

Healthcare Professionals Institute

SCHOOL CATALOG



HEALTHCARE PROFESSIONALS INSTITUTE

CARE. LEARN. SAVE LIVES.

SUMMER 2026 Catalog

Published on 06.15.2026

Ohio Reg. #xxxxx

This Catalog is an official publication of Healthcare Professionals Institute (HPI). As such, it is subject to revision at any time. The catalog is updated regularly to reflect any changes made in policy and procedure. The School reserves the rights to add, withdraw, or revise any course, program of study, provision, or requirement described within the Catalog as may be deemed necessary. Occasionally, program requirements will vary by the printing date of the Catalog. The tuition, fees, program graduation requirements, and other rules described in this Catalog apply to all students who enroll at HPI while the Catalog is in effect.

WELCOME TO Healthcare Professionals Institute

Dear Future Healthcare Professional,

Welcome to **Healthcare Professionals Institute** where passion meets purpose, and learning transforms into lifelong impact. We are honored that you have chosen to begin or advance your healthcare journey with us.

At our institute, we believe that education is more than the transfer of knowledge. It is the cultivation of compassion, skill, and integrity. Whether you are training to become a nurse, nursing assistant, or pursuing another healthcare role, you are stepping into a field where your work will touch lives, uplift families, and strengthen communities.

Our programs are designed with you in mind: flexible, rigorous, and rooted in real-world application. You will learn from experienced instructors, benefit from hands-on training, and join a community of learners who share your dedication to care and service. We are committed to supporting your success every step of the way.

As you explore this catalog, we encourage you to envision the professional you are becoming. Each course, clinical rotation, and lab session is a stepping stone toward your future as a confident, capable healthcare provider.

Thank you for choosing Healthcare Professionals Institute. We look forward to walking this meaningful journey with you.

With warm regards,

Elegant Afriyie.

Director

Healthcare Professionals Institute.

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GENERAL INFORMATION

HISTORY

Healthcare Professionals Institute, which was formerly known as Healthcare Professionals Training Services, was founded in 2016 as a CPR/First Aid/AED/BLS Training Center with a strong commitment to developing compassionate, skilled, and knowledgeable healthcare professionals. HPI started from having the passion to train and help students gain knowledge and skills about the importance of saving lives through Cardiovascular Pulmonary Resuscitation education and more. Established in response to the growing demand for quality healthcare training, the institute focuses on hands-on, career-oriented education that prepares students to succeed in a variety of clinical settings.

Located at 2234 S Hamilton Road, Suite 102, Columbus, Ohio 43232. The institute also offers a state-approved Nurse Aide Training Program. Our dedicated instructors and supportive learning environment ensure that students gain the foundational skills necessary to provide exceptional patient care while meeting Ohio's healthcare standards. Looking ahead, Healthcare Professionals Institute is actively working toward expanding its educational offerings to include a Practical Nursing program. This growth reflects our continued dedication to advancing healthcare education and supporting the needs of our local healthcare community through accessible, high-quality training.

STATEMENT OF OWNERSHIP

Healthcare Professionals Institute is owned by Elegant Afriyie.

STATE OF LEGAL CONTROL

Healthcare Professionals Institute is a Limited Liability Corporation, incorporated in the State of Ohio in April 2025 as HPI, LLC. doing business as Healthcare Professionals Institute.

ADMINISTRATORS

Elegant Afriyie: Executive Director.

Andfrew Mambu: Program Administrator

Eric Amankwah: Head of Finance.

Hannington Logiron: Director of Admissions/Human Resources

MAIN CAMPUS LOCATION & CONTACT DETAILS

Healthcare Professionals Institute, LLC

2234 S Hamilton Road, Suite 102, Columbus, Ohio 43232

Phone: (424) 361-4002

Fax: 614-999-9650

www.ohiohpi.edu

MISSION

To empower students with the knowledge, skills, and values needed to provide compassionate and competent care in diverse healthcare settings while promoting lifelong learning and professional growth.

INSTITUTIONAL GOALS

- i. To deliver high-quality, state-approved healthcare training programs.
- ii. To maintain a student-centered learning environment that fosters academic and professional success.
- iii. To support continuous faculty development and educational innovation.
- iv. To build strong partnerships with healthcare facilities and the community.
- v. To ensure graduates are prepared for certification, employment, and lifelong advancement in the healthcare field.

VISION

To become a leading healthcare training institution recognized for excellence in education, innovation, and community impact, preparing tomorrow's healthcare professionals to meet the evolving needs of the industry.

OUR PHILOSOPHY

Healthcare Professionals Institute's philosophy is anchored in the belief that nursing education should prepare students to function safely and effectively in the generalist role. We believe that nursing education should provide students with an opportunity to progress within a ladder curriculum in order to enhance the profession of nursing and to serve as a foundation for lifelong learning. Nurses should be prepared to provide ethical, holistic, and compassionate care to diverse populations in a variety of settings. We believe that by incorporating into our curriculum the standards set forth by our governing bodies, the evidence-based research provided by our colleagues, and the values and criteria promoted by our national nursing organizations, our goal can best be accomplished.

CORE VALUES

Healthcare Professionals Institute's values are manifested through:

- **FAITH:** Valuing the religious freedom of others, we believe that God has a plan and purpose for each person to fulfill; and that a quality education provides the opportunity for each to reach their full potentials.
- **RESPECT:** We are dedicated to fostering a safe educational environment where respect for each unique individual is demonstrated, where dignity is valued, and diversity is celebrated.
- **PERSEVERANCE:** Firmly rooted in the belief that perseverance produces character, we are committed to supporting students through any struggles they may face while working to achieve their educational goals.
- **INTEGRITY:** Guided by strong moral principles, we believe that everyone has a responsibility to know and to do the right thing. We are committed to the equitable treatment of all individuals by consistently applying the same established policies and procedures.
- **HONESTY:** We believe that maintaining honesty on campus, in clinicals, and within the nursing profession is a responsibility shared by all members of the Healthcare Professionals Institute's community, including students, faculty, and staff.
- **DEDICATION:** We uphold the value of dedicating oneself wholeheartedly and doing whatever it takes to complete a task or purpose.
- **COMPASSION:** We embrace compassion by demonstrating genuine concern for the needs of others in our community and taking the time and effort to serve a purpose greater than ourselves.

TEACHING AND LEARNING PHILOSOPHY

The faculty of Healthcare Professionals Institute believes in providing high-quality nursing education to prepare well-qualified, diverse professional nurses to care for patients/chilies with varying health care needs. Faculty are central in achieving program goals along with imparting their knowledge and enthusiasm in preparing competent, skilled, caring, and compassionate graduates responsive to emerging health care needs and trends. Faculty use their knowledge and expertise to engage, collaborate in, and promote the development of clinical decision making, critical thinking, communication, professional behaviors, and caring interventions for individualized, holistic management of care with emphasis on safety and efficiency. Faculty also incorporate relevant and current evidence-based practice content in their theory, laboratory, and clinical instruction.

The Healthcare Professionals Institute faculty subscribe to Jean Watson *Caring Theory* as a basis for program structure and teaching. The faculty ascribes to various levels of nursing expertise and the need for ongoing, lifelong learning. Nursing programs are based on both faculty and student responsibilities in teaching and learning. To meet these goals the ratio of student to faculty ratio for laboratory is a maximum of 20:1 and for clinical 10:1. The faculty is committed to fulfilling legal and professional standards in order to achieve academic excellence.

COMMITMENT

Healthcare Professionals Institute is committed to serving the community by providing for the educational needs of adults and the staffing needs of employers. Healthcare Professionals Institute believes that all individuals deserve high quality educational opportunities to reach their full potential. We are dedicated to fostering a safe educational environment where dignity is valued, diversity is celebrated, and learning is a life-long endeavor. We believe that education is a shared responsibility among the college administration, faculty, staff, and students; whose collaboration is critical in maintaining our unique academic community. The major goal of Healthcare Professionals Institute is to transform students into clinically competent and caring registered nurses committed to serving their communities.

Healthcare Professionals Institute is dedicated to providing quality nursing programs with flexible schedules that meet the needs of students who strive to balance school and work responsibilities. The accessibility and quality of our programs are ensured through:

- Small and manageable class sizes
- Qualified, experienced, and dedicated faculty
- A state-of-the-art facility equipped with cutting edge technology designed for students' success
- Relevant and research-based curricula
- Systematic evaluation of the faculty

APPROVALS

The Ohio NATCEP approved HPI to operate and provide healthcare training in Ohio. HPI's Registration Number is 3654529. <https://scr.ohio.gov>

Healthcare Professionals Institute currently awaits its approval by the State Board of Career Colleges and Schools and the Ohio Board of Nursing to provide pre-licensure nursing programs in Ohio. <https://nursing.ohio.gov>

SCHOOL HOURS

Classes are conveniently scheduled in morning, evening, and some weekend sessions in order to meet

the needs of our student body. Faculty hours are as published on the course syllabus. Administrative office hours at the main office are Monday to Friday from 9:00 AM – 5:00 PM.

CLASSROOM FACILITIES

The School has 2 classrooms available and 1 dedicated skills lab. Equipment available includes teacher and student computers, a white board, Projectors, DVD and VHS player, 5 hospital beds, educational mannequins, educational models, and nursing lab supplies needed for instructional purposes. The classroom also has a dedicated restroom for student use.

TRANSPORTATION

Practical clinical experience is an essential requirement of the nursing program. Clinical options depend on the approval of affiliating agencies, and some clinical sessions may be designated for specific program tracks in order to avoid course schedule conflicts. Students are required to travel to complete clinical learning experiences. The distance between Academia and clinical sites ranges between 10 - 75 miles. It is the responsibility of the student to adjust their work hours around the course/clinical schedule, and to make arrangements for reliable transportation to/from the college campus and clinical site. Many students carpool to clinical facilities. Students are expected to attend the clinical session at the facility to which they are assigned. Accommodations CANNOT be made due to distance of travel, work schedules, personal preferences, or any other reason.

VISITORS

Visitors are not allowed in the classrooms or laboratory without the specific permission of the instructor. Children are not allowed in classrooms or labs at any time.

STUDENT INFORMATION CHANGE

To change personal information such as home or mailing address, telephone numbers, emergency contact information, payment plan information, or any other information originally filed at enrollment, a student must obtain, complete, and submit an Information Change Request Form at the Healthcare Professionals Institute office.

INCLEMENT WEATHER

Inclement weather sometimes necessitates the closing of the facilities of Healthcare Professionals Institute and the cancellation of its classes or clinical. If inclement weather occurs on a clinical day, follow the policy that your instructor has given you for your facility. Clinical facilities are located across a large area, where weather conditions may vary. Healthcare Professionals Institute cannot assume any risk associated with weather conditions. Therefore, the decision about when and where to travel is a matter of individual student judgment. Absence from clinical due to inclement weather will require a makeup activity as

assigned by your instructor and must be submitted by the established deadline.

In cases of severe weather, students should check the school website for information on class cancellations and school closing. Students can also access this information through the following means:

1. Students should watch 10 TV News for delay or closure information.
2. School will also post a closure or delay through the messaging system.

STUDENT SERVICES

Healthcare Professionals Institute provides various services designed to create a learning environment that fosters student success: advising, tutoring, mentoring, career placement, and campus events. These services are managed by the Student Services department and are promoted on the school's main website, social networking site (Facebook, Twitter & Instagram), and on-campus digital boards. New students are given orientation to set clear expectations of their academic goals and objectives.

ACADEMIC RECOGNITION

Healthcare Professionals Institute honors students who are exceeding academic requirements through its academic recognition programs.

Academic Achievement Award: Students who achieve a semester GPA of 3.0 to 3.4 receive the Academic Achievement Award. Students who qualify for the Academic Achievement Award will receive a notification after the end of the semester once final grades have been submitted by faculty. Award recipients will receive a certificate, and have their name posted on the Academic Achievement Award list shared on campus, the HPI website, and on social media.*

Academic Excellence Award: Students who achieve a semester GPA of 3.5 and above receive the Academic Excellence Award. Students who qualify for the Academic Excellence Award will receive a notification after the end of the semester once final grades have been submitted by faculty. Award recipients will receive a certificate, and have their name posted on the Academic Excellence Award list shared on campus, the HPI website, and on social media.*

*Per the HPI Student Privacy policy, students may choose not to have their name published as an award recipient.

INTERNET ACCESS

Classes may require use of the internet. (There are computers at the school, but require scheduling for student use.) Students should plan for:

1. Internet access
2. A computer with a minimum of Windows 2000 or equivalent operating system
3. A printer

TECHNICAL SUPPORT

For questions and tech support students should contact their instructor during school hours, or via email after hours. The contact information for each faculty member is provided in the course syllabus. Additionally, students are able to get technical help over the phone or in person at the campus, Monday - Friday 8 am to 5 pm.

If further support is needed, students may contact the Campus Executive Director at 424-361-4002 for assistance.

LIBRARY RESOURCES

Students have access to a library with curriculum-relevant materials to supplement and expand their learning. The library includes books, magazines, and other printed resources. Additionally, wi-fi access is available to students and instructors to look up and access additional information.

HPI is contracted with LIRN (Library and Information Resource Network), an organization that provides digital resources and library services. LIRN offers access to a wide range of online databases, e-books, journals, and other educational materials to support research, learning, and teaching. LIRN is easily accessible and is available to the student any time of the day.

HPI's contract with LIRN includes a librarian. The librarians hold master's degrees from programs accredited by the American Library Association

Students have access to the HPI's Online Learning Resource System which can be accessed from the Learning Management System (Populi).

CAREER PLACEMENT AND EMPLOYMENT DISCLAIMER

Student Services provides employment assistance to graduates of our programs. Although HPI offers no guarantee of employment, Student Services personnel assist students in writing a resume and cover letter, and in obtaining a job interview through a network of established contacts including employers and employment agencies. Placement assistance is not intended to eliminate the need for students to search for employment themselves, and students are encouraged to explore volunteer, internship, and temporary job assignments as they provide the opportunity to gain valuable experience and may lead to a permanent position.

LOST AND FOUND

Items found on campus will be turned in to the Student Services. To inquire about any lost or misplaced items, please contact Student Services.

THEFT & DAMAGE POLICY

Healthcare Professionals Institute is not responsible for lost or stolen property. Students are encouraged to secure their own belongings and to report any thefts to the Student Service Desk, Columbus Police, or the Franklin County Sheriff's Office as soon as the loss is discovered. Healthcare Professionals Institute expects students who are responsible for damaging institution property (either accidentally or with intent) to report that damage to the Student Service Desk. Students who voluntarily report accidental damage for which they are responsible are not penalized in any way, though they are expected to pay for the costs of repair. Students who fail to report damage and who are later shown to be responsible for that damage are referred for disciplinary action.

STUDENT ID CARDS

Each student is issued an HPI Student photo ID card. The ID card is to be carried on campus at all times for security purposes. Any replacement card will be charged a fee of \$10.

PROGRAM INFORMATION

PRACTICAL NURSING PROGRAM

PRACTICAL NURSING ADMISSIONS REQUIREMENTS

All applicants must complete and submit all required documents in advance of the published application deadline to be considered for acceptance to the school.

