



Trinity Health System School of Nursing Catalog

RN Diploma Program
Steubenville, Ohio

Approved by the State Board of Career Colleges and Schools
(Certificate of Registration Number: 2192)

Visit the School's Website for updated information

Go to: www.trinityson.com

2023 – 2024

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Trinity Health System

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President/CEO

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The information contained in this catalog is considered to be descriptive in nature. It does not constitute an irrevocable contract between the student and the school.

The school reserves the right to change without notice statements in the catalog concerning rules, policies, tuition and fees, curricula, courses or other administrative or educational policies.

You may contact the School at (740) 266-1230 for the most up-to-date information.

The School of Nursing does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, age, ancestry, or disability in the admission of students, employment of individuals, or in activities conducted by the School in accordance with Title IX of the 1972 Education Amendments, Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975. The School will not tolerate conduct by any person, which constitutes sexual harassment, including sexual violence of any student/employee.

Fax: (740) 266-2710

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School of Nursing
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STEUBENVILLE, OHIO 43952

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PERSPECTIVE

History

Our History of the Hospital and School of Nursing

Trinity Health System School of Nursing was originally founded in 1912 as The Ohio Valley Hospital School of Nursing. Previously known as the Training School for Women Nurses, the School graduated its first class of three nurses in 1915. The School was renamed the Trinity Health System School of Nursing in 1996 with the affiliation between Ohio Valley Hospital and St. John Medical Center. Throughout the School's history, over 2000 nurses have been awarded the distinctive pin of the Ohio Valley Hospital/Trinity Health System School of Nursing. The School has consistently maintained a distinguished record of achievement in education and in meeting the healthcare needs of the community.

Trinity Health System is owned and operated by Sylvania Franciscan Health and Catholic Health Initiatives (CHI). In February 2019 Trinity Health System became a part of CommonSpirit Health, created through the alignment of Catholic Health Initiatives and Dignity Health. The Board of Trustees of Trinity Health System is the governing body of the Trinity Medical Centers East and West, subsidiary organizations and affiliated operations. The School of Nursing is a department of Trinity Medical Center West.

Accreditations

The Trinity Health System School of Nursing is a 2 year RN diploma nursing education program and is accredited/approved by:

Ohio Board of Nursing – Full-five year Approval – Effective September 18, 2019
Accreditation Commission for Education in Nursing (ACEN), formerly known as the National League for Nursing Accrediting Commission (NLNAC)

The diploma nursing program at Trinity Health System School of Nursing located in Steubenville, Ohio is accredited by the Accreditation Commission for Education in Nursing (ACEN)
3390 Peachtree Road NE, Suite 1400, Atlanta, GA 30326
(404)975-5000
<https://www.acenursing.org/>

The most recent accreditation decision made by the ACEN Board of Commissioners for the diploma nursing program is Continuing Accreditation.

View the public information disclosed by the ACEN regarding this program at <http://www.acenursing.us/accreditedprograms/programSearch.htm>

Certified by the Ohio Department of Higher Education for awarding grant funds.

Approved by the Ohio State Board of Career Colleges and Schools
(Certificate of Registration Number: 2192)

Our governing organization, Trinity Health System, is accredited by The Joint Commission effective date November 17, 2017.

For information regarding the School's current approval or accreditation status or any correspondence may be addressed to:

Accreditation Commission for Education in Nursing (ACEN)

3390 Peachtree Road NE, Suite 1400
Atlanta, GA 30326
Phone: (404) 975-5000
Fax: (404) 975-5020
Email: info@acenursing.org
www.acenursing.org

Ohio Board of Nursing

17 South High Street, Suite 400
Columbus, OH 43215-7410
Phone: (614) 466-3947
Fax: (614) 466-0388
www.nursing.ohio.gov

Ohio State Board of Career Colleges and Schools

30 East Broad Street, Suite 2481
Columbus, OH 43215
Phone: (614) 466-2752
Fax: (614) 466-2219
Toll Free (877) 275-4219
E-mail : bpsr@scr.state.oh.us

Affiliations

An affiliate of the **Helene Fuld Health Trust**

The School is affiliated with two modern progressive medical centers; **Trinity Medical Center East and Trinity Medical Center West**, that provide student clinical learning experiences in both out-patient and in-patient acute medical/ surgical care, specialty units, extended-care, rehabilitative care, and health clinic settings. Trinity Medical Center East/West are accredited by The Joint Commission and hold institutional membership in the Ohio Hospital Association and

the Voluntary Hospital Association of America. Community affiliations are utilized to augment the students' clinical experiences.

Trinity Health System School of Nursing has a consortium agreement with **Eastern Gateway Community College** (EGCC) to provide instruction for all non-nursing courses within the curriculum. EGCC is an accredited co-educational institution. The college was chartered for operation in 1966 as a public college by the Ohio Board of Regents. It is accredited by The Higher Learning Commission. Students receive full credit for college courses through this consortium agreement. Classes are taught by EGCC faculty and are held at the EGCC Jefferson County campus.

Trinity Health System School of Nursing and Chamberlain University established an Education Agreement in March of 2020. This Agreement allows employees, faculty, or graduates of Trinity Health System School of Nursing to enroll in Chamberlain College of Nursing's online programs or Chamberlain College of Health Professionals online programs and receive a waiver of the application fee and incorporates all current and future programs offered by Chamberlain University in Ohio. This Agreement assists graduates and faculty in the fulfillment of Trinity Health System School of Nursing's promotion of continuing formal education. The definition of Education is the foundation of the School of Nursing's Philosophy.

Chamberlain University is comprised of the College of Nursing, which offers a three-year Bachelor of Science in Nursing degree program and flexible post-licensure programs such as the RN to BSN degree completion option, Master of Science in Nursing degree program, Doctor of Nursing Practice degree program and graduate certificates and the College of Health Professions, which offers a Master of Public Health degree program and a Master of Social Work degree program. Chamberlain University is accredited by the Higher Learning Commission (www.hlcommission.org), a regional accreditation agency recognized by the U.S. Department of Education. The baccalaureate degree program in nursing, master's degree program in nursing, Doctor of Nursing Practice program, and post graduate APRN certificate program at Chamberlain University are accredited by the Commission on Collegiate Nursing Education, (<http://www.ccnaccreditation.org>). For the most updated accreditation information, visit chamberlain.edu/accreditation

Mission Statement

The purpose of the Trinity Health System School of Nursing is to prepare a beginning professional nurse. The program assists individuals to achieve curriculum outcomes and demonstrate professional competencies necessary to practice in a variety of health care settings and incorporates the core values of Trinity Health System.

Vision

To assist students to achieve educational outcomes which prepare them to meet the holistic health care needs of individuals, families, and communities throughout the life span.

Core Values

Compassion

- Care with listening, empathy and love.
- Accompany and comfort those in need of healing.

Inclusion

- Celebrate each person's gifts and voice.
- Respect the dignity of all.

Integrity

- Inspire trust through honesty.
- Demonstrate courage in the face of inequity.

Excellence

- Serve with fullest passion, creativity and stewardship.
- Exceed expectations of others and ourselves.

Collaboration

- Commit to the power of working together.
- Build and nurture meaningful relationships.

Nondiscrimination Policy

The School of Nursing strives to maintain an environment in which all are treated with courtesy, respect, and dignity. The School of Nursing does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, age, ancestry, or disability in the admission of students, employment of individuals, or in activities conducted by the School in accordance with Title IX of the 1972 Education Amendments, Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975. The School will not tolerate conduct by any person, which constitutes sexual harassment, including sexual violence of any student/employee. The following person has been designated to handle inquiries regarding non-discrimination policies:

Melissa Hassan MSN, RN, Dean of Trinity School of Nursing
4000 Sunset Blvd.
Steubenville, Ohio 43952
740-266-1221
mhassan@trinityhealth.com

In accordance with the Americans with Disabilities Act (1990), Trinity Health System School of Nursing will provide reasonable accommodations for qualified students with disabilities. All applicants to the School must be able to complete the Essential Functions and Abilities of a Nursing Student with or without reasonable accommodations. For a more detailed description of this Act/Policy on Students with Disabilities, contact the Office of Admissions and Financial Aid.

Inquiries concerning Title IX may be referred to Donna Dubetz MSN, RN, CNE, Instructor, Trinity School of Nursing, Office 2631-E, 4000 Sunset Boulevard, Steubenville, Ohio 43952, 740-266-1225, or ddubetz@trinityhealth.com or to the:

Office of Civil Rights
U.S. Department of Education
1350 Euclid Avenue Suite 325
Cleveland, Ohio 44115
Telephone: (216) 522-4970 FAX: (216) 522-2573
Email: OCR.Cleveland@ed.gov

Philosophy

The philosophy of the Trinity Health System School of Nursing is reflective of faculty beliefs and is in accord with the mission of the Trinity Health System. The School of Nursing fulfills its responsibility to society by preparing a professional nurse who practices safely and ethically within the hospital or other health care settings.

Nursing, as an applied art and science, is based on a specialized body of knowledge including the natural and behavioral sciences. As a dynamic, multi-dimensional health profession, nursing utilizes judgment and skill in providing service to individuals, families and society. The practice of nursing is guided by current legal, ethical and professional standards.

The goal of nursing is to assist individuals and families in achieving their optimum level of health. Nursing utilizes the principles of natural and behavioral sciences as a foundation for practice. Effective communication and application of the nursing process are utilized to provide comprehensive nursing care. To enhance delivery of care, nursing adapts health teaching to meet the needs of individuals and families, collaborates with members of the health team, fosters support systems, promotes community resources, and maintains current legal and ethical standards in all aspects of nursing care.

The individual is a unique, complex being comprised of biological, psychological, spiritual, and social entities, whose relationship with the environment is continuous and interactive. The individual's environment is comprised of internal and external components. The internal environment includes the interacting biological, spiritual, and psychological entities. The external environment consists of society as it interacts with the individual's social entities. Society is comprised of individuals, families and communities sharing common goals. Society possesses structure, values and beliefs which influence individual behavior. Society adapts as knowledge, resources and technology change.

Health is a dynamic state of optimal wellness, influenced by the individual's environment. Health exists in the presence and absence of illness. Each individual has the potential to achieve an optimal level of health and the right to make decisions about health care.

Education is a life-long, dynamic, participative process through which the learner's potential is actualized. Education provides a means by which individuals expand knowledge and accomplish goals. The educational process prepares the learner to assume increasing responsibility and self-direction for continued personal and professional growth.

Learning is the process of acquiring knowledge and skills, is evidenced by changes in behavior, and progresses from simple to complex. Learning occurs best in an open, stimulating environment where the learner and the educator are mutually responsible for the learning process.

The School fulfills its responsibility to the student by providing an educational environment that facilitates the learning process. The faculty guides the learning process and provides an environment that encourages critical thinking and systematic inquiry. The student assumes responsibility for active participation in the learning process.

The faculty is responsible for planning, directing, and evaluating the student's learning experiences according to the mission/vision/core values and quality principles/objectives of the program. The administration, faculty and staff endeavor to provide competent role models and student services to meet the needs of the student.

Unifying Concepts of Learning

1. Communication
2. Health team
3. Community resources
4. Nursing process
5. Scientific base for nursing practice
6. Patient/client and family
7. Health teaching
8. Legal and ethical standards of nursing practice

Curriculum Outcomes

- Combine all modes of communication in relationships with patients, clients, families and others.
- Plan with the health team to meet the comprehensive needs of patients, clients and families.
- Formulate appropriate community referrals for patients, clients, and families.
- Develop the nursing process to meet the comprehensive needs of patients, clients, and families.
- Design application of natural and behavioral science principles as the foundation of nursing practice.
- Assemble support systems of patients, clients, and families.
- Design health teaching to promote quality health care.
- Infer current legal and ethical standards in all aspects of nursing practice.



ADMISSION POLICIES

Admission Statement

Guided by the mission statement of the Trinity Health System School of Nursing, the Faculty Organization selects applicants for admission to the School who best meet the Specific Preadmission Educational Requirements.

Admissions Contact

All inquiries or correspondence for admission should be directed to the Office of Admissions and Financial Aid at the School of Nursing between the hours of 9:00 a.m. and 4:00 p.m., Monday through Friday. The telephone number is 740-266-1230. The E-mail address is jduska@trinityhealth.com. The fax number is 740-266-2710.

Admission Policies

Applicants are admitted to the school on a rolling basis until the class has been filled. Only one class is admitted annually in the fall semester.

Preadmission Educational Requirements

Preadmission Requirements for Classes Entering in Fall 2024 and Beyond

1. Graduation from High School or General Equivalency Diploma (GED) Certificate, or equivalent*

**Trinity School of Nursing will consider the following appropriate documentation of high school graduation or equivalency:*

- Official high school transcript. OR
- Official GED certificate or transcript sent directly from the Department of Education of the state in which the test was taken. OR
- An academic transcript of a student who has successfully completed an Associate's Degree or a Bachelor's Degree at an accredited institution.

2. GPA Requirement

All accepted applicants must meet the GPA (grade point average) requirement in one of the following ways:

- Most recent cumulative GPA of 2.75 or above (at the time of acceptance) OR

- Successful completion of college level Anatomy/Physiology or Microbiology with a B or above
3. Preadmission Course Requirement
All accepted applicants must achieve:
 - Algebra I in high school (1 credit) with a C or above (or college course equivalent)
 - Chemistry I in high school (1 credit) with a C or above (or college course equivalent)
 4. TEAS Test
All accepted applicants must meet the minimum required score on the TEAS Test
 - Minimum score – 58%
 5. ACT/SAT Recommended
For applicants that graduated from high school within the past 2 years
 - An American College Test (ACT) score with a composite score of 21 or above OR
 - A Scholastic Aptitude Test (SAT) score with a combined score 1070 or above (EBRW + Math)

If Trinity School of Nursing or the Department of Education has reason to believe that the high school diploma is not valid or was not obtained from an entity approved to provide secondary education, the Coordinator of Student Affairs in the Office of Admissions and Financial Aid at Trinity School of Nursing will evaluate the validity of a student's high school completion. To confirm the validity of the high school transcript, the Coordinator of Student Affairs will verify that the official high school transcript was received directly from the high school or the approved third party transcript servicer utilized by the high school. If the transcript was hand delivered, it must be received in a sealed, unopened envelope from the school. The transcript must also contain a graduation date and signature, school seal, or notary stamp. If the Trinity School of Nursing has reason to believe that the school is not an entity approved to provide secondary education, the Coordinator of Student Affairs will confirm with the relevant department or agency in the state in which the secondary school is located that the secondary school is recognized as a provider of secondary school education. Alternatively, the school can be searched for in the list of public and private institutions on the U.S. Department of Education website.

Although students can enter the program directly from high school, due to the intensity of this very demanding program, it is recommended that only the exceptional high school student enter our program directly after high school. Average high school students would benefit from attending a year at a community college in order to refine their study skills and test taking abilities, acclimate to the college environment, and complete all of the college courses that are part of our curriculum.

Timeline

Students are encouraged to complete the application process, including taking the TEAS test, by April 1. Preference will be given to these students. The school will continue to consider, review, and accept applicants after that date, pending available space in the class.

Application Process

1. Submit completed Application for Admission
2. Submit \$25.00 application fee (refundable only in accordance with Cancellation and Settlement Policy).
3. Submit official high school transcript or, if applicable, a GED certificate.
4. Submit official transcripts from all post-secondary schools attended (unofficial transcripts may be accepted with official transcripts to follow).
5. Register to take the TEAS test.
6. After application, application fee, high school transcript, college transcripts, and TEAS test scores have been received, the admission file will be reviewed. Admission file will not be reviewed until all admission materials have been received.
7. Applicants who BEST meet the preadmission requirements will be offered admission to the school first. If not offered admission after the initial review of the file, the file will continue to be reviewed for admission consideration until a class has been filled.

The School of Nursing reserves the right to schedule personal interviews with eligible applicants or request references (a relative may not give a reference).

All documents become the permanent property of the School. If an applicant does not enter the program in the year for which they are applying for admission, the submitted documents will be retained for one year. After one year, the documents will be destroyed, unless the applicant requests that the file be kept for admission consideration in a subsequent year.

The School reserves the right to modify these requirements to determine eligibility as prescribed by the Faculty.

Test of Essential Academic Skills

All prospective students must take the ATI TEAS exam as part of the application process. The score received on the TEAS will be used along with the other preadmission requirements to evaluate a student for acceptance to the school.

What is the TEAS test?

The ATI TEAS exam is designed to assess a student's preparedness to enter a nursing program. This multiple-choice exam contains 170 test items designed to test basic academic skills in the areas of reading, math, science, and English and language usage.

How much does the TEAS test cost?

For a limited time during the 2023-2024 academic year, there will be no cost to the student for the TEAS test. Once the current supply of previously purchased tests have been depleted, the cost of the TEAS test will be \$70. You can call 740-266-1230 to see if the free tests are still available.

How do I register for the TEAS test?

The test can be scheduled by emailing testing@egcc.edu. The student will receive a form in response to the email. After submitting the form, a staff member from the EGCC Testing Center will get in contact with the student to schedule the test and give additional details. When completing the form, the student should indicate that they are taking the test for Trinity School of Nursing.

How long does the test take and when should I arrive?

The test will take approximately 3.5 hours. Most test takers will take the test online from their home. There will be limited availability to take the test in person onsite at EGCC.

What should I bring to the test?

You will be given additional information regarding what you should bring to the test when you schedule the test.

What if I already have taken the TEAS test?

Trinity School of Nursing will accept a TEAS test that has been completed in the past.

How should I prepare for the TEAS test?

We highly recommend that you review and prepare prior to taking the TEAS test. The 2022-2023 ATI TEAS Study Manual is available for purchase at the ATI online store (www.atitesting.com/teas/study-manual).

The ATI TEAS Prep Plus: 2 Practice Tests + Proven Strategies + Online (Kaplan Test Prep) is available at Amazon:

https://www.amazon.com/gp/product/1506234569?pf_rd_r=RKPPVPEFKN6G4AE0BFN4&pf_rd_p=edaba0ee-c2fe-4124-9f5d-b31d6b1bfbee.

What is a passing score?

All accepted applicants must meet the minimum required score on the TEAS Test

For students entering in Fall 2024 and beyond:

- Minimum score – 58%

For students entering LPN to RN track in January 2024:

- Minimum score – 62%

How will I get my score?

TEAS scores will be available to students immediately following the exam. Test scores should also be available online at www.atitesting.com after completing the exam. You must log in to the ATI website to obtain your test scores. If you cannot remember your username/password or if you do not see your test scores, you must contact ATI at the phone number listed on their web site.

I didn't do well on the test. Can I take it again?

If you take the test once and feel you could improve your score, you may retake the test again one time during the admission cycle. You can only take the test 2 times in any given admission cycle. You must wait at least 30 days before you can take the test a second time.

If the desired score is not achieved, it is recommended that students utilize the ATI TEAS Focused Review that is available through your account. The Focused Review will highlight areas for improvement and provide feedback to increase scores for future attempts.

What if I have additional questions?

Please contact Trinity School of Nursing Office of Admissions and Financial Aid at 740-266-1230 with any additional questions.

Enrollment Procedure

1. Accepted applicants will receive an acceptance letter in the mail. Additional forms and guidance will be included with the acceptance letter. Admission decisions are not made until all application materials are received and evaluated (application, official high school transcript, official college transcripts (if applicable), standardized test scores (ACT, SAT, TEAS).
2. Submit signed Enrollment Agreement and \$100 Registration Fee.
3. Submit updated transcripts, if applicable.
 - If applicant was a High School senior at the time application to the School of Nursing was filed, a final official transcript must be submitted after graduation
 - If applicant attended a post-secondary school completing coursework after application to the School of Nursing was filed, official transcripts of all completed course work must be submitted

4. Submit Essential Functions and Abilities of a Nursing Student Form.

5. Submit Transfer of Credit Request – If a student would like to request transfer of credit for any previously completed course work, a Transfer of Credit Request Form should be submitted as soon as possible after acceptance. See Course Equivalency Chart.

6. Final enrollment requirements:

- Health History and Physical Exam – forms and requirements will be sent out in June
- Immunizations – forms and requirements will be sent out in June
- Background Screening – Fingerprinting and FBI/BCI background checks are required. A satisfactory background check is required for entrance into the program. If a student has an unsatisfactory background check, they will not be permitted to enter the program. Students will receive more information regarding the background check with the acceptance letter.
- Urine Drug Screen – Negative urine drug screen is required for entrance into the program. If a student has a positive drug screen, they will not be permitted to enter the program (see Preadmission Drug Screening Policy). Drug screen must be completed at Trinity WorkCare. Additional information regarding the urine drug screen will be sent out in June.
- Current CPR Certification – BLS (Basic Life Support – American Heart Association)

7. Determining and Documenting a Student’s Location/Residence – Trinity School of Nursing will determine a student’s residence/location by the address that the student documents on their admission application at the time of initial enrollment, unless that address is updated on the Enrollment Agreement post-acceptance. Once enrolled in the program, students must submit changes of location/residence to the school office via the Change Form. If a student is enrolled in an EGCC course, EGCC will determine their location/residence according to their policy.

Computer/internet/printing capabilities are required to achieve the End of Program Student Learning Outcomes of the program.

Please note: Chromebooks are not compatible with our online services.

Registration Fee

A registration fee of \$100 is to be paid within 30 calendar days of notification of acceptance for admission/readmission. This is refundable only in accordance with the Cancellation and Settlement Policy.

Background Check Policy

Philosophy

Trinity Health System School of Nursing is committed to maintaining a safe environment that promotes the welfare of students, patients, employees, and the community. We believe that those that are providing direct care to vulnerable populations should be free of convictions of, or guilty pleas to, several specified disqualifying offenses. The offenses specified are those that are

disqualifying offenses to employment according to Trinity Health System’s Criminal Background Screening Policy (HR. GEN. 36) and Addendum A Background Screening Grid and Addendum B Background Screening Guidelines.

Purpose

To provide guidelines for preadmission background checks for all accepted applicants. To assure the safety and well-being of patients, students, faculty, and staff in the academic and clinical environments.

1. All students accepted to Trinity Health System School of Nursing must submit fingerprints for an FBI (federal) and BCI (civilian) criminal records check completed by the Bureau of Criminal Identification and Investigation (BCI&I).
2. Accepted applicants must complete the electronic fingerprinting background checks as soon as possible after receipt of acceptance letter.
3. The applicant must arrange a time to go to a WebCheck location in Ohio that will electronically fingerprint the applicant, and submit the applicant’s fingerprints electronically to BCI&I.
4. A complete list of WebCheck locations in Jefferson County is available below.

Location	Hours	Price
Jefferson County Sheriff’s Office (BCI & FBI) 16001 St. Rt. 7 Steubenville OH 43952 (740) 283-8600	Monday – Friday 8:30am - 11:30am and 12:30pm – 2:00pm	Both – \$70
Jefferson Investigators & Security Inc (BCI&FBI) 1439 Sunset Blvd. Steubenville OH 43952 (740) 283-3681	Tues., Wed., & Thurs. 9:00 am– 4:00 pm	BCI – \$30 FBI – \$32
Steubenville Board of Education (BCI & FBI) 1400 West Adams Steubenville OH 43952 (740) 283-3767×5	Monday – Friday 9:00 am – 2:00 pm	Both – \$90

Steubenville License Bureau (BCI & FBI) 4244 Sunset Boulevard Steubenville OH 43952 (740) 264-7228	Monday – Friday 8:00am – 5:00pm Saturday 8:00am – 12:00pm	BCI – \$40 FBI – \$40 Both – \$75
Indian Creek Local School District (BCI & FBI) 100 Park Drive Wintersville, Ohio 43953 (740) 264-3502 x 112	Monday – Friday 8:00am – 3:00 pm By appointment only.	
Buckeye Local Schools (BCI & FBI) 6899 State Route 150 Dillonvale, Ohio 43917 (740) 769-7395	Monday – Friday 7:30am – 3:30pm	
Eastern Gateway Community College Security Office, Gator Center Room 2013 4000 Sunset Boulevard Steubenville, Ohio 43953 (740) 264-5596	Tuesday – Thursday 9:00am – 4:00pm	BCI - \$35.00 FBI - \$35.00 Cash or Credit/Debit ONLY

Since locations, hours, and prices may change, applicants are encouraged to call the agency directly, or verify information at the following website:

<http://www.ohioattorneygeneral.gov/Business/Services-for-Business/WebCheck/Webcheck-Community-Listing.aspx>

5. The applicant must request that both FBI and BCI background checks be done.

6. The applicant should identify Trinity Health System School of Nursing as the agency to receive the results (see address below). The school MUST receive the results directly from the BCI&I to be valid.

Trinity Health System School of Nursing
4000 Sunset Boulevard, Suite 2623
Steubenville, Ohio 43952

7. Results may take several weeks to arrive. If results have not been received by the time the program begins in August (or January for LPN to RN Advanced Placement applicants), applicant may be prevented from entering the program. No student will be permitted to begin clinical experiences until both BCI and FBI background checks have been received and evaluated.

8. When FBI and BCI results have been received, they will be evaluated by the Dean of the School of Nursing, and compared to the list of disqualifying offenses specified within Trinity Health System's Criminal Background Screening Policy (HR. GEN 36) and Addendum A Background Screening Grid and Addendum B Background Screening Guidelines.

9. If the background check is clear, the applicant will not receive any confirmation of such, but will be enrolled in the program, pending completion of all other pre-admission and pre-enrollment requirements.

