

Public Information – Adult and Community Education, Columbus City Schools

1. Institutional Mission

The Columbus City Schools mission statement is *Each student is highly educated, prepared for leadership and service, and empowered for success as a citizen in a global community.*

The ACE mission statement is *Adult and Community Education improves lives of adult students through personalized, quality learning.*

The primary vision of the Department of Adult & Community Education, Columbus City Schools is to instruct students to such competency levels that they are qualified for initial employment and/or career advancement as reflected in the CCS, ACE vision statement (*A world-class model of public education that prepares members of our communities to reach their full potential*).

2. Admission Requirements and Procedures

Please see the information packet for your program of choice. It may be downloaded from this website. Each program information packet will have a program flyer outlining pre-requisites and requirements and an application checklist clearly outlining the procedure for enrolling in the class. Questions on any of these procedures may be answered by phone by calling 614.365.6000.

3. Transfer between programs within the Institution

For any student who desires to transfer from one program to another within Adult & Community Education, Columbus City Schools (ACE), the staff will work with the student to find a suitable occupational area. Students may transfer into a different program within ACE as long as they meet the admission requirements of the new program.

4. Transfer of Students from other Institutions

ACE welcomes students from other institutions wishing to attend our school. Students who wish to transfer from other institutions into the PN program have the opportunity to do so, if they meet the admission requirements. Students transferring from other institutions to the PN program can receive advanced standing for specific courses from approved or accredited postsecondary programs per the Policy for Advanced Standing which can be found in our Student Handbook.

Applicants who are applying to ACE programs and who have failed out of or been dismissed from a similar program at another school must present documentation as to the reasons for failure/dismissal. ACE retains the right to refuse admission to these applicants.

5. Transfer of Credits

ACE is an Ohio Technical Center within the Ohio Department of Higher Education. Courses are credited back and forth between system member schools. Students from other schools who wish to gain advanced standing in the Practical Nursing Program for courses taken at other schools must complete an advanced standing request form found in the Nursing Information Packet and supply the necessary documentation. Coursework will be considered by the admissions committee, and the applicant will be notified of the decision. The advanced standing request must be turned in at the time of application. The course syllabus, course description, length of the course, grade received and when the course was taken will all be considered when determining the granting of advanced standing.

6. Programs/Course Information

Basic information on programs and courses may be found in the individual program information packets available for download from this website. The information packet will outline required courses and dates the program or course will be offered. Simply click on the link from the front page of this website to go to the course page. Then click on the link for information packet.

7. Program Completion Requirements

Program Completion Requirements may be found in the Program Information Packets, available for download from individual program pages on this website. Specifics on required behavior while in the program may be found in the ACE Student Handbook.

8. Faculty

NAME	DEGREE HELD	CONFERRING INSTITUTION	PRACTICAL NURSE PROGRAM
Rona Bretz	BSN RN	The Ohio State University	Full-Time
Caroline Evert	BSN RN	Mount Carmel College of Nursing	Full-Time
Naana Frempong	BSN RN	Essex County College	Full-Time
Debra Parham	RN	Columbus State Community College	Full-Time
Joy Rockhold	MSN RN	Chamberlain	Full-Time
Melissa Antrobus	BS RN	Ohio University	Part-Time
Linda Coates	BSN RN	The Ohio State University	Part-Time
Pat Graves	RN	Saint Elizabeth Hospital	Part-Time
Yasamine Harden	BSN MSA	The Ohio State University	Part-Time
Dee Harry	RN	Shadyside School of Nursing	Part-Time
Jamilah Hopson	RN	University of Rio Grande	Part-Time
Linda Jenkins	BSN RN	Franklin University	Part-Time
Cheryl Taylor	BSN RN	Franklin University	Part-Time

9. Institutional Facilities

ACE occupational programs are currently held at one location: The Hudson Community Education Center. Daytime programs are conducted at the Hudson Community Education Center, including the Practical Nursing Program and Aspire (HSE and ESOL classes). The Hudson Community Education Center is conveniently located between Cleveland Avenue and I-71 in the Linden area. All locations for occupational training have labs and equipment for student use. Aspire (HSE and ESOL) programs are offered at several locations around town depending on available space or community needs.

10. Student Conduct

All students are given the ACE Student Handbook upon entrance into their program. Students are responsible for knowing the rules of conduct and consequences that may be faced if rules are broken.

11. Tuition and Fees

Tuition, fees and other costs related to programs are outlined in the program information packets which may be downloaded from the program pages on this website. ACE prides itself on offering the best possible value in occupational education. There are no application or registration fees for our occupational programs. However, for the health occupations programs, there are costs that may be incurred during the application process such as physical examinations, immunizations, a background check or entrance examination fees. The cost of books varies depending upon where they are purchased. Students may be required to purchase school uniforms for health occupations programs. Please see the flyer or information packet associated with the program for complete, current details.