ADMISSIONS PROCESS

- **APPLICATION:** Applicant must submit the HPI E-Application.
- **REGISTRATION FEE:** Applicant must pay Registration fee of \$100.
- **HIGH SCHOOL/GED:** The applicant must provide documentation of graduation from high school in the form of a valid high school diploma, transcript or other acceptable documentation issued by an authorized state education agency (e.g., General Education Development (GED) in Ohio). **INTERNATIONAL TRANSCRIPTS/DOCUMENTS NEED TO BE EVALUATED BY A THIRD-PARTY EVALUATOR FOR EQUIVALENCY.**
- **PROOF OF RESIDENCE IN OHIO:** The applicant must be a U.S. Citizen or Permanent Resident of the United States. Applicants must also be residents of the state of Ohio. To prove residency, the applicant must submit two forms of official, unexpired government-issued identification. One of the forms of identification must include an address. Acceptable forms of documentation include a Social Security Card, Driver's License, State ID, Passport, and/or proof of U.S. citizenship or permanent residency card, if not a U.S. Citizen. **If the applicant's identification that includes an address lists a non-Ohio address, the applicant will be required to provide an attestation stating that they currently reside in Ohio, along with supporting documentation, such as a lease/rental agreement, utility bill, or similar, if possible.**
- **ENTRANCE EXAM:** The applicant must pass the **ATI TEAS Pre-entrance exam with a score of 48%** or **HESI Entrance Exam with a composite score of 70%.** Entry Exams must have been taken within 2 years of the date of submitting the application; tests older than 2 years will not be accepted and the applicant will need to retest.
- Accepted students must agree to and sign the **ENROLLMENT AGREEMENT.**
- **COMPLETED BACKGROUND CHECKS** —Both BCI and FBI (Using Code: 4723.09)
- **CPR CERTIFICATION:** Applicants must have a Cardiopulmonary Resuscitation (CPR) Healthcare Provider — Basic Life Support (BLS) completion certificate prior to beginning the program.
- **PHYSICAL EXAMINATION:** Applicant must have current record of physical examination by a licensed health care provider prior to admission to the program (no older than 1 Year). Please contact us to receive the required application forms.
- **IMMUNIZATIONS & VACCINATIONS TO INCLUDE:**
 - 2-step Mantoux tuberculin skin test or as necessary a chest x-ray
 - Hepatitis B-series or a signed waiver declining immunization
 - History of 2 MMR vaccinations or titer showing immunity
 - DTap vaccine
 - Proof of COVID vaccine
- **1-STEP TUBERCULOSIS (TB) TESTING:** Applicants must have a screening for TB test prior to the start of the Clinical Site Visit. Testing must be done within one year before beginning the program and again before beginning clinical rotations.

- Screening for alcohol and drug use **may be** required to attend a clinical rotation due to the policies set by the clinical site. Failure to comply with or pass required screening(s) may result in the dismissal from Healthcare Professionals Institute.

NOTICE: Arrests, charges, or convictions of criminal offenses may be cause to deny or limit licensure or employment opportunities in specific careers and occupations and may limit the student's ability to obtain federal, state, and other financial aid.

For license application for nursing, from the Ohio Administrative Code 4723. Nurses: 4723.09 License Application: (A)(2)(b) For an applicant who entered a prelicensure nursing education program on or after June 1, 2003, the criminal records check of the applicant that is completed by the bureau of criminal identification and investigation and includes a check of federal bureau of investigation records and that the bureau submits to the board indicates that the applicant has not been convicted of, has not pleaded guilty to, and has not had a judicial finding of guilt for violating section 2903.01, 2903.02, 2903.03, 2903.11, 2905.01, 2907.02, 2907.03, 2907.05, 2909.02, 2911.01, or 2911.11 of the Revised Code or a substantially similar law of another state, the United States, or another country. Students are encouraged to investigate these possibilities and may read the rule in full on the Ohio Board of Nursing website: <http://codes.ohio.gov/oac/4723-7-09>

BLENDED EDUCATION REQUIREMENTS

HARDWARE & SOFTWARE REQUIREMENTS

Students need to have the following hardware and software to complete the blended program:

- A computer, tablet, or smartphone with the following features (as applicable):
 - A processor of 2 GHz or faster
 - 4 GB RAM or greater
 - Monitor or screen with 1024x768 or greater resolution
 - Speakers (or headphones) and Microphone
 - A camera capable of video web conferencing
 - Microsoft® Windows 10 (Recommended) [Microsoft® Windows 7 (Minimum)]
 - Android OS (current version)
 - Apple® MacOSx (10.10 or latest version) or current iOS
- A high-speed internet connection with a connection speed of 1.5 MBs or better
- A current internet browser (Chrome, Firefox, Edge, or Safari)
- Adobe Reader
- Microsoft Word or Google Docs
- Email Account

TECHNICAL SKILLS

Students need to have the following technical skills to be successful in the blended program:

- Ability to use email to correspond with faculty, staff, and students.
- Ability to access, create, and save documents in Microsoft Office formats. (At a minimum, students must be familiar with Microsoft Word.)
- Ability to browse the web, including downloading and installing common plug-ins and configuring common browser options.
- Ability to configure and run applications, including an antivirus application, to ensure that the student's system is secure and transmitted files are virus free.
- Ability to use a web conferencing service (ex: Zoom, BigBlueButton, Google Meets, etc.).

PRACTICAL NURSING CURRICULUM DETAILS

Program: Practical Nursing

Length: 45 Weeks

Total Clock Hours: 1030 Clock Hours (700 Hours Theory | 300 Hours Lab | 130 Hours Clinical)

Delivery Method:

Residential - Theory, Lab, and Clinical hours* delivered in person

Blended - Theory delivered online | Lab and Clinical hours* are delivered in person

** Some clinical hours may be delivered by approved simulation*

Award: Diploma

FINANCIAL AID ADVISEMENT

Healthcare Professionals Institute currently offers payment plans/arrangements

The admission process includes advising on the options for paying the tuition and fees related to the educational program of enrollment at Academic Medical Institute, including Federal Student Financial Aid. The individual has the option of applying for Financial Aid or participating in a payment plan offered by the school.

For assistance in obtaining additional information about Healthcare Professionals Institute or about financial aid, prospective or enrolled students may contact the individuals below:

Elegant Afriyie: Executive Director: efriyie@ohiohpi.edu

Eric Amankwah, Financial Aid Director: eamankwah@ohiohpi.edu

Healthcare Professionals Institute staff can also be reached by calling (424) 361-4002

PRACTICAL NURSING (PN) PROGRAM DESCRIPTION

The program of learning for the Practical Nursing Program is designed to enable the student to provide safe, direct care for assigned clients of all ages in various structured health care settings. Supervision by qualified faculty, as required by Ohio Administrative Code 4723-5-11, "Qualifications of administrative, faculty and instructional personnel for a practical nursing education program" is provided.

The faculty of the Healthcare Professionals Institute believes in providing high quality nursing education to prepare well-qualified, diverse nurses to care for patients/families/communities with varying healthcare needs. Faculty are central in achieving program goals along with imparting their knowledge and enthusiasm in preparing competent, skilled, caring, and compassionate graduates that are responsive to emerging health care needs and future trends. Faculty use their knowledge and expertise to engage, collaborate in, and promote the development of clinical decision making, critical thinking, communication, professional behaviors, and caring interventions for individualized, holistic management of care with emphasis on safety and efficiency. Faculty also incorporates relevant and current evidence-based practice content in the theory, laboratory, and clinical instruction.

The faculty ascribe to various levels of nursing expertise and the need for ongoing lifelong learning. Nursing programs are based on both faculty and student responsibilities in teaching and learning. The

faculty are committed to fulfilling legal and professional standards in order to achieve academic excellence.

This program consists of three components which are theoretical or classroom experience, laboratory practice experience and clinical experience. This program is designed to progress from general to specific skills. The Program's philosophy and organizing theme guides the curriculum. There is emphasis for each student to function in a mature, consistent manner that reflects an understanding of ethical conduct, personal responsibility, and accountability for behaviors and actions. Course content includes all areas of study, as mandated by Ohio Administrative Code 4723-5-14.

CONCEPTUAL FRAMEWORK

The Healthcare Professionals Institute faculty subscribe to the Conceptual Framework of Jean Watson's Caring Theory as a basis for program structure and teaching. The following ten carative factors form a framework for understanding nursing as the science of caring. Watson uses the term "carative" instead of "curative" to distinguish between nursing and medicine. "Whereas *curative* factors aim *curing* the patient of disease, *carative* factors aim at the *caring process* that helps the person attain (or maintain) health or die a peaceful death". As nurses you would use these carative factors in delivery of healthcare to your clients. The 10 carative factors are: The formation of a humanistic-altruistic system of values, The development of a helping-trusting relation, The promotion and acceptance of the expression of positive and negative feelings, The systematic use of the scientific problem-solving method for decision making, The promotion of interpersonal teaching-learning, The provision for a supportive, protective and (or) corrective mental, physical, sociocultural, and spiritual environment, Assistance with gratification of human needs and The allowance for existential-phenomenological forces.

PROGRAM OUTCOMES AND OBJECTIVES

Upon successful completion of this Practical Nursing education program, the graduate will be able to:

1. Apply scientific principles to provide safe, direct care for clients in various health care settings within their scope of practice.
2. Contribute to data collection, planning, implementation, and evaluation of nursing care, using the nursing process, within the legal scope of practice for a practical nurse.
3. Communicate effectively with clients, families, peers, and those from other healthcare disciplines to assure that effective, seamless care is provided.
4. Use critical thinking skills to apply knowledge from the biological and behavioral sciences in the delivery of safe, competent, effective care to clients across the life span.
5. Demonstrate professional, ethical behavior that follows the legal scope of practice of the Practical Nurse and includes taking personal responsibility for their nursing actions.
6. Identify learning needs of clients assigned to them and assist other members of the health care team in presenting the necessary information.
7. Identify the need for professional growth and learning to ensure that their practice reflects the most recent concepts of health care and to meet required continuing education units for licensure renewal.
8. Apply to take the National Council Licensure Examination for Practical Nurses (NCLEX-PN).

DIRECT NOTICE POLICY FOR PROGRAMS LEADING TO LICENSURE OR CERTIFICATION

Healthcare Professionals Institute determines the student's physical location during the admissions process. Applicants share their address on the Application for Admission. Their address is verified through a government issued ID that is collected as part of the admissions process. As the program is blended,

students must be located in the Columbus, Ohio, area to attend. Students located outside of Ohio are not accepted into the Practical Nursing (PN) program.

For applicants and students of the Practical Nursing (PN) program, Healthcare Professionals Institute provides direct notice as to the determination of qualification for licensure for states outside of Ohio via email.

Students at Healthcare Professionals Institute are able to update their personal information, including address, in the Student Information System. Staff receives a notice when the student changes their address. If a student's address is updated to a state outside Ohio, the Direct Notice process is started. Direct Notice is provided via email within 14 days of the notification of the address change as reported in the Student Information System.

However, as the Practical Nursing (PN) program is blended, students are encouraged to speak with Healthcare Professionals Institute staff prior to relocation to determine options for continuing training or withdrawing prior to moving outside of Ohio.

If a student moves out of Ohio, or if the determination of qualification for licensure for a state on the list changes for the Practical Nursing (PN) program, Healthcare Professionals Institute provides Direct Notice to all students. Direct Notice is provided via email within 14 days after the day the change in determination is identified by Healthcare Professionals Institute.

STATE BY STATE DISCLOSURE FOR PROGRAMS LEADING TO LICENSURE OR CERTIFICATION

Healthcare Professionals Institute's Practical Nursing (PN) program is approved by the Ohio Board of Nursing and qualifies graduates to apply for the NCLEX-PN exam in Ohio. Graduation from the Practical Nursing (PN) program does not guarantee passing the NCLEX-PN and earning licensure in Ohio or in any other state. Licensure is required to work as a Licensed Practical Nurse (LPN) in Ohio. Licensing requirements are shared with prospective students during the admissions process. They can also be found on the Ohio Board of Nursing website: <https://nursing.ohio.gov/licensing-certification-ce/rn-aprn-lpn/>.

Should a student move to another state during training, HPI will provide Direct Notice to the student as to whether or not HPI's Practical Nursing (PN) program meets qualifications for licensure in that state within 14 days of notification of the location change. It is recommended that the student contact the agency which licenses Practical Nurses (LPNs) in that state to inquire if the training completed at Healthcare Professionals Institute will be accepted toward that state's licensure requirements as well.

Further, if a graduate moves out of state after completion of the Practical Nursing (PN) program, it is up to that graduate to contact the agency which licenses Practical Nurses (LPNs) in that state to determine if they will qualify to apply to sit for the NCLEX-PN in that state.

Finally, if a graduate moves out of state after sitting for and passing the NCLEX-PN and gaining licensure as a Licensed Practical Nurse (LPN) in Ohio, it is up to that graduate to contact the agency which licenses Practical Nurses (LPNs) in that state to determine if the Ohio license will be accepted in that state or if other licensure requirements must be met in order to be eligible for employment in the new state.

As of January 1, 2023, Ohio joined the Nurse Licensure Compact (NLC). The NLC allows a nurse to hold one Multi-State License (MSL) in their primary state of residence while practicing virtually or over state lines in the other states participating in the compact across the country. A list of states participating in

the NLC can be found here: <https://www.ncsbn.org/compacts/nurse-licensure-compact.page>. Students nearing graduation and graduates may apply for an MSL for Practical Nursing (PN) by following the steps found here:

<https://nursing.ohio.gov/licensing-and-certification/multistate-licensure/nursing-students-information/02-nursing-students-information>.

A list of states along with a determination on whether or not the Healthcare Professionals Institute Practical Nursing (PN) program meets professional licensure education requirements is provided on HPI's website under Consumer Disclosures

PRACTICAL NURSING PROGRAM OUTLINE AND CURRICULUM

SEMESTER 1 COURSE TITLE	THEORY HOURS	LAB HOURS	CLINICAL HOURS	TOTAL COURSE HOURS
PNUR101: Nursing Fundamentals: Assessment & Basic Skills	96	80	48	224
NUT100: Nutrition Across the Lifespan	32	0	0	32
PHARM101: Pharmacology I	32	0	0	32
AP101: Anatomy and Physiology I	64	0	0	64
TOTAL SEMESTER 1 HOURS	224	80	48	352
SEMESTER 2 COURSE TITLE	THEORY HOURS	LAB HOURS	CLINICAL HOURS	TOTAL COURSE HOURS
PNUR102: Nursing I	96	96	32	224
PHARM102: IV & Pharmacology II	48	40	6	94
AP102: Anatomy and Physiology II	64	0	0	64
TOTAL SEMESTER 2 HOURS	208	136	38	382
SEMESTER 3 COURSE TITLE	THEORY HOURS	LAB HOURS	CLINICAL HOURS	TOTAL COURSE HOURS
PNUR103: Nursing II	96	64	24	184
PNUR108: Mental Health	36	0	8	44
PNUR104: Maternal & Child Nursing	60	20	6 Mat/6 Child	92
PNUR107: Exit Review Course	76	0	0	76
TOTAL SEMESTER 3 HOURS	268	84	44	396

TOTAL PROGRAM HOURS	700	300	130	1130
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Total number of weeks to complete: 45

Morning Schedule: 8:00 a.m. – 4:00 p.m. Monday through Thursday

Evening Schedule: 3:00 p.m. – 11:00 p.m. Monday through Thursday

Clinical times may start as early as 6:00 am and end as late as 11:00 pm and may be held on Friday, Saturday or Sunday.

PRACTICAL NURSING (PN) COURSE DESCRIPTIONS

A&P101: ANATOMY & PHYSIOLOGY I

This course covers the basics of normal human anatomy and physiology in relation to health and the effects of disease processes. An integrated organs-systems approach is used to include terminology and concepts pertaining to homeostasis, cell biology, and biological chemistry. Topics covered in this course include the organization of the body, cells, tissues, and the characteristics of the blood. The integumentary, endocrine, skeletal, muscular, and nervous systems will also be explored. This course includes a laboratory component to enhance learning with emphasis on selected lecture topics.

Prerequisite(s): None

A&P102: ANATOMY & PHYSIOLOGY II

Anatomy and Physiology II is the second course in the second semester sequence of anatomy and physiology. This course is a continuation of the study of structure and function of the human body and the mechanisms for maintaining homeostasis, the ways in which the body maintains health and the effects of disease processes. The special senses, cardiovascular, lymphatic, immune, respiratory, digestive (including nutrition and metabolism), urinary, fluid and electrolyte balance along with acid-base balance, and reproductive systems will be explained. Genetics and heredity will also be explained in this course. The physiological effects of aging will also be integrated into the discussion of each body system.