10. If a disqualifying offense is revealed within the background check, the applicant will not be allowed to enter the program. The applicant will receive a letter in the mail stating that they are unable to enroll in Trinity School of Nursing due to the results of their background check.

11. If the student has already been allowed to start the program (due to an unavoidable delay in receipt of the results), the student will not be allowed to continue in the program and will be dismissed. The student will receive a letter stating that they have been dismissed from the program due to the results of their background check.

A copy of the disqualifying offenses is available in the Admissions and Financial Aid Office upon request.

Preadmission Drug Screening Policy

Purpose

To provide guidelines for preadmission drug screening for all accepted applicants. To assure the safety and well-being of patients, students, faculty and staff in the academic and clinical environments.

Philosophy

Trinity Health System School of Nursing is committed to maintaining a healthy and substance abuse free environment that promotes the welfare of students, patients, employees and the community. We believe the use of illegal drugs causes harmful physical, mental and psychosocial effects, and may render an individual unable to perform the essential functions of a student nurse in a safe and competent manner.

Outcome

Drug Screening Outcome

Accepted applicants with a positive result that has been verified by a Substance Abuse and Mental Health Services Administration (SAMHSA) certified referral lab and verified by the Medical Resource Officer (MRO) will be contacted by the MRO. The candidate may provide evidence of a valid prescription for the presence of the substance in his/her system to the MRO. The MRO is an expert in substance abuse; the School of Nursing will recognize the validity of the MRO's findings.

The School reserves the right to modify these requirements to determine eligibility as prescribed by the Faculty.

1. When a drug screen reveals a negative result, the enrollment procedure will proceed.
2. In any case where a drug screen result is positive and no authorized prescription is produced to validate the presence of the drug in the individual's system, enrollment will be denied. A certified letter will be sent to the applicant indicating the presence of a controlled substance in the urine specimen and the denial of enrollment into the program.
3. Applicants denied enrollment to the School of Nursing due to a positive drug screen may reapply for the next academic year.

LPN to RN Advanced Placement

Trinity Health System School of Nursing offers a unique and dynamic LPN-to-RN articulation track. The accepted LPN student must successfully complete a 6 week non-credit Transition Course in October-November prior to entering the program in the Spring Semester. The LPN student will graduate after successfully completing five semesters/sessions after entrance.

Preadmission Requirements LPN to RN Students

1. Graduation from High School or General Equivalency Diploma (GED) certificate, or equivalent.*

* Trinity School of Nursing will consider the following appropriate documentation of high school graduation or equivalency:

- Official high school transcript. OR
 - Official GED certificate or transcript sent directly from the Department of Education of the state in which the test was taken. OR
 - An academic transcript of a student who has successfully completed an Associate's Degree or a Bachelor's Degree at an accredited institution.
2. Graduation from an approved LPN program.
 3. Completion of each practical nursing course with a C or above

4. Current active LPN license without restriction or limitation (at the time of acceptance)
5. Chemistry I in high school (1 credit) with a C or above (or college course equivalent)
6. Anatomy and Physiology with a C or above (college or LPN program)
7. TEAS Test score of 62% (65% preferred).
8. Successful completion of Transition Course.

If Trinity School of Nursing or the Department of Education has reason to believe that the high school diploma is not valid or was not obtained from an entity approved to provide secondary education, the Coordinator of Student Affairs in the Office of Admissions and Financial Aid at Trinity School of Nursing will evaluate the validity of a student's high school completion. To confirm the validity of the high school transcript, the Coordinator of Student Affairs will verify that the official high school transcript was received directly from the high school or the approved third party transcript servicer utilized by the high school. If the transcript was hand delivered, it must be received in a sealed, unopened envelope from the school. The transcript must also contain a graduation date and signature, school seal or notary stamp. If the Trinity School of Nursing has reason to believe that the school is not an entity approved to provide secondary education, the Coordinator of Student Affairs will confirm with the relevant department or agency in the state in which the secondary school is located that the secondary school is recognized as a provider of secondary school education. Alternatively, the school can be searched for in the list of public and private institutions on the U.S. Department of Education website.

Trinity School of Nursing will grant credit to the LPN student for:

N200 Fundamentals of Nursing Practice

Credit may be granted for the following courses if coursework has been successfully completed with a C or above and is comparable in content/practicum as those offered by Trinity School of Nursing. If credit is not granted, these courses must be taken as part of the curriculum:

BIO 203 Microbiology

PSY 101 General Psychology

PSY 205 Human Growth and Development

SOC 101 Sociology

In addition to the successful completion of the Transition Course (and above non-nursing courses, if applicable), the student must successfully complete the following coursework to be a candidate for graduation:

N201 Nursing Care of the Adult I

N202 Nursing Care of the Adult II

N203 Maternal-Child Nursing

N204 Nursing Care of the Patient in Crisis

N205 Transition to Professional Practice

The School establishes the same graduation requirements for basic and articulation students.

LPN to RN Application Process

1. Submit completed application form.
2. Submit \$25.00 application fee (refundable only in accordance with Cancellation and Settlement Policy)
3. Submit official high school transcript or, if applicable, a GED certificate.
4. Submit official transcripts from all post-secondary schools attended (unofficial transcripts may be accepted with official transcripts to follow).
5. Register to take the TEAS test.
6. After application, application fee, high school transcript, college transcripts and TEAS scores have been received, the admission file will be reviewed. Admission file will not be reviewed until all admission materials have been received.
7. Applicants that BEST meet the preadmission requirements will be offered admission to the Transition Course.

LPN to RN Enrollment

1. Applicants are notified of their acceptance into the program by mail. Admission decisions are not made until all application materials are received and evaluated (application, official high school transcript, official college transcripts, TEAS test score)
2. Submit signed Enrollment Agreement and \$100 Registration Fee.
3. Submit updated official transcripts, if applicable (if coursework was completed after application for admission was filed).
4. Submit Essential Functions and Abilities of a Nursing Student Form.
5. Submit Transfer of Credit Request Form – If a student would like to request transfer of credit for any previously completed course work, a Transfer of Credit Request Form should be submitted as soon as possible after acceptance. See Course Equivalency Chart.
6. Final enrollment requirements will be sent to accepted students
 - Required Health Work – due December 1
 - Health History and Physical Exam

- Immunizations
- Background Screening – Fingerprinting and FBI/BCI background checks are required. A satisfactory background check is required for entrance into the program. If a student has an unsatisfactory background check, they will not be permitted to enter the program. Students will receive more information regarding the background check with the acceptance letter.
- Urine Drug Screen – Negative urine drug screen is required for entrance into the program. Drug screen must be completed at Trinity WorkCare. If student has a positive drug screen, they will not be permitted to enter the program in January (see Preadmission Drug Screening Policy).
- Current CPR Certification – BLS (Basic Life Support – American Heart Association)

7. Complete Transition Course – \$400 plus textbook

8. Determining and Documenting a Student’s Location/Residence – Trinity School of Nursing will determine a student’s residence/location by the address that the student documents on their admission application at the time of initial enrollment, unless that address is updated on the Enrollment Agreement post-acceptance. Once enrolled in the program, students must submit changes of location/residence to the school office via the Change Form. If a student is enrolled in an EGCC course, EGCC will determine their location/residence according to their policy.

Computer/internet/printing capabilities are required to achieve the End of Program Student Learning Outcomes of the program.

Please note: Chromebooks are not compatible with our online services.

Readmission Policy

A readmitted student is defined as an individual who was previously enrolled in the program and has withdrawn from the program either voluntarily or involuntarily. The readmitted student must meet the curriculum requirements effective at the time of readmission. All requests for readmission are referred to the Faculty Organization for review/consideration. A final decision is based on individual evaluation and availability of space. The Faculty will review the previous Academic File including but not limited to: reasons for leaving, length of time since leaving, past performances in theory, clinical, and standardized testing, number of times placed on academic/clinical probation, number of times Comprehensive Final Exams were repeated, Code of Conduct Violations, and/or attendance while in the program. The Faculty may stipulate specific individualized requirements that must be met prior to readmission. Any readmission applicant who withdrew from the program due to academic and/or clinical failure during the N200 Fundamentals of Nursing course, if reaccepted, will re-enter the program at the beginning of N200. If the applicant has withdrawn due to academic and/or clinical failure anytime during or after the N201 Nursing Care of the Adult I course, the applicant if reaccepted, must begin at the beginning of N201. When repeating any course within the curriculum, the grade earned during the re-take of the course is the grade used to determine progression and calculation of GPA.

There is no guarantee of readmission. A student may be readmitted to the program only once, and therefore, must complete the program in its entirety as planned, once readmitted (except in instances mandated by law).

A military leave of absence from Trinity School of Nursing will be granted while a student is serving on active duty, and for one year after the conclusion of that service, if the student is a member of the United States national guard or other reserve component of the armed forces of the United States, or a member of those armed forces in a retired status, and is called to active duty. The student shall not suffer an academic penalty as a result of the leave of absence. Tuition and fee refunds for students on military leave of absence shall be calculated in accordance with Ohio Revised Code section 3332.20. If requested by the student, TSON will restore the student to the educational status the student had attained prior to being called to active duty without the loss of academic credits earned, scholarships or grants awarded, or tuition and fees paid prior to the commencement of active duty.

Readmission Process

1. Submit a completed Application for Admission.
2. Submit \$25.00 application fee (refundable only in accordance with Cancellation and Settlement Policy).
3. Submit transcripts of any/all courses taken between enrollments.
4. Submit Transfer of Credit Request form if requesting credit for courses completed since last admission.
5. Personal interview is optional.

Transfer of Credit Non-Nursing Courses

Request for transfer of credit for non-nursing courses must be made to the Coordinator of Student Affairs using the Transfer of Credit Request Form that is mailed to the student at the time of acceptance. Trinity School of Nursing will not accept credit from an institution or source that is not accredited. Courses accepted for transfer of credit must be of comparable content/practicum as those courses offered within Trinity Health System School of Nursing. Course descriptions/outlines will be required and compared to Trinity course descriptions/outlines in order to determine course comparabilities, unless course comparability has previously been established. Transferred coursework must have been successfully completed with a course grade of C or above, verified by transcripts. Calculation of credits is determined by course content/practicum comparability and granted according to the program's Curriculum plan. Transfer credit hours will not be included in qualitative GPA calculations.

Transfer of Credit Nursing Courses

Applications from students who wish to transfer from an approved professional school of nursing will be considered on an individual basis. Acceptance of transfer students is dependent on completion of all admission requirements, demonstration of ability to attain the standards of achievement in our School, relevancy of course(s) and available space in the class.

Request for transfer of credit must be made to the Coordinator of Student Affairs using the Transfer of Credit Request Form accompanied by official transcripts and course descriptions/outlines. Trinity School of Nursing will not accept credit from an institution or course that is not accredited. Courses accepted for credit must be of comparable content/practicum as those offered by Trinity Health System School of Nursing. Course descriptions/outlines will be required and compared to Trinity course descriptions/outlines in order to determine course comparabilities, unless course comparability has previously been established. Transferred coursework must have been successfully completed within the past 5 years (final course grade of “C” or above). Calculation of credits is determined by course content/practicum comparability and granted according to the Program’s Curriculum Plan. Additionally, transfer students are required to successfully complete a 6 week non-credit Transition Course which is held in October – November prior to the Spring Semester start date each year. Transfer credit hours will not be included in qualitative GPA calculations.

Transition Course Fee: \$400.00 plus textbook

The student requesting to transfer from an approved professional school of nursing must submit a letter of recommendation from the Director of the previous school. Trinity School of Nursing reserves the right to test any transfer applicant prior to admission. Once the required materials have been received, the Faculty Organization will review the applicant’s materials and determine final acceptance.

Military Experience

For individuals with experience in the armed forces of the United States, or in the national guard or in a reserve component, upon request, the School will review the individual’s military education and skills training records. Request for transfer of credit must be made to the Coordinator of Student Affairs using the Transfer of Credit Request form. Course descriptions/outlines will be required and compared to Trinity course descriptions/outlines in order to determine course comparabilities, unless course comparability has previously been established. If the course work/skills training has been successfully completed and is comparable in content/practicum to courses offered within Trinity Health System School of Nursing, transfer credit will be awarded. Calculation of credits is determined by course content/practicum comparability and granted according to the program’s Curriculum plan. Transfer credit hours will not be included in qualitative GPA calculations.

Essential Functions and Abilities of a Nursing Student

Students accepted into this program will need the cognitive ability, emotional stability, and physical endurance to complete the program and practice professional nursing. When determining professional suitability for the practice of professional nursing, the nursing student must be able to do the following: exercise safe judgments based on assessment data, remain visibly calm in emergency situations, interact in a caring manner with others, follow directions, be flexible, and demonstrate honesty, integrity, commitment, cooperation, respect and accountability. The student must not pose a significant risk to the health and safety of himself or others.

The following are essential functions, abilities, and physical requirements for the nursing student:

Critical thinking ability sufficient to collect, analyze, integrate, and generalize information and knowledge to make clinical judgments and management decisions that promote positive patient outcomes. Ability to identify cause/effect relationships and clinical situations, develop nursing care plans, and apply mathematical skills for calculating safe drug dosages

Communications skills sufficient to speak, comprehend and write (print and cursive) in English at a level that meets the need for accurate, clear effective communication. Ability to explain procedures, initiate health teaching, document and interpret nursing actions and patient/client responses, and complete assignments and exams within specified time frames.

Gross and fine motor skills sufficient to provide safe, effective nursing care. Ability to lift up to 50 pounds, turn, reposition/ambulate patients, and manipulate small equipment and containers (i.e. syringes, vials, ampules, and medication packages to administer medications.

Visual ability sufficient to observe and assess patients and their environments. Ability to detect changes in physical appearance, color and contour, read medication labels, syringes, manometers, and written communication accurately.

Interpersonal ability sufficient to provide safe care to populations, as well as safety to self. Ability to establish a therapeutic relationship with patients, families, and health care team, maintain a positive relationship with instructors and peers, demonstrate self-control, and accept constructive criticism for professional development.

Physical abilities sufficient to perform required patient care activities in a safe and effective manner for the entire length of the clinical experience. Ability to move around in clinical environment, administer cardio-pulmonary procedures, and walk/stand, twist, bend, stoop, kneel, reach, push and pull for extended periods.

Auditory ability sufficient to monitor and assess patient health needs. Ability to hear faint body sounds, auditory alarms and normal speaking level sounds (i.e. blood pressure sounds, monitors, fire alarms, call bells, cries for help and person-to-person report).

Tactile ability sufficient to perform physical assessment. Ability to palpate (i.e. pulses, changes in skin temperature, and anatomical abnormalities) and provide therapeutic interventions needed for examinations and procedures.

This description of the essential abilities of the nursing student is meant to include the major areas of responsibility and is not intended to be limited to the above information.

Disclosure of a Disability

After acceptance into the nursing program, a copy of the form “Essential Functions and Abilities of the Nursing Student” is mailed to each new student to review, sign, and return to the School within two weeks of receipt. This information is outlined in the School Catalog/Website/Student Handbook. Disclosure of a disability prior to the program start date will allow the student time for their individual evaluation and submission of the written documentation to the School.

For reasonable accommodations to be considered, it is first necessary for the student to submit to Jill Duska, Coordinator of Student Affairs (740-266-1230) the most recent evaluation of the disability from a licensed/certified psychologist (with experience in the disability identified) or if appropriate, a medical doctor. The specific disability and recommendations should be described in the documentation submitted. The “Essential Functions and Abilities of the Nursing Student” serve as a guide for the written recommended accommodations.

Students who disclose a disability and request accommodation after the educational program begins, may experience a delay in the progress of their program until all required documentation is submitted and processed.

Ohio Board of Nursing List of Potentially Disqualifying Offenses

LIST OF POTENTIALLY DISQUALIFYING OFFENSES

Applicants for a license or certificate that have pled guilty to, been convicted of, or been found judicially guilty of any the following crimes **may be disqualified** from being licensed as a registered nurse, licensed practical nurse, advanced practice registered nurse, dialysis technician intern, dialysis technician, certified community health worker, or medication aide. The following crimes are considered by the Board of Nursing (Board) to be directly related to the duties/responsibilities of the licensed occupations:

1. Any Offense of Violence as defined in 2901.01(A)(9), ORC. A list of the crimes currently included in this definition follows. Please review this definition as the Ohio General Assembly may change it from time to time:

(a) 2903.01 Aggravated Murder, 2903.02 Murder, 2903.03 Voluntary Manslaughter, 2903.04 Involuntary Manslaughter, 2903.11 Felonious Assault, 2903.12 Aggravated Assault, 2903.13 Assault, 2903.15 Permitting Child Abuse, 2903.21 Aggravated Menacing, 2903.211 Menacing by Stalking, 2903.22 Menacing, 2905.01 Kidnapping, 2905.02 Abduction, 2905.11 Extortion, 2905.32 Trafficking in Persons, 2907.02 Rape, 2907.03 Sexual Battery, 2907.05 Gross Sexual Imposition, 2909.02 Aggravated Arson, 2909.03 Arson, 2909.24 Terrorism, 2911.01 Aggravated Robbery, 2911.02 Robbery, 2911.11 Aggravated Burglary, 2917.01 Inciting to Violence, 2917.02 Aggravated Riot, 2917.03 Riot, 2917.31 Inducing Panic, 2919.25 Domestic Violence, 2921.03 Intimidation, 2921.04 Intimidation of attorney, victim, or witness in criminal case or delinquent child action proceeding, 2921.34 Escape, 2923.161 Improperly discharging firearm at or into a habitation, in a school safety zone or with intent to cause harm or panic to persons in a school building or at a school function, 2903.34(A)(1) Patient Abuse, 2911.12(A)(1), (2), or (3) Burglary, 2919.22(B)(1), (2), (3), or (4) Endangering Children, and Felonious sexual penetration in violation of former section 2907.12 of the Revised Code.

(b) A violation of an existing or former municipal ordinance or law of this or any other state or the United States, substantially equivalent to any section, division, or offense listed above in 1.(a).

(c) An offense, other than a traffic offense, under an existing or former municipal ordinance or law of this or any other state or the United States, committed purposely or knowingly, and involving physical harm to persons or a risk of serious physical harm to persons.

(d) A conspiracy or attempt to commit, or complicity in committing, any offense listed above in 1.

(a) – (c).

2. Any Sexually Oriented Offense as defined in 2950.01(A), ORC. A list of the crimes currently included in this definition follows. Please review this definition as the Ohio General Assembly may change it from time to time:

- (a) 2907.02, Rape, 2907.03, Sexual battery, 2907.05, Gross sexual imposition, 2907.06, Sexual I imposition, 2907.07, Importuning, 2907.08, Voyeurism, 2907.21, Compelling prostitution, 2907.22, Promoting prostitution, 2907.32, Pandering obscenity, 2907.321, Pandering obscenity involving a minor or impaired person, 2907.322, Pandering sexually oriented matter involving a minor or impaired person, or 2907.323, Illegal use of minor or impaired person in nudity-oriented material or performance of the Revised Code.
- (b) A violation of section 2907.04, Unlawful sexual conduct with minor, of the Revised Code when the offender is less than four years older than the other person with whom the offender engaged in sexual conduct, the other person did not consent to the sexual conduct, and the offender previously has not been convicted of or pleaded guilty to a violation of section 2907.02, 2907.03, or 2907.04, Unlawful Conduct with minor, or a violation of former Section 2907.12 of the Revised Code.
- (c) A violation of section 2907.04, Unlawful Conduct with minor, of the Revised Code when the offender is at least four years older than the other person with whom the offender engaged in sexual conduct or when the offender is less than four years older than the other person with whom the offender engaged in sexual conduct and the offender previously has been convicted of or pleaded guilty to a violation of section 2907.02, 2907.03, or 2907.04, or a violation of former Section 2907.12 of the Revised Code.
- (d) A violation of section 2903.01, Aggravated murder, 2903.02, Murder, 2903.11, Felonious assault, of the Revised Code when the violation was committed with a sexual motivation.
- (e) A violation of division (A) of section 2903.04, Involuntary manslaughter, of the Revised Code when the offender committed or attempted to commit the felony that is the basis of the violation with a sexual motivation.
- (f) A violation of division (A)(3) of section 2903.211, Menacing by stalking, of the Revised Code.
- (g) A violation of division (A)(1), (2), (3), or (5) of section 2905.01, Kidnapping, of the Revised Code when the offense is committed with a sexual motivation.
- (h) A violation of division (A)(4) of section of section 2905.01, Kidnapping, of the Revised Code.
- (i) A violation of division (B) of section 2905.01, Kidnapping, of the Revised Code when the victim of the offense is under eighteen years of age and the offender is not a parent of the victim of the offense.
- (j) A violation of division (B) of section 2903.03, Voluntary manslaughter, of division (B) of section 2905.02. Abduction, of division (B) of section 2905.03, Unlawful restraint, of division (B) of section 2905.05, Criminal child enticement, or of division (B)(5) of section 2919.22, Endangering children, of the Revised Code.
- (k) A violation of section 2905.32, Trafficking in persons, of the Revised Code when either of the following applies: (a) The violation is a violation of division (A)(1) of that section and the offender knowingly recruited, lured, enticed, isolated, harbored, transported, provided, obtained, or maintained, or knowingly attempted to recruit, lure, entice, isolate, harbor, transport, provide, obtain, or maintain, another person knowing that the person would be compelled to engage in sexual activity for hire, engage in a performance that was obscene, sexually oriented, or nudity oriented, or be a model or participant in the production of material that was obscene, sexually oriented, or nudity oriented; (b) The violation is a violation of division (A)(2) of that section and the offender knowingly recruited, lured, enticed, isolated, harbored, transported, provided, obtained, or maintained, or knowingly attempted to recruit, lure, entice, isolate, harbor, transport, provide, obtain, or maintain a

person who is less than eighteen years of age or is a person with a developmental disability whom the offender knows or has reasonable cause to believe is a person with a developmental disability for any purpose listed in divisions (A)(2)(a) to (c) of that section.

(l) A violation of division (B)(4) of section 2907.09 Public indecency, of the Revised Code if the sentencing court classifies the offender as a tier I sex offender/child-victim offender relative to that offense pursuant to division (D) of that section

(m) A violation of any former law of this state, any existing or former municipal ordinance or law of another state or the United States, any existing or former law applicable in a military court or in an Indian tribal court, or any existing or former law of any nation other than the United States that is or was substantially equivalent to any offense listed in above in 2. (a) – (l).

(n) Any attempt to commit, conspiracy to commit, or complicity in committing any offense listed above in 2. (a) – (m).

3. Registered Sex Offender Status

An applicant who is required to register as a sex offender as defined in Section 2950.01, ORC, under the law of Ohio, or under the substantially equivalent law of another jurisdiction or the federal government, may be denied a license.

4. Any Drug Abuse Offense as defined in Section 2925.01(G), ORC. A list of the crimes currently included in this definition follows. Please review this definition as the Ohio General Assembly may change it from time to time:

(a) 2913.02(A) Theft of Drugs, 2925.02 Corrupting Another with Drugs, 2925.03 Trafficking, Aggravated Trafficking in Drugs, 2925.04 Illegal Manufacture of Drugs – Illegal Cultivation of Marihuana-Methamphetamine Offenses, 2925.041 Illegal Assembly or Possession of Chemicals for Manufacture of Drugs, 2925.05 Funding, Aggravated Funding of Drug or Marihuana Trafficking, 2925.06 Illegal Administration or Distribution of Anabolic Steroids, 2925.11 Possession of Controlled Substances, 2925.12 Possession of Drug Abuse Instruments, 2925.13 Permitting Drug Abuse, 2925.22 Deception to Obtain a Dangerous Drug, 2925.23 Illegal Processing of Drug Documents, 2925.24 Tampering with Drugs, 2925.31 Abusing Harmful Intoxicants, 2925.32 Trafficking in Harmful Intoxicants – Improperly Dispensing or Distributing Nitrous Oxide, 2925.36 Illegal Dispensing of Drug Samples, 2925.37 Counterfeit Controlled Substance Offenses, of the Revised Code.

(b) A violation of an existing or former law of this or any other state or the United States that is substantially equivalent to any section listed above in 4. (a).

(c) An offense under an existing or former law of this or any other state, or of the United States, of which planting, cultivating, harvesting, processing, making, manufacturing, producing, shipping, transporting, delivering, acquiring, possessing, storing, distributing, dispensing, selling, inducing another to use, administering to another, using, or otherwise dealing with a controlled substance is an element.

(d) A conspiracy to commit, attempt to commit, or complicity in committing or attempting to commit any offense listed above in 4. (a) – (c).

5. Any Theft Offense as defined in Section 2913.01(K), ORC. A list of the crimes currently included in this definition follows. Please review this definition as the Ohio General Assembly may change it from time to time:

(a) 2911.01 Aggravated Robbery, 2911.02 Robbery, 2911.11 Aggravated Burglary, 2911.12 Burglary, 2911.13 Breaking and Entering, 2911.31 Safecracking, 2911.32 Tampering with Coin Machines, 2913.02 Theft, 2913.03 Unauthorized Use of a Vehicle, 2913.04 Unauthorized Use of Property – computer, cable, or telecommunication property, 2913.041 Possession or Sale of Unauthorized Cable Television Device, 2913.05 Telecommunications Fraud, 2913.06 Unlawful Use of Telecommunications Device, 2913.11 Passing Bad Checks, 2913.21 Misuse of Credit Cards, 2913.31 Forgery -Forging Identification Cards or Selling or Distributing Forged Identification Cards, 2913.32 Criminal Simulation, 2913.33 Making or Using Slugs – misdemeanor only, 2913.34 Trademark Counterfeiting, 2913.40 Medicaid Fraud, 2913.42 Tampering with Records, 2913.43 Securing Writings by Deception, 2913.44 Personating an Officer, 2913.45 Defrauding Creditors, 2913.47 Insurance Fraud, former Section 2913.47, 2913.48 Workers’ Compensation Fraud, former Section 2913.48, 2913.51 Receiving Stolen Property, 2915.05 Cheating- Corrupting Sports, 2921.41 Theft in Office.

