ALLIANCE CAREER CENTER
THE ROBERT T. WHITE SCHOOL OF PRACTICAL NURSING
ADULT EDUCATION PROGRAMS

2020-2021
ACADEMIC CATALOG AND STUDENT HANDBOOK

www.accrtw.org
For Online Classes
https://www.ed2go.com/accrtw/ or
https://careertraining.ed2go.com/accrtw/

500 Glamorgan Street
Alliance, OH 44601
330-829-2267
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ACC STAFF

ACC Director .............................................. (330) 829-2267
  Greg Gemberling
  gemberlinggr@alliancecityschools.org

RTW Program Administrator ............................... (330) 829-2284
  Bonnie Newton
  newtonbo@alliancecityschools.org

Office Manager/Financial Aid ............................... (330) 821-2102
  Robin McHenry
  mchennyro@alliancecityschools.org

Student Advisor/Student Accounts ......................... (330) 829-2284
  Suzie Dennis
  dennissu@alliancecityschools.org

Student Records/Administrative Assistant ................ (330) 829-2267
  Rechelle Curfman
  curfmanre@alliancecityschools.org

Board of Education:
  Ms. Elayne Dunlap
  Mr. John “Buddy” Gasparik
  Mr. William Koch
  Ms. Sally Ailes
  Mrs. Teresa Caserta

LOCATION

Main Office and Classrooms
  500 Glamorgan St
  Alliance, Ohio 44601

OFFICE HOURS

M - TH 8:00 AM – 6:00 PM
  Fridays 8:00 AM-4:00 PM
  And by appointment

Classes Scheduled by Program

The Alliance Career Center is accredited by the
Commission of the Council on Occupational Education,
7840 Roswell Road, Bldg. 300 Suite 325, Atlanta, Ga,
30350. Telephone: 770-396-3898, Fax:
770-3963790. www.council.org All programs are
approved by The Ohio Department of Higher
Education.
School Mission

The mission of the ACC is to provide educational opportunities for adult students to attain, maintain and advance in their careers.

ACC strives to make a positive contribution to the local workforce by training students to become lifelong learners, identify and remediate barriers to success in a career and become contributing members of society.

Alliance Career Center is accredited by the Commission of the Council on Occupational Education. They may be reached at: 7840 Roswell Rd, Building 300, Suite 325, Atlanta, GA 30350. Telephone: 770-396-3898, Fax; 770-396-3790, www.council.org

All programs are approved by the Ohio Department of Higher Education. They may be reached at: 25 South Front Street, Columbus, Ohio 43215. Telephone: (614)466-6000. https://www.ohiohighered.org/contact-us

School History

ACC has been under the control of the Alliance City Schools and has held a regional accreditation by the North Central Association of Colleges and Schools since 1912. Classes were initially held at The Alliance High School located on Broadway Street in Alliance and included “Childcare Entrepreneurship” and “Medical Transcription”, both 900-hour programs. Adult Education has expanded over the years into 10 full time programs ranging from 648 to 1500 hours and 7 part time programs ranging from 100 hours to 576 hours. Throughout this period, classes were held at various buildings as renovations occurred across the school district.

The Alliance Career Center is responsible for programs in Adult Education and The Robert T. White School of Practical Nursing. Additionally, online classes are available in partnership with ed2go. The Alliance Career Center is also a Pearson Vue testing site.

School Facilities

500 Glamorgan Street, Alliance, Ohio 44601

The Alliance Career Center is housed on the first floor of Alliance High School. Our facilities include; The Robert T. White School of Practical Nursing, SimMan Laedral Simulation lab, a state of the art LPN lab, RTW and ACC administrative offices (including financial aid), faculty offices, and student break areas. Robert T. White also utilizes a clinical lab with 4 beds that is equipped to provide student lab reinforcement for classroom theory. Additional classrooms include the Nancy Teeple Learning Resource Center which is equipped with 10 computer stations and library resources. The Pearson VUE Testing Center is equipped with 9 testing stations. Smartboards are installed in each classroom. Two portable Chromebook carts are available for use in any classroom. The welding program houses 2 labs with multiple welding booths equipped with up to date welding equipment. The Cosmetology Program is equipped with a full-service salon and classroom.

Faculty

Greg Gemberling, ACC Director
Suzie Dennis, Student Advisor/Student Accounts
Robin McHenry, Office Manager/Financial Aid
Rechelle Curfman, Student Records/Administrative Assistant
Bonnie Newton, RN, MSN
Emily Deack, MSN
Tricia Stanton, RN
Amy Haddock, RN
Allen Layne, Instructor
Amberly McNemar, Instructor
The Alliance Career Center is a public postsecondary career technical center (CTC) institution, under The Ohio Department of Higher Education. Programs more than 600 hours in length are Title IV (student loan and Pell Grant) eligible in accordance with the US Department of Education rules and regulations. Local scholarships are also available for qualified candidates. Contact Robin McHenry at (330) 821-2102 if you’d like to talk about your school funding options.

**ADMISSION REQUIREMENTS**

The ACC considers all interested candidates for full or part-time training programs. Very specific admissions standards are established so that an individual’s candidacy for enrollment is considered objectively in accordance with the standards for each program. The following criteria must be met to be admitted to any full-time or part-time program.

1. Be 18 years of age (16 or older for STNA)
2. Possess a high school diploma or a GED (Does not apply to STNA)
3. Complete all pre-entrance requirements by program, including standardized entrance assessments with scores that meet the minimum requirement per program. See a list of all pre-entrance examinations within each program summary.

- The LPN Program, offered through The Robert T. White School of Practical Nursing, has additional admissions requirements, which are listed on the RTW program information summary (page 7)

Alliance Career Center does not discriminate on the basis of gender, disability, race, religion, age, ancestry, national origin, veterans, or marital status.

**ADMISSION PROCEDURES**

Those interested in attending programs, full-time or part-time, should follow the below steps:

**Step 1. Career Coaching.** Although not required, we highly suggest speaking with an ACC staff member, either in person or on the phone (330-829-2267). We can help you better understand our programs and to make sure you understand what commitment is required for each of them.

**Step 2. Application.** All programs require that you complete an initial application. A non-refundable application fee of $50.00 is required when submitting a Full Time program application. A non-refundable application fee of $25.00 is required when submitting a Part Time program application. Pick up an application in person at our offices or download, print and complete an application from our website at [https://core-docs.s3.amazonaws.com/documents/asset/uploaded_file/149095/_Full-TimeApplication.docx.pdf](https://core-docs.s3.amazonaws.com/documents/asset/uploaded_file/149095/_Full-TimeApplication.docx.pdf)

**Step 3. Entrance Exam.** Depending on the program of choice, an entrance exam will need to be scheduled to ensure that you have the prerequisite skills for the program.

**Step 4. Admittance.** With the satisfactory completion of admission requirements for your chosen program you would then be admitted. Additional procedures for full-time programs are listed in each program section of this catalog.
In accordance with the Ohio Board of Nursing, the Robert T. White School of Practical Nursing maintains a separate “Student Handbook”. In addition to containing all of the information herein, it contains policies and procedures that are specific to RTW. Please refer to RTW’s student handbook as the authoritative source for policies and procedures for RTW students.

**PROGRAM SUMMARIES**

**Full-Time Programs in Health Studies**

<table>
<thead>
<tr>
<th>THE ROBERT T. WHITE SCHOOL OF PRACTICAL NURSING (LPN)</th>
<th>1422 HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Full Time:</strong></td>
<td></td>
</tr>
<tr>
<td>Starting, August 12, 2020, M-Fri 8:00 AM – 3:30 PM</td>
<td></td>
</tr>
</tbody>
</table>

Class hours do not reflect clinical hours, which are scheduled separately.

**Admissions Prerequisite:** HS Diploma / GED, Entrance Exam, Background Check, Drug Screen

The goals of RTW are to provide the community with qualified nurses who can provide quality-nursing care within the scope and practice of the Licensed Practical Nurse. The Robert T. White School of Practical Nursing is fully approved by the Ohio Board of Nursing, and Ohio Department of Education. Program prepares individuals for the NCLEX-PN examination.

**MEDICAL ASSISTANT**

<table>
<thead>
<tr>
<th>900 HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Evening:</strong> Starting January/Dates and Times to be announced</td>
</tr>
<tr>
<td><strong>Day:</strong> Starting January/M-TH 8:00 AM – 3:30 PM</td>
</tr>
</tbody>
</table>

Class hours do not reflect clinical hours, which are scheduled separately.

**Obtain your NCLEX-PN Certification and earn 30 Technical Credits toward the Associate of Technical Studies (ATS)**

**Admissions Prerequisite:** HS Diploma / GED, Entrance Exam, Background Check, Drug Screen

Students will be trained in all areas that are necessary as a Medical Assistant. Coursework includes, Anatomy & Physiology, Medical Terminology I & II, Math, English, Law & Ethics, Computer Skills, Psychology, Child Abuse, First Aid, CPR and Human Diseases. After meeting eligibility requirements, students will work at a local facility for 300-hours of hands-on clinical experience. Upon successful completion, students will be eligible to take the RMA Certification Exam and Phlebotomy Certification.

**Medical Billing Specialist/Medical Biller**

<table>
<thead>
<tr>
<th>900 HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Day:</strong> Starting June 1, 2020/ M-TH 8:30 AM - 3:00 PM</td>
</tr>
</tbody>
</table>

**Admissions Prerequisite:** HS Diploma / GED, Entrance Exam, Background Check, Drug Screen. The Medical Billing & Coding curriculum was developed to be utilized as the master plan for the education and instruction of students who desire to enter into a career specific to Medical Billing and Coding, Medical Office Assisting, and/or Medical Office Management. Applicable content will be taught in the classroom and laboratory setting, and will provide the student with the knowledge necessary to sit for the certifying examination for Certified Billing and Coding Specialist, Certified Medical Office Assistant and/or move on to further education to receive an Associate Degree in Medical Office Management.

**Full-Time Programs in Industrial Technology**

<table>
<thead>
<tr>
<th>WELDING TECHNOLOGIES</th>
<th>648 HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Evening:</strong> Starting September 14, 2020 M – TH 4:30– 9:30 PM</td>
<td></td>
</tr>
</tbody>
</table>

**Admissions Prerequisite:** HS Diploma / GED, Entrance Exam

The welding field continues to be one of the most in demand manufacturing jobs in our area. In this program students will train in the field of ARC and MIG welding. Upon successful completion of this program, students will be able to weld with various types of metals. Using both ARC and MIG welding equipment, students will be able to follow diagrams, layouts and work orders. COURSEWORK: Blueprint Reading, Gas Cutting, Fabrication and Fitting, AC & DC Arc Welding, Electrode Theory, Flame Cutting, Basic Shop Math, Plasma Cutting and Metallurgy. Class size is limited so enroll today! Students will be required to purchase safety glasses, gloves, and steel-toed boots. This program includes pipe welding and certification.
**Full-Time Programs in Cosmetology**

**Cosmetology**

<table>
<thead>
<tr>
<th>Evening:</th>
<th>Starting September 14, 2020 M – TH 4:30 – 9:30 PM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admissions Prerequisite:</td>
<td>HS Diploma / GED, Entrance Exam</td>
</tr>
<tr>
<td>Instructor:</td>
<td>Elizabeth Cadile</td>
</tr>
</tbody>
</table>

**Obtain your State Board Of Cosmetology License and earn 30 Technical Credits toward the Associate of Technical Studies (ATS)**

Class hours do not reflect clinical hours, which are scheduled separately.

This program is a 22 month full-time evening program designed to prepare the student for employment in a variety of positions. Students who successfully complete the program and successfully pass the Ohio State Board of Cosmetology examination, can expect to be employed as entry-level employees in the area of Stylist, Manicurist, Esthetician, Cosmetic Chemist, and Hair Colorist. Instruction will include classroom and laboratory experience. This program has been approved by the Ohio Board of Cosmetology and the Ohio Board of Education. Students will be able to take the Ohio State Board of Cosmetology examination upon successful completion of the program.

Ohio State Board of Cosmetology
1929 Gateway Circle
Grove City, Oh 43123
614-466-3834

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**Short-Term Career Enhancement for Health Studies**

**State Tested Nurses Aide (STNA)**

<table>
<thead>
<tr>
<th>Day/Evening:</th>
<th>September 2020 Dates/Times to be determined</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>November 2020 Dates/Times to be determined</td>
</tr>
<tr>
<td></td>
<td>January 2021 Dates/Times to be determined</td>
</tr>
<tr>
<td></td>
<td>March 2021 Dates/Times to be determined</td>
</tr>
<tr>
<td></td>
<td>May 2021 Dates/Times to be determined</td>
</tr>
</tbody>
</table>

**Admissions Prerequisite:** Entrance Exam or ACT score of 10 or higher, Background Check, Two-step Mantoux

Upon successful completion of this program, students will have met the qualifications to register for the State Tested Competency and Evaluation Test. No GED or High School Diploma is required for this program. Financial Assistance may be available to those who qualify.
CRIMINAL BACKGROUND CHECKS (BCI AND FBI)

ACC is an authorized site to perform background checks, for both the State of Ohio (BCI) and United States (FBI). $32 BCI, $32 FBI, or $60 for both, payable by check, money order, or credit card
We are located at:
500 Glamorgan Street Alliance, OH 44601
Hours are 8:00 – 6:00, Monday – Thursday. Fridays 8:00-4:00.
Available to students and the general public.

TESTING SERVICES

Authorized Pearson Vue Testing Center
WorkKeys

NCLEX REVIEW

The Robert T. White School of Practical Nursing offers NCLEX-review courses available to the general public. Class costs and times vary. Call 330-829-2284 to inquire about the next session.

ServSafe Certification
ServSafe is a food and beverage safety training and certification program, administered by the National Restaurant Association. This program is accredited by ANSI and the Conference for Food Protection. Sanitation certification is required by most restaurants as a basic credential for the management staff.

ONLINE COURSES

Ed2Go
Online open enrollment programs designed to provide the skills necessary to acquire professional level positions for many in-demand occupations. Programs run from 6 weeks to 9 months and are designed by a team of professionals from each respective field, providing effective web-based learning programs. Instructors/mentors are actively involved in your online learning experience, responding to any questions or concerns, as well as encouraging and motivating you to succeed. See the links below for current course offerings and more information.

Established in 2003, the RTW school is an intense series of classroom, lab, clinical and preceptorship experiences, which prepare individuals to succeed on NCLEX examinations. This ultimately leads to national licensure as a practical nurse. Programs are offered during the daytime (with classes starting every January) and evening (starting every September) and are two years in duration. Successful completion of coursework combined with the passage of the board certification tests will prepare an individual for positions which require the credential or make significant strides towards obtaining further licensure in the nursing field.

