

Index

Section I.....General Student Handbook With Policies and Procedures

Section II.....Equipment Safety Manual

Section III.....Clery/HEA Act Compliance Information

Section IV.....Active Shooter Response Manual

Introduction

The Ohio Institute of Allied Health is a non-profit 501(c)(3) educational facility offering Holistic Health, Allied Health and Nursing Education programs side by side with community holistic health seminars and integrative medical services.

Our Mission

We are committed to the promotion of choice in health care for all individuals and in serving as a bridge between holistic and traditional healing philosophies. This is achieved by providing quality education programs.

School Goals

- Introduce holistic health, allied health and nursing therapies to individuals with a personal and/or professional interest and expand the competence levels among holistic practitioners
- Offer a variety of programs representing the most recent and authoritative interests in the field of holistic and traditional medicines
- Develop high competence levels in student performance by promoting the establishment of professional standards
- Perform research and development activities of newly introduced theories and techniques to expand awareness and learning opportunities for the student body
- Participate in promoting the acceptance of holistic practices as distinct and separate disciplines and as complementary to medical therapies
- Provide an environment reflecting an appreciation and understanding of cultural, aesthetic and human values

Students;

Welcome to the Ohio Institute of Allied Health! We would like to extend a warm greeting as you begin your educational journey.

I have an open-door policy - even if the door is closed it's open to you. If I can be of assistance to you during your enrollment and beyond, please feel free to stop by my office. OIAH personnel make every effort to maintain an open-door policy for all our students and graduates. Welcome aboard and full speed ahead as you prepare for a great experience today and for a lifetime.

Lisa Mendenhall

Sincerely,
Lisa Mendenhall
School Director

Students with Disabilities

It is the general policy of OIAH to assure equal opportunity for all qualified persons. Reasonable accommodations for qualified persons with disabilities will be made provided the students have self-identified with the School Director and have provided required documentation. Individual instructors will modify the methods, requirements and procedures of courses and examinations to reasonably accommodate the special needs of the students with disabilities, provided the academic integrity of the course and/or examination is not violated and the health and welfare of all are safeguarded.

Civil Rights Compliance

It is the policy of OIAH not to discriminate on the basis of race, color, creed, sex, national origin, age or disability in its admission and recruitment of students, educational programs and activities, or in employment policies and practices. The College, in its relationship with students, faculty and staff, treats with absolute fairness all those who apply.

This policy reflects the requirements of Title VI of the Civil Rights Act of 1964, as amended; the Equal Employment Opportunity Act of 1972; Executive Order 11246; Section 901 of Title IX of the Educational Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, as amended; Vietnam Era Veterans' Readjustment Assistance Act of 1974; Age Discrimination Act of 1975; The Americans with Disabilities Act of 1990; and the Civil Rights Act of 1991.

Program Objectives

Upon completion of an Allied Health program, students will be able to:

- 1) Utilize effective communication skills with employers, clients, their families, and other health care personnel.
- 2) Identify the scope and limitations of the laws which govern their chosen field of study.
- 3) Utilize critical thinking skills
- 4) Implement the role of the Practical Nursing, Medical Assistant, Phlebotomy Technician, Certified Nurse Aide, or Medical Billing & Coding specialist
- 5) Demonstrate accountability for continued personal and professional growth.

Regulatory Agencies

- Accredited with the Council on Occupational Education (COE)
- Registered with the State of Ohio Board of Career Colleges and Schools Ohio Regulation 10-03-1924T. 30 East Broad Street, Suite 2481 Columbus, OH 43215
- Approved for the training of veterans
- Approved for the training from the Ohio Department of Education
- Provider of Ohio Medical Board approved program (Massage Therapy)
- Provider of Ohio Department of Health approved program (State Tested Nursing Assistant (STNA) Program) and (General X-Ray Machine Operator (GXMO) Program).
- Provider of National Healthcareer Association (NHA) approved programs (Medical Assisting and Patient Care Technician)
- Provider of Ohio Board of Nursing (OBN) approved programs (PN and RN)

Obtaining or Reviewing Accreditation and Licensing Documents

OIAH believes its faculty, staff, and students have the right to verify the legitimacy of OIAH at any time they deem it to be necessary. Documents will be supplied subject to the following criteria:

1. The faculty, staff, or student must submit to the School Director, a request along with details of which organization they wish to examine.
2. The faculty, staff, or student must allow up to 2 business days for the School Director to compile the documents for examination.
3. The faculty, staff or student may not copy or reproduce any of the documents without the permission of the School Director.

Academic Calendar 2018

OIAH observes the holidays listed below. All offices are closed when there are no classes in session due to a holiday. ** Days – Essential Staff Will Report.

	MA Program/PCT Program /MT Program/PN Program Ohio Institute of Allied Health, Inc. Nursing Education Program-RN Diploma Program
Winter Quarter	
Begins	January 8, 2018
Martin Luther King Day - No Classes **	January 15, 2018
MA/PCT/MT Ends	March 23, 2018
RN/PN Ends	March 30, 2018
Spring Quarter	
Begins	April 2, 2018
Memorial Day – No Classes	May 28, 2018
MA/PCT/MT Ends	June 15, 2018
RN/PN Ends	June 22, 2018
Summer Quarter	
Begins	July 2, 2018
Independence Day - No Classes	July 4, 2018
Labor Day - No Classes	September 3, 2018
MA/PCT/MT Ends	September 14, 2018
RN/PN Ends	September 21, 2018
Fall Quarter	
Begins	October 1, 2018
Veteran’s Day - No Classes **	November 12, 2018
Thanksgiving Day - No Classes **	November 22, 2018
MA/PCT/MT Ends	December 14, 2018
RN/PN Ends	December 21, 2018

Financial Assistance

Students interested in financial assistance should obtain applications from the OIAH Financial Aid Office. Eligibility requirements for Federal Programs consist of U.S. Citizenship or permanent residency, enrollment or accepted enrollment in the college, and satisfactory progress in one's course of study. If the student is eligible and receives Title IV funding, then they must complete both Entrance and Exit counseling prior to release of graduation documents. Students must maintain satisfactory academic progress to remain eligible to receive federal financial aid.

The Ohio Institute of Allied Health Educational Opportunity Scholarship

OIAH offers a scholarship opportunity to all prospective students. The prospective student must submit a written essay and be prepared if necessary to interview with a grant and scholarship committee. The committee who will be reviewing the essay shall be composed of individuals who are employed outside the Ohio Institute of Allied Health. Essays will be reviewed by a scholarship/grant committee and in the case of a tie applicants will be contacted for an interview to determine final awardees. The committee has the ability to issue 2 scholarships per quarter start. Scholarships are at the discretion of the Medical Director and Board of Directors and as such are not guaranteed to be offered each quarter. 15 verified hours of community service or volunteering and 3 letters of professional recommendation are also required. Letters of recommendation cannot be from family or friends. The decision of the committee is final.

If a scholarship is not granted to a new student they are welcome to apply for a grant after they complete 1 full quarter and receive their grade card – grant rules and regulations apply.

If a student completes a diploma program and begins another they are permitted to apply for a scholarship for the new program as long as they have received the diploma from the first and are in good financial standing.

The following criteria shall be used to clarify the rules of the award process of the Ohio Institute of Allied Health Educational Opportunity Scholarship.

- The Ohio Institute of Allied Health Educational Opportunity Scholarship has a value of \$2000.00
- No more than \$1,000 may be applied per quarter for full-time attendance; no more than \$500 may be applied per quarter for part-time attendance.
- In keeping with the above guidelines if \$2000 is awarded, \$500 will be awarded per quarter for full time students and \$250 per quarter for part-time students. This award will be posted to the student's ledger after the completion of each quarter, providing the student has grades which will allow advancement to the next quarter.
- If a student fails to complete any quarter and withdraws, they forfeit any remaining scholarship amount still to be awarded. If said student then reapplies to the program or another program at OIAH, they will have to reapply for the scholarship.
- The scholarship is not a cash award and cannot be refunded to a withdrawing student.

The Ohio Institute of Allied Health Educational Grant

OIAH offers a grant opportunity to all students after they have completed one full quarter with grades allowing for advancement into the next quarter. The student must submit a written essay and be prepared if necessary to interview with a grant and scholarship committee. The committee, who will be reviewing the essay, shall be composed of individuals who are employed outside the Ohio Institute of Allied Health. The committee has the ability to issue 3 grants per each new quarter. Grants are at the discretion of the Medical Director and Board of Directors, and as such are not guaranteed to be offered each quarter. Grant applications and essays will not be accepted after a student begins the final quarter of the program in which they are enrolled.

The following criteria shall be used to clarify the rules of the award process of the Ohio Institute of Allied Health Academic Excellence Grant.

- Grants will be issued prior to the start of the incoming quarter – grants may be awarded for quarters 2 - 4.
- Grants may only be awarded to students who have completed the essay requirements, met with the grant committee if necessary, and have successfully completed the first quarter of the program in which they are enrolled. Students must also have achieved a GPA of 3.50 or higher for that quarter.
- The Ohio Institute of Allied Health Educational Grant has a maximum value of \$2000.

- No more than \$1,000 may be applied per quarter for full-time attendance; no more than \$500 may be applied per quarter for part-time attendance.
- This award will be posted to the student's ledger after the completion of the each quarter, providing the student has grades which will allow advancement to the next quarter. Awards will begin after the completion of the award quarter and continue until the grant is awarded in its entirety.
- If a student fails to complete the award quarter and withdraws, they forfeit the grant award in its entirety. If said student then reapplies to the program or another program at OIAH, they will have to reapply for the grant.
- The grant is not a cash award and cannot be refunded to a withdrawing student.

Student Services

OIAH offers a wide range of student services, including academic advising, hands-on experience opportunities, as well as placement assistance.

Academic Advising

Program Coordinators assist students in developing and following an academic plan providing for the timeliest and most efficient completion of their program of study. Periodic counseling sessions are scheduled to monitor and evaluate student progress. Students may contact their respective Program Coordinator at any time throughout the course of their studies by phone or e-mail.

Placement Assistance

OIAH offers placement assistance to all graduates. OIAH cannot guarantee employment upon completion of the program. OIAH offices frequently receive telephone calls from individuals or employers seeking to hire holistic health and medical professionals, and as such referrals are made.

Ohio Institute of Allied Health maintains relationships with medical institutions and health care agencies throughout the state. Placement Assistance services are available through the OIAH Administration office.

Academic Integrity Policy

OIAH endorses and promotes incorporation of adult learning principles including the expectation that each student will demonstrate his/her own knowledge attainment in all submitted works and class activities. Students that violate any aspect of the Academic Integrity policy are subject to Administrative sanction as detailed in this document.

All forms of academic dishonesty including cheating, plagiarism, misrepresentation, and obstruction are violations of academic integrity standards. Cheating includes copying from another's work, falsifying problem solutions or laboratory reports, or using unauthorized sources, notes or computer programs. Plagiarism includes the presentation, without proper attribution, of another's words or ideas from printed or electronic sources. It is also plagiarism to submit, without the instructor's consent, an assignment in one class previously submitted in another. Misrepresentation includes forgery of official academic documents, the presentation of altered or falsified documents or testimony to a school office or official, taking an exam for another student, or lying about personal circumstances to postpone tests or assignments. Obstruction occurs when a student engages in unreasonable conduct that interferes with another's ability to conduct scholarly activity. Destroying a student's computer file, stealing a student's notebook, and stealing a book on reserve in the library are examples of obstruction.

First Violation

1. If the faculty member and the student agree that a violation has occurred, and the violation is determined to be a first violation, the faculty member shall choose either to sanction the student or to refer the case to the Academic Integrity Board. If the faculty member chooses to sanction the student, the minimum sanction is failure in the work in question and the maximum sanction is failure in the course. The faculty

member will be provided with a standard reporting form to be signed by both the student and faculty member. However, the case will be referred to the Academic Integrity Board if:

- The student claims not to have violated academic integrity standards or the student disagrees with the sanction imposed by the instructor;
 - The faculty member feels that the seriousness of the first offense warrants presentation to the Academic Integrity Board; or
 - The faculty member, after consultation with the Program Coordinator, prefers to have the Academic Integrity Board investigate or adjudicate the alleged violation, or prefers that the Board sanction the student.
2. The signed report form from a faculty member or the finding of responsibility by the Academic Integrity Board will become part of the student's file.

Subsequent Violations

If the students file indicates that the student suspected of a violation has been responsible for one or more previous violations of academic integrity, the case will be referred to the Academic Integrity Board.

Academic Integrity Board

1. If a suspected or known violation of academic integrity standards warrants consideration by the Academic Integrity Board, the School Director (or his or her designee) will convene the Board. The Board will be comprised of at least one student, two faculty and two administrators. All members of the Board may question witnesses.
2. Should the Board find the student not responsible for a suspected violation, the faculty member and the student will be so informed. The faculty member will be asked to evaluate the student's performance in the assignment in question and to issue a grade based on his or her normal grading practices.
3. If the Board finds a student responsible for a violation of academic integrity standards, the Board will notify the student and the faculty member. The Board can sanction violations by issuing failure in the work in question, failure in the course, disciplinary warning, probation, suspension, or expulsion.
4. In cases in which the Academic Integrity Board finds a student responsible for a second or subsequent violation, the minimum sanction will be failure in the course; the maximum penalty will be expulsion.
5. If the Academic Integrity Board finds a student responsible for misrepresentation or obstruction, the minimum sanction will be probation; the maximum penalty will be expulsion.

If probation is the sanction utilized, the student will remain on probation for one academic term. After one academic term, if the student has met all conditions of the probation, the probation shall be lifted.

Cell Phone Policy

Cell phones are a great convenience to keep in touch with family and friends. However, the use of cell phones is disruptive to the learning and clinical environment. Therefore, no cell phones are permitted to be used in the classroom or clinical site. If the student chooses to carry the cell phone, it must be in the off position.

If a student's cell phone rings or otherwise disrupts the class/clinical, the student may be sent home for the day. Repeated offenders are subject to dismissal from the program.

Changing Personal Data

If a student has a change in name or address, email, or phone number, call the OIAH Registrar office. The student must also change the information with their respective department. It is important to keep current student information on file.

Student Illness Policy/Procedure

In the event of student illness in the classroom or clinical site, the student should report illness immediately to the instructor at hand. If the illness is too severe to allow the student to transport himself/herself home, the instructor will notify the school administration and the administration will facilitate transportation.

Students who are ill should not attend clinical. If a student should become ill at the clinical site, he/she must immediately notify the clinical instructor to facilitate the removal of the student from patient contact at once. In

acute cases, the instructor will call 911 and administer whatever is the appropriate course of action depending on the presenting symptoms.

Copyright Infringement, Computer Usage, and File Sharing

It is the policy of The Ohio Institute of Allied Health, Inc. to follow the United States Copyright Law of 1976, as amended, (Title 17, United States Code, hereinafter, the "[Copyright Act](#)"). Accordingly, all faculty, staff and students of The Ohio Institute of Allied Health should follow these policy guidelines:

Only copyrighted materials are subject to the restrictions in this Policy Statement. Un-copyrighted materials may be copied freely and without restriction. Because a copyright notice is not required for copyright protection of works published on or after March 1, 1989, most works (except those authored by the United States Government) should be presumed to be copyright protected, unless further information from the copyright holder or express notice reveals that the copyright holder intends the work to be in the public domain. Works published prior to March 1, 1989, generally require a copyright notice to be protected.

Copyrighted software may be copied without the copyright owner's permission only in accordance with the Copyright Act. [Section 117](#) of the Act permits making an archival back-up copy. Most software, however, is licensed to the user and the terms of the license agreement may give the user permission to make copies of the software in excess of the archival copy permitted by the Copyright Act. Each software license agreement is unique. As a result, the user's rights to copy licensed software beyond that permitted under the Copyright Act may only be determined by reading the user's license agreement. Any copying or reproduction of copyrighted software on System or component institution computing equipment must be in accordance with the Copyright Act and the pertinent software license agreement. Further, faculty, staff and students may not use unauthorized copies of software on System or component institution owned computers or networks or computers housed in System or component institution facilities.

Copyrighted materials may be copied or otherwise used without the copyright owner's permission where such copying constitutes "fair use" under the Copyright Act. In order to copy or otherwise use materials, including software, where (a) the materials are copyrighted, (b) use exceeds what is permitted by license permission should be obtained from the copyright owner.