(b) A violation of an existing or former municipal ordinance or law of this or any other state, or of the United States, substantially equivalent to any offense listed above in 5. (a).

(c) An offense under an existing or former municipal ordinance or law of this or any other state, or of the United States, involving robbery, burglary, breaking and entering, theft, embezzlement, wrongful conversion, forgery, counterfeiting, deceit, or fraud.

(d) A conspiracy or attempt to commit, or complicity in committing, any offense listed above in 5. (a) through (c).

(e) Section 2913.30, ORC, Counterfeiting.

(f) Section 2913.49, ORC, Identity Fraud.

(g) Section 2923.32, ORC, Engaging in Corrupt Activity.

(h) A violation of an existing or former municipal ordinance or law of this or any other state, or of the United States, substantially equivalent to the crimes, and/or a conspiracy or attempt to commit, or complicity in committing, any offense listed above in 5. (e) through (g).

6. Other Criminal Offenses

(a) Section 2909.22, ORC, Soliciting or providing support for an act of terrorism;

(b) Section 2909.23, ORC, Making terroristic threat;

(c) Section 2909.26, ORC, Criminal possession of chemical, biological, radiological or nuclear weapon or explosive device;

(d) Section 2909.27, ORC, Criminal use of chemical, biological, radiological or nuclear weapon or explosive device;

(e) Section 2909.28, ORC, Illegal assembly or possession of chemicals or substances for manufacture of prohibited weapons;

(f) Section 2909.29, ORC, Money laundering in support of terrorism.

(g) Section 2917.33, ORC, Unlawful possession or use of a hoax weapon of mass destruction;

(h) Section 2917.47, ORC, Improperly handling infectious agents;

(i) Section 2919.12, ORC, Unlawful abortion;

(j) Section 2919.121, ORC, Unlawful abortion upon a minor;

- (k) Section 2919.123, ORC, Unlawful distribution of an abortion-inducing drug;
- (l) Section 2919.13, ORC, Abortion manslaughter;
- (m) Section 2913.14, ORC, Abortion trafficking;
- (n) Section 2913.15, ORC, Dismemberment feticide;
- (o) Section 2919.151, ORC, Partial birth feticide;
- (p) Section 2919.17, ORC, Terminating or attempting to terminate a human pregnancy after viability;
- (q) Sections 2919.193 through 2919.195, Performing or inducing an abortion before determining whether there is a detectable fetal heartbeat; or without informed consent when there is a detectable heartbeat; or after detection of a detectable heartbeat;
- (r) Section 2919.201, ORC, Abortion after gestational age of 20 weeks;
- (s) Section 2921.12, ORC, Tampering with evidence;
- (t) Section 2921.13, ORC, Falsification;
- (u) Section 2921.22, ORC, Failure to report a crime or knowledge of death or burn injury;
- (v) Section 2921.36, ORC, Illegal conveyance of weapons, drugs or other prohibited items on to the grounds of a detention facility or institution;
- (w) Section 2921.41, ORC, Theft in office;
- (x) Section 2923.16, Improperly handling firearms in a motor vehicle;
- (y) Section 2923.161, Improperly discharging a firearm at or into a habitation, in a school safety zone, or with the intent to cause harm or panic to persons in a school building or at a school function;
- (z) Section 2923.17, ORC, Unlawful possession of dangerous ordnance; illegally manufacturing or possessing explosives;
- (aa) Section 2923.20, ORC, Unlawful transaction in weapons;
- (bb) Section 2923.21, ORC, Improperly furnishing firearms to a minor;
- (cc) Section 2923.24, ORC, Possessing criminal tools;
- (dd) Section 2923.32, ORC, Engaging in a pattern of corrupt activity;
- (ee) Section 2923.42, ORC, Participating in a criminal gang;
- (ff) Section 2927.01, ORC, Abuse of a corpse; Gross abuse of a corpse;
- (gg) Section 2927.11, ORC, Desecration;
- (hh) Section 2927.12, ORC, Ethnic intimidation;
- (ii) Section 2927.13, ORC, Selling or donating contaminated blood;
- (jj) Section 2927.15, ORC, Unlawful collection of a bodily substance;
- (kk) Section 2927.17, ORC, Advertising of massage services;
- (ll) Section 2927.24, ORC, Contaminating substance for human consumption or use or contamination with hazardous chemical, biological, or radioactive substance – spreading false report of contamination;
- (mm) Any criminal offense that is based on (a) engaging in a profession that requires a license, without holding a current, valid license, or (b) that is another criminal offense, set forth in Ohio Revised Code Sections: 4715.99, 4723.99, 4725.99, 4729.99, 4730.99, 4731.99, 4732.99, 4734.99, 4759.99, 4760.99, 4761.99, 4762.99, 4765.99, 4774.99, 4778.99, or 5747.99.
- (nn) A violation of an existing or former municipal ordinance or law of this or any other state, or of the United States, substantially equivalent to the crimes, and/or a conspiracy or attempt to commit, or complicity in committing, any offense listed above in 6. (a) through (mm).

Review of Applicant's Offense History by the Board of Nursing

The above listed crimes are not automatically disqualifying. The Board reviews the facts of each case on an individual basis. The offense may or may not result in a proposed action to deny licensure. The factors considered may include, but are not limited to the following:

- The nature and seriousness of the offense;
- Passage of time since the crime was committed and whether all terms ordered by the court were successfully completed;
- Whether any other offenses were committed since the crime;
- Relationship of the crime to the ability, capacity, and fitness required to perform the duties and responsibilities of the occupation;
- Any evidence of mitigating rehabilitation or treatment successfully completed, including whether a certificate of qualification for employment under Section 2953.25, ORC, or of achievement or employability under Section 2961.22, ORC, has been obtained;
- Whether denial of the license is reasonably necessary to ensure public safety.

The Board does not have the authority to conduct an investigation of an individual who has not applied for a license or certificate. If an applicant has a criminal history, the Board conducts a thorough investigation and considers the above factors and others, including the facts and circumstances underlying the offense; and the total number and pattern of offenses.

Determination by Board Whether a Crime is on the List of Potentially Disqualifying Offenses

You may request a letter from the Board of Nursing stating whether a crime is on this list of potentially disqualifying offenses by emailing: disqualifying-offense-requests@nursing.ohio.gov. A credit card payment of \$25.00 is required.

Other Consequences of Criminal History - Not Regulated by Board of Nursing

Although the Board may grant a license or certificate to an applicant who has a criminal offense history, an individual may be restricted from working in certain settings based on his or her criminal history due to federal and state laws, which require criminal records checks prior to employment in certain settings, and which may impose absolute or discretionary bars to employment in certain patient care settings, for example, in facilities or settings involving care provided to older adults or children. *See, e.g., Ohio Administrative Code 173-9-07; 3701-60-07; 5123:2-2-02; 5160-45-07.*

Enrollment in Education Programs

The Board cannot answer questions regarding one's eligibility to attend nursing, dialysis, medication aide, or community health worker schools, or participate in clinical instruction. Nursing and other programs vary in regard to enrollment criteria, so it is recommended that you contact the nursing or other program to determine whether you are eligible to enroll. Hospitals and other medical facilities may not authorize individuals to participate in the clinical instruction necessary to complete a program based on criminal history.

Note that it is fraudulent for a third party, such as a nursing program faculty or admissions director, to submit a license application attesting to be the license applicant.



ACADEMIC POLICIES

General Policy

The Trinity Health System School of Nursing reserves the right to change without notice statements contained in this catalog/website concerning rules, policies, tuition and fees, curricula, courses, or other administrative or educational policies.

HIPAA Compliance Statement

Trinity Health System and Trinity Health System School of Nursing are in compliance with the Health Insurance Portability and Accountability Act (HIPAA) of 1996, specifically the patient privacy portion of this law, which became effective on April 14, 2003. Every Employee and Student of Trinity Health System School of Nursing has participated in the mandatory HIPAA Compliance Program offered by Trinity Health System. Every Trinity nursing student signs a Trinity Health System Non-Disclosure Acknowledgement regarding confidentiality and privacy.

Basic Life Support Certification

A photocopy of each student's BLS Certification must be kept on file in the School office. The course must be the American Heart Association (AHA) BLS. This certification must be kept up to date while the student is enrolled in the program. (Trinity School of Nursing will not provide skill competency needed for completion of online renewal).

Classroom Policies

1. Attendance

Classroom activities are essential to learning and to the application of knowledge. The student is responsible for knowing and meeting all course requirements, including tests, assignments, and class participation, as indicated by the course instructor.

Students are expected to attend all scheduled classes. If a student is absent from class, the student will be held responsible for all work missed due to this absence. Absence from class must be reported to the Secretary's voice mail (**740-266-1222 or 740-264-5591 ext. 1322**) by 7:30 am. If a student leaves class before the end of the scheduled time, the student must report off to the lecturing instructor and School Secretary.

Students are not to schedule personal appointments during times scheduled for class. Any request for extended time off from class should be presented to the Dean of the School and Course Lead Instructor.

Faculty will work with service members and reservists to accommodate short absences due to service obligations. Students should notify faculty of required service obligations as soon as possible and submit documentation of requirement.

2. Student Evaluation

Didactic evaluation is completed through exams, quizzes, and student projects. Students are informed of didactic evaluation via the nursing course syllabus and course schedule. Grades are calculated at midterm and students are informed of their progress. If the course grade average is less than 77% the student is placed on probation. Final grades are computed after the completion of all course requirements. Students may receive their final grades from the Lead Instructor. The Lead Instructor submits the grade sheet to the School Secretary who completes the Course Grade Reports and updates the Student Transcripts. Students receive official grade reports at the end of each semester/session. Grade reports are mailed to each student.

Students must complete and submit all assignments on time. If an assignment will be late, it is the student's responsibility to notify the instructor. For each weekday that an assignment is turned in late, five percent (5%) will be deducted from the final grade of the assignment. No assignment will be accepted more than five (5) weekdays past the due date and a grade of "0" will be assigned. Individual situations will be considered on a case-by-case basis.

The instructor has no obligation to give make-up examinations or to review other class work missed by a student as a result of absence. However, if the instructor chooses to administer makeup exams/classwork/clinical assignments, the format of the make-up work will be determined by the instructor. Students are responsible for making arrangements with the instructor. If an exam/quiz is missed, the student must take the exam/quiz within five (5) weekdays, or a grade of "0" will be assigned. Individual situations will be considered on a case-by-case basis.

Comprehensive Final Examination

Students must pass the comprehensive final examination in each nursing course with a grade of "C" or above before progressing to the succeeding semester/session or program completion. Students who fail to achieve a passing grade of "C" on the comprehensive examination, may take a second comparable comprehensive examination within two (2) school days, ONLY if the student has achieved a passing grade of "C" in the course prior to taking the comprehensive final examination. The two comprehensive final exam scores will be averaged together and the student must achieve an averaged grade of 77% ("C") or better. Students who are permitted to take a second comprehensive examination and who are successful in achieving an averaged grade of "C" or above will only receive a grade of 77% ("C") for the comprehensive examination score. Students whose averaged score of both comprehensive final exams is < 77% ("C") will receive a failing grade in the course. Students who have NOT passed the first comprehensive final examination with a grade of "C" or above and who were failing the nursing course prior to the final examination will NOT be eligible to take a second comprehensive final exam.

The total number of comprehensive final exam retakes cannot exceed one (1) throughout the duration of the program. If a student fails a second final exam, the student will be ineligible to retake the comprehensive final, will receive a failing grade, and thus be ineligible for progression in the program.

Auditing Policy for Nursing Courses

AUDIT:

Definition: Attendance and participation in a nursing course for which no credit is awarded.

Guidelines: The student may:

1. attend theory presentations and those clinical experiences as selected by the specific level.
2. complete course tests and quizzes for the purpose of self-evaluation
3. complete selected clinical skills lab testing as selected by the specific level faculty.
4. sign the auditing contract (if specified in acceptance letter; specific auditing requirements will be addressed on an individual basis).

TRINITY HEALTH SYSTEM SCHOOL OF NURSING GRADING SCALE

GRADING POLICY

GRADING SCALE Grade	Quality Point Value Per Credit Hour	Trinity Health System Percentage Range
A (Excellent)	4.0	93%-100%
B+	3.5	90%-92%
B (Above Average)	3.0	85%-89%
C+	2.5	82%-84%
C (Average)	2.0	77%-81%
D+ Failure	1.5	74%-76%
D Failure	1.0	69%-73%
F Failure	0.0	68% and below
P Pass or Transfer	0.0	No Quality Points Earned
WP Withdrew passing	0.0	No Quality Points Earned
WF Withdrew failing	0.0	No Quality Points Earned
W Withdrew	0.0	No Quality Points Earned
I Incomplete	This grade indicates that the work has not been completed because of factors that in the opinion of the instructor were outside the control of the student. Permission for this grade must	

be obtained from the Dean of the School. The student will then have until the beginning of the succeeding semester/session to remove the incomplete letter grade. If it is not removed within that period, the grade automatically becomes “F” and the student then becomes ineligible for promotion.

*There will be no rounding of grades

(R) Repeated Course The grade earned in repeated course replaces original grade and is the grade used to determine progression and calculation of GPA.

Eastern Gateway Community College Marking System

Eastern Gateway Community College’s Marking System is utilized for all college courses offered within the curriculum. A letter grade of “C” or above is required for all college courses. The quality of coursework at Eastern Gateway Community College is indicated by means of letter grades. Each letter grade, in turn, carries “quality points” which are used in computing the student’s “cumulative point average (CPA).” The academic achievement which reflects competency will be recorded in letter grades at the end of each semester or summer term for all coursework for which credit is granted. The credit hours attempted and quality points attained will enter into the computation of the student’s cumulative point average.

The marking system is as follows:

QUALITY POINTS PER SEMESTER HOUR	
A – Superior Quality	4.0
B – High Quality	3.0
C – Average	2.0
D – Below Average	1.0
F – Failing	0.0

3. Academic Probation

Grades for each course are calculated at midterm. Any student whose midterm grade is below the required “2.0” or 77% (for nursing courses) will be placed on Academic Probation. Students are notified in writing when placed on Academic Probation. The Course Lead Instructor meets with each student on Academic Probation and completes the Student Probation/Progression Report. The student will document a Plan for Improvement on the report and sign the report at that meeting. The probationary status must be corrected by the completion of the course or the student automatically becomes ineligible for progression into the subsequent semester/session.

Clinical Policies

1. Attendance

Students are expected to attend all scheduled clinical time. Absence from a clinical experience must be reported directly to the nursing unit where the experience is scheduled **and** to the Secretary's voicemail (**740-266-1222 or 740-264 5591 ext. 1322**) by 6:45 am.

In all nursing clinical courses, one (1) clinical absence will result in the issuance of a verbal warning; two (2) clinical absences will result in the issuance of Clinical Probation; and three (3) or more clinical absences may result in the issuance of a Clinical Failure. Individual situations will be considered on a case-by-case basis.

Clinical make-up time is planned when clinical objectives cannot be met because of absences and will be arranged at the discretion of the clinical instructors. If a student is absent from clinical, the student will be held responsible for all work missed due to this absence.

Students missing clinical time because of unpreparedness will also be required to make up the clinical days. Unpreparedness includes, but is not limited to, failure to produce evidence of BLS certification or mandatory health work before the first clinical experiences each semester/session or failure to exhibit knowledge or skill level safe for practice.

Faculty will work with service members and reservists to accommodate short absences due to service obligations. Students should notify faculty of required service obligations as soon as possible and submit documentation of requirement.

2. Student Evaluation

Clinical components of the course include clinical assignments that may include provision of direct patient care or observation of patient care and clinical laboratory hours.

Evaluation of clinical performance is assessed throughout each clinical experience. The Appraisal of Clinical Competence is completed no less than four (4) times a semester/session inclusive of midterm and final evaluations. Instructors document pertinent information about a student's progression or lack of progression on the Appraisal of Clinical Competence. Individual conferences are held as necessary to discuss the student's progress.

The clinical experience is graded as "S" (Satisfactory), "U" (unsatisfactory), or "N.O." (No opportunity or Not observed).

Satisfactory performance is defined as:

- A. Integration into student performance of each Nursing Course Objective. The expected clinical performance is demonstrated through satisfactory accomplishment of each course objective.
- B. Demonstration of consistent progression in the clinical performance of the identified course's nursing practice.

Unsatisfactory performance is defined as:

- A. No integration into student performance of any one Nursing Course Objective.
- B. No demonstration of consistent progression in the clinical performance of the identified course's nursing practice. In the event that the student did not have the opportunity to complete a component of the clinical objective, the instructor documents N.O.

3. Clinical Probation

Students who are not meeting the established Course Objectives, as outlined on the student's Appraisal of Clinical Competence Form, will be placed on Clinical Probation by the Clinical Instructor. Clinical Probation can be established any time during the semester when a student is not achieving the clinical objectives. Students are notified in writing when placed on Clinical Probation. The Clinical Instructor meets with each student on Clinical Probation and completes the Student Probation/Progression Report. The student will document a Plan for Improvement on the report and sign the report at that meeting. The probationary status must be corrected by the completion of the course or the student automatically becomes ineligible for progression into the subsequent semester/session.

Course Enrollment Policy

Students will be enrolled in courses each semester by the Coordinator of Student Affairs. The progression of courses within the curriculum is illustrated in the Curriculum Plan.

Students will be enrolled into the nursing course designated within the Curriculum Plan that corresponds to the appropriate semester/session. Student transcripts and academic files will be reviewed to determine if students need to be enrolled in the designated Eastern Gateway Community College course that is offered during that designated semester/session. If transfer of credit has been received for the designated Eastern Gateway Community College course, the student will not be registered for that course.

Students that are recipients of VA educational benefits will not automatically be enrolled in courses each semester. Those students will need to give approval of the enrollment in courses each semester. Students receiving VA educational benefits should see Jill Duska, Coordinator of Student Affairs in Suite 2623, in order to approve their enrollment each semester. Students receiving VA benefits will not be enrolled in any online classes.

Progression Policy

Students must satisfactorily complete each semester/session of the program before progressing to the subsequent semester/session.

A minimum grade of "C" (2.0 GPA) and a satisfactory clinical evaluation are required in each nursing course, and a minimum grade of "C" (2.0 GPA) is required in each college course for a student to be eligible for progression into the subsequent semester/session.

Students receive official grade reports at the end of each semester/session.

The faculty recommends students for progression.

Every student must demonstrate satisfactory progress according to the School's Progression Policy in order to receive any financial aid awarded through the School.

When repeating any course within the curriculum, the grade earned during the re-take of the course is the grade used to determine progression and calculation of GPA.

Withdrawal

A student who desires to withdrawal from the School should submit a letter of resignation to the Dean of the School. Prior to withdrawing, the student is required to contact the Lead Instructor of the course and the Coordinator of Student Affairs. The student is encouraged to consult his/her Academic Advisor.

Failure to attend scheduled classes does not constitute an official withdrawal. The official withdrawal date shall be:

1. The date of the student's resignation letter submitted to the Dean of the School, or
2. For the student who does not officially withdraw from the program, the withdrawal date will be the date the School became aware the student ceased attendance.

The School reserves the option of using the student's last date of documented attendance at an academically/clinically oriented activity as the student's official withdrawal date.

Students considering withdrawal prior to completing 60% of a semester/session are urged to review the Return of Title IV Funds Policy in the financial aid section.

According to the Student Identification Badge Policy, withdrawing students must return the student identification badge. Failure to do so will result in a delay of receipt of official transcripts. The student parking hangtag should be returned to the School upon withdrawal.

Dismissal

Each student has a personal responsibility to the School of Nursing in the observance of all academic policies and codes of conduct. The faculty is committed to helping the student in every way possible; however, the faculty of the School is obliged to determine whether the student is progressing satisfactorily. If the student fails in theory or clinical experience or fails to abide by School regulations/policies, the faculty has the right and authority to dismiss the student. A student may be dismissed without having been put on probation.

Recognition of Academic Achievement

Students who earn a GPA of 3.5 or above per semester/session will be placed on the School's Academic Honors List.

Graduation Policy

A student will be awarded a Diploma in Nursing and School of Nursing Pin if the following requirements are met:

1. Satisfactory completion of the program with a grade of "C" or above in all courses and satisfactory clinical evaluations.
2. Recommendation by the Faculty.

3. Return of all school property and freedom from monetary unsecured indebtedness to Trinity Health System School of Nursing, Trinity Health System, or any of its affiliate or extension agencies.

The student is expected to be present at graduation exercises unless excused by the Dean of the School.

A student who has not met the requirements may participate in the public graduation ceremony, however the diploma and pin will not be awarded until all requirements have been met.

Application for Licensure Policy

Fingerprinting and background checks must be completed and submitted to the appropriate Board of Nursing 6-9 months prior to NCLEX-RN testing. At the completion of the program, the graduate must file an application with a State Board of Nursing to take the examination for licensure. It is the responsibility of the student to obtain and complete the application form, and send it with the necessary fee(s) to the State Board Office and NCLEX-RN testing center. Upon meeting the requirements set forth in the School's Graduation Policy, the Dean of the School will send a program completion form to the appropriate Board of Nursing to meet the eligibility requirements to take the NCLEX-RN examination. Upon successful completion of the NCLEX-RN examination, the graduate will be licensed to practice as a professional Registered Nurse using the legal title RN. The diploma nursing program at Trinity Health System School of Nursing meets the state education requirements for an RN nursing license in the states of Ohio and Pennsylvania and West Virginia. Trinity Health System School of Nursing has not determined if the diploma nursing program at Trinity Health System School of Nursing meets the state education requirements in any other state or any U.S. Territory. Contact the state regulatory agency for nursing in any other state for which this information is needed.

The National Council of State Boards of Nursing (NCSBN) has resources that may be helpful.

- Link to every [Nursing Practice Act](#) , every [State Regulatory Agency for Nursing](#) and information regarding the impact of 34 CFR 668.43 on nursing programs.

Graduation Awards

Traditionally, awards are given at graduation exercises for outstanding academic achievement or clinical excellence. The top three academic awards are presented at the graduation ceremony by the Board of Trustees, Medical Staff, and Trinity Health System Nursing Service.

Additional awards include The Nancy H. Bright, M.D. Excellence in Pediatric Nursing Award, The Patrick Macedonia M.D. Excellence in Maternal-Newborn Nursing Award and The Carmel A. Esposito, EdD Award for Community Leadership.

Periodically, additional honors are awarded by philanthropic and service organizations or individuals.

Liability Insurance

Every student is covered under a blanket liability policy purchased by the School. The annual premiums to cover this policy are deducted from the General Fees paid by students every Fall semester.

Communication of Routine and Emergency Information

One Call Now, a high-speed phone messaging delivery service, is utilized for communication to the entire student population, selected students, or classes. In cases of emergency or routine notification, students will receive an automated voice and/or text message indicating the nature of the matter. Emergency notification will occur without delay and take into account the safety of the students as well as the community.

Upon admission to the program, students will provide phone numbers to the Coordinator of Student Affairs. This information will be used for the sole purpose of this communication system. Students are required to update their contact information by utilizing the Change Form. The Change Form can be obtained from any School staff member, Coordinator of Student Affairs, or Course Lead Instructor.

The Coordinator of Student Affairs or their designee is responsible for the activation of One Call Now as well as the content of the message. Annual testing of this emergency response system will be conducted.

Cancellation of Classes/Inclement Weather

The Dean or a designated faculty member will make decisions regarding cancellation/delay of classes and/or clinical due to inclement weather.

Announcements of School cancellations/delays will be made via One Call Now/SNAP, telephone communication trees, or local media: WTOV9 and www.wtov9.com on the internet.

Please note that just because EGCC classes are cancelled, it doesn't mean Trinity School of Nursing classes are cancelled.

Transportation Policy

Students are responsible for their own transportation for all experiences as required by the curriculum. Trinity Health System and the School of Nursing are not responsible for liability incurred in travel.

Student Identification Badge Policy

The School of Nursing strives to provide a safe environment for all students and employees and requiring students to wear Identification (ID) badges is one way to promote safety. A student ID badge will be issued to each student during the first week of school by Trinity Health System. The badge is the property of the Health System and must be returned when the individual is no longer a student at the School. Student ID badges MUST be worn at all times while engaged in all academic or clinical activities. The badge is to be attached to the upper torso so that patients, visitors, and employees can easily see the student's name.

Whenever a student graduates, withdraws or is dismissed from the program, the student must return the identification badge to the Lead Instructor of the current course of study or to the Coordinator of Student Affairs. Failure to do so will result in the delay of receipt of official transcripts.

One student nurse identification badge will be replaced free of charge, then a \$5.00 fee will be charged for each additional replacement.

Dress Code

I. Policy Statement: Clinical and non-clinical attire should complement an environment that reflects an efficient, orderly, and professionally operated School of Nursing. Student's attire projects their own person image, as well as the Health System's image. Good personal hygiene and a neat, professional appearance should be maintained by all students at all times. Clothing should be clean and properly fitted.