### Program Snapshot

| Student / Teacher Ratio                      | **Classroom:** 40 to 1  
|                                           | **Lab and Clinical:** 10 to 1 |
| Academic Credential                        | Certificate, Industry Licensure |
| Number of Hours                            | 1422 (11 months)/(18 months) |
| Tuition                                    | Full Time $14,123.50  
|                                           | Part Time $14,023.50  
|                                           | Includes Books, ATI Exam Preparation, Insurance, NCLEX Application and Examination Fee, graduation, and supplies. |
| Fees (not covered by tuition)              | Application Fee ($50), WorkKeys Examination ($60), Physical Exam (Costs Vary), CPR Certification ($45), Drug Screen ($39), Vaccinations (Costs Vary) and Uniforms ($250) |
| Minimum Admission Requirements             | • WorkKeys™ Common Assessment with the following scores: 4 in Applied Math, 5 in Workplace Documents and 4 in Graphic Literacy  
|                                           | • Satisfactory background check (available at ACC)  
|                                           | • Passing drug screen  
|                                           | • Medical clearance and clear records  
|                                           | • Interview  
|                                           | All candidates are “conditionally admitted” pending the completion of medical clearance requirements. |
| Employment Target                          | Entry-Level nursing positions requiring LPN. |
# Courses and Course Sequence

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Sequence</th>
<th>Hours</th>
<th>Theory</th>
<th>Lab</th>
<th>Clinical</th>
</tr>
</thead>
<tbody>
<tr>
<td>LPN100</td>
<td>Scientific Foundations of Anatomy and Physiology</td>
<td>Year 1/Class 2</td>
<td>98</td>
<td>98</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LPN101</td>
<td>Foundations of Nursing Theory and Practice</td>
<td>Year 1/Class 3</td>
<td>271</td>
<td>100</td>
<td>91</td>
<td>80</td>
</tr>
<tr>
<td>LPN102</td>
<td>Pharmacology in Nursing</td>
<td>Year 1/Class 4</td>
<td>229</td>
<td>91</td>
<td>42</td>
<td>96</td>
</tr>
<tr>
<td>LPN103</td>
<td>Nursing Care of Patients Throughout the Lifespan I</td>
<td>Year 1/Class 5</td>
<td>123</td>
<td>91</td>
<td>0</td>
<td>32</td>
</tr>
<tr>
<td>LPN200</td>
<td>Nursing Care of Patients Throughout the Lifespan II</td>
<td>Year 2/Class 2</td>
<td>301</td>
<td>147</td>
<td>14</td>
<td>140</td>
</tr>
<tr>
<td>LPN201</td>
<td>Nursing Care of Patients Throughout the Lifespan III</td>
<td>Year 2/Class 3</td>
<td>301</td>
<td>147</td>
<td>14</td>
<td>140</td>
</tr>
<tr>
<td>LPN202</td>
<td>Professional Issues for the LPN</td>
<td>Year 2/Class 4</td>
<td>99</td>
<td>35</td>
<td></td>
<td>64</td>
</tr>
<tr>
<td><strong>Total Hours</strong></td>
<td></td>
<td></td>
<td><strong>1422</strong></td>
<td><strong>709</strong></td>
<td><strong>161</strong></td>
<td><strong>552</strong></td>
</tr>
</tbody>
</table>
Cosmetology

The Cosmetology program is designed to prepare individuals for a career in the cosmetology field concentrating in areas which meet local workforce needs. Areas of concentration include sanitation and bacteriology, hair, skin, and nail care, and a basic knowledge of how salons operate. Curriculum consists of 6 trimesters, totaling 1500 hours of direct instruction. While varying according to the needs of the class, the first year typically includes Core curriculum, while the second year focuses on hands on skills and applied techniques.

<table>
<thead>
<tr>
<th>Student / Teacher Ratio</th>
<th>Classroom, Lab and Clinical: 20 to 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Credential</td>
<td>Certificate, Industry</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Number of Hours</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1500 Total</td>
<td></td>
</tr>
<tr>
<td>1st Year 750 (Theory and Lab)</td>
<td></td>
</tr>
<tr>
<td>1st Year 150 (Internship)</td>
<td></td>
</tr>
<tr>
<td>2nd Year 600 (Theory and Lab)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Minimum Admission Requirements</th>
<th>Admission requirements for Cosmetology follow the general school policy.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>High School Diploma or GED Certificate</td>
</tr>
<tr>
<td></td>
<td>TABE TEST</td>
</tr>
</tbody>
</table>

| Employment Target         | Entry-Level Positions in Cosmetology                                    |

<table>
<thead>
<tr>
<th>Year One</th>
<th>Year Two</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition</td>
<td>$6,525.00</td>
</tr>
<tr>
<td>Student Kit</td>
<td>$ 720.00</td>
</tr>
<tr>
<td>Tech Fee</td>
<td>$  50.00</td>
</tr>
<tr>
<td>Supplies</td>
<td>$  700.00</td>
</tr>
<tr>
<td>Insurance</td>
<td>$  18.00</td>
</tr>
<tr>
<td>Books</td>
<td>$  360.00</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>$8,373.00</td>
</tr>
</tbody>
</table>
## Alliance Career Center 1500 Hour Cosmetology Curriculum

<table>
<thead>
<tr>
<th>Subject</th>
<th>1500 Hour Core</th>
<th>Clinic 50% Core</th>
<th>Theory 25% Core</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Infection Control &amp; Principles/Practices</td>
<td>65</td>
<td>53</td>
<td>27</td>
</tr>
<tr>
<td>Bacteriology Dispensary Requirements &amp; Operations</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Properties of the Hair &amp; Scalp Trichology</td>
<td>124</td>
<td>82</td>
<td>41</td>
</tr>
<tr>
<td>Draping Techniques/ Client Protection Shampoos/Rinses/Treatments</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Disorders/Diseases/Conditions Chemistry (Basics/pH)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Hair Procedures &amp; Practices</td>
<td>435</td>
<td>243</td>
<td>126.5</td>
</tr>
<tr>
<td>Styling &amp; Finishing (Roller Setting/Hair Molding)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Thermal Styling (Thermal Iron/ Straightening/Blow-dry Techniques)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Formal Styling (Braiding/Wigs/Hair Pieces &amp; Hair Additions)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Haircutting Basics</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Haircutting Techniques &amp; Tools (Shears/Razor/Texturizing/Clipper s/Trimmers)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chemical Texturizing (Permanent Wave/Chemical Relaxers/Curl Reforming/ Corrections)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hair Coloring (Dimensional Coloring Techniques/ Corrections)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Manicure &amp; Pedicure Procedures &amp; Practices</td>
<td>135</td>
<td>88</td>
<td>44</td>
</tr>
<tr>
<td>Structure of Nails (Anatomy of Bones, Skin and Muscles)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Diseases, Disorders, Manicure and Pedicure (Tools And Conditions</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Basic Manicure and Pedicures (Equipment)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hand/ Arm/ Foot/ Leg Massage</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Artificial Nail Enhancements / Maintenance</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Skin Care Procedures &amp; Practices</td>
<td>165</td>
<td>100</td>
<td>50</td>
</tr>
<tr>
<td>Skin Theory (Anatomy of Skin/Body Systems/Cells/ Tissues)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Diseases, Disorders, and Conditions (Accelerating/ Techniques/Treatments/Facial Make-up/Hair Removal)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Relaxation Treatments/ Health History Electricity (Principles/Safety/Effects/Therapies)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Medical Assisting

Medical Assisting is a certificate program which prepares individuals to serve as Medical Assistant’s in a variety of health care environments. This course work leads to an industry recognized certification as a Medical Assistant.

Program Snapshot

<table>
<thead>
<tr>
<th>Student / Teacher Ratio</th>
<th>Classroom, Lab and Clinical: 20 to 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Credential</td>
<td>Certificate, Industry Credential</td>
</tr>
<tr>
<td>Number of Hours</td>
<td>900: 600 Theory and Lab, 300 Clinical (nine months)</td>
</tr>
<tr>
<td>Tuition</td>
<td>$8,214.50 Including all books, supplies, graduation fees, industry certifications (including CPR), and Insurance</td>
</tr>
<tr>
<td>Fees (not covered by tuition)</td>
<td>Scrubs, drug screen, immunizations, physical, BCI Background check, stethoscope (all costs vary)</td>
</tr>
<tr>
<td>Minimum Admission Requirements</td>
<td>● TABE TEST</td>
</tr>
<tr>
<td></td>
<td>● High School diploma or GED Certificate</td>
</tr>
<tr>
<td></td>
<td>● Satisfactory Background Check</td>
</tr>
<tr>
<td></td>
<td>● Passing Drug Screen</td>
</tr>
<tr>
<td></td>
<td>● Medical Clearance and Clear Records</td>
</tr>
<tr>
<td>Employment Target</td>
<td>Entry-Level medical positions in medical assisting.</td>
</tr>
<tr>
<td>Course</td>
<td>Course Title</td>
</tr>
<tr>
<td>---------</td>
<td>-------------------------------------</td>
</tr>
<tr>
<td>MA 101</td>
<td>Medical Terminology</td>
</tr>
<tr>
<td>MA 102</td>
<td>Law &amp; Ethics</td>
</tr>
<tr>
<td>MA 103</td>
<td>Applied English-Health Occupations</td>
</tr>
<tr>
<td>MA 104</td>
<td>General Pharmacology</td>
</tr>
<tr>
<td>MA 105</td>
<td>Medical Assistant Specialty</td>
</tr>
<tr>
<td>MA 106</td>
<td>Anatomy &amp; Physiology</td>
</tr>
<tr>
<td>MA 107</td>
<td>Disease/Child Abuse</td>
</tr>
<tr>
<td>MA 108</td>
<td>General Math</td>
</tr>
<tr>
<td>MA 109</td>
<td>Intro to Computer Applications</td>
</tr>
<tr>
<td><strong>Total 1st Trimester</strong></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Title</th>
<th>Trimester</th>
<th>Hours</th>
<th>Theory</th>
<th>Lab</th>
</tr>
</thead>
<tbody>
<tr>
<td>MA 201</td>
<td>Medical Office Administration</td>
<td>2</td>
<td>50</td>
<td></td>
<td>50</td>
</tr>
<tr>
<td>MA 202</td>
<td>Phlebotomy</td>
<td>2</td>
<td>45</td>
<td>25</td>
<td>20</td>
</tr>
<tr>
<td>MA 203</td>
<td>First Aid and CPR</td>
<td>2</td>
<td>5</td>
<td></td>
<td>5</td>
</tr>
<tr>
<td>MA 204</td>
<td>Electronic Medical Records</td>
<td>2</td>
<td>40</td>
<td></td>
<td>40</td>
</tr>
<tr>
<td>MA 205</td>
<td>Psychology</td>
<td>2</td>
<td>25</td>
<td>25</td>
<td></td>
</tr>
<tr>
<td>MA 206</td>
<td>Medical Terminology</td>
<td>2</td>
<td>50</td>
<td></td>
<td>50</td>
</tr>
<tr>
<td>MA 207</td>
<td>Medical Assistant Specialty</td>
<td>2</td>
<td>50</td>
<td>15</td>
<td>35</td>
</tr>
<tr>
<td><strong>Total 2nd Trimester</strong></td>
<td></td>
<td></td>
<td>265</td>
<td>115</td>
<td>150</td>
</tr>
<tr>
<td>Course</td>
<td>Course Title</td>
<td>Trimester</td>
<td>Hours</td>
<td>Theory</td>
<td>Lab</td>
</tr>
<tr>
<td>----------</td>
<td>--------------</td>
<td>-----------</td>
<td>-------</td>
<td>--------</td>
<td>-----</td>
</tr>
<tr>
<td>MA 301</td>
<td>Clinicals</td>
<td>3</td>
<td>150</td>
<td>150</td>
<td></td>
</tr>
<tr>
<td><strong>Total 3rd Trimester</strong></td>
<td></td>
<td></td>
<td><strong>150</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Course Hours</strong></td>
<td></td>
<td></td>
<td><strong>900</strong></td>
<td><strong>530</strong></td>
<td><strong>220</strong></td>
</tr>
</tbody>
</table>

**Medical Billing Specialist/Medical Biller**

<table>
<thead>
<tr>
<th>Student / Teacher Ratio</th>
<th>Classroom, Lab and Clinical: 20 to 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Credential</td>
<td>Certificate, Medical</td>
</tr>
<tr>
<td>Number of Hours</td>
<td>900 hours</td>
</tr>
<tr>
<td>Tuition</td>
<td>$7,991.00</td>
</tr>
<tr>
<td>Fees (not covered by tuition)</td>
<td>Application Fee, drug screen, immunizations, TB</td>
</tr>
</tbody>
</table>
| Minimum Admission Requirements | Admission requirements: Follow the general school policy.  
|                           | • High School diploma or GED Certificate  
|                           | • TABE TEST                            |
| Employment Target       | Entry-Level positions in Medical Billing Specialist/Medical Biller |

The curriculum was developed to be utilized as the master plan for the education and instruction of students who desire to enter into a career specific to Medical Billing and Coding, Medical Office Assisting, and/or Medical Office Management. Applicable content will be taught in the classroom and laboratory setting, and will provide the student with the knowledge necessary to sit for the certifying examination for Certified Billing and Coding Specialist, Certified Medical Office Assistant and/or move on to further education to receive an Associate Degree in Medical Office Management.

**Unit 1**  
Theory Hours: 96  
Field Hours: 6

**Section 101A**  
*Fundamentals of Insurance; Description of a Professional Insurance Specialist; Computer Peripherals, Use and Keyboarding, Time and Stress Management, Effective Coping*

**Section 101B**  
*Introduction to Anatomy and Physiology of the Human Body; Exposure to identifying, dissecting, and understanding medical terminology;*
<table>
<thead>
<tr>
<th>Unit</th>
<th>Theory Hours:</th>
<th>Field Hours:</th>
<th>Section</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>96</td>
<td>6</td>
<td>102A</td>
<td>HIPAA Policies and Patient Confidentiality, Intro. to Billing and Diagnostic Coding for Diseases of the Eyes, Ears, and Integumentary Systems, ICD-10 and CPT Coding for Burns</td>
</tr>
<tr>
<td>2</td>
<td>96</td>
<td>6</td>
<td>102B</td>
<td>Examination of Eyes, Ears and Integumentary System; Infection Control and Safety Practices; Infectious Disease Control and Prevention</td>
</tr>
<tr>
<td>3</td>
<td>96</td>
<td>6</td>
<td>103A</td>
<td>State and Federal Insurance, Intro to CPT Coding, Diagnostic and Procedural Coding for the Cardiovascular and Circulatory System, Office Communication, Policy and Procedure, Intro to Surgical and Anesthesia Coding</td>
</tr>
<tr>
<td>3</td>
<td>96</td>
<td>6</td>
<td>103B</td>
<td>Structure and Function, Medical Terminology, and Disease and Disorders of the Cardiovascular, Circulatory and Lymphatic Systems</td>
</tr>
<tr>
<td>4</td>
<td>96</td>
<td>6</td>
<td>104A</td>
<td>Basic Math Applications, Office Payroll Processing, Intro. to CMS-1500 form, Phone Triage, Scheduling and Documentation, Respiratory and Neurological System Coding</td>
</tr>
<tr>
<td>4</td>
<td>96</td>
<td>6</td>
<td>104B</td>
<td>Examination of the Anatomy, Physiology and Terminology related to the Respiratory and Nervous Systems</td>
</tr>
<tr>
<td>5</td>
<td>96</td>
<td>6</td>
<td>105A</td>
<td>- Private Insurance, The Blue Plans, Conflict Resolution, ICD-10 and CPT coding for the Urinary System, ICD-10 Coding for Mental and Behavioral Health, External Causes of Injury</td>
</tr>
<tr>
<td>5</td>
<td>96</td>
<td>6</td>
<td>105B</td>
<td>Anatomy, Physiology and Terminology related to the Urinary System, Diseases and Disorders of the Urinary System, Fluids and Electrolytes Balance; Mental and Behavioral Health, and Stress Management</td>
</tr>
<tr>
<td>6</td>
<td>96</td>
<td>6</td>
<td>106A</td>
<td>Daily Office Operations, Claim Processing, Math Applications, Diagnostic and Procedure Coding for the Digestive and Endocrine System</td>
</tr>
<tr>
<td>6</td>
<td>96</td>
<td>6</td>
<td>106B</td>
<td>Structure, Function and Disease Processes of the Digestive and Endocrine Systems; Digestive and Endocrine System terminology; Importance of Proper Diet and Nutrition</td>
</tr>
<tr>
<td>7</td>
<td>96</td>
<td>6</td>
<td>107A</td>
<td>Worker’s Compensation and Disability Claims, HCPCS, Evaluation and Management Coding, Professionalism, ICD10 and CPT coding of the Musculoskeletal System</td>
</tr>
<tr>
<td>7</td>
<td>96</td>
<td>6</td>
<td>107B</td>
<td>Composition, Function and Terminology of the Human Skeleton and Muscular Systems, Professionalism and Customer Service in the Office</td>
</tr>
<tr>
<td>8</td>
<td>96</td>
<td>6</td>
<td>108A</td>
<td>Office Management, Career Prep and Readiness, Infectious Disease, ICD10-CM and CPT Coding for the Reproductive System and Perinatal Period</td>
</tr>
<tr>
<td>8</td>
<td>96</td>
<td>6</td>
<td>108B</td>
<td>Study of Growth and Development, Reproduction and Reproductive Disease, Genetics and Genetic Anomaly, Chromosomal Abnormality</td>
</tr>
<tr>
<td>9</td>
<td>84</td>
<td></td>
<td>109</td>
<td>Comprehensive Review, Interview Preparation, CPR and BLS for the Healthcare Professional</td>
</tr>
</tbody>
</table>
**Welding Technology**

Welding Technology is a certificate program, which prepares individuals to serve as entry-level welders in a variety of environments. This course work leads to an industry recognized (NCCER) certification as a welder.

