practice with the use of therapeutic interventions.
2. Apply the principles of communication to establish and maintain therapeutic relationships with clients and their families, as well as professional relationships with members of various health care teams.
3. Communicate clearly and concisely in both the written and oral form to ensure continuity of care for individuals, families or groups.
4. Apply critical thinking to make clinical judgments based on evidence (fact) rather than conjecture by committing to the utilization of the evidence-based practice model.
5. Synthesize the knowledge from the natural and behavioral sciences to inform the decision-making process regarding the client's plan of care utilizing the nursing process.
6. Integrate knowledge of consumers' rights, responsibilities, and health policy to intervene on behalf of clients to ensure care delivery.
7. Develop, implement and evaluate teaching plans for individual clients, families or groups, based on teaching-learning needs.
8. Participate in collegial, interdisciplinary relationships for the purpose of establishing and managing continuity of client care.
9. Function with accountability and commitment to practice nursing in accordance with standards of practice, legal and ethical guidelines, and within the scope of practice for a registered nurse.
10. Model a leadership role in the health care system through client advocacy, and expanding theoretical knowledge to impart with others through the utilization of research and commitment to life-long learning.

## Academic Requirements

### Admission Requirements

Please refer to Ross College's Academic Catalog for admission information.

### Curriculum Overview

Please refer to Ross College's Academic Catalog for admission information.

### Course Descriptions

Please refer to Ross College's Academic Catalog for admission information.

## Grading Policies

The Nursing program will use primarily testing assessments to prepare the student for the NCLEX licensure exam. The breakdown in percentage of the grade distribution will be outlined in each syllabus.

Exams may be given on a computer or on paper. Students **MUST** take computer tests on a Ross computer. No laptops are allowed during testing, except when taking a VATI test using Proctorio. All phones and smart devices (such as watches) must be put away or at the front of the class. Faculty may assign seats on test days. No earbuds are permitted during the testing. Students may request ear plugs.

Students entering the Nursing program starting in November 2022 or later must achieve a C+ (76%) or higher in all general education math and science courses.

In addition to meeting Satisfactory Academic Progress, the Nursing program students will be required to meet the standard of the Nursing program course progression policy. This policy applies only to nursing concentration courses, and is as follows:

- The students must pass Nursing courses with a 76% or higher.
- Grade breakdown:

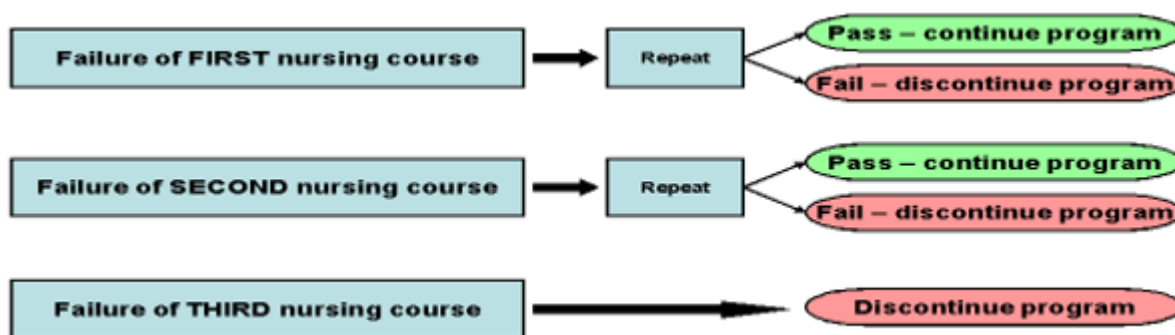
Percentage Breakdown	Letter Grade	Quality Points per Credit Hr.
95-100	A	4
90-94.99	A-	3.7
87-89.99	B+	3.3
83-86.99	B	3.0
80-82.99	B-	2.7
76-79.99	C+	2.3
75.99 and/or below	F	0
Withdrawal	W	Not Computed
Incomplete	I	Computed as F in GPA

Additional course completion requirements include:

- Math tests are given in each Nursing course on a Pass/Fail basis.
  - Students will get 3 attempts to pass the Math test at a 90%.
  - If a student does not pass a math test, the student **MUST** attend math remediation prior to retaking another math test.
  - Students should also expect math questions on course exams.
- Lab, SIMS and clinical are on a Pass/Fail system.
  - Students must pass each of the Laboratory, SIMS, and Clinical component of each course to successfully progress to the next course.
  - Students missing more than one clinical, lab or SIM in a course will fail the course.
  - Only one make-up is permitted per course. Obtaining the resources to do a make-up is not guaranteed.

## Course Progression and Repeat Policy

1. If a student fails the same nursing core course two times or has a total of three course failures in any combination of nursing core courses, the result will be Academic/Financial Aid Dismissal.
2. Appeals for re-entry after dismissal will be denied, with the exception of a failure in the first nursing core course.
3. As unsuccessful attempt of a course is indicated by a grade of C- (75.99%) or below, the student will get an F in the course.
4. There is no rounding of grades in the nursing program.
5. Students must have an overall GPA of 2.5 to meet graduation requirements.



### Readmission Requirements Policy

Students dismissed from the Nursing program for failure to meet academic standards or standards of progress may be readmitted following the procedure identified in Ross College's Academic Catalog.

Readmission is subject to space availability in the respective Nursing program. Students who have withdrawn due to non-academic reasons and wish to be readmitted the program will be considered on an individual basis.

1. All health records must be current to be readmitted to the program.
2. Students that have been dismissed from the nursing program may apply to another program at Ross College.
3. If a student has been out of the program for over 5 years, they may reapply for entry into the same program that they were dismissed.
4. Students have up to 1 year to be readmitted. If over 1 year, the student must repeat all the nursing courses.
5. When a student fails a nursing course, they are withdrawn from the Nursing program. They will receive Exit Counseling from Financial Aid per federal guidelines.
6. The student may request to be considered for Reentry into the program.

## Policies and Procedures

### Attendance Policy

The Attendance Policy is designed to ensure that nursing students maintain consistent participation in both theoretical and clinical learning experiences. Regular attendance is essential for the development of clinical skills, professional behavior, and academic success. This section outlines the attendance expectations for students and highlights the relevant rules from the Ohio Board of Nursing.

### Classroom (Didactic) Attendance

1. Students are required to attend 85% of the didactic portion of the class in order to meet course requirements and learning outcomes.
2. Students are responsible for obtaining any missed content or assignments from classmates or the course instructor. While efforts will be made to provide materials, it is the student's responsibility to stay on track with course content.
3. If a student anticipates an absence, they are required to notify the instructor prior to the class session, whenever possible. If the absence is unavoidable (e.g., illness, emergency), students must notify the instructor as soon as possible.
4. Classroom hours are subject to change at the discretion of the Director, due to faculty absence, or if a substitute cannot be obtained.
5. Students are required to check CANVAS and Ross email for postings of changes.

## Clinical and Lab Attendance

- Clinical and lab attendance is required at 100% completion. Students must attend all scheduled clinical and laboratory sessions to gain the necessary practical skills and competencies.
- Missing any portion of a clinical or lab session will result in the need for a complete make-up. Clinical and labs cannot be missed in portioned sections, if you are required to miss any portion of the clinical or lab, you will be required to make-up the days clinical or lab in its entirety.
- Students can miss only **ONE** clinical, lab or SIMS per course. The second absence will result in course failure.
- Students are responsible to pay a \$25 per hour make-up fee. Makeup fee potentially can be waived in extenuating circumstances and will be reviewed by campus Director, CNO, or ADON.
- Failure to notify the clinical/Lab instructor and clinical coordinator of an absence prior to the start of clinical may result in failure of the clinical/Lab.
- Students cannot progress to the next course if all coursework, clinical, lab and SIMS make-up is not completed. All Lab/Clinical hours are subject to change.
- Students are required to check CANVAS for postings of changes.
- Students who miss clinical or lab sessions due to illness or emergency must provide appropriate documentation (e.g., a doctor's note, hospital admission record) upon returning to clinical or lab.
- Students who are sent home from clinical due to performance or unprofessional behavior may not be granted a make-up opportunity and fail the clinical.

Any student who does not have the appropriate information ready to care for his or her patient/resident/client may be required to return to the school (within two hours of dismissal time) and a conference will be arranged with the instructor, the Nursing Program Administrator and/or Associate Administrator of the satellite campus. Returning to the campus will result in the day being counted as a clinical site absence which must be made up at the student's own expense.

Frequently students may be asked to attend lab hours to enhance their nursing skills competency level. These hours may or may not have an assigned grade or be required as part of a student performance improvement plan.

Students who miss any of the clinical days MAY result in a clinical failure. The sites that are utilized for some courses give us only the hours necessary to fulfill our OBN requirement and do not have additional hours for us to utilize. Please make arrangements ahead of these courses to ensure proper adherence to this strict rule. Students MUST be at clinical for the full time allotted or will have to repeat the entire clinical day.