II. Dress Code – Clinical Areas:

A. The regulation dress consists of uniform, student identification badge, and white hose or white socks (with pant uniform). Shoes must be solid white, closed-toe athletic/tennis/nursing shoe. Minimal (<10%) light grey trim is acceptable. Shoes must be clean and in good repair. Crocs, buckles, embellishments, or multi-colored shoes are not permitted. A pen with black ink, watch with a second hand, and bandage scissors are part of the uniform.

The uniform is to be kept clean, neatly pressed and mended. If the uniform skirt is worn, it must be no shorter than mid-knee. A white cardigan sweater or white lab coat may be worn, except when giving patient care. Pants must not fit tightly and be of appropriate length. Hem length must ensure that the pant does not touch the floor at any time. Pants must be worn at the waist. Undergarments are not to be visible or show through clothing at any time.

B. Students are required to wear Lab coats over dresses or pants/slacks (no leggings, jeggings, jeans or yoga pants) when obtaining patient clinical assignments or during specific clinical experiences. No open -toes shoes are permitted in patient care areas.

C. Scrub apparel may be worn only in the area of the Hospital where it is hospital dress code. Scrub apparel must be covered by a buttoned white lab coat while on break/lunch.

D. The hair must be neat, of a natural hue, and conservative in nature. Hair must not lie on the anterior collar, and must be secured in such a fashion that it does not interfere with the provision of patient care. Beards and mustaches must be neatly trimmed and of reasonable length/style. Headbands, if worn, should be of a solid neutral color.

E. Cosmetics should be used in moderation. Strong perfume, cologne or other obvious odors are not considered appropriate; including but not limited to cigarette smoke, body odors or other environment odors.

F. Fingernails must be clean and trimmed to a proper length; only non-chipped clear polish is permitted; no type of artificial nails, this includes but is not limited to tips, wraps, appliques, acrylics, gels, or any additional items on the nail surface.

G. A watch, wedding band and/or 1 pair of studs in each ear lobe are permissible.

H. Visible pierced jewelry on any other part of the body is not permitted.

I. Tattoos with profanity and nudity are not permitted to be shown at any time. Tattoos that could be deemed inappropriate or offensive in nature must not be visible while on clinical when in uniform or selective alternative uniform.

J. Student uniform is worn only in the Hospital, for classes, and other specified occasions. The uniform should not be worn when visiting the Hospital.

K. Students who have clinical experiences in areas other than Trinity Health System must comply with uniform regulations of those institutions or agencies.

L. Students wearing the alternative uniform for select clinical experiences must also comply with the dress code related to jewelry, nails, cosmetics, and hair.

III. Dress Code – Non Clinical Areas (include class, cafeteria, Hospital areas other than clinical, library, faculty offices, and main lounge of School).

A. Appropriate nonclinical attire includes:

Pants/slacks

Jeans

Dresses/skirts

Uniforms

Shorts (NO short shorts)

B. The following listing is considered inappropriate attire in any areas:

Halter-tops

See-through blouses

Crop Tops

Clothing with inappropriate sayings

Pajama pants/lounge pants

Slippers

Short Shorts

IV. If any student's appearance does not reflect the Hospital/School dress code, the student will be asked to leave the clinical area/classroom.

Promotion of Continuing Formal Education

According to the School's Philosophy, "*Education is a lifelong, dynamic, participative process through which the learner's potential is actualized*". Belief in this concept guides the faculty to promote the importance of continuing formal education to student nurses. Multiple educational options in the pursuit of a Bachelor of Science in Nursing or Master of Science in Nursing are available to graduates of Trinity Health System School of Nursing. Graduates can tailor an educational path with flexibility and ease.

Trinity Health System School of Nursing and Chamberlain University established an Education Agreement in March of 2020. This Agreement allows employees, faculty, or graduates of Trinity Health System School of Nursing to enroll in Chamberlain College of Nursing's online programs or Chamberlain College of Health Professionals online programs and receive a waiver of the application fee and incorporates all current and future programs offered by Chamberlain University in Ohio. This Agreement assists graduates and faculty in the fulfillment of Trinity Health System School of Nursing's promotion of continuing formal education. The definition of Education is the foundation of the School of Nursing's Philosophy.

Chamberlain University is comprised of the College of Nursing, which offers a three-year Bachelor of Science in Nursing degree program and flexible post-licensure programs such as the

RN to BSN degree completion option, Master of Science in Nursing degree program, Doctor of Nursing Practice degree program and graduate certificates and the College of Health Professions, which offers a Master of Public Health degree program and a Master of Social Work degree program. Chamberlain University is accredited by the Higher Learning Commission (www.hlcommission.org), a regional accreditation agency recognized by the U.S. Department of Education. The baccalaureate degree program in nursing, master's degree program in nursing, Doctor of Nursing Practice program, and post graduate APRN certificate program at Chamberlain University are accredited by the Commission on Collegiate Nursing Education, (<http://www.ccnaccreditation.org>). For the most updated accreditation information, visit chamberlain.edu/accreditation.



CURRICULUM

Program of Study

Trinity Health System School of Nursing is a hospital-based RN Diploma School of Nursing offering a 2-year nursing-focused curriculum. Concepts from the biological, behavioral, and social sciences provide the knowledge base for the nursing courses.

The School of Nursing disclaims any responsibility arising from Acts of God, labor disputes, etc., which are beyond the direct control of the School administration and resulting in the School's inability to comply with its normal projected academic calendar. Nor is the School responsible for continuing its program under such circumstances by providing the student with alternate experiences (practical and/or didactic) at other institutions.

Curriculum Plan

Fall Semester (15 Weeks)

Course	Credits	Hours		
		Theory	Clinical	Lab
N200 Fundamentals of Nursing Practice	9	90	75	60
*BIO112 Anatomy/Physiology	4	45	0	45
Totals	13	135	75	105

Spring Semester (15 Weeks)

◆ Entry Point for LPN to RN Advanced Placement

Course	Credits	Hours		
		Theory	Clinical	Lab
N201 Nursing Care of the Adult I	10	105	120	15
*BIO203 Principles of Microbiology	4	45	0	30
Totals	14	150	120	45

Summer Semester (9 Weeks)

Course	Credits	Hours		
		Theory	Clinical	Lab
N202 Nursing Care of the Adult II	7	60	127	8
*PSY101 General Psychology	3	45	0	0
Totals	10	105	127	8

Fall Semester (15 Weeks)

Course	Credits	Hours		
		Theory	Clinical	Lab
N203 Maternal – Child Nursing	9	90	125	10
*PSY205 Human Growth and Development	3	45	0	0
Totals	12	135	125	10

Spring Semester (15 Weeks)

Course	Credits	Hours		
		Theory	Clinical	Lab
N204 Nursing Care of the Patient in Crisis	9	90	125	10
*SOC101 Introduction to Sociology	3	45	0	0
Totals	12	135	125	10

Summer Semester (9 Weeks)

Course	Credits	Hours		
		Theory	Clinical	Lab
N205 Transition to Professional Practice	6	45	132	3
Totals	6	45	132	3

Notes

THSSON Courses

- 15 lecture hours = 1 credit
- 45 clinical/lab hours = 1 credit

***EGCC Courses**

- Lecture Courses: 15 contact hours = 1 credit hour
 - Science Labs (BIO203): 30 contact hours = 1 credit hour
- Practicum (BIO112) and Clinical Courses: 45 contact hours = 1 credit hour

The term “credit” assigned to nursing courses is for grading and/or financial purposes only.

Nursing Sciences

N200 Fundamentals of Nursing Practice

9 Credits

This course is designed as a foundation for nursing practice. Didactic and clinical emphasis is placed on basic nursing concepts, assessment, principles, and skills relative to the maintenance of the homeostatic balance of the adult patient. Introduction of basic concepts of pathophysiology, pharmacology, mathematics, and nutrition is essential for comprehension and treatment of alterations in organ and system function. Communication, health team, community, nursing process, scientific base for nursing practice, patient/client and family, health teaching, and legal and ethical standards are unifying concepts of learning that serve as the cornerstone for this foundational course. This course consists of 90 theory and 135 combined clinical and laboratory hours.

N201 Nursing Care of the Adult I

10 Credits

Through concurrent classroom and clinical/laboratory activities, this course prepares the student to provide patient-centered care of the adult medical-surgical patient experiencing acute or chronic alterations in health. This course integrates concepts from the natural and behavioral sciences, diet therapy, pharmacology, advanced mathematical concepts, along with preventative and rehabilitative health care across the health-illness continuum. Selected topics of study include nursing care related to neurological, cardiac, respiratory, endocrine, renal, neoplastic, hematological, and peripheral vascular disorders and issues related to patients undergoing surgical procedures. This course consists of 105 theory and 135 combined clinical and laboratory hours.

N202 Nursing Care of the Adult II

7 Credits

Through concurrent didactic and clinical/laboratory activities, this course continues to prepare the student to provide patient-centered care of the adult medical-surgical patient experiencing acute or chronic alterations in health. This course integrates concepts from the natural and behavioral sciences, diet therapy, pharmacology, advanced mathematical concepts, along with preventative and rehabilitative health care across the health-illness continuum. Selected topics of study include nursing care related to sensory, reproductive, hepatic, integumentary, mobility, and gastrointestinal disorders. This course consists of 60 theory and 135 combined clinical and laboratory hours.

N203 Maternal-Child Nursing

9 Credits

This course utilizes a family-centered approach to prepare the student to provide nursing care to the childbearing family and the pediatric patient/family. Utilization of the nursing process is stressed with emphasis on the child bearing family, common childhood illnesses and the resultant nursing diagnosis as they impact the health and well-being of the childbearing family and pediatric patient/family. This course builds upon and enhances selected content from the natural and behavioral sciences, pharmacology, preventative health care, nutrition and communicable diseases as they relate to the childbearing family and the pediatric patient/family. This course consists of 90 theory and 135 combined clinical and laboratory hours.

N204 Nursing Care of the Patient in Crisis

9 Credits

This course prepares the student to meet the comprehensive needs of patients/clients, and families in crisis. Course content focuses on the application of the nursing process to individuals with acute physical/mental health disorders as well as long-term management/rehabilitation. Body system crises are blended with mental health concepts to provide a comprehensive view of patient/client/family needs. Pharmacologic concepts are detailed with specific nursing implications for delivery and patient teaching. Clinical experiences are selected to enhance mastery of psychomotor skills, critical thinking, and collaboration necessary to provide holistic care of the patient/client in crisis. The course consists of 90 theory and 135 combined clinical and laboratory hours.

N205 Transition to Professional Practice

6 Credits

This course assists the students to synthesize acquired knowledge and skills for transition to the professional practice of nursing. Didactic and clinical components of the course focus on leadership roles and management functions in provision of quality nursing care. Concepts of leadership and management are applied through preceptorships with professional nurses in a variety of select practice learning environments. Preparation for the National Council of Licensure Examination for Registered Nurses (NCLEX-RN) is augmented through classroom seminars, review sessions, and computerized examinations. This course consists of 45 theory and 135 combined clinical and laboratory hours.

Biological, Behavioral, and Social Sciences

BIO112 Anatomy/Physiology

4 Credits

This course focuses on the normal structure and function of human cells, tissues, and body systems. It is designed to meet the needs of those students majoring in nursing. Theory content is amplified in related laboratory activities.

Theory 3 hours – Lab 3 hours

BIO203 Principles of Microbiology

4 Credits

This course will encompass an introduction to the biology of pathogenic and non-pathogenic microbes, including bacteria, viruses, fungi, protozoans, helminths, and prions. A basic understanding of the mechanisms by which microbes cause human disease and the mechanisms of host defense against infectious microbes will be emphasized. Laboratory exercises will include aseptic techniques, microscopy, staining, biochemical testing, differential/selective media, and antibiotic sensitivity. Identifications of unknown bacteria will be included.

Theory 3 hours – Lab 2 hours

PSY101 General Psychology

3 Credits

This introductory course in psychology covers the foundations of human consciousness, senses, learning, memory, thinking, intelligence, development, and psychological disorders/treatment. As a survey course specific emphasis is placed on a detailed presentation of many of the noted historical and contemporary figures who have shaped this field of study. In addition, students will be exposed to the experimental method and other research methods used by psychologists. Course may require participation in outside classroom activities/events that relate to the course outcomes.

Theory 3 hours

PSY205 Human Growth and Development

3 Credits

This course is designed to familiarize students with human development from the prenatal period until death. Both historic and contemporary theories from the field are covered as are the salient physical, cognitive, emotional, and psychological changes associated with the different stages of the lifespan. Course may require participation in outside classroom activities/events that relate to the course outcomes.

Theory 3 hours

Theory 3 hours

Prerequisite: PSY101

SOC101 Introduction to Sociology

3 Credits

This course introduces students to the scientific study of human group behavior. In so doing, it addresses the methods of scientific research, the nature and functioning of culture and society, the impact of the social environment on individual behavior, and the interrelationships among social institutions such as family, education, religion, economics, and politics. Course may require participation in outside classroom activities/events that relate to the course outcomes.

Theory 3 hours



PROGRAM OUTCOMES

NCLEX-RN Results

NCLEX-RN results measures the percentage of first-time test takers that successfully pass the NCLEX-RN on their first attempt in each calendar year January 1 – December 31.

	Traditional Track (#students passed/ # students tested)	LPN to RN Track (#students passed/ # students tested)	All Students NCLEX Pass Rate (#students passed/ # students tested)
2020	100% (29/29)	100% (6/6)	100% (35/35)
2021	87.5% (14/16)	50% (1/2)	83.3% (15/18)
2022	100% (12/14)	100% (2/2)	100% (14/14)

Program Completion Rate/Graduation Rate

Program Completion Rate measures the percentage of graduates completing the program on-time. The Program Completion Rate is calculated by dividing the number of graduates that completed the program on-time by the number of students that were enrolled in that class as of the first day of the first nursing course and at a time when a student can no longer receive 100% tuition refund for the first nursing course regardless of the source of funds used to pay the students' tuition. The assessment cycle timeframe is from August 1-July 31 each year.

Graduation Class of	Entrance Date	Traditional Track Completion Rate (#Graduates completing on-time/ #students admitted)	LPN to RN Track Completion Rate (#Graduates completing on-time/ #students admitted)	All Students Completion Rate (#Graduates completing on-time/ #students admitted)
2021	August 2019 (January 2020 for LPN Track)	59.3% (16/27)	100% (2/2)	62.1% (18/29)

2022	August 2020 (January 2021 for LPN Track)	37.5% (12/32)	50% (2/4)	38.9%** (14/36)
2023	August 2021 (January 2022 for LPN Track)	71.4% (15/21)	100% (1/1)	72.7% (16/22)

**Entrance Test requirement for Class of 2022 suspended due to Covid pandemic restrictions.

Graduation Rate for Full-time, First-time, Certificate-Seeking Students

Completion Rate for full-time, first time undergraduates measures the percentage of full-time, first-time students that complete the program within 150% of the normal completion time. This rate is calculated by dividing the number of full-time, first-time students completing the program within 150% of the normal completion time by the number of full-time, first time students enrolled in that Class as of October 15 of the entering year. The timeframe encompasses the initial entry into the program (August 1) until 1 year post scheduled graduation (July 31). (3 year period)

Class of	2021	2022	2023
Entered Program Fall of	2019	2020	2021
Cohort of 1st Time Student	3	4	4
Number Completed in 150% Time	1	1	3
Completion Rate	33.3%	25%	75%

Graduation Rates of First-time, Full-time, Certificate-seeking students are not categorized by gender, racial/ethnic subgroup, or receipt/non-receipt of federal Pell grant or subsidized Stafford loan in order to protect student privacy. Trinity School of Nursing enrolled too few students to disclose or report with confidence and confidentiality.

*Transfer out rates not available

Retention Rate

Retention rate measures the percentage of first-time certificate-seeking students from the previous Fall who reenroll by the current Fall. Retention Rate is calculated by dividing the number of first-time students returning to the program the following Fall by the number of first-time students who enrolled in that Class as of October 15 of the entering year.

Class of	2022	2023	2024
Entered Program Fall of	2020	2021	2022
Cohort of 1st Time Student	5	4	5
Number of Students Returning	1	3	3
Retention Rate	20%	75%	60%

Job Placement Rate

Job placement rate measures the percentage of graduates in a specified year that were employed as a registered nurse within one year of graduation. The timeframe for measurement is Aug 1st to July 31st. All individuals that graduated in the specified year are included in the job placement calculation. The expected level of achievement is greater than ninety percent of graduates employed within one year of graduation as evidenced by postgraduate survey results.

Recipients of the Employee Tuition Forgiveness Scholarship/Loan Program and the Trinity Health System Scholarship/Loan Program secure employment within Trinity Health System or another subsidiary of the Health System following passage of the NCLEX-RN examination. The preceptor clinical experience is directly linked to employment opportunities within Trinity Health System.

Class of	2020	2021	2022
Number of Graduates	35	18	14
Employed Within 1 Year	100%	100%	100%

Response Rate 2020 – 100%
 Response Rate 2021 – 94.4%
 Response Rate 2022 – 100%

Program Satisfaction

Graduate and employer satisfaction is captured through the analysis of graduate and employer questionnaires administered one-year post graduation.

Respondents to postgraduate surveys agreed that Trinity Health System School of Nursing fulfilled its educational commitment and prepared them for transition into the practice of nursing. Graduates indicated that they would choose Trinity Health System School of Nursing if they had the opportunity to do so again.

Respondents to employer surveys indicated agreement that Trinity Health System School of Nursing fulfilled its mission to prepare a beginning professional nurse who demonstrates

achievement of professional competencies. Employers indicated that they would choose to hire a Trinity Health System School of Nursing graduate if they had the opportunity to do so again.

Class of	2019	2020	2021
Graduate Satisfaction	100%	100%	100%
Response Rate	16.7%	6%	47%
Employer Satisfaction	100%	100%	100%
Response Rate	33.3%	28.6%	47%



TUITION AND FEES

Financial Assistance

The purpose of financial aid is to assist students in securing their education. The School of Nursing offers financial aid information and counseling to all students attending the School via the Office of Admissions and Financial Aid. Most aid is awarded to students on the basis of FINANCIAL NEED. However, some financial assistance is awarded based on scholastic achievement only. The federal government defines financial need as “the difference between the student’s Cost of Attendance (COA) and the student’s calculated Expected Family Contribution (EFC)”.

The cost of attendance for a student is an estimate of that student’s educational expenses for the period of enrollment. A student’s cost of attendance includes tuition, fees, average loan fees, and an allowance for books and supplies, transportation, miscellaneous personal expenses, and food and housing. For a graduating student, an allowance for costs associated with obtaining professional licensure is included. For a student with a disability, an allowance for expenses related to the student’s disability can be included. For a student with dependents, an allowance for dependent care can be included if child care costs are not paid by any other agency or source. To include child care expenses in the cost of attendance, the Child Care Expense Form, available in the Office of Admissions and Financial Aid, must be submitted. The addition of child care expenses to the cost of attendance may not always result in additional financial aid due to federal student aid program limits.

To be eligible to award student financial aid provided by the United States Department of Education, the School maintains current accreditation by the Accreditation Commission for Education in Nursing (ACEN). The ACEN is located at: 3390 Peachtree Road NE, Suite 1400, Atlanta, GA 30326 (404) 975-5000, Web: <https://www.acenursing.org>.

The School of Nursing receives and maintains both federal student loan and PELL Grant information via the National Student Loan Data System (NSLDS). The student may access his/her federal student aid information at <https://www.studentaid.gov/fsa-id/sign-in/landing>

Prospective and current students are encouraged to review the U.S. Department of Education’s website and <https://.studentaid.ed.gov>. This site provides a comprehensive overview of federal student aid. Student eligibility requirements and descriptions/requirements of federal grants and the Direct Loan Program are outlined.

An overview and availability of Federal financial aid is presented to students during Orientation. Students are encouraged to meet with the Coordinator of Student Affairs individually to discuss the availability of, and their potential eligibility for, Federal financial aid prior to arranging private student loans or alternative financing programs.

Financial aid awards are given to students without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, marital status, or disability.

Application Procedure

All students wishing to apply for federal/state financial aid must complete the **Free Application for Federal Student Aid (FAFSA)**. The information required on the FAFSA is utilized by the United States Department of Education to determine student's eligibility for aid and to calculate the expected family contribution (EFC). The completion of this form is required of all financial aid applicants regardless of income.

The FAFSA can be completed online or by mail. The online option is faster and easier. The student and parent (if the student is considered dependent for financial aid purposes) will log onto FAFSA on the Web (studentaid.gov/fafsa) with a username and password that they create. The first time they log in, they will be asked to create a username and password. A FAFSA on the Web Worksheet is available to assist the student with online FAFSA completion. The School's Federal institution code is **006507**.

The IRS Data Retrieval Tool (DRT) allows students and parents who are using the online FAFSA and who have already submitted their federal tax return to electronically retrieve their tax data from the IRS database. **Students and parents are strongly encouraged to use the IRS Data Retrieval Option to import tax information into the FAFSA because it is accurate, efficient, and useful for verification and corrections.** If students decide not to use the IRS retrieval process and they are chosen for verification, the student and the parents, if applicable, may be asked to submit an IRS tax transcript or copy of tax return with any applicable schedules. It is not necessary to wait for acceptance to the School of Nursing to file a FAFSA. The student should complete the FAFSA as soon as possible after October 1 of the year prior to desired enrollment year.

If the FAFSA cannot be completed online, another option is the PDF FAFSA, which students can get at studentaid.gov. They can print the PDF and fill it out by hand, or they can type their data on the PDF before printing and mailing it. Students who have limited or no Internet access and face pressing deadlines can choose to complete and submit their application by calling 1-800-433-3243, telling a representative they would like to fill out their FAFSA over the phone and providing their information. This typically takes about half an hour. Students choosing this option will receive a paper student aid report (SAR) 7-10 days later, which they (and their parents, if appropriate) must sign and return. This is NOT the preferred method to apply for aid and should be used sparingly and only by students with no access to internet.

After the FAFSA has been processed, the student will receive a Student Aid Report (SAR). The student must schedule a financial aid appointment with the Coordinator of Student Affairs to discuss the financial aid award package. Financial Aid appointments/award packages for current

students are available beginning in April of each year. Financial Aid appointments/award packages for newly accepted students are available beginning in July of each year. The student is required to report any additional/outside aid received. Each financial aid recipient must sign a Financial Aid Offer notice accepting/acknowledging any monies awarded.

Verification

Verification is a process by which the educational institution verifies the reported (or not reported) data that was submitted on the student's FAFSA. A student who is chosen for verification will be notified in writing and given a Verification Worksheet to complete. Students who are selected for verification are placed in one of three groups by the Department of Education. The group determines which FAFSA information Trinity School of Nursing must verify. The student may be required to submit additional documentation as outlined on the Verification Worksheet. The student may be asked to verify or submit documentation related to one or more of the following:

- Parent/Student/Spouse Federal Tax Information such as adjusted gross income, U.S. income taxes paid, untaxed portions of IRA distributions, untaxed portions of pensions, IRA deductions and payments, tax exempt interest income, education credits
- Parent/Student/Spouse Income Earned from Work
- Number of Household Members
- Number in College
- Identity/Statement of Educational Purpose

If students are asked to verify adjusted gross income, taxes paid, and untaxed income, they can do this by utilizing the IRS Data Retrieval Option to import tax information into the FAFSA. It is the fastest, easiest, and best way to meet this verification requirement. Students and parents do this either when initially filling out the FAFSA application or later as a correction. If the student/parents have not successfully transferred the information from the IRS, either at initial FAFSA filing or through the online FAFSA correction process, or did transfer the information but then changed it, the student/spouse and the parents (if dependent student) will be asked to submit a 2021 IRS Tax Transcript obtained directly from the IRS. If needed, instructions on how to request the IRS Tax Transcript can be found on the Verification Worksheet. Although the DRT or tax transcript are preferable methods for completing verification, students can also submit a copy of the tax return and any applicable schedules.

The student must submit the signed Verification Worksheet and any required documents as indicated on the worksheet to the Office of Admissions and Financial Aid within 30 days of receiving verification information from the School. No aid will be awarded until the Verification Process is completed. After the completed verification worksheet and required documentation has been submitted, the Coordinator of Student Affairs will review the data and determine if any corrections need to be made. The student will be notified of the necessary corrections, and the student may be required to schedule a follow-up financial aid appointment if changes are required as a result of Verification findings. Corrections can be made by the student utilizing the online FAFSA or by the Coordinator of Student Affairs utilizing the FAA Access to CPS online. The School verifies 100% of accepted/enrolled students that are selected by the U.S. Department of Education. If the verification findings demonstrate that an individual has misreported

information or altered documentation in order to fraudulently obtain federal funds, evidence of such actions will be provided to the Office of Inspector General.

The Office of Admissions and Financial Aid may select a student for verification in addition to those who were selected by the U.S. Department of Education. If selected for verification, the student is required by federal regulations to cooperate in the verification process.

Unusual Enrollment History

Some FAFSAs will be flagged for unusual enrollment history (UEH) by the U.S. Department of Education as a result of the student having received federal Pell grants or loans at multiple institutions in recent years. This requires that Trinity School of Nursing review the student's enrollment history and determine whether or not the student is enrolling only long enough to receive cash refunds of federal student aid.

Trinity School of Nursing, in the process of reviewing the student's UEH flag, will check the National Student Loan Data System (NSLDS) for complete enrollment history including the names of institutions attended and the dates of attendance. Academic transcripts from all colleges and universities attended during the previous four years will be reviewed.

