



STUDENT ACADEMIC CATALOG AND CONSUMER INFORMATION

2017 - 2018

ADONIS COLLEGE of NURSING

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“True and correct as to context and policy”

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The written contents of this catalog are presented as an accurate description of course content, school facilities and services, and academic standards and policies that are in effect as of the enrollment agreement entered into by the student and the Adonis College of Nursing. Adonis College of Nursing reserves the right to, at any time and with prior notice, make modifications to its academic requirements, course offerings, policies, procedures, tuition, fees, and other matters contained herein. All modifications will be duly published whether in electronic or other form, and will affect all students who have not yet graduated. All changes will be issued in writing and all affected students would sign in agreement to the change. Clarification of matters contained in this catalog and handbook can be obtained from the directors of the appropriate academic and administrative departments and offices.

GENERAL CONSUMER INFORMATION TO ALL STUDENTS

ADONIS COLLEGE OF NURSING, hereinafter known as “ACON” will provide prospective students or prospective employees, with a copy of our Consumer Information by posting the information on our internet website, <http://www.acon.edu> A paper copy will be provided upon request through our Admissions Office. For general school information you may contact the Admissions Office, at 708-841-3302 or info@acon.edu

ADONIS COLLEGE OF NURSING will annually distribute to all enrolled students, a notice of the availability of the Consumer Information. It is known that the student is responsible for understanding all of the content in the Consumer Information document and how it directly relates to federal student aid.

CONTACT PERSONNEL TO ASSIST WITH CONSUMER INFORMATION

Our Business Administration Director and Admissions Office Personnel are knowledgeable of the information contained within this document and are readily available to assist prospective/enrolled students and/or their parents during normal business hours. Our business hours: M-F 8am – 4pm, or by email at: info@acon.edu

GENERAL INFORMATION

For general school information you may contact Admissions, at 708-841-3302 or info@acon.com

MISREPRESENTATION POLICY OF TRUTH AND CANDOR

ADONIS COLLEGE OF NURSING’s staff and faculty is committed to maintaining the highest standard of integrity in every aspect of its operations and to assuring complete transparency, candor and accuracy in all of its communications with students, accrediting agencies and the public. Furthermore, the school is using procedures and practices aimed at eliminating errors while communicating with students and the public.

STUDENT RIGHT TO KNOW (PRE-ENROLLMENT INFORMATION)

The most current pre-enrollment information is given upon enrollment. This will include the graduation, placement, and licensure rates for the most recent award year. This information may also under “Student Consumer Information” in this catalog or on the web- site <http://www.acon.edu> under program disclosure.

CLASS START DATES

Fall Session - October 30, 2017

Spring Session - January 8, 2018

Summer Session - May 14, 2018

Fall Session - September 17, 2018

Spring Session - January 14, 2019

Summer Session - May 13, 2019

Student Calendar Disclaimer

The school may at any time change or modify the Student Calendar to the extent the school determines necessary, in its discretion, by reason of any:

- (a) act of God, including, without limitation, any natural disaster or inclement weather; (b) fire; (c) riot; (d) local, state or national emergency; (e) business necessity; (f) war; (g) act of terrorism; (h) Course enrollment less than eight (8) students (i) civil insurrection; (j) striker or other labor difficulty; (k) rule, order, regulation and/or law of any governmental entity; and/or (l) school - sponsored activity.

The school will promptly present these changes to the students in writing and no changes will take effect without a signed agreement from students.

ADONIS COLLEGE OF NURSING MISSION STATEMENT

The college's VISION shall be the premier resource for higher education in the south suburbs of Chicago, Illinois as our school seeks to empower students to take ownership of being productive members of society while their achievements will focus on personal growth and job preparedness.

The MISSION is to simply provide quality higher education and healthcare instruction for productive team members who prepare to enter the workforce in entry level positions throughout the community in the Allied Health sector.

The PURPOSE of general education components used in our programs is an integral part of the education's preparation for occupational success. General education is intended to impart common knowledge, intellectual concepts and attitudes all of which will enable students to function effectively in an occupational setting. Our purpose aims to prepare students for entry level NA and PN positions. Each programs' instructional services are based on residential delivery, (face-to-face) and off- site clinical experiences. Upon certification and knowledge gained from clinical settings, graduates will be prepared to assist patients with common health issues as they provide care at an entry level. Our institution shall also prepare individuals for employability; provide a foundation and opportunity for continuing education and promote intellectual stimulation and development of current nursing skills

ADONIS COLLEGE OF NURSING FACILITIES

Open for business in 2010, the Institution's building structure is well maintained. Its 13,309 square foot masonry and glass constructed office building with bright and light interior with flexible floor-plans and high ceilings. The facility is also carpeted and/or tiled, barrier free, handicap accessible, and air conditioned.