## Tardiness

- A one-time grace period of 15 minutes will be allowed for clinical and lab sessions per term. If a student arrives late, they must arrive within this grace period to participate in the clinical or lab session.
- Any arrival after the 15-minute grace period will result in the student being sent home for that day. The student will be required to make-up the missed clinical day or lab session at a later date.
- A pattern of tardiness or excessive late arrivals may result in disciplinary action, as punctuality is critical to both classroom learning and clinical practice, particularly in patient safety.



The Ohio Board of Nursing (OBN) has specific regulations regarding the attendance and participation of nursing students in clinical and educational programs. Nursing students must adhere to these rules to ensure they meet licensure requirements and are prepared for practice as Registered Nurses (RNs).

NOTE: PLEASE DO NOT plan vacations or appointments during scheduled courses. Please work with your employer in advance to avoid scheduling conflicts between school and work. Schedules will be available two weeks before a Term start date. Scheduling inappropriately will impact your attendance needed to pass the course.

### Make-Up Requirements for Classroom Attendance

Students who miss a class session due to an approved absence are responsible for arranging to make-up any missed assignments or exams.

- Late or absent student has three (3) business days after the original assignment / exam date to make-up or to schedule a missed exam or turn in a missed assignment.
- It is the student's responsibility to contact the faculty to set arrangements to make-up work. There will be ten a 10% deduction from the makeup score for any test/quiz or turning in an assignment late for the first missed assignment, then a 20% reduction for the second assignment and then a zero for all subsequent late assignments, or test/quizzes.
- If a student has not made up or scheduled a make-up assignment or exam within three (3) days, he or she will receive a zero (0) for the grade.
- All assignments or exams must be made up prior to the last day of class.
- If the student has documented, extenuating circumstances, an incomplete may be given for a final course grade. The student must make-up the work PRIOR to the start of the next course if it is listed as a prerequisite.
- The make-up exam/quiz will not be the same as the original administered exam/quiz. The type of make-up exam/quiz is at the discretion of the instructor.

### Make-Up Requirements for Clinical and Lab Attendance

Students who miss clinical or lab sessions are responsible for making up the missed hours. However, make-up clinical and lab hours are not always guaranteed, as they are dependent on available space and instructor availability.

- If a clinical or lab session is missed, the student must work with the clinical coordinator to attempt to reschedule the missed hours.
- If the student is **unable to make-up the required clinical or lab hours** within the same term, it will result in a **course failure**, as the minimum required hours are essential for meeting the course competencies and Ohio Board of Nursing requirements.

## Dress Code and Uniform Requirement

The Dress Code Policy is designed to ensure a professional, respectful, and safe environment across all aspects of the nursing program. Adherence to these guidelines is essential in maintaining the high standards expected of our students in on-campus (lecture and labs), virtual environments, and clinical settings. Whether interacting with peers and faculty in person or participating in virtual classes, students must present themselves in a manner that reflects the professionalism of the nursing field. Compliance with these dress code rules and regulations will foster a conducive learning environment, promote safety, and uphold the integrity of the nursing profession.

## On Campus

"On campus" refers to any activities or requirements that take place physically at the educational institution, specifically, it includes: lectures, labs, exams, meetings/tutoring with professors.

Scrubs of any color or professional design may be worn, provided they are clean, wrinkle-free, and fit appropriately. The scrubs must offer full coverage, ensuring that no skin is visible where the uniform should cover. While wearing a lab coat is optional, if chosen, it should also be clean, wrinkle-free, and fit properly. Footwear must consist of close-toed athletic shoes—no Crocs, Ugg's, fluffy boots, or open-toed shoes, etc. are allowed. Shoes must be comfortable, functional, and maintain a professional appearance. If a head covering is required, it must be professional and non-hooded, as hooded garments are not permitted as part of the dress code. This policy is designed to ensure a professional, clean, and respectful environment that upholds the standards expected of nursing students. Non-compliance with the dress code will result in students being sent home to change.

## Virtual Environment

Students must dress in business casual or professional attire, which includes scrubs, as long as they are clean, wrinkle-free, and fit appropriately. Scrubs should be in good condition and free from distractions such as logos or inappropriate images. Pajamas, loungewear, or overly casual clothing are not acceptable. Revealing clothing, including low-cut tops or clothing with excessive openings, is not permitted. Students should refrain from wearing hats, hoods, or other head coverings, unless for religious or medical reasons. The goal is to create a respectful, focused learning environment that mirrors the professionalism expected in clinical and healthcare settings. Failure to adhere to this dress code may result in being marked absent for the class session.

## Clinical Requirements

**Name Badge:** A Ross Badge will be issued to each student, and it must be worn at all times at eye level on the scrub top.

**Required Items for Clinical:** Students are responsible for acquiring the following items prior to their first lab or clinical experience:

1. Bandage scissors
2. Pen light
3. Watch with a second hand (no smartwatches allowed)
4. Stethoscope
5. Working black pen
6. Optional: Pulse oximeter, B/P cuff

**Clinical Uniform:** Students will receive two Ross scrub tops, two Ross scrub bottoms, and one Ross lab coat before starting their first clinical rotation.

**Undershirts:** Black or white undershirts are permitted, with no visible logos.

**Shoes:** Black or white close-toed athletic shoes—no Crocs, Uggs, fluffy boots, or open-toed shoes, ect are allowed. Shoes must be comfortable, functional, and maintain a professional appearance.

**Hygiene:** Daily hygiene is required, including deodorant/antiperspirant. Strong scents from perfumes, colognes, or lotions should be avoided, as they may affect those with sensitivities.



**Jewelry:** Only simple wedding bands and a single pierced small stud earring on each ear are allowed. Visible body piercings must be removed or covered.

**Hair:** Hair must be natural in color and kept off the collar. Hair coverings (surgical scrub caps) in ceil blue or neutral colors are permitted. No extreme colors or dyes are allowed. Beards and mustaches must be neat and well-trimmed. Students must be clean-shaven if they do not have facial hair.

**Body Art:** Tattoos must be covered while at clinical's.

**Cosmetics:** Makeup should be subtle and natural-looking. No extreme colors or cosmetic enhancements including as false eyelashes.

**Fingernails:** Nails should be short and free of polish, artificial nails, or decorations. Nails should not be visible from the palm side of the hand.

**Smoking/Tobacco:** Smoking or use of tobacco products (including e-cigarettes and vapes) is prohibited while in uniform or at clinical sites. Students must not smell of smoke at clinical sites, and smoking paraphernalia is not allowed.

## Mobile Phone, Technology Use, & Social Media Guidelines

### Classroom

Cell phones must be placed on silent and kept on the desk. Students should not engage with their phones unless instructed by the teacher.

### Proctored Exams

All electronic devices (smartwatches, cell phones, headphones, tablets, earbuds etc.) must be placed on the front/side table during exams.

### Laboratory

During lab activities, phones may be used under the direction of the instructor.

### Clinical

Students are not permitted to have their phones out during patient care or while working with clinical staff. Students may use their cell phones during designated break times and in designated areas only. Phones must not be visible when in patient care areas. If a student needs to use their cell phone for an emergency, they must inform their clinical instructor or the appropriate clinical staff member beforehand and follow their guidance. Students are prohibited from taking pictures, recording, or sharing any patient information, images, or videos while at clinical sites, in accordance with HIPAA and confidentiality regulations.

### Clinical Site Restrictions

Some clinical facilities may have specific restrictions regarding cell phone use. Students must adhere to any additional rules set by the clinical site, which may prohibit phone use altogether while on the premises. Violation of these rules could result in the loss of access to that clinical site and course failure.

## Social Media

Facebook, Twitter, You Tube, LinkedIn, Snapchat, etc. are commonly used social media sites to share personal information and stances. Unfortunately, the line between personal and professional become easily blurred. Any student that identifies themselves as a Ross College Nursing Student can easily and unavoidably create an impression or illusion about themselves and others. Be careful about postings as they may violate HIPAA and professional accountability.

- No postings will be tolerated if one can connect the dots to the facility or patient/patient family, fellow colleagues, college faculty or the college itself. Students will be held accountable and subject to disciplinary actions.
- Students are discouraged from being “friends” on social media with faculty while a student. Please wait until after graduation to friend Ross staff or faculty.

## Academic Appeals Process

The Grade Appeal Process ensures fairness in the academic evaluation of nursing students and provides them with an opportunity to formally challenge a grade they believe to be in error or the result of extenuating circumstances. This policy outlines the procedures for submitting a grade appeal and the criteria under which a grade may be contested.