<table>
<thead>
<tr>
<th>Student / Teacher Ratio</th>
<th><strong>Classroom, Lab and Clinical:</strong> 20 to 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Credential</td>
<td>Certificate, Industry</td>
</tr>
<tr>
<td>Number of Hours</td>
<td>648 (64.8 Theory, 583.2 Lab)</td>
</tr>
<tr>
<td>Tuition</td>
<td>$ 7,409.00</td>
</tr>
<tr>
<td></td>
<td>Including all books, supplies, graduation fees, industry certifications, and lab jackets</td>
</tr>
<tr>
<td>Fees (not covered by tuition)</td>
<td>Application Fee, steel toed boots and helmet.</td>
</tr>
<tr>
<td>Minimum Admission Requirements</td>
<td>Admission requirements for Welding Technology follow the general school policy.</td>
</tr>
<tr>
<td></td>
<td>High School diploma or GED Certificate</td>
</tr>
<tr>
<td></td>
<td>TABE TEST</td>
</tr>
<tr>
<td>Employment Target</td>
<td>Entry-Level positions in welding</td>
</tr>
</tbody>
</table>

**Welding Technology Core**

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Title</th>
<th>Hours</th>
<th>Theory</th>
<th>Lab</th>
</tr>
</thead>
<tbody>
<tr>
<td>WELD 101</td>
<td>NCCER Core Sequence</td>
<td>55.5</td>
<td>29.5</td>
<td>26</td>
</tr>
<tr>
<td>WELD 102</td>
<td>NCCER Welding Level 1</td>
<td>305</td>
<td>30</td>
<td>275</td>
</tr>
<tr>
<td>WELD 103</td>
<td>NCCER Welding Level 2</td>
<td>277.5</td>
<td>60</td>
<td>227.5</td>
</tr>
<tr>
<td>OSHA 10</td>
<td>OSHA 10 Certification</td>
<td>10</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td>648</td>
<td>119.5</td>
<td>528.5</td>
</tr>
</tbody>
</table>

**Course Descriptions**

Alliance Career Center

- Orientation
  Your first step… Welcome! In this instructor-led orientation learn about important policies and procedures of the school. Familiarize yourself with the Course Catalog and Student handbook, while meeting your fellow classmates, school director, and school support staff.

  **Course Prerequisites:** Program Enrollment
## Cosmetology

<table>
<thead>
<tr>
<th>Course Codes</th>
<th>Course Title</th>
<th>Description</th>
<th>Theory Hours</th>
<th>Lab Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>COS103, COS210</td>
<td><strong>Infection Control Principles and Practices</strong></td>
<td>Learn how infection control is a critical component of any salon. Learn to take appropriate precautions to prevent the spread of infection, principles and practices of bacteriology, dispensary requirements and operations.</td>
<td>27</td>
<td>53</td>
</tr>
<tr>
<td>COS105, COS201</td>
<td><strong>Properties of the Hair and Scalp</strong></td>
<td>Learn trichology, draping techniques and client protection, shampoos, rinses, treatments, basic chemistry and disorders, diseases and conditions.</td>
<td>41</td>
<td>82</td>
</tr>
<tr>
<td>COS106, COS107, COS203, COS204</td>
<td><strong>Hair Procedures and Practices</strong></td>
<td>Learn haircutting basics, haircutting techniques and tools (shears, razor, texturizing, clippers, trimmers), styling and finishing (roller setting, hair molding), thermal styling (thermal iron, straightening, blow drying techniques) and formal styling (braiding, wigs, hair pieces and hair additions).</td>
<td>124</td>
<td>248</td>
</tr>
<tr>
<td>COS108, COS205</td>
<td><strong>Chemical Procedures and Practices</strong></td>
<td>Learn and apply the techniques of hair coloring (Dimensional coloring and corrections) and chemical texturizing (permanent waves, chemical relaxers, curl reforming and corrections).</td>
<td>110</td>
<td>220</td>
</tr>
<tr>
<td>COS104, COS110, COS208</td>
<td><strong>Manicure and Pedicure Procedures and Practices</strong></td>
<td>Learn the structure of nails (anatomy of bones, skin and muscles), related diseases and disorders (and the tools and conditions for dealing with them), manicure and pedicure equipment, artificial nail enhancements and maintenance and hand, arm, foot and leg massage.</td>
<td>44</td>
<td>88</td>
</tr>
<tr>
<td>COS109, COS202, COS206, COS207</td>
<td><strong>Skin Care Procedures and Practices</strong></td>
<td>Learn skin theory (anatomy of the skin, body systems, cells, tissues, diseases, disorders and conditions), basic facials (techniques, treatments, facial make-up and hair removal), relaxation treatments and health history as well as the principles, safety, effects and therapies of electricity.</td>
<td>50</td>
<td>100</td>
</tr>
<tr>
<td>Course</td>
<td>Description</td>
<td>Theory Hours</td>
<td>Lab Hours</td>
<td></td>
</tr>
<tr>
<td>----------</td>
<td>------------------------------------------------------------------------------</td>
<td>--------------</td>
<td>-----------</td>
<td></td>
</tr>
<tr>
<td>COS112, 212</td>
<td>Artificial Lashes/Extensions</td>
<td>2</td>
<td>4</td>
<td></td>
</tr>
</tbody>
</table>
| COS 113,213 | Facial Make-up  
Brow Tinting                                               | 5.5          | 11        |
| COS101, COS102, COS209 | Salon Operations and Communication Skills  
Learn and develop communication skills (listening skills,  
product and service education, consultation) and salon  
operation and management (sales, consultant, career  
development and professional image). | 45           | 90        |
| COS111   | Cosmetology Law and Rules  
Learn and understand the laws and rules for the State of Ohio including the Ohio Administrative Code, Ohio Revised Code, inspections and enforcement, policies and procedures for continuing education and become familiar with the signs and indicators of human trafficking. | 6            | 12        |
| COS210   **Not included in Program Hours** | OBC Board Review  
Prepare for boards and take a mock exam. | 10           | 5         |
| Flexible Learning Hours | Combination of Theory and Lab Hours                                      |              | 150 hours |
| Total    |                                                                              |              | 1500 hours |

**Practical Nursing**

LPN100 – Anatomy and Physiology  
A nonclinical study of the normal structure, function, and nutrition of the human body utilizing appropriate medical terminology.

**Course Prerequisites:** Program Enrollment

LPN101 – Theory and Practice  
A study of basic theories and principles of practical nursing incorporating skill competencies and clinical experiences.

**Course Prerequisites:** LPN100
LPN102 – Pharmacology 
229 Hours (91 Theory, 42 Lab, 96 Clinical)
A study of the nurse’s role in pharmacotherapeutics, pharmacologic principles, math calculations, and medication administration techniques, legal, ethical, and cultural considerations related to pharmacology, and drug classifications. This course incorporates skill competencies and clinical experiences. The course progresses from simple to complex, from theoretical presentation to utilizing the nursing skills in clinical practice experiences.

**Course Prerequisites:** LPN101

LPN103 – Life Span 1 – Pediatrics and Obstetrics 
123 Hours (91 Theory, 0 Lab, 32 Clinical)
A course designed to introduce the practical nursing student to the study of the nursing process applied to maternal/pediatric clients with an emphasis on holistic care. The course progresses from simple to complex, from competency skills lab to utilizing the nursing skills in clinical practice experiences.

**Course Prerequisites:** LPN102

LPN200 – Lifespan 2 Adult 1 
301 Hours (147 Theory, 14 Lab, 140 Clinical)
A study of the nursing process applied to adult/geriatric clients with an emphasis on holistic care (a continuation of Nursing throughout the Lifespan I). This is a clinical course incorporating skills competencies.

**Course Prerequisites:** LPN103

LPN201 – Lifespan 3 Adult 2 
301 Hours (147 Theory, 14 Lab, 140 Clinical)
A study of basic theories and principles of practical nursing incorporating skill competencies and clinical experiences.

**Course Prerequisites:** LPN200

LPN202 – Professional Issues 
99 Hours (35 Theory, 64 Clinical)
A study of the role of the professional licensed practical nurse in the healthcare system. This course includes clinical experience and a preceptorship learning experience.

**Course Prerequisites:** LPN201

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**Welding Technologies**

WELD 101 - NCCER Core Sequence 
55.5 Hours (29.5 Theory, 26 Lab)
Module 1. Basic Safety - OSHA Certification
Module 2. Construction Math
Module 3. Hand Tools
Module 4. Power Tools
Module 5. Construction Drawings
Module 6. Basic Rigging
Module 7. Basic Communication Skills
Module 8. Materials Handling
Module 9. Basic Employability Skills

**Course Prerequisites:** Program Enrollment

OSHA 10 Certification 
10 Hours
WELD 102 – NCCER Welding Level 1 Sequence 305 Hours (30 Theory, 275 Lab)
Module 1. Welding Safety
Module 2. Oxy fuel Cutting
Module 3. Plasma Arc Cutting
Module 4. Air Carbon Arc Cutting and Gouging
Module 5. Base Metal Preparation
Module 6. Weld Quality
Module 7. SMAW – Equipment and Setup
Module 8. Shielded Metal Arc Welding – Electrodes
Module 9. SMAW – Beads and Fillet Welds
Module 10. Joint Fit-up and Alignment
Module 11. SMAW – Groove Welds with Backing
Module 12. SMAW – Open V-Groove Welds
Course Prerequisites: WELD 101

WELD 103 – NCCER Welding Level 2 Sequence 277.5 Hours (60 Theory, 227.5 Lab)
Module 1. Welding Symbols
Module 2. Reading Welding Detail Drawings
Module 3. Physical Characteristics and Mechanical Properties of Metal
Module 4. Preheating and Post heating of Metals
Module 5. GMAW and FCAW: Equipment and Filler Metals
Module 6. GMAW and FCAW: Plate
Module 7. GTAW: Equipment and Filler Metals
Module 8. GTAW: Plate
Course Prerequisites: WELD 102

Medical Billing Specialist/Medical Biller

Unit 1  Fundamentals of Insurance; Description of a Professional Insurance Specialist; Computer Peripherals, Use and Keyboarding, Time and Stress Management, Effective Coping. Introduction to Anatomy and Physiology of the Human Body; Exposure to identifying, dissecting, and understanding medical terminology; Healthcare and Money; Basic keyboarding skills and assessment.  Theory Hours: 96  Field Hours: 6

Unit 2  HIPAA Policies and Patient Confidentiality, Intro. to Billing and Diagnostic Coding for Diseases of the Eyes, Ears, and Integumentary Systems, ICD-10 and CPT Coding for Burns. Examination of Eyes, Ears and Integumentary System; Infection Control and Safety Practices; Infectious Disease Control and Prevention.  Theory Hours: 96  Field Hours: 6

Unit 3  State and Federal Insurance, Intro to CPT Coding, Diagnostic and Procedural Coding for the Cardiovascular and Circulatory System, Office Communication, Policy and Procedure, Intro to Surgical and Anesthesia Coding.  Structure and Function, Medical Terminology, and Disease and Disorders of the Cardiovascular, Circulatory and Lymphatic Systems.  Theory Hours: 96  Field Hours: 6

Unit 4  Basic Math Applications, Office Payroll Processing, Intro. to CMS-1500 form, Phone Triage, Scheduling and Documentation, Respiratory and Neurological System Coding. Examination of the Anatomy, Physiology and Terminology related to the Respiratory and Nervous Systems.  Theory Hours: 96  Field Hours: 6
Unit 5  Private Insurance, The Blue Plans, Conflict Resolution, ICD-10 and CPT coding for the Urinary System, ICD-10 Coding for Mental and Behavioral Health, External Causes of Injury. Anatomy, Physiology and Terminology related to the Urinary System, Diseases and Disorders of the Urinary System, Fluids and Electrolytes Balance; Mental and Behavioral Health, and Stress Management. **Theory Hours: 96  Field Hours: 6**

Unit 6  Daily Office Operations, Claim Processing, Math Applications, Diagnostic and Procedure Coding for the Digestive and Endocrine System. Structure, Function and Disease Processes of the Digestive and Endocrine Systems; Digestive and Endocrine System terminology; Importance of Proper Diet and Nutrition. **Theory Hours: 96  Field Hours: 6**


Unit 8  Office Management, Career Prep and Readiness, Infectious Disease, ICD10-CM and CPT Coding for the Reproductive System and Perinatal Period. Study of Growth and Development, Reproduction and Reproductive Disease, Genetics and Genetic Anomaly, Chromosomal Abnormality. **Theory Hours: 96  Field Hours: 6**

Unit 9  Comprehensive Review, Interview Preparation, CPR and BLS for the Healthcare Professional. **Theory/Lab Hours: 84**

**All School Announcements related to closure, cancellation, or delay will be announced exclusively on Facebook. Follow us: Alliance Career Center/Robert T. White School of Practical Nursing.**
Student Policies and Procedures

Any changes to the student handbook/catalogue will be put in writing and given to students. Students will sign and acknowledge that they have read and understand the changes (per COE policy).

