

2016-2017 Catalog Addendum

Effective January 9, 2017

Addendum legend:

~~Strikethrough~~ = deleted information

Underline = new information

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History of Hondros College of Nursing

Hondros College began in 1981 as a real estate preparatory school. In 2006, the College received approval from the Ohio Board of Nursing to offer Practical Nursing and Associate Degree in Nursing programs, which were launched at the West Chester campus, near Cincinnati, in January 2007. In 2008, 2009, and 2011 the College expanded the Practical Nursing and Associate Degree in Nursing programs to the Westerville, Fairborn, and Independence campuses, respectively. The main campus of record at the Ohio Board of Nursing is the suburban Columbus (Westerville) campus.

Hondros College of Nursing continues to pursue excellence in higher education. In 2011, the College proudly received authority from the Ohio Board of Regents to confer baccalaureate degrees. The online RN-BSN completion program welcomed its inaugural class in October 2011. In May 2013, the RN-BSN completion program at Hondros College became accredited by the Commission on Collegiate Nursing Education, One Dupont Circle, NW, Suite 530, Washington, DC 20036, (202) 887-6791.

On November 1, 2013, Hondros College was acquired by American Public Education, Inc. (APEI) which provides the college additional resources to advance its mission. The real estate and other business programs remain associated with Hondros College of Business, which is a separate, unrelated organization.

Hondros College has responded to the needs of motivated, dedicated nursing students by introducing more flexible schedules, such as evening/weekend scheduling options. The College has taken additional steps to offer nursing education that is timely, relevant, and directly tied to the expectations of healthcare employers in the communities we serve. In 2016, Hondros College introduced a concept-based curriculum and realistic, innovative lab simulation experiences to enhance the education and preparedness of nursing students at all campuses. To better reflect its mission, Hondros College changed its name to Hondros College of Nursing in 2016.

Hondros College of Nursing ~~plans to~~ opened a new campus in Toledo/Maumee in January 2017.

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LEGAL CONTROL OF THE COLLEGE

National Education Seminars, Inc., d.b.a. Hondros College of Nursing is a wholly-owned subsidiary of American Public Education, Inc., (APEI) a Delaware Corporation. APEI is a publicly-traded corporation, the common stock of which is listed on NASDAQ. APEI is located at 111 W. Congress Street, Charles Town, WV 25414.

Members of the National Education Seminars, Inc., (NES) Board of Directors are:

Major General (Retired) Barbara Fast, *Chair*

Dr. Wallace S. Boston, *President & Chief Executive Officer, American Public Education, Inc., (APEI)*

Harry T. Wilkins, CPA, *Executive Vice President and Chief Development Officer (APEI), Retired*

Dr. Peggy J. Wilmoth, Professor of Nursing, Georgia State University

Members of the American Public Education, Inc. Board of Directors are:

Major General (Retired) Barbara Fast, *Chair*

Dr. Wallace S. Boston, *President & Chief Executive Officer, American Public Education, Inc., (APEI)*

Eric C. "Ric" Anderson, *Director*

Jean C. Halle, *Director*

Dr. Barbara Kurshan, *Director*

Timothy J. Landon, *Director*

Wes Moore, *Director*

William G. Robinson, Jr., Director

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ADMISSIONS REQUIREMENTS:

Acceptance to Hondros College of Nursing is based on the following requirements:

1. The applicant must be a U.S. citizen or permanent resident of the United States. Applicants must submit official, unexpired government-issued documentation needed for admission (driver's license, state ID, passport, or proof of citizenship or permanent residency if not a U.S. citizen);
2. The applicant must be at least 18 years of age or older at the time he or she starts the program;
3. The applicant must complete and sign the Admissions application and pay the applicable application fee;
4. The applicant must complete the Student Online Readiness Survey;
5. The applicant must be a high school graduate or possess the recognized equivalent of a high school diploma. The applicant must provide documentation of graduation from high school in the form of a valid high school diploma, transcript, or other acceptable documentation issued by an authorized state education agency (e.g., General Education Development (GED) in Ohio). ~~that confirms the applicant meets or exceeds the academic achievement equivalent to a high school diploma; and~~
6. The applicant must complete and sign the enrollment agreement.