Prerequisite(s): AP101

NUT100: NUTRITION ACROSS THE LIFESPAN

Content stresses that healthy nutrition is required and utilized to promote, maintain, and restore health. This course will present the principles of good nutrition and how the body uses nutrition for growth, development, maintenance, and restoration of health. The basic principles of chemistry, microbiology, and biology are discussed to enhance the practical nursing student in developing a scientific foundation pertaining to nutrition. Metabolic stress, physiologic adaptation, nutritional needs including enteral and parenteral nutrition support and the nurse's role related to health and illness throughout the lifespan are emphasized. Application of the nursing process is integrated in the required course textbook and throughout the course. Healthy People 2020 objectives pertaining to nutrition, ChooseMyPlate.gov, nutrient resources, government resources, and community-based nutrition information resources are also discussed.

Prerequisite(s): None

PHARM101: PHARMACOLOGY I

The Medical Dosage Calculations course provides nursing students with the essential information that is the basis for accurate dosage calculations and safe medication administration. Critical thinking skills are applied to real-life patient care situations to emphasize the importance of accurate dosage calculations

and the avoidance of medication errors in a just culture of practice. Abbreviations, examples, and medication dosage calculation problems comply with current standards of practice from The Joint Commission and the Institute for Safe Medication Practices.

Prerequisite(s): None

PHARM102: IV THERAPY & PHARMACOLOGY II

This course will prepare the student nurse to administer prescribed medication therapies safely within the scope of practice for a practical nurse. The six rights of medication administration will be taught. Identifying the major classes of drugs and the nursing implications will be discussed. Adverse and side effects of various drugs will be explained. The drugs affecting the central nervous system, respiratory, cardiovascular, renal, and gastrointestinal systems will be explained with emphasis on the mechanism of action, use, adverse effects, and dosages. Hormones and steroids will also be explored. Medication administration to various age groups will be discussed as well. Patient teaching related to medications will also be reinforced. Theory in intravenous therapy administration is provided in accordance with the rules and regulations of the Ohio Board of Nursing. Students will review fluid and electrolyte balance. The principles of infection and infection control measures will be discussed. Students will be instructed as to various IV infusion systems. Peripheral intravenous therapy will be discussed and demonstrated. Complications of IV therapy such as phlebitis, catheter dislodgement, occlusions, thrombosis, and others will be discussed. Systemic complications will also be presented. Calculation of IV infusion rates pertaining to electronic and gravity infusion will be performed. Documentation of IV insertion and any complications will be discussed and practiced.

Prerequisite(s): PHARM101

PNUR101: NURSING FUNDAMENTALS

Nursing Fundamentals is an introductory course that is designed to establish the foundations of basic nursing knowledge, attitudes, and skills necessary for beginning nursing students. This course presents nursing concepts for individuals across the lifespan. Additionally, the concepts of health, environment, person, and nursing are presented as the core structure of this nursing course. Critical thinking, communication, and adaptation are introduced as concepts that are essential to nursing. This course combines theory with a laboratory nursing skills component. In the skills lab hand washing, isolation precautions, medical and surgical asepsis, body mechanics, obtaining vital signs, physical assessment, specimen collection, urinary catheterization, medication administration, and other nursing skills will be practiced.

Prerequisite(s): None

PNUR102: NURSING I

Medical-Surgical Nursing focuses on nursing practice with adults experiencing a variety of acute and chronic alterations in health. Health promotion strategies and health care principles are explained based on body systems with emphasis on presenting symptoms. Common disorders of the various body systems involving neurologic, musculoskeletal, cardiovascular, respiratory, integumentary, endocrine, gastrointestinal, and genitourinary systems will be covered and will address medical treatment, surgical procedures and aseptic technique, preoperative care, and complications associated with surgery. Community resources will also be identified.

End-of-life care will also be explored including ethical, legal, and sociocultural concerns. Care of the adult and family and family life processes and adaptation are discussed. **Pharmacotherapy is also emphasized.** Application of the nursing process occurs throughout the course.

Clinical experiences in providing and documenting patient care are integrated throughout the course. The student will receive supervised nursing practice to enhance the learning process. Clinical experiences are planned to provide opportunities to apply theoretical concepts and nursing skills in clinical practice with guidance and direction, supervision and evaluation by the nursing instructor or a teaching assistant.

Prerequisite(s): PNUR101

PNUR103: NURSING II

This course explores basic concepts and trends in mental health nursing. Therapeutic modalities and patient behavior management are discussed. Emphasis is placed on using the nursing process and meeting the basic human needs of patients with mental health problems. An overview of maternal/obstetrical nursing and associated care will be presented. Geriatrics will also be explained as a population with diverse needs.

Prerequisite(s): PHARM102, PNUR102

PNUR104: MATERNAL AND CHILD NURSING

This course provides an overview of pediatric nursing and child health with regards to common illnesses, major health issues, and maintaining wellness. The practical nurse's role in supporting and guiding health outcomes of the child and family will be explained.

Prerequisite(s): PHARM102, PNUR102

PNUR107: EXIT REVIEW COURSE

This course is specifically designed to assist nursing students to prepare for the National Council State Boards of Nursing (NCSBN) National Council Licensure Examination for the practical nurse (NCLEX-PN) with the goal of being successful on the examination to be eligible for licensure as a licensed practical nurse. This course provides the student opportunities to assess the level of preparedness for the exam, and to identify any weak areas in the student's knowledge and clinical judgment. Computer operations involving online test taking and test taking strategies will be presented. Guidance in preparing the NCLEX-PN Examination application to the Ohio Board of Nursing will be provided. The course also involves an on-site review course taught by an experienced consultant in NCLEX preparation.

Prerequisite(s): AP102, PHARM102, PNUR102

PNUR108: MENTAL HEALTH

General Psychology will provide an introduction to the study of theories and applications of psychology. The course will cover an overview of the functioning of the nervous system including development, sensation and perception, learning, memory, emotions, cognition, intelligence, personality, consciousness, motivation, stress, and social processes as applied to the behavior of humans. The course will also emphasize components of human caring essential to the nurse's role.

Prerequisite(s): PHARM101, PNUR201

CALENDARS & HOLIDAYS

HPI 2026 ACADEMIC CALENDAR

SUMMER 2026	DATES
Deadline to Register	April 18, 2026
Tuition Deadline	May 1, 2026
Classes Begin	May 5, 2026
Midterm Week	June 23 - June 27, 2026
End of Semester	August 15, 2026
Semester Break	August 16 - September 1, 2026

FALL 2026	DATES
Deadline to Register	August 16, 2026
Tuition Deadline	August 28, 2026
Classes Begin	September 2, 2026
Midterm Week	October 20 - October 24, 2026
End of Semester	December 12, 2026
Semester Break	December 13, 2026 - January 4, 2027

HPI 2027 ACADEMIC CALENDAR

SPRING 2027	DATES
Deadline to Register	December 19, 2026
Tuition Deadline	December 30, 2026
Classes Begin	January 5, 2027
Midterm Week	February 23 - February 27, 2027
End of Semester	April 17, 2027
Semester Break	April 18 - May 3, 2027

SUMMER 2027	DATES
Deadline to Register	April 17, 2027
Tuition Deadline	April 30, 2027
Classes Begin	May 4, 2027
Midterm Week	June 22 - June 26, 2027
End of Semester	August 14, 2027
Semester Break	August 15 - August 30, 2027

FALL 2027	DATES
Deadline to Register	August 14, 2027
Tuition Deadline	August 27, 2027
Classes Begin	August 31, 2027
Midterm Week	October 19 - October 22, 2027
End of Semester	December 11, 2027
Semester Break	December 12, 2027 - January 3, 2028

NATIONAL HOLIDAYS OBSERVED

New Year's Day, MLK, Memorial Day, Juneteenth, Independence Day, Labor Day, Thanksgiving Day, Friday after Thanksgiving, and Christmas Day

ACADEMIC POLICIES

ACADEMIC UNITS OF CREDITS AND DEFINITION OF CLOCK HOUR

Healthcare Professionals Institute usually starts new program cohorts each semester. HPI's programs are clock hour programs. Healthcare Professionals Institute defines one clock hour as a 60-minute period consisting of 50 minutes of instruction with a 10-minute break.

AUDITING COURSES

Students desiring to audit a course without taking the examination or receiving credit for the course may do so by registering to audit that course. Students desiring to audit a course must register in the usual manner and pay the normal tuition. Audited courses carry no credit and do not count as part of the student's course load.

AUDIO & VIDEO RECORDING POLICY

Ohio law (Ohio Rev. Code Ann. 2933.52(B)(4)) says it is not a crime to record or intercept if one person involved in the conversation gives consent.

PURPOSE/SUMMARY

The purpose of this policy is to set forth expectations regarding the recording of classes, meetings, or other conversations at the Institution, offsite at Institution organized events, and over the phone between members of our community. The intent of this policy is to strike a balance between the legitimate uses of audio and visual recordings, and concerns including compliance with the law, privacy, and protection of intellectual property. In an effort to comply with Ohio law, promote the freedom to share ideas and to respect the privacy of community members, the secret recording of meetings or other conversations is prohibited. Classes may be audio-recorded by the instructor, or by a student in the class with the prior consent of only the instructor. Video recordings require special handling and consent under this policy.

POLICY

It is expected that faculty, students, and staff will respect the privacy of other individuals in the workplace and educational setting. Consequently, the secret recording (audio or video) of classes, meetings, or other conversations, including telephone calls, is prohibited, as not compatible with the law or the promotion of an open exchange of ideas. Recordings may serve many legitimate academic and workplace purposes. However, the Institution does not condone recording of any Institution activities when participants are unaware that such recordings are being made. In order to promote an environment of trust and collegiality, recordings may be made only with the prior consent of the parties involved. Covert/secret recording of any in-person or telephone conversation or meeting occurring at the workplace, including any classroom or other educational setting, or conversations or meetings offsite that deal with workplace or educational matters is prohibited. Employees are also prohibited from arranging for others to record conversations, telephone calls or other work or educational activities, unless specifically permitted by the participants. It is also a violation of this policy to download recorded conversations to a computer, upload them to the internet, or otherwise share, transmit or publish such recordings without the prior written consent of all participants (unless the instructor has agreed in writing to such action and the recording is a recording of the instructor's class).

Classes may be **audio-recorded** by the instructor, or by a student in the class for personal use with the prior consent of only the instructor. Class participants should generally be informed when a class may be

recorded. However, instructors should not disclose the identity of students recording classes under an accommodation. Class recordings by students may not be downloaded to any computer, uploaded to the internet, or otherwise shared, transmitted, or published without the further, prior written consent of the instructor.

Video recordings present additional privacy concerns, and potential concerns with copyright and intellectual property issues. Therefore, video recordings should only be allowed under conditions completely understood and approved in advance in writing by the instructor. All students and other participants in a class or educational activity which will be video recorded must be informed of the recording. Video recordings shall not be publicly shared, such as on the internet or in public viewings, without the written consent of the instructor and others being recorded.

Surveillance cameras/equipment and software may be placed on campus by authorized campus personnel to prevent or deter crimes and protect public safety and to facilitate official Institution investigations into criminal activities or violations of campus policy.

Violation of Ohio Law may lead to criminal sanctions and/or exposure to civil liability. Within the Healthcare Professionals Institute, violation of this policy by a student may lead to disciplinary action. Violation of the policy by an employee may lead to disciplinary action up to possible termination.

COPYRIGHT INFRINGEMENT POLICY

The purpose of this policy is to outline responsibilities and procedures regarding the use of third-party copyright material, with the objectives of:

- Reducing student, staff and faculty exposure to the risks associated with the use of third-party copyright material;
- assisting students, faculty, and staff in making full legal use of the materials at their disposal by clearly identifying responsibilities; and
- promoting copyright compliance.

Copyright is an issue of particular seriousness because technology now allows the easy copying and transmission of some protected works. All members of the Healthcare Professionals Institute's community are responsible to comply with all legal statutes regarding intellectual property, including the Digital Millennium Copyright Act (DMCA). The Copyright Policy addresses this responsibility. The Copyright Policy also outlines the ownership of Information Technology intellectual property which will be generated within Healthcare Professionals Institute .

The term **"intellectual property rights"** generally refers to the ownership rights over a creative work. The most common types of intellectual property are trademarks, patents, and copyrights. Copyright is a form of protection of intellectual property provided by the laws of the United States to the authors of original works.

Federal copyright laws also protect the software available for use on computers at Healthcare Professionals Institute. The software that is for use by faculty, staff, and students may be used only on computing equipment as specified in the various software licenses. Faculty, staff, or students must not copy or reproduce any licensed software or intellectual property except as expressly permitted by the software license, author, or granting authority. Faculty, staff, and students may not use unauthorized copies of licensed software. Digital Millennium Copyright Act (DCMA) United States copyright law is based in the U.S. Constitution, giving Congress the authority "To promote the Progress of Science and useful Arts, by securing for

limited Times to Authors and Inventors the exclusive Right to their respective Writings and Discoveries." (Article I, sec. 8) Those exclusive rights to one's own intellectual property include literary, dramatic, musical, artistic, works in any medium (printed, digital, other recording media) as well as software. The DMCA of 1998 deals with transmission and use of digital works. The federal government requires colleges and universities to establish policies and plans to "combat unauthorized distribution of copyrighted materials by users of the institution's network without unduly interfering with the educational and research use of the network.

It is the responsibility of all students, faculty, and staff to understand and comply with US Copyright Law, in particular the Copyright Act of 1976 and DMCA. Additional information on U.S. copyright law is found on the United States Copyright Office Internet site. The DMCA prohibits downloading or distribution of copyrighted works without the owner's permission.

Examples of copyright infringement found in a postsecondary school setting:

- A faculty member places a number of full-text articles on a class Internet page that is accessible to anyone who can access the Internet.
- Students download MP3 files of music and videos files and send them to friends without the copyright holder permission.
- Students use BitTorrent or similar peer-to-peer file sharing utilities to download copyrighted music without permission from the copyright holder.
- Students use BitTorrent or similar peer-to-peer file sharing utilities to make copyrighted works stored on their hard drive available to others to download.
- A student prepares an Internet page assignment for a course and uses corporate logos without permission.
- Without the copyright holder's permission, a faculty member places an electronic copy of a standardized test on the department's Internet site.
- A staff member enhances the departmental Internet site with music that is downloaded and artwork that is scanned from a book, all without attribution or permission.
- A student scans a photograph that has been published and uses it without permission as the background of his/her Internet site.
- A student develops an e-commerce site for a class and, without permission, scans in photographs of products that came from commercial Internet sites.
- A student selects a segment of a movie and places it on their Internet site.

OPEN COMMUNICATION

Healthcare Professionals Institute faculty, administration, and staff offices are conveniently located to provide easy access to students. All members of the Healthcare Professionals Institute educational team maintain weekly office hours in order to be available for student interaction. Additionally, faculty members are available before and after class for student consultation.

Recognizing the busy schedules of our students, Healthcare Professionals Institute promotes the use of email as the most convenient method of communication. Students are responsible for checking their school email daily for important announcements and visiting the school website regularly for updates.

OWNERSHIP OF WORK

Information technology intellectual property may be the result of work generated by Healthcare Professionals Institute employees in the scope of employment, and by students. The creator retains all rights to the following types of intellectual property, without limitation: books (including textbooks), educational courseware,

articles, non-fiction, novels, poems, musical works, dramatic works including any accompanying music, pantomimes and choreographic works, pictorial, graphic and sculptural works, motion pictures and other similar audio-visual works, and sound recordings, regardless of the level of use of university facilities. The use of Healthcare Professionals Institute owned computers and other facilities in the preparation of books and similar works does not alter this provision.