Attendance and Make-up Policy

Programs are designed to prepare students for a responsible position in the workforce. Each student is expected to be present in the classroom during the times published for each program. Should you find yourself in a situation where you will be late for class or not able to attend class, notify the ACC Attendance Line at 330-829-2267 prior to the start of class. Early dismissals must be approved by the instructor and be recorded on the daily attendance record.

Attendance and Make-up Policy

Hours

Attendance is recorded in hours of attendance to class, rounded up to the nearest quarter. Attendance percentages are calculated as a ratio of “hours attended” to the cumulative hours offered to date in the program. Students are required to maintain an attendance rate of ninety percent (90%). LPN students are required to maintain an attendance rate of ninety-five percent (95%).

Excused Absence (Policy may differ by program)

Absences will be considered “excused” when notice is given prior to the absence or approval has been granted by the Coordinator of Special Programs for early dismissal. Absences due to illness are excused, assuming the school receives notice prior to the absence. Absences for illness in excess of two days will require the student to bring in a written doctor’s excuse. It is the student’s responsibility to make arrangements for making up all missed assignments, if they have followed the proper call off process. Hours missed that are “excused” may be made-up in coordination with the instructor/main office for the program, if the student is in danger of falling below the required attendance rate. Made up hours must be documented and kept on file by the instructor/main office. These hours will be added to the number of “hours attended”.

Unexcused Absence

An absence is considered “unexcused” when prior notice is not given, when a doctor’s notice is not provided after three consecutive absences or at the discretion of the school director if it is determined that the provided excuse is insufficient.

Standards for Attendance

The following procedures relating to maintaining school standards for attendance will be observed:

1. Immediately upon falling below a 90% attendance rate (95% for LPN), a student will be issued an “Attendance Notice” indicating that they have fallen below the standard of the school. A student will have 30 days to bring their attendance above 90% (95% for LPN).

2. If after 30 days the student has failed to improve their attendance, the student will be issued an “Attendance Warning” which requires (a) a meeting with an ACC staff member and (b) to establish a written plan which defines strategies which will be created to address the attendance issue. The time period established for the improvement will be defined in the plan.

3. If the student fails to meet the requirements set forth in the written plan, they will be placed in “Attendance Probation”, which is typically zero tolerance. Failure to make improvements in the prescribed time period will result in Termination for the Program. The student can appeal this decision and meet with the director to provide documentation for the absences, at which time the director will make the final decision.
4. If a student’s absences exceed 15 percent of the scheduled hours in a program, the school will notify the VA to terminate the payment of educational benefits.

MEDICAL LEAVE AND MAKE-UP WORK Students being treated for medical conditions which include hospitalization must obtain a doctor’s statement indicating whether they are physically able to continue in the program without restriction of required classroom and clinic activities. Students will have earned credit for all successfully completed work up to the point of departure but, upon return, must take it upon themselves to schedule make-up work within one week for each instructor. A per-hour fee for make-up hours may apply and will be payable prior to the make up time.

<table>
<thead>
<tr>
<th>Code of Conduct</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Student Behavior</strong></td>
</tr>
<tr>
<td>The student is responsible for conduct acceptable to a good learning environment. Classroom discipline policies and rules are established by the individual teacher to meet the needs of the setting. Students must comply with the classroom rules. A student’s conduct is considered to be disruptive when it reflects open defiance, disrespect or insolence; when it is threatening, obscene or vulgar. Violation of any rule will result in disciplinary action that will include probation or termination. The school director will determine and rule on all cases of Code of Conduct violations.</td>
</tr>
</tbody>
</table>

**Title 1**
Alliance City School parents may request policies regarding student participation in state mandated assessments as well as information on each assessment. Please see your building principal for this information and/or BOE Policy #po2623. Information on mandated State Assessments can also be found at the following website web address: [http://education.ohio.gov/Topics/Testing](http://education.ohio.gov/Topics/Testing).

**Title IX**
The Alliance City School District has developed policies that focus on the right of pupils and the right to participate in academic, athletic, and any other extra curricular activities without regard to sex, race, color, national origin or disability.

**Right to Due Process:**
The Alliance Career Center recognizes the right to due process for each student.

**Zero-Tolerance Policy:**
Actions of a student or students that are determined by the administration to be inappropriate or disruptive behavior and/or violent in nature while on school property or during official functions, will have discipline intervention standards applied consistent with established district policy and the Ohio Revised Code. We follow the State of Ohio’s law in Compliance with the Jessica Logan Act.

**Use of tobacco/no smoking policy**
The Alliance Board of Education prohibits the possession, consumption, purchase or attempt to purchase and/or the use of tobacco or tobacco substitute products, “vapor” or other substitute forms of cigarettes, by students on Board premises, in Board-owned vehicles, within any indoor facility owned, leased or contracted for by the Board, and at all Board-sponsored events. Students who violate this policy shall be subject to disciplinary action in accordance with the Student Code of Conduct/Student Discipline Code and in accordance with policies of the Board.
Search and Seizure
Search of a student and his/her possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of Education, if there is a reasonable suspicion that the student is in violation of the law or school rules. A search may also be conducted with or without the student’s consent. Lockers remain the property of the school and are assigned to students for their convenience. Lockers will be searched, without the necessity of the student consent, during the school year. Random locker searches will be carried out during the school year. Students may be disciplined for any item that is found in their locker that is prohibited by the Student Code of Conduct. Sharing of lockers is not permissible. Students are responsible for the appearance of and items found in their lockers. Use of glue or tape inside the locker is prohibited.

Parking Passes
All students must use the back parking lot. Each student who wishes to park in the lot must display a parking permit. Students must also follow the following guidelines:
- No speeds over 15 m.p.h.
- No reckless driving
- No excessive noise
- Cars must be parked inside designated parking spaces

Non-compliance with the above rules may result in losing parking privileges and/or vehicle being towed.

Narcotics, Alcohol and Stimulant Drugs
A student shall not buy, sell, possess, transmit, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, tranquilizer or alcoholic beverage, intoxicant or mood altering chemical of any kind or purport any substance as one of the above (look alike drug) or possess drug paraphernalia. This rule is in effect during school or any related activity, event, program, externship, observation or clinical. This is cause for immediate dismissal from the program with no refund of any cash paid. If a teacher or administrator has reasonable suspicion of any drug use by a student they can request an immediate drug screening. Random drug testing shall be administered throughout the school year and includes testing of all students. The student will be given the 1st drug test and if positive, the employee may request a split-drug test. The 2nd specimen result shall be conclusive. This will be at the students’ expense. Any specimen that comes back with the results showing diluted will need to have another drug test. A suspected violation of this policy will result in a referral to a Chemical Dependency Program (QUEST), and dismissal from the program. Use of any drug authorized by a medical prescription from a registered physician shall not be considered as a violation of this rule.

Jurisdiction
The rules set forth in the Student Handbook shall be applicable to the student behaviors that take place:
- On the school premises.
- At all school sponsored activities, whether on or off campus.
- In or on privately owned vehicles, whether on campus or in transit, for the purpose associated with a school activity.
- Off campus and affect or endanger students and/or staff associated with the school district.

Dismissal Procedure
A student will be dismissed from the program for any of the following reasons:
- Performing consistently documented unsafe/unprofessional performance in the clinical area as evidenced by behavior that might prove harmful to the patient, to self, and/or classmates
- Repeated policy violations and/or misconduct
- Persistent tardiness and/or leaving early.
- Absenteeism in excess of 10% after probationary requirements are not met.
- Violation of established school/program policies
- Conviction of a felony
- Conduct deemed inappropriate to school policy and/or coordinator/faculty/staff/staff observation

**Satisfactory Academic Progress**

ACC is required to ensure that students receiving federal student aid are making adequate progress toward completing their program. Official Satisfactory Academic Progress (SAP) will be calculated at the conclusion of each payment period. The number of payment periods is based upon the number of hours in the program. The following are examples of payment periods:

- LPN -1422 hours: four payment periods (450,450, 261, 261)
- Full-Time Classes: 900 hours: two payment periods (450, 450)
  648 hours: two payment periods (324, 324)
  1500 hours: four payment periods (450, 450, 300, 300)

Once it is determined that a student is not meeting SAP, a Financial Aid Notice will be sent to the student. In order for the student to continue receiving financial aid, the student must maintain SAP according to the following standards:

**Qualitative**

Students must maintain a cumulative grade of Average or above (See Grading Scale).

Students must be working toward completion on a specific program.

**Quantitative**

Students must complete within 110% of the normal length of the program. LPN’s must complete within 105% of the normal length of the program.

Students must maintain a cumulative 90% attendance percentage. LPN’s must maintain a cumulative attendance percentage of 95%.

*Note: Periods in which a student does not receive aid will be counted toward the maximum time frame of 110% allowed to complete a program.*

If a student changes programs, both the quantitative and qualitative aspects of the SAP would start over as of the date of the program change.

All programs at ACC are clock hour programs and not term based, therefore we do not have a summer term.

**Grading Policy with SAP**

A student must maintain a C average or a 2.0 GPA. A student whose grade falls below the minimum satisfactory requirement of 2.0 GPA will be placed on probation for 30 days. If the student does not achieve a satisfactory grade of 2.0 or above during the probation the school will dismiss the student.
Students enrolled in a full-time program will be evaluated on a monthly basis by the instructor with periodic student conferences, and a final evaluation at the end of each trimester. Grades are at the school’s discretion and attendance may be used as a grade or factor in determining grades.

**Grading Scale (Adult Ed)**

<table>
<thead>
<tr>
<th>Letter</th>
<th>Range</th>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>93-100</td>
<td>4.0</td>
<td>Excellent</td>
</tr>
<tr>
<td>A-</td>
<td>90-92</td>
<td>3.9</td>
<td>Above Average</td>
</tr>
<tr>
<td>B+</td>
<td>88-89</td>
<td>3.5</td>
<td>Above Average</td>
</tr>
<tr>
<td>B</td>
<td>83-82</td>
<td>3.2</td>
<td>Above Average</td>
</tr>
<tr>
<td>B-</td>
<td>80-82</td>
<td>2.9</td>
<td>Above Average</td>
</tr>
<tr>
<td>C+</td>
<td>78-79</td>
<td>2.5</td>
<td>Average</td>
</tr>
<tr>
<td>C</td>
<td>73-77</td>
<td>2.2</td>
<td>Average</td>
</tr>
<tr>
<td>C-</td>
<td>70-72</td>
<td>1.9</td>
<td>Below Average</td>
</tr>
<tr>
<td>D+</td>
<td>68-69</td>
<td>1.5</td>
<td>Below Average</td>
</tr>
<tr>
<td>D</td>
<td>63-67</td>
<td>1.2</td>
<td>Below Average</td>
</tr>
<tr>
<td>D-</td>
<td>60-62</td>
<td>0.9</td>
<td>Below Average</td>
</tr>
<tr>
<td>F</td>
<td>59-Below</td>
<td>0.0</td>
<td>Failure</td>
</tr>
</tbody>
</table>

**Grading Scale (For Practical Nursing Programs)**

<table>
<thead>
<tr>
<th>Letter</th>
<th>Range</th>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>94-100</td>
<td>4.0</td>
<td>Excellent</td>
</tr>
<tr>
<td>B</td>
<td>87-93</td>
<td>3.0</td>
<td>Above Average</td>
</tr>
<tr>
<td>C</td>
<td>80-86</td>
<td>2.0</td>
<td>Average</td>
</tr>
<tr>
<td>F</td>
<td>Below 80</td>
<td>0.0</td>
<td>Failure</td>
</tr>
</tbody>
</table>

**SATISFACTORY ACADEMIC PROGRESS (SAP)**

Satisfactory academic progress (SAP) is determined by both attendance/pace of progress criteria, ACC attendance (90% or better) LPN attendance (95% or better) and academic average criteria, ACC (70% or higher) LPN (80% or higher). To be considered eligible for Title IV funds, students must qualify both quantitative (attendance) and qualitative (academically). Students receiving Title IV funds such as a Pell Grant and/or a Direct Student Loan must maintain requirements regarding attendance and academic progress. Failure to maintain these requirements will place the student in jeopardy of losing federal financial aid until action is taken to regain eligibility. All students must maintain SAP to stay actively enrolled in the course of study they are pursuing. SAP will be monitored at the end of each calendar month to ensure satisfactory progress is being maintained. For students receiving Title IV Financial aid, SAP will be evaluated at the end of the end of each payment period.

For financial aid purposes, satisfactory progress for a clock hour program is evaluated at the point where the student’s scheduled clock hours for the payment period have elapsed, regardless of whether the student attended them. A student not meeting satisfactory academic progress at the end of a payment period will lose financial aid eligibility for the next payment period. A student whose financial aid eligibility is terminated may submit an appeal to the financial aid office.

**MAXIMUM TIME FRAME:**

To maintain Satisfactory Academic Progress, students must maintain pace of progression to ensure completion within maximum time-frame. Due to the 90% attendance policy for ACC the maximum time frame is 111.11% (100/90% =111.11%) LPN maximum time frame is 105.00% (100/95%= 105.00%) Therefore, students enrolled in ACC must complete the program within the maximum time frame. Alliance Career Center Adult Workforce Education will evaluate Satisfactory Academic Progress at the end of each payment period. Attendance, grades, and pace are checked at the end of each payment period. The payment period is defined as the point when the student’s scheduled clock hours have
elapsed, Example: a 900 hour program, the official check date is at the end of each scheduled 450 hours. Any student who fails to make Satisfactory Academic Progress at the end of a payment period will be notified that he/she is no longer eligible to receive his/her Title IV Financial Aid. A financial aid appeal can be made by the student to the financial aid office for review of circumstances.

FINANCIAL AID APPEALS PROCESS:
When a student loses FSA eligibility because he/she failed to make satisfactory progress he/she may appeal that result on the basis of undue hardship or mitigating circumstances. A financial aid appeal can be made by the student to the financial aid office for a review of circumstances. Each case will be reviewed on an individual basis considering attendance, hours to complete, and grades. A review board will make a determination of the appeal within 2 weeks. If the appeal is approved the student will be placed on financial aid probation. Probation will allow a student to still receive financial aid but will be required to meet SAP by the end of the probation period. (usually one payment period)

GROUND FOR FINANCIAL AID APPEAL:
A financial aid appeal must be based on an undue hardship or mitigating circumstances which make it impossible for the student to meet the satisfactory academic progress requirement. Mitigating circumstances are defined as and limited to: death in the immediate family, hospitalization of the student, documented medical problems or other special circumstances such as work-related transfers, natural disasters, weekend military service and family emergencies. Mitigating circumstances are events outside of the student’s control and are unavoidable. The appeal must be supported with appropriate written documentation from legitimate sources.

Students who accumulate excessive absences for life experiences such as transportation problems, child care problems, routine doctor’s appointments, occasional illness, etc. will not be awarded an appeal. Students must anticipate these situations and be prepared for them before they occur.

FINANCIAL AID APPEALS:
Financial aid appeals must be written or typed and signed by the student and include supporting documentation. The appeal must explain why the student failed to make satisfactory progress and what has changed in his/her situation that will allow him/her to demonstrate satisfactory academic progress at the end of the next payment period. The financial aid appeal must be submitted to the financial aid office within five (5) days of notification of ineligibility of aid. The financial aid administrator will meet with the school administrators and others as necessary to discuss the circumstances of the appeal and develop an academic plan if the appeal will be approved. The academic plan will outline the process/time-frame/work assignments necessary for the student to regain SAP and financial aid eligibility.