The two-story building has wide corridors and is handicap accessible. The building has two computer/labs, several lecture rooms and a clinical suite featuring real life experiences for clinical practices. The instructional areas include classrooms and laboratories/skill labs with equipment and supplies necessary for training. Sufficient space is available to provide pleasant conditions conducive to proper instruction. In addition to space devoted to classroom use, the facility houses administrative offices, conference rooms and general purpose accommodations. Computers and wireless Internet access is available throughout the building. A Media Center equipped with computers and print materials are also available on campus.



Skill labs with equipment and supplies necessary for training



One of the Media Centers equipped with computers and print material



ADMINISTRATION AND FACULTY

ADONIS COLLEGE OF NURSING's faculty consists of Owner(s), School Admissions, Business administration Officer, Faculty, and a maximum of one educator per 25 students.

Names	Administration and Faculty Position
Akpevwe S. Olidge Igbinedion University B.Sc	President
Blessing Kevwe Emekeme Brooklyn College, B.Sc Brooklyn College, M.sc	Planning and Budget
Dr. Fatai Ali University of Ibadan, MD University of Illinois, MPH	Dean Academic Affairs and Faculty
Joseph Anyanwu University of Nigeria, BSN	VP. Admission/ Academic Affairs
Lori Wilcox WIU B.B.A AIU M.Sc	Informatics – North western University Compliance Director
Ana Ramirez University of Illinois, B.A	Fulltime: Administrative Assistant - Admission Assistant
Rosemary Williams RMU B.A	Business administration Officer
Ray Gethers	Network Services and Security Consultant
Cozmas Uttazi	Network Services and Security Consultant
Patricia Shelvy University of St. Francis, DNP Governor State University MSN Concordia University, BSN	Director of Nursing Nursing Instructor
Ida Mabry Chicago State University, BSN Nation Louis University, MsED	Nursing/Clinical Coordinator and Nursing Instructor

Mickle Ward Ellison Northwestern Business College, LNC Andrew University, MSN University of Illinois, BSN	Nursing Instructor
Jennifer Myles Chamberlain University, DNP Lewis University, MSN	Nursing Instructor
Crystal Locke Governor State university, BSN Governor State university, MSN	Nursing Instructor
Glenda Weems Lewis University, BSN	Clinical Instructor
Gladys Williams Lewis University BSN Governor State university MHS	CNA Instructor
Bessie Palmer South Suburban College RN	CNA Instructor

BOARD OF TRUSTEES

Dr. Michael Townsend, President of Townsend Training Inc. James Settles, Administrator,
Lutheran Home Care

Dr. Wole Agifolukun, Professor, UIC Adewale Olajide RN,MPH

Akpevwe S. Olidge B.Sc - President

ADONIS COLLEGE OF NURSING ADMINISTRATION AS OF NOVEMBER, 2017

Owner (s): Akpevwe S. Olidge and Blessing K. Emekeme

President/CEO: Akpevwe S. Olidge B.Sc

Dean: Dr Fatai Ali MD,MPH Director of Nursing: Patricia Shelvy

Academics/Admission: Joseph Anyanwu BSN

Business Administration Director: Rosemary Williams BA Admission Associate/Student

Services: Ana Ramirez

Instructors:

- Dr. Fatai Ali MD, MPH
- Patricia Shelvy, DNP
- Ida Mabry BSN, MED
- Mickle Ward-Ellison, MSN, LNC
- Jennifer Myles DNP
- Crystal Locke BSN, MSN
- Gladys Williams RN, MHS
- Glenda Weems, RN,MSN
- Bessie Palmer RN

OWNERSHIP

Adonis College of Nursing is Co-owned and operated by Akpevwe S. Olidge and Blessing K. Emekeme

The school was founded in 2010, and recognized as a Private Business & Vocational School (PBVS), located in Dolton, Illinois. Initially started as school for Nursing Assistants (NA's) in 2010, based on the success of the NA program the board of Adonis College of Nursing unanimously agreed to implement PN program in the year 2012 which was eventually approved by IBHE and Board of Nursing in 2013. While there is a proven need to fulfill employment in this capacity, the ACON's PN Program will cater to the development of vocational education in Cook County and Illinois.