- Students may NOT progress to the next course until the appeal decision has been made if it affects passing a course
- Students who wish to appeal a grade must do so within **3 business days** of the posted grade (assignment due date, examination, or final exam). Appeals submitted after this deadline will not be considered.

To initiate an appeal:

- Students must complete the **Grade Appeal Application** (located in the appendix B) and submit it to the Director of the Nursing Program.
- Along with the appeal form, students must provide documentation of any extenuating circumstances (such as hospitalization or situation emergency) that may have impacted their performance and may have affected their grade.

Once the Director of the Nursing Program receives the completed appeal form and supporting documentation, the appeal will be forwarded to the **Appeals Committee** for review. The committee will review all materials submitted, which may include consultation with the faculty member who assigned the grade in question. Following their review, the committee will make a decision, and the student will be informed in writing of the outcome.

- If the appeal is successful, the student’s grade will be adjusted, and they will be notified of the new grade.
- If the appeal is unsuccessful, the student will receive a written notification of the decision and be informed of any further steps about the re-entry process.

Students may appeal the following items:

- Inconsistent Application of Grading Policies: if grading policies outlined in the course syllabus were not applied consistently across all students or if grading was not in accordance with the stated rubric.
- Academic Integrity Violations: a grade resulting from an allegation of academic dishonesty (plagiarism, cheating) where the student believes the violation was not substantiated or was the result of an error.

- **Late Submission Penalties:** penalties for late submissions when extenuating circumstances (e.g., medical emergency, family crisis) affected the student's ability to meet deadlines, and the student believes those circumstances were not adequately considered.
- **Failure to Accommodate Special Needs:** a grade that does not take into account approved accommodations for documented disabilities under the law or program guidelines.
- **Extenuating Circumstances Affecting Performance:** grades impacted by unforeseen personal circumstances, such as medical emergencies, that were not considered in the final grade decision.
- **Disputes Regarding Clinical Evaluations:** clinical performance grades that the student believes do not accurately reflect their abilities or were graded inappropriately.
- **Unclear or Unfair Evaluation Criteria:** instances where evaluation methods or criteria were not clearly communicated to students or were applied inconsistently.
- **Breach of a Ross academic or Nursing policy.**

### Complaint and Resolution Process

In order to provide an effective and equitable means of resolving student complaints, a process is available to any student who believes that the College's decision, action, or policy has unfairly and adversely affect his or her status, rights or privileges as students. Please refer to the College's Academic Catalog "General Complaint and Resolution Procedures" section for the details of the process.

## Code of Conduct

### Professionalism and Ethics in Nursing

Professionalism in nursing is essential to ensuring quality care, fostering trust, and maintaining a positive healthcare environment. It encompasses the values, behaviors, and attitudes that nurses are expected to uphold while providing care to patients, collaborating with healthcare teams, and contributing to the healthcare system. Professionalism in nursing not only influences the nurse-patient relationship but also affects the broader healthcare environment and outcomes.

Key components of professionalism in nursing include:

1. **Ethical Practice:** Nurses are expected to adhere to ethical principles, including honesty, integrity, respect, and confidentiality. They must make decisions based on the best interest of the patient while maintaining professional boundaries and ensuring that patients' rights are respected.
2. **Competence:** Professional nurses are committed to ongoing education and skill development. They are required to maintain the necessary clinical knowledge, skills, and judgment to provide safe, evidence-based care. Continuing education and professional development help nurses stay current with evolving healthcare practices.
3. **Communication:** Effective communication is a cornerstone of professionalism in nursing. Nurses must communicate clearly and compassionately with patients, families, and healthcare team members. Strong communication helps in understanding patient needs, delivering high-quality care, and ensuring patient safety.
4. **Accountability and Responsibility:** Nurses are accountable for their actions and decisions, both individually and as part of a healthcare team. They must take responsibility for their practice, ensuring they provide safe and effective care while complying with laws, regulations, and institutional policies.

5. **Advocacy:** Nurses serve as advocates for their patients, ensuring that patients' voices are heard, and their needs are met. Advocacy can involve supporting patients in their healthcare decisions, protecting their rights, and ensuring they receive appropriate care.
6. **Collaboration and Teamwork:** Professional nurses work in collaboration with physicians, other healthcare professionals, and support staff. Effective teamwork improves patient care outcomes, enhances the work environment, and fosters mutual respect among healthcare providers.
7. **Appearance and Conduct:** Professionalism also extends to personal appearance and behavior. Nurses are expected to maintain a neat, clean, and professional appearance. They should conduct themselves in a manner that reflects respect for patients, colleagues, and the profession.

By upholding professionalism, nurses contribute significantly to the trust and confidence that patients and society place in the nursing profession. They are seen as caring, knowledgeable, and ethical providers who prioritize patient well-being and are committed to the highest standards of care.

### Student Conduct

The College recognizes its students as responsible and dedicated men and women who are preparing for career employment. An integral part of their career and professional development is the expectation that they conduct themselves during the education process in the same manner as will be expected in all employment situations.

As students of the College, students have responsibilities and duties commensurate with their rights and privileges. Please refer to the College's Academic Catalog for specific expectations of conduct as a student of Ross College. This policy also provides guidance regarding the types of conduct that infringe upon the fulfillment of the Colleges' mission. All final decisions are at the discretion of the Chief Nursing Officer.

If a student exits the program on probation, when the student re-enters the program, the student will be placed back on probation for the full 90 days. Any student on probation at the time of their last three courses for any type of behavior infraction may be subject to different clinical sites.

### Ohio Board of Nursing Law and Rule 4723-5-12 (C)

The Program Administrator and faculty shall implement policies related to student conduct that incorporate the standards for safe nursing care set forth in Chapter 4723 of the Revised Code and the rules adopted under that chapter, including, but not limited to the following:

- (1) A student shall, in a complete, accurate, and timely manner, report and document nursing assessments or observations, the care provided by the student for the client, and the client's response to that care.
- (2) A student shall, in 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, 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; and
  - (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, for informed consent to sexual activity with the student.

- (12) A student shall not, regardless of whether the contact or verbal behavior is consensual, engage with a patient other than the spouse of the student in any of the following:
- (a) Sexual contact, as defined in section 2907.01 of the Revised Code;
  - (b) Verbal behavior that is sexually demeaning to the patient or may be reasonably interpreted by the patient as sexually demeaning.
- (13) A student shall not self-administer or otherwise take into the body any dangerous drug, as defined in section 4729.01 of the Revised Code, in any way not in accordance with the legal, valid prescription issued for the student.
- (14) 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.
- (15) 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.
- (16) A student shall not have an impairment of the ability to practice according to acceptable and prevailing standards of safe nursing care because of a physical or mental disability;
- (17) A student shall not assault or cause harm to a patient or deprive a patient of the means to summon assistance;

- (18) A student shall not obtain or attempt to obtain money or anything of value by intentional misrepresentation or material deception in the course of practice;
- (19) A student shall not have been adjudicated by a probate court of being mentally ill or mentally incompetent, unless restored to competency by the court.
- (20) A student shall not aid and abet a person in that person's practice of nursing without a license, practice as a dialysis technician without a certificate issued by the board, or administration of medications as a medication aide without a certificate issued by the board.
- (21) A student shall not prescribe any drug or device to perform or induce an abortion, or otherwise perform or induce an abortion;
- (22) A student shall not assist suicide as defined in sections 3795.01 of the Revised Code.
- (23) A student shall not submit or cause to be submitted any false, misleading or deceptive statements, information, or document to the nursing program, its administrators, faculty, teaching assistants, preceptors, or to the board.
- (24) A student shall maintain the confidentiality of patient information. The student shall communicate patient information with other members of the health care team for health care purposes only, shall access patient information only for purposes of patient care or for otherwise fulfilling the student's assigned clinical responsibilities, and shall not disseminate patient information for purposes other than patient care or for otherwise fulfilling the student's assigned clinical responsibilities through social media, texting, emailing or any other form of communication.
- (25) To the maximum extent feasible, identifiable patient health care information shall not be disclosed by a student unless the patient has consented to the disclosure of identifiable patient health care information. A student shall report individually identifiable patient information without written consent in limited circumstances only and in accordance with an authorized law, rule, or other recognized legal authority.
- (26) For purposes of paragraphs (C)(5), (C)(6), (C)(9), (C)(10), (C)(11) and (C)(12) of this rule, a student shall not use social media, texting, emailing, or other forms of communication with, or about a patient, for non-health care purposes or for purposes other than fulfilling the student's assigned clinical responsibilities.

### Academic Integrity

As a Nursing Professional, you are responsible to uphold the practices of honesty and integrity. Academic Dishonesty has no place in your tenure as a nursing student and will serve as no benefit to you while sitting for your NCLEX. Violations of academic dishonesty will be investigated and pending results, automatic probation up to dismissal from the program will result.