If permitted by State law and procedures, The Ohio Institute of Allied Health will defend any faculty or staff member against a civil action alleging copyright infringement:

- where the use is in accordance with the provisions of a valid software license agreement
- where the permission of the copyright owner has been obtained, or
- where the Office of General Counsel has assisted in determining that the use was permissible.

Otherwise, the faculty or staff member will be personally responsible for the defense of a civil action for copyright infringement.

Computer Usage:

The use of any Ohio Institute of Allied Health computer which provides access to the Internet is a privilege which may be revoked by instructors, staff, or administrators at any time for abusive or inappropriate conduct. Such conduct would include, but is not limited to, the placing of unlawful information on or through the computer, system, accessing another person's files or e-mail, and the use of obscene, abusive, or otherwise objectionable language or images in either public or private files or messages.

Because of the potentially large number of individuals who might need to use the computers for Internet as well as personal productivity, student access may be limited to a specified time, as provided by the instructor(s) and/or administration.

Ohio Institute of Allied Health reserves the right to inspect any material stored in files to which users have access and will edit or remove any material which the Ohio Institute of Allied Health staff, in its sole discretion, believes may be objectionable. Users of the computers/Internet will not use their account to obtain, view, download, or

otherwise gain access to potentially objectionable materials. This includes text materials, video images, or sound files that may be considered objectionable.

The Ohio Institute of Allied Health's Internet access is provided primarily for educational purposes under the direction of Ohio Institute of Allied Health staff. Non-educational use may be limited at any time by Ohio Institute of Allied Health staff.

Information services and features contained on the Ohio Institute of Allied Health network are intended for the private use of its patrons. Any commercial or other unauthorized use of those materials, in any form, is expressly forbidden.

Ohio Institute of Allied Health does not warrant that the functions of the system will meet any specific requirements you may have, or that it will be error-free or interrupted; nor shall it be liable for any direct or indirect, incidental, or consequential damages (including lost data, information, or profits) sustained or incurred in connection with the use, operation, or inability to use the system.

Rules and regulations of system usage will be added and posted from time to time by the faculty/administrators of Ohio Institute of Allied Health and/or the network. Users of computers/Internet are subject to these rules and regulations.

The Ohio Institute of Allied Health's computers/network is intended for the exclusive use of its registered users. As a user, you are responsible for the use of your password and account. Any problems which arise from the use of a user's account are the responsibility of the account holder. Any misuse will result in suspension of the account privileges.

Deletion, examination, copying, or modification of files and/or data belonging to other users without their prior consent is prohibited.

Commercial software is placed on the computer for the use and convenience of students and staff. Any unlawful use such as the copying of copyrighted material without the express written permission of the owner or the proper license is prohibited.

Any unauthorized, deliberate action which damages or disrupts a computing system (including the willful introduction of computer "viruses" or other disruptive/destructive programs), alters its normal performance, or causes it to malfunction is prohibited. Intentional attempts to "crash" network systems or programs are punishable disciplinary offenses.

File Sharing:

All members of the Ohio Institute of Allied Health community are not permitted to *illegally* share copyrighted material over the company network, including, through the use of e-mail, web pages, and peer-to-peer file sharing software. This applies to OIAH owned computers as well as personally owned computers if they are accessing the company network. Please be sure that you have rights for any material you are making available or sharing on the company network.

The unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject you to disciplinary action as well as civil and criminal liabilities.

Access to the Internet is a wonderful opportunity to interact with the world at large. The opportunity brings with it a number of responsibilities. In order to use the internet services available at the Ohio Institute of Allied Health, you must read the following information and sign the computer/internet agreement that follows.

Drug and Alcohol Prevention/Awareness Policy

Alcohol and other drug misuse or abuse creates an obstruction of the goals of quality higher education by impeding the academic performance and the student's overall mental and physical wellbeing.

Students who attend classes under the influence of mood altering drugs will be asked to leave the class for the remainder of the day. The hours missed due to such a dismissal will be counted as absences. Upon a second occurrence of being under the influence of mood altering drugs, the student will be dismissed from the program and the refund policy will apply to the amount of time the student has invested in class.

In an effort to assist our students who abuse the drug and alcohol prevention policy, the Program Coordinator is responsible for contacting the appropriate social agencies in the students' hometown. In addition, please note that OIAH is a non-smoking facility.

Alcoholic Beverages

Alcohol is also subject to school policy. The unauthorized use, possession, purchase, sale, manufacture, distribution, transportation, or dispensation of alcohol; or being under the influence are all prohibited and subject the offending employees(s) and/or student(s) to termination. OIAH will ensure enforcement of all state underage drinking laws.

Illegal Drug Possession

The use, possession, purchase, sale, manufacture, distribution, transportation, or dispensation of any illegal drug or other controlled substance; or being under the influence of any illegal drug or other controlled substance is prohibited and subject the offending employee(s) and/or student(s) to termination. OIAH will ensure enforcement of all federal and state drug laws.

Legal drugs are subject to the following policy: abuse, purchase, sale, manufacture, distribution, transportation, dispensation, or possession of any legal prescription drug, in a manner inconsistent with law, or working while impaired by the use of a legal drug whenever such impairment might endanger the safety of an employee, student, or other person; pose a risk of significant damage to college property or equipment; or substantially interfere with performance or the efficient operation of the college's business or equipment are all prohibited and subject the student termination.

If a student is impaired by the appropriate use of a prescribed drug according to manufacturer's instructions they should not report to campus and should seek medical help. Customary use, and ordinary purchase, sale, use, and possession of over the counter drugs are allowed as long as such activity does not violate any law or result in impairment. The company has established a Drug-Free Program that is designed to inform students about the dangers of drug abuse and college's policy. The School Director and academics administrative staff has information about local referral and treatment options.

Disciplinary Action for Drug, and Alcohol Violation

The Ohio Institute of Allied Health is committed to helping students meet their educational and career goals. Students are held to a high standard and are required to conduct themselves in a professional manner. When students violate weapon, drug, or alcohol laws, disciplinary action will result as described below. The college provides assistance in obtaining an appropriate referral to a counseling or rehabilitation agency. The results of any investigation is available upon request to victims or if necessary, the victims next of kin as determined and required by Federal and State laws.

Disciplinary Action:

1. Any persons not directly associated with the Ohio Institute of Allied Health believed to be selling or distributing illegal or prescription drugs or alcohol on the campus of OIAH will be reported to the Police Department immediately.
2. If students are found to be using illegal drugs or abusing alcohol on school property or at school-sponsored activities either on or off campus, the following sanctions will apply:
 - a. Students: Any student found to be under the influence of alcohol or illegal drugs during school hours will be suspended or permanently terminated. A student may be granted a leave of absence to accommodate participation in a rehabilitation or recovery program.
 - b. Under a first offense, every effort will be made to direct the student to a treatment facility.

A two to three-day suspension will be imposed and a student-administrator contact will be made. The student will be placed on a probationary status and required to enroll in an approved chemical awareness class within 5 days.

c. Second offense within 12 months of the first offense will result in termination of enrollment.

3. If students is found to be selling or distributing illegal or prescription drugs or alcohol on school property or at school-sponsored functions either on or off campus, the person will be terminated from enrollment. Such activities will be reported to local law enforcement authorities.

Prevention and Treatment

Rehabilitation, recovery, and counseling resources are available to students and employees for drug and alcohol advice in regard to questions, problems, or abuse. Community services are available to the general public. A number of the drug and alcohol treatment programs charge for the services provided. Student Services can provide a list of local agencies that are open to students and employees.

Report Cards

Report cards are issued quarterly and mailed not later than two weeks after the end of the quarter. Only students completing course work in the preceding quarter will be issued report cards. A student may call the Registrar at extension 247 two weeks after completion of a course to obtain grades during the quarter. The student must provide identification to receive grades.

Student Vaccination Policy

This policy responds to requirements set forth by the Higher Education Opportunity Act (HEOA) regarding participating Title IV schools. Specifically HEOA Section 488(a)(1)(E): amended HEA Section 485(a)(1)(20 U.S.C. 1092(a)(1)): added HEA Section 485(a)(1)(V). HEOA amendment effective August 14, 2008; DCL GEN 08-12, page 96; and provides additional information to the existing request for immunization information on the Ohio Institute of Allied Health (OIAH) required health history form.

As such, OIAH has followed the guidelines and codes established by the American College Health Association (<http://www.acha.org/ACHA/Resources/Topics/Vaccine.aspx>), the Center for Disease Control and Prevention (<https://www.cdc.gov/vaccines/adults/rec-vac/>), and the Ohio Department of Health (<https://www.odh.ohio.gov/odhprograms/bid/immunization/immindex1.aspx>)

Purpose: To comply with the clinical practice agencies, accreditation/approval agencies, and Ohio State Laws. To protect the overall health and safety of our students, faculty, staff on and off campus, and the community. The policy applies to all newly admitted students whether by regular admission, readmission, advanced placement, or transfer processes.

The Ohio Institute of Allied Health (OIAH) mandates that all students (regular admission, readmission, advanced placement, or transfer students) must meet the following minimum requirements:

1. Provide a completed medical history form (completed within six months of admission).
2. Provide a recent physical completed, signed, and dated by a primary care provider within six months of admission.
3. Provide written documentation from a licensed health care provider or other acceptable evidence for immunizations against the following diseases. Documentation should include the names of the disease immunized against, the number of doses given and the dates when administered. This information should be submitted using the required health history form.
 - a. Measles, Mumps, and Rubella (two doses or titer showing immunity or documented history of disease). If students were born prior to January 1, 1957, they are assumed to have developed immunity and do not have to provide documentation.
 - b. Hepatitis B (three dose series or titer showing immunity). The student may attend classes/clinical/lab with the documented first dose but must complete the series as recommended by the Center for Disease Control and Prevention. (Dose #1 now, dose #2 in 1 month, #3 in 5 months following dose #2).

- c. Varicella (two dose series 4 weeks apart or titer showing immunity or documented history of disease).
- d. Tetanus, Diphtheria, pertussis - Tdap (one dose) followed by a tetanus booster every 10 years.
- e. TB screening (documentation of annual PPD for last 2 years or two-step initial screening within the last 3 months, or chest x-ray if previous positive results or Interferon Gamma Release Assay)
- f. Influenza – annual immunization is required

Recommended: Pneumonia

Compliance: Any student who has failed to comply with the admission requirements, including the above immunizations and health forms by the dates listed below will be notified of the necessity to comply with the policy. Those students will be informed of how they can come into compliance with the policy requirements.

- Newly admitted registered nursing students attending classes more than three days from the first day of scheduled class/lab/clinical without having complied with these requirements, will be subject to being administratively withdrawn from the program.
- Newly admitted practical nursing students attending first term classes more than 6 weeks from the first day of scheduled class/lab/clinical without having complied with these requirements, will be subject to being administratively withdrawn from the program. In following terms, practical nursing students attending classes more than three days from the first day of scheduled class/lab/clinical without having complied with these requirements, will be subject to being administratively withdrawn from the program.

In the event a student does not provide required documentation as noted above, OIAH reserves the right to place a hold on the student’s account and/or administratively withdraw the students from the program.

Exemptions: A statement from a licensed primary care provider (physician, nurse practitioner) indicating one or more immunizations is detrimental to his or her health may be accepted as an exemption. However, the student understands that the clinical practice agency may not allow the student to attend clinical. The student will not be given alternative clinical assignments due to the limitations of clinical availability. In addition, the student may not progress through the program if clinical requirements cannot be met.

Grievances/Complaints Policy

On occasion students, staff or the public may have a personal grievance regarding an alleged violation, misinterpretation or improper application of OIAH policies and procedures, or alleged improper treatment. A student may present a grievance without fear of retaliation or reprisal.

Students who are concerned they may have experienced a grievance are encouraged to seek assistance by discussing the matter on an informal basis with a faculty or staff member before pursuing a formal complaint. The complainant may request a meeting with an employee of the same gender and/or ethnicity at any stage of the process.

If the complaint is not resolved satisfactorily through informal means, or at any time in the process, the complainant can elect to pursue a formal complaint.

Formal complaints should be addressed to the School Director:

School Director
Ohio Institute of Allied Health
6245 Old Troy Pike, Huber Heights, OH 45424
(937) 237-1010

To pursue a formal complaint, the individual must request, in writing, a meeting within ten (10) working days from the most recent occurrence and specify the nature of the grievance.

- The scheduled meeting must take place within ten (10) working days from the day the School Director receives the request for a meeting.
- The School Director will notify the individual of the recommended steps to resolve the complaint administratively and confidentially within ten (10) working days of the meeting with the individual.

The individual may also go directly to the Director of the State Board of Career Colleges and Schools or Council on Occupational Education at any time:

Executive Director
State of Ohio Board of Career Colleges and Schools
30 East Broad Street, Suite 2481
Columbus, OH 43215
(614) 466-2752 or (877) 275-4219
Web site: www.scr.ohio.gov

Executive Director
Council on Occupational Education
7840 Roswell Rd.
Building 300, Suite 325
Atlanta, GA 30350
(800) 917-2081

Leave of Absence & Readmission Policy

1. All requests for leave of absence or readmission are to be submitted to the Registrar and their respective Program Coordinator in writing, giving time of leave length requested and rationale.
2. Leave of Absence is to be used only in the case of a catastrophic emergency (such as death or sickness, etc.). Other situations that arise should be explored with the School Director and/or the Program Coordinator for possible solutions rather than a leave of absence.
3. The School Director and/or the Program Coordinator will make a determination based upon the circumstances as presented in each individual case. Requests will be evaluated and granted on a case-by-case basis unique to each situation presented.
4. The maximum number of days for a leave of absence is 180 days.
5. All requests for a leave will be reviewed with regard to the student's maximum time to complete the program in which they are enrolled. Any requests that affect a student's maximum time to complete will be denied.
6. Transfer credit of courses previously completed at OIAH as personal enrichment seminars is not calculated as attendance in a newly enrolled program and does not constitute the beginning of the two (2) year enrollment.

Refund Policy

OIAH has a fair and equitable refund policy for the refund of tuition, fees and other Institutional charges, in the event the Institution cancels a class or if a student does not enter or does not complete a period of enrollment for which the student has been charged. The Institution's refund policy is published in both the catalog and on the enrollment agreements and is uniformly administered. The policy is as follows:

Refunds, when due, must be made without requiring a request from the student.

If a student has a credit balance from Title IV funds received, a refund will be made to the student within 14 business days.

An enrollment agreement or application may be cancelled within five (5) calendar days after the date of signing provided the school is notified of the cancellation in writing. The school shall promptly refund in full all tuition and fees paid pursuant to the enrollment agreement. Such refund shall be made no later than thirty (30) days after cancellation.

The state refund policy or a straight pro rata refund policy at the discretion of the school must be uniformly applied to all students, unless the use of federal or state financial aid funds mandates the use of the refund policy prescribed by another governmental entity.

Retention of tuition and fees collected in advance for a student who does not commence class shall not exceed \$100.00.

Refunds shall be made within thirty (30) days after the school has determined that a student has withdrawn unless another refund period is mandated by the use of state or federal financial aid funds.

Refunds for Students Enrolled Prior to Visiting the Institution: Students who have not visited the school facility prior to enrollment will have the opportunity to withdraw without penalty within three days following either attendance at a regularly scheduled orientation or following a tour of the facilities and inspection of the equipment.

OIAH refund policy for programs organized on a clock hour basis

- a. Up to 300 clock hours per term, quarter, or semester
 - A student who starts class and officially withdraws before ten percent (10%) of the scheduled class time is completed will be obligated for twenty-five percent (25%) of the tuition plus the registration fee.
 - A student who withdraws before twenty five percent (25%) of the scheduled class time is completed will be obligated for fifty percent (50%) of the tuition plus the registration fee.
 - A student who withdraws before fifty percent (50%) of the scheduled class time is completed will be obligated for seventy-five (75%) percent of the tuition plus the registration fee.
 - A student who officially withdraws after fifty percent (50%) of the scheduled class time is completed will not be entitled to a refund of any portion of the tuition or refundable fees.

OIAH refund policy for programs organized on a credit hour basis.