The faculty and staff welcome you at Adonis College of Nursing as you will recognize and enjoy a rich tradition of educational excellence, achievement and commitment. While a part of our history is relative new, our exposure to the Allied Health community aids in the development of producing qualified and caring students who are prepared for entry level positions as they enter the job market. At ACON, we are committed to preparation, dedication and commitment at becoming the best that you can become as we welcome you to the Institution and hope that your stay is as rewarding as it can be. We are so glad and thankful to the students for doing their best and the instructors for their dedications and skills.

Welcome! Akpevwe S. Olidge President

PARKING FOR STUDENTS

Adequate parking space is provided; free of charge for student's and a limited, number of spaces is reserved for visitors, handicapped individuals, and staff. The number of pedestrians and the nature of the parking lot make low speed and careful driving a necessity; the speed limit on campus is 5 miles per hour.

Parking on campus is restricted, to students and visitors only. Student parking is permitted in any paved space intended for that purpose and not otherwise restricted. Special parking is available to handicapped individuals whose vehicles display the appropriate state permits or license plates.

Vehicles parked illegally are also subject to towing or having devices applied to the vehicle to preclude movement (i.e. being booted"). Such devices will not be removed before payment of outstanding fines. If students, faculty, or staff have questions and concerns regarding parking, they should law enforcement information.

Law enforcement and accident reporting are the responsibility of the public agencies which provide the same services to the community at large. Minor vehicle accidents in the College parking lots are generally serviced by enforcement agencies, contact must be made by the student at large. ACON ultimately request that issues of these natures are resolved by the individuals and their insurance companies.

NONDISCRIMINATION STATEMENT

Adonis College of Nursing is an equal opportunity educational institution that does not discriminate based on race, color, national origin, sex, sexual orientation, disability, age, religion, ancestry, union membership or any other legally protected classification in accordance with federal and state statutes and regulations. All service members of the armed services will not be denied admissions, based on reasons related to their service. All qualified applicants will be considered for admission without regard to race, color, religion, national origin, ancestry, sex, disabilities, sexual orientation or age. Reasonable accommodations of qualified applicants with disabilities will be made upon request. The school provides equal opportunity to all qualified applicants. However, every effort is made **to select the best candidates** in terms of academic and testing performance and personal qualities assessed during a scheduled interview for PN students only. As each characteristic demonstrates our commitments to community service, we practice fairness and provide high standards of customer service, kindness and compassion. As all students are welcome, there are several requirements which must be met prior to matriculation. Students who are admitted to our programs must meet the requirements located under the **Admissions** section.

SERVICES TO STUDENTS WITH DISABILITIES

Adonis College of Nursing has adopted an internal procedure which provides for the prompt and equitable resolution of complaints alleging any action prohibited by the U. S. Department of Justice regulations implementing Title II of the Americans with Disabilities Act (ADA). Title II states, in part, that "no otherwise qualified disabled individual shall, solely by reason of such disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination in programs or activities sponsored by a public entity." All facilities at ADONIS COLLEGE OF NURSING are handicap accessible.

ADMISSION REQUIREMENTS

ADONIS COLLEGE of NURSING admits as regular students those who are high school graduates, holders of high school graduation equivalency certificates (GEDs). The School does not accept ability to benefit (ATB) students at this time.

The following documents must be submitted upon registration and prior to the student signing an enrollment contract and being admitted into ADONIS COLLEGE of NURSING:

1. Personal Identification (Copy) A valid driver's license
2. A social security card or a valid passport
3. Photo I.D.
4. Valid Proof of High School Graduation or Home School Certificate, including state issued credential
5. Must produce an official HIGH SCHOOL OR COLLEGE transcript with your application. Submit an official college transcript from an accredited institution. These credits must be earned within the five year shelf life period. Transfer credit is not calculated into Grade Point Average (GPA).

NOTE: Any transcripts, diplomas, or degrees from foreign institutions must be translated by a United States certified credentialed agency.

6. Passing CLEP scores of less than two years from the original exam date are accepted for PN English and math requirements
7. Applicants may be CNA certified (Not required)
8. Complete and submit application form (a **\$75.00 fee** is assessed with the application; **this fee is non-refundable**).
9. **The school must receive two (2) references (which can be personal or professional) from the applicant along with the application.** Prospective students are encouraged to file their applications and schedule testing as early as possible.
10. A cumulative health record is completed by the student and returned to the school. Before beginning the program, the student must have a health examination and complete required laboratory testing. Skin testing and verification of immunizations are required.
11. All students are required to carry health insurance or sign a waiver assuming

responsibility for all health care costs in which they may occur. Fees for all health care costs solely lie at the responsibility of the student.