If federal Pell grants or loans were received, and credit hours (passing grades A-D) were not earned at each institution attended during these award years, the student may be determined ineligible for further financial aid. The student may be asked to provide valid documentation explaining the reason behind the unusual enrollment history.

If a student is determined by Trinity School of Nursing to be ineligible for federal student aid on the basis of (or lack of) documentation, he/she may appeal the determination by contacting the Office of Admissions and Financial Aid. Students whose aid eligibility is denied as a result of their UEH can be considered for federal student aid after enrolling for one academic term, not dropping or withdrawing from any courses after the term begins, and meeting Satisfactory Academic Progress (SAP).

Special Circumstances Request

The process for determining a student's eligibility for financial aid is basically the same for all students. There are situations where adjustments can be made if a student has special circumstances such as: reduced income due to loss of employment, disability, retirement, divorce, separation, death of a wage earner, loss of social security benefits, reduction in or loss of child support. Students may request the Special Circumstances Form from the Office of Admissions and Financial Aid. Completion of the form/process does not ensure an adjustment to the student's financial aid award.

Dependency Override Appeal

A student who elects to appeal his or her dependency status for financial aid purposes must complete the Dependency Override Appeal Form. A student who does not meet the federal definition of an independent student must file the FAFSA as a dependent student and provide

parental information. Students who are estranged from their parents due to extenuating or unusual circumstances which can be documented by an objective third party may qualify for a dependency override. Students may request the Dependency Override Appeal Form from the Office of Admissions and Financial Aid. Dependency overrides are only in effect for the academic year in which the student has completed the dependency override appeals process.

Unfortunately, parents' unwillingness to help pay for college, not being claimed as an exemption on parents' tax returns or living on your own does not make you independent for financial aid purposes.

If assistance is needed to complete any of the forms listed, the applicant should call the Office of Admissions and Financial Aid at (740) 266- 1230 between the hours of 9:00 a.m. and 4:00 pm Monday – Friday.

Eligibility Requirements for Federal Student Aid

Federal financial aid is available to students who meet basic eligibility requirements. Students must:

1. demonstrate financial need as determined by the FAFSA (except for certain loans)
2. be a U.S. citizen or eligible non-citizen
3. have a valid Social Security number (unless from the Republic of the Marshall Islands, Federated States of Micronesia, or the Republic of Palau)
4. be enrolled or accepted for enrollment as a regular student in an eligible degree or certificate program
5. be enrolled at least half time to be eligible for Direct Loan Program funds.
6. meet satisfactory academic progress requirements
7. possess a high school diploma, or a recognized equivalent such as a General Educational Development (GED) certificate or other state sanctioned test or diploma-equivalency certificate, or completion of a high school education in a homeschool setting approved under state law, (or if state law does not require a home schooled student to obtain a completion credential, completing a high school education in a homeschool setting that qualifies as an exemption from compulsory attendance requirements under state law),
8. sign statement on the FAFSA stating that federal student aid will be used only for educational purposes
9. sign statement on the FAFSA stating that you are not in default on a federal student loan and do not owe money on a federal student grant

In December, 2020, the FAFSA Simplification Act was enacted into law as part of the

Consolidated Appropriations Act of 2021. The FAFSA Simplification Act amended Section 484 of the Higher Education Act of 1965 (HEA), making several important changes to student eligibility criteria. One of these is the elimination of the prohibition on receiving Title IV aid for students with drug-related convictions. Drug convictions no longer affect federal student aid eligibility.

Retention and Renewal of Financial Aid

Students **must** apply for financial aid each academic year. Students who completed a FAFSA from the previous school year may complete a Renewal FAFSA. The Renewal FAFSA will have previously reported information already filled in, only updated information is required. Every student must demonstrate satisfactory academic progress according to the School's Progression Policy and the Satisfactory Academic Progress policy, in order to receive any financial aid awarded through the School. After a student withdraws from the program, he/she may apply for readmission. If readmitted, the student will be placed on Financial Aid Warning if the student did not meet the Satisfactory Academic Progress standards at the time of leaving the program. The student will receive written notification of the Financial Aid Warning at the time of readmission. The student on Financial Aid Warning may continue to receive Title IV aid for one semester/session. If the student meets Satisfactory Academic Progress standards after that semester/session, they will retain Financial Aid eligibility. If after one term on Financial Aid Warning the student fails to meet the Satisfactory Academic Progress standards, the student will not be eligible for federal and state financial aid until Satisfactory Academic Progress has been achieved.

Satisfactory Academic Progress (SAP)

Federal regulations require all educational institutions that administer Title IV funds to monitor the academic progress of those students applying for or receiving federal monies. Trinity School of Nursing will measure the satisfactory academic progress of students receiving financial aid at the end of each semester, including the summer sessions. Federal regulations require that the student's entire Trinity School of Nursing record be reviewed for satisfactory academic progress, including terms for which the student did not receive financial aid. Satisfactory Academic Progress will also be measured when a student applies for financial aid when reenrolling following a break in enrollment.

Financial Aid Standards of Satisfactory Academic Progress (SAP) are measured using the following criteria:

1. Grade Point Average (Qualitative Standard) Students must maintain a minimum cumulative 2.0 grade point average (GPA). Transfer credit hours will not be included in the qualitative GPA calculation. If a course is repeated, the grade earned during the retake will be the grade used to calculate GPA.

2. Completion of Attempted Credit Hours (Quantitative Standard/Pace) – Students must cumulatively complete 67% of all hours attempted (the number of credit hours earned divided by the number of credit hours attempted). Grades of A, B+, B, C+, and C will count as both attempted and earned hours. Grades of D, D+, F, I, W, WP, and WF are counted as attempted

hours, but do not count as earned hours. Transfer credits that have been accepted count as both attempted and completed credit hours. According to the Progression Policy, students must complete, with a C or above, 100% of all credit hours attempted each semester/session in order to progress to the next semester/session.

3. Maximum Time Frame - The student must complete his or her program of study in a time frame not to exceed 150 % of the published length of the program for full-time students. This will be measured in credit hours. Therefore, maximum time frame cannot exceed 100.5 credits attempted for the Class of 2018 and beyond. In the event that a student previously attended Trinity School of Nursing within a different curriculum prior to a curriculum revision, courses attempted or completed in old curriculum will not count toward Satisfactory Academic Progress determination unless those courses were accepted for credit in the revised curriculum. Repeated coursework, withdrawals, courses taken in the summer sessions, and transfer credits that have been accepted at Trinity School of Nursing will count towards maximum time frame.

All students, regardless of financial aid status, must meet the same academic standards in order to progress throughout the program. A minimum grade of “C” and a satisfactory clinical evaluation (if applicable) are required in each course for a student to be eligible for progression into the subsequent semester/session. Student progression is monitored by the Curriculum/Outcomes Committee at the end of each semester/session.

If a student does not achieve a grade of C and a satisfactory clinical evaluation (if applicable) in each course, according to the Progression Policy, he or she will not be able to progress to the next semester/session. Consequently, the student will be dismissed from the school. The student may appeal the grades that caused him or her to be unable to progress in the program by following the Student Grievance/Appeals Process. If the outcome of the appeal is that the student’s grade is changed, thereby allowing the student to meet the requirement of a C in each course and a satisfactory clinical evaluation (if applicable), the student will retain financial aid eligibility and be able to continue in the program. If the outcome of the appeal is that the student’s grade is not changed, then the student is dismissed from the school (according to the Progression Policy). For a student that has only been admitted to the program one time, the fact that the student is allowed to progress to the next semester/session indicates that he or she has demonstrated Satisfactory Academic Progress. If the student was not meeting Satisfactory Academic Progress, he or she would have been dismissed from the program due to the Progression Policy.

A student may apply for readmission to the school one time. Due to the fact that each course is only taught one time a year, in most instances, students will need to wait one year to be readmitted in order to repeat a class in which they had failed to receive a grade of C or above.

A student may be readmitted to the program only once, and therefore, must complete the program in its entirety as planned, once readmitted. The readmitted student must satisfactorily complete the program within 150% of the published length of the program in order to retain federal financial aid eligibility.

If readmitted, the student will be placed on Financial Aid Warning if they did not meet the Satisfactory Academic Progress standards at the time of leaving the program. The student will

receive written notification of the Financial Aid Warning at the time of readmission. The student on Financial Aid Warning may continue to receive Title IV aid for one semester/session. If the student meets Satisfactory Academic Progress standards after that semester/session, they will retain Financial Aid eligibility. If after one term on Financial Aid Warning the student fails to meet the Satisfactory Academic Progress standards, the student will not be eligible for federal and state financial aid until Satisfactory Academic Progress has been achieved. Within one week of the end of the semester/session, a student that is not meeting Satisfactory Academic Progress will receive a letter notifying them that they have not met Satisfactory Academic Progress, and therefore have lost financial aid eligibility. The letter will also outline the steps that the student can take to retain or regain federal and state financial aid eligibility.

The student may appeal the grades that caused him or her to fail to meet Satisfactory Academic Progress by following the Student Grievance/Appeals Process. If the outcome of the appeal is that the student's grade is changed, thereby allowing the student to meet Satisfactory Academic Progress, the student will retain financial aid eligibility and be able to continue in the program. If the outcome of the appeal is that the student's grade is not changed, then the student will not be eligible for federal and state financial aid until Satisfactory Academic Progress has been achieved.

To regain financial aid eligibility, a student may do either of the following:

1. Continue enrollment and pay for courses without federal or state financial aid until the requirements of Satisfactory Academic Progress have been met.
2. Have a SAP appeal approved. SAP appeals must be submitted in the manner outlined below.

SAP Appeal Process:

A student who wishes to appeal an unsatisfactory academic progress determination must submit a SAP Appeal Form to the Coordinator of Student Affairs within the first 7 days of the subsequent semester/session. SAP appeals are reviewed by the SAP Appeal Committee based on extenuating circumstances such as, but not limited to, serious illness or injury involving the student or family member, death of a family member, or other circumstances beyond the student's control that prevented them from achieving Satisfactory Academic Progress. Each student's circumstance is reviewed on an individual basis. Students may be required to submit documentation related to the circumstances of their appeal (if applicable).

The SAP Appeal Committee will review the appeal and determine whether the financial aid termination is justified. The student will be advised in writing of the decision within 7 days of the submitted appeal. The following outcomes may occur from a SAP appeal.

1. The SAP appeal is approved and the student is placed on Financial Aid Probation. Financial Aid Probation applies only to a student who has failed to meet SAP standards and has had an appeal approved by the SAP Appeal Committee. The student on Financial Aid Probation will be placed on an Academic Plan. The student will be required to meet with his or her academic advisor to develop an academic plan that will set goals for each semester/session to make progress

towards meeting SAP standards. The student must meet these goals each semester/session to continue to be eligible for federal and state financial aid until the student is meeting Satisfactory Academic Progress. If the student does not meet the goals set for each Semester/session, the student becomes ineligible for federal and state financial aid, and must submit a new SAP appeal or pay for courses each semester/session, without federal or state financial aid, until SAP standards are met.

2. SAP appeal is not approved. If a student's SAP appeal is not approved, the student may choose to continue enrollment and pay for courses without federal or state financial aid until the requirements for Satisfactory Academic Progress are met.

Withdrawal – Withdrawals from a course (either withdrawn/passing or withdrawn/failing) are counted in the credits attempted and the maximum time frame. They are not calculated in the cumulative GPA.

Audits – Audited classes receive no credit and do not influence grade point average. They are not counted in credits attempted and are not eligible for financial aid. They are not counted toward maximum time frame.

Incomplete Classes - Incomplete grades given at the end of semester/session automatically convert to an “F” if the student does not complete the work by the beginning of the succeeding semester/session. These credits will be included in credits attempted and the maximum time frame. If a student completes the required work before the beginning of the next semester/session, the grade of I will be changed. The Office of Admissions and Financial Aid will be notified of the grade change by the lead instructor of the course in which the student received the incomplete grade.

Repeat Courses – Students who fail a course and are readmitted to the program may repeat the course one time and receive financial aid for the course. Readmitted students who have successfully passed a course may request to repeat the course one time and receive Financial Aid funds to pay for the course. All repeated courses are counted in the credits attempted and the maximum time frame.

Financial resources that are currently available include:

1. PELL Grants

The Pell Grant is a federally assisted program. This grant, unlike a loan, does not have to be repaid providing the student completes at least 60% of the designated semester/session. The Pell Grant is intended to be the foundation upon which all other forms of financial assistance can be built. Accordingly, students desiring additional loans and or grants are required to first apply for funds from the Pell Grant. Pell Grants are awarded on the basis of need and vary from \$767 to \$7,395 for full-time students. Awards are also available for students that are less than full-time. The amount of Federal Pell Grant funds a student may receive over his or her lifetime is limited by a federal law to be the equivalent of six years or 600% of Pell Grant funding. Students apply for the Pell Grant by completing the FAFSA.

2. Ohio College Opportunity Grant (OCOG)

The Ohio College Opportunity Grant provides need-based tuition assistance to Ohio residents from low to moderate income families with an EFC of 3750 or less and a maximum household income of \$96,000. Awards are available for full-time, three-quarter time, half-time, and one-quarter time enrollment. Annual awards range from \$509 to \$2,036. Some students may be eligible for an additional OCOG award during the third term of an academic year, once Pell grants have been exhausted for that year.

Students may apply for the OCOG by completing the FAFSA. The deadline for OCOG eligibility is October 1st. of each year.

3. William D. Ford Federal Direct Loan (Direct Loan) Program

Eligible students and parents can borrow low-interest loans directly from the U.S. Department of Education. The interest rate for Direct Subsidized and Unsubsidized Loans first disbursed on or after July 1, 2022, and before July 1, 2023, is 4.993%. For loans first disbursed on or after July 1, 2023, and before July 1, 2024, the interest rate is 5.50%.

PELL Grant eligibility and the expected family contribution calculation should be determined by the U.S. Department of Education via the FAFSA submission prior to applying for a Direct Loan. Most federal loan monies will be distributed via multiple disbursements as prescribed by the government.

Direct Subsidized Loan eligibility is based on federal need as determined by federal regulations.

The U. S. Department of Education will pay (subsidize) the interest that accrues on subsidized loans while the student is enrolled at least half-time and during eligible periods of deferment.

Financial need is not a requirement to obtain an unsubsidized loan. The student is responsible for paying all interest that accrues on unsubsidized loans. The interest payments can be deferred until after graduation by capitalizing the interest. This adds the interest payments to the total loan balance, ultimately increasing the cost of the loan. Unsubsidized loans amounts cannot exceed the educational cost of attendance minus other financial aid.

For Subsidized and Unsubsidized Direct Loans with first disbursement made on or after October 1, 2022 and before October 1, 2023, there will be a 1.057% origination fee. For Subsidized and Unsubsidized Direct Loans with first disbursement made on or after October 1, 2023 and before October 1, 2024, there will be a 1.057% origination fee. Student borrowers have the right to cancel or make adjustments to their federal student loan disbursement(s) for each semester/session. Before the loan(s) is disbursed, the borrower may cancel all or part of the loan(s) by submitting a written request to the Office of Admissions and Financial Aid. After the loan(s) is disbursed, the borrower may cancel all or part of the loan(s) by submitting a written request to the Office of Admissions and Financial Aid within 14 days from the date notification that a disbursement(s) was credited to the student's account, or before the first date of classes, whichever occurs last.

Loan repayments begin six months following graduation or withdrawal. All student loan borrowers are required by federal law to complete both entrance and exit counseling.

Below are some steps you can take to resolve a loan dispute. You should first identify your loan problem, and then contact your loan servicer. If you've completed these steps to resolve your loan dispute and you still are not satisfied, you may need to contact the Federal Student Aid (FSA) Ombudsman Group of the U.S. Department of Education (ED). The Ombudsman Group is a neutral, informal, and confidential resource to help resolve disputes about your federal student loans. Contact the Ombudsman Group as a last resort. Make every effort to resolve your student loan problems before contacting the Ombudsman Group. You can contact the Ombudsman Group through one of these methods:

Postal Mail: FSA Ombudsman Group

P.O. Box 1843

Monticello, KY 42633

Phone: 877-557-2575

FAX: 606-396-4821

Via on-line assistance: studentaid.gov/feedback-center/

There are limits on the amount in subsidized and unsubsidized loans that a student may be eligible to receive each academic year (annual loan limits) and the total amounts that a student may borrow for undergraduate study (aggregate loan limits). The actual loan amount a student is eligible to receive each academic year may be less than the annual loan limit.

The following chart shows the annual and aggregate limits for subsidized and unsubsidized loans.

Year	Dependent Students (except students whose parents are unable to obtain PLUS Loans)	Independent Students (and dependent undergraduate students whose parents are unable to obtain PLUS Loans)
First-Year Undergraduate Annual Loan Limit	\$5,500—No more than \$3,500 of this amount may be in subsidized loans.	\$9,500—No more than \$3,500 of this amount may be in subsidized loans.
Second-Year Undergraduate Annual Loan Limit	\$6,500—No more than \$4,500 of this amount may be in subsidized loans.	\$10,500—No more than \$4,500 of this amount may be in subsidized loans.
Subsidized and Unsubsidized Aggregate Loan Limit	\$31,000—No more than \$23,000 of this amount may be in subsidized loans.	\$57,500 for undergraduates—No more than \$23,000 of this amount may be in subsidized loans.

4. Direct Parent PLUS Loan

Direct Parent PLUS Loans are limited to parent borrowers. Direct PLUS loans first disbursed on or after July 1, 2022, and before July 1, 2023 have a fixed interest rate of 7.543%. For Parent

PLUS loans first disbursed on or after July 1, 2023, and before July 1, 2024, the interest rate is 8.05%. A PLUS loan may not exceed the student's estimated cost of attendance minus other financial aid awarded during that period. Accruing interest can either be paid by the parent borrower monthly or quarterly, or be capitalized quarterly. PLUS loan borrowers cannot have an adverse credit history (a credit check will be completed). For purposes of qualifying for a Direct PLUS Loan, you're considered to have an adverse credit history if:

- you have one or more debts with a total combined outstanding balance greater than \$2,085 that are 90 or more days delinquent as of the date of the credit report, or that have been placed in collection or charged off (written off) during the two years preceding the date of the credit report; or
- during the five years preceding the date of the credit report, you have been subject to a default determination, discharge of debts in bankruptcy, foreclosure, repossession, tax lien, wage garnishment, or write-off of a federal student aid debt.

If a parent has an adverse credit history, the parent can receive a Direct PLUS Loan if they obtain an endorser (similar to a cosigner) who does not have an adverse credit history. (A credit check will be performed on the endorser.) An endorser is someone who agrees to repay the Direct PLUS Loan if the borrower does not repay it. The endorser can't be the child on whose behalf the parent is borrowing, nor any of the student's siblings. The parent also has the option of trying to qualify by documenting to the satisfaction of the U.S. Department of Education that there are extenuating circumstances related to their adverse credit history. If a parent qualifies by obtaining an endorser or by documenting to the satisfaction of the U.S. Department of Education that there are extenuating circumstances related to the adverse credit history, the parent will also be required to complete PLUS counseling before they can receive a Direct PLUS Loan. Parents and their dependent child must meet all of the basic eligibility requirements for federal student aid. For Direct Plus Loans with first disbursement made on or after October 1, 2022 and before October 1, 2023, there will be a 4.228% origination fee. For Direct Plus Loans with first disbursement made on or after October 1, 2023 and before October 1, 2024, there will be a 4.228% origination fee.

Parent borrowers have the right to cancel or make adjustments to their federal PLUS loan disbursement(s) for each semester/session. Before the loan(s) is disbursed, the parent borrower may cancel all or part of the loan(s) by submitting a written request to the Office of Admissions and Financial Aid. After the loan(s) is disbursed, the parent borrower may cancel all or part of the loan(s) by submitting a written request to the Office of Admissions and Financial Aid within 14 days from the date notification that a disbursement(s) was credited to the student's account, or before the first date of classes, whichever occurs last.

5. Veterans Benefits (G.I. Bill®)

A student who is a veteran is eligible for educational assistance as determined by the Veterans Administration. Full information for such aid may be obtained by contacting the local VA representative or by calling 1-888-442-4551.

6. Social Security Education Benefits

Students who qualify for Social Security educational benefits should complete an application at a local office of Social Security Administration.

7. Pennsylvania Higher Education Assistance Agency (PHEAA)

Grants are awarded to Pennsylvania residents on the basis of financial need. The FAFSA will be used as the application for a PHEAA state grant. Students may contact PHEAA at www.pheaa.org.

8. The Ohio Nurse Education Assistance Loan Program (NEALP)

The purpose of this program is to assist the State of Ohio in meeting nurse shortages by providing financial assistance to Ohio nursing students and to encourage these students to remain in Ohio as they enter the nursing profession. Information on eligibility requirements may be obtained in the Office of Admissions and Financial Aid. Students may apply for NEALP online at ohiohighered.org/nealp. Students may send inquires to lreed@highered.ohio.gov if they have additional questions. Application deadlines for NEALP: July 15, 2022.

9. Vocational Rehabilitation Education Assistance

Students who qualify for vocational rehabilitation educational assistance should make application at a local Bureau of Vocational Rehabilitation Office.

10. Workforce Innovation and Opportunity Act (WIOA)

Trinity Health System School of Nursing is an Eligible Training Provider for Registered Nursing under the State of Ohio's Workforce Innovation Opportunity Act (WIOA) Program.

11. Trinity School of Nursing Tuition Forgiveness Scholarship/Loan Program

Trinity Health System provides a specified number of tuition forgiveness scholarship/loans to Trinity Health System School of Nursing to eligible full-time employees and their spouse or dependent children. Such scholarship/loans will provide for the forgiveness of the School of Nursing tuition costs in return for the recipient working for Trinity East/West or other subsidiary of Trinity Health System for a minimum of three (3) years on a full-time basis immediately following graduation and licensure. Specific eligibility requirements can be located in the Tuition Forgiveness Scholarship/Loan Program Policy located in Trinity Health System's Policy Manager under HR benefits in the Trinity Interdepartmental Policy Manual. Tuition Forgiveness Scholarship/Loan Applications are available from the Human Resources Office and must be completed and returned no later than May 31 of each year for the academic program commencing in the Fall of that same year. All applicants must meet the current pre-admission requirements as outlined in this Handbook. All applicants must be a first time, first year student or a first year LPN to RN Advanced Placement Student for the purposes of this scholarship/loan.

12. Trinity Health System Scholarship/Loan Program

Trinity Health System offers a scholarship/loan program to all students at the conclusion of the first year of the program. The scholarship/loan will cover the tuition and fees of the second year of the program (fall, spring, and summer), after all applicable other scholarships and state and federal grants are applied. In addition, the scholarship/loan will include an amount equivalent to the tuition and fee costs of the first year of the program (not including costs covered by other scholarships and state and federal grants). The first year program scholarship/loan amount will be reimbursed to the recipient after the completion of the first year of the program. In return for this scholarship/loan, the recipient agrees to accept full-time employment in a nursing related role with Trinity Health System ("Trinity") for a period of at least two (2) consecutive years immediately following graduation and licensure. Interested students must file an application by

April 1st of the first year of the Program. The eligible student must complete the Free Application for Federal Student Aid (FAFSA) each financial aid award year. Upon acceptance of an offer, each recipient shall be required to enter into an agreement with Trinity which stipulates the conditions for the scholarship/loan and/or repayment, if necessary.

<https://trinityhealth.ellucid.com/documents/view/13201/active/>

Scholarships

The following scholarships are available to current Trinity Health System School of Nursing students. Application for each scholarship should be made in writing to the Dean of the School of Nursing by March 1 of each year.

1. The Douglas F. Naylor Scholarship Fund

The Naylor family provides scholarship funds to assist one Junior and one Senior nursing student per year. The funds must be utilized to meet direct educational expenses.

2. Trinity Health System Scholarship

This scholarship was originally funded by the Trinity Health System Auxiliary. Trinity Health System continues to award this scholarship each year, if monies are available. Monies from this fund are awarded to students who have successfully completed at least one academic term (minimum 13 credits) at the School of Nursing.

3. Robert J. D'Anniballe, Sr. Scholarship

Robert D'Anniballe provides \$1500 for three scholarships annually for needy students at Trinity Health System School of Nursing. Preference is given to students from Jefferson County.

4. Frank I. and Bessie C. Blackburn Scholarship

In memory of Frank I. and Bessie C. Blackburn, this scholarship was established to help young people from the Ohio Valley obtain a quality nursing education. Eligibility for this scholarship is based on academic quality and financial need of students. Recipients must maintain a 2.75 G.P.A. to remain eligible for renewal of this scholarship. Graduates of Steubenville High School and Steubenville Catholic Central will be given first consideration for these Scholarship funds.

5. Dr. Ruksha Memorial Scholarship

In memory and honor of Dr. Paul Ruksha, two \$250.00 scholarships have been established to assist two Senior level Nursing Students fund their final level of the program and or graduation expenses.

6. Frances Agnes Yanovjak Nursing Scholarship

A perpetual Nursing Scholarship has been established in the name of Frances Agnes Yanovjak at the Trinity Health System School of Nursing in Steubenville Ohio. Frances was a 1962 graduate of Madonna High School in Weirton West Virginia. She completed in 1965 her Registered Nurse (RN) training and Certification at the Ohio Valley Hospital School of Nursing now named the Trinity Health System School of Nursing. This annual scholarship will be awarded to a recent graduate of Madonna High School attending the Trinity School of Nursing. If there are no

applicants that graduated from Madonna High School, a student at Trinity having financial need and chosen by the Trinity School of Nursing will be honored.