12. Financial Aid

Federal financial aid is offered for the Practical Nursing program. The information packet associated with your program contains current information about the application process and the amount you may expect to receive if you qualify for the maximum amount.

The primary sources of federal financial aid include the following:

Federal Pell Grant

This grant is based on financial need and typically does not have to be repaid.

Federal Subsidized Stafford Loan

This loan is based on financial need and repayment begins six months after you leave school.

Federal Unsubsidized Stafford Loan

This loan is not based on financial need and payment begins six months after you leave school.

Federal PLUS Loan

For students designated "Dependent" on the FAFSA, your parents may apply for the Federal PLUS loan. This loan requires a standard credit check by the lending agency. See our Financial Aid Coordinator for a PLUS Loan application.

Federal Financial Aid Eligibility Requirements

These are general requirements for receiving Federal Financial Aid. Other forms of assistance may require additional documentation or have their own specific requirements.

- You must have a high school diploma or GED.
- You must have a valid Social Security Number.
- You must be enrolled in an approved training program (Practical Nurse).
- You must be a U.S. Citizen or eligible Non-Citizen.
- Male students must comply with current Selective Service Requirements.
- You cannot be in default on any Federal Title IV student loan, or owe a repayment of any Federal Title IV grant.
- You must maintain Satisfactory Academic Progress after enrollment as defined in the Student Handbook.

13. Avocational Programs/Courses

Avocational programs/courses are neither accredited by the Council on Occupational Education, nor qualify students to receive Title IV financial aid.

14. Refund Procedures

1. Refunds for Classes Canceled by the Institution

If tuition and fees are collected in advance of the start date of a program and the institution cancels the class, 100% of the tuition and fees collected will be refunded. The refund shall be made within 45 days of the planned start date.

2. Refunds for Students Who Withdraw On or Before the First Day of Class

If tuition and fees are collected in advance of the start date of classes and the student does not begin classes or withdraws on the first day of classes, no more than \$100 of the tuition and fees may be retained by the institution. Appropriate refunds for a student who does not begin classes shall be made within 45 days of the class start date.

3. 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.

4. Refunds for Students Enrolled in Professional Development, Continuing Education, or Limited Contract Instruction

Short-term program fees and instructional charges are not refundable after the course start date.

5. Refunds for Withdrawal after Class Commences

The refund guidelines shall be as follows:

- (i) During the first 10% of the period of financial obligation, the institution shall refund at least 90% of the tuition;
- (ii) After the first 10% of the period of financial obligation and until the end of the first 25% of the period of obligation, the institution shall refund at least 50% of the tuition;
- (iii) After the first 25% of the period of financial obligation and until the end of the first 50% of the period of obligation, the institution shall refund at least 25% of the tuition; and,
- (iv) After the first 50% of the period of financial obligation, the institution may retain all of the tuition.

15. Occupational Entrance Requirements

Graduates of ACE occupational training programs will be awarded a certificate of completion, along with a finished resume and other information that may help them find work in their chosen field. Practical Nursing graduates will need to take and pass the Ohio Board of Nursing NCLEX-PN examination in order to earn their license. A license is required in the state of Ohio in order to practice as a Licensed Practical Nurse.

16. Career Paths

A Licensed Practical Nurse can obtain employment in one of over 30 long-term care and rehabilitation centers in the Columbus area. LPN to RN bridge programs are available in Central Ohio to allow students to go on to become Registered Nurses.

17. Grading System

The grading system for each course or program is clearly outlined in the course syllabus. For review prior to enrolling in the program, students may contact the customer services office to obtain a copy of the current syllabi for their program.

18. Academic/School Calendar

Classes in Practical Nursing are offered throughout the calendar year. Dates for registration, grades, final exams and holidays vary for each program. Please see your chosen program page and syllabus/orientation materials for dates corresponding to your program.

19. Campus Locations

Adult Workforce Education classes (Practical Nursing) are offered at the following location:

Main Campus (Practical Nursing)
2323 Lexington Avenue
Columbus, OH 43211
614.365.6000

20. Grievance Procedure

Practical Nursing Program Appeals Process

The faculty realizes that there could be extenuating circumstances that would place a student over the limit of allotted missed classes. Therefore, should a student exceed the allotted number of class time due to circumstances beyond his/her control, the student may request a review by the faculty committee to consider his/her reinstatement.