- A student who starts class and withdraws during the first full calendar week of the quarter or semester shall be obligated for twenty-five per cent of the tuition and refundable fees for that academic term plus the registration fee.
- A student who withdraws during the second full calendar week of the academic term shall be obligated for fifty per cent of the tuition and refundable fees for that academic term plus the registration fee.
- A student who withdraws during the third full calendar week of the period academic term shall be obligated for seventy-five per cent of the tuition and refundable fees for that academic term plus the registration fee.
- A student who officially withdraws beginning with the fourth full calendar week of the academic term will not be entitled to a refund of any portion of the tuition or refundable fees.

OIAH Refund Policy for Programs Obligorating Students for Periods Beyond Twelve Months

At OIAH for any programs longer than 12 months that financially obligate the student for any period of time beyond 12 months OIAH shall release the student of the obligation to pay beyond the 12 months if the student withdraws during the first 12 months. The calculation of the refund for the unused portion of the first 12 months shall be based on section (b)(1) Non-Public Institutions above. If the student withdraws during any subsequent period following the first 12 months, the student's refund for the unused portion of the tuition applicable to the period of withdrawal shall be based on section (b)(1) Non-Public Institutions above. Deviations from the requirements of this policy as stated above are permitted if (1) mandated by a non-public institution's licensing agency or a public institution's governing board and (2) accepted by the Commission.

OIAH Nursing Education Programs Note

For clarification purposes, the refund schedule applies to direct tuition only and is based upon current quarter the student is enrolled for. The refund policy does not apply to associated uniform cost, shoes, books, identification, background research, program laboratory fees or required ATI testing (unless uniforms, shoes, and/or books have not been delivered or are in resalable condition, pursuant to State Rule 3332 -1-10.1). There is no refund for lack of successful completion of a course or nursing program.

SAP Generated Refund/Return of Federal Financial Aid (TITLE IV)

When a student withdraws from the college, refunds will be returned to the programs from which the student received aid. The date of withdrawal is determined by the Registrar's Office and is based upon the date the Withdrawal Form is completed including all signatures and is submitted to the Registrar.

Withdrawals and Return of Title IV Funds

Students receiving Title IV funding (Federal Pell Grant, Supplemental Educational Opportunity Grant or William D. Ford Federal Direct Loans) who completely withdraw from classes are required to have earned aid evaluated through the federal formula established in the 1999 federal financial aid reauthorization. Unearned aid is returned to the federal financial aid programs. Students not receiving Federal Title IV financial aid, who paid for all expenses out-of-pocket, may receive a refund based on institutional policy. The amount of federal funds returned to the federal programs will be determined based on the date the withdrawal process begins or the last date of attendance. If the date the withdrawal process begins or last date of attendance is not available or known, the federal refund will be based on the 50% point of the semester. Return of Title IV funds will not be computed after the 60% point of the semester.

It is the policy of OIAH to determine the amount of earned and unearned portions of Title IV aid as of the date the student ceases attendance in accordance with federal regulations and the Return of Title IV Funds. This policy applies to all students receiving Title IV funds who do a complete withdrawal on or before the 60% date of each term. For students who completely withdraw after the 60% date, FTCC will still need to determine if they're eligible for a post-withdrawal disbursement according to federal regulations.

Federal regulations require the college to have a fair and equitable refund policy for students receiving financial aid who officially or unofficially withdraw from all classes. Withdrawing or stopping attendance may result in financial debt for the student and may also make the student ineligible for future financial aid, including loans. We strongly urge students to consult with a financial aid staff member to help them with decisions about withdrawing.

Recalculation is based on the percent of earned aid using the following formula:

of days completed up to the withdrawal date ÷ by the total days in the semester = percent of aid earned.**

The federal aid for institutional charges is returned to the federal government based on the percent of unearned aid using the following formula:

100 percent of your award - percent of aid earned = what will need to be returned to the US Department Education

Financial Consequences of Withdrawing or Not Passing Classes

Federal regulations assume that students earn financial aid over the course of a term by attending and participating in classes. Students cannot earn all of the funds unless they maintain attendance and class participation for more than 60% of the term. This calculation counts all calendar days including the first and last day of each term, weekends and holidays. If the student completely withdraws from all classes, receives all F's, W's and Incompletes before 60% point in the term, the student may have to repay any unearned financial aid funds that were already disbursed.

In general, federal regulations assume that students "earn" federal financial aid in direct proportion to the percentage of the term they complete. If students completely withdraw during a term, the College calculates, according to a federally-mandated formula, the portion of the total scheduled financial assistance earned, and therefore entitled to receive, up to the time of withdrawal. If the student or college receives more assistance than is earned, the unearned excess funds must be returned to the US Department of Education. On the other hand, if less financial assistance is received than the amount earned, additional funds may first be applied toward outstanding institutional charges and any excess paid to the student.

The portion of the Federal student aid the student is entitled to receive is calculated on a percentage basis by comparing the total number of days in the term to the number of days completed before withdrawing. For example, if 30% of the term is completed, the student earns 30% of the assistance scheduled to be received.

If a withdrawal occurs after the 60% date, the student will have earned all of the financial aid received and no Return of Title IV funds will be required.

If the student completely withdraws, earned aid will be calculated based on the percentage of the term completed, resulting in possible repayment of any unearned aid. Students are encouraged to search for resources to assist them in completing even one class, such as tutoring.

Unofficial Withdrawal

When the student stops attending without officially withdrawing and receives a “W”, “F” or “I” grade. At the end of each term, Financial Aid staff review last date of attendance records for students who did not officially withdraw. If this date is earlier than the official withdrawal date, it will be used in the Return of Title IV funds calculation.

Student Fails to Earn a Passing Grade

If a student fails to earn a passing grade (all F’s) in at least one course, the College must assume an unofficial withdrawal and perform R2T4 calculation at the 50% point of the semester.

A calculation is not required when the College can document that the student completed the period or the student earns at least one passing grade.

Repayments to Programs

If a student has received a credit balance prior to the date of withdrawal and the student’s indirect educational expenses up to the time of withdrawal exceed the amount of financial aid disbursed for the semester, the student does not owe a repayment. If the cash disbursed for the semester to the student exceeds the indirect educational costs, as determined by the Financial Aid Office up to the time of withdrawal, the student does owe a repayment. The repayment owed is the difference between the actual credit balance granted to the student and the expenses incurred (or the amount the student is eligible to retain).

The Financial Aid Office must determine reasonable costs incurred during the period to the date of withdrawal (or during the period of enrollment). Reasonable costs are those expenses that may already have been incurred and are included in the estimated cost of attendance budget used by the Financial Aid Office. These costs are based on the students’ tuition and fees, books and supplies and other indirect expenses incurred by the student. The amount to be repaid is determined by using the Overpayment Calculation sheet. If the student drops or cancels classes, decreases or cancels eligibility for financial aid, any balance owed to the College is the **STUDENT’S RESPONSIBILITY**.

Return of Title IV Funds Policy for Medical Assisting and Nursing programs.

The law specifies how the Ohio Institute of Allied Health (OIAH) must determine the amount of Title IV program assistance that has been earned if a student withdraws from school. The Financial Aid Office will perform a Return of Title IV Funds calculation when a federal student financial aid (Title IV) recipient withdraws from his/her program. This process ensures that the institution correctly calculates the amount of federal student financial aid earned by the student and returns any unearned funds back to the respective federal student financial aid program(s). In some cases, the student will be required to return unearned Title IV funds. In addition, the Return of Title IV process may result in the student owing the school for unpaid tuition and fees.

The requirements for Title IV program funds when you withdraw are separate from OIAH institutional refund policy. Therefore, the student may still owe a balance to the school to cover unpaid institutional charges.

A student may withdraw from OIAH at any time by notifying the Financial Aid Officer in writing using OIAH’s withdraw form, of his/her decision to withdraw. It is highly recommended that the student speak to a Financial Aid Advisor prior to withdrawing.

A student’s withdrawal date is defined as:

- 1) The date the student notifies OIAH of his/her decision to withdraw, or
- 2) The last date of attendance for a student who has ceased attending all classes and has not provided OIAH with his/her decision to withdraw.

The portion of Title IV funds a student is allowed to retain is calculated on a percentage basis by comparing the total number of days completed in the quarter before the student withdrew from the program, to the total number of days in the quarter.

For example, if the student withdrew on the 18th day of a quarter that has 65 days, the student has completed 28% of the quarter and has therefore earned 28% of the federal student financial aid that was disbursed or could have been disbursed. This means that 72% of the aid that was disbursed or could have been disbursed remains unearned and must be returned to the federal student financial aid program(s). The numerator and the denominator include weekend days but not scheduled breaks of five consecutive days or more.

A student earns 100% of the aid once he or she has completed more than 60% of the quarter.

Note: In a non-term based school, a student must meet both the weeks and credits in the payment period.

If the amount of aid disbursed to the student is greater than the amount of aid earned by the student, the unearned portion must be returned to the federal student financial aid program(s). In returning unearned funds, OIAH is responsible for returning the portion of the excess equal to the *lesser of* :

- 1) The institutional charges for the payment period multiplied by the unearned percentage of funds, or
- 2) The entire amount of excess funds.

A student may be required to return excess unearned Title IV funds. However, if the excess unearned funds consist of Title IV loans, then the student repays the loan(s) in accordance with the terms and conditions of the promissory note. If the excess unearned funds consist of a Title IV grant, the student is required to repay only the portion which exceeds 50 percent of the amount of grant received over \$50.

If the amount of aid disbursed to the student is less than the amount of aid earned by the student, a post-withdrawal disbursement may be available to assist the payment of any outstanding tuition and fee charges on the student's account. The post-withdrawal disbursement will be made from Title IV grant funds before available Title IV loan funds. If part of the post-withdrawal disbursement is a grant, the institution may apply the grant funds to tuition and fees or disburse the grant funds directly to the student.

If a student is eligible to receive a post-withdrawal disbursement from Title IV loan funds, the student (or parent in the case of a PLUS loan) will be asked for his/her permission to either disburse the loan funds to the student's account to reduce the balance owed to the institution, or disburse the excess loan funds directly to the student. OIAH has 30 days from the date of OIAH's determination the student withdrew to offer the post-withdrawal disbursement of a loan to the student (or the parent in the case of a PLUS loan).

The student (or parent) has 14 days from the date OIAH sends the notification to accept the post-withdrawal disbursement in writing. If the student accepts the post-withdrawal disbursement, OIAH will make payment as soon as possible, but no later than 180 days from the student's withdrawal date. No portion of the post-withdrawal disbursement of loan funds will be disbursed if the student (or parent) does not respond to OIAH's notification.

Once the unearned portion of the return of funds has been calculated, the Financial Aid Office will return the aid to the appropriate federal student financial aid program(s) within 45 days of the date of determination that the student withdrew. The order of return is specified below. The unearned funds will be "charged back" to the student's tuition account, and this may result in unpaid tuition and fees. The students will then be billed for any unpaid institutional charges that result from the return of funds to the Title IV programs, and will be responsible for full payment. A student will not be allowed to re-enter, register, or receive an official academic transcript until the outstanding balance has been paid in full.

Unearned Title IV funds will be returned to the federal student aid programs in the following order:

1. Unsubsidized Direct Loan
2. Subsidized Direct Loan
3. Direct PLUS
4. Federal Pell Grant
5. FSEOG

Return of Title IV Funds Policy for the Massage Therapy Program

The law specifies how the Ohio Institute of Allied Health (OIAH) must determine the amount of Title IV program assistance that has been earned if a student withdraws from school. The Financial Aid Office will perform a Return of Title IV Funds calculation when a federal student financial aid (Title IV) recipient withdraws from his/her program. This process ensures that the institution correctly calculates the amount of federal student financial aid earned by the student and returns any unearned funds back to the respective federal student financial aid program(s). In some cases, the student will be required to return unearned Title IV funds. In addition, the Return of Title IV process may result in the student owing the school for unpaid tuition and fees.

The requirements for Title IV program funds when you withdraw are separate from OIAH institutional refund policy. Therefore, the student may still owe a balance to the school to cover unpaid institutional charges.

A student may withdraw from OIAH at any time by notifying the Financial Aid Officer in writing using OIAH's withdraw form, of his/her decision to withdraw. It is highly recommended that the student speak a Financial Aid Advisor prior to withdrawing.

A student's withdrawal date is defined as:

- 1) The date the student notifies OIAH of his/her decision to withdraw, or
- 2) The last date of attendance for a student who has ceased attending all classes and has not provided OIAH with his/her decision to withdraw.

The portion of Title IV funds a student is allowed to retain is calculated on a percentage basis by dividing the total number of clock hours scheduled to be completed as of the withdrawal date in the period, by the total clock hours in the payment period.

For example, if the student withdrew at 114 scheduled clock hours of a payment period that has 380 clock hours, the student has completed 30% of the period and therefore has earned 30% of federal student financial aid that was disbursed or could have been disbursed. That means that 70% of the aid that was disbursed or could have been disbursed remains unearned and must be returned to the federal student financial aid programs(s).

A student earns 100% of federal financial aid once he or she has completed more than 60% of the scheduled clock hours in the payment period.

Note: In a non-term based school, a student must meet both the weeks and the credits in the payment period.

If the amount of aid disbursed to the student is greater than the amount of aid earned by the student, the unearned portion must be returned to the federal student financial aid program(s). In returning unearned funds, OIAH is

responsible for returning the portion of the excess equal to the *lesser of* :

- 1) The institutional charges for the payment period multiplied by the unearned percentage of funds, or
- 2) The entire amount of excess funds.

A student may be required to return excess unearned Title IV funds. However, if the excess unearned funds consist of Title IV loans, then the student repays the loan(s) in accordance with the terms and conditions of the promissory note. If the excess unearned funds consist of a Title IV grant, the student is required to repay only the portion which exceeds 50 percent of the amount of grant received over \$50.

If the amount of aid disbursed to the student is less than the amount of aid earned by the student, a post-withdrawal disbursement may be available to assist the payment of any outstanding tuition and fee charges on the student's account. The post-withdrawal disbursement will be made from Title IV grant funds before available Title IV loan funds. If part of the post-withdrawal disbursement is a grant, the institution may apply the grant funds to tuition and fees or disburse the grant funds directly to the student.

If a student is eligible to receive a post-withdrawal disbursement from Title IV loan funds, the student (or parent in the case of a PLUS loan) will be asked for his/her permission to either disburse the loan funds to the student's account to reduce the balance owed to the institution, or disburse the excess loan funds directly to the student. OIAH has 30 days from the date of OIAH's determination the student withdrew to offer the post-withdrawal disbursement of a loan to the student (or the parent in the case of a PLUS loan).

The student (or parent) has 14 days from the date OIAH sends the notification to accept the post-withdrawal disbursement in writing. If the student accepts the post-withdrawal disbursement, OIAH will make payment as soon as possible, but no later than 180 days from the student's withdrawal date. No portion of the post-withdrawal disbursement of loan funds will be disbursed if the student (or parent) does not respond to OIAH's notification.

Once the unearned portion of the return of funds has been calculated, the Financial Aid Office will return the aid to the appropriate federal student financial aid program(s) within 45 days of the date of determination that the student withdrew. The order of return is specified below. The unearned funds will be "charged back" to the student's tuition account, and this may result in unpaid tuition and fees. The students will then be billed for any unpaid institutional charges that result from the return of funds to the Title IV programs, and will be responsible for full payment. A student will not be allowed to re-enter, register, or receive an official academic transcript until the outstanding balance has been paid in full.