If a student’s appeal is approved the student must agree in writing to the academic plan. The student will be placed on financial aid Probation Status. The school will monitor the student’s compliance with the plan. The student is considered eligible for Title IV funds while meeting the terms of the plan. If the
student does not meet SAP (academic and attendance) requirements according to the time-frame and
requirements of the academic plan, termination of aid eligibility will result. If the appeal is not granted
or the student does not agree to the academic plan, termination of aid eligibility will result. If a student
is granted a financial aid appeal, only one financial aid appeal will be granted during the program length.
A student whose appeal is approved will have financial aid eligibility reinstated on a probationary basis
for a maximum of one payment period. Determination of warning and/or probation is based upon a
cumulative average of the academic and attendance status. Students will be sent written notification if
their status changes as a result of the SAP evaluation.

According to school policy, tuition and fees no longer funded due to loss of aid eligibility are the
student's responsibility to pay.

SAP TERMS:
Appeal: Formal process by which a student requests a review of the circumstances that have resulted in
the student not working toward successful completion of coursework and losing eligibility of federal
financial aid.
Probation: A status the school assigns to a student who is failing to make satisfactory academic progress
and who successfully appeals and is working on an academic plan. Probation period cannot exceed one
payment period.

PACE OF COMPLETION:
ACC students must successfully complete at least 90% of their cumulative attempted clock hours to stay
on pace with the maximum time-frame requirements. LPN students must complete at least 95% of their
cumulative attempted clock hours to stay on pace with the maximum time-frame requirements.
Attempted clock hours are the hours a student attends each payment period. Pace of progress is
measured by taking the cumulative clock hours successfully completed by the student, divided by the
number of cumulative clock hours the student attempted through the end of the payment period or
period of enrollment.

Programs offered at ACC are career focused and observe tight time frames related to academic course
of study. Course completion deadlines are observed in accordance with the quantitative and qualitative
SAP measures above, program requirements must be met within 150% of the published hours for the
course.

Special Grading Circumstances
Remedial Courses
ACC does not grant credit for remedial courses.
Transfer Coursework
- ACC will review requests for credit for previous learning and transfer of hours on a case by case
  basis.
- Accepted transfer coursework will be counted toward the maximum timeframe.
Incompletes, Withdrawals and Repetitions

- Due to the relative short-term nature of programs delivered at ACC, a student must demonstrate mastery of a program subject before progressing within the course of study. As such, "incompletes" are not issued for modules or courses within a program (and therefore are not impactful on SAP). Withdrawals, which also includes terminations, only occur when a student completely withdraws from a program (and therefore is no longer actively enrolled).
- Due to the Maximum Time Frame Completion Policy of 105% for LPN’s and 111% for Adult Ed, repetition of failed classes is not possible.

"Note: The term "withdrawal" defines any reason for a student leaving school, whether it is initiated by the student or by the school.

Financial Aid Notice

Official Satisfactory Academic Progress (SAP) will be calculated at the conclusion of each payment period.

If it is determined that the student is not meeting SAP Standards, the student will lose financial aid eligibility for the next payment period. It is the student's responsibility to work out a plan of action with the Instructor, Financial Aid Office, and Program Coordinator. The plan of action will include requirements for minimum attendance (90%), minimum grades, and/or a weekly mandatory check in with the Instructor, Program Coordinator, and Financial Aid Office. Many students will be required to attend regular classroom hours plus a combination of homework assignments, clinical/lab time. ACC will check the student's progress weekly and will notify the student when SAP has been met.

Additional Notes:
- A student who is not receiving aid due to unsatisfactory progress will have their aid reinstated only if an appeal is granted.
- A student who becomes ineligible for aid will be responsible for paying all tuition, books, fees, and all other charges that were not covered by financial aid.

Satisfactory Academic Progress Appeal

A student may submit an appeal in the form of a letter along with any supporting documentation to the Adult Director/Designee describing circumstances beyond the student's control that may have caused a failure to meet the satisfactory progress standards. The Adult Director/Designee will convene a review board and a determination of the appeal will be made within two weeks. Cases will be reviewed on an individual basis and the student will be notified of his/her appeal. If the appeal is approved the student will be placed on financial aid probation. Probation will allow the student to still receive financial aid but will be required to meet SAP by the end of the probation period (usually one payment period).

Course Transfer Policy

Transfer Credits

ADVANCED STANDING PROCEDURE
Each advanced standing applicant will be considered on an individual basis. Records and other pertinent information regarding transfers or special admissions will be reviewed by the program coordinator and the amount of credit granted will be determined. For advanced placement in a class, the student must:

1. Submit a letter of intent.
2. Submit a certified copy of his/her transcript from a previous training program.
3. Understand that training less than 600 hours may not qualify for financial aid and that arrangements for tuition will need to be made prior to starting class.
4. Satisfy admission with advanced standing requirements as specified – see individual program.

TRANSFER BETWEEN PROGRAMS PROCEDURE

Students have the ability to transfer coursework or transfer enrollment between programs within the institution. Transfer of coursework within ACC-Adult Education programs are made on an individual basis. Transfer coursework awarded means that the student has met the course objectives from both programs for that specific subject and has achieved the required academic standard. Course equivalency is determined by the program coordinator based on the review of the student’s official transcript (and course syllabus as indicated). Transfer of enrollment is also made on an individual basis determined by the program coordinator. A student who wishes to transfer programs within ACC must complete the ACC Program Transfer Form, meet with each program coordinator and the financial aid coordinator as indicated. Student’s initial application fee is transferrable for 12 months, excluding the pre-entrance assessment fee. The student must meet the admission criteria of the new program of study. Students are responsible for the fees of the initial program of study. See Refund policy. The transfer of students from other institutions is considered on an individual basis by the program coordinator. Eligibility and acceptance as a transfer student from another institution is determined through the advanced standing procedure. Transfer coursework awarded means that the student has met the course objectives from both programs for that specific subject and has achieved the required academic standard. Course equivalency is determined by the program coordinator based on the review of the student’s official transcript (and course syllabus as indicated). Transfer coursework will be confirmed by the program coordinator only after receipt of an official copy of his/her transcript issued by the associated educational institution on the student’s behalf. Disclaimer: Program specific criteria for transfer program coursework may apply (refer to individual program supplemental handbook as indicated). Please refer to the advanced standing procedure.

TRANSFER OF CREDITS

Students have the ability to transfer coursework (credit) from previous institutions as a means of meeting some program course requirements. Transfer of coursework from another institution to ACC-Adult Education programs are made on an individual basis. Transfer coursework awarded means that the student has met the course objectives from both programs for that specific subject and has achieved the required academic standard. Course equivalency is determined by the program coordinator based on the review of the student’s official transcript (and course syllabus as indicated). Transfer coursework will be confirmed by the program coordinator only after receipt of an official copy of transcript issued by the associated educational institution on the student’s behalf. Disclaimer: Program specific criteria for transfer program coursework may apply (refer to individual program supplemental handbook as indicated).
For the transfer to and from other institutions, which require conversion from, or to clock hours, commonly accepted practice is observed in order to maintain consistency. In either direction, credit is offered (or transferred to) by:

A. Utilizing the Ohio Board of Regents’ Career Technical Transfer (CT2)
B. Articulation agreements with specific institutions which define what “credits” will be offered for completed hours.
C. On a case-by-case basis with transcript review by the program director.

Incompletes, Withdrawals, and Repetitions
Due to the relative short-term hourly nature of programs delivered at ACC, a student must demonstrate mastery of a subject before progressing within the course of study. As such, “incompletes” are not issued for modules or courses within a program (and therefore are non-impactful on SAP). Withdrawals (which also includes terminations) only occur when a student completely withdraws from a program (and therefore is no longer actively enrolled).

Re-entry
A student can be granted re-entry into a program after demonstrating that the barriers that caused the dismissal from the program have been resolved. A director would meet with the student to determine the eligibility and make the final determination when and if the student is able to return to the program. The student would have to wait until the program is offered again. All financial obligations must be cleared with student accounts.

Graduation Requirements
The following criteria must be met to graduate or be issued a completion certificate:

(a) The student account must show a zero balance due.
(b) Standards for Attendance must be met.
(c) Standards of Satisfactory Progress in Academics must be met.

Withdrawal and Termination

Program Termination by the School
ACC reserves the right to terminate a student when they have failed to maintain minimum academic, attendance, financial, Code of Conduct, or fails to follow the drug policy requirements established by the school. Except in extreme cases, failing to abide by these requirements would typically result in the creation of a written improvement plan created in coordination with the program participant, school director, program administrator, and/or program coordinator. The Alliance Career Center reserves the right to adjust or cancel financial aid based on changes in eligibility, funding, and/or enrollment status.

MEDICAL LEAVE AND MAKE-UP WORK
Students being treated for medical conditions which include hospitalization must obtain a doctor’s statement indicating whether they are physically able to continue in the program without restriction of required classroom and clinic activities. Students will have earned credit for all successfully completed work up to the point of departure, but upon return must take it upon themselves to schedule make-up work within one week for each instructor. A $40-per-hour fee may apply and will be payable prior to the make up time. (Refer to program specific policy.)

Program Withdrawal by the Student
A student can withdraw from a program at any time during the program year, keeping in mind that all financial obligations must be kept to the school according to the Cancellation / Refund Policy (both below). Requests for program withdrawals may be made by phone, in person or in writing.

Withdrawal due to Covid-19
Alliance Career Center recognizes that adult education students currently enrolled in occupational training programs are affected by the COVID-19 pandemic. Therefore, on a case-by-case basis, Alliance Career Center may implement the following emergency refund policy:

Program withdrawals and refunds due to COVID-19:

Adult Education students, who meet the following criteria, may withdraw from their program without financial penalty if he/she:
- were actively enrolled in occupational training programs on March 17, 2020 (the date that ACC suspended face-to-face instruction per the state governor’s directive), and are experiencing extreme hardship due to COVID-19, and submit a written request to withdraw from their occupational training program due to COVID-19

Current policy states that students who withdraw after completing at least 60% of program hours are responsible for the balance of the full program costs. However, for students who have completed 60% or more clock hours on or after March 17, 2020 and who wish to withdraw due to COVID-19 hardship, ACC will refund the balance of tuition remaining without penalty. For students who have completed less than 60% of the program hours and wish to withdraw due to COVID-19 hardship, students are responsible for program tuition and fees for the hours they were enrolled as of March 17, 2020, but may receive a refund for the balance of the program cost without penalty.

Students who accrued program hours after March 17, 2020 but who wish to withdraw will have their refunds calculated on the total number of scheduled hours up to the date of withdrawal.

Re-enrollment options due to COVID-19:
Current policy states that once students withdraw, students cannot re-enroll in the program for 180 calendar days. However, due to the COVID-19 pandemic, students who withdrew due to COVID-19 and wish to re-enroll in the same program once hands-on training resumes, they may re-enroll in the program prior to the 180 day wait period. Students must work with the program coordinator to determine a re-enrollment date prior to the 180 day wait period, based on program scheduling and students' academic progress in the program prior to the withdrawal. For students who withdraw from their program due to COVID-19 hardship and wish to re-enroll in the program after 180 days, ACC may require these students to demonstrate technical and academic skills prior to re-enrollment. ACC may determine that students need additional training.
or remediation prior to re-enrolling. Students who re-enroll due to COVID-19 hardship will not be subject to additional fees or penalties.

Cancellation / Refund Policy:
In cases of program termination or student withdrawal, you may be responsible for tuition and/or repayment of any financial aid you have received but have not yet earned based on the following tables.

Those eligible for a refund under the policies defined below will be issued a refund within 45 days of the planned class start date or 45 days from the student’s last day of attendance.

**Withdrawal Prior to Start**

<table>
<thead>
<tr>
<th>Reason</th>
<th>Tuition</th>
<th>Application Fee</th>
<th>Test Fees</th>
<th>Reservation Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application is not accepted</td>
<td>FULL REFUND</td>
<td>FULL REFUND</td>
<td>N/A</td>
<td>NO REFUND</td>
</tr>
<tr>
<td>The class is cancelled</td>
<td>FULL REFUND</td>
<td>FULL REFUND</td>
<td>NO REFUND</td>
<td>FULL REFUND</td>
</tr>
<tr>
<td>Student does not meet admission requirements</td>
<td>FULL REFUND</td>
<td>NO REFUND</td>
<td>NO REFUND</td>
<td>NO REFUND</td>
</tr>
<tr>
<td>Withdrawal prior to start date or within 3 days of orientation</td>
<td>FULL REFUND</td>
<td>NO REFUND</td>
<td>NO REFUND</td>
<td>NO REFUND</td>
</tr>
</tbody>
</table>

**Withdrawal after Program Start**
(Refunds are calculated as a percentage based on the number of hours attended as of the withdrawal date using the chart below.)

<table>
<thead>
<tr>
<th>Time Attended</th>
<th>Amount Refunded for Payment Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st-3rd Day of Payment Period</td>
<td>No charge for tuition, however, if books, tools or supplies have been opened/used, they cannot be returned and the student is responsible for payment.</td>
</tr>
<tr>
<td>4th Day – 10% of Payment Period</td>
<td>90% of tuition for period, plus books, tools, and supplies</td>
</tr>
<tr>
<td>11% to 25% of Payment Period</td>
<td>50% of tuition period, plus books, tools, and supplies</td>
</tr>
<tr>
<td>26% to 50% of Payment Period</td>
<td>25% of tuition for period, plus books, tools, and supplies</td>
</tr>
<tr>
<td>Over 50% of Payment Period</td>
<td>0% of tuition for period, plus books, tools and supplies</td>
</tr>
</tbody>
</table>

In the case of a student who has financial aid, a return calculation is made using the Return to Title IV formula required by the U.S. Department of Education. The Return to Title IV calculation determines how much aid a student has earned as of the withdrawal date and whether any funds must be returned to the government. After the aid earned has been calculated, the chart above is used to determine if the school owes the student a refund.

For the benefit of the student, if a participant fails the first class of the LPN program, they will only be charged for the first class along with all applicable books and fees. All charges before this point will be prorated and charged at an hourly rate, including all book charges and any applicable fees. Early withdrawal from a program may affect the Federal monies that a student is entitled to.
Disclaimer of Employment Guarantee: Although the staff at the Alliance Career Center works very hard to prepare each student for employment in their field of study, we do not guarantee a job placement at the completion of the program. ACC has employees to provide job placement assistance to completers of full time and part time programs. Assistance may include help with resumes, cover letters, job-seeking skills and job leads. To be eligible for job placement leads, graduates are expected to keep their contact information current and updated to date with the ACC office.

Students/graduates are expected to participate in surveys following program completion administered for the purpose of collecting information relating to the employment status of the student/graduate and specific wage. Information collected is used for reporting purposes only and is not reported in relationship to a specific individual.

The Alliance Career Center is a clock hour school and is required to take attendance in all full time programs.