### Lying

This is communicating untruths or misrepresentations in order to gain an unfair academic advantage. It includes, but is not limited to:

- providing false or misleading information in order to be excused from classes or assignments; or
- Intentionally underperforming on a placement exam;
- falsifying information on a résumé;
- misrepresenting one's own research;

### Cheating

This is the act of wrongfully using or attempting to use unauthorized materials, information, study aids, or the ideas or work of another in order to gain an unfair advantage. It includes, but is not limited to:

- plagiarism on any assignment;
- giving unauthorized aid to another student or receiving unauthorized aid from another person on tests, quizzes, assignments or examinations;
- using unauthorized materials (includes cell phones) or using unauthorized equipment on tests, quizzes, assignments or proctored examinations;
- altering or falsifying any information on tests, quizzes, assignments or examinations;



- Doing/Completing a classmate's homework for them;
- using any material portion of a paper or project to fulfill the requirements of more than one course unless the student has received prior faculty permission to do so;
- working on any examination, test, quiz or assignment outside of the time constraints imposed;
- submitting an altered examination or assignment to an instructor for re-grading; or
- Failing to adhere to an instructor's specific directions with respect to the terms of academic integrity/honesty.
- Proctorio used in VATI takes video and audio recording of the student during testing. Students must be alone when taking VATI proctored tests outside of the college.

## Plagiarism

This occurs when a student, with intent to deceive or with disregard for proper scholarly procedures, presents any information, ideas or phrasing of another as if they were his/her own and/or does not give appropriate credit to the original source. Proper scholarly procedures require that all quoted material be identified by quotation marks or indentation on the page, and the source of information and ideas, if from another, must be identified and be attributed to that source. Students are responsible for learning proper scholarly procedures. Plagiarism includes, but is not limited to:

- copying from published sources without adequate documentation ([1] use of quotation marks around verbatim text, or a block quote if verbatim text exceeds 40-50 words; and [2] in-text references or footnotes, both for verbatim text and paraphrased words/ideas);
- citing an incorrect source for attributed work;
- paraphrasing words or ideas of another without giving credit;
- using the same logic/flow/sentence structure of another without giving credit;
- submitting as your own someone else's unpublished work, either with or without permission;
- paying someone else to write a paper for you; or,
- Purchasing a pre-written paper.

The term “assignment” includes any work, required or volunteered, submitted for review, academic credit, and/or disciplinary sanction.

All academic work undertaken by a student must be completed independently unless the faculty member or other responsible authority expressly authorizes collaboration with another.

## Stealing

This is the act of intentionally taking or appropriating the property of another, including academic work, without consent or permission and with the intent to keep or use the property without the permission of the owner or the rightful possessor.

## Nursing Student Honor Code

With acceptance to the Nursing program comes duty and responsibility to yourself, your family, the staff/faculty of the College, the nursing profession, and the community at large. The following are the expectations of the nursing student honor code:

- I will avoid all acts of discrimination.
- American Nurses Association (ANA) Code of Ethics for Nurses (2010): The nurse, in all professional relationships, practices with compassion and respect for the inherent dignity, worth, and uniqueness of every individual, unrestricted by considerations of social or economic status, personal attributes or the nature of health problems.
- I will conduct myself in a manner that fosters trust among peers, faculty, staff, and the wider community.

- ANA Code of Ethics for Nurses: The nurse's primary commitment is the patient, whether an individual, family, group or community.
- I will advocate for the rights of patients while maintaining patient confidentiality.
- ANA Code of Ethics for Nurses: The nurse promotes, advocates for, and strives to protect the health, safety and the rights of the patient.
- Through my words and actions others will know my character and see my commitment to the ideals of integrity, honesty, competence and fairness.
- ANA Code of Ethics for Nurses: The nurse is responsible and accountable for individual nursing practice and determines the appropriate delegation of tasks consistent with the nurse's obligation to provide optimum patient care.
- I will maintain acceptable academic performance in each course while having protection through administration against prejudiced academic procedures and evaluations.
- ANA Code of Ethics for Nurses: The nurse owes the same duties to self as to others, including responsibility to preserve integrity and safety, to maintain competence, and to continue personal and professional growth.
- I will contribute to the development of the nursing profession and nursing knowledge.
- ANA Code of Ethics for Nurses: The nurse participates in establishing, maintaining, and improving health care environments and conditions of employment conducive to the provision of quality health care and consistent with the values of the profession through individual and collective action.
- I will promote and develop a learning environment that respects human rights, values and choices, including cultural and spiritual beliefs.
- ANA Code of Ethics for Nurses: The nurse participates in the advancement of the profession through contributions to practice, education, administration, and knowledge development.
- I will actively seek opportunities to enhance my listening and critical thinking skills.
- ANA Code of Ethics for Nurses: The nurse collaborates with other health professionals and the public in promoting community, national, and international efforts to meet health needs.
- I will serve others in a manner that upholds the College's Nursing Student Honor Code.
- American Nurses Association (ANA) Code of Ethics for Nurses: The profession of nursing, as represented by associations and their members is responsible for articulating nursing values, for maintaining the integrity of the profession and its practice, and for shaping public policy.

Reference American Nurses Association *Nursing's Social Policy Statement: The Essence of the Profession* ([ANA, 2010a](#)).

## Disciplinary Process

The disciplinary process is an essential aspect of maintaining a respectful, safe, and productive learning environment. It ensures that all students adhere to the College's standards of conduct, professionalism, and academic integrity. This process is designed to address behaviors that violate institutional policies or the expectations set forth in the student handbook.

## At-Risk Designation

A *Student-at-Risk* designation may be used when the instructor has identified a problem area that demands immediate attention. A written explanation of the problem, with expected actions to resolve / correct the problem, will be completed. The student will meet with a faculty team to review the issues and create a student academic improvement plan. If the problem is not resolved within a reasonable length of time (as designated by the instructor), clinical probation may result. Clinical/Lab probation is a "trial period" during which the student is expected to improve within the stipulated time period. Clinical/Lab probation will be recommended by the faculty for uncorrected deficiencies in any of the following areas:

- |                         |                                  |
|-------------------------|----------------------------------|
| • Safety considerations | • Accountability                 |
| • Knowledge             | • Reliability                    |
| • Skill performance     | • Resourcefulness / adaptability |



- Professional judgment
- Pertinent observations
- Organization, prioritizing care
- Rapport and interpersonal relationships with patients, staff, peers, and faculty
- Initiative
- Documentation
- Professionalism

### Clinical Lab Probation

The decision to place the student on clinical/Lab probation will be made by the Nursing Administrator or Assistant/Associate Director of Nursing. The student will receive an official letter from the Nursing Program Administrator informing him/her of probationary status and the terms of probation. If the student does not correct deficiencies within a reasonable period of time (as indicated in the terms of probation), the student may be dismissed from the program.

Any time a student puts patient safety in jeopardy or if the facility calls the College regarding problems/issues with a specific student, that student will be immediately and automatically placed on probation following investigation, and it may immediately result in clinical failure.

Any student that refuses to take care of a patient for any reason, refuses to take part in a treatment plan of a patient or their medication regimen will be subject to clinical failure and immediate probation for the rest of the duration in the program.

**AUTOMATIC FAILURE** will result with any student who loses a clinical site for the college. We are guests at the clinical facilities and required to follow their guidelines and policies.

In circumstances of a student illness, injury, or other health limitations, the College health policies must be upheld. The Nursing Program Administrator will determine a student's ability to give adequate nursing care and will determine if the student can remain and/or return to the clinical or laboratory experience.

If a student is dismissed due to a violation of probation, upon re-entry the student will be placed on probation for 90 days. Warnings that may occur within the Nursing program are described as:

### Verbal Warning

Any discussion between instructor and the student regarding deficiencies should be regarded as a verbal warning and will be indicated as such in the student's file.

### Written Warning

Will be used, as time or situation allows, if identified deficiencies are not corrected during the next clinical site experience. Written warnings are not required before a student is placed on clinical probation. Written warnings are issued to the student by the Program Administrator, ADON, or Clinical Coordinator on advisement of the faculty.

### Clinical/Lab evaluation terminology is defined as:

Satisfactory – Consistently accurate in preparation and presentation of knowledge, prepared for procedures and able to perform with minimal/no guidance, documentation in timely manner using proper terminology and spelling, professional in appearance, assists other members of health care team with minimal direction, seeks out learning experiences.

Needs Improvement – Inconsistent preparation and presentation of knowledge, needs guidance and assistance in preparing and performing procedures, recognizes errors during procedures but able to correct without guidance/assistance, documentation in timely manner with minimal usage of improper terminology and incorrect spelling, needs reminding to assist other members of the health care team, needs direction to seek out learning experiences.

Unsatisfactory – Unsafe practice, poor clinical judgement and or critical thinking, inappropriate medication administration practices or behaviors, not prepared for clinical experiences, not prepared or unable to perform procedures, documentation- not done in timely manner, improper terminology, and misspelled words, unauthorized breaks, violations of HIPPA.