Unearned Title IV funds will be returned to the federal student aid programs in the following order:

1. Unsubsidized Direct Loan
2. Subsidized Direct Loan
3. Direct PLUS
4. Federal Pell Grant
5. FSEOG

Satisfactory Academic Progress Policies

State Tested Nursing Assistant (STNA) Program

Attendance Policy

- During the first sixteen hours of instruction absences must be made up hour for hour before the trainee provides any nursing or nursing related services involving direct contact with residents (clinical). (First 16 hrs. = first two (2) days of the AM class; first four (4) evenings of the PM class. Absence in excess of 1.6 hours during this period will result in an administrative withdrawal from the class. Refunds will be issued according to the Ohio Refund/Withdraw Policy. It is the students' responsibility to schedule these make-up hours with the instructor. Make-up hours for absences during this period must be completed BEFORE clinical training begins.
- All lecture and clinical hours must be completed within sixty (60) days from the date of absence. Additional written assignments may be required for absences during classroom lecture. All written assignments MUST be completed before the final exam can be taken. The student will be placed on a waiting list for the first available opening in a future class. There is no guarantee that make-up hours will be available within sixty (60) days.
- Students are responsible for obtaining lecture information, assignments and make-up assignments directly from the instructor. In the event that either a laboratory or lecture is missed, the student assumes responsibility for the material covered by that laboratory or lecture. Due to the nature of the clinical laboratory experiences, student attendance is critical. Absences from clinical laboratories will seriously jeopardize meeting the objectives of the course. Students may be charged a fee (not to exceed the School's cost for the instructor and any other costs) to participate in make-up clinical experiences to cover instructor time. Make-up exams and Re-take exams must be scheduled through the Instructor.
- Students must call the Administrative Offices to report if they will be late for class or absent at 937-237-1010. Students are responsible for contacting instructor to arrange make-up lecture hours.
- All Nurse Aide Training students will be required to adhere to clinical dress requirements while attending OIAH and participating in clinical. This includes scrubs and student ID.

Satisfactory Progress

- Student academic progress will be monitored through in-class practical application, clinical experience and written exams. A final comprehensive exam will be given at the end of the course and a final grade of 80% must be attained.
- Students must also meet the attendance requirements to maintain satisfactory progress as outlined above.
- Due to the short time frame of this course and Ohio Board of Health, the program's regulatory agency for this curriculum, no leaves of absence shall be granted for the STNA program.
- There will be no transfer of credit from other institutions in the STNA program.

Final Exams and Retake Policy

- Exams are given at the completion of each course and require a passing grade of 80% or better for credit. If students wish to retake the exam due to failure, re-examination must be done within one (1) day of the initial examination. Only one (1) re-examination per course shall be permitted. In the event the student does not meet the 80% minimum, the course must be repeated in its entirety.

Student/Teacher Ratio

The student/teacher ratio for lecture class is twenty-four (24) to one (1). For clinical application the student/teacher ratio is eight (8) to one (1).

Medical Assisting, Patient Care Technician, and GXMO Programs

The Ohio Institute of Allied Health seeks to promote the timely success of each program student by implementing the following progression policy for these programs:

- Medical Assisting: 780 clock hours/51 credit hours

OIAH maintains a “Same as or stricter than” Satisfactory Academic Progress (SAP) Policy for Title IV students. The school’s SAP policy for Title IV students is the same as the school’s standards for students enrolled in the same educational programs who are not receiving Title IV aid.

The OIAH financial Aid Officer reviews the Title IV SAP policy annually to ensure it meets all federal requirements. The School Director/Program Coordinator notifies the financial aid office if the school changes its academic policies.

OIAH Qualitative/Quantitative SAP Policy Summary

1. Satisfactory progress is evaluated every quarter throughout the program. The student is required for financial aid to make PACE and qualitative progress toward program completion. To be making PACE satisfactory academic progress, a student must attend at least 67% of the scheduled class/lab/clinical hours on a cumulative basis during each evaluation period. Hours beyond the allowable for absence may be made up with appropriate documentation for excused absence (i.e., doctor’s excuse, military duty, death in family, etc.); arrangements must be made with instructor, Program Coordinator or School Director.
2. The student’s academic average is reviewed to determine qualitative progress. The minimum required is 80% cumulative at the conclusion of each evaluation period. Clinical receives a pass/fail grade and must be passed for progression, as detailed below.
3. Each accepted program student must meet minimum standards to advance toward graduation within program of interest including attendance, academic performance, clinical performance (if applicable), academic integrity and financial standards.
4. Each program offered at OIAH operates on a quarterly schedule to include winter, spring, summer and fall.
5. OIAH does not permit the pursuit of multiple programs simultaneously.
6. Noncredit remedial courses are not offered.

OIAH Increments for Evaluation

Attendance is taken daily and the attendance records are reviewed bi-weekly by both the registrar and program coordinator. For Financial Aid purposes, students must maintain a minimum attendance rate of 67% of the scheduled hours during each quarter to remain in good standing. **Note: Program Attendance is also governed by accrediting bodies for each program and as such may be different for program completion as recognized by the state. Please see program handbook for specific attendance rules necessary to ensure successful program completion.** If at any time the student falls below the minimum standard, said student will receive a “student at risk” form notifying them of the potential to fail the course. The student will then need to seek the assistance of the compliance office in scheduling time to make –up hours within two weeks or the end of the quarter, whichever would come first, in to avoid being withdrawn from the program. If a VA student is withdrawn from the program due to attendance issues, their VA benefits will be terminated for that quarter also.

VA Students Note: If a student is at any time unable to mathematically achieve the required 67% attendance rate, by the end of the quarter, the student will be withdrawn from the program and their VA pay will be terminated immediately, effective the date the student reached this absence point. VA students who do not complete their program on time will not be certified to VA for additional educational benefits.

Satisfactory Academic Progress is evaluated throughout the program. Students will be provided with a progress report containing qualitative and PACE measures of progress. A student’s progress will be evaluated by the program coordinator every scheduled six weeks.

For Title IV student financial aid disbursements, Satisfactory Academic Progress is evaluated at the midpoint of the quarter, following week 6.

OIAH Attendance Policy

Students are expected to aspire to the same high level of ethics and professionalism that is demanded of licensed professionals in healthcare. This requires students to conduct themselves as professionals and to fully engage the learning process by

preparing for and participating in all classroom, lab, and clinical activities. Regular class, lab and clinical attendance are considered necessary to complete course objectives in a satisfactory manner. A student is responsible to complete one hundred percent (100%) of required clinical/externship hours to satisfactorily complete a course.

Lecture/Theory: Students may be permitted to be absent from 2 lecture/theory classes per quarter for a 10-week course – should the course be a 5-week course, then the student may be permitted to miss 1 lecture/theory class.

Lab: Students may be permitted to be absent from 1 Lab class per quarter. All missed lab hours are required to be made-up

Clinical/Externship: Students may be permitted to be absent from 1 clinical/externship per quarter. All missed clinical/externship hours are required to be made-up.

General Rules:

Should a student miss class, the student assumes responsibility for the material covered including all quizzes, exams, papers, and projects.

The student is required to contact faculty by phone, email, or in person to schedule a time to discuss the work missed and plan for make-up within 24 hours upon return to school.

Students are responsible for notifying the faculty in advance if absence is necessary. Failure to notify faculty could result in program dismissal.

The school may request a statement from the student's physician at any time.

It is the student's responsibility for the completion of all make up work to be given to instructor within one week of returning to school.

Lab/Clinical hours are to be completed at a time that is permitted by the instructor of the course. Students may be charged a fee (not to exceed the School's cost for the instructor and any other costs) to participate in make-up clinical/externship experiences.

Course Rules:

A course may be repeated only once. Failure two times in a row in the same course will result in academic withdrawal from the program. If a student is administratively withdrawn for any reason, he or she may submit a written appeal to the School Director (see Appeal process policy). Students who are withdrawn will receive any refund owed in accordance with the Refund Policy (see Refund Policy).

Failure of 2 core classes will result in dismissal for the enrolled program.

MT Core Classes: BIO 210, BIO 250, MAS 100, MAS 110, MAS 200, MAS 210, MAS 250, MAS 300

MA Core Classes: PHL 101, Ma 104, MA 105, MA 201, MA 202, MA 206

PN Core Classes: NRS 100, NRS 101, NRS 102, NRS 103, NRS 104, NRS 106, NRS 109, NRS 110, NRS 111, NRS 112

RN Core Classes: NRS 200, NRS 201, NRS 202, NRS 203, NRS 204, NRS 205, NRS 207, NRS 209, NRS 210, NRS 211

If a student has not registered for or attended classes for 14 days and has made no previous arrangements for a leave of absence, the student will be administratively withdrawn from the current program and must complete a new Enrollment Agreement. If a student is administratively withdrawn for any reason, he or she may submit a written appeal to the School Director (see Appeal process policy).

OIAH Tardy Policy

Students are expected to attend all course lectures, clinical experiences, and laboratories. Due to the nature of healthcare training programs student attendance is critical. Absences will seriously jeopardize meeting the objectives of the course. Tardiness in this instance is defined as arriving more than 30 minutes late or leaving early more than 30 minutes from lecture/lab/clinical.

Under this policy students that are tardy by this definition will be charged with one absence as defined in the OIAH attendance policy which can be found in the catalog given to the student at the time of enrollment or on at www.oiah.edu under the consumer information tab.

Students are responsible for understanding that classes will begin at the scheduled time. The instructor will begin for those in attendance and will not re-teach any missed information. If the day's agenda includes a quiz or test and the student is not on time or leaves early, the instructor is permitted to give the student a zero for that quiz or test.

As stated earlier, students are expected to attend all course lectures, clinical experiences, and laboratories and as such a pattern of chronic arrival after the start of class or a pattern of early departure from class will result in disciplinary action.

OIAH Qualitative Measure of SAP

1. Students must complete each course with a minimum of 80% (C) to advance to subsequent course work or graduation from the current program. Incomplete grades are not given. Students not achieving this standard will receive an "F" on the official transcript and must retake the course(s) to progress in the program. The lowest grade will be dropped and the highest grade will be used to calculate the academic average. Course work repeated may adversely affect a student's academic progress in terms of the maximum time frame. A course may be repeated only once. The student will be charged the full course fee for any course repeated due to failure/withdrawn/dropped.
2. Failure to achieve an 80% average two times in the same course will result in academic withdrawal. If a student is administratively withdrawn for any reason, he or she may submit a written appeal to the School Director (see Appeal process policy).
3. Each student's progress within a course will be evaluated by the respective instructor and reported to the school's registrar office on a quarterly basis using the following grading scale:

Numeric Grade	Letter Grade
94-100%	A
86-93	B
80-85	C
Below 80%	F

OIAH Pace Measure of Satisfactory Academic Progress (SAP)

Maximum Time Frame

1. All program requirements must be completed within a maximum time frame of 1.5 times the normal program length, as measured in calendar time. Each student is required to meet the minimum program completion criteria as stated in the program bulletin he/she enrolled under. Most students will complete the program requirements within the stated program bulletin guidelines. However, a student may have up to 1.5 times the normal program length to meet program requirements. For example, if the program is designed to be completed in 52 calendar weeks, the student will have up to 78 weeks to meet program requirements. Time spent on an approved leave of absence is not counted against the maximum time frame.
2. Students exceeding the maximum time frame will be administratively withdrawn and will need to re-enroll.
3. Should it be necessary for a student to take a temporary leave of absence (birth of child, accidental injury, extended illness, etc.) the appropriate procedure must be followed to prevent the student from being administratively withdrawn (see Leave of Absence Policy). If a student is administratively withdrawn for any reason, he or she may submit a written appeal to the school administrator (see Appeal process policy).
4. Transfer students from outside the institution will be evaluated qualitatively on the work completed while at the institute.
5. The maximum time frame is reduced for transfer students, based upon the remaining length of the program in which they enroll.

Clinical Performance

1. Students must satisfactorily complete all clinical components of the current course and program to advance to the subsequent coursework or graduation from the program.
2. Failure to meet the minimum standards or committing an identified critical incident (i.e. failure to maintain client safety, breach of confidentiality, unprofessional conduct, or being asked to leave a clinical site) will result in automatic failure of the course regardless of current grade percentage.
3. Pending the severity of the circumstances, a student may be immediately withdrawn from a program by the respective Program Coordinator in collaboration with the School Director. If a student is administratively withdrawn for any reason, he or she may submit a written appeal to the School Director (see Appeal process policy). However, it is unlikely the student will be readmitted considering the behavior warranted immediate program withdrawal.

Financial Standards

1. Students must remain in satisfactory financial status to progress to subsequent course work. Students who fail to meet their financial obligations to the school can be denied attendance privileges and face possible dismissal from school.
2. All tuition and school fees must be current in order to graduate and advance to subsequent course enrollment and to graduate.
3. Academic records will not be released to students or other institutions until school tuition and fees are current.

Financial Aid Warning:

1. OIAH evaluates Satisfactory Academic Progress at the end of each payment period. If a student falls below a 2.0 GPA or if the student is not completing the required amount of hours/credits to keep Pace with the requirements for graduation within the 150% time frame; the student will be placed on financial aid warning for one payment period. If they are still not meeting SAP at the end of the warning period, the student may be placed on Financial Aid Probation. (See "Financial Aid Probation" below.) A student who is put on a Financial Aid Warning can continue to receive Title IV aid for the next payment period after they receive the warning status. The status will be conferred automatically without the student appealing their SAP status.
2. If the student does not make SAP at the end of the financial aid warning period, they lose their financial aid eligibility. The student has the opportunity to have their financial aid eligibility reinstated by appealing the decision and being placed on Financial Aid Probation.

Probation:

1. When the student does not make SAP at the end of the next payment period, the student is now informed that they can appeal and must win the appeal to be placed on Probation. The student must advise OIAH as to why his/her grades have fallen below SAP and devise a plan to improve grades during the next payment period. A plan must be developed to assist a student to achieve success in the coming payment period.
2. A student may file an appeal due to a death in the family, illness, or other serious reasons. The appeal must be in writing to the School Director explaining what caused the problem. The student would have to submit how circumstances have changed that will allow him/her to attain satisfactory academic progress once the probationary period is over.
3. The student will receive a written decision as to the status of their appeal and any SAP plan that may be attached to it.

Students on probation, who fail to make satisfactory academic progress by the next payment period, will lose their financial aid eligibility.

Withdrawals: withdrawal with passing SAP versus Withdrawal with failing SAP

OIAH performs "Return to Title IV" calculations for all withdrawing students as per its R2T4 Policy. If a withdrawn student returns back to school, OIAH will apply its SAP policy in continuation of such a student's SAP-status at the time of withdrawal.

Changing Programs of Study: A student transferring from one program to another has to withdraw from one program first and then enroll in the second program, as long as all admissions requirements are met. A student may be awarded a transfer credits for the common courses among the program a student has withdrawn from and the program a student will be joining. Transfer credits received will not be included in the calculation of the student's GPA. SAP-status of a student will be applied in continuation from one program to another, but maximum-duration of each program will be counted separately.

Appeals Process

1. The student may submit a written appeal of his/her dismissal within five calendar days of their receipt of the dismissal notice. The appeal should be addressed to the School Director. The appeal must be accompanied by documentation of the mitigating circumstances that have prevented the student from attainment of satisfactory academic progress. Only extraordinary circumstances will be considered, such as death or severe illness in the immediate family.
2. The School Director will assess all appeals, and determine whether the student may be permitted to continue in school on a probationary status, despite not meeting the satisfactory progress requirements. The student will be sent the written decision within ten days of the institute's receipt of the appeal. The decision of the School Director is final.

Students reinstated upon appeal are on a probationary status for the next evaluation period, during which time they must meet the terms and conditions set out in the School Director's letter granting the appeal. At the end of the evaluation period, and at the end of every evaluation period thereafter, the student's academic status will be reviewed. The student may continue on probation with an academic plan as long as he/she meets the terms of the probation, until such time as satisfactory academic progress is regained.

Massage Therapy Program

OIAH maintains a “Same as or stricter than” Satisfactory Academic Progress (SAP) Policy for Title IV students. The school’s SAP policy for Title IV students is the same as the school’s standards for students enrolled in the same educational programs who are not receiving Title IV aid.

The OIAH financial Aid Officer reviews the Title IV SAP policy annually to ensure it meets all federal requirements. The School Director/Program Coordinator notifies the financial aid office if the school changes its academic policies.

OIAH SAP Policy Summary

1. Satisfactory progress is evaluated every quarter throughout the program. The student is required to make PACE and qualitative progress toward program completion. To be making PACE satisfactory academic progress, a student must attend at least 67% of the scheduled class/lab/clinical hours on a cumulative basis during each evaluation period. Hours beyond the allowable for absence may be made up with appropriate documentation for excused absence (i.e., doctor’s excuse, military duty, death in family, etc.); arrangements must be made with instructor, Program Coordinator or School Director.
2. The student’s academic average is reviewed to determine qualitative progress. The minimum required is 80% cumulative at the conclusion of each evaluation period. Clinicals receive a pass/fail grade and must be passed for progression, as detailed below.
3. Each accepted program student must meet minimum standards to advance toward graduation within program of interest including attendance, academic performance, clinical performance (if applicable), academic integrity and financial standards.
4. Each program offered at OIAH operates on a quarterly schedule to include winter, spring, summer and fall quarters.
5. OIAH does not permit the pursuit of multiple programs simultaneously.
6. Noncredit remedial courses are not offered.