TECHNOLOGY REQUIREMENTS AND ACCEPTABLE USE POLICY

Students are required to have personal laptops for ~~class lectures~~ classroom and online learning experiences and any other educational activity. Technology requirements for student laptops for all programs are listed below:

Basic requirements:

- ~~Internet access (cable modem or DSL connection or faster highly recommended)~~
- A wireless card or built-in wireless networking
- Windows 7 operating system or newer ~~higher~~
- Microphone and speakers or headset
- A display Monitor capable of 1024 x 768 resolution or greater
- 2 4 GB or RAM or higher
- 20 50 GB of free hard disk space or more
- A modern, multi-core Windows-compatible processor
- A modern graphics card capable of producing high-quality graphics and video

Software requirements:

- ~~Internet Explorer 8.0 or higher, or the latest version of FireFox, with pop-up blockers disabled~~
- Microsoft Office ~~2007~~ 2010 or higher
- Adobe Flash Player 9 or higher
- Adobe Acrobat Reader 8 or higher
- Java 1.5.0 or higher
- ~~A current anti-virus software regularly updated according to the software manufacturer~~

~~Students using adaptive technology are recommended to use one of these screen readers for use with Sakai: JAWS version 10.0 or later; or Window-Eyes version 7.0 or later.~~

- Anti-virus software (current and regularly updated according to the software manufacturer)
- The latest versions of
 - Internet Explorer
 - Firefox
 - Java
 - Adobe Flash Player
 - Adobe Shockwave Player
 - Adobe Acrobat Reader
 - Microsoft .NET Framework
 - DirectX

In addition, students need access to a broadband internet connection of 3Mbps or greater. Students using adaptive technology are recommended to use JAWSS (version 10.0 or later) or Window-Eyes (version 7.0 or later) with Sakai.

EXCUSED ABSENCES

The following documented absences may be considered excused. If approved the student will be allowed to make up any work missed; however, the make-up time cannot be applied to their course attendance percentage:

- Court appearance – Applicable only when a student is mandated to appear in court for an action in which he/she is a third party or witness. Documentation will be required.

- Military Duty – All military personnel requesting a documented absence must submit a copy of their orders to the Campus Director prior to the missed time.
- Illness – In the event a student suffers personal illness, either a written doctor’s note excusing participation in school or documentation of the stay in the hospital will be required.
- Bereavement – In the event of the death of an immediate or extended family member and not to exceed 4 days or 25% of the scheduled courses. Documentation (e.g. newspaper notice, funeral notice, obituary, or church handout) is required.
- Jury Duty – Documentation required (stamped jury duty form from court).
- Extenuating Circumstance - Approved by the Director of Nursing or designee.

Documentaion of the above approved excused absences should be presented to the ~~Campus Director~~ Director of Nursing or designee upon returning to school or in advance when applicable. Students receiving funds from any state or federal agency may be subject to the additional attendance requirements of that specific agency.

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TUITION AND FEES

2016 RN-BSN COMPLETION RATE SHEET

Application Fee (first term only)	\$25
Technology Fee	\$1,300
Tuition*	\$20,880
Graduation Fees	\$100
Textbooks/Materials (estimated)	\$2,987
Total direct costs	\$25,317

*Tuition for PN or ADN Alumni is \$19,488

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ACADEMIC STANDING STATUS POLICY

~~2. Honors: Associate Degree in Nursing and RN-BSN completion students with a quarterly grade point average of 3.7-3.9 are eligible for the Dean’s List honor; students with a quarterly grade point average of 4.0 are eligible for the President’s List honor. The appropriate honors term will be noted on the student’s transcript.~~

~~Students’ graduating with an Associate’s Degree in Nursing, or higher, with a cumulative grade point average of 3.7-4.0 will qualify for graduating with honors. “Honors Graduate” will be noted on the student’s transcripts.~~

2. Honors: Students, enrolled half-time or more, with a grade point average of 3.25 or higher in a given quarter are eligible for honors, according to the following table:

<u>GPA Range</u>	<u>Honor List</u>
<u>3.75-4.00</u>	<u>Provost’s List</u>
<u>3.50-3.74</u>	<u>Dean’s List</u>
<u>3.25-3.49</u>	<u>Merit List</u>

The appropriate honor will be noted on the student's transcript for the term in which it is earned.