This Policy applies to all staff, students, and faculty. The scope of this Policy is limited to specifying responsibilities and procedures regarding:

- the use of third-party copyright material for teaching, learning, research, or administrative purposes; and
- any other use of third-party copyright material not covered by the Music, Video and Software Piracy Policy.

Members of the Healthcare Professionals Institute community are expected to follow copyright law, Title 17 of the United States Code, while fulfilling the core mission of teaching, and extending knowledge and creativity in all areas. The provisions in the copyright law allow an author, artist, composer, or other creator of a work to control the use of his or her work by others, with important exceptions. Copyright protections and the accompanying exceptions extend to print and digital formats of literary works, musical works, unpublished materials such as manuscripts, dramatic works, pantomimes and choreographic works, pictorial and graphic works, sculpture, motion pictures and other audiovisual works, sound recordings and architectural works. Failure to observe copyright or license agreements may result in disciplinary action from the School and/or legal action by the copyright owner.

STUDENT ACADEMIC GUIDANCE AND ADVISING

If a student identifies a need for academic assistance, it is the student's responsibility to contact his/her instructor(s) for a discussion of the issue and for guidance in correcting the academic problem. Faculty who identify an academic problem with a student may arrange a meeting with the student to address the issue. For the official record, the student must complete a form with their academic issues and properly address it with the primary instructor followed by the nursing program administrator if desired. If a student has a verifiable disability; documentation is required.

The faculty and Program Administrator are available for academic advising. Any problem affecting the student's performance in the program may be identified and discussed. However, students with social, emotional, and psychological problems of an ongoing nature will be provided with community resources and professionals.

Personal or family problems may present barriers to successful completion of education. Community support services are available in Franklin County on sliding scale cost for students in need of help. Refer to Connecting Mental Health America Franklin County 2323 W. Fifth Ave., Suite 160. Columbus, OH 43204 (614) 221-1441 | fax (614) 221-1491.

ACADEMIC RECORDS AND TRANSCRIPT CONTROL

Student Records shall be maintained by Healthcare Professionals Institute for a period of five years from the last day of attendance. Student transcripts must be kept on file permanently. Current students' records will be stored on functioning devices which allow staff to immediately reproduce exact, legible printed copies as needed. Records will be stored on the campus server and in the record keeping office in fire resistant cabinets. All students attending Healthcare Professionals Institute shall have the right to inspect, review and challenge their academic records; including grades, attendance, advising and any additional

information contained in their education record.

Students may request a review of their records by completing the Student Academic Records Request form and submitting to the Campus President at the address in this Catalog. Requests for review will be granted within 45 days. The review will be allowed during regular campus hours under appropriate supervision. Students may also obtain copies of their records for a nominal charge of 0.10 cents per page.

All records that are required to be maintained shall be immediately available for inspection and copying during normal business hours by regulatory Ohio officials and any entity authorized to conduct reviews, inspections, and investigations. Personnel will be present at all times during normal business hours to explain and access student records to authorized persons for the purpose of inspecting and copying as dictated under Ohio law. Ohio Administrative Code 4723-5-21 states that the administrator of the program shall maintain records including the following:

Records for currently enrolled nursing students that include:

- (1) Admission or transfer records;
- (2) Transcripts;
- (3) Clinical experience evaluation records for each clinical course that reflect the student's achievement of the specific behavioral and cognitive skills and outcomes to successfully complete the course and to engage in safe and effective nursing practice;
- (4) Laboratory evaluation records for each course regarding nursing care of obstetrical patients, immediate newborns, and pediatric patients, where high fidelity or mid or moderate fidelity simulation is used, that reflect the student's achievement of the specific behavioral and cognitive skills and outcomes to successfully complete the course, and to engage in safe and effective nursing practice; and
- (5) Laboratory experience evaluation records for each course containing laboratory hours that reflect the student's achievement of the specific behavioral and cognitive skills and outcomes to successfully complete the course, and to engage in safe and effective nursing practice. Also, the records for all graduates of the program shall include complete transcripts indicating the credential granted and the date of completion of the program.

The Family Educational Rights and Privacy Act of 1974 (FERPA) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA affords students who have attended a post-secondary institution the following rights related to their education records:

- Inspect and review information in your education record
- Request amendment of your education record
- Consent to disclosure of personally identifiable information in your education record
- File a complaint with the U.S. Department of Education (Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202)

Access to the permanent educational record is guaranteed to every student, subject only to reasonable regulation as to time, place, and supervision. Transcripts of academic records are issued by the Healthcare Professionals Institute office personnel. Official transcripts are released to other institutions of education or agencies upon a student's written request, and only after the student has completed at least one course at Healthcare Professionals Institute without any outstanding balance due to the school. **There is a \$15 transcript processing fee for all transcript requests and all requests will be processed within 7-10 Business days.**

CONFIDENTIALITY POLICY

The Healthcare Professionals Institute protects the privacy of student records, including address, e-mail address, phone number, grades, financial information, and attendance records.

TRANSFERABILITY OF CREDIT

The Healthcare Professionals Institute does not guarantee the transferability of its credit to any other educational institution. Acceptability of credits is solely at the discretion of the accepting institution.

TRANSFER OF CREDIT AND ADVANCED PLACEMENT POLICY

Healthcare Professionals Institute will consider accepting transfer credits or clock hours earned at another institution for the courses Anatomy and Physiology I (A&P I), Anatomy and Physiology II (A&P II), And Nutrition Across the Life Span provided that the following criteria are met:

1. The institution is accredited by an agency recognized by the U. S. Department of Education or by the Council on Higher Education Accreditation
2. The course or courses being transferred are a part of a practical nurse curriculum that has been approved and/or accredited by the Ohio Board of Nursing, by an accrediting agency recognized by the U. S. Department of Education, or by an accrediting agency that is a member of the Council for Higher Education Accreditation
3. The course or courses are determined to be comparable in both content and duration to a course or courses offered by Academia and with a minimum grade of B. The transfer course will have a grade "T" in the transcript.
4. The course was completed within two years of the date that the student is applying for admission into Healthcare Professionals Institute .
5. Requests for transfer of credit must be made in writing. An official transcript must be sent directly to Healthcare Professionals Institute from the institution that the transferring student attended. A copy of a detailed syllabus for the course and outline of the course's content must be provided. The nursing program administrator and/or the designee will make the determination if the course or courses requested for transfer credit meet all required criteria, and transfer credit will be granted. The decision of the nursing program administrator is final and not appealable.

Tuition will be adjusted and prorated based on how many credit hours are accepted for transfer.

For Individuals with experience in the armed forces of the United States, or in the National Guard or in a reserve component, the nursing program administrator will review the military education and skills training that may be applicable to HPI's curriculum. If the military education and or skills are substantially equivalent to content required in the HPI curriculum, transfer credit will be awarded and noted on the transcript as Military Credit.

STUDENTS RECEIVING TRANSFER CREDIT

The GPA will only be calculated on grades earned at Healthcare Professionals Institute. Grades earned on credits transferred into HPI will not be included in the GPA and will be recorded on the student's transcript as a T. Students will be awarded clock hours for any course for which transfer of credit is approved. These clock hours will be counted as hours attempted and completed for purposes of evaluation and progress toward the maximum time frame.

NOTICE OF NON-DISCRIMINATION

Healthcare Professionals Institute celebrates diversity and strongly believes all persons should be treated with dignity and respect. Healthcare Professionals Institute admits students of any race, color, nationality, or ethnicity. Healthcare Professionals Institute grants all students equal access to its academic programs, financial assistance programs, activities, and facilities. The Institute does not discriminate on the basis of race, color, national and ethnic origin, ancestry, citizenship status, creed, religion, sex, age, marital status, disability, public assistance status, veteran status, or sexual orientation in administration of its educational, admissions, or employment policies and practices. Healthcare Professionals Institute also complies with all applicable federal and local laws pertaining to nondiscrimination and equal opportunity. Any student who believes that he/she is being or may have been subjected to discrimination must report it immediately to the nursing program administrator or an accessible school administration employee.

BACKGROUND CHECK LAW

The law (SB 160) requiring certain employers/providers to obtain a criminal record check through the Bureau of Criminal Identification and Investigation persons under final consideration for employment became effective January 27, 1997. The provisions apply only to individuals who seek employment on or after the effective date of the law.

The providers covered under the new law include nursing homes, hospital units certified as a skilled nursing facility or a nursing facility, county or district home, home health and any other provider that participates in PASSPORT. Any potential employee that will be providing direct care to a person age 60 or older must have the background check. Each facility will evaluate which positions are considered "direct care." The law applies to part-time and temporary employees but not volunteers. In addition, it does not appear that students who are providing direct care as part of their nursing education program fall within the law's reach.

When the background check reveals that the potential employee has been convicted of certain specific offenses or when the information needed to perform the background check is not provided the individual cannot be hired or must be terminated if conditionally employed pending the results of the check. Conditional employment may not exceed 60 days.

The law does not contain a provision allowing individuals with an unacceptable background check to be employed under certain circumstances. The Ohio Department of Health and the Ohio Department of Aging have been directed to develop rules that identify "character standards" an individual must meet to become employable. The Healthcare Professionals Institute holds no liability to financially refund fees or other related school expenses if the student completes the program of learning and is denied employment.

HEALTHCARE RECORD

Students must notify the school of any changes to their health record. Students who have a change in health status during the nursing program (i.e. injury, illness, pregnancy, childbirth) must submit an updated Health Clearance Form in order to continue or resume participation in clinical experiences. Furnishing false information, misrepresentation, or failure to disclose required information at any time is a violation of Healthcare Professionals Institute policies and will result in disciplinary action including suspension or dismissal.

ATTENDANCE POLICY

The student's presence in all classes, labs and clinical areas is important. All students must be present at least 85% of all scheduled class hours and receive a grade of 78% or greater to be successful in all courses. Three tardies/leave early's will be counted as one absence; 10 minutes late or more is considered a tardy. Students not present at the final roll call will be considered a leave early. Students who have a tardy **and** leave early in the same course will be considered absent. Students who are absent for 14 consecutive calendar days without an approved leave of absence will be administratively withdrawn from the program.

The following documented absences may be considered excused. Excused absences are considered absences for calculating a student's attendance rate. However, students are not charged the make-up hour fees for excused absences as noted in the tuition and fees chart. Excused absences do not apply to pre-class/out-of-class assignments. All required classroom work is expected to be completed and submitted on time, if possible, depending on the circumstance of the excused absence. In a situation where the absence is expected to last for more than 2 weeks, students should review the Leave of Absence policy to see if it is applicable to their situation. Excused absences include the following:

- **Court Appearance** – Applicable only when a student is mandated to appear in court for an action in which he/she is a third party or witness. Documentation will be required.
- **Military Duty** – All military personnel requesting an excused absence must submit a copy of their orders to the Campus Executive Director/Program Manager or designee prior to the missed time.
- **Medical Situation/Serious Illness** – If a student suffers personal illness or injury, either a verifiable written doctor's note excusing participation in school or documentation of the stay in the hospital will be required.
- **Bereavement** – Applicable in the event of the death of an immediate member (Parent, Spouse, Child) and not to exceed 3 days. Documentation (e.g. newspaper notice, funeral notice, obituary, or church handout) is required.
- **Jury Duty** – Documentation required (stamped jury duty form from court).

Other situations may be considered on a case-by-case basis. If a student believes they have an extenuating circumstance that should be excused, the student should contact the Director of Academic Operations & Support to discuss the situation.

The documentation listed above for approved excused absences should be presented to the Director of Academic Operations & Support upon returning to school, or in advance when applicable.

The following rules shall be utilized for specific class types.

THEORY (LECTURE) DAYS

ATTENDANCE

Students are to be present for all class sessions, especially scheduled explanations and projects. The student will notify the instructor in advance of an absence, when possible. All required classroom work is expected to be completed and submitted on time. All students must be present at least 85% of all scheduled class hours. Students who do not turn on their cameras during class will be marked as absent, as will students who are not actively engaged in the class (ie, driving, shopping, etc.).

EVALUATION

It is expected that students will complete explanations on the scheduled day. Students are expected to notify faculty that an exam will be missed due to an excused absence circumstance (see approved excused absence reasons above), prior to the exam test date, when possible. The instructor will notify the Director of Academic Operations & Support of the missed exam due to be scheduled upon receipt of documentation of the circumstance. Students who do not have the required documentation to support missing the exam will receive a grade of zero (0) for that exam. If allowed, the missed exam must be taken within one week of the original exam date, and may be scheduled on a Friday. It must be taken under school supervision, though it does not have to be with the instructor assigned for the class. Only one make-up exam is allowed per course. Additional missed exams will result in a grade of zero (0) for that exam.

LABORATORY DAYS

ATTENDANCE

Students must attend 100% of all lab course hours to successfully pass the course. Two lab makeup days are permitted, and the student must pay the lab make-up fee before the scheduled makeup date for each missed lab day. A student who misses more than 2 lab days in an individual course in a semester will fail that course. Students who have absences in the lab must pay the lab make-up fees prior to making up any missed hours. Make up of all missed hours must be done within a week of the absence, and is required to successfully pass the course. All procedures and assignments are required to be made up as determined by the lab faculty, and are required to be made up satisfactorily in the semester in which they are missed, and must be made up outside of the regular scheduled class time, including Fridays.

EVALUATION

Students are expected to be present for all skills demonstrations and to practice skills prior to presenting for checkoffs with instructors. The skills laboratory can be scheduled for practice. Each student must practice prior to presenting for checkoffs. It is recommended peers practice and critique each other in order to be prepared. Each student is permitted three attempts to demonstrate proficiency in the required skill. In the event that the student requires an additional attempt to perform any procedure, a learning contract will be developed with the instructor with specific dates for the procedure to be satisfactorily completed. Students will also be required to pay the lab make-up fees for every additional attempt after three failed attempts. All procedures must be satisfactorily performed by the student to progress in their program.

CLINICAL DAYS

ATTENDANCE

Students must attend 100% of all lab course hours to successfully pass the course. Students missing clinical(s) may result in the student not meeting the course objectives that may lead to failure of the course. In the event of a documented excused absence circumstance, it is required that the student calls the clinical instructor and the nursing office at 424-361-4002 to report the absence. The student must make immediate arrangements with the clinical instructor for a makeup clinical day. Two clinical makeup days are permitted, and the student must pay the clinical make-up fee before the scheduled makeup date for each missed clinical day. A student who misses more than 2 clinical days in a semester will fail that course. Each missed clinical session must be made up during the semester in which they were missed, and the student will be charged for the makeup clinical days. Students who do not complete missed clinical sessions by the end of the semester in which they were missed will fail the course.

EVALUATION

Clinical evaluation is carried out through the use of clinical performance evaluation tools. At the end of semester, the student and faculty review the student's performance using the tool. Feedback will be provided to the student at any time the clinical performance requires improvement. A conference may be scheduled for sharing the evaluation. All evaluations will be placed in the currently enrolled student's file and remain in the file while the student is active in the program.

The clinical experience is graded in the following manner:

- **S** - Satisfactory - student consistently performs competently.
- **U** - Unsatisfactory-consistently needs supervision to perform objectives competently or performs objective incompetently. More than two unsatisfactory clinical evaluations in a semester may result in an unsatisfactory for the course associated with the clinical and may result in failure of the course. A student is allowed additional attempts to perform satisfactorily on clinical evaluations that were scored unsatisfactory. Each unsatisfactory clinical evaluation attempt must be made up during the semester in which they failed, and the student will be charged for the makeup clinical evaluation days.

PUNCTUALITY/CUTTING CLASS

Punctuality is a necessary component of the nursing profession to develop habits that reflect responsibility and accountability. Punctuality at scheduled class, lab and clinical time is expected of all students and daily attendance will be recorded. A student cannot miss more than 15% of a course's hours or they will fail the course. Students who leave class, skills lab or clinical early prior to the scheduled end or who fail to return on time from break, or leave class early, will be considered late for that day. **Three late arrivals and/or early departures (15 minutes or more) will be considered as 1 absence**, which will count towards the maximum 15%. Students who attend class but miss more than 50% of the total class hours will be considered as absent.