Clinical/Lab is evaluated on a pass/fail system. If a student receives a “U” (unsatisfactory) in any category on the clinical/Lab evaluation during the last day of clinical/Lab, it will result in a clinical/Lab failure. If a student receives more than 20% of unsatisfactory evaluations (U) during the clinical/Lab rotation, it will result in a failure of the clinical/Lab.

In the event of illness, a student must report to the lab/clinical and will be sent home at the discretion of the instructor. After being dismissed by an instructor you are required to report to your next scheduled class, lab and/or clinical. The student is also to meet with the clinical coordinator, ADON, or program administrator in order to determine necessary steps to fulfill the course requirements. Documentation is necessary for any missed lab/clinical.

## Health and Safety

### Immunization and Health Screening Requirements

All students entering nursing courses must meet all health and safety requirements to maintain status in the program. Students will meet these requirements by providing a completed and signed health and safety documentation checklist and the health care provider signature form to the Nursing Program Administrator as directed. It is essential that nursing students be able to perform a number of physical activities in the clinical and or lab portion of the program. Students at all times will be required to lift patients, stand for several hours at a time and perform bending activities. Students who have an acute, or chronic illness or are pregnant must maintain a current treatment plan with a physician note and be able to implement direct patient care. At no time will splints, immobilizers, or casts of any nature be permitted within the laboratory and/or clinical. There is no “light duty or return to work with restrictions” accommodations for lab/clinical. Individuals should give careful consideration to the mental and physical demands of the program prior to program entry.

### Physical/Mental Examination

Must be completed no later than 30 days prior to the start of clinical, must be on the College’s medical form, and have the health care provider’s (e.g. doctor, nurse practitioner, physician’s assistant) signature and date. The statement of physical and mental capability to provide safe patient care in a clinical setting must be signed by this provider in order for the student to participate in clinical learning activities. Students of the Nursing program must be able to perform the functional abilities essential for nursing practice with or without accommodation. If a student believes that he or she cannot meet one or more of the standards (identified below) without accommodations, the nursing program must determine on an individual basis, whether a reasonable accommodation can be made.

## Essential Functions

Functional Ability	Standard	EXAMPLES of required activities
Motor Abilities	<ul style="list-style-type: none"> <li>Physical abilities and mobility sufficient to execute gross motor skills, physical endurance, and strength, to provide patient care.</li> </ul>	<ul style="list-style-type: none"> <li>Mobility sufficient to carry out patient care procedures such as assisting with ambulation of clients, administering CPR, assisting with turning and lifting patients, providing care in confined spaces such as treatment room or operating suite, etc.</li> </ul>
Manual Dexterity	<ul style="list-style-type: none"> <li>Demonstrate fine motor skills sufficient for providing safe nursing care.</li> </ul>	<ul style="list-style-type: none"> <li>Motor skills sufficient to handle small equipment such as insulin syringe and administer medications by all routes, perform tracheotomy suctioning, insert urinary catheter, etc.</li> </ul>
Perceptual /Sensory Ability	<ul style="list-style-type: none"> <li>Sensory/perceptual ability to monitor and assess clients.</li> </ul>	<ul style="list-style-type: none"> <li>Sensory abilities sufficient to hear alarms, auscultatory sounds, cries for help, etc.</li> <li>Visual acuity to read calibrations on 1 cc syringe, assess color (cyanosis, pallor, etc.).</li> <li>Tactile ability to feel pulses, temperature, palpate veins, etc.</li> <li>Olfactory ability to detect smoke or noxious odor, etc.</li> </ul>
Behavioral/ Interpersonal/ Emotional	<ul style="list-style-type: none"> <li>Ability to relate to colleagues, staff and patients with honesty, integrity and nondiscrimination.</li> <li>Capacity for development of a mature, sensitive and effective therapeutic relationship.</li> <li>Interpersonal abilities sufficient for interaction with individuals, families and groups from various social, emotional, cultural and intellectual backgrounds.</li> <li>Ability to work constructively in stressful and changing environments with the ability to modify behavior in response to constructive criticism.</li> <li>Capacity to demonstrate ethical behavior, including adherence to the professional nursing and student honor codes.</li> </ul>	<ul style="list-style-type: none"> <li>Establish rapport with patients/clients and colleagues.</li> <li>Work with teams and workgroups.</li> <li>Emotional skills sufficient to remain calm in an emergency situation.</li> <li>Behavioral skills sufficient to demonstrate the exercise of good judgment and prompt completion of all responsibilities attendant to the diagnosis and care of clients.</li> <li>Adapt rapidly to environmental changes and multiple task demands.</li> <li>Maintain behavioral decorum in stressful situations.</li> </ul>
Communication	<ul style="list-style-type: none"> <li>Ability to communicate in English with accuracy, clarity and efficiency with patients, their families and other members of the health care team (including spoken and non-verbal communication, such as interpretation of facial expressions, affect and body language).</li> <li>Required communication abilities, including speech, hearing, reading, writing, language skills and computer literacy</li> </ul>	<ul style="list-style-type: none"> <li>Gives verbal directions to or follows verbal directions from other members of the health care team and participates in health care team discussions of patient care.</li> <li>Elicits and records information about health history, current health state and responses to treatment from patients or family members.</li> <li>Conveys information to clients and others as necessary to teach, direct and counsel individuals in an accurate, effective and timely manner.</li> <li>Establishes and maintain effective working relations with patients and co-workers.</li> <li>Recognizes and reports critical patient information to other caregivers.</li> </ul>
Cognitive / Conceptual / Quantitative Abilities	<ul style="list-style-type: none"> <li>Ability to read and understand written documents in English and solve problems involving measurement, calculation, reasoning, analysis and synthesis.</li> </ul>	<ul style="list-style-type: none"> <li>Calculates appropriate medication dosage given specific patient parameters.</li> <li>Analyzes and synthesize data and develop an appropriate plan of care.</li> <li>Collects data, prioritize needs and anticipate</li> </ul>

	<ul style="list-style-type: none"> <li>• Ability to gather data, to develop a plan of action, establish priorities and monitor and evaluate treatment plans and modalities.</li> <li>• Ability to comprehend three-dimensional and spatial relationships.</li> <li>• Ability to react effectively in an emergency situation.</li> </ul>	<ul style="list-style-type: none"> <li>• reactions.</li> <li>• Comprehend spatial relationships adequate to properly administer injections, start intravenous lines or assess wounds of varying depths.</li> <li>• Recognized an emergency situation and responds effectively to safeguard the patient and other caregivers.</li> <li>• Transfers knowledge from one situation to another.</li> <li>• Accurately processes information on medication container, physicians' orders, and monitor and equipment calibrations, printed documents, flow sheets, graphic sheets, medication administration records, other medical records and policy and procedure manuals.</li> </ul>
Safe Environment for Patients, Families and Co-Workers	<ul style="list-style-type: none"> <li>• Ability to accurately identify patients.</li> <li>• Ability to effectively communicate with other caregivers.</li> <li>• Ability to administer medications safely and accurately.</li> <li>• Ability to operate equipment safely in the clinical area.</li> <li>• Ability to recognize and minimize hazards that could increase health care associated infections.</li> <li>• Ability to recognize and minimize accident hazards in the clinical setting including hazards that contribute to patient, family and co-worker falls.</li> </ul>	<ul style="list-style-type: none"> <li>• Prioritizes tasks to ensure patient safety and standard of care.</li> <li>• Maintains adequate concentration and attention in patient care settings.</li> <li>• Seeks assistance when clinical situation requires a higher level or expertise/experience.</li> <li>• Responds to monitor alarms, emergency signals, call bells from patients, and orders in rapid and effective manner.</li> </ul>
Punctuality / Work Habits	<ul style="list-style-type: none"> <li>• Ability to adhere to College policies, procedures and requirements as described in the nursing student handbook.</li> <li>• Ability to perform all student assignments as required.</li> <li>• Ability to adhere and maintain classroom and clinical schedules.</li> </ul>	<ul style="list-style-type: none"> <li>• Attends all required learning assignments punctually.</li> <li>• Reads, understands and adheres to all College policies.</li> <li>• Contacts nursing program faculty and/or designee in advance of any learning assignment absence or late arrival.</li> <li>• Understands and completes classroom/clinical assignments as designated by the due dates.</li> </ul>

Students must also submit a Physical from their Primary Care and have a current American Heart Association (AHA) BLS card to attend clinical's.

## Immunizations

Required as soon as possible but no later than 30 days prior to the first day of the class with a clinical component.

Required: DTAP, VARICELLA, MMR, HepB, Two Step Mantoux/tspot/quanterferon (TB Test), FLU vaccine

Immunization documentation must demonstrate completion of the number of vaccinations required to consider the vaccination complete!