Students who graduate from a program with cumulative grade point average of 3.25 or higher will earn graduation honors, according to the following table:

<u>CGPA Range</u>	<u>Graduation Honor</u>
<u>3.75-4.00</u>	<u>Summa cum laude</u>
<u>3.50-3.74</u>	<u>Magna cum laude</u>
<u>3.25-3.49</u>	<u>Cum laude</u>

Students who achieve graduation honors will have "Honors Graduate" noted on their transcripts.

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REPEAT POLICY

Students must repeat and pass any courses in which they receive a failing grade or from which they have withdrawn. Students who need to repeat a course must complete an academic advising session to review scheduling options and registration. Students who need to repeat a course that is no longer offered due to the revised curriculum may have a blended curriculum, which may consist of a revised progression plan. Students cannot repeat a course(s) they have previously passed to simply improve their cumulative grade point average (CGPA).

1. Students are only permitted to repeat a failed course once. If unsuccessful on the second and final attempt, the student ~~may~~ shall be academically dismissed from the College.
2. Students are not permitted to take any additional course(s), out of sequence, when repeating a failed course.
3. All earned grades will become part of the student's academic record and will be reflected on the academic transcript. Repeated coursework, in which a passing grade was earned, will be marked with an "R" on the academic transcript to indicate the course was repeated.
4. Only the latest earned passing grade for a repeated course will be used in the calculation of the cumulative grade point average. Withdrawals (W), are not counted as an earned grade when recalculating the cumulative grade point average.
5. Repeated coursework must be taken at Hondros College of Nursing.
6. When calculating honors for graduation, all earned grades will be used in the cumulative grade point average calculation.
7. The student is responsible for all costs associated with repeated coursework. In some cases, financial aid may not be available for repeated coursework.
8. The student may not receive Title IV aid for retaking previously passed courses if the student is required to retake those courses because the student failed a different course in a prior term.
9. Students who need to repeat a course will be able to do so only when space is available.

READMISSION POLICY

A former student who voluntarily withdrew may apply to the College for readmission to his or her previous program. The applicant must satisfactorily demonstrate that the barriers that prevented him or her from completing the program during the previous enrollment have been resolved, and there is reasonable probability that he or she can complete the program of study within the maximum allowable timeframe. Applicants seeking readmission should contact the ~~Campus Director~~ Director of Nursing or designee prior to the start of the next term. The College will evaluate the readmission applicant's Satisfactory Academic Progress (SAP) to determine if the applicant is eligible for readmission. Students withdrawn for more than two quarters may be required to restart the program.

Applicants are required to sign a new enrollment agreement, which lists the current curriculum requirements, current tuition, fees, term of enrollment, and other required disclosures. An applicant for readmission must meet all admissions requirements of his or her program in effect at the time of readmission. In addition, applicants may be required to complete a new background check in accordance with the policy in effect at the time of readmission. The College reserves the right to deny readmission to any applicant that carries an unpaid balance from his or her previous enrollment. Readmission is not guaranteed and is dependent upon space and availability.

Students previously dismissed pursuant to the College's academic dismissal policy, or administratively withdrawn, should refer to the Reinstatement Policy.

REINSTATEMENT POLICY

Students who have been academically dismissed or administratively withdrawn may seek reinstatement by submitting the Request for Reinstatement form to the ~~Campus Director~~ Director of Nursing or designee. All requests for reinstatement will be reviewed by the College's Reinstatement Committee. Students will be notified in writing of the Committee's decision. The Committee's decision is final and cannot be appealed. Reinstatement is not guaranteed.

Students granted reinstatement after an academic dismissal will be placed on academic probation. Students granted reinstatement must follow all policies in effect at the time of the reinstatement.

Students who have been dismissed due to a Code of Student Conduct violation are not eligible to be reinstated to Hondros College of Nursing.

WITHDRAWAL POLICY

Attendance must be evident by the end of the first week for continuing students, or the student will be administratively withdrawn from the program. Students who stop attending or fail to meet the attendance requirements during or after week 8 will receive the grade earned at the end of the quarter, which may result in academic probation or academic dismissal from the college.