OIAH Increments for Evaluation

Attendance is taken daily and the attendance records are reviewed bi-weekly by both the registrar and program coordinator. For Financial Aid purposes, students must maintain a minimum attendance rate of 67% of the scheduled hours during each quarter to remain in good standing. **Note: Program Attendance is also governed by accrediting bodies for each program and as such may be different for program completion as recognized by the state. Please see program handbook for specific attendance rules necessary to ensure successful program completion.** If at any time the student falls below the minimum standard, said student will receive a “student at risk” form notifying them of the potential to fail the course. The student will then need to seek the assistance of the compliance office in scheduling time to make –up hours within two weeks or the end of the quarter, whichever would come first, in to avoid being withdrawn from the program. If a VA student is withdrawn from the program due to attendance issues, their VA benefits will be terminated for that quarter also.

VA Students Note: If a student is at any time unable to mathematically achieve the required 67% attendance rate, by the end of the quarter, the student will be withdrawn from the program and their VA pay will be terminated immediately, effective the date the student reached this absence point. VA students who do not complete their program on time will not be certified to VA for additional educational benefits.

Satisfactory Academic Progress is evaluated throughout the program. Students will be provided with a progress report containing qualitative and PACE measures of progress. For the Massage Therapy program, a student’s progress will be evaluated every scheduled 250 clock hours.

For Title IV student financial aid disbursements, Satisfactory Academic Progress is evaluated at the midpoint of the Massage Therapy program, following week 20 and the successful completion of 380 Clock Hours.

OIAH Attendance Policy

Students are expected to aspire to the same high level of ethics and professionalism that is demanded of licensed professionals in healthcare. This requires students to conduct themselves as professionals and to fully engage the learning process by preparing for and participating in all classroom, lab, and clinical activities. Regular class, lab and clinical attendance are considered necessary to complete course objectives in a satisfactory manner. A student is responsible to complete one hundred percent (100%) of required clinical/externship hours to satisfactorily complete a course.

Lecture/Theory: Students may be permitted to be absent from 2 lecture/theory classes per quarter for a 10-week course – should the course be a 5-week course, then the student may be permitted to miss 1 lecture/theory class.

Lab: Students may be permitted to be absent from 1 Lab class per quarter. All missed lab hours are required to be made-up

Clinical/Externship: Students may be permitted to be absent from 1 clinical/externship per quarter. All missed clinical/externship hours are required to be made-up.

General Rules:

Should a student miss class, the student assumes responsibility for the material covered including all quizzes, exams, papers, and projects.

The student is required to contact faculty by phone, email, or in person to schedule a time to discuss the work missed and plan for make-up within 24 hours upon return to school.

Students are responsible for notifying the faculty in advance if absence is necessary. Failure to notify faculty could result in program dismissal.

The school may request a statement from the student's physician at any time.

It is the student's responsibility for the completion of all make up work to be given to instructor within one week of returning to school.

Lab/Clinical hours are to be completed at a time that is permitted by the instructor of the course. Students may be charged a fee (not to exceed the School's cost for the instructor and any other costs) to participate in make-up clinical/externship experiences.

Course Rules:

A course may be repeated only once. Failure two times in a row in the same course will result in academic withdrawal from the program. If a student is administratively withdrawn for any reason, he or she may submit a written appeal to the School Director (see Appeal process policy). Students who are withdrawn will receive any refund owed in accordance with the Refund Policy (see Refund Policy).

Failure of 2 core classes will result in dismissal for the enrolled program.

MT Core Classes: BIO 210, BIO 250, MAS 100, MAS 110, MAS 200, MAS 210, MAS 250, MAS 300

MA Core Classes: PHL 101, Ma 104, MA 105, MA 201, MA 202, MA 206

PN Core Classes: NRS 100, NRS 101, NRS 102, NRS 103, NRS 104, NRS 106, NRS 109, NRS 110, NRS 111, NRS 112

RN Core Classes: NRS 200, NRS 201, NRS 202, NRS 203, NRS 204, NRS 205, NRS 207, NRS 209, NRS 210, NRS 211

If a student has not registered for or attended classes for 14 days and has made no previous arrangements for a leave of absence, the student will be administratively withdrawn from the current program and must complete a new Enrollment Agreement. If a student is administratively withdrawn for any reason, he or she may submit a written appeal to the School Director (see Appeal process policy).

OIAH Tardy Policy

Students are expected to attend all course lectures, clinical experiences, and laboratories. Due to the nature of healthcare training programs student attendance is critical. Absences will seriously jeopardize meeting the objectives of the course. Tardiness in this instance is defined as arriving more than 30 minutes late or leaving early more than 30 minutes from lecture/lab/clinical.

Under this policy students that are tardy by this definition will be charged with one absence as defined in the OIAH attendance policy which can be found in the catalog given to the student at the time of enrollment or on at www.oiah.edu under the consumer information tab.

Students are responsible for understanding that classes will begin at the scheduled time. The instructor will begin for those in attendance and will not re-teach any missed information. If the day's agenda includes a quiz or test and the student is not on time or leaves early, the instructor is permitted to give the student a zero for that quiz or test.

As stated earlier, students are expected to attend all course lectures, clinical experiences, and laboratories and as such a pattern of chronic arrival after the start of class or a pattern of early departure from class will result in disciplinary action.

OIAH Qualitative Measure of SAP

1. Students must complete each course with a minimum of 80% (C) to advance to subsequent course work or graduation from the current program. Incomplete grades are not given. Students not achieving this standard will receive an "F" on the official transcript and must retake the course(s) to progress in the program. The lowest grade will be dropped and the highest grade will be used to calculate the academic average. Course work repeated may

adversely affect a student's academic progress in terms of the maximum time frame. A course may be repeated only once. The student will be charged the full course fee for any course repeated due to failure/withdrawal/drop.

2. Failure to achieve an 80% average two times in the same course will result in academic withdrawal. If a student is administratively withdrawn for any reason, he or she may submit a written appeal to the School Director (see Appeal process policy). Noncredit remedial courses are not offered.
3. Each student's progress within a course will be evaluated by the respective instructor and reported to the school's registrar office on a quarterly basis using the following grading scale:

Numeric Grade	Letter Grade
94-100%	A
86-93	B
80-85	C
Below 80%	F

Clinical Performance

1. Students must satisfactorily complete all clinical components of the current course and program to advance to the subsequent coursework or graduation from the program.
2. Failure to meet the minimum standards or committing an identified critical incident (i.e. failure to maintain client safety, breach of confidentiality, unprofessional conduct, or being asked to leave a clinical site) will result in automatic failure of the course regardless of current grade percentage.
3. Pending the severity of the circumstances, a student may be immediately withdrawn from a program by the respective Program Coordinator in collaboration with the School Director. If a student is administratively withdrawn for any reason, he or she may submit a written appeal to the School Director. However, it is unlikely the student will be readmitted considering the behavior warranted immediate program withdrawal.

OIAH Pace Measure of Satisfactory Academic Progress (SAP)

Maximum Time Frame

1. Each student is required to meet the minimum program completion criteria as stated in the program bulletin he/she enrolled under. Most students will complete the program requirements within the stated program bulletin guidelines. OIAH has a 67% attendance requirement, which makes the maximum time frame 150% of the program length. Time spent on an approved leave of absence is not counted against the maximum time frame.
2. Students exceeding the maximum time frame will lose financial aid eligibility. The student then has the option to appeal and may be placed on financial aid probation if the appeal is approved. Should it be necessary for a student to take a temporary leave of absence (birth of child, accidental injury, extended illness, etc.) the appropriate procedure must be followed to prevent the student from being administratively withdrawn (see Leave of Absence Policy). If a student is administratively withdrawn for any reason, he or she may submit a written appeal to the school administrator (see Appeal process policy).
3. Transfer students from outside the institution will be evaluated qualitatively on the work completed while at the institute.
4. The maximum time frame is reduced for transfer students, based upon the remaining length of the program in which they enroll. All transfer credit hours that are accepted will be counted toward the maximum timeframe.

Financial Aid Warning:

1. OIAH evaluates Satisfactory Academic Progress at the end of each payment period. If a student falls below a 2.0 GPA or if the student is not completing the required amount of hours/credits to keep Pace with the requirements for graduation within the mandatory time frame, the student will be placed on financial aid warning for one payment period. Since the school has a 67% attendance requirement, the maximum time frame is 150% of the program length.
2. A student who is put on a Financial Aid Warning can continue to receive Title IV aid for the next payment period after they receive the warning status. The Financial Aid Warning status will be conferred automatically without the student appealing their SAP status.
3. If the student does not make SAP at the end of the financial aid warning period, they lose their financial aid eligibility. The student has the opportunity to have their financial aid eligibility reinstated by successfully appealing the decision and being placed on Financial Aid Probation. (See "Financial Aid Probation" below.)

Financial Aid Probation:

1. When the student does not make SAP at the end of the next payment period, the student is now informed that they can appeal and must win the appeal to be placed on Probation. The student must advise OIAH as to why his/her grades have fallen below SAP and devise a plan to improve grades during the next payment period. A plan must be developed to assist a student to achieve success in the coming payment period.

2. A student may file an appeal due to a death in the family, illness, or other serious reasons. The appeal must be in writing to the School Director explaining what caused the problem. The student would have to submit how circumstances have changed that will allow him/her to attain satisfactory academic progress once the probationary period is over.
3. The student will receive a written decision as to the status of their appeal and any SAP plan that may be attached to it.

Students on probation, who fail to make satisfactory academic progress by the next payment period, will lose their financial aid eligibility.

Withdrawals: withdrawal with passing SAP versus Withdrawal with failing SAP

OIAH performs "Return to Title IV" calculations for all withdrawing students as per its R2T4 Policy. If a withdrawn student returns back to school, OIAH will apply its SAP policy in continuation of such a student's SAP-status at the time of withdrawal.

Changing Programs of Study: A student transferring from one program to another has to withdraw from one program first and then enroll in the second program, as long as all admissions requirements are met. A student may be awarded a transfer credits for the common courses among the program a student has withdrawn from and the program a student will be joining. Transfer credits received will not be included in the calculation of the student's GPA. SAP-status of a student will be applied in continuation from one program to another, but maximum-duration of each program will be counted separately.

OIAH Appeals Process

1. If the student does not make SAP at the end of the Financial Aid Warning period, he/she loses his/her Title IV financial aid eligibility. The student may have the opportunity to have his/her financial aid eligibility reinstated by successfully appealing the decision and being placed on Financial Aid Probation. The student has five days to submit an appeal. The appeal must be given to the school director, who in turn will meet with the Appeals Committee. The Committee will assess the appeal, along with all supporting documentation, and determine whether the student may be permitted to continue in school and receive Title IV financial aid on a probationary status, despite not meeting the satisfactory progress requirements. The student will be sent the written decision within ten days of the institute's receipt of the appeal. The decision of the Appeals Committee is final.
2. Students reinstated upon appeal are on a probationary status for the next payment period, during which time they must meet the terms and conditions set out in the Appeals Committee's letter granting the appeal, and academic plan, if applicable. At the end of the probation period, the student's SAP is evaluated. The student is considered back in good standing at the end of a probation period if he/she has met the SAP standards or is meeting the terms of the academic plan.

OIAH Reinstatement Policy

Title IV financial aid eligibility will be re-established once the student has met the 67% attendance requirement, an 80% grade in each course and has not exceeded 150% of the maximum time frame by program length.

Nursing Education Programs

OIAH maintains a “Same as or stricter than” Satisfactory Academic Progress (SAP) Policy for Title IV students. The school’s SAP policy for Title IV students is the same as the school’s standards for students enrolled in the same educational programs who are not receiving Title IV aid.

The OIAH financial Aid Officer reviews the Title IV SAP policy annually to ensure it meets all federal requirements. The School Director/Program Coordinator notifies the financial aid office if the school changes its academic policies.

OIAH Qualitative/Quantitative SAP Policy Summary

1. Satisfactory progress is evaluated every quarter throughout the program. The student is required for financial aid to make PACE and qualitative progress toward program completion. To be making PACE satisfactory academic progress, a student must attend at least 67% of the scheduled class/lab/clinical hours on a cumulative basis during each evaluation period. Hours beyond the allowable for absence may be made up with appropriate documentation for excused absence (i.e., doctor’s excuse, military duty, death in family, etc.); arrangements must be made with instructor, Program Coordinator or School Director.
2. The student’s academic average is reviewed to determine qualitative progress. The minimum required is 80% cumulative at the conclusion of each evaluation period. Clinical receives a pass/fail grade and must be passed for progression, as detailed below.
3. Each accepted program student must meet minimum standards to advance toward graduation within program of interest including attendance, academic performance, clinical performance (if applicable), academic integrity and financial standards.
4. Each program offered at OIAH operates on a quarterly schedule to include winter, spring, summer and fall.
5. OIAH does not permit the pursuit of multiple programs simultaneously.
6. Noncredit remedial courses are not offered.

OIAH Increments for Evaluation

Attendance is taken daily and the attendance records are reviewed bi-weekly by both the registrar and program coordinator. For Financial Aid purposes, students must maintain a minimum attendance rate of 67% of the scheduled hours during each quarter to remain in good standing. **Note: Program Attendance is also governed by accrediting bodies for each program and as such may be different for program completion as recognized by the state. Please see program handbook for specific attendance rules necessary to ensure successful program completion.** If at any time the student falls below the minimum standard, said student will receive a “student at risk” form notifying them of the potential to fail the course. The student will then need to seek the assistance of the compliance office in scheduling time to make –up hours within two weeks or the end of the quarter, whichever would come first, in to avoid being withdrawn from the program. If a VA student is withdrawn from the program due to attendance issues, their VA benefits will be terminated for that quarter also.

VA Students Note: If a student is at any time unable to mathematically achieve the required 67% attendance rate, by the end of the quarter, the student will be withdrawn from the program and their VA pay will be terminated immediately, effective the date the student reached this absence point. VA students who do not complete their program on time will not be certified to VA for additional educational benefits.

Satisfactory Academic Progress is evaluated throughout the program. Students will be provided with a progress report containing qualitative and PACE measures of progress. A student’s progress will be evaluated by the program coordinator every scheduled six weeks.

For Title IV student financial aid disbursements, Satisfactory Academic Progress is evaluated at the midpoint of the quarter, following week 6.

OIAH Attendance Policy

Students are expected to aspire to the same high level of ethics and professionalism that is demanded of licensed professionals in healthcare. This requires students to conduct themselves as professionals and to fully engage the learning process by preparing for and participating in all classroom, lab, and clinical activities. Regular class, lab and clinical attendance are considered necessary to complete course objectives in a satisfactory manner. A student is responsible to complete one hundred percent (100%) of required clinical/externship hours to satisfactorily complete a course.

Lecture/Theory: Students may be permitted to be absent from 2 lecture/theory classes per quarter for a 10-week course – should the course be a 5-week course, then the student may be permitted to miss 1 lecture/theory class.

Lab: Students may be permitted to be absent from 1 Lab class per quarter. All missed lab hours are required to be made-up

Clinical/Externship: Students may be permitted to be absent from 1 clinical/externship per quarter. All missed

clinical/externship hours are required to be made-up.

General Rules:

Should a student miss class, the student assumes responsibility for the material covered including all quizzes, exams, papers, and projects.

The student is required to contact faculty by phone, email, or in person to schedule a time to discuss the work missed and plan for make-up within 24 hours upon return to school.

Students are responsible for notifying the faculty in advance if absence is necessary. Failure to notify faculty could result in program dismissal.

The school may request a statement from the student's physician at any time.

It is the student's responsibility for the completion of all make up work to be given to instructor within one week of returning to school.

Lab/Clinical hours are to be completed at a time that is permitted by the instructor of the course. Students may be charged a fee (not to exceed the School's cost for the instructor and any other costs) to participate in make-up clinical/externship experiences.