12. In conjunction with all hospital's drug free workplace policy, students are required to participate in urine drug screening. Photo identification is required of each student as screening is mandatory prior to first day of class. Positive test results will nullify admission to the school.
13. An FBI Criminal Background check and child abuse history clearance is required. The applicant must disclose if s/he has ever been convicted of or pled guilty or *nolo contendere* (plea of no contest) or accepted ARD or probation without verdict in connection with any crime or unlawful acts. The State Board of Nursing requires applicants who seek licensure to disclose whether they have ever been convicted of a misdemeanor; felony; felonious act; illegal act associated with alcohol; or an illegal act associated with substance abuse. The State Board of Nursing then determines the eligibility for licensure. There is a **\$100.00** fee for a criminal background check which includes student's fingerprints. Child abuse clearance is the sole responsibility of the student.
14. Successful completion of CPR. The Health Care Provider Course from the American Heart Association or Red Cross with automated external defibrillator (AED) training is required upon start of the program. The course includes one man, two men, child, infant and the obstructed airway sequence. **Students must present a current card prior to beginning the program.**
15. A student who wishes to enroll is required to take a placement test (Health Education Systems, Inc. (HESI); the fee for pre- entrance testing is **\$150.00**. Schedule will be determined and made public to perspective candidates.

ADMISSION PROCEDURE

ACON is a place where small class sizes make a difference. As highly qualified and committed instructors ensure personal growth, they provide quality education to student who receives top instruction that prepares them for outside the classroom for bountiful opportunities. NA and PN requirements will vary based on program objectives; please refer to respective program of study listing for additional information.

- **Nursing Assistant** - Must possess a minimum of eight grade completion and be at least 16 years of age) or be a high school graduate from an accredited high school or certified General Education Degree (GED) completer. A signed attestation verifying proof of high school diploma or GED is also accepted as proof of meeting requirements at the time of enrollment for NA applicants.
- **Practical Nursing** - Must be a high school graduate from an accredited high school or a certified GED completer and have met College Algebra and college English courses with a minimum grade of “C” or above.

PN STUDENTS ONLY - Must produce an official HIGH SCHOOL OR COLLEGE transcript with your application and is required to take a placement test **Health Education Systems, Inc.** (HESI). All accepted students may provide CNA licensure, however it is NOT required.

- **NOTE:** Any transcripts, diplomas, or degrees from foreign institutions must be translated by a United States certified credentialed agency.
- Passing CLEP scores of less than two years from the original exam date are accepted for PN math and English requirement only; students must submit official scores.
- Upon completion of all requirements and testing results, students will be placed on a first-come, first served basis pending availability of class offerings.

ALL STUDENTS:

- Students must be able to produce original Social Security Card as well as current State Identification. Applicants must adhere to a physical examination (TB test). A cumulative health record is completed by the student and returned to the school.
- A criminal record check and child abuse history clearance is required as all documentation must be submitted prior to the first week of class. The cost is covered by student.
- All students are required to carry health insurance or sign a waiver assuming responsibility for all health care costs in which they may incur. Fees for all health care costs solely lie at the responsibility of the student.
- Must have sound English speaking skills.
- All courses are communicated using the English language

Upon acceptance, you acknowledge the act of enrolling in courses at the College indicating that you agree to be subject to all the requirements, policies, and regulations mentioned in the Catalog, Schedule of Classes and Student Handbook, which means that you agree to establish a permanent college academic record. You further acknowledge that in order to be admitted to other colleges or universities you may be required to send your academic record to those institutions. Your enrollment also certifies your understanding that the content of ACON's courses are designed for adult students and if you are a younger one, you may feel constrained from participating in class discussions due to the maturity and age of other students.

ENROLLMENT INFORMATION

1. Enrollment periods: Summer (May,2017- May, 2018), Fall (September, 2017 - September, 2018), Spring (January, 2018 - December ,2018).
2. Holidays and school closures: Martin Luther king day, Memorial day, Independence day, Labor day, Thanksgiving day and Christmas day
3. Enrollment contract: ADONIS COLLEGE OF NURSING clearly outlines the obligation of both the school and the student in the enrollment contract. A copy of the enrollment contract and information covering costs and payment plans will be furnished to the student before the beginning of class attendance.
4. Payment Schedule: ADONIS COLLEGE of NURSING offers a variety of monthly financial payment schedules. See ADONIS COLLEGE of NURSING's Business Administration office for details.

ACCEPTANCE

There are many aspects we consider in determining who will likely be the best fit for our program. From ACON's review process we consider the following:

- Entrance exam
- Letters of recommendation
- Interviews
- Applicant's interest and fit to our program

Upon the decision of the enrollment team and director, the applicant receives written notification of acceptance or denial. Note: All applicants must go through the entire enrollment application process (detailed in the enrollment application) which includes re-entry students (withdrawals) and transfer students.