LEAVE OF ABSENCE

A leave of absence may be granted for emergency situations such as a serious illness, debilitating injury, or death in the immediate family. A student who is facing exceptionally documented circumstances and unable to continue can withdraw from all courses if a formal request is made to the Nursing Program Administrator prior to midterm. A student must submit a written request for a leave of absence in advance of the beginning date of the leave of absence, unless unforeseen circumstances prevent the student from doing so. If a student is unable to request in person, email or over the phone is acceptable. The request can also be mailed by a relative or legal guardian. The student must sign and date the leave of absence request and specify a reason for the leave. The student must attest to understanding the procedures and implications for returning or failing to return to his/her course of study. Failure to return from an approved leave of absence on the specific date will result in the administrative withdrawal of the student. HPI will document its approval decision relative to the leave of absence request in accordance with this policy.

No additional charges will be assessed as a result of the leave of absence. A leave of absence can be no longer than one half of the length of the program. Any individual leave of absence may be up to one (1) semester. Multiple leaves of absence may be permitted provided the total of the leaves does not exceed one half of the length of the program.

CANCELLATION OF COURSES

Healthcare Professionals Institute will process a refund for canceled courses. The school reserves the right to cancel a course if there is insufficient enrollment. Any such cancellation is always done prior to the first day of class. Affected students are notified by phone, email, and/or mail and are given assistance in enrolling in an equally suitable course.

REPEATING A COURSE

A student can repeat one to two failed courses per semester depending on the number of courses the student is taking in an attempt to earn a passing grade. A student can only repeat the same course twice. Any student who fails the same course two times will be academically dismissed from the program. Students who are academically dismissed due to failing the same course twice may be eligible for readmissions(see readmissions policy). Each attempt counts as scheduled hours toward the Maximum Time Frame. Only the highest grade earned will be included in the computation of the cumulative grade point average. The student transcript will list each course in which a student has enrolled and earned a grade. The failing grade will be changed to a grade of R on the transcript indicating that a particular course has been repeated. Students must pay the current tuition rate for any repeated course.

OFFICIAL WITHDRAWALS

An Official Withdrawal is one in which the student has provided Healthcare Professionals Institute with notification of intent to end their enrollment, which can be done at any time. If a student wishes to withdraw from the Healthcare Professionals Institute, he or she must notify the Campus Executive Director. The notification may be made using any method, though written notification is preferred. The date the notification is received by the Campus Executive Director is the date of determination. The Campus Executive Director begins the withdrawal process when a notification is received. The refund calculation is completed using the last day of physical attendance (LDA). Any refund due to the student or third-party funding source is returned within the timeframes outlined in the Refund Policy.

A grade of W is assigned for the course of enrollment during which the student initiated an Official Withdrawal. The grade is not included in the calculation of the cumulative grade point average but will count as scheduled hours toward the Maximum Time Frame.

UNOFFICIAL WITHDRAWALS

An Unofficial Withdrawal is one in which the student has not provided Healthcare Professionals Institute with notice of intent to end their enrollment. Unofficial withdrawals are initiated by the Healthcare Professionals Institute and may be related to failure to meet attendance or SAP requirements, violation of the Code of Conduct, or other school policies. In the case of an Unofficial Withdrawal, the student's withdrawal date (date of determination) is the date that the Unofficial Withdrawal is initiated by Healthcare Professionals Institute. The refund calculation is completed using the last day of physical attendance (LDA). Any refund due to the student or third-party funding source is returned within the timeframes outlined in the Refund Policy.

A grade of W is assigned for the course of enrollment during which the Unofficial Withdrawal occurred. The grade is not included in the calculation of the cumulative grade point average but will count as scheduled hours toward the Maximum Time Frame.

GRADUATION REQUIREMENT/COMPLETION POLICY

The Practical Nursing student must:

1. Have successfully completed (grade of 2.0 (78.0%) or “C” or better) in all courses.
2. Satisfactorily completed laboratory and clinical experiences including the IV therapy content..
3. Each student in the PN program is required to successfully complete a review course that includes a capstone predictor exam. The capstone predictor exam is taken during the Exit Review Course, which is taken in the final semester of the program. Successful completion of the review course requires the student to achieve no less than the minimum required score on the capstone predictor exam. The specific information about the capstone predictor explanation and the required minimum score is in the course syllabus.
4. All financial obligations must be met, as verified by the financial aid department, prior to releasing the completion letter, receiving a diploma, and participating in the graduation ceremony.
5. Upon completion of the program and the successful meeting of all requirements students will be eligible for the NCLEX-PN
6. Students are responsible for filing their own application for the NCLEX-PN.

EVALUATION OF STUDENTS POLICY

HPI believes that evaluation is a means of determining the performance of the student at a given point in time in relation to a predetermined standard. Evaluation is meant to be a tool to assist the student in development and growth toward specific objectives.

COURSE AND PROGRAM EVALUATION

In course work, a student must maintain a 78.0% (percent) (C) average in each course to remain in the program, progress to the next semester and complete the curriculum. The student must also achieve satisfactory results in the laboratory and clinical areas as required by individual courses.

GRADING SCALE

The grading scale is as follows:

Letter Grade	Score or Type	GPA Points
A	93-100%	4.0
B	84- 92.9%	3.0
C	78- 83.9%	2.0
F	77.99 or below	0.0
T	Transfer credit	N/A
W	Withdrawal	N/A
R	Repeated Course	N/A
I	Incomplete	N/A
MC	Military Credit	N/A

T - GRADE:

A grade of T is assigned for a student's successful transfer of credits (or converted clock hours) earned from an accredited institution. Although the grade(s) earned for the transferred course will not be included in a calculation of the CGPA, the clock hours will be considered to be successfully completed and counted toward the maximum time frame for successful program completion.

W – GRADE:

A student who withdraws from a course will be assigned a grade of W for the course. The W grade is not included in the calculation of the CGPA, but the total clock hours will be counted toward the maximum time frame for successful program completion.

R – GRADE:

A grade of R is assigned in place of the original course grade in a course that is repeated. The R grade is not included in the calculation of the CGPA, but the total clock hours will be counted toward the maximum time frame for successful program completion.

MC - GRADE:

A grade of MC is assigned for a student who has received credit for military experience deemed relevant to the program by the nursing program administrator. Although the grade(s) earned for the transferred course will not be included in a calculation of the CGPA, the clock hours will be considered to be successfully completed and counted toward the maximum time frame for successful program completion.

I – GRADE:

It is the student's responsibility to complete all coursework within the prescribed time frames. Students may request a grade of Incomplete ("I") at the end of a grading period if they are passing the course at

that time and if the circumstances which are causing the student to request the Incomplete grade are beyond the student's control and prevent him/her from completing the required coursework by the last scheduled day of class. All incomplete coursework must be completed and submitted for grading within one calendar week from the last day of the completed academic semester. Any coursework not completed in this timeframe will receive a grade of 0 (zero) and the course grade will be determined in accordance with the criteria published in the course syllabus. In no case may a student progress to the next semester with a grade of "Incomplete." Each student is required to successfully complete an exit review/capstone course (PNUR107 or NUR 210) that includes a comprehensive competency exam. The exit review/capstone course is taken in the final semester of the program. Successful completion of the exit review/capstone course requires the student to achieve no less than the minimum required score on the comprehensive exam. The specific information about the comprehensive examination and required minimum score is in the course syllabus.

REMEDIAL COURSES

Healthcare Professionals Institute does not offer any remedial course

PROGRAM COMPLETION

Upon satisfactory completion of the entire curriculum, and meeting all financial obligations, the student will receive a Diploma. The graduate record will include a complete transcript which indicates that a Diploma was granted and the date that the student completed the program.

STUDENT PROGRESSION POLICY

HPI requires that each course be completed with a grade of 2.0 (78.0%) or better, and clinical experience and skills lab completed satisfactorily. Students who fail a course may be permitted to advance to the next semester of the program, while retaking the failed course, but will not be able to take a course for which the failed course is a prerequisite. Students in the program are expected to show consistent progress in their ability to utilize learning opportunities effectively, acquire and retain essential content with pertinent application in clinical practice, evaluate their own strengths and needs with respect to their educational goals, and seek appropriate assistance when indicated. If safety for the assigned client is an area of concern, the focus for immediate improvement is imperative. Each incident of a safety violation will be reviewed by the faculty and the nursing program administrator.

The faculty and nursing program administrator believe that evaluation is a means of determining the performance of the student at a given point in time in relation to a predetermined standard. Evaluation is meant to be a tool to assist the student in development and growth toward specific objectives.

SATISFACTORY ACADEMIC PROGRESS (SAP)

The Satisfactory Academic Progress Policy is applied consistently to all students, whether they are receiving Title IV Funds or not. Satisfactory Academic Progress is measured in two ways:

- **Qualitatively:** The Cumulative Grade Point Average (CGPA) is reviewed to ensure that the student is meeting a minimum 2.0 (78.0% - C) average at the conclusion of each evaluation period. All evaluation points for the qualitative measurement are at the end of each semester.
- **Quantitatively:** The student must be making progress towards completing the required number of hours for each evaluation period, enabling completion within the maximum time frame of the program (Maximum Time Frame Table).

A student must be meeting these standards to be considered meeting Satisfactory Academic Progress and in 'Good Standing.' Any student who has not achieved a minimum cumulative GPA of 2.0 (78.0%) or who has not successfully achieved a cumulative rate of progress at each required evaluation period is not considered in 'Good Standing' and is subject to the consequences outlined in this policy.

Maximum Time Frame

Students must complete their program within 150% of the normal program length. This length of time is considered the Maximum Time Frame. Students who reach their 150% program hour length will be placed on 'Probation' with no opportunity to appeal. Students are allowed to continue enrollment. It is the student's responsibility to pay for all charges acquired while on "Probation".

Evaluation Periods

Students will receive a grade report at the end of each course which includes their final grade and attendance for the course completed, as well as the cumulative GPA for all courses completed within the program. Formal evaluations will occur at the end of each semester and/or at the Maximum Time Frame evaluation point based on scheduled hours. Consistent with SAP measurements, the evaluations will assess each student's progress against the qualitative and quantitative standards previously identified.

Maximum Time Frame Table

The table below shows the minimum number of actual clock hours that the student must complete to remain in good standing and complete their program within the Maximum Time Frame at the end of each evaluation point.

Program Name	Program Clock Hours	Evaluation 1* (377 Minimum Hours Attempted)	Evaluation 2* (754 Minimum Hours Attempted)	Evaluation 3* (1130 Minimum Hours Attempted & Higher)	Maximum Time Frame*
Practical Nursing	1130 hours	124 hours (33% of 377)	377 hours (50% of 754)	753 hours (66.7% of 1130)	1695 Hours (150% of 1130)

* All evaluation points for the quantitative measurement are at the end of each semester.

Warning Period

If a student fails to meet the cumulative 2.0 (78.0%) grade average for any evaluation period, he or she will be placed on 'Warning' for the next evaluation period. If a student fails to meet the required progress percentage in the Maximum Time Frame Table, he or she will be placed on 'Warning' for the next evaluation period.

Students will be notified in writing when placed on 'Warning.' The notification will include the steps necessary to be removed from 'Warning' status. In addition, students will receive attendance and/or academic advising from the nursing program administrator. During this time, an academic improvement plan will be created to assist the student in achieving 'Good Standing' by the end of the 'Warning' period. If the student achieves 'Good Standing' by the end of the 'Warning' period, he or she will be removed from 'Warning' status.

If the student fails to achieve 'Good Standing' and meet satisfactory academic progress requirements at the end of the 'Warning' period, the student will be terminated from Healthcare Professionals Institute. The institution will notify the student in writing if he or she is being terminated for unsatisfactory academic progress. The student has the option to appeal termination by following the appeal process.

Appeal Process

The student may submit a written appeal of his/her termination within five calendar days of their receipt of the notice of termination. The appeal must be accompanied by documentation of mitigating circumstances that have prevented the student from obtaining 'Good Standing' and evidence that changes have occurred to allow the student to now meet standards of Satisfactory Academic Progress. Only extraordinary circumstances will be considered, such as, but not limited to, death or severe illness in the immediate family. Supporting documentation such as a physician's statement, accident report, or other such statements must be included as part of the appeal.

The Campus President will assess all appeals and determine whether the student may be permitted to continue in the school on a 'Probationary' status despite not meeting the Satisfactory Academic Progress requirements. The student will be sent a written decision within ten days of the receipt of the appeal. The decision of the Campus President is final.

In cases where an appeal is accepted, the student is placed on 'Probation' status through the next evaluation period. During this time, an academic improvement plan will be created to assist the student in achieving 'Good Standing' by the end of the 'Probation' period.

Probation Period

If a student fails to meet the Satisfactory Academic Progress standards at the end of the 'Warning' period, and successfully appeals the termination, he or she will be placed on 'Probation' status.

Students will be notified in writing when placed on 'Probation'. The notification will include the steps necessary to be removed from 'Probation' status. In addition, students will receive attendance and/or academic advising from the nursing program administrator. During this time, an academic improvement plan will be created to assist the student in achieving 'Good Standing' by the end of the 'Probation' period.

At the end of the evaluation period, and then at the end of every evaluation period thereafter, the student's academic status will be reviewed. If the student fails to meet the Satisfactory Academic

Progress requirements at the end of the 'Probation' period, the student will be terminated from the school.

LETTERS OF RECOMMENDATION

At the discretion of the faculty a letter of recommendation may be given to students upon request. To be eligible for a letter of recommendation and the student must:

- Have completed the course of study at HPI Practical Nursing Program.
- Have had no discipline reports during the program enrollment
- Have a zero (\$0) outstanding balance owed to HPI

This letter will be signed by the faculty member who generated the letter and the program.

ACADEMIC APPEALS POLICY

The Academic Appeals policy and process provides a vehicle by which students can appeal academic decisions or actions, such as final grades, consequences of attendance violations, or dismissal. Students who wish to appeal academic status/eligibility due to failure to maintain Satisfactory Academic Progress should see the Satisfactory Academic Progress policy within this Catalog. Students thinking about appealing a decision related to classroom policies such as decisions regarding attendance, course-specific testing, classroom assignments, or grades should first discuss their concerns with their instructor.

An academic appeal must be received within seven calendar days of the student being notified of the decision that he or she wishes to appeal. Appeals must be submitted in writing to the Director of Academic Operations & Support. The appeal must include a description of the academic decision the student is requesting be reviewed and as much documentation as possible substantiating the reason for review of the decision.

The Director of Academic Operations & Support will convene a meeting of the Academic Review Board, consisting of the Nursing Program Administrator and faculty that were not the instructor for the course if the issue is grade related. This meeting will be held within seven calendar days of receiving the student's written appeal. The student will be notified in writing via email of the Academic Review Board's decision. The notification will be sent no later than the end of the next business day after the Academic Review Board meeting.

If the student is appealing termination due to violation of the attendance policy the student will remain withdrawn from the school until the appeal is successful. If a student is appealing termination due to failing the same course twice, the student's letter of appeal must explain and document, to the satisfaction of the Academic Review Board, that had it not been for significant extenuating circumstances, the student would have passed one or both of the failed courses. Qualifying significant extenuating circumstances are very rare and are typically limited to temporary yet severe illness or injury, hospitalization, military duty, death of a family member, and incidents related to natural disasters.

Upon unanimous agreement of the Academic Review Board, the student will be granted Contingent Reinstatement. To satisfy the contingency and gain approval for reentry, the student must explain and document in writing, to the unanimous satisfaction of the Academic Review Board, that circumstances have substantially changed such that the previously identified contributing factors will no longer affect the student's academic performance. The Academic Review Board may also require a Student Success

Plan that will need to be met prior to reinstatement. The student will remain withdrawn from the school until the appeal is successful and the contingency is satisfied.

