

**Public Information**  
**Adult & Community Education, Columbus City Schools**

**Institutional Mission and Vision Statements**

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

The Adult & Community (ACE) mission statement: *Adult & Community Education improves lives of adult students through personalized, quality learning.*

Vision Statement: *A world-class model of public education that prepares members of our communities to reach their full potential.*

**Admission Requirements and Procedures**

Please see the information packet for your program of choice, which may be downloaded from the ACE website, for program admission requirements and procedures. Each program information packet outlines pre-requisites and requirements and an application checklist detailing the procedure for enrolling in the program. Questions about these processes may be directed to the ACE Student Services Office, 380.997.7618.

**Transfer between Programs within the Institution**

ACE staff will work with any student who desires to transfer from one program to another within ACE 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.

**Transfer of Students from Other Institutions**

ACE welcomes students from other institutions wishing to attend our school. Students transferring from other institutions to the Practical Nursing 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 the Practical Nursing 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.

**Transfer of Credits**

ACE is an Ohio Technical Center approved by 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 Practical Nursing information packet) and supply the necessary documentation. Coursework taken 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.

### Program Information

Basic information on programs and courses, including required courses and program dates, may be found in the individual program information packets available for download from the ACE website.

Program completion requirements may be found in the individual program information packets available for download from the ACE website.

### Practical Nursing Faculty

Faculty Name	Degree Held	Conferring Institution	Employment Status
Melissa Antrobus	BS, RN	Ohio University	Part-time
Rona Bretz	BSN, RN	The Ohio State University	Full-time
Linda Coates	BSN, RN	The Ohio State University	Part-time
Nanna Frempong	BSN, RN	Mount Carmel College of Nursing	Full-time
Patricia Harris	RN, PHD	Walden University	Full-time (Nursing Supervisor)
Dee Harry	RN	Shadyside School of Nursing	Part-time
Linda Jenkins	BSN, RN	Franklin University	Part-time
Debra Parham	RN	Columbus State Community College	Full-time
Joy Rockhold	RN, MSN	Chamberlain University	Full-time

### Institutional Facilities

The Practical Nursing program and Aspire (HSE and ESOL classes) are held during the day at Adult & Community Education, Columbus City Schools, 2323 Lexington Avenue, Columbus, OH, 43221, located between Cleveland Avenue and I-71 in the Linden area. All locations for occupational training have labs and equipment for student use. Additional Aspire (HSE and ESOL) programs are offered at several locations around Columbus, depending on available space or community needs.

### Student Conduct

All students are given the ACE Student Handbook upon entrance into their program, which describes student codes of conduct. Students are responsible for knowing the rules of conduct and consequences that may be faced if violations occur.

### Tuition and Fees

Tuition, fees, and other costs related to programs are outlined in the program information packets, which may be downloaded from the ACE website. ACE prides itself on offering the best possible value in occupational education. There are no application or registration fees for

ACE occupational programs. However, for the health occupations programs, other costs, such as physical examinations, immunizations, a background check, or entrance examination fees may be incurred during the application process. The cost of books varies depending upon where they are purchased. Students may be required to purchase school uniforms for health occupations programs.

### **Financial Aid**

Federal financial aid is offered for the Practical Nursing program. The program information packet contains current information about the application process and the amount students may expect to receive if they qualify for the maximum amount. The ACE Financial Aid Counselor can assist students with information on applying for financial aid.

The primary sources of federal financial aid include the following:

- Federal Pell Grant - based on financial need and typically does not have to be repaid.
- Federal Subsidized Direct Loan - based on financial need; repayment begins six months after the student leaves school.
- Federal Unsubsidized Direct Loan - not based on financial need; payment begins six months after the student leaves school.
- Federal Parent PLUS Loan – Parents of students designated “Dependent” on the FAFSA may apply for the federal Parent PLUS loan; payment begins when the student is still in school. This loan requires a standard credit check by the lending agency.

### **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.

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

### **Avocational Programs/Courses**

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

## **Refund Procedures**

### **For Classes Cancelled 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.

### **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.

### **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.

### **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.

### **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.

## **Occupational Entrance Requirements**

Graduates of ACE occupational training programs will be awarded a certificate of completion and 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, which is required in the state of Ohio in order to practice as a Licensed Practical Nurse.

## **Career Paths**

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

## **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 Student Services office to obtain a copy of the current syllabi for their program.

## **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 the syllabus/orientation materials for dates corresponding to the program.

## **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 that 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 comprised 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; and
- 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. The Tier One appeals committee is comprised of four nursing instructors.
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; and
  - A summary statement of the findings/recommendations of the Instructor Appeals Committee.
4. 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; and
  - 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:

- Receiving a failing grade twice in a course;
- Receiving a failing grade within a trimester for three or more courses;
- 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 any time;

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.

- Inability to satisfactorily complete required clinical experiences;
- Academic dishonesty (cheating, plagiarism);
- Any falsified statements or records;
- If the student is convicted of any felony or aggrieved crime (per the Ohio Board of Nursing definition) during the program, the student will be dismissed from the program;
- Failure to pay tuition/fees when due;
- Failure to maintain standards of nursing practice or to maintain professional boundaries with patients;
- Theft or misappropriation of school, hospital, patient, staff or student property;
- Breach of patient confidential information to unauthorized persons;
- Absence from classroom or clinical assignments without notifying the instructor will result in a warning or probation;
- Illegal use, possession, sale or distribution of controlled substance or alcohol;
- 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;
- Disregard of regulations, insubordination, defiance of authority, or refusal to cooperate; and
- 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](http://www.council.org)

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

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