7. The Roy J. Karmosky Memorial Scholarship

This scholarship was established to preserve the memory of the late Roy J. Karmosky, Director of the School of Nursing from 1974 through 2000. Eligibility is based upon academic quality and financial need. Additionally, the recipient must be a person with high moral and ethical character.

8. The OVH/Trinity School of Nursing Alumni Association Scholarship

The OVH/Trinity School of Nursing Alumni Association formed in 2008. The association is dedicated to foster professional and social fellowship among the graduates and to support the School of Nursing's mission to educate future generations of registered nurses. The Alumni Association provides scholarship funds each year, if monies are available. Recipients of these scholarships are chosen by selected members of the Alumni Association.

9. Mary Ellen Reed Scholarship

This scholarship was established to honor Mary Ellen Reed's legacy of professionalism, compassion, and love of teaching. Mary Ellen Reed was a 1945 graduate of the Ohio Valley Hospital School of Nursing. She held various clinical teaching positions throughout her long nursing career.

10. Nell J. Engle Scholarship

This scholarship was established to preserve the memory of Nell J. Engle. \$1000 will be awarded to one Trinity Health System School of Nursing student each year.

11. Barbara Smith Johnson Scholarship

This scholarship was established to preserve the memory of Barbara Smith Johnson. One scholarship will be awarded each year to a full-time Trinity Nursing Student that demonstrates need, has maintained a 2.5 GPS and has demonstrated a high quality of leadership and character.

Application Procedures for Funds Administered by the School of Nursing

Information regarding Scholarship Funds administered by the School may be obtained in the Office of Admissions and Financial Aid. In addition:

1. Students must submit a letter requesting scholarship funds to the Dean of the School of Nursing before March 1 of each year.
2. Students will receive a written notice regarding scholarship award(s).
3. Students have the option of accepting or rejecting the scholarship award(s).

Impact of Drug Convictions on Financial Aid

In December, 2020, the FAFSA Simplification Act was enacted into law as part of the Consolidated Appropriations Act of 2021. The FAFSA Simplification Act amended Section 484 of the Higher Education Act of 1965 (HEA), making several important changes to student eligibility criteria. One of these is the elimination of the prohibition

on receiving Title IV aid for students with drug-related convictions. Drug convictions no longer affect federal student aid eligibility.

Having a drug conviction while receiving Title IV aid no longer impact a student's Title IV aid eligibility, and a student who has a drug conviction may be eligible to receive Title IV aid if they meet all other eligibility criteria. The Department has removed the drug convictions questions from the 2023-2024 FAFSA, and students with drug convictions are eligible for Title IV aid if they meet all other eligibility requirements.

Selective Service Registration Compliance

To qualify for benefits provided under sections 3333.12, 3333.21, 3333.22, 3333.26, 3333.27, 5910.03 and 5910.032 of the Ohio Revised Code, all male students must be registered with the Selective Service System in accordance with the Military Selective Service Act 62 Stat. 604, U.S.C.A.P.P. 453, as amended.

If false or misleading information is submitted, the individual may be subject to a fine, imprisonment, or both.

In December 2020, the FAFSA Simplification Act was enacted into law as part of the Consolidated Appropriations Act, 2021. The law eliminated the requirement for male students to register with the Selective Service before the age of 26 to be eligible for Title IV aid. Therefore, failing to register with the Selective Service will no longer impact a student's Title IV aid eligibility.

Payment of Tuition and Fees

Tuition and fees are divided into Financial Periods. Tuition and fees are due the first day of each semester/session. **Trinity Health System School of Nursing tuition and fees are subject to change.** If students are eligible for financial aid, disbursements will be made at a designated date during each semester/session. Anticipated disbursement dates are shared with the student during their financial aid appointment, and are noted on the Financial Aid Offer Notice. Disbursements are credited to the student's school account, and tuition/fees and requested charges are deducted from these monies. Any remaining Title IV funds (Direct Loan(s) and/or Pell Grants) will be issued to the student in the form of a refund check within 14 days of the actual Title IV disbursement date. Any remaining Title IV funds (Direct Plus Loans) will be issued to the parent in the form of a refund check mailed to the parent within 14 days of the actual Title IV disbursement date. Title IV funds may also be kept in student accounts with written permission from the student.

Tuition and fee charges are subject to change at the schools discretion. Any tuition or fee increases will become effective for the school semester/session following student notification of the increase. Tuition and/or fees may increase annually (approximately 1-4%). Eastern Gateway Community College sets their tuition and fees for their courses. EGCC tuition and fees may increase annually according to their policies. Students will be notified of EGCC tuition and fee increases when Trinity School of Nursing becomes aware of the increase.

Payment of Tuition and Fees for Recipients of the GI Bill® VBTA Policy

Trinity School of Nursing in accordance with the Veterans Benefits and Transition Act of 2018 will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a Chapter 31 or Chapter 33 recipient borrow additional funds to cover the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement of a payment by the U.S. Department of Veterans Affairs. This policy is limited to the portion of tuition funds paid by the U.S. Department of Veterans Affairs.

The individual receiving GI Bill® benefits will be permitted to attend or participate in the course of education during the period beginning on the date on which the individual provides Trinity School of Nursing a certificate of eligibility for entitlement to educational assistance under Chapter 31 or Chapter 33 and ending on the earlier of the following dates:

1. The date on which payment from the VA is made to Trinity School of Nursing.
2. 90 dates after the date the institution certified tuition and fees following receipt of the COE.

Cancellation and Settlement Policy

The enrollment agreement that students sign after acceptance may be canceled within five calendar days after the date of signing provided that the school is notified of the cancellation in writing. If such cancellation is made, the school will promptly refund in full all tuition and fees paid pursuant to the enrollment agreement or school application and the refund shall be made no later than thirty days after cancellation. This provision shall not apply if the student has already started academic classes.

Refund of Tuition

To receive a refund of all or part of tuition paid for a semester or session a student MUST have completed the withdrawal process prescribed by the School of Nursing.

Refunds for tuition and refundable fees shall be made in accordance with following provisions as established by Ohio Administrative Code section 3332-1-10:

- (1) A student who withdraws before the first class and after the 5-day cancellation period shall be obligated for the registration fee.
- (2) A student who starts class and withdraws during the 1st full calendar week of the academic term shall be obligated for the registration fee. The student will receive a 100% refund of all other tuition and fees paid.
- (3) A student who withdraws during the 2nd full calendar week of the academic term shall be obligated for the registration fee. The student will receive a 100% refund of all other tuition and fees paid.

- (4) A student who withdraws during the 3rd full calendar week of the academic term shall be obligated for seventy-five per cent of the tuition and refundable fees for that academic term plus the registration fee.
- (5) A student who withdraws beginning the 4th full calendar week of the academic term will not be entitled to a refund of any portion of the tuition and fees.
- (6) For courses offered through EGCC, any tuition and fees paid by Trinity directly to EGCC for those courses will be refunded in accordance with the EGCC refund policy.

Expenses that are not paid directly to the school are not refundable by the school. The school shall make the appropriate refund within thirty days of the date the school is able to determine that a student has withdrawn or has been terminated from a program. Refunds shall be based upon the last date of a student’s attendance or participation in an academic school activity.

Return of Title IV Funds/R2T4

Trinity Health System School of Nursing follows the U.S. Department of Education’s Return of Title IV Aid requirements as outlined in the Higher Education Amendments of 1998. Title IV funds (Unsubsidized Direct Loans, Subsidized Direct Loans and PELL Grants) are awarded to students, assuming the student attends the semester/session in its entirety. When a student withdraws from the program before the semester/session ends, unearned aid must be refunded. The official withdrawal date will be calculated according to the Trinity Health System School of Nursing Withdrawal Policy. The School utilizes the U.S. Department of Education’s web product to calculate the amount of Title IV Aid to be refunded. If the student withdraws prior to completing 60% of the semester/session, both Trinity Health System School of Nursing and the student are responsible for returning unearned aid, if indicated. If the student completes at least 60% of the semester/session, the U.S. Department of Education views this as 100% earned funding and no return of funds is required by either the school or the student.

EXAMPLE:

Step #1:

$$\% \text{ of Aid Earned} = \frac{\# \text{ of days completed (excluding breaks of 5 days or more)}}{\# \text{ of days in enrollment period (excluding breaks of 5 days or more)}}$$

Step #2: (If student completes less than 60% of the semester/session):

$$\begin{array}{r} 100\% \text{ of funds} \\ - \% \text{ of aid earned} \\ \hline \% \text{ of funds to be returned.} \end{array}$$

Unearned aid will be returned in the following order: Unsubsidized Direct Loan, Subsidized Direct Loan, Federal PLUS Direct Loan, Federal PELL Grant for the semester/session for which a return of funds is required, to other Title IV student assistance programs, to State and private programs, and finally to the student. The school must return unearned funds for which it is responsible as soon as possible, but no later than 45 days from the determination of a student’s withdrawal. The student’s portion of unearned Title IV grant funding is reduced by 50%.

Students who owe a Return of Title IV Funds are given 45 days to repay the funds to the School of Nursing. Students must repay the Return of Title IV Funds amount before he/she may receive financial aid at any other program/college. The student may also be billed by Trinity Health System for the tuition and fees balance that resulted after the school returned its unearned portion of the federal funds. If a student is thinking about withdrawing from all classes PRIOR to completing more than 60% of the semester, the student should contact the Financial Aid Office to see how the withdrawal may affect any financial aid.

Copies of Return of Title IV Funds worksheets are available in the Office of Admissions and Financial Aid.

Post-Withdrawal Disbursements

If the student receives less federal student aid than the amount earned, the school must offer a disbursement of the earned aid that was not received. This is called a post-withdrawal disbursement. A post- withdrawal disbursement must be made within 180 days of the date that the student withdrew. The amount of a post-withdrawal disbursement is determined by following the requirements for calculating earned Title IV aid.

A post-withdrawal disbursement will be made from available grant funds before available loan funds. Available grant or loan funds refers to Title IV program assistance that could have been disbursed to the student but was not disbursed as of the date that the student withdrew.

Grant funds from a post-withdrawal disbursement will be credited to a student's account within 180 days of the date that the student withdrew to pay for tuition and fees up to the amount of current charges. The school will disburse to the student, within 45 days of the date that the student withdrew, any amount of a post-withdrawal disbursement of grant funds that is not credited to the student's account.

The school must notify the student (or parent for a Direct Plus Loan) in writing, within 30 days of the date that the student withdrew, prior to making any post-withdrawal disbursement of loan funds. The notice will request confirmation of any post-withdrawal disbursement that the student (or parent) wishes the school to make. If the student (or parent) does not respond to the notification within 14 days, the school is not required to make the post-withdrawal disbursement.

Once the school has received confirmation from the student (or parent) that he or she wants to receive the post-withdrawal disbursement of the loan funds, the school must make the post-withdrawal disbursement of loan proceeds as soon as possible but no later than 180 days after the date that the student withdrew.

Textbook Policy

A list of required textbooks including title, author, publisher, copyright, ISBN, and price will be distributed to all students prior to the semester the textbook is needed. Students will have the option to order the textbook from the school by the designated date or purchase the textbook independently from a different source.

In order to charge textbooks to a Financial Aid credit balance, a student must order the textbook from the school.

Students who wish to charge Trinity Health System School of Nursing textbooks to their financial aid credit balance(s) **MUST FIRST OBTAIN PRIOR** authorization **IN WRITING** from the Office of Admissions and Financial Aid. **NO PHONE** authorizations will be granted. The Textbook Authorization Form must be completed and returned to the Office of Admissions and Financial Aid within the first two calendar weeks of each semester/session. Forms received after this 2 week period **WILL NOT** be honored and the student **WILL** be responsible for textbook payment in full immediately.

The ultimate goal of this policy is to expedite student financial aid refund checks accurately and efficiently. Refund checks cannot be issued until this form is submitted to the Office of Admissions and Financial Aid.

CODE OF CONDUCT

In compliance with the 2008 Higher Education Opportunity Act (HEOA), enacted on August 18, 2008, Trinity Health System School of Nursing originally developed the Federal Family Educational Loan Program (FFELP) Code of Conduct. In July of 2010, the School of Nursing converted to the William D. Ford Federal Direct Loan Program for all Subsidized, Unsubsidized and PLUS Loans. Students may secure private loan monies from the bank/lending agency of their choice. The School does not have a preferred lender arrangement. The following guidelines serve as a foundation to the integrity and ethical boundaries of the student loan processes at Trinity Health System School of Nursing.

1. The School and its employees will not enter into any revenue-sharing arrangements with any lender. More specifically, where the lender pays a fee or provides other material benefits, including revenue or profit sharing to the school or to its officers or employees in exchange for the School recommending the lender to student borrowers or to the families of those students.
2. Employees of the School's Financial Aid Office will neither accept nor solicit gifts from a lender, servicer, or guarantor of student loans. The 2008 HEOA defines as "any gratuity, favor, discount, entertainment, hospitality, loan, or other item having monetary value of more than a de minimus amount. Exceptions to this gift ban include:
 - A. Brochures, workshops, or trainings using standard materials relating to a loan, default aversion and prevention, or financial literacy.
 - B. Food, training, or informational material provided as a part of a training session designed to improve the service of a lender, guarantor, or servicer if the training contributes to the professional development of the Schools' Financial Aid Office employees.
 - C. A Lender or guarantor may conduct entrance and exit counseling at the School. The School will maintain the control of such counseling. The counseling will not promote the products and/or services of the lender or guarantor.
 - D. The School may accept philanthropic contributions from a lender, guarantor, or services that are unrelated to educational loans or any contribution that is not made in exchange for advantage related to education loans.

E. The School may accept education grants, scholarships, or financial aid funds administered by or on behalf of the State of Ohio.

3. Employees of the School’s Financial Aid Office will not accept from a lender, or affiliate of any lender, any fee, payment, or other financial benefit as compensation for any type of consulting arrangement or contract to provide services to or on behalf of a lender relating to education loans.

4. The School will not assign first-time borrowers, through award packaging or any other methods, to any particular lender. Additionally, the School will not delay or refuse to certify a loan based on the borrower’s selection of a particular lender or guarantor.

5. The School will not request or accept funds for private education loans, including funding for opportunity pool loans in exchange for providing a lender with a specific number of student loans made, insured and/or guaranteed; a specific loan volume; or a preferred lender arrangement.

6. The School will not request or accept assistance with financial aid office staffing from any lender. The only acceptable forms of assistance are professional development training, education counseling materials financial literacy, or debt management materials that disclose the name of the lender that prepared the materials. Short –term non-recurring staffing assistance may be permitted in the case of an emergency or disaster situation.

7. Employees of the Financial Aid Office are prohibited from accepting any type of remuneration for serving as a member of an advisory board, commission, or group established by a lender or guarantor.

Jefferson County Residents

FINANCIAL PERIOD ONE	Fall Semester	*Spring Semester	TOTAL
Eastern Gateway Community College Tuition	\$524.00	\$524.00	\$1,048.00
Laboratory Fee	\$0.00	\$0.00	\$0.00
Student Services Fee	\$120.00	\$120.00	\$240.00
Career Service Fee	\$50.00	\$50.00	\$100.00
School of Nursing Tuition	\$3,123.00	\$3,470.00	\$6,593.00
General/Laboratory Fees	\$560.00	\$560.00	\$1,120.00
Total	\$4,377.00	\$4,724.00	\$9,101.00

FINANCIAL PERIOD TWO

Eastern Gateway Community College Tuition	\$393.00	393.00	\$393.00	\$1,179.00
Laboratory Fee	\$0.00	\$0.00	\$0.00	\$0.00
Student Services Fee	\$90.00	\$90.00	\$90.00	\$270.00.
Career Service Fee	\$50.00	\$50.00	\$50.00	\$150.00
School of Nursing Tuition	\$2,429.00	\$3,123.00	\$3,123.00	\$8,675.00
General/Laboratory Fees	\$450.00	\$560.00	\$560.00	\$1570.00
Total	\$3,412.00	\$4,216.00	\$4,216.00	\$11,844.00

**Entry level for LPN to RN Advanced Placement Students*

FINANCIAL PERIOD THREE	Summer Session	TOTAL
School of Nursing Tuition	\$2,082.00	\$2,082.00
General/Laboratory Fees	\$510.00	\$510.00
Graduation Fee	\$500.00	\$500.00
Total	\$3,092.00	3,092.00

GRAND TOTAL TUITION AND FEES: \$24,037.00

Additional Costs Include:

- Health Work Requirements: \$270.00 total cost (approximate)
- Uniforms/Equipment/CPR Certification: \$400.00 total cost (approximate)
- Books/Resources: \$1,100.00 total cost (approximate)
- Computer: \$800.00 (approximate)
- Graduation expenses (uniform and photo sitting fee) \$75 (approximate)
- Background Check: \$150.00 (approximate)
- NCLEX-RN Registration Fee: \$200.00 (approximate)
- Licensure Fee varies by State: \$50.00 – \$100.00 (approximate)

Subject to Change

West Virginia, Pennsylvania and Other Ohio Counties

Tuition and fees for West Virginia Residents, Allegheny, Beaver, Green, Laurence, Mercer, and Washington counties in Pennsylvania, and other Ohio residents outside Jefferson County

FINANCIAL PERIOD ONE	Fall Semester	*Spring Semester	TOTAL
Eastern Gateway Community College Tuition	\$548.00	\$548.00	\$1,096.00

Laboratory Fee	\$0.00	\$0.00	\$0.00
Student Services Fee	\$120.00	\$120.00	\$240.00
Career Service Fee	\$50.00	\$50.00	\$100.00
School of Nursing Tuition	\$3,123.00	\$3,470.00	\$6,593.00
General/Laboratory Fees	\$560.00	\$560.00	\$1,120.00
Total	\$4,401.00	\$4,748.00	\$9,149.00

**Entry level for LPN to RN Advanced Placement Students*

FINACIAL PERIOD TWO	Fall Semester	Spring Semester	Spring Semester	TOTAL
Eastern Gateway Community College Tuition	\$411.00	\$411.00	\$411.00	\$1,233.00
Laboratory Fee	\$0.00	\$0.00	\$0.00	\$0.00
Student Services Fee	\$90.00	\$90.00	\$90.00	\$270.00
Career Services Fee	\$50.00	\$50.00	\$50.00	\$150.00
School of Nursing Tuition	\$2,429.00	\$3,123.00	\$3,123.00	\$8,675.00
General/Laboratory Fees	\$450.00	\$560.00	\$560.00	\$1,570.00
Total	\$3,430.00	\$4,234.00	\$4,234.00	\$11,898.00

FINANCIAL PERIOD THREE	Summer Session	TOTAL
School of Nursing Tuition	\$2,082.00	\$2,082.00
General/Laboratory Fees	\$510.00	\$510.00
Graduation Fee	\$500.00	\$500.00
Total	\$3,092.00	\$3,092.00

GRAND TOTAL TUITION AND FEES: \$24,139.00

Additional Costs Include:

Health Work Requirements: \$270.00 total cost (approximate)

Uniforms/Equipment/CPR Certification: \$400.00 total cost (approximate)

Books/Resources: \$1,100.00 total cost (approximate)

Computer: \$800.00 (approximate)

Graduation expenses (uniform and photo sitting fee) \$75 (approximate)

Background Check: \$150.00 (approximate)

NCLEX-RN Registration Fee: \$200.00 (approximate)
 Licensure Fee varies by State: \$50.00 – \$100.00 (approximate).
Subject to Change

Out of State

FINANCIAL PERIOD ONE	Fall Semester		*Spring Semester	TOTAL
Eastern Gateway Community College Tuition	\$552.00		\$552.00	\$1,104.00
Laboratory Fee	\$0.00		\$0.00	\$0.00
Student Services Fee	\$120.00		\$120.00	\$120.00
Career Service Fee	\$50.00		\$50.00	\$100.00
School of Nursing Tuition	\$3,123.00		\$3,470.00	\$6,593.00
General/Laboratory Fees	\$560.00		\$560.00	\$1,120.00
Total	\$4,405.00		\$4,752.00	\$9,157.00
FINANCIAL PERIOD TWO	Summer Session		Fall Semester	Spring Semester
Eastern Gateway Community College Tuition	\$414.00	\$414.00	\$414.00	\$1,242.00
Laboratory Fee	\$0.00	\$0.00	\$0.00	\$0.00
Student Services Fee	\$90.00	\$90.00	\$90.00	\$270.00
Career Service Fee	\$50.00	\$50.00	\$50.00	\$150.00
School of Nursing Tuition	\$2,429.00	\$3,123.00	\$3,123.00	\$8,675.00
General/Laboratory Fees	\$450.00	\$560.00	\$560.00	\$1,570.00
Total	\$3,433.00	\$4,237.00	\$4,237.00	\$11,907.00
FINANCIAL PERIOD THREE	Summer Session		TOTAL	
School of Nursing Tuition	\$2,082.00		\$2,082.00	
General/Laboratory Fees	\$510.00		\$510.00	
Graduation Fee	\$500.00		\$500.00	
Total	\$3,092.00		3,092.00	
GRAND TOTAL TUITION AND FEES: \$24,156.00				

Additional Costs Include:

- Health Work Requirements: \$270.00 total cost (approximate)
- Uniforms/Equipment/CPR Certification: \$400.00 total cost (approximate)
- Books/Resources: \$1,100.00 total cost (approximate)
- Computer: \$800.00 (approximate)
- Graduation expenses (uniform and photo sitting fee) \$75 (approximate)
- Background Check: \$150.00 (approximate)
- NCLEX-RN Registration Fee: \$200.00 (approximate)
- Licensure Fee varies by State: \$50.00 – \$100.00 (approximate)

Cost of Attendance 2023-2024

The estimated annual cost of attendance for students includes tuition and fees, and an estimate for books, supplies, computer, transportation, housing and food, miscellaneous expenses, federal loan fees, and licensure costs. There are two categories of costs included in the cost of attendance. Direct costs are those that are billed to the student directly from Trinity School of Nursing. Indirect costs are an estimate of costs that the individual may incur as a student at Trinity School of Nursing. These costs vary from student to student, depending on lifestyle and place of residence. Below are links, by residency, for the estimated 2023-2024 cost of attendance for students taking all of the courses in the curriculum (Trinity School of Nursing courses plus EGCC College courses). The First Year category is based on a student for the first Fall and Spring Semesters. The Second Year category is based on a student for the Summer Session and the 2nd Fall and Spring semesters. The Senior category is based on a student for the final Summer Session.

Jefferson County Residents:

	First Year	Second Year	Seniors
Direct Costs:			
Tuition and Fees	\$9,101	\$11,844	\$3,092
Indirect Costs:			
Books and Supplies	\$1,132	\$249	\$75
Computer	\$800	0	0
Transportation	\$1,002	\$1,284	\$282
Housing and food			
Living at home with parents:	\$5,958	\$7,944	\$1,324
Living off campus:	\$10,485	\$13,980	\$2,330
Miscellaneous	\$1,935	\$2,580	\$430

expenses			
Federal loan fees	\$62	\$87	\$20
Professional Licensure costs	0	0	\$375

WV Residents:

	First Year	Second Year	Seniors
Direct Costs:			
Tuition and Fees	\$9,149	\$11,898	\$3,092
Indirect Costs:			
Books and Supplies	\$1,132	\$249	\$75
Computer	\$800	0	0
Transportation	\$2,004	\$2,568	\$563
Housing and food Living at home with parents:	\$,5958	\$7,944	\$1,324
Living off campus:	\$10,485	\$13,980	\$2,330
Miscellaneous expenses	\$1,935	\$2,580	\$430
Federal loan fees	\$62	\$87	\$20
Professional Licensure costs	0	0	\$375

Other Ohio Residents Outside Jefferson County:

	First Year	Second Year	Seniors
Direct Costs:			
Tuition and Fees	\$9,149	\$11,898	\$3,092
Indirect Costs:			
Books and Supplies	\$1,132	\$249	\$75
Computer	\$800	0	0

Transportation	\$5,011	\$6,419	\$1,408
Housing and food Living at home with parents:	\$5,958	\$7,944	\$1,324
Living off campus:	\$10,485	\$13,980	\$2,330
Miscellaneous expenses	\$1,935	\$2,580	\$430
Federal loan fees	\$62	\$87	\$20
Professional Licensure costs	0	0	\$375

PA Residents (Allegheny, Beaver, Greene, Lawrence, Mercer, and Washington Counties):

	First Year	Second Year	Seniors
Direct Costs:			
Tuition and Fees	\$9,149	\$11,898	\$3,092
Indirect Costs:			
Books and Supplies	\$1,132	\$249	\$75
Computer	\$800	0	0
Transportation	\$5,011	\$6,419	\$1,408
Housing and food Living at home with parents:	\$5,958	\$7,944	\$1,324
Living off campus:	\$10,485	\$13,980	\$2,330
Miscellaneous expenses	\$1,935	\$2,580	\$430
Federal loan fees	\$62	\$87	\$20
Professional Licensure costs	0	0	\$375

Out of State Residents:

	First Year	Second Year	Seniors
Direct Costs:			
Tuition and Fees	\$9,157	\$11,907	\$3,092
Indirect Costs:			
Books and Supplies	\$1,132	\$249	\$75
Computer	\$800	0	0
Transportation	\$5,011	\$6,419	\$1,408
Housing and food Living at home with parents:	\$5,958	\$7,944	\$1,324
Living off campus:	\$10,485	\$13,980	\$2,330
Miscellaneous expenses	\$1,935	\$2,580	\$430
Federal loan fees	\$62	\$87	\$20
Professional Licensure costs	0	0	\$375



STUDENT SERVICES

General Information

The student body and the faculty are involved in creating and maintaining the educational environment in the School of Nursing. Guidelines are designed to foster the development of individual responsibility and accountability. Students are expected to comply with the existing rules and regulations contained in the Student Handbook.