If the student believes that he or she still did not receive the appropriate due process, the student may file a grievance or complaint by following the procedure described in the grievance policy section of this Catalog. Dismissal can only be appealed if there are significant extenuating circumstances.

SUPERVISION OF STUDENTS POLICY

A faculty member of the nursing program will be responsible for planning the student's clinical experience and for evaluating the student's performance based upon objectives and student learning needs. Faculty and teaching assistants shall supervise student practice by providing guidance, direction, and support appropriate to the clinical situation. Supervision of the student shall be provided for each clinical experience involving the delivery of nursing care to an individual or group of individuals.

All experiences for a nursing student in a clinical setting involving the delivery of nursing care to an individual or group of individuals shall be performed under the direction of a faculty member who functions only as a faculty member during the nursing student's clinical experience. The faculty member providing direction shall: Establish clinical objectives or outcomes within the framework of the course in which the student is enrolled; Communicate clinical objectives or outcomes to: The student; The teaching assistant and the staff at the clinical site; Provide for orientation of each student to the clinical site, including introduction to staff; Make assignments, in conjunction with the teaching assistant for the student's experience, consistent with the specific objectives or outcomes of the course in which the student is enrolled; Provide for supervision of each student and evaluate the student's experience, achievement, and progress in relation to the clinical objectives or outcomes, with input from the teaching assistant if utilized. The ratio shall be no greater than 1 instructor to 10 students in the clinical setting (or less as appropriate for safe delivery of nursing care).

The teaching assistant providing supervision to the student shall at least: Have competence in the area of clinical practice in which the teaching assistant is providing supervision to a student; Design, at the direction of a faculty member, the student's clinical experience to achieve the stated objectives or outcomes of the nursing course in which the student is enrolled; Clarify with the faculty member: The role of the teaching assistant; The responsibilities of the faculty member; The course and clinical objectives or outcomes; The clinical experience evaluation tool; and contribute to the evaluation of the student's performance by providing information to the faculty member and the student regarding the student's achievement of established objectives or outcomes.

STUDENT ILLNESS CLASSROOM / CLINICAL

Prior to admission to HPI, it is recommended that the student obtain health insurance. This assures that all obligations will be met should an instance arise that requires medical attention.

A student who becomes ill during the school day, whether on school premises or off site at a clinical, the student should advise the instructor of his/her decision to leave. A determination will be made by the instructor, to the best of their ability and in collaboration with the student, if applicable, if the student needs immediate attention (i.e. EMS). Students with a potentially communicable disease should not participate in clinical activities. Students exhibiting symptoms of communicable diseases in the clinical setting may, at the discretion of the instructor, be removed from the clinical site.

Emergency care only will be rendered at the school (classroom/laboratory) and health care facility

(clinical site) in the event of illness or accident until EMS arrival. Any illness or injury during class/clinical time, regardless of degree, must be reported to the instructor at the time of the illness or accident occurs. An Incident Report Form for an accident must be completed and placed in the student file.

If an illness or injury requires the use of an ambulance for transportation to a hospital or medical center, the cost for such transportation and follow up care shall be the responsibility of the injured/ill student.

CLASSROOM AND LAB MANAGEMENT

All classrooms and learning labs are to be cleaned at the end of each day; this means putting away all equipment, making all beds etc. A student will be assigned to accomplish this task. All items are to be returned to the supply room and the room is to be left in order each day. A student may be assigned to assist. Each member of the class is expected to help keep our school neat and clean. Smoking is not permitted on the campuses. Smoking is also not permitted at any clinical site. Violation of this rule may result in probation and if repeated, dismissal from the program.

CELL PHONES

All cell phones must be turned off during all learning activities, including class and practice lab. NO cell phones are permitted at any clinical site. Failure to comply is considered breach of the Code of Conduct and will result in an Unsatisfactory for the clinical day.

UNIVERSAL/STANDARD PRECAUTIONS

Universal precautions will be followed at all times. This method of infection control requires the student to assume that all human blood and specified human body fluids are infectious for HBV, HIV, and other bloodborne pathogens. Where differentiation of types of body fluids is difficult or impossible, all body fluids are to be considered as potentially infectious.

INITIAL RESPONSE TO EXPOSURE

1. Immediately apply first aid as appropriate
2. Allow to bleed freely (for needle stick/puncture injury)
3. Wash thoroughly with soap and water
4. Mucous membrane: flush copiously with water
5. Eyes: Irrigate and/or flush copiously with water
6. Document the incident, including:
 - a. Route of exposure
 - b. How and when exposure occurred
 - c. The source individual, if known
7. Report exposure immediately to nursing or medical laboratory faculty and the appropriate supervisor on campus or at the clinical agency

INCIDENT REPORT

Incident reports involving students are not to be taken from the agency. Those involving patients will be sent to the nursing office. Those involving personal injury to the student will be sent to the Employee Health Office. The following will be implemented at the clinical site.

1. The Nursing Service will notify the school when an incident report involving a student is available for review.
2. The instructor and/or the Nursing Program Administrator will review the incident.
3. The instructor will write up a summary of the incident.
4. The Nursing Program Administrator will review the summary.

5. The summary will be signed by the instructor and the Nursing Program Administrator
6. A conference will be held with the student if necessary.
7. These reports will be filed in the student's folder.

The report(s) will be utilized for clinical evaluation purposes and may be used to support a decision that a student is unsafe in clinical practice.

NOTIFICATION OF CHANGES TO POLICIES

The student will be notified if any program policy is changed or altered, in writing 30 days prior to the expected change. Further, the program will not implement changes to policies for student progression, or requirements for completion of the program, for students enrolled in the program at the time the changes are adopted, to comply with Rule 4723-5-12 (B), Ohio Administrative Code.

STUDENT POLICIES

ANTI-HAZING POLICY

Healthcare Professionals Institute prohibits hazing as defined in this policy. The school will investigate and respond to all reports of hazing as outlined in this policy.

This regulation applies to all members of the school community, including faculty, staff, students, volunteers, organizations, and groups, as well as visitors and other licensees and invitees.

This Anti-Hazing Policy applies to conduct that occurs on-campus, off-campus (ex: clinical site), or through online activities, between two or more people who are affiliated with the school, or any student or other organization associated with the school.

Hazing is a serious offense of the Healthcare Professionals Institute Student Code of Conduct and, therefore, is subject to the full range of sanctions (reprimand, disciplinary probation, suspension, and expulsion). In addition, other educational activities may be required as conditions of the sanction. An individual, organization, or group may be subject to other outcomes in accordance with the applicable outside constituents or groups in which the student is involved, or their governing bodies. The school has the right to take action regardless of the actions of the governing body.

The Campus Executive Director shall coordinate the investigation of all hazing allegations. When appropriate, other senior administrators may handle certain aspects of the school's response. Local authorities may also be included in the investigation, as needed.

Additionally, the Campus Executive Director will assess the need for interim measures (e.g. suspension of current group activities). Every effort will be taken to complete the investigation in a timely manner. The hazing allegation will be investigated and resolved in keeping with the Student Code of Conduct process. At the point when a formal conduct charge is made against an organization, the national or oversight organization, if any, shall be notified. Criminal investigations resulting from a report to law enforcement will be handled by the appropriate law enforcement agency. Healthcare Professionals Institute may charge an individual or a group with a violation of this Hazing Policy via the Student Code of Conduct and/or other school rules, regulations, or policies.

Sanctions applied to organizations and/or individuals will be imposed in accordance with the severity of the violation and will be determined by the Campus Executive Director.

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.

Reporting an Incident: Student safety is our top priority, and we take all reports of misconduct seriously to protect everyone's health and well-being. Healthcare Professionals Institute depends on its community members to identify and report behaviors of concern so that the school can provide distressed students and employees with appropriate support services and resources.

We are all responsible for school safety. If you see any concerning behavior or suspicious behavior report it to the Executive Director at eafriyie@ohiohpi.edu.

Healthcare Professionals Institute 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.

Immediately upon learning of potential hazing, any employee with a duty to report violations of this policy who received a complaint of hazing or who observes or learns of conduct that is reasonably believed to be in violation of this policy is required to report the alleged conduct to the Campus Executive Director.

Employees with a duty to report violations of this policy include faculty and staff. Any volunteers or contractors engaged by the school have a duty to report violations of this policy of which they become aware in the course of their duties when these duties include responsibility for the safety and well-being of other members of the school community or if they have supervisory, evaluative, grading, or advisory responsibility over other members of the school community.

In addition to the duty to report hazing to the Campus Executive Director as identified in the prior paragraph, in some circumstances there is also a duty to report allegations of criminal conduct to law enforcement.

The school will maintain a report of all violations of this Policy that are reported to the school, and which result in a charge of violation of this Policy. The school will update the report annually each year and will post the updated report on the school's website.

Healthcare Professionals Institute 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. Healthcare Professionals Institute will maintain a record of individuals who have completed the program.

CODE OF CONDUCT POLICY

The student is expected to abide by the appropriate attitude and behavioral patterns expected of all nursing students in the program and which have implications for retention in the program over and above the meeting of individual course requirements.

HPI believes that there are certain attitudes and patterns of behavior that students of nursing must demonstrate for the competent and ethical practice of nursing. These attitudes and behaviors are expected of all students as they progress through the program; they are not germane to any one

particular course in the curriculum. They are described below in order that students understand that failure to meet the requirements--even though all curricular objectives are met--may be grounds for dismissal anytime during the program. Students must acknowledge the validity of these requirements from the time of entry into the program and give evidence of fulfilling them from the beginning.

Students will be accountable for:

1. Assuming responsibility for own learning as evidenced by:
 - a. Participating in theoretical and clinical assignments.
 - b. Initializing questions and discussions with the instructors for clarification and validation of the results of their independent study
 - c. Seeking new learning experiences in the classroom, practice laboratory and clinical settings.
 - d. Accepting and implementing constructive criticism and suggestions.
 - e. Integrating the objectives of each semester and continually applying previously learned concepts in each new situation.
 - f. Maintaining own grade points for each learning activity in each course.
 - g. Arriving at class/clinical on time and returning from breaks at designated time.
2. Displaying integrity in personal, educational, and professional activities as evidenced by:
 - a. Honesty - including, but not limited to, following the program policy on cheating and plagiarism.
 - b. Adherence to community laws, rules and regulations of the program and policies and procedures of all clinical sites.
 - c. Respect for the dignity and rights of all persons - peers, patients, personnel, and faculty.
 - d. Assume responsibility to provide only that nursing care for which the student is adequately prepared and seek supervision for those activities in which he/she lacks experience.
3. Demonstrating responsibility for own behavior as evidenced by:
 - a. Consistent and prompt attendance at all scheduled learning experiences.
 - b. Consistent and prompt completion of all assignments.
4. Following the dress code.
5. Maintaining good health habits.
6. Consistently displaying respect and a collegial attitude toward all students and staff. In the event that a student displays inappropriate conduct or unprofessional behavior, including sexual harassment, that is disruptive to the educational process or if he/she performs potentially unsafe practices, the faculty and nursing program administrator may deem probation to be necessary for the involved student(s).

Some violations may be severe enough for the student to be on probation for the remainder of the program. In the event there is any display of misconduct during this period of probation this may result in termination from HPI.

The student will maintain confidentiality as directed on the Confidentiality Form. Students will be required to sign documents regarding confidentiality and HIPAA regulations. These documents are extremely important and, in part, define the legal boundaries of nursing practice. If at any time it is determined that confidentiality has been breached the student may be dismissed from the program without a probationary period.

Further, a student at HPI must adhere to the following standards and rules of safe nursing practice, set forth by the Ohio Board of Nursing in Chapter 4723-5-12 (C) of the Ohio Administrative Code available at www.nursing.ohio.gov

- (1) A student shall, in a complete, accurate, and timely manner, report and document nursing assessments or observations, the care provided by the student for the patient, and the patient's response to that care.
- (2) A student shall, in an accurate and timely manner, report to the appropriate practitioner errors in or deviations from the current valid order
- (3) A student shall not falsify any patient record, or any other document prepared or utilized in the course of, or in conjunction with, nursing practice. This includes, but is not limited to, case management documents or reports, time records or reports, and other documents related to billing for nursing services.
- (4) A student shall implement measures to promote a safe environment for each patient.
- (5) A student shall delineate, establish, and maintain professional boundaries with each patient.
- (6) At all times when a student is providing direct nursing care to a patient the student shall:
 - (a) Provide privacy during explanation or treatment and in the care of personal or bodily needs; and
 - (b) Treat each patient with courtesy, respect, and with full recognition of dignity and individuality.
- (7) A student shall practice within the appropriate scope of practice as set forth in division (B) of section 4723.01 and division (B)(20) of section 4723.28 of the Revised Code for a registered nurse, and division (F) of section 4723.01 and division (B)(21) of section 4723.28 of the Revised Code for a practical nurse;
- (8) A student shall use universal and standard precautions established by Chapter 4723-20 of the Administrative Code;
- (9) A student shall not:
 - (a) Engage in behavior that causes or may cause physical, verbal, mental, or emotional abuse to
 - (b) patient;
 - (c) Engage in behavior toward a patient that may reasonably be interpreted as physical, verbal, mental, or emotional abuse.
- (10) A student shall not misappropriate a patient's property or:
 - (a) Engage in behavior to seek or obtain personal gain at the patient's expense;
 - (b) Engage in behavior that may reasonably be interpreted as behavior to seek or obtain personal gain at the patient's expense;
 - (c) Engage in behavior that constitutes inappropriate involvement in the patient's personal relationships; or
 - (d) Engage in behavior that may reasonably be interpreted as inappropriate involvement in the patient's personal relationships.

For the purpose of this paragraph, the patient is always presumed incapable of giving free, full, or informed consent to the behaviors by the student set forth in this paragraph.

- (11) A student shall not:
 - (a) Engage in sexual conduct with a patient;
 - (b) Engage in conduct in the course of practice that may reasonably be interpreted as sexual;
 - (c) Engage in

- (d) any verbal behavior that is seductive or sexually demeaning to a patient;
- (e) Engage in verbal behavior that may reasonably be interpreted as seductive, or sexually demeaning to a patient.

For the purpose of this paragraph, the patient is always presumed incapable of giving free, full, or informed consent to sexual activity with the student.

- (12) A student shall not, regardless of whether the contact or verbal behavior is consensual, engage with a patient other than the spouse of the student in any of the following:
 - (a) Sexual contact, as defined in section 2907.01 of the Revised Code;
 - (b) Verbal behavior that is sexually demeaning to the patient or may be reasonably interpreted by the patient as sexually demeaning.
- (13) A student shall not self-administer or otherwise take into the body any dangerous drug, as defined in section 4729.01 of the Revised Code, in any way not in accordance with a legal, valid prescription issued for the student, or self-administer or otherwise take into the body any drug that is a schedule I controlled substance.
- (14) A student shall not habitually or excessively use controlled substances, other habit-forming drugs, or alcohol or other chemical substances to an extent that impairs ability to practice.
- (15) A student shall not have impairment of the ability to practice according to acceptable and prevailing standards of safe nursing care because of the use of drugs, alcohol, or other chemical substances.
- (16) A student shall not have impairment of the ability to practice according to acceptable and prevailing standards of safe nursing care because of a physical or mental disability.
- (17) A student shall not assault or cause harm to a patient or deprive a patient of the means to summon assistance.
- (18) A student shall not misappropriate or attempt to misappropriate money or anything of value by intentional misrepresentation or material deception in the course of practice.
- (19) A student shall not have been adjudicated by a probate court of being mentally ill or mentally incompetent, unless restored to competency by the court.
- (20) A student shall not aid and abet a person in that person's practice of nursing without a license, practice as a dialysis technician without a certificate issued by the board, or administration of medications as a medication aide without a certificate issued by the board.
- (21) A student shall not prescribe any drug or device to perform or induce an abortion, or otherwise perform or induce an abortion.
- (22) A student shall not assist suicide as defined in section 3795.01 of the Revised Code.
- (23) A student shall not submit or cause to be submitted any false, misleading or deceptive statements, information, or document to the nursing program, its administrators, faculty, teaching assistants, preceptors, or to the board.
- (24) A student shall maintain the confidentiality of patient information. The student shall communicate patient information with other members of the health care team for health care purposes only, shall access patient information only for purposes of patient care or for otherwise fulfilling the student's assigned clinical responsibilities, and shall not disseminate patient information for purposes other than patient care or for otherwise fulfilling the student's assigned clinical responsibilities through social media, texting, emailing or any other form of communication.
- (25) To the maximum extent feasible, identifiable patient health care information shall not be disclosed by a student unless the patient has consented to the disclosure of identifiable patient health care information. A student shall report individually identifiable patient information without written consent in limited circumstances only and in accordance with an authorized law,

rule, or other recognized legal authority.