If you are submitting bloodwork for titers, the paperwork must have the facility where it was completed and your name/information CLEARLY marked.

Covid Vaccination- Moderna/ Pfizer 2 shots, Johnson & Johnson 1 shot. The College does not require students to be vaccinated. However, the potential that a clinical site does require proof of vaccination or verified exemption from students must provide documentation no later than 30 days prior to the first day of the class with a clinical component. Students must comply with all requirements of clinical facilities in order to participate in clinicals. Students who are noncompliant, are unable to progress or successfully complete the course according to the Board of Nursing and will in fact fail said course.

TB Test - Two Step Mantoux or TSpot/Quantiferon bloodwork initially and due yearly thereafter. If a positive result occurs with the Mantoux or unable to get Quantiferon testing, the student must show proof of a negative chest x-ray that has been performed within the last 12 months. The chest x-ray must be updated every five years and provide yearly documentation from a health care provider indicating clearance of any signs/symptoms of tuberculosis. Note: Tuberculosis (TB testing) may show a false positive if MMR injection is given less than 30 days prior; students are advised to wait between MMR injection and Mantoux. No TB surveys will be accepted without appropriate documentation of TB requirement.

Flu vaccines are required yearly by September 20<sup>th</sup>.

Immunizations or bloodwork for titers are the responsibility of the student and are to be submitted to Student Services Coordinator.

Please keep a copy of all of your health records should another copy be requested. Students who are not sure of their medical record status may contact their faculty advisor to verify. Students unable or unwilling to provide documentation of compliance with the health and safety requirements at a minimum of 30 days prior to a clinical will be withdrawn from nursing courses.

### BCII & FBI background check

**Please note-** In the event there is a positive background check for anything other than minor traffic violations, the potential student will be notified of the results and that they are being removed from the enrollment process. Cooperating facilities mandate criminal background checks prior to entering their facilities for student clinical/observations.

Ross College will provide one background check each year at no cost to the student while in the program.

While attending the Nursing program, the student is responsible for notifying the Program Administrator of any unlawful activity that would negatively impact their background clearance status following the initial background screening within 10 days of an event.

Additionally, students who are certified or licensed with other regulatory boards are required to notify the Program Administrator if any action is claimed against the certification and/or license.

Students who leave the nursing program and apply for readmission will be required to complete BCII & FBI background check prior to readmission into the nursing program. The background check must be clear for readmission.

Background BCII & FBI checks are due YEARLY. Ross College will incur the cost for annual background checks.

Students may not have any exclusions on the Office of Inspector General, US Department of Health & Human Services report.

## Drug Screen

The purpose of this policy is to notify students of Ross College Nursing requirement that all students in the College who are enrolled in courses submit to a drug screen as outlined in this policy and test negative BEFORE being accepted into the Nursing Program.

Students understand that a positive drug test at any point before or during their attendance of the program will result in dismissal from Ross College without appropriate documentation. The charge for a follow-up drug screen is the responsibility of the student.

\*The College or a clinical facility reserves the right to request additional and unannounced drug screening if warranted by suspicious behavior of the student while in the Classroom, Laboratory, or Clinical Site.

Please Note – Urine drug screens are due YEARLY. Ross College will incur the cost for annual drug screens. The College will not pay for repeat urine drug screens related to a positive drug screen.

The College's Alcohol-and-Drug-Free Policy prohibits the unauthorized use, possession, sale, conveyance, distribution, and manufacture of controlled substances, as well as being under the influence of legally prescribed drugs that prevent a student from performing the essential functions or where the student poses a direct threat while using those drugs.

Clinical agencies affiliated with the College have drug and alcohol policies requiring nursing students to comply in the same manner as their employees. Safety in the delivery of care to patient/client/resident populations is the basis for drug testing. Clinical sites have the right to refuse any student for clinical placement based on concerns about that student's ability to deliver safe, effective, quality care.

If a student's drug screen is positive but the student provides proof that prescribed medications (a copy of the prescription or verification from the healthcare provider that they are taking medication under supervision) lead to a positive drug screen, the Program Administrator will make record of such.

If the drug test is negative, and pending all other requisite acceptances and approvals, the student will be allowed to participate in clinical activities. Any student who engages in conduct prohibited by this policy, tests positive for drugs, or who does not comply with any notice, request, or procedure provided for hereunder, will be subject to discipline, up to and including dismissal from the Program on the basis that the student is not able to meet requirements. Students will be appraised of appropriate resources to help with any substance abuse or addiction issue that is warranted based on drug screen results.

Refusal to Test - If a student fails to produce the requested sample by the date and time designated, the student will be treated as if the test result was positive.

Students that fail to comply with CPR, clinical paperwork, background and drug screens, as well as medical health forms required for clinical sites will be withdrawn for the next scheduled class/clinical until such forms are completed and turned in. Students will be subject to pay a clinical make-up fee for missed clinical hours.



## Student Health Responsibility

Any health problems experienced by a student are the student's own financial responsibility. Students are not considered employees of the Nursing programs nor of any agency wherein clinical site experiences are scheduled and do not qualify under the College's or any agency's Workman's Compensation coverage.

The College is a commuter campus and therefore does not provide health services on campus. A student who presents or becomes ill in the classroom or in the clinical site area will be sent home or in an emergency situation, arrangements will be made to transport the student via ambulance to the nearest Emergency Department at the student's expense.

## Liability

Students are covered during their clinical site experience through the College's professional liability insurance policy.

Students are not covered by the College's professional liability insurance policy outside the academic setting and during their employment in a health care setting. Students must work only within the scope of their current credential/license.

- College name tags and uniforms that would identify the student with the College must NOT be worn during employment in a health care agency.
- The number of hours of employment per week should be balanced with the student's educational commitment. A full time student should consider working no more than 10-16 hours per week. Students are NOT permitted to work the night shift before a clinical.

Students may not present themselves as College nursing students at any time unrelated to the clinical site experience. Students may not visit a clinical site facility in dress or name badge representing the College for any purpose other than attending their assigned class or patient selection at the authorized time. Students not enrolled in the specific clinical site experience may not interact with students on assignment. People visiting or conducting other than school business at a clinical site (e.g., visiting a sick person at a hospital) **MUST NOT** wear uniform or nametags of the College or represent the College in any way. Students who violate the above may be subject to dismissal from the Nursing program.

## Accidents/Incidents (Class/Laboratory/Clinical Sites)

In the event of an accident/incident during class, laboratory, or clinical site experience an Incident Report must be completed. Exposure to blood and body fluids is considered an accident/incident and requires reporting as designated below.

The student should follow these steps if an accident/incident happens:

- Notify the faculty as soon as possible of the accident/incident whether or not there was actual injury to the student/faculty or patient/resident.
- Student/faculty will be sent to a healthcare provider as required. If the incident involved a client, the facility staff will evaluate them for follow-up care.
- Fill out Incident Report with faculty assistance.
- Faculty/student inform(s) the Nursing Program Administrator of accident/incident and subsequent actions as soon as possible.

- If the accident/incident occurs at a facility while participating in a scheduled/approved learning experience, a facility accident/incident report form may also need to be completed. Faculty will facilitate student reporting of incident to staff at facility and in determining follow-up with the facility.
- The Medical Release Form may need to be completed in order to return to class/laboratory/clinical site.

### Medical Release Criteria

The Nursing program faculty and administration is concerned for the health and well-being of students, faculty, and clients. Any nursing student who wished to return to class/laboratory/clinical site after an injury and/or illness resulting in an absence may be asked to present to the Nursing Program Administrator a medical release signed by a health care provider indicating the student is released to return to the program without restrictions.

Students who are pregnant or become pregnant during the program must advise the Nursing Program Administrator as soon as possible. Students who can successfully combine satisfactory school attendance with childbearing will not be prohibited from participating in the nursing program. The student must, however, fulfill the same attendance and course requirements as any other student. No special clinical site assignments can be made for these students. Special arrangements for maternity leave cannot be made for students. It is the student's responsibility to inform others in the clinical setting of her pregnancy in order to protect herself and the unborn child.

The student who becomes pregnant must file with the Nursing Program Administrator a statement incorporating the following understanding:

- That she is under a physician's care, and in the physician's opinion, she is physically and mentally capable of functioning in the assigned clinical site area and successfully completing all course requirements.
- That she accepts the responsibility of fulfilling the same course requirements as any other student and will withdraw from the course if such action is warranted due to physical or mental inability to complete these requirements.

### Reporting and Handling Exposure Incidents

In order to provide a clear mechanism by which nursing students may receive immediate evaluation, testing, initiation of necessary prophylaxis, and follow-up for exposure to blood and body fluids that may occur while in supervised educational experiences, the following procedure should be followed.