Facilities

The School of Nursing is located within Eastern Gateway Community College on an 84.7-acre tract of land in Steubenville, Ohio. The building is an air-conditioned, smoke-free 3 story structure built in 1967 with additional construction and renovations in 1972, 1976, 1978, 1983, 1989, 1993, and 1996. The main building is 72,395 sq. feet and includes a library, student lounge, computer laboratories, 25 classrooms, 31 laboratories, bookstore, and 316 space parking area.

Trinity School of Nursing has dedicated usage of 13 faculty/staff offices, reception area, skills/assessment laboratories, and storage area. Other areas and facilities in the building are shared with Eastern Gateway staff and students.

The student lounge is a large room with multiple areas for eating, studying, or socializing. It contains many tables, chairs, sofas and grouped seating arrangements, as well as coffee, tea, and vending machines. There are also televisions and a recreational hockey game table. Membership to Trinity YMCA is available at the student rate.

A Skills/Assessment laboratory is located on the ground floor of the building. The laboratory consists of 10 curtained stations equipped with hospital beds, medical equipment, and low and high fidelity simulation mannequins. It houses various models, supplies, simulators, and other instructional materials. The laboratory also contains 6 computers, a laptop, LCD projector, screen, built-in sound system, and plentiful conference tables and seating.

The library located on the first floor contains textbooks, periodicals, and computers. Trinity School of Nursing has a reserved section of the library for Nursing references and textbooks. The library is accessible during and after school hours; Monday through Thursday from 8:00 am until 6:00 pm and Friday from 8:00 am until 5:00 pm.

Classrooms and lecture halls with state-of-the-art technology are located throughout the facility. Faculty and administrative offices, along with a spacious 445 ft. storage room, are located on the first floor of the building. All areas are temperature controlled and the campus complies with the Americans with Disabilities Act. Trinity School of Nursing is open Monday through Friday 7:30 am – 4:00 pm. Security is on campus at all times when the building is open. All entrances and exits are locked when the building is not open.

Physical Access for Handicapped Students

The lower west entrances of Eastern Community College are constructed to provide access to the school for the physically handicapped. Parking for the handicapped is provided at that entrance, as well as other areas in the spacious parking lots.

Food Service

Students are responsible for their meals. Students may purchase meals in any of the Hospital food service areas. Coin operated vending machines are provided for the convenience of students in the EGCC Student Lounge and in the Pugliese Center. There are numerous eateries in close proximity to the school.

Health Service

Student health services are supervised by the Regional Director WorkCare/Employee Health.

Pre-enrollment health requirements include:

1. Health inventory and a physical examination.
2. Required Immunizations: Mumps, Measles, Rubella (X2), Hepatitis B and/or serological evidence of immunity, Varicella immunization or history of disease. Recommended Immunization: COVID vaccination.
3. Two-step Mantoux and/or chest x-ray/signs and symptoms questionnaire if responsive to Mantoux.
4. Completion of a latex sensitivity questionnaire.
5. Preadmission Urine Drug Screen.
6. Submission of the Essential Functions and Abilities of a Nursing Student Form.

Students are to indicate if they plan to seek medical or religious exemption to COVID-19 vaccination. This exemption is made by CommonSpirit at the corporate level. If granted the student may be required to complete weekly COVID testing through the school.

DENTIST

The School encourages a dental examination prior to admission. The School recommends a dental examination every six months.

OPHTHALMOLOGIST

Students are recommended to have their eyes examined prior to entering the program. Scheduled periodic examinations are recommended.

LATEX ALLERGIES

It is the responsibility of students who are latex sensitive to inform their clinical instructor each semester/session of their latex needs. Reasonable accommodations will be made to meet the student's needs. Special gloves are provided for students with latex sensitivity.

If ongoing reactions occur (i.e. rash, respiratory problems, etc.) it is the responsibility of the students to follow up with their own physician.

Second year students will follow the guidelines established by the Student Services/Integrity Committee in accordance with the Regional Director WorkCare/Employee Health. Prior to the beginning of the second year, the student is responsible for completion of a Health Assessment and a TB screening or a chest x-ray/signs and symptoms of tuberculosis for positive responders. A Tdap vaccine is recommended if a student is older than 19 years old or had last dose of Tetanus more than 5 years ago. Students must submit documentation of their post-entrance health requirements to the school of Nursing Receptionist by Aug. 1 of each year. It is required that the student participate in the annual influenza inoculation program which is provided by the Hospital free of charge. The School of Nursing/Hospital complies with the current OSHA regulations regarding blood borne pathogens. Updated information is provided annually for incoming and enrolled students.

It is recommended that some type of hospitalization insurance be maintained by the student while enrolled in the program. The cost of pre-enrollment and enrollment health requirements is the responsibility of the student.

Students are responsible for expenses incurred during illness, i.e., hospitalization and/or doctor fees/diagnostic tests, emergency care, medications, treatments, prosthetics and/or supplies.

Twenty-four hour emergency service is provided at Trinity Medical Center West on a fee for service basis. The School does not have facilities/personnel to provide constant monitoring of students with serious health problems. Therefore, students are encouraged to seek the advice of their physician concerning hospitalization or recuperation at home. A student whose health requires ongoing medical supervision and/or hospitalization is responsible for notifying the Dean of the School. The School reserves the right to request the student to leave the premises. A physician's written permission for the student to continue/resume all class/clinical responsibilities must also be submitted to the Dean. The purpose for requiring a physician's

release is to protect the student from assuming responsibilities which could be hazardous to his/her mental/physical health.

In case of illness and/or accidents incurred while on School premises or at a clinical experience facility/agency, any emergency or on-going care received as a result of such illness and/or accident is the student's financial responsibility.

Substance Abuse

The School prohibits the possession, use, sale, or distribution of alcohol, illegal drugs (this includes any marijuana/medical marijuana or its derivatives to include but not limited to over the counter CBD products that may result as THC), and/or dangerous substances. The School has the right to dismiss any student found to be involved in these prohibited activities. Any individual who has violated any state or federal law in regards to alcohol or drugs, including underage drinking, will be referred to the appropriate law enforcement agency.

School policies and procedures regarding the use of alcohol and drugs are contained in the policy on the Prevention of Substance Abuse. The Program for the Prevention of Substance Abuse provides standards of conduct that clearly prohibit the unlawful possession, use, or distribution of drugs and alcohol by students and employees on the institution's property or any part of the institution's activities. It also contains a description of the health risks associated with the use of illicit drugs and the abuse of alcohol, as well as a description of drug and alcohol counseling, treatment, or rehabilitation programs that are available to students and employees. It informs students and employees of the School's/Hospital's position on the abuse of illicit drugs and alcohol and advises them of the consequences. Additionally, it provides guidelines for faculty in dealing with problems of substance abuse which interfere with the student nurse's performance in the clinical or classroom areas, and pose a threat to the safety and welfare of the public.

The School accepts its responsibility to assist the student in recognizing substance dependence and views substance abuse as preventable and treatable. The School supports the student's right to confidentiality in all matters dealing with suspected substance abuse. Those students who are experiencing problems due to substance abuse are referred to appropriate counseling or treatment programs.

The Program for Prevention of Substance Abuse is reviewed with students and employees during orientation. Each student and employee has online access to the School's Program for the Prevention of Substance Abuse. In addition, copies of the School's Program for the Prevention of Substance Abuse are maintained in the Office of Admissions and Financial Aid.

Blood-borne Pathogens and Related Conditions

The Faculty of Trinity Health System School of Nursing support the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 and its application to individuals who are HIV positive. Accordingly, the School may not discriminate against any individual based on the perception that the person is HIV infected, in a category of persons at risk of HIV, or because he/she is caring for a person in one of the aforementioned categories. Each student reviews the School's Policy on Communicable Disease and has access to the policy on the School's website.

Title IX

In accordance with Title IX of the Education Amendments of 1972, Trinity Health System School of Nursing will not tolerate conduct by any person, which constitutes sexual harassment, including sexual violence of any student/employee. For the purpose of this policy, sexual harassment/violence must be sufficiently severe, persistent, or pervasive that it adversely affects a student's education or creates a hostile or abusive educational environment. The Title IX Policy is reviewed at Orientation each fall and is accessible on the School's website under Section V-Student Policies.

Anti-Hazing Policy

Hazing is defined by Trinity School of Nursing as doing, requiring, or encouraging any act or behavior regardless of the participant's willingness or reluctance that is associated with initiation into or continued affiliation with any student or other organization/group that causes or creates a substantial risk of physical or mental harm or humiliation to any person.

Hazing is a violation of School policy and state law. Hazing is therefore strictly prohibited on and off campus when involving Trinity School of Nursing students. All alleged hazing incidents will be processed through the School as well as reported to civil authorities. The School will investigate all reported hazing incidents following the same procedure as outlined in the Title IX investigation policy. The School reserves the right to process incidents that occur outside of school property and when classes are not in session. It is a violation of School policy to have knowledge of a hazing incident and fail to report it. All suspected instances of hazing should be reported to a Trinity School of Nursing faculty member. Trinity School of Nursing is committed to reviewing all reports of hazing. Anonymous reports are accepted; however, the School's ability to obtain additional information may be compromised and the ability to investigate anonymous reports may be limited.

The School will maintain a report of all violations of this policy that are reported and result in a charge of violation of this policy. The School will update the report bi-annually on January 1 and August 1 of each year and will post the updated report on the School's website.

Trinity School of Nursing shall provide annually at least one program on hazing prevention education to all members, prospective members, and anyone who is employed by or volunteers with the organization. The education may be provided in person, electronically, or both. Trinity School of Nursing will maintain a record of individuals who have completed the program.

If hazing occurs and is done on the basis of sex, it will be addressed as both hazing and a Title IX offense as outlined in the Title IX policy.

Violation of this policy will be considered a Group II Code of Conduct violation and Disciplinary action may range from written reprimand to dismissal.

Ohio Revised Code, section 2903.31 defines hazing as:

“Hazing means doing any of the following, or pressuring, causing, forcing, soliciting, or coercing any person to do any of the following for the purpose of initiative, admitting, or affiliating an individual into or with a student group or student organization; continuing or enhancing an individual’s membership or status in a student group or student organization; or perpetuating or furthering a tradition or ritual of a student group or student organization:

- (a) Engage in any conduct prohibited by federal and/or state and/or municipal criminal law, regardless of whether an arrest is made, or criminal charges are brought;
- (b) Take into their body any food, liquid (including alcohol), drug, or other substance that subjects the person to a substantial risk of mental or physical harm; and/or;
- (c) Cause or create a substantial risk of causing mental or physical harm to another and/or engage in any act or omission that contributes to the death of another.

Anti-hazing resources:

<https://hazingprevention.org/>

<https://stophazing.org/>

Link to Collin’s Law:

<https://ohiohouse.gov/legislation/134/sb126>

Link to Trinity School of Nursing Reports:

<https://trinityson.com/students-staff/righttoknow/#1664897925370-08bfc10f-c1ce>

Disability Harassment Policy

In accordance with Section 504 of the Rehabilitation Act of 1973 and Title II of the American With Disabilities Act of 1990, which are enforced by the Office of Civil Rights, Trinity Health System School of Nursing will not tolerate disability harassment of any student by other students or school employees. The Disability Harassment Policy is reviewed at Orientation each fall and is accessible in the Student Handbook.

Policy on Students with Disabilities

In accordance with the Americans with Disabilities Act (1990) the Trinity Health System School of Nursing will provide reasonable accommodations for qualified students with disabilities. For a more detailed description of this Act/Policy on Students with Disabilities, refer to the Student Handbook. IT IS THE RESPONSIBILITY OF THE STUDENT TO DISCLOSE THE DISABILITY.

Social Networking Policy

Purpose

The purpose of this policy is to provide guidelines to students, faculty, and staff who engage in online social networking. Information published on social media networks that has to do with any aspect of the School/Hospital must comply with Trinity Health System's Non Disclosure Acknowledgement, HIPPA compliance, and the School of Nursing's Code of Conduct. This applies to posts/comments on any social networking site.

Definition

As used in this policy, "social networking" means communicating with others over the Internet for social purposes. Examples of Social Media include, but are not limited to Facebook, Twitter, YouTube, LinkedIn, Instagram, Pinterest, podcasts, blogs, comment boards, virtual worlds, chat rooms and other online group discussion forums or social networks. This can also include media sites that are offered by television networks, newspapers, and magazines.

Philosophy

Trinity Health System School of Nursing maintains that social networking is strictly a personal activity and any participation in such will be consistent with The American Nurses Association's (ANA) Code of Ethics, the Ohio Board of Nursing and Trinity Health System's core values.

Violation of Policy

Trinity School of Nursing will not tolerate violations of the social networking policy. All reports of such behavior will be investigated. If activity on a social networking site is considered an infraction of School policy, it will be handled according to the disciplinary process. Violation of this policy can result in disciplinary action ranging from written reprimand to dismissal from the program.

Guidelines for Personal/School Affiliated Social Networking

Please remember that social networking sites are in fact public forums. This means that the information that is posted or shared can be viewed by others. Please keep in mind these guidelines and consider carefully when posting.

PERSONAL USE

These social media guidelines and best practices apply to all personal use of social media, including but not limited to use:

- during clinical and non-clinical time
- whether your affiliation with the CommonSpirit/TrinityHealth network of care is specifically identified on social media, known, or presumed
- via your individual, personal social media channels, regardless of whether you accessed the channel through a private or company communications network

Our general rule for all personal use is simple: You are personally responsible for how you behave online. If you identify CommonSpirit/TrinityHealth in your social media profiles or content, you should act and communicate professionally as you would in any other public setting. Even if you don't mention CommonSpirit/TrinityHealth, you need to be careful as you may be quickly associated with CommonSpirit/TrinityHealth if you attract online attention.

On personal social networking sites, posts/comments by students involving the School/Hospital in any manner is prohibited. When posting on any social networking site posts/comments should reflect the personal views of the social networking member only, not Trinity School of Nursing/Hospital. Tagging, check-ins or any comments reflecting Trinity School of Nursing/Hospital are prohibited.

When commenting on the School affiliated Facebook page, all comments should be ethical, professional and accurate. The Administrator reserves the right to delete any comment that is deemed inappropriate.

The Administrator is responsible for generating all posts on the School affiliated Facebook page. Students will be permitted to comment only to these posts.

Posts/comments should be respectful and in good taste. Negative or unprofessional posts/comments are unacceptable.

Posts/comments should never directly or indirectly reflect patients, diagnoses or any content related to patient care or clinical experiences.

Personal photos on the student's personal social networking site should be tasteful.

Photos posted on the School affiliated Facebook page will require a Consent or Refusal to Photograph or Videotape.

Photos in which patients are identified or patient privacy and confidentiality are breached are unacceptable.

With the exception of the School affiliated Facebook page, interaction between current students and faculty/staff on personal social media accounts is prohibited.

Questions/concerns are only to be addressed in proper, approved channels of communication set forth by the School except for social networking sites that have been developed and are monitored by the site Administrator/School affiliated Facebook page.

Students are prohibited from accessing all social networking sites during clinical or classroom time/lecture.

In the event that the student is no longer enrolled in the School, the Administrator will remove the student from the School affiliated Facebook page.

The Administrator reserves the right to remove any student who fails to abide by the guidelines for social networking.

Copyright Infringement Policies and Sanctions (Including Peer-to-Peer File-Sharing)

COPYRIGHT INFRINGEMENT

Copyright holders are granted exclusive rights under section 106 of the Copyright Act (Title 17 of the *United States Code*) including the right to reproduce, distribute, display, or perform the copyrighted work or to make a derivative work. Copyright infringement is the act of using works protected by copyright law without permission or legal authority. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without permission or the authority to do so constitutes an infringement.

PEER-TO-PEER FILE-SHARING

“Peer-to-peer” (P2P) file-sharing refers to computer systems that are connected to each other via the Internet using P2P software like BitTorrent, Kazaa, eDonkey, or Limewire. These programs make it easy to share files between computers. If you upload or distribute copies you make of copyrighted works or download or acquire unlicensed copies of copyrighted works, you may be infringing on someone else’s rights and be subject to civil and criminal liabilities.

WHY SHOULD I BE CONCERNED

The most obvious risk resulting from illegal reproduction or redistribution of copyrighted material is the risk of litigation or the threat of litigation. While “fair use” provisions permit certain uses of copyrighted materials for education purposes, not all uses, even in the classroom, fall under “fair use”. Copyright owners who believe that their rights have been violated may bring legal action against the infringer. School of Nursing faculty, staff, and students can be held personally liable for unauthorized use of copyright works. A successful lawsuit may result in the violator paying monetary damages and attorney fees. If you willfully infringe a copyright, a court can award damages of up to \$150,000 for each infringement. Willful copyright infringement can also be a crime under federal law. It is therefore important to understand the conditions under which something may be considered “fair use”.

PENALTIES FOR VIOLATING FEDERAL COPYRIGHT LAW

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For “willful” infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorney fees as well as issue an injunction to stop the infringing acts and impound the illegal works. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For details, see Title 17, *United States Code*, Chapter 5, “Copyright Infringement and Penalties” found at <http://www.copyright.gov/title17/92chap5.html>.

TRINITY HEALTH SYSTEM SCHOOL OF NURSING PENALTIES FOR COPYRIGHT INFRINGEMENT

Violation of any aspect of the Utilization of Computers/Information Technology System section of the Library Policy (Student Handbook, Section 6), which includes compliance with copyright law and peer-to-peer file-sharing will be deemed a Group III Code of Conduct (see Student Handbook, Section 2) with disciplinary action of possible dismissal from Trinity Health System School of Nursing and/or referral to the appropriate law enforcement agency.

Utilization of Computers/Information Technology System

The Technology Resource Coordinator monitors computer use and provides technological assistance. Computers are available for Trinity Health System School of Nursing students, faculty, and staff. A copy of the federal copyright laws and penalties for violation is posted at the EGCC library and in the skills lab at Trinity Health System School of Nursing, and are reviewed yearly by students. For additional information see www.copyright.gov.

Trinity Health System and the School of Nursing adhere to honest and appropriate conduct when using the computer resources and information technology systems. Compliance with copyright law, software licensing rules, property rights, and unauthorized peer-to-peer file sharing will be upheld. All existing policies related to plagiarism, privacy, and confidentiality also apply to the use of the computer resources and the information technology system. Any personal file/document saved on the computer will be deleted. Computers are subject to clean-up periodically.

Laptop Policy

Trinity School of Nursing issued laptop computers are housed in the School and are provided for individual student use at the discretion of the Dean. The use of a wired or wireless mouse is optional for any student using the school-provided laptops but shall remain the sole responsibility of the student.

Students are permitted to use their personal laptop computers for note-taking during lecture sessions. Power supply to this laptop computer must be provided by the student's computer battery. Personal laptop computers and an optional wired or wireless mouse shall remain the sole responsibility of the student.

Outstanding Student Recognition Program

Trinity School of Nursing (TSON) recognizes our outstanding students who exemplify behaviors reflective of the Mission/Vision, Core Values (Compassion, Inclusion, Integrity, Excellence, Collaboration), and those who go above and beyond the call of duty. This continuing recognition program is administered by the TSON Student Services Committee. The procedures for eligibility, nomination, selection, and recognition of students for the Outstanding Student Recognition Program are detailed within the Student Policies section of the Student Handbook.

Worship

Hospital chapels are available for services. Students may attend a local house of worship of their choice.

Student Activities

Student activities (social, cultural, and recreational) are coordinated via the Student Services/Integrity Committee and individual class organizations.

The proximity of Pittsburgh encourages students to take advantage of the entertainment and cultural events in that metropolitan area.

Career Services

Trinity Health System School of Nursing incorporates career service opportunities into the curriculum via a variety of methods. During the final course of the program, N205 Transition to Professional Practice, professional growth and accountability are augmented through a preceptorship within Trinity Health System and through classroom seminars. The seminars entail career-focused topics such as educational advancement, resume writing, and job interviewing. Shadowing and/or interviewing with a potential employer is encouraged.

Trinity Health System recognizes student achievement with a recruitment luncheon at the end of the last course. All students receive job listings offered by Trinity Health System via Meditech, the Hospital's information system. Other career opportunities are posted on the bulletin board near the Skills Lab. The Employee Tuition Forgiveness Scholarship/Loan Program is a career service opportunity leading to job placement within the Health System.

Guidance

Academic and personal counseling is available to students by the faculty and administrative personnel. Professional services are available in the health system and community. For the purpose of reference, a current manual of local social agencies is available in Trinity Health System Policy Manager. A complete description of the guidance program is found in the Student Handbook.

Academic Advisement

The Faculty believe the guidance program is based on the uniqueness of the individual. The guidance program offers opportunities to the student to identify options for personal and intellectual growth and to be responsible for their own decisions.

GENERAL: Outcomes:

1. The student will be assigned an Academic Advisor upon entering the program.
2. Meetings:
 - A first meeting with the student is scheduled by the Academic Advisor following presentation of the Study Skills/Test Taking/Empowerment

workshop (mandatory student participation)

- First year students must meet with their Academic Advisors a minimum of every two weeks until the advisor and the student mutually agree to decrease frequency.
- Second year students should be meeting at least once during the semester/session with their Advisor.
- Meetings are documented on the Academic Advisement – Student Progress Report.
- Academic Advisors will either schedule students or post hours available for appointments.
- Advisor/student meetings may include discussion of:
 - A. Study Skills/Test Taking/Empowerment Profile
 - B. Course progress/testing
 - C. Standardized test results
 - D. Peer Tutoring
 - E. NCLEX Intervention
 - F. Review of textbooks on test-taking techniques i.e. *Nugent, P. & Vitale, B. (2021). Test success: Test-taking techniques for Beginning nursing students. (9th ed.). Philadelphia: F.A. Davis.*

Class Organization

Class Organizations of the School of Nursing provide a means through which the business/activities of each Class may be communicated.

Student Handbook

The Student Handbook contains the rules and regulations governing School life and use of facilities. Each student signs a Policy Signature Sheet acknowledging access to the school catalog and student handbook.

Communication of Student Information

Students and Faculty have input into policy development and revision. All new or revised policies are communicated formally in writing or electronically to each student as an addendum to the Student Handbook. Postings on student bulletin boards and verbal presentations are informal means of dissemination of information.

Determining and Documenting a Student's Location/Residence

Trinity School of Nursing will determine a student's residence/location by the address that the student documents on their admission application at the time of initial enrollment, unless that address is updated on the enrollment agreement post-acceptance. Once enrolled in the program, students must submit changes of location/residence to the school office via the Change Form. If a student is enrolled in an EGCC course, EGCC will determine their location/residence according to their policy.

Student Grievance/Appeals Process

This process is available to any student who has a disagreement concerning the interpretation and/or the application of, or compliance with any school policy or for allegations of dating violence, domestic violence, sexual assault, or stalking (that do not meet the definition of a Title IX offense). Matters which can be pursued through this process include, but are not limited to, equal opportunity, American's with Disabilities Act, sexual harassment/ violence, accommodations, probation, financial aid procedures and grading practices. If a complaint meets the definition of a Title IX offense, then the Title IX Policy will be followed.

The grievance/appeal process is comprised of voluntary informal and formal steps. It is the goal to resolve problems informally whenever possible. The student is advised to discuss the concern directly with the person with whom there is a disagreement at the time of the occurrence. In cases of sexual harassment or violence allegation, the student is not required to discuss the allegation informally and has the right to end the informal process at any time and proceed to the formal stage of due process.

1. To initiate the formal process, the student must contact the Dean of Trinity Health System School of Nursing within ten (10) business days of the incident and submit written notification. This notification should include any relevant documentation and requests for additional attendees at hearing.
2. The Dean of Trinity Health System School of Nursing activates the grievance/appeals committee which is comprised of the following;
 - a. The Dean and/or his or her designee (nonvoting, acts as facilitator)
 - b. School of Nursing Secretary (minutes)
 - c. Designated faculty members (voting)
 - d. Student Service Committee representatives (voting) – only for cases involving alleged sexual harassment/violence. **The student has the right to waive (in writing) the participation of his/her peers if desired.**
3. Within ten (10) business days of the submission of the formal complaint, the Dean sets the date and time of the hearing.
4. The involved parties in the allegation are notified in writing via certified letter. Sufficient time will be allotted to insure preparation for the meeting.
5. In cases of alleged domestic violence, dating violence, sexual assault, or stalking, the accuser and the accused are entitled to the same opportunities to have others present during an institutional disciplinary proceeding, including the opportunity to be accompanied to any related meeting or proceeding by an advisor of their choice.