Program termination or withdrawal, initiated either by Alliance Career Center (ACC) or by the student, may result in both the ACC and the student returning money to the funding sources. Refunds to Title IV will be established using the “Treatment of Title IV Funds When a Student Withdraws From a Clock-Hour Program” form, except in the case that the withdrawal date (or termination) occurs after 61% of the payment period. Up through the 60% point in each payment period a pro rata schedule is used to determine the amount of Title IV funds the student has earned at the time of withdrawal. After the 60% point in the payment period a student has earned 100% of the Title IV funds he or she was scheduled to receive during the period.

Order of Return of Student Financial Aid Program Funds
Funds that are required to be returned to the U.S. Department of Education must be returned in the following order:

1. Unsubsidized Federal Stafford Loan
2. Subsidized Federal Stafford Loan
3. Federal PLUS Loan
4. Pell Grant

The student will be responsible for any outstanding balance owed ACC that Title IV (financial aid) funding did not cover. Upon request, worksheets used to determine the amount of refund or Return of Title IV aid are available in the Student Services Office.

Return of Title IV Funds (Financial Aid)
If a student withdraws or is terminated from ACC, the student may be required to return a portion of the federal funds awarded. A student can begin the official withdrawal process by notifying the school of the intent to withdraw from the Alliance Career Center or the student can unofficially withdraw by ceasing attendance. Whether the student withdrawal is official or unofficial the date of withdrawal is the last date of attendance for the purpose of determining all refund calculations. The
student’s date of withdrawal will be determined from the attendance records that are on file with the attendance secretary. Except in unusual instances, the date of the institution’s determination that the student withdrew should be no later than 14 days after the student’s last date of attendance as determined by the institution from its attendance records. ACC must return any unearned funds to the Department of Education as soon as possible but no later than 45 days from the date of determination of the student’s termination/withdrawal.

Post Withdrawal Disbursement
If you did not receive all of the funds that you earned, you may be due a post-withdrawal disbursement. If your post-withdrawal disbursement includes loan funds, ACC must get your permission before it can disperse them. You may choose to decline some or all of the loan funds so that you don’t incur additional debt. ACC may automatically use all or a portion of your post-withdrawal disbursement of grant funds for tuition, fees and book charges (as signed by your enrollment agreement with ACC). If you do not give your permission, you will be offered the funds. However, it may be in your best interest to allow the school to keep the funds to reduce your debt at the school. There are some Title IV funds that you were scheduled to receive that cannot be disbursed to you once you withdraw because of other eligibility requirements. For example, if you are a first-time, first-year undergraduate student and you have not completed the first 30 days of your program before you withdraw, you will not receive any Direct Loan funds that you would have received had you remained enrolled past the 30th day.

If you receive (or ACCl) excess Title IV program funds that must be returned, your school must return a portion of the excess equal to the lesser of:

1. Your institutional charges multiplied by the unearned percentage of your funds, or
2. The entire amount of excess funds.

ACC must return this amount even if it didn’t keep this amount of your Title IV program funds. If ACC is not required to return all of the excess funds, you must return the remaining amount. Any loan funds that you must return, you repay in accordance with the terms of the promissory note. That is, you make scheduled payments to the holder of the loan over a period of time.

If the determination is that the student is owed a post withdrawal disbursement or has a credit balance after the student ceases attendance, ACC has 14 days to return the funds to the student. If the student cannot be located ACC must return the federal funds to the Title IV programs.

The percentage of the Title IV Financial Aid to be returned is equal to the number of clock hours attended in the billing period divided by the number of hours that were scheduled. For example, if a student has completed 30% of the billing period they have earned 30% of their financial aid. However, once a student has completed 60% of the hours in a billing period, 100% of the financial aid awarded that billing period will have been earned.

NOTE: If financial aid funds have been released to a student because of a credit balance on the student’s account, then the student may be required to repay some of the aid if the student withdraws.
Availability
Any student service listed below can be obtained by:
- scheduled or non-scheduled appointments with faculty or staff,
- calling the ACC main office at 330-829-2267 and indicating you are a current student needing help with a service, or
- emailing careers@alliancecityschools.org. Additionally, the school director can be contacted directly at 330-829-2267

Job Placement Assistance
The Alliance Career Center offers assistance for placing students in their related certificate field upon completion. While there is no dedicated staff serving this role, our entire faculty and staff work with employers in the field to assist students in obtaining employment upon completion of their programs. Internships offer excellent opportunities for students to audition their skills with potential employers, with more than 75% receiving offers for employment upon completion. Students are assisted with the development of their resume and employment related documents as part of their courses, or a one-on-one consultation with counseling staff. Students also may gain knowledge of skills in job searching, job applications, and job growth as part of their program. ACC does not guarantee job placement upon completion.

Library and Learning Resources
Alliance Career Center houses various resources for students to use in their coursework. The Nancy Teeple Library, the main Learning Resource Center, contains various resource materials such as dictionaries, thesauruses, and other subscription resources. Additionally, computers with internet connection allow for online access to internet resources such as online databases. One additional computer lab is available for individual access or for use as part of a course. Each course syllabus outlines the utilization of the LRC for each course sequence.

In addition to the reference materials in The Nancy Teeple Library, ACC refers electronic research through www.infohio.org. INFOhio, a statewide cooperative school library and information network, supports and enriches teaching and learning by providing equitable access to quality resources for Ohio’s PreK-12 community of students, educators and parents. INFOhio’s components include electronic resources for schools, instructional development for teachers, and school library automation -- all promoting information literacy and media literacy through the use of technology.

Student Orientation
Prior to the first day of classes, students who are new to Alliance Career Center are required to attend a New Student Orientation. During this time students become acquainted with the school, the administrative staff, the faculty and their peers. Staff explain ways in which they assist students and clarify students’ rights and responsibilities, and help to familiarize them with the policies for students at ACC. It is the responsibility of the student to become familiar with and abide by all regulations explained in this catalog and all supplements, as well as with the Student Handbook.

Ohio Means Jobs
Students are required to establish a Career Profile with Ohio Means Jobs. This allows students to search for available scholarships, create resumes, network with potential employers, and practice interview
questions. This service is free and will be used frequently throughout the course of the student’s career at ACC.

Course Catalog Disclosure
This “Course Catalog and Student Handbook”, outlines the details of ACC’s policies and regulations. Students are expected to read the Student Handbook and comply with all policies listed. Copies of the Student Handbook are available in each classroom, in the Learning Resource Library, in the main office and at accrtw.org

Student Study Groups
Students are encouraged to participate in study groups for joint study and research. During orientation and the first day of classes for each course, students are encouraged to form study groups. Students also form roundtables to discuss issues, concerns, and academic progress.

Academic Counseling and Tutorial Services
ACC does provide professional academic counseling or tutorial services, utilizing staff and faculty to provide tutoring for students, usually as part of an academic improvement plan. Students may seek extra assistance with school instructors in addition to scheduled class meeting times if extra academic assistance is needed.

Personal Counseling
ACC has a part-time counselor to assist students succeed in their chosen program. As a licensed student counselor, the ACC counselor is available to speak about personal or professional issues that may be limiting their success in the classroom

Nursing NCLEX Preparation
The Robert T. White School of Practical nursing subscribes to a NCLEX preparation curriculum through learning partner ATI. ATI is a national leader in curriculum and materials that allow nursing students to prepare for licensure examination. ATI offers a wide variety of NCLEX® preparation assessments during nursing school. These assessments not only prepare students for the NCLEX, but they also help them gain critical thinking skills and a comprehensive nursing knowledge base needed to be a great nurse.

Concerns/Complaint Procedure

A “Complaint/Concern” is a written claim by a student alleging discrimination on the basis of gender, disability, race, color, creed, religion, age, ancestry, national origin, Vietnam era veteran, or marital status. A student complaint alleging a violation, misapplication or misrepresentation of the training agreement between the student and the Adult Education Staff and Center will be handled under the following procedure:

All “Complaint/Concern” will be reported immediately to the Adult Education Director who will function as the Adult Education Complaint Officer. “Complaint/Concern” will be logged and documented. All information will then be presented to the Financial Aid Officer/Office Manager, Supervisor and Program Coordinator. All documentation will be reviewed by the committee and if needed the Superintendent. A report of action will be provided to the person making the complaint.

Other complaints will be processed in the following manner:
1. If a student has a complaint with another individual, it should be discussed with that individual.
2. If the complaint is still unresolved the student and the individual will then meet with the supervisor of ACC to discuss the problem.
3. If the complaint remains unresolved then the supervisor, the student and the individual involved in the complaint will meet with the Director.
4. A student may also submit in writing a concern/complaint paper to the Supervisor and Director.

**Appeal Process**

Students have the right to due process. When a student has a question, concern or complaint, he or she should direct these concerns in writing to the appropriate person within 5 school days in the following order:

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Step 1</td>
<td>Student’s Instructor/Coordinator – if unresolved, student may appeal to step 2 within 2 school days</td>
</tr>
<tr>
<td>Step 2</td>
<td>Supervisor/parties involved – if unresolved, student may appeal to step 3 within 2 school days</td>
</tr>
<tr>
<td>Step 3</td>
<td>Director of the Alliance Career Center – if unresolved, student may appeal to step 4 within 2 school days</td>
</tr>
<tr>
<td>Step 4</td>
<td>Appeals Committee Director of the Alliance Career Center, Program Administrator of The RTW School of Practical Nursing, School Counselor, or another person designated by the Director - if unresolved, student may appeal in writing to step 5 within 2 school days</td>
</tr>
<tr>
<td>Step 5</td>
<td>Superintendent or Superintendent’s designee. The superintendent’s decision is final.</td>
</tr>
</tbody>
</table>

Students may file reports regarding suspected harassment, intimidation, or bullying. Such reports shall be reasonably specific; including the person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation, and/or bullying, and the names of any potential student or staff witnesses. Such reports may be filed with any school staff member or administrator, and they shall be promptly forwarded to the Building Director for review, investigation, and action.

Students and school personnel may make informal or anonymous complaints of conduct that they consider to be harassment, intimidation, and/or bullying by verbal report to a teacher, school administrator, or other school personnel. Such complaints shall be reasonably specific; including the person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation, and/or bullying, and the names of any potential student or staff witnesses. A school staff member or administrator who receives an informal or anonymous complaint shall promptly document the complaint in writing, including the information provided. This written report shall be
promptly forwarded by the school staff member and/or administrator to the Building Director for review, investigation, and appropriate action. Individuals who make informal complaints as provided above may request that their name be maintained in confidence by the school staff member(s) and administrator(s) who receive the complaint. Anonymous complaints shall be reviewed and reasonable action shall be taken to address the situation, to the extent such action may be taken that (1) does not disclose the source of the complaint, and (2) is consistent with the due process rights of the student(s) alleged to have committed acts of harassment, intimidation, and/or bullying. When an individual making an informal complaint has requested anonymity, the investigation of such complaint shall be limited as is appropriate in view of the anonymity of the complaint. Such limitation of investigation may include restricting action to a simple review of the complaint subject to receipt of further information and/or the withdrawal by the complaining student of the condition that his/her report be anonymous.

**BULLYING, HARASSMENT, AND INTIMIDATION**

The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community. Harassment, intimidation, or bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes aggressive behavior, physical, verbal, and psychological abuse, and violence within a dating relationship. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property, on a school bus, or while enroute to or from school, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, in a school vehicle, or where an employee is engaged in school business.

This policy has been developed in consultation with parents, District employees, volunteers, students, and community members as prescribed in R.C. 3313.666 and the State Board of Education's Model Policy. Harassment, intimidation, or bullying means:

A. any intentional written, verbal, electronic, or physical act that a student or group of students exhibits toward another particular student(s) more than once and the behavior both causes mental or physical harm to the other student(s) and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s); or

B. violence within a dating relationship.
"Electronic act" means an act committed through the use of a cellular telephone, computer, pager, personal communication device, or other electronic communication device.

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well being. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, bullying/cyberbullying, intimidating, menacing, coercion, name calling, taunting, making threats, and hazing.

Harassment, intimidation, or bullying also means cyberbullying through electronically transmitted acts (i.e., internet, e-mail, cellular telephone, or wireless hand-held device) that a student(s) or a group of students exhibits toward another particular student(s) more than once and the behavior both causes mental and physical harm to the other student and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s).

Any student who believes she/he has been or is the victim of aggressive behavior should immediately report the situation to the Building Principal or assistant principal, or the Superintendent. The student may also report concerns to teachers and other school staff who will be responsible for notifying the appropriate administrator or Board official. Complaints against the Building Principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

Every student is encouraged, and every staff member is required to report any situation that they believe to be aggressive behavior directed toward a student. Reports may be made to those identified above.

All complaints about aggressive behavior that may violate this policy shall be promptly investigated. The Building Principal or appropriate administrator shall prepare a written report of the investigation upon completion. Such reports shall include findings of fact, a determination of whether acts of harassment, intimidation, and/or bullying were verified, and, when prohibited acts are verified, a recommendation for intervention, including disciplinary action shall be included in the report. Where appropriate, written witness statements shall be attached to the report.

If the investigation finds an instance of harassment, intimidation, and/or bullying/cyberbullying by an electronic act or otherwise, has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include suspension or expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials.

If, during an investigation of a reported act of harassment, intimidation and/or bullying/cyber-bullying, the Principal or appropriate administrator believes that the reported misconduct may have created a hostile learning environment and may have constituted unlawful discriminatory harassment based on a Protected Class, the Principal will report the act of bullying and/or harassment to one of the Anti-Harassment Compliance Officers so that it may be investigated in accordance with the procedures set forth in Policy 5517 - Anti-Harassment.

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of aggressive behavior is prohibited and
will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as aggressive behavior. Retaliation may result in disciplinary action as indicated above. Deliberately making false reports about harassment, intimidation, bullying and/or other aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Deliberately making false reports may result in disciplinary action as indicated above.

If a student or other individual believes there has been aggressive behavior, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action.

The District shall implement intervention strategies (AG 5517.01) to protect a victim or other person from new or additional harassment, intimidation, or bullying and from retaliation following such a report.

This policy shall not be interpreted to infringe upon the First Amendment rights of students (i.e., to prohibit a reasoned and civil exchange of opinions, or debate, that is conducted at appropriate times and places during the school day and is protected by State or Federal law).

The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken. If after investigation, acts of bullying against a specific student are verified, the Building Director or appropriate administrator shall notify the custodial parent/guardian of the victim of such finding. In providing such notification care shall be taken to respect the statutory privacy rights of the perpetrator of such harassment, intimidation, and/or bullying.

If after investigation, acts of harassment, intimidation, and/or bullying by a specific student are verified, the Building Principal or appropriate administrator shall notify in writing the custodial parent/guardian of the perpetrator of that finding. If disciplinary consequences are imposed against such student(s), a description of such discipline shall be included in the notification.

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**Child Care**

Students are not permitted to bring children to classes. It is the student’s responsibility to make arrangements for the care of children while attending class.

**Damages and Losses**

Students using equipment belonging to the school are responsible for it’s proper care. When damage or loss of equipment is due to the student’s carelessness or neglect, the student assumes the cost of repair or replacement. ACC may defer a student’s graduation until payment has been received.

**Student Health**

If a student becomes ill during class or clinical experience, they are to report to the instructor. The student will be referred to their primary health care provider (PHCP) or sent home as necessary. It is the responsibility of the student to arrange for transportation without disrupting the education of others.