#### **Procedure:**

Any student or faculty having exposure (or possible exposure) to blood or other body fluid should follow the procedure listed below.

The CDC defines exposure as:

- a needle stick or cut caused by a needle or sharp that was actually or potentially contaminated with blood or body fluids (urine, saliva, sputum, vomit, feces)
- a splash to mucous membranes (eyes, nose, mouth) with blood or body fluids
- Prolonged skin contact or exposure to blood or body fluids – especially when the skin is chapped, abraded, or afflicted with dermatitis or somehow otherwise not intact.



***Exposure – Immediate Response:***

1. Wash/irrigate area thoroughly with soap and water (eye exposure - use water only).
2. Identify source of contaminant.
3. Student will inform faculty. If unable to **immediately** contact faculty, inform supervisor of unit.
4. Faculty will **immediately** inform the Nursing Program Administrator.
5. Nursing Program Administrator or designee will assist exposed individual to obtain an appointment with an appropriate health care provider.
6. Faculty will inform the appropriate staff at the clinical site of the exposure.
7. Faculty will investigate source of exposure as soon as possible.
8. **Exposed individual will complete the Blood and Body Fluid Exposure Report, and if applicable, clinical site agency incident report. Faculty may assist in generating the appropriate reports.**
9. Exposed individual will be required to see appropriate designated health care provider immediately.

***Exposure – Ongoing Follow-up:***

1. Health care provider will evaluate risk and initiate treatment as well as education and counseling. If source of contaminant is a person known to be HIV positive, or at high risk for being HIV positive, evaluation must be conducted within 3 hours of exposure.
2. Exposed individual will make appointments for all follow-up visits prior to leaving the designated health care provider.
3. Exposed individual will provide medical evaluation and release forms to the Nursing Program Administrator.
4. Nursing Program Administrator will file release forms in student record.
5. Exposed individual may return to laboratory / clinical site activities upon authorization of the Nursing Program Administrator.

## Licensure and Certification

### Graduation Requirements

Nursing program students are required to successfully complete all courses of the curriculum to be considered for graduation. Students must have a minimum GPA of 2.5 to graduate.

ATI products are used to prepare students for NCLEX success. Students are given Proctored subject matter tests throughout the program.

The Comprehensive Predictor Assessment has shown to have a strong correlation with passing the NCLEX exam. Students will have two attempts at the comprehensive predictor exam to achieve the required 94% in the last Nursing core course.

Ross College provides and assigns a Comprehensive NCLEX Review through ATI's VATI. Students are assigned and work with an ATI coach. 12 weeks of course work where 8 weeks are completed during the last 2 months of classes. This review consists of weekly assignments, pre and posttests, proctored tests and comprehensive focused remediation. Assignments in VATI must be completed weekly and punctually according to assigned due dates. Students must complete 100% of the review work to pass the final Nursing Course. Students have an additional 4 weeks of the 12-week program, after graduation, to pass the VATI comprehensive predictor and "green light" indicating they have mastered the nursing content and have a high probability of passing the NCLEX.

## NCLEX- Licensing Requirements

Graduates of their respective Nursing Program are required to take the NCLEX examination for licensure. Students will be notified and assisted with the process nearing the completion of the program.

The fees associated with taking the NCLEX will be covered by Ross College if the student meets the following criteria:

- NCLEX passed on the first attempt. If the student does not pass on the first attempt, the student will not be reimbursed.
- The College will pay the NCLEX fees, up front, if the student gets the VATI Green Light.

Be advised that graduates of programs may be denied their Authority To Test (ATT) number for convictions of any felony or misdemeanor as described on the Board of Nursing website. If the State Board of Nursing determines that a person has not been sufficiently rehabilitated to warrant the public trust, considered patterns of practice and other behaviors exhibiting an apparent incapacity to practice nursing, they will deny the ATT number to be released and therefore deny the candidate/graduate ability to sit for the NCLEX. All criminal history must be revealed and will be evaluated by the State Board of Nursing **before** ATT will be issued. BCII & FBI fees outside of Ohio will be the responsibility of the student.

## Student Support Services

### Academic Tutoring and Remediation Process

#### Tutoring

Tutoring is available to assist students who may be struggling with coursework, lab skills, clinical skills, math, or specific nursing concepts. The goal is to provide individualized attention and targeted support to ensure students can successfully meet academic and clinical expectations.

Available Tutoring Resources:

- **Faculty Tutoring:** Faculty members are available during office hours to provide guidance on challenging course material, clarify content, and offer feedback on assignments. Faculty are also available by appointment.
- **Online Tutoring Platforms:** Some nursing programs may provide access to online tutoring services, where students can receive support remotely for both theory and clinical content.

#### Remediation Process

Remediation is an intervention process designed to help students who have not met academic or clinical performance standards. Remediation plans are individualized (Student Academic Progress) and aim to address the areas of weakness to ensure the student meets the required competencies for progression in the nursing program.

- If a student scores less than 76% (or below a 90% on math exam) on any exam, the student is required to complete instructor required remediation material and meet individually with the faculty to review the test and look for issues with test taking skills or mastery of the content area.
- Students are encouraged to get tutoring/remediation within one week of taking the exam.

Students are required to keep an ATI remediation notebook and do a focused review on EVERY missed question on practice and proctored ATI tests that are assigned in a class. These reviews target a student's areas of weakness to help the student gain mastery of a subject matter.

## Disability Services and Accommodations

The college adheres to the ADA (American Disability Act) guidelines. To request accommodations, please notify the Director of Nursing. You will need to provide documentation from a licensed healthcare provider or your disability, including a qualifying DSM or ICD code.

- Requests for reasonable accommodations will be processed through the corporate counsel and Compliance Officer
- Once accommodations are granted, it is the students responsibility to notify their teachers if they choose to use the accommodations.

**Student Responsibilities Didactic:** As a student, you are expected to demonstrate professionalism, respect, and commitment in the the classroom and during lectures. Students must get special permission from instructor in order to record class lecture.

- Punctuality is key to maintaining a productive learning environment, so you should arrive on time for all classes and notify your instructor if you are unable to attend. Excessive absences may impact your academic performance.
- Active participation is also crucial; engaging in class discussions, group activities, and asking questions shows your commitment to the learning process. It is important to treat both the instructor and your classmates with respect, listening attentively, being courteous, and encouraging constructive dialogue.
- Disruptive behaviors such as talking, using electronic devices for non-academic purposes, or causing distractions should be avoided at all times.
- Being prepared for class is essential, so come to each session having completed the required readings and assignments.
- Submitting your work on time is another important responsibility, as meeting deadlines is a sign of professionalism and time management.
- When using technology, cell phones, laptops, and other devices should only be used for academic purposes, and they should be set to silent mode to prevent interruptions.
- In terms of classroom behavior, maintaining a professional attitude and appearance is vital, as is respecting classroom materials and facilities by handling them responsibly and leaving the space tidy.

## Clinical and Lab

Students are expected to be prepared for the laboratory / clinical site experience. Being prepared is indicated by:

- Not working the night before a Clinical. Students must have a good night of sleep and be awake and alert during clinical.
- Maintaining a current AHA CPR Certification throughout academic experience
- Being on time for laboratory / clinical.
- Being in uniform requirements. Students may wear any scrubs (as long as they are professional and appropriate in appearance).
- Clinical – Students are to be in Ross Uniforms.
- No gum is permitted in lab, at clinical sites, or during patient care.
- Having appropriate paperwork submitted in a timely manner for laboratory/clinical as designated by instructor.
- Prepared to pass meds including having medication cards complete.
- Prepared for procedures to be done and having proper equipment ready.
- Knowing patient/resident/client diagnosis, treatments, medications and why they are taking said medications, diagnostic procedures.

### Clinical/Lab Evaluation and Guidelines

Clinical/Lab evaluations will be written by the instructor throughout and at the end of the monthly clinical experience. Additionally, as part of our ongoing program evaluation, students will be asked to provide feedback on the clinical site utilized for learning.

### Clinical Site Parking

Many of the clinical sites have limited parking. Prior to attending a clinical site, students will be instructed upon the approved areas for parking. At no time should student's park in visitor parking spaces or any other unauthorized location. It is the responsibility of the student to adhere to all parking restrictions/regulations. Any student that does not park in the designated parking areas will be subject to clinical discipline and may be towed by the clinical agency.

### Clinical Breaks

- For an eight hour clinical, students will be permitted one 30-minute break.
- For a twelve hour clinical, students will be permitted one 30-minute break and one 15-minute break.
- Plan and pack a lunch or bring monetary requirements to purchase food from the facility.
- Breaks/lunch are to be taken together as a group.
- Students may not leave facility on breaks.
- Students may not order take-out, UberEats, or DoorDash food, or have family/friends deliver food to the facilities for break.