The student gives notice of the intent to withdraw from the college by contacting the ~~Campus Director~~ Director of Nursing or designee in person, in writing, by e-mail, or by phone. Withdrawals initiated up through the end of week 7 will earn a grade of "W"; a grade of "W" has no effect on cumulative grade point average. Withdrawals initiated after the end of week 7 will receive the grade earned at the end of the quarter. Failure of a course may result in the student being placed on academic probation or being academically dismissed. The withdrawal will not supersede academic probation or academic dismissal. Withdrawal from the college may require funds to be returned to the U.S. Department of Education.

SINGLE COURSE WITHDRAWAL POLICY

For students enrolled in the PN and ADN programs single course withdrawals are not permitted. Withdrawal from the College during the quarter constitutes withdrawal from all courses in which the student is enrolled.

RN-BSN students may withdrawal from one or more individual course(s) up through the end of week 7 of the quarter and will receive a grade of "W". Students should contact ~~their Campus Director~~ the Associate Provost/Dean, Post-Licensure Programs, in writing, via e-mail, or by phone to withdraw from a course. A grade of "W" has no effect on cumulative grade point average, but does impact pace of progression and maximum timeframe. Students may voluntarily withdraw from the same course no more than two times.

COLLEGE ADMINISTRATION

Chief Operating Officer Tony Mediate
Chief Administrative Officer & Provost Jeremy Hoshor-Johnson, JD
Associate Provost/Dean, Post-Licensure Programs Carol Hrusovsky, DNP, RN
Dean, Registered Nursing Program Angie Phillips, EdD, RN, CNE
Dean, Practical Nursing Program Tawnya Lawson, MS, RN
Dean, Academic Affairs Adam Bulizak, MA
Director, Student Financial Services Mary Cannon
Registrar Michelle Harden
Librarian Beth Smith, MSLS

CAMPUS ADMINISTRATION

WESTERVILLE ADMINISTRATION

Campus Director Kelly Cavanagh
Acting Director of Nursing Tawnya Lawson, MS, RN
Assistant Director of Nursing Patti McKee, MSN, RN
Assistant Director of Nursing Mary Ann Keough
Director of Admissions Tenique Dennis

WEST CHESTER ADMINISTRATION

Campus Director David Kramer
Acting Director of Nursing Angie Phillips, EdD, RN, CNE
Assistant Director of Nursing Katrina Key-Baker MSN, RN
Director of Admissions Lisa Swiniderman
Manager of Financial Aid Theodore Arnzen

FAIRBORN ADMINISTRATION

Campus Director Scott Stiver
Director of Nursing Dianna Tabern, MSN, RN
Assistant Director of Nursing Michele Jackson, MSN, RN
Director of Admissions Lisa Swiniderman
Manager of Financial Aid Kendel Holloway

INDEPENDENCE ADMINISTRATION

Campus Director Anthony Hibbs
Director of Nursing Melanie Knight, MSN, RN
Assistant Director of Nursing Andrea Graziano-Lorince, MSN, RN
Director of Admissions Robin Coleman
Manager of Financial Aid Scott Moore

MAUMEE ADMINISTRATION

Campus Director Jason Shawberry
Director of Nursing Susan Bernheisel, EdD, MSN, RN
Director of Admissions Jamal Jones

FAIRBORN

FULL-TIME NURSING FACULTY

Connie Champ, BSN, Urbana University
Melissa R. Collins, BSN, Ohio University
Elizabeth D. Jobson, BSN, Indiana Wesleyan University
Delice Jones, MSN, Walden University
Sharon Kazee, MSN, Chamberlain University
Miranda E. Knapp, MSN, Mount Carmel College of Nursing
Maryam W. Lyon, MSN, Indiana Wesleyan University
Tracey Mastin, MSN, Walden University
Sarah McClurg, MSN, Wright State University
Cynthia L. McMaken, MSN, Walden University
Christine Miller, BSN, Indiana Wesleyan University
Claudette M. Ross, MSN, Grand Canyon University
Shane W. Smith, BSN, Ohio University
Clifford Williams, BSN, Indiana Wesleyan University

FAIRBORN

FULL-TIME GEN ED FACULTY

Amy Dugan, PhD, University of Cincinnati
Tatyana Ipatova, MA, Kalinin University
Stephen M. Lochetto, MS, Villanova University