Course Rules:

A course may be repeated only once. Failure two times in a row in the same course will result in academic withdrawal from the program. If a student is administratively withdrawn for any reason, he or she may submit a written appeal to the School Director (see Appeal process policy). Students who are withdrawn will receive any refund owed in accordance with the Refund Policy (see Refund Policy).

Failure of 2 core classes will result in dismissal for the enrolled program.

MT Core Classes: BIO 210, BIO 250, MAS 100, MAS 110, MAS 200, MAS 210, MAS 250, MAS 300

MA Core Classes: PHL 101, Ma 104, MA 105, MA 201, MA 202, MA 206

PN Core Classes: NRS 100, NRS 101, NRS 102, NRS 103, NRS 104, NRS 106, NRS 109, NRS 110, NRS 111, NRS 112

RN Core Classes: NRS 200, NRS 201, NRS 202, NRS 203, NRS 204, NRS 205, NRS 207, NRS 209, NRS 210, NRS 211

If a student has not registered for or attended classes for 14 days and has made no previous arrangements for a leave of absence, the student will be administratively withdrawn from the current program and must complete a new Enrollment Agreement. If a student is administratively withdrawn for any reason, he or she may submit a written appeal to the School Director (see Appeal process policy).

OIAH Tardy Policy

Students are expected to attend all course lectures, clinical experiences, and laboratories. Due to the nature of healthcare training programs student attendance is critical. Absences will seriously jeopardize meeting the objectives of the course. Tardiness in this instance is defined as arriving more than 30 minutes late or leaving early more than 30 minutes from lecture/lab/clinical.

Under this policy students that are tardy by this definition will be charged with one absence as defined in the OIAH attendance policy which can be found in the catalog given to the student at the time of enrollment or on at www.oiah.edu under the consumer information tab.

Students are responsible for understanding that classes will begin at the scheduled time. The instructor will begin for those in attendance and will not re-teach any missed information. If the day's agenda includes a quiz or test and the student is not on time or leaves early, the instructor is permitted to give the student a zero for that quiz or test.

As stated earlier, students are expected to attend all course lectures, clinical experiences, and laboratories and as such a pattern of chronic arrival after the start of class or a pattern of early departure from class will result in disciplinary action.

OIAH Qualitative Measure of SAP

1. Students must complete each course with a minimum of 80% (C) to advance to subsequent course work or graduation from the current program. Incomplete grades are not given. Students not achieving this standard will receive an "F" on the official transcript and must retake the course(s) to progress in the program. The lowest grade will be dropped and the highest grade will be used to calculate the academic average. Course work repeated may adversely affect a student's academic progress in terms of the maximum time frame. A course may be repeated only once. The student will be charged the full course fee for any course repeated due to failure/withdrawn/dropped.

2. Failure to achieve an 80% average two times in the same course will result in academic withdrawal. If a student is administratively withdrawn for any reason, he or she may submit a written appeal to the School Director (see Appeal process policy).
3. Each student's progress within a course will be evaluated by the respective instructor and reported to the school's registrar office on a quarterly basis using the following grading scale:

Numeric Grade	Letter Grade
94-100%	A
86-93	B
80-85	C
Below 80%	F

OIAH Pace Measure of Satisfactory Academic Progress (SAP)

Maximum Time Frame

1. All program requirements must be completed within a maximum time frame of 1.5 times the normal program length, as measured in calendar time. Each student is required to meet the minimum program completion criteria as stated in the program bulletin he/she enrolled under. Most students will complete the program requirements within the stated program bulletin guidelines. However, a student may have up to 1.5 times the normal program length to meet program requirements. For example, if the program is designed to be completed in 52 calendar weeks, the student will have up to 78 weeks to meet program requirements. Time spent on an approved leave of absence is not counted against the maximum time frame.
2. Students exceeding the maximum time frame will be administratively withdrawn and will need to re-enroll.
3. Should it be necessary for a student to take a temporary leave of absence (birth of child, accidental injury, extended illness, etc.) the appropriate procedure must be followed to prevent the student from being administratively withdrawn (see Leave of Absence Policy). If a student is administratively withdrawn for any reason, he or she may submit a written appeal to the school administrator (see Appeal process policy).
4. Transfer students from outside the institution will be evaluated qualitatively on the work completed while at the institute.
5. The maximum time frame is reduced for transfer students, based upon the remaining length of the program in which they enroll.

Clinical Performance

1. Students must satisfactorily complete all clinical components of the current course and program to advance to the subsequent coursework or graduation from the program.
2. Failure to meet the minimum standards or committing an identified critical incident (i.e. failure to maintain client safety, breach of confidentiality, unprofessional conduct, or being asked to leave a clinical site) will result in automatic failure of the course regardless of current grade percentage.
3. Pending the severity of the circumstances, a student may be immediately withdrawn from a program by the respective Program Coordinator in collaboration with the School Director. If a student is administratively withdrawn for any reason, he or she may submit a written appeal to the School Director (see Appeal process policy). However, it is unlikely the student will be readmitted considering the behavior warranted immediate program withdrawal.

Financial Standards

1. Students must remain in satisfactory financial status to progress to subsequent course work. Students who fail to meet their financial obligations to the school can be denied attendance privileges and face possible dismissal from school.
2. All tuition and school fees must be current in order to graduate and advance to subsequent course enrollment and to graduate.
3. Academic records will not be released to students or other institutions until school tuition and fees are current.

Financial Aid Warning:

1. OIAH evaluates Satisfactory Academic Progress at the end of each payment period. If a student falls below a 2.0 GPA or if the student is not completing the required amount of hours/credits to keep Pace with the requirements for graduation within the 150% time frame; the student will be placed on financial aid warning for one payment period. If they are still not meeting SAP at the end of the warning period, the student may be placed on Financial Aid Probation. (See "Financial Aid Probation" below.) A student who is put on a Financial Aid Warning can continue to receive Title IV aid for the next payment period after they receive the warning status. The status will be conferred automatically without the student appealing their SAP status.

2. If the student does not make SAP at the end of the financial aid warning period, they lose their financial aid eligibility. The student has the opportunity to have their financial aid eligibility reinstated by appealing the decision and being placed on Financial Aid Probation.

Probation:

1. When the student does not make SAP at the end of the next payment period, the student is now informed that they can appeal and must win the appeal to be placed on Probation. The student must advise OIAH as to why his/her grades have fallen below SAP and devise a plan to improve grades during the next payment period. A plan must be developed to assist a student to achieve success in the coming payment period.
2. A student may file an appeal due to a death in the family, illness, or other serious reasons. The appeal must be in writing to the School Director explaining what caused the problem. The student would have to submit how circumstances have changed that will allow him/her to attain satisfactory academic progress once the probationary period is over.
3. The student will receive a written decision as to the status of their appeal and any SAP plan that may be attached to it.

Students on probation, who fail to make satisfactory academic progress by the next payment period, will lose their financial aid eligibility.

Withdrawals: withdrawal with passing SAP versus Withdrawal with failing SAP

OIAH performs "Return to Title IV" calculations for all withdrawing students as per its R2T4 Policy. If a withdrawn student returns back to school, OIAH will apply its SAP policy in continuation of such a student's SAP-status at the time of withdrawal.

Changing Programs of Study: A student transferring from one program to another has to withdraw from one program first and then enroll in the second program, as long as all admissions requirements are met. A student may be awarded a transfer credits for the common courses among the program a student has withdrawn from and the program a student will be joining. Transfer credits received will not be included in the calculation of the student's GPA. SAP-status of a student will be applied in continuation from one program to another, but maximum-duration of each program will be counted separately.

Appeals Process

1. The student may submit a written appeal of his/her dismissal within five calendar days of their receipt of the dismissal notice. The appeal should be addressed to the School Director. The appeal must be accompanied by documentation of the mitigating circumstances that have prevented the student from attainment of satisfactory academic progress. Only extraordinary circumstances will be considered, such as death or severe illness in the immediate family.
2. The School Director will assess all appeals, and determine whether the student may be permitted to continue in school on a probationary status, despite not meeting the satisfactory progress requirements. The student will be sent the written decision within ten days of the institute's receipt of the appeal. The decision of the School Director is final. Students reinstated upon appeal are on a probationary status for the next evaluation period, during which time they must meet the terms and conditions set out in the School Director's letter granting the appeal. At the end of the evaluation period, and at the end of every evaluation period thereafter, the student's academic status will be reviewed. The student may continue on probation with an academic plan as long as he/she meets the terms of the probation, until such time as satisfactory academic progress is regained.

Graduation Information

Pins are provided by OIAH, and all students will be pinned by the RN of his/her choice.

Place and time of graduation is set by the Director of Nursing Education.

If formal invitations/announcements are desired, these are at student expense to create/provide/distribute.

The program is created by the Director of Nursing Education.

The ceremony is set by the Director of Nursing Education.; speakers may include: School Director, and Director of Nursing Education.

Student input is as follows:

- o Students may choose a Student representative to deliver remarks
- o Students may add special touches (i.e. candle lighting, etc.), upon approval from the Director.

The school will provide cake, punch, and paper products.

Students shall choose, provide, and implement decorations, if desired, working with the Director of Nursing Education to set-up for the ceremony.

Probation Period

Any student who fails to meet the minimum satisfactory academic progress standard will be placed on Probation **ONCE**. The probationary period will be the student's next quarter of enrollment at the school. The school will communicate the Probation status to the student and inform the student that she/he must meet the academic progress standard by the end of the Probation Period in order to continue in their respective academic program.

Termination

Any student who fails to meet the minimum satisfactory academic progress standard at the end of the Probationary Period will be dismissed from the school. The school will communicate the Termination status to the student and inform the student of the Reinstatement and Appeal Process available to the student.

Reinstatement Policy

A student will automatically be reinstated into normal status (no longer on probation) the following quarter if and when the student successfully meets the minimum satisfactory academic progress requirements at the end of the Probation Period. Reinstatement to the program may also occur upon a successful appeal by the student.

Appeals Process

The Ohio Institute of Allied Health strives to maintain a positive learning environment with established protocols for continued success of the students. Students may appeal probation or dismissal decisions. Appeal forms, available in the Main Office, should be submitted within 5 business days of being notified of unsatisfactory academic status. Appeals must be based on severe extenuating circumstances, e.g., illness/hospitalization of the student, caring for an ill member of the immediate family, death of a member of the immediate family, domestic violence, or divorce. All situations must be documented. Appeals are not accorded for any student dismissed by a Program Coordinator for unsafe clinical conduct. However, there are circumstances that the most well developed plan and policy could not anticipate. Every student has the right to a consistent, fair appeal process when adherence to current school or program policy is not deemed appropriate by the student. The appeals process follows:

1. The best course of action is to resolve the conflict or difference of opinion directly with the instructor or program office involved. If this approach is tried and unsatisfactory, initiate a formal appeal with the Office of the School Director.
2. If the student has been dismissed from OIAH as a result of failure to meet current policy (i.e. attendance, academic progress, ETC), he/she has five days to submit a written appeal. The written appeal must include documentation of the circumstances leading up to the dismissal, students plan to correct or prevent the occurrence in the future and the requested course of action to remedy the situation (such as repeating a course for a 3rd time, ETC).
3. The School Director will assess all appeals and seek clarification as appropriate. The Grievance committee will then review the case and circumstances in person or via email to facilitate a decision to the student within 10 days of receipt of the Appeal.
4. The Grievance committee may grant a recommendation of reinstatement with specific criteria or behaviors to be addressed after consultation with the Program Coordinator. Note: The Grievance Committee cannot override a decision to administratively withdraw a student for violating critical incidents in the clinical environment such as failure to maintain client safety, unprofessional or illegal behavior, breaching confidentiality, ETC.
5. A reinstated student will automatically be placed on probation for the remainder of the program to ensure the issue is satisfactorily resolved according to terms of reinstatement. Failure on the part of the student to follow through on the terms of the reinstatement or suffer a repeat occurrence is grounds for immediate dismissal.
6. The Grievance committee may also grant a decision to reject the appeal. The decision of the grievance committee is final.

Student Conduct and Conditions for Dismissal

1. The need for faculty, students and administrators to understand the rights and responsibilities with regard to academic and professional concerns requires a clearly defined procedure to enable them to address legitimate concerns. Therefore, the school policy attempts to declare the:
 - a. Faculty's responsibility and right to:
 - i. Set reasonable standards for academic and professional performance
 - ii. Establish and articulate procedures for evaluating performance
 - iii. Evaluate performance
 - iv. Assign grades based on this evaluation for all students assigned and enrolled in his/her class, consistent with the school policy and without regard to non-academic criteria, such as race, color, creed, national origin, religious beliefs, age, sex or handicap

- b. Student's responsibilities to adhere to school policies and standards
- c. Student's right to have clearly defined:
 - i. Standards for academic and professional performance
 - ii. Standards and procedures in evaluating performance and student's demonstration in meeting those standards, without regard to race, color creed, national origin, religious beliefs, age, sex or handicap
- 2. This policy seeks to protect and clarify the students and faculty member's rights and responsibilities.
- 3. Any student may be dismissed from the school for:
 - a. Failure to meet academic standards
 - b. Physical violence or inappropriate use of language, and/or unprofessional behavior
 - c. Use of drugs and/or alcohol on school property or impaired behavior by these substances
 - d. Absence from class sessions (refer to Attendance Policy)
 - e. Failure to pay tuition
- 4. Each program offering may have additional stipulations. Please refer to the respective Program Manual.

Student Records Policy and the Federal Education Rights & Privacy Act (FERPA)

1. Students have the right to inspect and review their education records. To do so, students must submit a written request to the Registrar's Office, specifying which records to review. Requests will be granted as soon as practicable, but in no more than 45 days.
2. Students' right to inspect and review records does not extend to personal notes of faculty or staff, medical treatment records, parents' financial records, and certain confidential letters and recommendations.
3. If upon inspection and review of records, students wish to challenge (correct or delete) inaccurate or misleading data, or any records students believe violate their rights to privacy or other rights, students may request a correction or deletion in writing. If the record custodian denies the request, students will be given copies of the record(s) in question. Students then have the right to request in writing a hearing. Requests for hearings must be made to the School Director, specifying the portion of the record to be challenged, the reason(s), and the desired change(s). The record challenge hearing will be held within a reasonable time of the request, and a written decision will be issued. If students are not satisfied, they may submit written comment(s) which will be maintained with the challenged record(s).
4. The Family Education Rights & Privacy Act (FERPA) affords students certain rights with respect to educational records. Copies of students' education records or personally identifiable information concerning students will not be released to anyone outside the college, except as permitted by law, without students' written consent. However, Directory information may be released without students' written consent. Directory information includes: name, address, telephone number, date and place of birth, major field of study, participation in OIAH activities and sports, attendance at OIAH, degrees, certificates and awards received, and the most recent previous educational institution attended. If students do not want Directory information released, students must complete a form requesting it not be released and file the form with the Registrar's Office.
5. The OIAH Student Records Policy is available for review in the Office of the Registrar. Questions concerning the OIAH Student Records Policy may be brought to the School Director. Students also have the right to file complaints with the U.S. Department of Education FERPA office.

Reporting of Subsequent Arrest and Convictions

After initial acceptance into a OIAH program, any subsequent disciplinary action, arrest, charge, addiction, or impairment shall also be reported IMMEDIATELY to the School Director and the appropriate state licensing board in the same manner as for initial application to the College for determination of continuance eligibility. Failure to report any and all subsequent disciplinary actions, arrests, or impairment may result in denial of licensure and will constitute falsification of records.

Student Insurance

All students enrolled in OIAH are responsible for health care costs associated with any injury sustained while enrolled in courses. Health care institutions with which the College has a contract require that a protocol for health care be followed in the event a student sustains an injury while in the clinical settings. In this regard, the College

highly recommends that all students carry personal health insurance coverage and that this be verified by the School.

Liability Insurance for Students

OIAH does provide liability insurance coverage for student in the clinical lab setting. This policy does **not** include coverage for those students who choose to work for payment in a clinical setting, outside of their program.

Students are strongly urged to purchase their own individual liability insurance.

Search and Seizure

To protect the health and safety of the school community, administration may conduct random and unannounced searches of lockers, desks, and other containers or enclosures which are the property of OIAH. Students may be required to submit to random or systematic searches and personal searches with reasonable suspicion. Any student failing to cooperate with a search will be subject to discipline. To maintain order and discipline and to protect the health, safety and welfare of students and school personnel, administration may search a student, student lockers, student containers or belongings, and/or student automobiles under the circumstances outlined below and may seize any illegal, unauthorized, or contraband materials discovered in the search.