The appeals process has been developed for current (not formerly withdrawn) students. It is expected that consultation with the teacher or an informal meeting with the program administrator will resolve most problems which might occur in the classroom. However, at the student's request, the student has access to a 2-tier appeal procedure that involves a hearing by the Instructor Appeals Committee (Composed of appointed faculty members), then a hearing by the ACE Appeals Committee. The student's instructor(s) are invited to participate in the hearing to provide information but are not considered part of the panel. The purpose of the hearing is to resolve issues through:

- Hearing specific charges, facts, and/or options available
- Explanation of extenuating conditions or facts contributing to the situation or to deny allegations. Students are permitted to bring witnesses to appeals hearings.

Procedural Steps:

Tier One:

1. Within five (5) school days of written notification of failure of a course, termination from the program/course or other disciplinary action, the student must request an appeal hearing, in writing, by completing the Student Appeal Form describing the specific issue(s) for which the student requests the hearing. The Student Appeal Form must be submitted to the program administrator.
2. Within five (5) school days of receiving the written request, the chair of the Appeals Committee will set the date and time of the hearing and notify the student of the scheduled hearing date.

3. At the conclusion of the hearing, a written summary of the appeal hearing will be prepared containing the following information:
 - Names and titles of those present
 - A summary statement of purpose of the hearing
 - A statement by or on behalf of the student, or a notation that the student declines making a statement, regarding the issue
 - A summary statement of the findings/recommendations of the Instructor Appeals Committee
4. The Tier One appeals committee is comprised of four nursing instructors.
5. Students will be notified of the results at the conclusion of the Instructor-Lead Appeals Committee. Upon receipt of the decision, the student may accept the decision or appeal the decision.

Tier Two:

1. The Tier Two appeals committee is comprised of four ACE staff members.
2. At the conclusion of the tier two appeals process, a written summary of the appeals hearing will be prepared containing:
 - Names and titles of those present
 - A summary statement of purpose of the hearing
 - A statement by or on behalf of the student, or a notation that the student declines making a statement, regarding the issue
 - A summary statement of the findings/recommendations of the ACE Appeals Committee
3. Within five (5) school days after the hearing, the chair of the Appeals Committee will send the student a copy of the appeal summary, which includes the decision of the program administrator and recommendations of the Appeals Committee.

Dismissal from the Practical Nurse Program

The following dismissal guidelines have been specifically developed for the Practical Nursing program. Dismissal means that the student is terminated from the program. Students who are dismissed from the program will not receive any refund or financial credit.

1. A student may be dismissed from the School of Practical Nursing for the following reasons:
 1. Receiving a failing grade twice in a course.
 2. Receiving a failing grade within a trimester for three or more courses.
 3. Attitude and poor adjustment to the Practical Nursing course as evidenced by unprofessional behavior such as harassment or inappropriate language with instructors, students, patients or staff in the school or clinical area, or evidence of being under the influence of alcohol or drugs at anytime.

NOTE: The School of Practical Nursing may require blood/urine testing if chemical impairment is suspected during the time the student is participating in class, lab, or the clinical setting.

4. Inability to satisfactorily complete required clinical experiences.
 5. Academic dishonesty (cheating, plagiarism).
 6. Any falsified statements or records.
 7. If the student is convicted of any felony or aggravated crime (per the Ohio Board of Nursing definition) during the program, the student will be dismissed from the program.
 8. Failure to pay tuition/fees when due.
 9. Failure to maintain standards of nursing practice or to maintain professional boundaries with patients.
 10. Theft or misappropriation of school, hospital, patient, staff or student property.
 11. Breach of patient confidential information to unauthorized persons.
 12. Absence from classroom or clinical assignments without notifying the instructor will result in a warning or probation.
 13. Illegal use, possession, sale or distribution of controlled substance or alcohol.
 14. Any threat or act of endangering the health or safety of other students, faculty/staff, patients or visitors, including possession and/or use of dangerous weapons.
 15. Disregard of regulations, insubordination, defiance of authority, or refusal to cooperate.
 16. Failure to notify the administrator of any litigation which occurs while in the program and involves any egregious crimes defined by the Ohio Board of Nursing or excluding offenses as defined in Ohio Statute for Care of Children and Older Adults.
2. The student has the right to appeal dismissal per the due process procedure. The Appeal form is available in the Customer Services office. A student who is dismissed from an ACE program and wishes to return to the program will not be considered for re-admission if the reason for dismissal is related to safety issues in the clinical area, unprofessional behavior, falsified statements or academic dishonesty. Students dismissed due to receiving two (2) failing grades in a course may be considered for re-admission after one year from dismissal with evidence that appropriate steps have been taken in order to assure future success. The student must meet all existing program requirements at the time of re-application.

Students who want to continue the appeals process may contact the Council on Occupational Education at:

COUNCIL ON OCCUPATIONAL EDUCATION
7840 Roswell Road, Building 300, Suite 325
Atlanta, GA 30350

800-917-2081
www.council.org

For information about national and program accreditation, please contact the institution.

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