Any incident occurring to a student while at the school, observations or externship site must be reported to the coordinator immediately. The necessary forms (ACC Accident/Incident report, the student incident form, and clinical agency report) for reporting the incident will be filled out by the student noting the appropriate action taken, and signed by the instructor/coordinator. Students are not covered
by Workers’ Compensation and are responsible for their own healthcare and expenses.

Students must be able to meet all physical and mental requirements. Following personal surgery or giving birth, a return to school/clinical slip from the primary health care provider must be given to the coordinator before returning to class.

If there is evidence that satisfactory health is not maintained by the student, he/she will be asked to leave class or clinical to seek medical assistance. The student will be admitted to class or clinical on return with a written statement from the PHCP. There are certain conditions in which a student shall not be permitted to administer care to individuals.

- Skin infections (open draining wounds and paronychias of any kind, until drainage ceases).
- Respiratory tract infections (Group A Strep, any pneumonia, active pulmonary T.B., active Influenza, mumps), i.e., fever, chills, sore throat, productive cough, malaise, aching.
- Active skin eruptions (chicken pox, herpes zoster in exposed areas or disseminated type measles, rubella). Enteric infections (hepatitis, salmonellosis, shigellosis, amebiasis, giardiasis, vomiting or diarrhea or etiology of unknown, until etiology is determined or diarrhea abates)

There are certain conditions in which students shall be limited in their assignments to individuals. Students with primary or recurrent orofacial herpes simplex should not take care of immunosuppressed individuals, pregnant individuals, or newborns until the lesions are healed. Students with herpes simplex infections of the fingers or hand (herpetic whitlow) should not have direct contact with individuals until lesions are healed. Students with respiratory infections should not be assigned to the direct care of high-risk individuals, i.e., neonates, young infants, individuals with chronic obstructive lung disease or immunosuppressed individuals. Students with poison ivy may be allowed to render care, providing he/she first thoroughly scrubs his/her body to remove all plant oils. Should the dermatitis of poison ivy become bacterially superinfected, the student shall then be screened as for students with skin lesions.
2020-2021 STEPS FOR APPLYING FOR ADULT TRAINING PROGRAMS

1. Application
   a. Fill out the institutional application and return it directly to the Career Center.
   b. Required:
      ● $50.00 non-refundable application fee, and
      ● Copy of High School transcripts or GED results.

2. Program Qualification
   This evaluation will give us an idea of where you fit into our programs.

   TABE TEST - (NO COST)
   Test Including: Reading, Computation Math, Applied Math, Language, Vocabulary, Language Mechanics and Spelling. This test will help us determine your ability to complete the course.

   The WorkKeys Admissions Test evaluates Applied Math, Graphic Literacy, and Workplace Documents - $60 (ONLY FOR LPN)

3. Financial Aid
   If you pay your tuition and fees before class starts, this step can be skipped. If not, follow the guidelines for the appropriate program below:
   a. Full-time Programs (600+ hours)
      ● Complete the online Free Application for Federal Financial Aid (FAFSA) form at www.fafsa.ed.gov. (If unable to complete this step please call the financial aid office for assistance.)
      ● The Alliance Career Center School Code is 030151.
      ● Use the IRS Data Retrieval Tool to import your 2019 tax information into the FAFSA application.
You will be required to create an FSA username and password to sign and submit your FAFSA.

Schedule a financial aid appointment at 330-821-2102 after you have completed the online FAFSA application. During this meeting, financial aid and scholarship options are discussed, ensuring that all information is complete and accurate.

Review award information and sign the award letter.

Complete loan counseling if needed.

At the completion of program specific requirements, you are eligible to enroll in the class.

WHAT IS A FSA ID AND WHY DO I NEED ONE?

THE FSA ID, which replaced the Federal Student Aid Pin in May, 2015, is the username and password for you to use when you visit certain US Department of Education websites. When you type in your FSA ID at these sites, you are saying either, “Yes, it’s really me” or “Please accept my FSA ID as my signature on this online form.”

HOW DO I GET AN FSA ID?
Visit studentaid.gov/fsaid to learn about and create an FSA ID. Here’s what you need to get an FSA ID:

- Social Security Number (required)
- Full name that must match name on Social Security card
- Date of birth

Although you’re not required to provide your email address when you set up your FSA ID, it will make retrieving your username and password easier if you forget them. Just make sure you don’t use the same email address as someone else (e.g. your parent). Each email address can be associated with one FSA ID.

WHAT ARE SOME USES OF A FSA ID?
Among other things, you can use your FSA ID to:

- Sign and submit, correct, and check the status of your online Free Application for Federal Student Aid (FAFSA) at: fafsa.gov
- Review what federal student aid you have received in the past by logging in at: Studentaid.gov/login
- Sign federal student loan documents, complete loan entrance or exit counseling, and/or apply for income-based loan repayment at: Studentaid.gov
- Visit Studentaid.gov/fsaid#where for more ways you can use your FSA ID.

TOP FSA ID TIPS
- NEVER tell anyone else your FSA ID—not even your parent, child, school official, or loan company representative. Remember, your FSA ID is your signature. Protect it.
• Create your own FSA ID. Letting someone else create or use your FSA ID can cause problems or delays with your student aid. And never make a FSA ID for someone else.
• You’ll use your FSA ID every year you fill out a FAFSA and for the lifetime of any loans. So be sure to create a memorable username, password, and answers to your “challenge” questions. Keep your FSA ID and login information in a safe place, or memorize it.
• One of your parents might need a FSA ID as well. If you need to provide information about your parents on the FAFSA, one of your parents will have to sign the application. Your parent can create an FSA ID and then sign the FAFSA electronically using that FSA ID. Not sure if you will need to put your parents information on the FAFSA? Check out: Studentaid.gov/dependency.
• Each email address can be associated with only one FSA ID. If you share an email address with someone else, only one of you will be able to use that email address to create an FSA ID.
• If you had/have a Federal Student Aid PIN, you can link that with your FSA ID and use your FSA ID immediately on any of the websites that require it. If you didn’t have a pin, or didn’t link it to your FSA ID, at first you will only be able to use your FSA ID to complete, sign, and submit an original FAFSA. Within one to three days of creating your FSA ID, you should receive an email indicating that you may now use your FSA ID for all of its purposes—including to submit a Renewal FAFSA.

Nondiscrimination Policy
It is the intent of the Alliance Career Center to comply with the nondiscrimination provisions of the federal laws and regulations with regard to race, color, creed, national origin, sex, marital status, age, handicap or other physical characteristics. Neither the Career Center nor its employees shall discriminate against any student or individual entitled to participate in the educational programs or activities offered by the district, or in the employment or treatment of school district personnel.

In accordance with all federal, state, and local laws Alliance City Schools does not discriminate on the basis of race, color, national origin, sex (including sexual orientation and transgender identity), disability, age, religion, military status ancestry, genetic information (collectively, "Protected Classes"), or any other legally protected category, in its programs and activities, including employment opportunities. (In accordance with Policy 4122). Alliance City Schools Section 504 Coordinator is Mrs. Jane Stoner and the Title IX Coordinator is Mr. Jason Dixon, 200 Glamorgan St. Alliance, OH 44601.

Equal Education Opportunity
It is the policy of Alliance City Schools to provide an equal education opportunity for all students. Any person who believes that the school or any staff person has discriminated against a student on the basis of race, color, creed, disability, religion, gender, ancestry, national origin, place of residence within the boundaries of the District, or social or economic background, has the right to file a complaint. A formal complaint can be made in writing to the School District’s Compliance Officer, Mr. Jason Dixon, at 200 Glamorgan St., Alliance, OH, 44601. The complaint will be investigated and a
response, in writing, will be given to the concerned person within 10 days. The Compliance Officer can provide additional information concerning access to equal opportunity. Under no circumstance will the District threaten or retaliate against anyone who raises or files a complaint.

**LOCKER POLICY**
Lockers remain the property of the school and are assigned to students for their convenience. Lockers may be searched, without the necessity of student consent, during the school year. Random locker searches may be carried out during the school year. Students may be disciplined for any item that is found in their locker that is prohibited by the Student Code of Conduct. Students are responsible for the appearance of and any items found in their locker. Use of tape or glue inside the locker is prohibited.

**ANNUAL NOTIFICATION TO STUDENTS — FAMILY EDUCATION RIGHT AND PRIVACY ACT**

The Family Educational Rights and Privacy Act (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). These rights include:
- The right to inspect and review the student’s education records within 45 days after the day the Alliance Career Centre receives a request for access. A student should submit to the Adult Career Center office a written request that identifies the record(s) that 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.
- The right to request the amendment of the student’s education records that the student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.
- A student who wishes to ask the school to amend a record should write the Adult Career Center Supervisor clearly identifying the part of the record the student wants changed and specify why it should be changed.
- If the school decides not to amend the record as requested, the school would notify the student in writing of the decision and the student’s rights to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
- The right to provide written consent before the school discloses personally identifiable information (PII) from the student’s education records, except to the extent that FERPA authorizes disclosure without consent.
- The school 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 is a person employed by the Alliance Career Centre as an administrative, supervisory, academic, research, or support staff position; a person serving on the board of trustees; and health staff. A school official has a legitimate educational interest if the official needs to review the education record in order to fulfill his or her professional responsibilities for the Alliance Career Centre.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Alliance Career Centre 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

**Disclosure without Consent**
FERPA permits the disclosure of Personally Identifiable Information from students’ education records, without 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 of 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 the disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student –
- To other school officials, including teachers, within the Alliance Career Centre whom the school has determined to have legitimate educational interests;
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled in the disclosure is for purposes related to the student’s enrollment or transfer;
- 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;
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;

- To accrediting organizations to carry out their accrediting functions;
- To parents of an eligible student if the student is a dependent for IRS tax purposes;
- To parents if a health or safety emergency involves their son or daughter;
- To appropriate officials in connection with a health or safety emergency;
- To comply with judicial order or lawfully issued subpoena;
- Information the school has designated as “directory information.” ACC directory information includes: name, program of study, attendance dates, honors/awards, and photo. To “opt out” of directory information, the student must complete the appropriate section of the “Adult Student Consent to Release Records” form or notify the ACC in writing within seven (7) days of program start date;
- 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.

SEXUAL ASSAULT, SEXUAL HARASSMENT, STALKING, DOMESTIC VIOLENCE, DATING VIOLENCE

All persons associated with the District, including, but not limited to, the Board, the administration, the staff and the students, are expected to conduct themselves at all times so as to provide an atmosphere free from incidents of sexual assault, sexual harassment, stalking, domestic violence and dating violence. Any incident, whether verbal or nonverbal, occurring inside or outside of District buildings, on other District-owned property or at school-sponsored social functions/activities, is illegal and unacceptable and will not be tolerated. Any person who engages in an incident while acting as a member of the school community is in violation of this policy.

The Board has developed complaint procedures, which are available to every member of the school community. The Board has also identified disciplinary penalties, which could be imposed on the offenders.

If you are a victim of a sexual assault, sexual harassment, stalking, domestic violence or dating violence at this institution, your first priority should be to get to a place of safety. You should obtain the necessary medical treatment even if you do not intend to report the assault. Prior to medical treatment/exam it is important not to bathe, shower, change one’s clothes or disturb anything at the crime scene. The Adult Career Center strongly advocates that a victim or witness of any incident report the incident in a timely manner. Time is a critical factor for evidence collection and preservation. An incident should be reported directly to the program coordinator or adult supervisor who will assist the victim in reporting the incident to the Director. Filing a report with the Director will not obligate the victim to notify law enforcement authorities, prosecute, nor will it subject the victim to scrutiny or judgmental opinions from the school. When a report is filed the ACC will provide the victim with a written explanation of his/her rights, resources and options. The school will assist a victim/survivor in notifying the proper law enforcement authorities if requested. Filing a police report will:

a. Ensure that a victim receives the necessary medical treatment and tests.
b. Provide the opportunity for preservation and collection of evidence helpful in prosecution, which cannot be obtained later.
c. Assure the victim has access to confidential counseling from counselors specifically trained in the area of crisis intervention.

Victims or witnesses of sexual assault, domestic violence or dating violence should take steps to preserve evidence that may aid in obtaining a protective order or any administrative action and/or criminal prosecution that may result. Items that may serve as evidence include, but are not limited to: voice mails, emails, text messages, social media messaging, notes, or other correspondence that may be relevant. Depending on the situation, clothing worn by the victim and/or the accused may also be needed as evidence and should be preserved in its original state. Do not disturb the scene of the incident, as police may want to photograph the scene.

Protective Order
For more information on obtaining an Order of Protection visit the Alliance City Police Department resource page at http://www.alliancepolice.com/domestic-violence.

Institutional Response to a Reported Sexual Assault, Sexual Harassment, Stalking, Domestic Violence or Dating Violence

Upon receiving information regarding sexual assault, stalking, domestic or dating violence, the Career Center may offer support to the victim, share options with the victim, encourage the victim to seek medical attention and/or counseling, and/or encourage the victim to file reports with the appropriate law enforcement authority. The Adult Career Center will follow up with reports of alleged misconduct that are brought to the attention of school officials in accordance with prescribed policies and the Student Code of Conduct. Alleged victims will be asked to provide information regarding the allegation. Whether the offense occurred on or off-campus, Career Center officials will provide the victim with a written explanation of his/her rights, resources and options.
Definitions

Consent to Sexual Activity: Means actual agreement rather than merely submitting as the result of force or the threat of force.

Sexual Assault: Means an offense classified as a forcible or non-forcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation. A sexual assault is any form of non-consensual sexual activity. Sexual assault includes all unwanted sexual acts from intimidation to various forms of penetration and rape.

Sexual Harassment: Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other physical or verbal conduct of a sexual nature when it meets any of the following: submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment or academic status; submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individual; such conduct has the purpose or effect of unreasonably interfering with an individual’s work or academic performance or creating an intimidating, hostile, or offensive environment for working or learning.

Stalking: Means engaging in a course of conduct directed at a specific person that would cause a reasonable person to: fear for his or her safety or the safety of others; or suffer substantial emotional distress. In Ohio, stalking is defined as a pattern of conduct (two or more incidents in a short period of time) that is unwanted and causes mental distress. A broader definition of stalking: stalking is willful, malicious and repeated harassing or threatening of another person through activities such as following the individual, showing up at her/his home or workplace, sending unwanted messages (including email or text messages) or objects, vandalizing property or making harassing phone calls. Telecommunications harassment (sometimes called “cyber stalking”) is a crime under Ohio law. It is the use of e-mail, Internet, instant messaging, social media, or other electronic devices to harass or abuse another person.

Domestic violence: Means a felony or misdemeanor crime of violence committed by: a current or former spouse or intimate partner of the victim; a person with whom the victim shares a child in common; a person who is cohabitating with the victim as a spouse or intimate partner, a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies; or any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction.

Dating violence: Means violence committed by a person: who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship shall be determined based on a consideration of the following factors: the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

When the Director is contacted, the Director will assist the victim in notifying local law enforcement authorities if the victim so chooses. The victim may choose for the investigation to be pursued through the criminal justice system. Law enforcement officers will guide the victim through the available options and support the victim in his or her decision. All matters in regard to an incident, including the identity of both the charging party and the accused, are kept confidential to the extent possible.