INDEPENDENCE

FULL-TIME NURSING FACULTY

Leah M. Frick, BSN, Kent State University
Teena Roberts, MSN, Case Western Reserve University
Donna Chojna, BSN, Kent State University
Christine M. Cleary, BSN, South University
Britney T. Ellis, BSN, Indiana Wesleyan University
Lisa Jouriles, BSN, Indiana Wesleyan University
Michelle Morris, BSN, University of Louisville
Latrice Tolliver, BSN, Kent State University
Oksana Vanderlinden, BSN, Walden University
Hannoud Almoghrabi, MSN, Case Western Reserve University
Ruby A. Conner, MSN, Western Governors University
Maria D. Edvon, MSN, Indiana Wesleyan University
Wendy Hildebrandt, MSN, Western Governors University
Jane Mccaskie, MSN, Kent State University
Luceille L. Miller, MSN, Walden University
David S. Tanner, MSN, Kaplan University
Joshua Todd, MSN, Ursuline College
Richard Zarzour, MSN, University of Phoenix

INDEPENDENCE

FULL-TIME GEN ED FACULTY

Alieta Ciocea, PhD, Cleveland State University
Michael Schlais, PhD, Bowling Green State University

WESTERVILLE MAIN CAMPUS

FULL-TIME NURSING FACULTY

Janet M. Adams, MSN, Western Governors University
Henrietta Ampofo, BSN, Capital University
Dawn E. Apparicio, BSN, Franklin University
Linda Coates, BSN, Ohio State University
John R. Coleman, MSN, Ohio State University

Alicia L. Dunlap, BSN, Ohio University
Linda Dybdahl, BSN, Indiana Wesleyan University
Lori Ellis, MSN, Indiana Wesleyan University
Kimberly Ferguson, BSN, Ohio State University
Karen Goldhardt, MSN, Capital University
Barbara A. Leone, BSN, Capital University
Pamela Miller, MSN, Mount Carmel College of Nursing
Yaw Nkansah-Wiafe, BSN, Ohio University
Lorri Rine-Haghir, MSN, Mount Carmel College of Nursing
Lura Ross, MSN, Wright State University
Brian K. Smith, BSN, Ohio University
Michelle L. Smith, BSN, Ohio State University
Susan Sommers, MSN, Chamberlain University
Gregg Thompson, MSN, Walden University
Patricia Turner, MSN, Western Governors University

WESTERVILLE MAIN CAMPUS

FULL-TIME GEN ED FACULTY

Julia Kathryn Brodt-Eppley, PhD, University of Cincinnati
Kevin Foy, PhD, Ohio State University
Christopher B. Gargoline, PhD, Capella University
Pal Goos, MD, Semmelweis Hungary
Cassie Hewitt, MA, Binghamton University
Mark Hopkin, MD, Ohio State University
Theresa Moore, MS, Youngstown State University
Christine M. Redding-Wagner, MS, Creighton University
Denise Wilson, PhD, University of Florida

WEST CHESTER

FULL-TIME NURSING FACULTY

Kristen A. Albert, MSN, College of Mount St. Joseph
Karen Balsler, MSN, University of Cincinnati
Dianne Benedict, MSN, University of Cincinnati
Deborah G. Boatright, MSN, University of Phoenix
Carol Carhartt, BSN, Indiana Wesleyan University
Linda Deppen, BSN, Kettering College
Amanda L. England, BSN, University of Cincinnati
Myrtle S. Garrison, MSN, Walden University
Patricia A. Harris, MSN, University of Cincinnati
Angel B. Hoch, BSN, University of Cincinnati
James A. Hubbard, BSN, Grand Canyon University
Jennifer Nye, BSN, University of Cincinnati
Courtney Roemer, BSN, Ohio University
Lynda S. Stoller, BSN, Indiana Wesleyan University
Faith M. Woody, MSN, University of Phoenix
Jean A. Yazell, BSN, Miami University

WEST CHESTER

FULL-TIME GEN ED FACULTY

Alexander J. Gearhart, MS, Wright State University
Norrenna T. Hubbard, MA, Jacksonville State University