As used in this policy, the term "unauthorized" means any item dangerous to the health or safety of students or school personnel, or disruptive of any lawful function, mission or process of the school.

A student's failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action. Student desks and lockers are the property of the school, and may be used for the storage of permitted student belongings only. School officials reserve the right to search desks and lockers as well as to open lockers at any time for repairs. A general search of lockers or desks may be conducted to repossess school property or to locate illegal materials. A random, systematic, non-selective search of classrooms, lockers, desks or automobiles may be conducted by school officials and/or law enforcement authorities. Students are responsible for the content of their assigned locker at all times. The student's individual right to privacy and freedom from unreasonable search and seizure is balanced by the school's responsibility to protect the health, safety, and welfare of all persons within the school community. Should illegal materials be found during a search, law enforcement officials should be notified. The locations at which searches of students and student property may be conducted are not limited to the school building or school property, but may be conducted wherever the student is involved in a school-sponsored function.

Automobile Searches

Students are permitted to park on school premises as a matter of privilege, not of right. The school retains authority to conduct routine patrols of student parking lots and inspections of the exteriors of student automobiles on school property. The interiors of student vehicles may be inspected whenever a school official has reasonable suspicion to believe that the student has violated or is about to violate the law or a school rule and that the search will yield evidence of the violation or that illegal or unauthorized materials or other evidence of illegal or otherwise prohibited activities are contained inside the automobile. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant.

Seizure of Illegal Material

If a properly conducted search yields illegal or contraband materials, such findings shall be turned over to proper legal authorities for ultimate disposition.

Falsification of Documents

Falsification of **any** document will result in disciplinary action up to and including dismissal from the program.

Student Parking

Student parking is located in the front of the building. OIAH is not responsible for valuables left in your vehicle while attending class. Furthermore, OIAH is not responsible for damage caused to your vehicle while parked in the parking area. If you find damage that may have been caused to your vehicle while parked at OIAH you should call your insurance company to report the problem.

Student Break Area

Breaks are given throughout the day at which time the students are allowed to go outside or utilize the break area. During lunch students are allowed to leave the premises but should return prior to the end of the lunch period. A designated break area is available for those students who wish to remain on the premises for lunch.

Student Dress Code

OIAH students are expected to dress in a neat, clean and appropriate manner. Students are required to wear an authorized uniform scrub (pants and top), white undershirt, school I.D. and shoes. Rulings on acceptable dress listed below will be at the discretion of the Program Coordinator and/or the School Director. Failure to be in uniform may result in absence. OIAH reserves the right to change the uniform policy as deemed necessary.

Students are not allowed to wear the following:

Hair scarves/wraps

- Slippers/flip flops
- Jewelry—only one set of stud earrings, no facial jewelry, no excessive jewelry
- No tattered uniforms/scrubs
- Pants and shirts must not show skin when bending/reaching
- No Sweatshirts – any sweater may be worn in the classroom for extra warmth
 - a. Absence from class sessions (refer to Attendance Policy)
 - b. Failure to pay tuition

Transcripts

An official transcript is supplied to each student upon graduation at no cost. Additional official OIAH transcripts of work completed should be requested in writing to the Registrar via the OIAH Request for Transcript Form. Students may pick up transcripts at OIAH, or OIAH will forward the transcript to the requesting organization. Students will be required to provide a social security number, the name at time of enrollment, and the year last of attendance, as well as pay a \$5.00 per transcript fee. Additional Certificate/Diploma copies have a \$15.00 per item fee.

Transcripts requests will not be processed if the requesting student is not in good financial standing. Any student owing a balance to OIAH for their education at the time of graduation that has not been satisfied through the financial aid office will not be able to obtain copies of their transcript official until the outstanding balance is paid in full or a satisfactory arrangement reached.

Transfer of Credit Policy

Note: All hours attempted will count toward the Title IV, HEA funding 150% quantitative requirements not just the hours that were accepted as transfer hours.

The Ohio Institute of Allied Health accepts transfer credit for any programs only at the discretion of the School Director with the approval of the Program Coordinator. A student may be permitted to “Test Out” of a course previously taken but not eligible for transfer only at the discretion of the Program Coordinator with the approval of the School Director. Transfer credit policies include the following requirements:

1. All credit must be earned at an accredited college or university (community and junior colleges are included).
2. College general education requirements may be fulfilled by transfer credit.
3. Liberal arts core requirements may be fulfilled by transfer credit.
4. Credit will be granted only for a grade of “B” or better.
5. Approval of all courses are based on an official transcript and if necessary course syllabi, outlines, and descriptions, provided by the student.
6. No more than 20% of the previous educational hours will be considered for transfer. The student must complete at least 80% of quarter hours at OIAH to fulfill graduation requirements. Exceptions to this policy include: students transferring from a school in which OIAH has an articulation agreement which allows more to transfer, prior OIAH students completing a new program, and former OIAH students being re-admitted to a program that they did not

successfully complete prior to re-enrolling. In each of these circumstances transfer credit will be at the discretion of the School Director/Program Coordinator.

7. Online courses which are considered as regular courses in a degree program at a regionally accredited institution are acceptable at OIAH. Regular courses are those which are numbered according to the institution's official numbering system for courses which satisfy degree requirements.

8. Credit from a foreign institution of higher education will be evaluated on a case by case basis.

9. Credit earned through military or non-traditional programs that have been evaluated by the American Council on Education and declared to be the equivalent of lower or upper division credit, will be transferred according to the A.C.E. recommendations. However, because only satisfactory grades are awarded, the credit will not affect the grade point average.

10. Quarter hours will be multiplied by 2/3 to determine the equivalent number of semester hour credits.

11. Transfer courses accepted will be included in the cumulative credits earned but neither grades nor grade points earned at other institutions will be used in the computation of the OIAH grade point average.

12. Dual credit earned while in high school will be accepted for credit at OIAH.

13. No courses over 5 years old will be accepted for credit at OIAH.

Transfer Between Programs

Because a student's academic and professional interests can change, under certain circumstances OIAH provides procedures for transfers between degree programs. In general, transfers will be considered within the quarter they are presented.

An enrolled student who wishes to transfer from one degree program to another should submit an application for transfer to the School Director. The application must be approved by both the releasing and accepting programs. The transfer, if approved, would become effective the next quarter.

- Student must be in good academic standing.
- Student must be in good financial standing.
- Must have written approval from both program directors.
- Must meet all admissions requirements for the new program the wish to enroll in.

It must also be noted that the programs at OIAH are very specific, and if a student is allowed to transfer programs it may set the student back one or more semesters towards graduation.

Voter Registration

All students are strongly encouraged to be registered to vote. Voting is an important part of living in the United States of America and must be exercised by all eligible citizens. The Adobe Acrobat version of the Ohio Voter Registration Form and accompanying instructions are available on this website. A hardcopy of the form can also be requested at the financial aid office. For further details on voter registration, please visit the FAQ section from the Ohio Secretary of State website:

<http://www.sos.state.oh.us/elections/voterInformation/regToVote.aspx>

[Ohio Voter Registration Form](#)

[Ohio Voter Registration Instructuctions](#)

Voter registration information and forms are also available at the reception desk at OIAH during the hours of 9 AM – 5 PM Monday through Friday.

Withdraw/Drop Policy

Official (Voluntary) Withdrawal

A student is considered to be "Officially" withdrawn on the date the student notifies the Financial Aid Officer or Ohio Institute of Allied Health School Director in writing of their intent to withdraw. The date of the determination for institutional refund and Return of Title IV calculations will be the earliest of the following for official withdrawals:

1. Date student provided official notification of intent to withdraw, in writing.
2. The date the student began the withdrawal from the Ohio Institute of Allied Health.

Upon receipt of the withdrawal information the Ohio Institute of Allied Health will complete the following steps:

1. Determine the student's last date of attendance as of the last recorded date of academic attendance on the Ohio Institute of Allied Health's attendance record.
2. Perform the Ohio Institute of Allied Health refund calculation (see Ohio Institute of Allied Health refund calculation).
3. Perform the Return of Title IV Funds calculation for students receiving Title IV, federal student aid. See R2T4 policy applicable to the program of enrollment.
4. Notify the student of the amount of unearned federal student aid that must be returned (by either school or student – if applicable), and the amount of tuition and fees owed by the student after the institutional and federal (if applicable) refund calculations have been applied.
5. The student's grade record will be updated to reflect his/her final grade.
6. The student will be provided with a final tuition account statement showing any outstanding balance due the Ohio Institute of Allied Health and available methods of repayment.

A student will be permitted to rescind his notification in writing and continue the program, if so chosen. The student must provide a signed and dated written statement to the office of either the Financial Aid Officer or Ohio Institute of Allied Health School Director indicating he/she is continuing his or her program of study, and intends to complete the payment period. Title IV, HEA assistance will continue as originally planned. However, if the student subsequently drops, the student's withdrawal date is the original date of notification of intent to withdraw.

Unofficial Withdrawal

Any student that does not provide official notification of his or her intent to withdraw and is absent for more than 14 consecutive calendar days, fails to maintain satisfactory academic progress, fails to comply with the Ohio Institute of Allied Health's attendance and/or conduct policy, does not meet financial obligations to the Ohio Institute of Allied Health, or violates conditions mentioned in the Ohio Institute of Allied Health's contractual agreement, will be subject to termination and considered to have unofficially withdrawn.

Within two weeks of the student's last date of academic attendance, the following procedures will take place.

1. For reason of non-attendance, the education office will make three attempts to notify the student regarding his/her enrollment status.
2. Determine and record the student's last date of attendance, which will be the last recorded date of academic attendance on the attendance record.
3. The date of the determination, for institutional refund and Return of Title IV calculations, will be the 15th day of consecutive calendar days of absence.
4. Notify the student in writing of his/her failure to contact the Ohio Institute of Allied Health and attendance status resulting in the current termination of enrollment.
5. Perform the Ohio Institute of Allied Health refund calculation (see Ohio Institute of Allied Health refund calculation).
6. Perform the Return of Title IV Funds calculation for students receiving Title IV, federal student aid. See R2T4 policy applicable to the program of enrollment.
7. Notify the student of the amount of unearned federal student aid that must be returned (by either school or student – if applicable), and the amount of tuition and fees owed by the student after the institutional and federal (if applicable) refund calculations have been applied.
8. The student's grade record will be updated to reflect his/her final grade.
9. The student will be provided with a final tuition account statement showing any outstanding balance due the Ohio Institute of Allied Health and available methods of repayment.

Delinquent Tuition

Students who fail to meet financial obligations to the school can be denied attendance privileges and face possible dismissal from school. In severe cases of delinquency, collection agencies may be used in an effort to recover the student's debt. Any fees incurred as a result of this action shall be billed to the student.

Financial Assistance

The following financial assistance options are available.

- Tuition can be paid by the course
- Tuition can be paid in installments
- OIAH works with federal programs including:
 - Federal Pell Grant Program
 - Federal Direct Student Loan Program
- OIAH works with several government agencies including
 - Work Investment Act (WIA)
 - Bureau of Vocational Rehabilitation (BVR)
 - Veterans Association (VA)
- OIAH In-House Loan
- OIAH Scholarship or Grant (application process is detailed previously)

Work Investment Act (WIA):

WIA is a federal program that provides workforce investment activities that increase employment retention, earnings and occupational skill attainment of participants. This includes financial assistance to qualified individuals for educational programs. OIAH is an approved training provider for WIA funding in the State of Ohio.

Sponsors are employers or social agencies that have made a commitment to pay tuition for an individual to attend a Program. Please contact the Ohio Institute of Allied Health, Inc. Admissions Department for information and necessary forms to register as a sponsored student. Payment options are available for individuals without a sponsor.

Please contact financial aid at 937-237-1010 for further details.

General Fees

Programs are paid for on a per program basis unless other financial arrangements have been made and documented. General fees are provided below. Refer to the specific program sections for tuition broken down by contact/credit hours, as well as estimated miscellaneous costs for items such as books, materials, equipment and lab fees.

General Fees

Student Photo ID (replacement card).....	\$20
Returned Check Fee.....	\$30
Transcripts	\$5 Per (additional)
Duplicate Certificates	\$15 Per
Student Copies.....	\$.50 Per Page

Methods of Payment

Payment to OIAH may be made by cash, check (payable to OIAH), or credit card. Students who are not current with financial obligations will not be permitted to attend class. In addition students will not be permitted to receive an official transcript or potentially graduate until such issues are resolved. Payment can be made by mail or in person. Office hours are Monday through Friday from 9:00 a.m. to 5:00 p.m.

A fee of \$30 will be assessed plus all collection costs incurred for all checks returned by the bank for any reason. Expulsion will result from any unsettled bad checks, and the student will remain liable for all assessments, even though no longer registered.

Please refer to the detailed Registration Policy in the corresponding program-specific handbook for further payment.

Campus Safety

The Ohio Institute of Allied Health prepares the Annual Security Report to comply with the *Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act)*. Institutions participating in federal student financial aid must present to current and future students and employees certain crime statistics and policies in accordance with the *Clery Act*. The purpose of this report is to provide information relating to campus safety and security in an effort to aid future and current students and employees in making informed decisions regarding our college.

The Annual Security Report is published every year by October 1st and contains three years of campus crime statistics and campus security policy statements in accordance with the *Clery Act*. College administrators prepare this report which includes local law enforcement crime data when available.

Crime Reporting Procedures

Students strongly encouraged to report all crimes and emergencies to the School Director or other administrative staff in charge at the time. Timely reporting of criminal activity enables the college to respond to crime in a timely manner and potentially reduce the recurrence of that crime.

Report Crimes to:

Lisa Mendenhall, School Director	937-237-1010, ext 247
Melissa Coons, Administrative Assistant	937-237-1010, ext 221
Shanin Taylor, Compliance Officer	937-237-1010, ext 249

The college works cooperatively with local law enforcement agencies when necessary; however there are no written memoranda of understanding agreements between The Ohio Institute of Allied Health and local law enforcement agencies to investigate alleged crimes. The college does, in good faith effort, contact the local Police Department to obtain data on *Clery Act* crimes that occurred on or near the campus.

Voluntary Crime Reporting

Victims of crime who do not want to take action in the criminal justice system can confidentially report a crime. The purpose of confidential reporting is to comply with the wish to keep matters confidential while taking measures to keep the campus community safe. It also allows the campus to keep accurate records and to become aware of any patterns of crime that may warrant action. The college does not employ or contract with any professional or pastoral counselors who provide confidentiality services to students or employees.

Timely Warnings

In the event of an ongoing or continuing threat to the campus community, a timely warning is issued verbally and notices are posted in common on campus areas. The intent of a timely warning is to provide adequate information necessary to enable the campus community to protect themselves. The content of the timely warning will not disclose information that may compromise law enforcement efforts. Anyone with information that warrants a timely warning should report it immediately to the School Director. The School Director is responsible for ensuring timely warnings are issued to the campus community.

Emergency Response and Evacuation Procedures

Emergencies are unexpected events which must be dealt with urgently to protect the health and safety of others. Emergencies may be related to natural disasters such as earthquakes, criminal activity such as armed robberies, environmental disasters, or highly contagious health concerns. The Ohio Institute of Allied Health institutes an

Emergency Response and Evacuation Plan that includes emergency response and evacuation procedures and outlines actions staff, faculty, and students must take to protect their mutual health and safety.

The School Director has the authority and is responsible for overall management and administration of the plan. The School Director designates other individuals as back-ups and to assist with assigned tasks.

Emergencies are identified by campus staff, by other campus community members, emergency alert radio, and forms of public media and notification. Anyone wishing to report an emergency should contact the School Director or other available administrative staff as soon as safely possible using the most efficient means available.

Upon confirmation of a significant on campus emergency or dangerous situation involving an immediate threat to the health or safety of students and employees, the school Director will issue an emergency notification and also notify the appropriate local emergency response teams, law enforcement, and individuals on campus who are in harms way. Local authorities will determine when and if it is necessary to notify the surrounding community. Campus alerts may be issued via e-mail, verbal classroom announcement, alarm, common area postings, or any combination of methods determined to be necessary. The alerts will identify the appropriate action to take in an effort to avoid the confirmed danger and minimize injuries.