6. All persons involved in the process are in attendance during the fact presentation. Only committee members will be present during the voting.
7. Failure of the complainant to attend the scheduled hearing will terminate the process.
8. The decision will be based on the facts relevant to the situation.
9. All involved parties in the allegation will receive a written notification via certified letter of the decision.
10. In the case of domestic violence, dating violence, sexual assault, or stalking, both the accuser and the accused shall be simultaneously informed in writing of the outcome of any institutional disciplinary proceeding that arises from an allegation of these offenses. They will also be informed of the institution's procedures for the accused and the victim to appeal the results of the institutional disciplinary proceeding and of any changes to the results that occurs prior to the time that such results become final and when such results become final.
11. If a complainant disagrees with the outcome of the hearing, he/she may appeal the decision in writing to the Dean within five (5) business days. The Dean will appoint a neutral School/Hospital representative to review the proceedings. If proper procedures were followed, the appeals process is terminated and the decision is final
12. In the case of a 504 Grievance, the decision may be appealed by the complainant to the Office for Civil Rights, U.S. Department of Education (Follow Step 3 of the Section 504 Grievance Procedure located in Section V of the Student Handbook).
13. The student's prehearing status remains unchanged until a final decision has been rendered.
14. All documentation of the grievance/appeals procedure will be maintained separate from the "educational record" in the School Office.

Regardless of the source of the grievance, the student is granted the opportunity to have a fair, prompt and equitable resolution of the concern. Resolution will occur after an impartial investigation of the complaint has been conducted. Every effort is made to ensure confidentiality under the Family Educational Rights and Privacy Act (FERPA). The complainant is informed if confidentiality cannot be maintained.

Compliance with these provisions does not constitute a violation of section 444 of the General Educational Provisions Act (20 U.S.C. 1232g), commonly known as the Family Educational Rights and Privacy Act of 1974 (FERPA)

Whether or not the problem or complaint has been resolved to his/her satisfaction by the school, the student may direct any problem or complaint to the Executive Director, State Board of Career Colleges and Schools, 30 East Broad Street, Suite 2481, Columbus, Ohio, 43215, Phone 614-466-2752; toll free 877-275-4219.

Transcripts and Educational Records

In accordance with the Family Education Rights and Privacy Act (FERPA) of 1974, Trinity Health System School of Nursing is required to maintain confidentiality of the academic records of a student or alumnus. Students are informed of their FERPA rights annually via the student Handbook. A student has the right to review his/her record(s) according to established School of Nursing policy.

When a student has a legal name change, documentation must be submitted to the school office so that the appropriate name change may be placed on student records.

All requests for transcripts or educational records must be in writing. A transcript may be obtained for a fee of five (5) dollars, payable in advance. An official transcript is sent directly to an educational institution, an employing institution, or given directly to a student/alumnus in a sealed envelope. Copies of education records may be obtained for one (1) dollar per page up to \$75.00.

Trinity Health System School of Nursing follows the Family Education Rights and Privacy Act of 1974 (Buckley Amendment) in reference to Student Record Policies.

Procedure to Inspect Education Records

Students may inspect and review their education records upon request to the appropriate record custodian.

Students should submit to the record custodian or an appropriate School staff person a written request which identifies, as precisely as possible, the record or records he or she wishes to inspect.

The record custodian or an appropriate School staff person will make the needed arrangements for access as promptly as possible and notify the student of the time and place where the records may be inspected. Access must be given in 45 days or less from the receipt of the request.

When a record contains information about more than one student, the student may inspect and review only the records which relate to him or her.

Right of School to Refuse Access

Trinity Health System School of Nursing reserves the right to refuse to permit a student to inspect the following records.

The financial statement of the student's parents.

Letters and statements of recommendation for which the student has waived his or her right of access, or which were placed in his or her file before January 1, 1975.

Records connected with an application to attend Trinity Health System School of Nursing if that application was denied.

Those records which are excluded from the FERPA definition of education records.

Fees for Copies of Records

The fee for copies of educational records is five (5) dollars per transcript or one (1) dollar per page for other educational records, up to \$75.00.

Disclosure of Education Records

Trinity Health System will disclose information from a student's educational records only with the written consent of the student, except:

1. To School officials who have a legitimate educational interest in the records. A School official is: a person employed by the School in an administrative, supervisory, academic, research or support staff position; a person elected to the Board of Trustees; a person employed by or under contract to the school to perform a special task, such as the attorney or auditor. A School official has a legitimate educational interest if the official is: performing a task that is specified in his or her position description or by a contract agreement; performing a task related to a student's education; performing a task related to the discipline of a student; providing a service or benefit relating to the student or student's family, such as health care, counseling, job placement, or financial aid.
2. To officials of another school, upon request, in which a student seeks or intends to enroll.
3. To certain officials of the U.S. Department of Education, the Comptroller General, state and local educational authorities in connection with certain state or federally supported education programs.
4. In connection with a student's request for or receipt of financial aid as necessary to determine the eligibility, amount, the conditions of the financial aid, or to enforce the terms and conditions of the aid.
5. If required by a state law requiring disclosure that was adopted before November 19, 1974.
6. To organizations conducting certain studies for or on behalf of the School.
7. To accrediting organizations to carry out their functions.
8. To parents of an eligible student who claim the student as a dependent for income tax purposes.
9. To the students.
10. To comply with a judicial order or a lawfully issued subpoena.
11. To appropriate parties in health or safety emergency.

12. Directory information so designated by the School.

13. Results of a disciplinary hearing.

14. The results of any disciplinary proceeding conducted by the School against an alleged perpetrator of a crime of violence to the alleged victim of that crime.

15. Disclosure to a parent of a student under 21 if the institution determines that the student has committed a violation of its drug or alcohol rules or policies (regardless of student's dependent status).

Record of Requests for Disclosure

Trinity Health System School of Nursing will maintain a record of all requests for and/or disclosure of information from a student's education records. The record will indicate the name of the party making the request, any additional party to whom it may be re-disclosed, and the legitimate interest the party has in requesting or obtaining the information. The record of request may be reviewed by the parents or eligible student.

Directory Information

Trinity Health System School of Nursing designates the following items as directory information: student name, address, telephone number, e-mail, date and place of birth, major field of study, participation in officially recognized activities, dates of attendance, degrees and awards received and the most recent previous educational agency or institution attended. Trinity Health System School of Nursing may disclose any of these items without prior written consent, unless notified in writing to the contrary during the first two weeks of the Fall Semester.

Correction of Education Records

Students have the right to ask for records to be corrected that they believe are inaccurate, misleading, or in violation of their privacy rights. The following are the procedures for the correction of records:

1. The student must ask the Dean of the School to amend a record in writing. The student should identify the part of the record he/she wants changed and specify why he/she believes it is inaccurate, misleading or in violation of his/her privacy or other rights.

2. The Faculty Organization must reach a decision and inform the student of this decision, in writing, within a ten (10) business days after receipt of the request. If the Faculty Organization denies the request, the Dean will notify the student of the decision and advise the student of the right to a hearing to challenge the information believed to be inaccurate, misleading, or in violation of student's rights.

3. Upon request, the School will arrange for a hearing, and notify the student, within ten (10) business days, of the date, place, and time of the hearing.

4. The hearing will be conducted by a hearing officer who is a disinterested party; however, the hearing officer may be an official of the institution. The student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised in the original request to amend the student’s education records. The student may be assisted by one or more individuals.

5. The School will prepare a written decision based solely on the evidence presented at the hearing. The decision will include a summary of the evidence presented and the reasons for the decision. If the School decides that the information is inaccurate, misleading, or in violation of the student’s right of privacy, it will amend the record and notify the student, in writing, that the record has been amended.

6. If the School decides that the challenged information is not inaccurate, misleading, or in violation of the student’s right of privacy, it will notify the student of a right to place in the record a statement commenting on the challenged information and/or a statement setting forth reasons for disagreeing with the decision.

7. The statement will be maintained as part of the student’s education records as long as the contested portion is maintained. If the School discloses the contested portion of the record, it must also disclose the statement.

Note:

1. Notification of student rights under FERPA need not be sent to former students.
2. Schools need only make a “reasonable effort” to notify students of a subpoena in advance of compliance.
3. Parents of students attending the School are not given a right to inspect student records (e.g. negative grades) without student consent.
4. The opportunity for a hearing as specified in 99.21 of the regulations should not be construed to apply to questions concerning the underlying reasons for the granting of a particular grade. Instead, a hearing to determine the accuracy of any grade should be confined to the issue of whether or not the recorded grade corresponded to the grade reported by the faculty member.

Alleged failures to comply with the requirements of FERPA may be filed by students with the US Department of Education. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
 US Department of Education
 400 Maryland Avenue, SW
 Washington, D.C. 20202 – 5920
 1-800-USA-LEARN

Types, Locations, and Custodians of Education Records

Types	Locations	Custodian
Admissions Records	Before Entrance: Office of Admissions and Financial Aid After Enrollment Office 2631F	Coordinator, Student Affairs Dean, School of Nursing

Academic Records (Current Students)	Office 2631F	Dean, School of Nursing
Academic Records (graduates/ withdrawal students)	Office 2631F	Dean, School of Nursing
Health Records	Health Services Office	Employee Health Coordinator
Financial Records	Office of Admissions and Financial Aid	Coordinator, Student Affairs
Probationary/Progression Records	Office 2631F	Dean, School of Nursing
Disciplinary Records	Office 2631F	Dean, School of Nursing
Student Grievance/Appeals Records	Office 2631A	Dean, School of Nursing



RIGHT TO KNOW

Program Completion Rate/Graduation Rate

Program Completion Rate measures the percentage of graduates completing the program on-time. The Program Completion Rate is calculated by dividing the number of graduates that completed the program on-time by the number of students that were enrolled in that class as of the first day of the first nursing course and at a time when a student can no longer receive a 100% tuition refund for the first nursing course regardless of the source of funds used to pay the students' tuition. The assessment timeframe is from August 1st to July 31st each year.

Graduation Class of	Entrance Date	Traditional Track Completion Rate (#Graduates completing on-time/ #students admitted)	LPN to RN Track Completion Rate (#Graduates completing on-time/ #students admitted)	All Students Completion Rate (#Graduates completing on-time/ #students admitted)
2021	August 2019 (January 2020 for LPN Track)	59.3% (16/27)	100% (2/2)	62.1% (18/29)
2022	August 2020 (January 2021 for LPN Track)	37.5% (12/32)	50% (2/4)	38.9%** (14/36)
2023	August 2021 (January 2022 for LPN Track)	71.4% (15/21)	100% (1/1)	72.7% (16/22)

**Entrance Test requirement for Class of 2022 suspended due to Covid pandemic restrictions.

Graduation Rate for Full-time, First-time, Certificate-Seeking Students

Completion Rate for full-time, first time undergraduates measures the percentage of full-time, first-time students that complete the program within 150% of the normal completion time. This rate is calculated by dividing the number of full-time, first-time students completing the program within 150% of the normal completion time by the number of full-time, first time students enrolled in that Class as of October 15 of the entering year. The timeframe encompasses the initial entry into the program (August 1) until 1 year post scheduled graduation (July 31). (3 year period)

Class of	2021	2022	2023
Entered Program Fall of	2019	2020	2021
Cohort of 1st Time Student	3	4	4
Number Completed in 150% Time	1	1	3
Completion Rate	33.3%	25%	75%

Graduation rates of first-time, full-time certificate seeking students are not categorized by gender, racial/ethnic subgroup, or receipt/non-receipt of a federal Pell grant or subsidized Stafford loan in order to protect student privacy. Trinity School of Nursing enrolled too few of such students to so disclose or report with confidence and confidentiality.

- *Transfer out rates not available*

Retention Rate

Retention rate measures the percentage of first-time certificate-seeking students from the previous Fall who reenroll by the current Fall. Retention Rate is calculated by dividing the number of first-time students returning to the program the following Fall by the number of first-time students who enrolled in that Class as of October 15 of the entering year.

Class of	2022	2023	2024
Entered Program Fall of	2020	2021	2022
Cohort of 1st Time Student	5	4	5
# of Students Returning	1	3	3
Retention Rate	20%	75%	60%

Student Diversity

	Fall 2020	Fall 2021	Fall 2022
Fall Enrollment	49	35	43
Female	84%	83%	79.1%
Male	16%	17%	20.9%
Full-Time	47%	34%	46.5%
Race/Ethnicity			
American Indian or Alaskan Native	0%	0%	2.3%
Asian	0%	0%	2.3%
Black or African American	0%	6%	2.3%
Hispanic/Latino	0%	0%	0%
Native Hawaiian or Pacific Islander	0%	0%	0%
White	100%	94%	93.1%
Two or more Races	0%	0%	0%
Race and Ethnicity Unknown	0%	0%	0%
Non-resident Alien	0%	0%	0%
Age			
24 and under	57%	54%	58.1%
25 and older	43%	46%	41.9%
Pell Grant Recipients			
Received Pell Grant	53%	46%	37.2%
Full-time Enrollment			
	Fall 2020	Fall 2021	Fall 2022
Full-time Students	23	12	20
Female	83%	67%	65%

Male	17%	33%	35%
Race/Ethnicity			
American Indian or Alaskan Native	0%	0%	5%
Asian	0%	0%	5%
Black or African American	0%	8%	0%
Hispanic/Latino	0%	0%	0%
Native Hawaiian or Pacific Islander	0%	0%	0%
White	100%	92%	90%
Two or more Races	0%	0%	0%
Race and Ethnicity Unknown	0%	0%	0%
Non-resident Alien	0%	0%	0%
Received Pell Grant	43%	50%	35%

THE JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY POLICY AND CAMPUS CRIME STATISTICS ACT

In 1990, Congress passed the Crime Awareness and Campus Security Act (CACSA) amendments to the Higher Education Act of 1965 (HEA). Amendments to the CACSA in 1998 renamed the law the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (the Clery Act). In 2013, Congress passed the Violence Against Women Reauthorization Act (VAWA), which included additional amendments to the Clery Act.

The Clery Act requires that all postsecondary institutions participating in Title IV financial assistance programs disclose campus crime statistics and other security information to students and the public. The VAWA amendments added requirements that institutions disclose statistics, policies, and programs related to dating violence, domestic violence, sexual assault, and stalking, among other changes.

In compliance with the Clery Act, Trinity School of Nursing compiles an Annual Security Report that contains safety and security related policy statements and the campus crime statistics for the previous three years. The policy statements address the school's policies for responding to emergency situations and sexual offenses. Three years of statistics are included for certain types of crimes that were reported to have occurred on campus and on public property within and immediately adjacent to the campus. The statistics do not identify victims of crimes or persons accused of crimes.

The Annual Security Report is prepared by the Coordinator of Student Affairs in cooperation with Eastern Gateway Security Department and the Steubenville Police Department. The Annual Security Report, including the Campus Crime Statistics, is shared annually with students and employees. Every student and employee is emailed a copy of the Annual Security Report. Copies of this Annual Security Report are provided to prospective students and employees upon request. Copies of the Annual Security Report are maintained in the Office of Admissions and Financial Aid. To request a copy, please call the Office of Admissions and Financial Aid at 740-266-1230 or email jduska@trinityhealth.com.

Campus Crime Statistics for the School are posted on the Student Services bulletin board near the Skills Lab on the ground floor. Campus Crime Statistics can be viewed on the Trinity School of Nursing website at <https://trinityson.com/students-staff/righttoknow/#campus-security> and online at the OPE Campus Security Statistics Website at ope.ed.gov/campusafety/#/.

Campus Security Statistics

The Federal Government mandates that all institutions that receive federal aid are required to inform students about the occurrence of certain crimes on campus. The following information for 2019-2021+ is provided to meet this federal requirement.

CRIMINAL OFFENSES:	2019		2020		2021	
	On Campus	Public Property	On Campus	Public Property	On Campus	Public Property
Murder/non-negligent manslaughter	0	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0	0
Rape	0	0	0	0	0	0
Fondling	0	0	0	0	0	0
Incest	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0
Burglary	1	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0
Arson	0	0	0	0	0	0
ARRESTS:						
Weapons: Carrying, possessing, etc.	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0

DISCIPLINARY ACTION:						
Weapons: Carrying, possessing, etc.	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0
VAWA CRIMES:						
Domestic Violence	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0
Stalking	2	0	1	0	0	0
Number of unfounded reports and reason unfounded	0	0	0	0	0	0

HATE CRIMES – ON CAMPUS

2021		Occurrences of Hate Crimes							
		Category of Bias for Crimes Reported in 2021							
Criminal Offense	2021 Total	Race	Religion	Sexual Orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
Murder/non-negligent manslaughter	0	0	0	0	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0
Larceny-theft	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction/damage/vandalism of property	0	0	0	0	0	0	0	0	0

2020		Occurrences of Hate Crimes							
		Category of Bias for Crimes Reported in 2020							
Criminal Offense	2020 Total	Race	Religion	Sexual Orientation	Gender	Gender Identity	Disability	Ethnicity	National Origen
Murder/non-negligent manslaughter	0	0	0	0	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0
Larceny-theft	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction/damage/vandalism of property	0	0	0	0	0	0	0	0	0
2019		Occurrences of Hate Crimes							
		Category of Bias for Crimes Reported in 2019							
Criminal Offense	2019 Total	Race	Religion	Sexual Orientation	Gender	Gender Identity	Disability	Ethnicity	National Origen
Murder/non-negligent manslaughter	0	0	0	0	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0
Larceny-theft	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction/damage/vandalism of property	0	0	0	0	0	0	0	0	0

HATE CRIMES – PUBLIC PROPERTY

2021		Occurrences of Hate Crimes							
		Category of Bias for Crimes Reported in 2021							
Criminal Offense	2021 Total	Race	Religion	Sexual Orientation	Gender	Gender Identity	Disability	Ethnicity	National Origen
Murder/non-negligent manslaughter	0	0	0	0	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0
Larceny-theft	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction/damage/vandalism of property	0	0	0	0	0	0	0	0	0
2020		Occurrences of Hate Crimes							
		Category of Bias for Crimes Reported in 2020							
Criminal Offense	2020 Total	Race	Religion	Sexual Orientation	Gender	Gender Identity	Disability	Ethnicity	National Origen
Murder/non-negligent manslaughter	0	0	0	0	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0
Larceny-theft	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction/damage/	0	0	0	0	0	0	0	0	0

vandalism of property									
2019		Occurrences of Hate Crimes							
		Category of Bias for Crimes Reported in 2019							
Criminal Offense	2019 Total	Race	Religion	Sexual Orientation	Gender	Gender Identity	Disability	Ethnicity	National Origen
Murder/non-negligent manslaughter	0	0	0	0	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0
Larceny-theft	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction/damage/vandalism of property	0	0	0	0	0	0	0	0	0

The preceding information is based upon information reported from Jefferson Security Department and the Steubenville Police Department and is defined according to the Uniform Crime Reporting Handbook (UCR).

(The Steubenville Police Department did not respond to request for crime statistics).

Trinity School of Nursing does not have any on-campus student housing facilities or any non-campus buildings or property.

Student Right-to Know Information can be found on the National Center for Education Statistics College Navigator site at <http://nces.ed.gov/collegenavigator/>.

Trinity Health System School of Nursing

Hazing Report

Reporting Period: 01/01/2023 to 6/30-2023

Report	Subject	Date Reported	Date Charged	Date Resolved
0 of 0				
No new incidents to report in this period				

Description:

Outcome/Finding:

Corrective Action or Discipline Taken:

Status:

Trinity Health System School of Nursing

Hazing Report

Reporting Period: 07/01/2022 to 12/31/2022

Report	Subject	Date Reported	Date Charged	Date Resolved
0 of 0				
No new incidents to report in this period				

Description:

Outcome/Finding:

Corrective Action or Discipline Taken:

Status:

Trinity Health System School of Nursing

Hazing Report

Reporting Period: 01/01/2022 to 06/30-2022

Report	Subject	Date Reported	Date Charged	Date Resolved
0 of 0				
No new incidents to report in this period				

Description:

Outcome/Finding:

Corrective Action or Discipline Taken:

Status:

Trinity Health System School of Nursing

Hazing Report

Reporting Period: 07/01/2021 to 12/31-2021

Report	Subject	Date Reported	Date Charged	Date Resolved
0 of 0				
No new incidents to report in this period				

Description:

Outcome/Finding:

Corrective Action or Discipline Taken:

Status:

Trinity Health System School of Nursing

Hazing Report

Reporting Period: 01/01/2021 to 06/30-2021

Report Number	Subject	Date Reported	Date Charged	Date Resolved
0 of 0				
No new incidents to report in this period				

Description:

Outcome/Finding:

Corrective Action or Discipline Taken:

Status:

Trinity Health System School of Nursing

Hazing Report

Reporting Period: 07/01/2020 to 12/31-2020

Report	Subject	Date Reported	Date Charged	Date Resolved
0 of 0				
No new incidents to report in this period				

Description:

Outcome/Finding:

Corrective Action or Discipline Taken:

Status:

Trinity Health System School of Nursing

Hazing Report

Reporting Period: 01/01/2020 to 06/30-2020

Report Number	Subject	Date Reported	Date Charged	Date Resolved
0 of 0				
No new incidents to report in this period				

Description:

Outcome/Finding:

Corrective Action or Discipline Taken:

Status:

Trinity Health System School of Nursing

Hazing Report

Reporting Period: 07/01/2019 to 12/31-2019

Report	Subject	Date Reported	Date Charged	Date Resolved
0 of 0				
No new incidents to report in this period				

Description:

Outcome/Finding:

Corrective Action or Discipline Taken:

Status:

Trinity Health System School of Nursing

Hazing Report

Reporting Period: 01/01/2019 to 06/30-2019

Report Number	Subject	Date Reported	Date Charged	Date Resolved
0 of 0				
No new incidents to report in this period				

Description:

Outcome/Finding:

Corrective Action or Discipline Taken:

Status:

Trinity Health System School of Nursing

Hazing Report

Reporting Period: 07/01/2018 to 12/31-2018

Report	Subject	Date Reported	Date Charged	Date Resolved
0 of 0				
No new incidents to report in this period				

Description:

Outcome/Finding:

Corrective Action or Discipline Taken:

Status:

Trinity Health System School of Nursing

Hazing Report

Reporting Period: 01/01/2018 to 06/30-2018

Report Number	Subject	Date Reported	Date Charged	Date Resolved
0 of 0				
No new incidents to report in this period				

Description:

Outcome/Finding:

Corrective Action or Discipline Taken:

Status:

Trinity Health System School of Nursing

Hazing Report

Reporting Period: 07/01/2017 to 12/31-2017

Report	Subject	Date Reported	Date Charged	Date Resolved
0 of 0				
No new incidents to report in this period				

Description:

Outcome/Finding:

Corrective Action or Discipline Taken:

Status:

Trinity Health System School of Nursing

Hazing Report

Reporting Period: 01/01/2017 to 06/30-2017

Report Number	Subject	Date Reported	Date Charged	Date Resolved
0 of 0				
No new incidents to report in this period				

Description:

Outcome/Finding:

Corrective Action or Discipline Taken:

Status:



FACULTY AND STAFF

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Dean, School of Nursing - Diploma - Ohio Valley Hospital - B.S. Nursing - Wheeling Jesuit University M.S. Nursing - Carlow University

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Pediatrics/Medical-Surgical - B.S. Nursing - Medical College of Virginia - M.S. Nursing - Indiana University of Pennsylvania

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Maternal-Newborn/Medical-Surgical - B.S. Nursing - Kent State University- M.S. Nursing - Franciscan University of Steubenville

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Medical-Surgical/Pediatrics - B.S. Nursing - Franciscan University of Steubenville- M.S. Nursing - Walden University

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Mental Health - B.S. Nursing - Bowling Green State University - M.S. Nursing - Duquesne University

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Transition to Practice/Critical Care/Fundamentals/Transition – Diploma - Ohio Valley Hospital - B.S. Nursing - Wheeling Jesuit University - M.S. Nursing - University of Phoenix

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Medical-Surgical/Fundamentals – Diploma - Ohio Valley Hospital - B.S. Nursing - Grand Canyon University - M.S. Nursing - Grand Canyon University

Katherine Pasquarella MLS

Director, Education and Training Trinity Health System/Consultant Librarian - B.S. Library Science - West Virginia University - M.S. Communications -West Virginia University

Lisa M. Marino BSN, R.N.

Director Trinity WorkCare/Employee Health - BSN Ohio State University

Suzanne Smurda

Secretary School of Nursing

MaryBeth Wilson

Technology Resource Coordinator



ACADEMIC CALENDAR

2023 Fall Semester Class of 2024 and 2025

August 14 Classes Begin
September 4 Labor Day
November 10 Veterans Day
November 23-26 Thanksgiving Break
December 1 End of Fall Semester
December 2 – January 7 Christmas Break

2024 Spring Semester Class of 2024 and 2025

January 8 Classes Begin
January 15 Martin Luther King Jr. Day
February 19 President's Day
March 2-10 Winter Break
March 29-31 Easter Break
May 3 End of Spring Semester
May 4-12 Spring Break

2024 Summer Session Class of 2024 and 2025

May 13 Classes Begin
May 27 Memorial Day
June 19 Juneteenth National Independence Day
July 4 Independence Day
July 12 End of Summer Session
July 12 GRADUATION CLASS OF 2024
July 12 – August 11 Summer Break

**2024 Fall Semester
Class of 2025 and 2026**

August 19 Classes Begin
September 2 Labor Day
November 11 Veterans Day
November 24-December 1 Thanksgiving Break
December 6 End of Fall Semester
December 7 – January 12 Christmas Break

**2025 Spring Semester
Class of 2025 and 2026**

January 13 Classes Begin
January 20 Martin Luther King Jr. Day
February 17 President's Day
March 8-16 Winter Break
April 18-20 Easter Break
May 9 End of Spring Semester
May 10-18 Spring Break

**2025 Summer Session
Class of 2025 and 2026**

May 19 Classes Begin
May 26 Memorial Day
June 19 Juneteenth National Independence Day
July 4 Independence Day
July 18 End of Summer Session
July 18 GRADUATION CLASS OF 2025
July 19 – August 17 Summer Break