Assistance will be made available in changing academic or externship situations after an alleged incident, if requested by the victim and if these changes are reasonably available regardless of whether or not the victim chooses to report the crime to local law enforcement. Students wishing to exercise this option should contact their program coordinator.

In addition to any criminal or civil remedies available under the law, any act of dating violence, domestic violence or stalking is a violation of and is subject to disciplinary proceedings under the ACC’s Student Code of Conduct. The range of penalties shall include, but are not limited to: alteration of program schedule and/or externship site, loss of privilege, restitution for school property and damages, suspension, and termination.

The ACC disciplinary action proceedings shall provide a prompt, fair, and impartial investigation and resolution. The Director is vested with the authority and responsibility for investigating all complaints in accordance with the procedures set forth by the Alliance City Schools Career Centre District. The accuser and the accused are entitled to the same opportunities to have others present during a disciplinary proceeding. Both the accuser and the accused will be simultaneously informed in writing of the outcome of any institutional disciplinary proceeding. The accused and the accuser may appeal the results of the institutional disciplinary proceeding in writing to the Director. Both the accuser and the accused will be informed of any change to the results that occur prior to the results being final and will be notified in writing when the results are final. Although discipline may be imposed against the accused upon finding guilt, retaliation is prohibited. Retaliation against a victim or any other party involved in submitting a report is prohibited and the Adult Career Center will respond to allegations of this type of behavior. Students are strongly encouraged to notify the adult administrator should this behavior occur.

The Campus Sex Crimes Prevention Act (CSCPA) of 2000 is a federal law that provides for the tracking of convicted sex offenders enrolled at, or employed by institutions of higher education. Federal law requires state law enforcement agencies to provide institutions of higher education with a list of registered sex offenders who indicate that they are enrolled at or employed by those institutions. This is available from the Transitions Coordinator. In addition, information on registered sex offenders is available at www.mahoningsheriff.com.

The CSCPA further amends the Family Educational Rights and privacy Act of 1974 (FERPA) to clarify that nothing in the Act can prohibit an educational institution from disclosing information provided to the institution concerning registered sex offenders. This statement is provided in compliance with the Campus Sex Crimes Prevention Act of 2000.

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Resources for Victims of Sex Offenses
Counseling can assist victims in understanding and working through their reactions to dating violence, domestic violence, and stalking, enhancing victim’s coping skills and ability to deal with the events, and minimizing potential long-term effects of the events. Local and national resources exist to assist and support victims of sex offenses. Some of these include:
- www.domesticviolenceproject.org
- Alliance Area Domestic Violence Shelter 330-823-7223
- www.alliancedomesticviolenceshelter.org
- Ohio Domestic Violence Network www.odvn.org
- Ohio Domestic Violence Resource Center www.ohiodvresources.org
- Alliance Police Department 330-821-3131
- Stark County Crisis Center- www.domesticviolenceproj.org
- United Way- www.uwstark.org/family-violence-prevention-treatment

CAMPUS CRIME STATISTICS
Classification and Definitions
Burglary vs. Larceny: An incident must meet three conditions to be classified as a burglary.
- There must be evidence of unlawful entry (trespass). Both forcible entry and unlawful entry – no force are counted.
- The unlawful entry must occur within a structure, which is defined as having four walls, a roof, and a door.
- The unlawful entry into a structure must show evidence that the entry was made in order to commit a felony or theft. If the intent was not to commit a felony or theft, or if the intent cannot be determined, the proper classification is larceny.

Destruction, Damage, or Vandalism of Property: To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

Hate Crimes: Crimes of larceny-theft, simple assault, intimidation, and destruction, damage, or vandalism of property, and of other crimes involving bodily injury to any person, in which the victim is intentionally selected because of the actual or perceived race, gender, religion, national origin, sexual orientation, gender identity, ethnicity, or disability of the victim.

Intimidation: To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

Larceny-theft (except motor vehicle theft): The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. Attempted larcenies are included.

Simple Assault: An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or a loss of consciousness.

The chart that follows is provided and updated annually as directed by the U.S. Department of Education through Public Law 101-542, The “Criminal Awareness and Campus Security Act of 1990.”

<table>
<thead>
<tr>
<th>Offense</th>
<th>On-Campus</th>
<th>Public Property</th>
<th>On-Campus</th>
<th>Public Property</th>
<th>On-Campus</th>
<th>Public Property</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2016</td>
<td>2016</td>
<td>2017</td>
<td>2017</td>
<td>2018</td>
<td>2018</td>
</tr>
<tr>
<td>Murder/Non-Negligent Manslaughter</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
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</tr>
<tr>
<td>Negligent Manslaughter</td>
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<td>0</td>
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<td>0</td>
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</tr>
<tr>
<td>Rape</td>
<td>0</td>
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</tr>
<tr>
<td>Fondling</td>
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<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Incest</td>
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<td>0</td>
<td>0</td>
<td>0</td>
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<td>0</td>
</tr>
<tr>
<td>Statutory Rape</td>
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</tbody>
</table>
The Violence Against Women Reauthorization Act of 2013 requires ACC to report statistics on three new categories of crimes. Beginning with calendar year 2013, we are now reporting statistics on incidents of dating violence, domestic violence and stalking that occur in our Clery jurisdiction.

<table>
<thead>
<tr>
<th>Crime Category</th>
<th>2016</th>
<th>2017</th>
<th>2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Robbery</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Aggravated Assault</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Burglary</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Motor Vehicle Theft</td>
<td>0</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Arson</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Hate Crimes</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>ARRESTS</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Weapons: carrying, possessing, etc.</td>
<td>0</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Drug Abuse Violations</td>
<td>1</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>Liquor Law Violations</td>
<td>0</td>
<td>0</td>
<td>0</td>
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</tbody>
</table>

**DISCIPLINARY ACTIONS**

The Violence Against Women Reauthorization Act

<table>
<thead>
<tr>
<th>Year</th>
<th>Domestic Violence On-Campus</th>
<th>Domestic Violence Public Property</th>
<th>Dating Violence On-Campus</th>
<th>Dating Violence Public Property</th>
<th>Stalking On-Campus</th>
<th>Stalking Public Property</th>
</tr>
</thead>
<tbody>
<tr>
<td>2016</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>2017</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>2018</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>
STUDENT CONSUMER INFORMATION DISCLOSURE

The Higher Education Act of 1965 (HEA), as amended by the Higher Education Opportunity Act of 2008 (HEOA), includes many disclosure and reporting requirements for institutions participating in Title IV programs. A disclosure requirement is information that ACC is required to distribute or make available to students (and sometimes employees). A reporting requirement is information submitted to the U.S. Department of Education or other agencies. Disclosure and reporting requirements sometimes overlap. The following is a list of the key disclosure and/or reporting requirements, along with a description of how and when this information is distributed and where it can be found. Most of this information can be found in the current ACC Student Handbook/Website.

<table>
<thead>
<tr>
<th>Information</th>
<th>Description</th>
<th>Where This Information Can Be Located</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Program</td>
<td>Educational Programs, Institutional Facilities and Faculty</td>
<td>Complete and current information about programs and classes available can be found in the Course Catalog/Student Handbook.</td>
</tr>
<tr>
<td>Constitution and Citizenship Day</td>
<td>Each educational institution that receives Federal funds for a fiscal year is required to hold an educational program about the U.S. Constitution for its students.</td>
<td>Each/year ACC holds educational information about the U.S. Constitution to each student/viewer. Constitution Day facts can also be obtained online and from the Financial Aid Office.</td>
</tr>
<tr>
<td>Drug and Alcohol Policy</td>
<td>This policy describes the institution’s expectations of student and employee conduct, defines drug- and alcohol-related offenses, describes the physical effects of alcohol, as well as sanctions against infringement violations. The prevention plan also provides abuse prevention and assistance programs. See also the Drug-Free Schools and Communities Act, Public Law 101-226</td>
<td>The alcohol and drug prevention plan is presented to students during orientation. Information is also included in the Handbook. Students are also made aware of the student handbook online during the application process.</td>
</tr>
<tr>
<td>Employment Positions and Placement Rates Available</td>
<td>This disclosure provides a list of the employment positions by field and corresponding program and the placement rate (with a description of the methodology used to obtain the rate) by program</td>
<td>Placement rate data is on each individual Gainful Employment Disclosure. Gainful Employment Disclosures are available online at <a href="http://www.accmva.org">http://www.accmva.org</a></td>
</tr>
<tr>
<td>Facilities and Services Available to those with Disabilities</td>
<td>This is a discussion of the institution’s policy and procedure for providing reasonable accommodations to qualified individuals with a disability participating in the school’s programs.</td>
<td>ACC Student Handbook</td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>Family Education Rights and Privacy Act (FERPA)</td>
<td>This is a discussion of the institution’s policy for complying with the Family Educational Rights and Privacy Act of 1974 (FERPA), which gives students the right to: • Access their educational records; • Consent to release a record to a third party; • Challenge information in their records, and • Be notified of their privacy rights. Also discusses the disclosure exceptions – including the health and safety emergency exception.</td>
<td>ACC Student Handbook. Also available online at <a href="http://www.sccwv.org">http://www.sccwv.org</a>. Students sign a FERPA agreement at their financial aid appointment.</td>
</tr>
<tr>
<td>Financial Assistance</td>
<td>Each school must make available to prospective and enrolled students information about: • All the need-based and non-need-based federal, state, local, private and institutional student financial assistance programs (aid) available to students who enroll at the school • Terms and conditions of the Title IV, HEA loans • Criteria for selecting recipients and for determining award amount • Eligibility requirements and procedures for applying for aid • Methods and frequency of disbursements of aid • Rights and responsibilities of students receiving Title IV, HEA student Financial Aid, including criteria for continued student eligibility and standards for Satisfactory Academic Progress • Terms of any loan received as part of financial aid package, sample loan repayment schedule, and the necessity for repaying loans • Procedures and forms by which students apply for assistance • General conditions and terms applicable to employment provided as part of financial aid package. The exit counseling information the school provides and collects</td>
<td>All required information is generally provided to students directly during their financial aid appointment. Supplemental information is provided through appropriate publications, mailing, or electronic media including. Information can also be found in the ACC Student Handbook and on the U.S. Department of Education’s website.</td>
</tr>
<tr>
<td>Gainful Employment</td>
<td>The institution provides the following disclosures using the prescribed template: - The name and U.S. Department of Labor's Standard Occupational Classification (SOC) code of the occupations that the program prepares students to enter, along with links to occupational profiles on the U.S. Department of Labor's O*NET Web site or its successor site. - The on-time graduation rate for students completing the program. - Normal time to complete the program (in weeks, months, or years). - The tuition and fees the institution charges a student for completing the program within normal time. - The typical costs for books and supplies (unless those costs are included as part of tuition and fees), and the cost of room and board, if applicable. - The job placement rate for students completing the program, if required by the state or accreditor. - The median loan debt incurred by students who completed the program (separately by Title IV loans, private loans, and institutional debt).</td>
<td>Gainful Employment Disclosures are available online at <a href="http://www.accftr.com">http://www.accftr.com</a></td>
</tr>
<tr>
<td>Misrepresentation</td>
<td>The Institution has several formal processes in place to ensure that: * The Institution does not misrepresent the nature of its educational program. * The Institution does not misrepresent the nature of its financial charges. * The Institution it does not misrepresent the employability of its graduates.</td>
<td>ACC Student Handbook</td>
</tr>
<tr>
<td>-------------------</td>
<td>-------------------------------------------------------------------------------------------------</td>
<td>---------------------</td>
</tr>
<tr>
<td>Student Code of Conduct</td>
<td>This document provides a code of ethics and conduct that students are expected to follow while on campus or in attendance at a school sponsored function.</td>
<td>ACC Student Handbook</td>
</tr>
<tr>
<td>Student Right-to-Know Act</td>
<td>The completion or graduation rate of certificate or degree-seeking, first-time, full-time, undergraduate students. The data are to be available by July 1 each year for the most recent cohort that has had 150 percent of normal time for completion by August 31 of the prior year. If the information is requested by a prospective student, it must be made available prior to the student’s enrolling or entering into any financial obligation with the school. Further the completion or graduation rates are disaggregated by: * Gender * Major racial and ethnic subgroup (as defined in IPEDS) * Recipients of a Federal Pell Grant * Recipients of a subsidized Stafford Loan who did not receive a Pell Grant * Students who did not receive either a Pell Grant or subsidized Stafford Loan</td>
<td>ACC Student Handbook</td>
</tr>
<tr>
<td>Transfer of Credit</td>
<td>The ACC statement of transfer of credit policies.</td>
<td>ACC Student Handbook</td>
</tr>
<tr>
<td>Voter Registration Form</td>
<td>The Institution encourages eligible students to vote.</td>
<td>Voter registration instructions can be obtained from the Financial Aid Office. Instructions are also available online at <a href="http://www.acorw.org">http://www.acorw.org</a></td>
</tr>
</tbody>
</table>
### Alliance Career Center Staff

<table>
<thead>
<tr>
<th>NAME</th>
<th>TITLE</th>
<th>Office</th>
<th>Ext.</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>GREG GEMBERLING</td>
<td>ACC Director</td>
<td>330-829-2267</td>
<td>3086</td>
<td><a href="mailto:gemberlinggr@alliancecityschools.org">gemberlinggr@alliancecityschools.org</a></td>
</tr>
<tr>
<td>SUZIE DENNIS</td>
<td>Student Advisor/Student Accounts</td>
<td>330-829-2267</td>
<td>3082</td>
<td><a href="mailto:dennissu@alliancecityschools.org">dennissu@alliancecityschools.org</a></td>
</tr>
<tr>
<td>BONNIE NEWTON</td>
<td>RTW Program Director</td>
<td>330-829-2267</td>
<td>3083</td>
<td><a href="mailto:newtonbo@alliancecityschools.org">newtonbo@alliancecityschools.org</a></td>
</tr>
<tr>
<td>ROBIN MCHENRY</td>
<td>Financial Aid Coordinator/Office Manager</td>
<td>330-829-2267</td>
<td>3085</td>
<td><a href="mailto:mchenryro@alliancecityschools.org">mchenryro@alliancecityschools.org</a></td>
</tr>
<tr>
<td>RECHELLE CURFMAN</td>
<td>Student Records/Receptionist</td>
<td>330-829-2267</td>
<td>3080</td>
<td><a href="mailto:curfmanre@alliancecityschools.org">curfmanre@alliancecityschools.org</a></td>
</tr>
<tr>
<td>MARIANNE MICHNA</td>
<td>Receptionist</td>
<td>330-829-2267</td>
<td>3080</td>
<td><a href="mailto:michnama@alliancecityschools.org">michnama@alliancecityschools.org</a></td>
</tr>
<tr>
<td>TRICIA STANTON</td>
<td>LPN Instructor</td>
<td>330-829-2267</td>
<td>3090</td>
<td><a href="mailto:stantontr@alliancecityschools.org">stantontr@alliancecityschools.org</a></td>
</tr>
<tr>
<td>EMILY DEACK</td>
<td>LPN Instructor</td>
<td>330-829-2267</td>
<td>3088</td>
<td><a href="mailto:deackem@alliancecityschools.org">deackem@alliancecityschools.org</a></td>
</tr>
<tr>
<td>AMY HADDOCK</td>
<td>LPN Instructor</td>
<td>330-829-2267</td>
<td>3021</td>
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