Evacuations to safe locations will be implemented when necessary and will proceed in an organized manner per policy and procedure. All students are required to comply with the plan and the directions given to them by campus safety staff, faculty, or public emergency response teams or law enforcement agencies during actual emergencies and drills for their personal safety. At no time during an actual campus emergency or drill shall students be permitted to leave the campus unless directed to do so.

Evacuation routes are identified in each classroom and other areas the School Director deems necessary.

Emergency response and evacuation drills are conducted, at minimum, annually and all student, faculty, and staff must participate and conduct themselves appropriately. Tests may be announced or unannounced at the discretion of the School Director. Tests are evaluated for needed improvement. At a later drill any needed improvements will be tested, and if successful, included in the campus procedures. If not successful, different approaches will be tried until acceptable results are achieved.

The campus community is expected to follow safe practices while on campus property. Following safe practices will reduce the possibility of accidental emergencies, and increase the effectiveness of the campus response to unforeseen emergencies.

The campus community is obligated to report all unsafe activity, potential and real emergencies, and/or criminal activity to the School Director or appropriate campus personnel as soon as possible.

Fire Emergency

If you discover fire, or see smoke, do not panic. Call 911 and proceed with the following:

RACE

Remove/Relocate individuals away from danger, if possible, without endangering your safety.

Activate Alarm: Call 911.

Confine/Contain fire and smoke by closing doors and windows.

Extinguish/Evacuate

- Extinguish fire only if trained and fire is small, using nearest fire extinguisher.
- Evacuate by nearest safe exit, never use elevators. Do not run, Crawl if overwhelmed by smoke.
-

If you hear the fire alarm, or are informed of a fire, EVACUATE IMMEDIATELY!

Follow instructions for the building evacuation plan.

- Check door with the back of your hand, to ensure it is cool before opening.
- Walk quickly – Do Not Run – follow your instructor out of the building to the designated safe area.

DO NOT RE-ENTER THE BUILDING UNTIL ALL – CLEAR IS ISSUED BY THE FIRE DEPARTMENT.

Building Evacuation:

- Upon hearing the fire alarm or announcement, begin evacuation procedures.
- Keep yourself and others calm
- Quickly proceed outside the building (to the announced “safe location”) using the planned evacuation route.
- Close doors as you leave.
- Instructors take your Attendance Book with you for a correct head count.
- Report immediately to the designated “safe area” located in the front parking lot to the right corner
- Check in with School Director who will be taking a head count from individual instructors.
- Wait for instructions from emergency response personnel. Do not re-enter the building until told it is safe to do so.

Safe Area Location(s): Parking lot located in the front of the building to the right towards Old Troy Pike AND grassy area that runs along parking lot.

Planned Evacuation Route: Entering building from the front – 1) North side of building will exit through the main entrance door or the STNA entrance doors. 2) South side of building will exit through the rear school door or the Nursing Lab doors. 3) Front office personnel will exit through the front door of the building. Should you be prevented from exiting the building due to smoke or fire, find the nearest exit and exit the building immediately.

Dangerous/Inclement Weather Policy

In the case of a school closing/delay due to dangerous or inclement weather such as snow and ice, notification will be made to the students via Channel 7. Notification will be available in the following locations:

- o At the bottom of the Channel 7 broadcasting screen
- o On the WHIO Web site (www.whiotv.com)
- o On WHIO 1290 AM and 95.7 FM

Commuting students with dangerous weather in their area must call the school the day of class to notify of intent to miss class. These students are required to make up time missed.

Facilities Security and Access

The campus facilities are open during day and evening business hours and are accessible to students, employees, contractors, guests, and invitees. Students are issued a school ID that must be worn at all times when on campus. The Ohio Institute of Allied Health does not have on or off campus residences or official off campus student organizations. The college does not have a security or police department.

Security Awareness Programs for Students

Safety and security awareness programs are in place for student. The common theme of awareness and crime prevention programs are to encourage students to be aware of their responsibility for their own security and the security of others. The safety policy is presented to students during orientation. Instructors are required at the start of each term to discuss emergency evacuation procedures and safety policy on the first day of class. Visual emergency exiting layouts are posted at the entrances of all campus rooms and Emergency Classroom Procedures shall be posted in each lab. In the event of eminent danger or immediate emergency, information is released through verbal announcements in classroom and postings in common areas.

OIAH Sexual Assault Policy

The United States Congress enacted the "[Campus Sexual Assault Victims’ Bill of Rights](#)" in 1992 as a part of Public Law: 102-325, section 486 (c). This law requires that all colleges and universities (both public and private) participating in federal student aid programs afford sexual assault victims certain basic rights.

OIAH is committed to preventing this violence through incorporation of educational programming and the adoption of clear guidelines informing students, faculty, and staff of the College's procedures in handling such cases. Sexual assault crimes are heinous, and these crimes occurring on the College campus will not be tolerated under any circumstances. OIAH community members found guilty of any sexual assault crime will be severely dealt with.

Definition

The College shall refer to all Ohio State Laws to determine when a sexual assault has occurred.

OIAH Sexual Assault Education Programs

All Faculty and Staff members of OIAH are required yearly training for Sexual Assault. This training consists of review of the OIAH Sexual Assault Policy and a Power Point Training Session. Each new student at OIAH will receive Sexual Assault Training at orientation.

Guidelines for Reporting Sexual Assault

Victims of on-campus sexual assault are advised to adhere to the following important guidelines:
Preservation of Evidence:

1. Do not bathe, shower, douche, or change clothes.
2. Do not disturb the crime scene; save all clothing and items involved.
3. Do not brush teeth, drink anything, or smoke a cigarette until you have been examined.

Although adhering to the above guidelines is most difficult under such traumatic conditions, the victim aids law enforcement agencies in the preservation of evidence when following these three recommendations.

Procedures for Reporting Assault and Receiving Help

1. Report the assault either in person or by telephone – 911. If the victim chooses a telephone, give present location in order that police may come to the victim and personally take a report in a private atmosphere. OIAH will notify the Local Police Department. Even if you don't want to file charges, you can file an informational report that may help the police locate the attacker. The designated counselor will be present, if possible, during the taking of the report.
2. Following the report given to the police, the victim is strongly advised to seek medical assistance from a local hospital
3. A victim of sexual assault is highly encouraged to participate in follow-up counseling. Failing to openly address the emotional trauma of sexual assault can be devastating to the victim. Usually, victims undergo tremendous stress and fear of normal social interaction following such an assault. Thus, learning to cope with a multitude of feelings and fears can be accomplished through ongoing counseling.
4. Legal Action

The victim may proceed to take action against the accused by:

1. Pressing criminal charges through the District Attorney's Office. This action is encouraged whether the accused is or is not found to be a College student.
2. If the accused is found to be an OIAH student, the victim may request that College disciplinary proceedings begin for redress of the assault.

Campus Discipline Procedures

During College disciplinary proceedings both the victim and the accused are entitled to have an advisor present. Furthermore, both the victim and the accused shall be informed of the outcome of the disciplinary proceedings.

The Rights of the Victim in Alleged Sexual Assault Cases

1. The right not to have the victim's past sexual history discussed during an investigation or during a hearing;
2. The right to choose persons to accompany the victim throughout the investigative and disciplinary proceeding;
3. The right to be present throughout the entire disciplinary proceedings;
4. The right to have a campus restraining order or ban imposed on the accused to prohibit them from contacting or harassing the victim;
5. The right to be informed of the outcome of the disciplinary proceedings dealing with the alleged sexual assault;
6. The right to be informed of counseling available on the OIAH campus and of counseling available in the community;
7. The right to change academic environments after an alleged sexual assault incident;
8. The right to be informed of criminal proceedings in the city and district courts.

Penalties for Sexual Assault

The College has the right to take disciplinary action, independent of the criminal justice system, against any student the College finds guilty of sexual assault.

OIAH will maintain all data on sexual assaults occurring on campus. This data is collected from August 1 through July 31 annually. Members of the College community who would like to obtain this information may contact the School Director.

Avoiding the Occurrence of Sexual Assault

All members of the OIAH community are advised to exercise caution while on campus both day and night. Although students, faculty, and staff comprise the majority of people found on the campus, many non-College related individuals visit daily. Consequently, students and employees must use good judgment and make wise decisions in the course of daily activities on the campus. Special precautions are advised in the following situations:

- Walking to and from parking areas both day and night. Have keys in hand when returning to an automobile and always check the automobile before entering.
- Walking the campus alone at night. Walk with groups if possible
- Working late at night in College offices and laboratories. (When possible, keep doors locked and let someone know you are in that area.)
- Avoid walking in dimly lit areas of campus. (All areas needing better lighting should be reported to the School Director.

Disclosures to Alleged Victims of Crimes of Violence or Non-forcible Sex Offences

The Ohio Institute of Allied Health will, upon written request, provide to the victim, the disciplinary action the college imposed on the perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, the results of the disciplinary action may be provided to the victim's next of kin, if requested.

Sex Offender Registration

The Ohio Institute of Allied Health provides for its students, faculty, and staff the website address to the California Department of Justice's designated registered sex offender's site, Megan's Law. The website can be found at www.meganslaw.oh.gov.

Violence in the School

OIAH recognizes that employees and students are the Schools most valuable resources and their safety and security are essential to carrying out their responsibilities in the workplace as well as the classroom. Every employee and student has a reasonable expectation to perform their assigned duties and to pursue their educational goals in a safe atmosphere free of threats and assaults.

At OIAH students are required to report all threats or incidents of violent behavior to the School Director.

Examples of inappropriate behavior which shall be reported include:

1. Unwelcome name-calling, obscene language, and other abusive behavior.
2. Intimidation and/or Bullying of any kind.
3. Physically touching another employee/student in an intimidating, malicious, or sexually harassing manner, including, but not limited to such acts as; hitting, slapping, poking, kicking, pinching, grabbing, and pushing or any other unwanted, unwelcome physical contact.
4. Physically intimidating others including such acts as obscene gestures, "getting in your face," fist-shaking, throwing of any object, or intentionally blocking a pathway.

Anti-Bullying Policy

The role of OIAH is to provide an appropriate education environment for all students, faculty, and staff. A stable, secure learning environment is essential for all parties to succeed. Bullying, by its nature, undermines the quality of education that OIAH is attempting to offer.

To this end, OIAH strives to foster an environment in which all persons feel valued and safe, where individuality is both recognized and appreciated, and where respect and empathy are promoted. All OIAH students, faculty, and staff have the right to enjoy their experience while on campus.

Definition of Bullying:

1. Bullying is a deliberate act of aggression or manipulation, by one or more people, against another person or people. It is an abuse of power by those carrying out the bullying.
2. Any repeated behaviour, intended to hurt, injure, threaten or frighten another person in such a way that the person feels they cannot do anything about it.
3. Repeated oppression, psychological or physical, of a less-powerful person, by a more powerful person. (Farrington : 1991)
4. A person is bullied when s/he is exposed repeatedly and over time, to negative actions on the part of one or more, other persons and s/he has difficulty in defending himself/herself. (Olweus : 1991)

TYPES OF BULLYING:

Physical Aggression

This includes pushing, shoving, punching, kicking, poking and/or tripping people. It may also take the form of severe physical assault with the intention of causing grievous bodily harm.

Psychological Bullying

Name-calling and abusive language, threats of violence and the spreading of spiteful and malicious rumours. Persistent name calling, directed at the same individual, that hurts, insults or humiliates, is regarded as bullying behaviour.

Sexual Bullying

Sexually abusive language, picking on a person with a different sexual orientation.

Racial Bullying

Intolerance of other race groups/religions and the calling of racial names.

Extortion/Financial Bullying

Demands for money, often accompanied by threats.

Intimidation

This includes aggressive body language and the voice can often be used as a weapon. Particularly upsetting can be a facial expression, conveying aggression and/or dislike.

Isolation/Exclusion

This takes place when a certain person is isolated, excluded or ignored by some of, or the entire class group. It may be accompanied by insults, written remarks about the victim in public places, the passing around of notes or drawings, or the whispering of insults, loud enough to be heard. Related bullying occurs when a person attempts to socialise and form relationships, which peers reject or undermine.

Cyber Bullying

This type of bullying is becoming increasingly common and is constantly evolving. It is bullying carried out through the use of information and communication technologies, such as texts, social network sites, email, instant messaging, gaming sites, chat rooms and other online technologies.

Damage to Personal Property

This may be damage to clothing, cellular phones or other devices, school books, school bags, learning and sports materials and equipment. This will also include the hiding, defacing, breaking or stealing of private property.

OIAH will actively promote a positive and welcoming professional environment for all members of the school community. When people are bullied or harassed some effects might be anger, embarrassment, fear and humiliation, loss of self-confidence and reduced function and potential. Bullying and harassment will be addressed, individual differences will be respected and students and staff will be enabled and supported in their pursuit

Solutions and Consequences:

At the onset of a report of bullying - OIAH will conduct an investigation. This investigation may include interviewing the alleged victim, the alleged bully, and any or all persons that may have been involved or may have witnessed the incident. All phases of the investigation will be documented including all statements by any parties involved in both the incident and the investigation. At the conclusion, of the investigation, both the alleged victim and the alleged bully will be notified of the findings and any sanctions necessary will be enforced.

Firearms/Weapons Policy

Ohio Institute of Allied Health is a weapon-free campus. Weapons of any kind are strictly prohibited on school property, in school facilities, in vehicles on school property, and at school events. A weapon includes any device defined by statute or the university which in the manner used or intended is capable of producing death, harm, or bodily injury to person or property. Such devices include but are not limited to guns (including starter pistols, paintball guns, those that shoot projectiles including pellets, BBs, airsoft beads, potatoes, etc.), explosives, ammunition, knives with blades longer than three inches, slingshots, martial arts weapons, and bow and arrow combinations (including crossbows).

- In the interest of public safety, the weapon-free campus policy includes items resembling weapons including but not limited to replica, non-firing, rubber, plastic and/or toy guns. Stage props are excluded from this prohibition only as stipulated in the theatrical addendum below
- Those possessing permits to carry concealed weapons in public are subject to this policy and are prohibited from bringing weapons onto campus or into campus facilities.
- Weapons are not permitted on campus property this includes possession or storage by an individual, in a school facility or vehicle on school property. Hunters must make arrangements to store weapons off campus property and are not permitted to transport weapons on campus.

- Pepper and propellant sprays used for personal protection and self-defense are permitted on campus. Misuse or unauthorized use of these items will be assertively addressed via university conduct processes and/or state and federal statutes. However, electronic devices intended to stun or incapacitate (e.g. Tazors) are considered weapons and are not permitted on campus.
- Exceptions to this policy include uniformed police officers and authorized OIAH security personnel.

Student Incident Reporting Policy

1. All incidents involving a student or students must have a Student Incident Report filed with the Department Head (Program Coordinator) and a copy given to the School Director. "Incident" covers a wide range of behaviors/experiences, including but not limited to:
 - c. Any student complaint or grievance against another student
 - d. Any student complaint or grievance against OIAH faculty/staff
 - e. Any student injury or accident
2. In addition, student incidents should be reported immediately to the appropriate Program Coordinator, who will inform the School Director. The School Director is on call at all times when Program Coordinators are not in the building and/or unavailable.
3. Procedure:
 - a. Staff or Faculty Member contacts Program Coordinator in person or by phone, or School Director.
 - b. Staff or Faculty Member fills out a Student Incident Report (may be obtained from Administrative Staff or on Company shared drive G:/Administration/Forms and Templates/Student Incident Report Forms) and gives to Department Head (Program Coordinator) and a copy to the School Director. May be placed in inner office mailbox in sealed envelope or hand delivered.
4. Students may also fill out an incident report on their own for any incident they feel needs to be addressed involving themselves, faculty, and takes place on OIAH property. The incident report may be given to an instructor, Program Coordinator, or the School Director, at the student's discretion. All instructors or Program Coordinators who are given incident reports by a student must give a copy to the School Director within 24 hours of receiving it.
5. The School Director and Program Coordinators will review all incident reports and appropriate action (depending on the type of incident) will be taken within 5 business days or less, including convening for full review and interviews of involved parties, when needed.
6. All findings and actions resulting from an incident report will be dispensed to all parties involved in writing within five (5) business days of the review.