- (26) For purposes of paragraphs (C)(5), (C)(6), (C)(9), (C)(10), (C)(11) and (C)(12) of this rule, a student shall not use social media, texting, emailing, or other forms of communication with, or about a patient, for non-health care purposes or for purposes other than fulfilling the student's assigned clinical responsibilities.

DRESS CODE

The student dress code is enforced with the goal to assure a high standard in professional self-presentation. It is important for Nursing Program students to recognize their role as representatives of the profession of nursing in all settings. Appearance and self-presentation must correspond with professional expectations.

Adherence to this dress code will be monitored by the faculty and staff. Failure to comply with the dress code may result in disciplinary actions including, but not limited to, dismissal from the classroom or clinical site. Students who are not in compliance will be sent home and will be considered absent.

Any adaptations to this policy due to cultural or health reasons are to be approved by the nursing program administrator in advance.

The School ID Badge: The ID must be worn at all times and be clearly displayed, above the waist, with a retractable clip. Lanyards and name badge jewelry/trinkets are not permitted.

CLASSROOM DRESS CODE

- a. Dress for class and lab will be a scrubs uniform. Appropriate plain color sweaters and jackets may be worn over the scrub top when needed for warmth.
- b. Shoes must be worn. No sandals, slippers, flip-flops, or bare feet are permitted.
- c. Clothing that displays objectionable symbols or lettering will not be permitted.
- d. Undergarments must be worn and must not be visible at any time.
- e. The ID badge is to be worn at all times.

UNIFORMS/CLINICAL

- a. Uniform
 - i. Regulation school uniforms must be worn in the clinical area. A regulation uniform for female students includes white hose and/or above the ankle socks, and white shoes. Uniforms for male students are above the ankle socks and white shoes.
 - ii. Each student shall wear the designated school uniform associated with their Nursing Program. If clinical sites require a uniform different than the school uniform (i.e. surgery, OB, psychiatric units) the student will conform to their expectations.
- b. Other requirements include:
 - i. ID badge, watch that constantly displays seconds, pen with black ink, bandage scissors, pen light and stethoscope.

FOOTWEAR/CLINICAL

A clean, plain white leather or simulated leather duty-type shoe in good repair, clean and polished with closed toe and heel shall be worn. White hose shall be worn with a skirt/dress or white sock for students wearing slacks. Socks must cover the ankle. Shoestrings are to be white and clean.

PERSONAL GROOMING FOR CLASSROOM/LAB/CLINICAL

Students are expected to practice good personal hygiene habits. Clean clothing, regular bathing, and use of deodorant are expected. Colognes and perfumes can be offensive to others and to patients and

should be avoided.

MAKE-UP / CLINICAL

When wearing make-up, the following guidelines are to be followed:

- a. A harsh or artificial look must be avoided.
- b. Fingernails must be natural, well-manicured, clean, and kept at a short length to ensure the safety of the patient. Artificial nails of any type are **NOT** permitted at any time. Polish is not permitted during clinical.

JEWELRY – LAB/CLINICAL

Excessive jewelry is unprofessional and unsafe. The only jewelry permissible while in uniform and applies to all students is:

- a. Small stud earrings without design, one per ear, are permitted. No other body piercing jewelry is permitted, Necklaces may be worn on the inside of the uniform, as long as they do not show. A watch which constantly displays seconds is a standard part of the uniform and should be worn at all times. The only ring permitted will be plain bands. Medic-alert necklaces and/or bracelets may be worn. Some clinical rotations may have more restrictive jewelry guidelines, per facility rules. Students are expected to adhere to these guidelines.

TATTOOS - LAB/CLINICAL

Tattoos must be covered at the clinical site.

HAIR - LAB/CLINICAL

Hair should be clean and neatly arranged, at the discretion of the student, within the following limitations:

- a. Hair must be cut, fastened, or arranged in such a manner that it does not hang below the eyebrows, fall in the face of the student, interfere with work, or touch the patient.
- b. Hair that is shoulder length or longer should be restrained so that it is above shoulder level whenever in uniform.
- c. Ponytail styles must be confined. Hair fasteners must be plain.
- d. Wigs and hairpieces may be worn as long as they conform to the hair regulations.
- e. Male students may wear neatly trimmed beards and/or mustaches or are to be clean-shaven. Long hair will conform to the above regulations.
- f. Unnatural hair dye or coloring is not permitted (example; pink, blue, purple etc.).

DISCIPLINARY PROCESS

Disciplinary action may be taken when a student violates the regulations or policies or engages in unruly conduct. When a student commits an act of violation of the student code of conduct policy or engages in misconduct, disciplinary action shall be initiated. Such action may be progressive through the following steps. The school, depending on the severity of the infraction, can advance the progressive discipline proportionate with the violation.

1. Verbal Warning
2. Written Reprimand
3. Probation and/or Suspension
4. Dismissal from the nursing program

DISMISSAL FOR STUDENT CONDUCT

Any student not conducting themselves in an orderly and professional manner, which includes plagiarism, use of drugs and alcohol during school hours, academic dishonesty, disrupting classes, the use of profanity, excessive tardiness, insubordination, violation of safety rules, or not abiding by the school rules may lead to disciplinary actions up to and including dismissal from the School.

Academic dishonesty is not condoned. Such misconduct subjects the student to a range of possible disciplinary actions from admonition to dismissal, along with any grade penalty the instructor might impose. Academic dishonesty, as a general rule, involves one of the following acts:

- Cheating on an examination or quiz, including the giving, receiving, or soliciting of information and the unauthorized use of notes or other materials during the examination or quiz.
- Substituting for another person during an examination or allowing such substitution for oneself.
- Plagiarism. This is the act of appropriating passages from the work of another individual, either word for word or in substance, and representing them as one's own work. This includes any submission of written work other than one's own.
- Knowingly furnishing false information to the HPI; forgery and alteration or use of HPI documents or instruments of identification with the intent to defraud.
- Hazing or participating in the hazing of another student or HPI staff or faculty member.

Dismissal from Healthcare Professionals Institute may occur for any of the following reasons:

1. Unsafe performance in the clinical area, exhibited by behavior that might prove injurious to self, patient, co-worker and/or visitor.
2. "Unsatisfactory" performances of practice lab skills.
3. Failure to meet the objectives of the program.
4. Violating a policy that dictates dismissal.
5. Evidence of chemical substance abuse per the Code of Conduct.
6. Cheating or falsification of assignments.
7. Unreported absences and or excessive absences
8. Violation of rules and regulations including Codes of Conduct
9. Unprofessional behavior/attitude or disruptive conduct which also includes profanity
10. Failure to be alert and engaged in nursing activities in the classroom/laboratory/clinical setting (one example could be sleeping).

Students, who are dismissed for any reason, will be informed of the dismissal in writing. The student will be scheduled to have a conference with the faculty member(s) and Nursing Program Administrator to discuss the dismissal.

GRIEVANCE POLICY AND PROCEDURE

A student has the right to bring forward a complaint or an item of concern regarding any aspect of his or her educational experience at Healthcare Professionals Institute, including misapplication of campus policies, rules, regulations, and procedures, or unfair treatment, such as coercion, reprisal, or intimidation by an instructor or other campus employee. Students should initially discuss the complaint or concern with their instructor immediately.

A grievance is the escalation of the complaint to a next level authority. If the issue is about an academic decision such as a grade, please see the academic appeals process.

A student has the right to submit a grievance with respect to:

- Disciplinary action taken for a violation of student conduct standards
- Admissions decisions
- Tuition and fees
- Financial awards or policies, including satisfactory academic progress
- Educational policies, procedures, and grading concerns

Concerns about academic matters should first be addressed through the Academic Appeal Process; A

student wishing to escalate his or her complaint about non-academic matters should follow the steps listed below:

1. The first step in the process is to address and resolve the dispute with the person involved through discussion. A student with a grievance or complaint needs to communicate their concerns as soon as possible to achieve a resolution in a timely fashion. If the issue cannot be resolved at this level, students have the right to address the issue in writing to the Director of Academic Operations & Support.
2. If the dispute has not been resolved through addressing the Director of Academic Operations & Support or the Nursing Program Administrator, the next step is to submit the issue or concern in writing (e-mail) to the Campus President. The written (e-mail) complaint must be submitted within ten calendar days of the incident or notification of termination. The documentation should include a description of the disputed items, the date, or dates when the issue occurred, the reason why the student is requesting a review of the decision, the resolution being requested, and the steps the student has already taken to resolve the issue. When submitting the documentation, the student should include the relevant factual evidence, such as evidence of extenuating circumstances. The Campus President will investigate the student's concern, including gathering additional data about the issue or incident as necessary. A response from the Campus President will be provided to the student within ten calendar days. All decisions will be provided in writing (e-mail) and may be delivered to the student in person if the student is on campus as well as to the student's mailing address (e-mail) of record.
3. If the dispute has not been resolved (the student is still unsatisfied with the response), the student may address his or her concerns to the:

State Board of Career Colleges and Schools	ABHES	Ohio Board of Nursing	Healthcare Professionals Institute
30 East Broad Street, Suite 2481 Columbus, Ohio 43215 Phone: 614-466-2752 Toll Free: 877-275-4219 Executive Director John Ware	6116 Executive Blvd., Suite 730, North Bethesda, MD 20852 Phone: (301) 291-7550 info@abhes.org	17 S. High St #660 Columbus, Ohio 43215 Phone: 614-466-3947 complaints@nursing. ohio.gov	2234 S Hamilton Road, Suite 102, Columbus Ohio 43232 Phone: (424) 361-4002 Director: Elegant A eafriyie@ohiohpi.edu

If the student has been dismissed, the student will remain dismissed until the matter is resolved. If the matter is resolved in the student's favor the student will be reinstated at the next available course start date.

RE-ADMISSION POLICY

A former student who withdrew in good standing may make an application for readmission to his or her program of study. Each applicant desiring readmission to HPI will be considered on an individual basis. Students who dropped or were withdrawn from a program and wish to return to the same program can do so within two years (24 months) of their last date of attendance (LDA). Generally, a student will not be considered for readmission more than once unless there are exceptional extenuating circumstances, such as military deployment, major emergency medical issues, or an unexpected disaster that temporarily prevents the student from continuing in the program. Former students who have been dismissed for academic failure are only eligible to be considered for readmission if they have submitted

an appeal and the appeal has been granted. Refer to the Academic Appeal Policy for questions regarding the appeal process. Any students who have been dismissed for conduct violations, including violations of academic integrity, are not permitted to re-enter.

A former student wishing to return must submit the readmissions application form to the Director of Academic Operations & Support. The Director of Academic Operations & Support will present the application to the Readmissions Review Committee to consider the application and the following are required for approval:

1. The applicant must be able to successfully complete the program without violating a current academic policy.
2. The applicant must meet all current program admissions requirements, including having met the current entrance exam requirements, a current CPR certification, immunizations and must submit a new background check and drug test (if required for clinical).
3. The applicant must demonstrate financial responsibility by having his/her account paid-in-full to be eligible for readmission.
 - a. Tuition & Fees will be payable in accordance with those in effect the date of readmission.
4. Applicant date of return will be dependent on availability of an opening in the program.
5. Specific requirements for readmission may be required for any individual as deemed necessary by the Readmissions Review Committee.

STUDENT REPRESENTATIVE

The Student Representative may attend faculty meetings at a designated time. The purpose of this is to share concerns of the student body with the faculty. The Student Representative acts as a liaison between the class and faculty and to facilitate the social and problem-solving functions of the class. The Student Representative must be in good standing in all aspects of the program. In the event that the Student Representative is on probation for any reason, the position will be reevaluated.

Functions of the Student Representative include:

1. Serve as liaison for communication between faculty and student body.
2. Facilitate identification of problems and suggest constructive alternatives to them.
Faculty is available to advise the Student Representative on leadership and problem-solving skills.

EVALUATION OF PROGRAM

Ongoing evaluation of the program is essential. Periodically, students are asked to complete an evaluation of the courses. At the end of each semester students will be expected to evaluate the theory, laboratory, and clinical experience. Students also evaluate the total program prior to completion and after graduation (see below). This data is analyzed and utilized in the planning of future courses and learning experiences as part of the systematic plan of evaluation.

GRADUATE SURVEY

Each graduate will be contacted upon graduation and approximately six months after graduation to complete a graduate survey. The information obtained from this survey is invaluable to the nursing program and provides a venue for systematically evaluating and planning for program improvement.

FINANCIAL ASSISTANCE INFORMATION

The financial aid department at HPI assists students in obtaining the financial assistance they require to meet their educational expenses. Available resources include the state aid programs, student loans from private lenders, and private grants and scholarships. Any U.S. citizen, national, or person in the United States for other than temporary reasons who is enrolled or accepted for enrollment may apply for these programs. Most forms of financial assistance are available for each July 1 – June 30 award period.

FEDERAL DIRECT PARENT LOAN FOR UNDERGRADUATE STUDENTS (PLUS) LOAN PROGRAM

Federal Direct Parent Loan for Undergraduate Students (PLUS) loans are for parents with good credit histories who want to borrow to help pay for their children's education. Loans are made available to the parents of a dependent student by the US Department of Education. For additional information, students should contact the Campus's Financial Aid Office.

School Determined Date of Withdrawal

The school's determined date of withdrawal is established by the type of withdrawal.

Case 1: Official Withdrawal – notification of withdrawal

- Date of the student's withdrawal notification to the school.
- Date the student was expelled/dismissed from the school.

Case 2: Unofficial Withdrawal – no notification of withdrawal

- 14 calendar days after the student's last date of physical attendance.

Case 3: Student on Leave of Absence

- The earlier of the scheduled date of return from the leave of absence OR the date the student notifies the school that he/she will not be returning.
- ***NOTE: When a student has a Direct Loan and fails to return from a Leave of Absence, the grace period starts on the last day of attendance before the Leave of Absence.***

Withdrawal Date

Clock hour schools are required to take attendance. The withdrawal date is always the student's last day of physical attendance.

FINANCIAL OBLIGATION

Full payment of all tuition and fees is to be made before the first day of classes unless a signed Student Payment Plan Agreement has been filed with the financial aid department. Payment of tuition and fees is an obligation of the student. Applications for any funding options does not negate this responsibility. Financial liabilities must be met in order to register for subsequent courses. Unusual circumstances or financial crises should be reported to the financial aid office immediately, so Healthcare Professionals Institute can assist the student in planning or determining possible alternatives.

TUITION, FEES & PAYMENT PLANS

Tuition and fees are itemized and calculated for each program and are subject to change each year. Healthcare Professionals Institute reserves the right to change the amount and applicability of tuition and fees as necessary without prior notice. The changes will not affect currently enrolled students without both parties being in agreement and having signed a new enrollment agreement.