### Nursing Laboratory Regulations

Students are expected to follow the regulations of the nursing laboratory as follows:

- Uniform
- On time
- No food or drink is to be prepared and/or consumed in the laboratory.
- Keep laboratory rooms clean and neat by making beds, and securing items not routinely used.
- Follow Student Guidelines
- Standard precautions will be adhered to with all laboratory activities.

### Nursing Simulation Regulations

- Uniform
- On time
- Both verbal and nonverbal communication are essential parts of the simulation grading criteria
- Pre simulation questions done
- Prepare paperwork on time and in detail
- Performance based on rubrics
- Simulations are HIPAA compliant. Students are asked to keep their simulation confidential and to not discuss with other students until all simulations have been completed.
- Cell phones will be collected at the time of simulation and returned once the last student in the group completes the simulation. Any student who wishes to not turn over their cell phone will be subject to automatic probation.
- SimMan is considered a "real patient", therefore, the professional behavior displayed during a simulation is a critical component of the grading criteria. Behavior should be emulated the same for SimMan as what a patient would receive.

### Medication Administration Guidelines

This set of medication administration guidelines pertains to all clinical courses.

Students must complete a nursing pharmacology course to pass medication at a clinical. Student must be with a Ross instructor to pass medications.

Students must research and complete appropriate medication sheets as part of pre-conference and report. Failure to do so will result in not being allowed the opportunity to administer medications.

The student is responsible to properly utilize the “Rights” for medication administration.

Students must follow all procedures to satisfactorily complete medication administration. This includes, but is not limited to appropriate procedure for: G-tubes, apical pulse, B/P. Students may use their prepared medication sheets for their medication passes in each month. Failure to properly prepare the medication portion of the worksheet will result in an unsatisfactory grade for the medication pass.

### Student Communications

Students are expected to check their Ross email and CANVAS regularly for important communications from the college and faculty. Students are responsible for reading information posted on student bulletin boards and/or learning management system, and school issued email account.

Students are expected to demonstrate professional behavior and conduct. Vulgar, loud, obnoxious behavior, arguing with instructor, & refusing to complete a task can result in immediate dismissal from the class, clinical and/or lab and be subject to review. Any student responsible for damage to any nursing property, including doors or walls will result in an automatic failure of the course they are in and will return to the program on probation.

### Student Representation / Governance

Students' opinions and input are valued by the nursing department. Students are encouraged to serve on nursing committees and professional nursing organizations deemed appropriate by the Nursing Program Administrator and nursing faculty. The primary source of student representation/governance is the Student Nurse Association. Student feedback is also obtained through periodic surveys.

Professional associations set standards for the profession and work for the practitioner in a number of ways including advocacy, lobby activities, continuing education, information, consultation, publications, grants, loans and scholarships plus the opportunity for professional growth and recognition.

### Netiquette Policy

Netiquette is a blending of the words network and etiquette and is considered a set of rules for acceptable

online behavior, face to face encounters, body language, and verbal responses. This includes:

- Recognizing that the internet is an extension of society: always include your name with all email recipients, do not use derogatory comments, ranting, or vulgar language within internet or person to person communication.
- Applying the same standards online as we do in public: capital letters online indicates you are yelling so limit their use with online communication.
- Refusing to empower abuse and harassment while online.
- Use of body language: These are nonverbal signals that are used to communicate. Nonverbal signals make up a vast part of all communication. From our facial expressions to our **body** movements, the things we don't say can still convey volumes of information. Be mindful of what your body language is really saying.

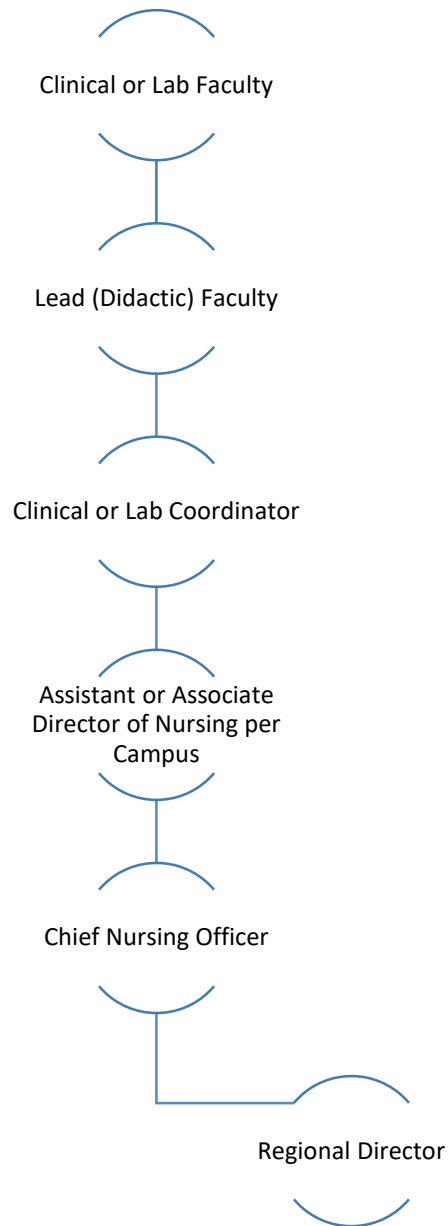
## Appendices

### Nursing Campus Directory

North Canton - Main Campus	Phone: 330-494-1214 Address: 4300 Munson St. NW, Canton OH 44718
Niles	Phone: 330-505-1436 Address: 5555 Youngstown-Warren Rd., Unit 909 Niles, OH 44446
Elyria	Phone: 440-328-8878 Address: 120 Market Drive Elyria, OH 44035
Sylvania	Phone: 419-882-3203 Address: 5834 Monroe St., Ste. F-J Sylvania, OH 43560
Cincinnati	Phone: 513-851-8500 Address: 11590 Century Blvd., Ste. 210 Cincinnati, OH 45246
Dayton	Phone: 937-235-0510 Address: 1890 Commerce Center Blvd., Ste. 100 Fairborn, OH 45324

## Nursing Chain of Command

You will be asked at each level if you have discussed your concerns with the previous level on the Chain, if not, you will be directed to go to that person.





## Appendix

### Appeal Application Instructions

The Appeal Template allows nursing students to formally request a review of their situation. To ensure that your appeal is processed efficiently and in a timely manner, please follow the instructions below:

#### 1. Student Information:

- a. **Full Name:** Enter your first and last name as registered in the nursing program.
- b. **Course Title and Number:** List the full name of the course and its corresponding course number (e.g., NUR1111 – Fundamentals of Nursing).
- c. **Instructor's Name:** Enter the name of the instructor who graded the assignment or course.
- d. **Semester:** Indicate the semester during which the course was taken; month and year (e.g., March2025).
- e. **Email Address:** Appeal must be sent in and completed with your ROSS EMAIL.
- f. **Phone Number:** Include a phone number where you can be reached in case additional information is required.

#### 2. Grade Information:

- a. **Grade Received:** Write the grade you received for the course, exam, assignment, or clinical evaluation you are appealing (e.g., A-, B+, C).
- b. **Final Exam/Assignment/Project/Clinical Grade:** If your appeal is specific to a particular assignment, exam, project, or clinical grade, list the grade received for that component.

#### 3. Reason for Appeal:

In this section, provide a brief, clear explanation of why you are appealing your grade. You should include:

- a. The specific assignment, exam, or final course grade you are disputing.
- b. A description of why you believe this grade is incorrect or unjust (e.g., grading errors, misapplication of the grading rubric, unfair penalties, etc.).
- c. Be concise but specific—provide enough detail to support your appeal. (remember the appeals committee does not get any background information on the situation so put detail to show an accurate picture of the situation)

#### 4. Supporting Documentation:

Attach all relevant documentation that supports your appeal. Possible examples include:

- a. A copy of the course syllabus, which outlines the grading policy.
- b. Grading rubrics or guidelines for assignments/exams.
- c. Documentation of extenuating circumstances (e.g., medical records or personal statements) that may have affected your performance.
- d. Any prior communications with the instructor about the grade (e.g., emails or written correspondence).
- e. Any other documents that you believe support your case for appeal. Ensure all documentation is clear and legible.
- f. Missing or incomplete documentation may delay the review process.



5. **Student's Signature:**

By submitting the appeal by email from your ROSS EMAIL, you confirm that the information provided is true and accurate to the best of your knowledge. The submitted email also indicates your understanding that the appeal process will only begin once this form and all supporting documentation have been received by the Director of the Nursing Program.

- a. **Submit the completed appeal form as one single PDF document via email** to the Director of the Nursing Program. Make sure that the document is properly scanned and compiled into one PDF file to ensure that all materials are submitted together. **Email Address:** TChapman@rosseducation.edu
- b. You will receive an email confirmation of your submission and the outcome of your appeal.

## Accommodations Form