Healthcare Professionals Institute's Payment Plans allows students to make installment payments within the current semester/program after students make an initial tuition deposit. Please refer to the Student Payment Plan Agreement schedule for the current tuition/fee schedule and applicable payment deadlines for your program.

TERMS AND CONDITIONS OF THE STUDENT PAYMENT PLAN

1. Each student payment is due on the regularly scheduled day of the month as agreed upon in the Student Payment Plan Agreement.
2. Students paying by credit card will incur a 3% processing fee.
3. Post-dated checks will be applied to the account on the check date.
4. Each returned check will incur a non-sufficient funds (NSF) fee of \$30.00. Students with 2 returned checks must make future payments with cash, money orders, cashier's checks, or a credit card.

Payments received will first apply to fees and then will apply to students' oldest debts.

5. Students are expected to be current with their Student Payment Plan Agreement. Students must be current on payments at the end of each semester in order to be registered for the following semester. There is a grace period of one week after the course end-date for students to settle their delinquent accounts; Students who are delinquent beyond this deadline may be restricted from academic and administrative services including access to grades, course registration, and transcript services.
6. Students in their final semester are expected to pay outstanding balances before taking final exams. Students with a balance at the end of their program will not receive their credential and will not be allowed to attend graduation.
7. Students with delinquent accounts may be restricted from academic and administrative services including access to grades, registration, and transcript services.
8. Accounts that are delinquent beyond 90 days may be assigned to a collection agency for final disposition, which may impact students' credit reports.
9. In the event that a student withdraws from the school, any unused tuition, books, fees, and other charges will be refunded according to the Refund Policy.

DELINQUENT PAYMENT COLLECTION POLICY

Any account balance **90 days past due** may be turned over to an independent, outside collections agency. When this happens, no payments will be accepted by Healthcare Professionals Institute. The cost of the outside collection agency and any legal fees will be added to the total amount owed. At the same time, the debt will be reported to the Credit Bureaus. Students will not be eligible to receive their credentials or register for courses at HPI until they have paid their account in full.

For a collection balance at Healthcare Professionals Institute, after all financial obligations have been satisfied, students who wish to return to Healthcare Professionals Institute will be required to prepay in full for one semester at the time of registration. Students will only be able to defer payments when all financial obligations have been satisfied. Any remaining balance must be paid in full. After one semester, the student will be in good financial standing with Healthcare Professionals Institute.

PRACTICAL NURSING (PN) TUITION AND FEES

First Semester	Amount
Registration fee	\$100
Background Check (BCI/FBI)	\$80
HESI Entrance Exam fee	\$50 per attempt
Program Textbooks, Sherpath, and Virtual Simulations	\$1,000
Technology fee	\$250
Uniform fee	\$80
Student Kit	\$250
Laboratory and skills fee	\$250
Program Tuition	\$6000
TOTAL	\$8060
Second Semester	
Program Tuition	\$5200
TOTAL	\$5200
Third Semester	
Program Tuition	\$5040
Exit Exam fee	\$100
Graduation fee	\$100
TOTAL	\$5240
Total Tuition and Fees Due to HPI	\$18,500
Additional Costs (If necessary)	
Make-up Fee: Clinical	\$ 150.00/day
Make-up Fee: Theory & Lab	\$ 50.00/hour
Additional Admissions Testing Fee	\$ 75.00/attempt
Additional Exit Testing Fee	\$ 100.00/attempt
Returned Check Fee	\$25/instance
Third Party Transcript Evaluation Services	\$100
Total Estimated Program Cost (Not including additional costs that are situational based)	\$18,500

Indirect Program Costs

Dependent Student (Living with Parents)

Loan Fees: \$0

Room and Board: \$10,912.50

Personal: \$1,800

Transportation: \$2,250

All Other Students

Loan Fees: \$0

Room and Board: \$12,429

Personal: \$6,502.50

Transportation: \$3,290.67

Note: Healthcare Professionals Institute requests surveys from students for transportation and living expenses every other year as required by the US Department of Education.

MYCAA

Healthcare Professionals Institute (HPI) is approved for participation in the Military Spouse Career Advancement Account (MyCAA) Scholarship. The MyCAA scholarship program provides up to \$4,000 for eligible military spouses in the pursuit or maintenance of a license, certification, or associate's degree necessary to gain employment in an occupation or career field. For more information please visit mycaa.militaryonesource.mil.

NURSE EDUCATION ASSISTANCE LOAN PROGRAM (NEALP)

HPI is approved for participation in the NEALP. The Nurse Education Assistance Loan Program (NEALP) was created by the Ohio General Assembly in 1990. The purpose of NEALP is to assist the state in meeting nursing shortages by providing financial assistance to Ohio students enrolled for at least half-time study (or accepted for enrollment) in an approved Ohio pre-licensure nurse education program who intend to serve as nurses after graduation. The annual award for the most recent academic year was \$1,650/year. In exchange, to qualify for loan cancellation, recipients must be employed full-time as a registered nurse or licensed practical nurse in the State of Ohio for a minimum of five years after graduation.

Steps to Apply

1. Go [here](#) to complete the Free Application for Federal Student Aid.
2. Go [here](#) and follow the instructions to complete the NEALP application process.
(Please Note: NEALP does not automatically renew; students need to reapply annually)

Feel free to call 614-466-3561 with any questions.

NEALP Awarding

Applicants will be awarded NEALP funding based on information received from the applicant's institution, FAFSA data, and information from the NEALP application. Applicants are ranked based on FAFSA data, those that demonstrate the highest level of need are awarded first. Awarding continues from the next neediest student until funds are depleted for the year. If sufficient funds are available, as determined by the Ohio Department of Higher Education, loan assistance will be awarded to all eligible applicants. Loans may be awarded for a maximum of twelve quarters or eight semesters or the equivalent. The total aggregate loan amount shall not exceed twelve thousand dollars.

Eligibility Requirements

An applicant must:

- Be an Ohio resident.
- Be a U.S. citizen or a permanent resident.
- Be enrolled in or be accepted for enrollment approved nurse education programs in Ohio colleges, universities, hospitals, or vocational schools.
- Not be in default or owe a refund to any Federal Financial Aid program.
- Maintain an academic record which places the student in good academic standings within the institution.
- Be enrolled at least half-time each semester, which is defined as an academic course load that is at least one-half of the normal full-time course load, as determined by the institution.

Is There a Deadline?

Students may apply after April 1 and before July 15th of each year. Notification of acceptance or denial for NEALP funding will be sent the first week of September.

REFUND POLICY

CANCELLATION AND SETTLEMENT POLICY:

This enrollment agreement may be canceled within five (5) 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 and the refund shall be made no later than thirty (30) days after cancellation. This provision shall not apply if the student has already started academic classes.

CANCELLATION AND REFUND POLICY

Institutional charges are subject to the Cancellation and Refund policy. Tuition is charged on a programmatic basis in the student's selected program. Each student is on a continuing enrollment basis and is, therefore, only obligated for the period of enrollment that they attend. The Books/Supplies fee includes certain books and supplies that are not returnable or refundable, once distributed. The textbook charge includes the textbooks for the entire program. If a student withdraws, only the cost of the textbooks that the student has received will be included in the total cost of attendance for the purposes of the refund calculation. Students will be issued a refund for all textbooks not distributed.

Refunds of tuition, regardless of whether the student withdrew or dismissed, are based on the duration of a student's period of enrollment calculated through the last date of attendance. Healthcare Professionals Institute's period of enrollment is equal to the financial aid payment period.

If a Student requests withdrawal or is dismissed from Healthcare Professionals Institute after entering and commencing training, the Student may be entitled to a refund of monies paid in accordance with all current Local, State, and Federal regulations as required.

STATE OF OHIO REFUND POLICY

If the student is not accepted into the training program, all monies paid by the student shall be refunded. Refunds for books, supplies, and consumable fees shall be made in accordance with Ohio Administrative Code section 3332-1-10.1. There are three (3) academic terms for this program that are 15 weeks in length. Refunds for tuition and refundable fees shall be made in accordance with the 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 before the academic term is 15% completed will be obligated for 25% of the tuition and refundable fees plus the registration fee.
- (3) A student who starts class and withdraws after the academic term is 15% but before the academic term is 25% completed will be obligated for 50% of the tuition and refundable fees plus the registration fee.
- (4) A student who starts class and withdraws after the academic term is 25% complete but before

the academic term is 40% completed will be obligated for 75% of the tuition and refundable fees plus the registration fee.

(5) A student who starts class and withdraws after the academic term is 40% completed will not be entitled to a refund of the tuition and fees.

The School shall make the appropriate refund within thirty (30) 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.

REGULATIONS AND INFORMATION

FAMILY EDUCATION RIGHTS & PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) limits the disclosure of personally identifiable information from school records and defines students' rights to review their records and request a change to those records.

FERPA generally gives post-secondary students the right to review their education records, to seek to amend inaccurate information in their records and to provide consent for the disclosure of their records.

These rules apply to all education records a school keeps, including admissions records (only if the student was admitted), academic records, and any financial aid records pertaining to the student.

FERPA affords eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution at any age.)

FERPA does permit a school to disclose a student's educational records to his or her parents if the student is a dependent student under IRS rules. For IRS purposes, students are dependent if they are listed as dependents on their parent's income tax returns.

FERPA regulations include a list of exceptions where the school may disclose personally identifiable information from the student's file without prior written consent, such as Disclosures to school officials, Disclosures to government agencies, Disclosures in response to subpoenas or court orders. The school must maintain documentation of the information disclosed and to whom, or what agency.

These rights include:

1. The right to inspect and review the student's education records within 45 days after Healthcare Professionals Institute receives a request for access. A student should submit to the Director a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. Healthcare Professionals Institute is required to provide the student with copies of education records or make other arrangements to provide the student access to the records. The school may charge a reasonable fee for providing copies of the records, provided that the fee would not prevent access to the records.
3. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
4. The right to provide written consent before Healthcare Professionals Institute discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

Healthcare Professionals Institute discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official typically includes a person employed by Healthcare Professionals Institute in an administrative,

supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of the Healthcare Professionals Institute who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the Healthcare Professionals Institute.

Upon request, the school also discloses education records without consent to officials of another school in which a student seeks or intends to enroll. Healthcare Professionals Institute will make a reasonable attempt to notify each student of these disclosures. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Healthcare Professionals Institute to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U. S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

FERPA permits the disclosure of PII from students' education records, without the consent of the student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, § 99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining the prior written consent of the student:

- To other school officials, including teachers, within Healthcare Professionals Institute whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(3) are met. (§ 99.31(a)(1))
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of § 99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement, or compliance activity on their behalf. (§§ 99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received if the information is necessary to determine eligibility for the aid, determine the

amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))

- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§ 99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§ 99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))
- Information the school has designated as “directory information” under § 99.37. (§ 99.31(a)(11))
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of § 99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§ 99.31(a)(13))
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of § 99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school’s rules or policies with respect to the allegation made against him or her. (§ 99.31(a)(14))
- To parents of a student regarding the student’s violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))
- Information in connection with a health or safety emergency, under the conditions described in § 99.36.
- Information authorized under Section 507 of the US Patriot Act.

Students may review their files and records at any time that the school is open for operations by making a request to do so to the Campus Executive Director.

Healthcare Professionals Institute provides required reports to regulatory oversight agencies annually. These reports may contain information related to student completion, placement, and/or licensing. If the student is a dependent minor (dependent on a parent or guardian for tax purposes), Healthcare Professionals Institute must provide the parent or guardian access to the student’s records. However, the release of student information to any other 3rd party results only when the student has provided written permission for specific information to be released to a specific party. Healthcare Professionals Institute maintains student records for 5 years after the last date of attendance.

AMERICANS WITH DISABILITIES ACT (ADA)

Healthcare Professionals Institute complies with the provisions of the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973 which prohibits discrimination on the basis of an individual’s disability.

Healthcare Professionals Institute’s facilities and programs have been designed for the accommodation of all our employees and students. We do realize, however, that all needs may not be met for those who are disabled, including without limitation, those with intellectual disabilities. If there is an unmet need that we can remedy, please contact the Campus President at (424) 361-4002 during regular business hours to

discuss measures to make our facilities and services more accessible for all people.

If a prospective or current student has a disability requiring an academic adjustment, he or she should notify the Campus President. Upon receiving a request for an academic adjustment, Healthcare Professionals Institute will require the student to provide documentation prepared by an appropriate professional, such as a medical doctor, psychologist, or other qualified diagnostician, which should include the following:

- a diagnosis of the student's current disability;
- supporting information, such as the date of diagnosis, how the diagnosis was reached, and the credentials of the diagnosing professional;
- information on how the student's disability affects a major life activity;
- information on how the disability affects the student's academic performance; and
- requested accommodation(s).

Healthcare Professionals Institute may request additional information, if necessary.

While Healthcare Professionals Institute will try its best to honor the requested accommodations, it may not always be possible. Therefore, students are expected to engage in an interactive process with Healthcare Professionals Institute to help determine the most appropriate and effective accommodation(s), including without limitation, suitable auxiliary aids. Accommodations will be determined on a case-by-case basis, based on the documentation, the student's history, and specific functional limitations. Applicants and students are asked to provide appropriate and verifiable documentation of disabilities for which accommodations are requested at least thirty days prior to the semester in which the accommodation is needed so there is adequate time to complete this process.

DRUG AND ALCOHOL POLICY

Healthcare Professionals Institute is a Drug-Free Environment and prohibits the possession, consumption, or distribution/sale of drugs or alcohol anywhere on school property. A student, faculty member, or staff member of Healthcare Professionals Institute found to be in violation of this policy will be subject to both criminal prosecution and disciplinary action, up to termination from Healthcare Professionals Institute.

SCHOOL SAFETY

Healthcare Professionals Institute seeks to maintain a safe environment free from aggression, violence, and harassment for its students and staff. To ensure the well-being of its students and staff, Healthcare Professionals Institute prohibits the presence of any weapons on the property, as well as any acts of aggression, violence, or harassment, including sexual harassment.

It is the responsibility of every student, faculty member, and staff member to maintain an educational environment free of harassment of any kind from any source. Anyone found to be in violation of this policy will be subject both to criminal prosecution and disciplinary action, up to termination and expulsion from Healthcare Professionals Institute.

Students who are witnesses to or victims of a crime should immediately report the incident to local law enforcement.

HPI FACULTY

Faculty Name & Title	License #	Academic Preparation	Month & Year of Appointment	State(s) License Held	Teaching Responsibilities	Status
OLUFEMI OGUNLANA Instructor	RN-500890	BSN Walden University	Appointment: 07/21/2025 Program: PN	OH	Clinical/Lab Instruction	Full-Time
ANDREW MAMBU Instructor	RN-524310	MSN Mother Patern College of Health Service	Appointment: 07/07/2025 Program: PN	OH	Classroom/ Clinical/Lab Instruction	Full-Time
BECKY ERUPE Instructor	RN-452381	MSN The Ohio State	Appointment: 07/21/2025 Program: PN	OH	Classroom Instruction	Full-Time
PATRICK AWERE Instructor	RN-505587	MSN Capella University	Appointment: 09/25/2025 Program: PN	OH	Clinical/Lab Instruction	Part-Time

HPI MANAGEMENT & STAFF

Management & Staff Name	Academic Preparation	Job Title	Status
ELEGANT AFRIYIE	CPR/BLS/LPN Healthcare Professionals Institute	Campus Executive Director	Full-Time
ERIC AMANK WAH	Accounting and Finance KNUST University -Ghana	Financial Aid Director	Full-Time
HANNINGTON EREGAE	Development Studies. Mount Kenya University	Human Resources Manager	Full-Time
INDIRA MOORE	STNA. Healthcare Professionals Institute	Marketing/Registrar Director	Full-Time
QUEEN ELIZABETH KARGBO	STNA. Healthcare Professionals Institute	Student Services Manager	Full-Time