When all requirements and testing results have been completed, the applicant receives written notification of acceptance or denial. Note: All applicants must go through the entire enrollment application process (detailed in the enrollment application) which includes re-entry students (withdrawals) and transfer students.

Students will be placed on a first-come, first served basis pending availability of class offerings.

Upon acceptance, the applicant must notify the school in writing of his/her desire to matriculate. A registration fee of **\$1,000.00** will hold the applicant's seat. A twenty percent (20%) administrative fee will be deducted from the registration if the student fails to notify the institution of their intent not to attend within seven (7) days prior to the begin date of class. This penalty is based on limited seat capacity and in accordance to ACONs attendance policy. Because seats are limited, failure to notify the institution after five (5) business days will result in forfeiture of down payment.

The responsibility for recruitment and selection of qualified applicants is delegated to the Admission Committee. **Meeting the criteria does not necessarily guarantee admission.** The committee has the final authority in deciding a candidate's acceptance. Qualified applicants, selected by the admissions committee, are notified in writing. Full disclosure information regarding attrition rates, licensing examination pass rates, and employment placement rates are distributed to the applicant prior to acceptance into the program. Only one full-time class is admitted quarterly.

REENTRY APPLICANTS/STUDENTS

Students who wish to re-enter training into the same program, is required to resubmit a new registration form and an application for re-admission. Students who participate in the PN Program may only re-enter only when the course is re- offered in which the student was enrolled at the time of withdrawal; re-entries are on a space availability basis. Students may be required to retake certain ACON classes in which they may have already may have passed if the instructor so determines. In addition, PN students may enter the same program only twice (the initial enrollment and one re-entry). If the student is withdrawn due to excessive absences/tardiness, s/he will re-enter on an attendance contract to be determined by the Academic Affairs Committee.

Students are to take care of any outstanding account balances and make good any NSF charges pending before re-entry is allowed. All re-entries should contact ACON's Business administration office.

Students who withdraw from the program for academic reasons and who have demonstrated an aptitude for nursing, may apply for consideration for readmission. There is a **\$100.00** charge for processing the readmission. Students seeking consideration for readmission must meet current admission standards, possess personal qualities essential for success in the school program and give evidence of further academic achievement Readmission is granted on a one time basis. If it is evident that a deficiency in the understanding of previous course content interferes with a student's progress, a student can be required to repeat selected courses. In the event of such occurrence, both the theory and clinical practicum must be repeated. Current tuition and fees will be accessed for repeating failed courses.

The student is able to re-enter the program at the level of separation for one year. Following that time, the student will be required to begin the nursing component of term.

TRANSFER APPLICANTS/STUDENTS

Transfer students, it is important that you make certain that certain courses previous taken from a regionally accredited institution with a grade of "C" or above may be accepted at Adonis College of Nursing. All transfer students must meet admission requirements as their transfer credits will only be used to satisfying English and math requirements only.

The cost for transfer students is \$35 per hour attended at ADONIS COLLEGE OF NURSING; this does not include the cost of equipment and books.

Transfer hours accepted by ADONIS COLLEGE OF NURSING are applied to the total number of hours necessary to complete the program and are considered both attempted and completed hours for the purpose of determining when the allowable maximum time frame has been exhausted. Satisfactory academic progress (SAP) evaluation periods are based on actual contracted hours at the institution.

STATE LICENSING DISCLAIMER

Adonis College of Nursing is a Private Business Vocational Institution approved by the Illinois Board of Higher Education (IBHE) who awards **Certificate of Completion" or "Certificates** in the following areas:

NA - All students must pass ACON's NA Program with a passing grade of 80% in order to qualify to take the Illinois Nurse Aide Exam.

PN - All students must pass ACON's PN Program with a passing grade of 78% in order to qualify to take the Illinois NCLEX-PN Licensing Exam.

AT ANY TIME, A PERSON CONVICTED OF ANY FELONIOUS ACT MAY BE PROHIBITED FROM LICENSURE

All applicants for a nursing license must demonstrate to the Illinois State Board of Nursing satisfaction that they are of good moral character. Good moral character is defined in part, as an absence of proven conduct or acts which have been historically considered as manifestations of moral turpitude. Illinois Courts have defined moral turpitude as "anything done knowingly contrary to justice, honesty or good morals."

To determine whether an applicant with a criminal record will be permitted to take the examination, the board will review the facts of the applicant's case including the type of conviction(s), the length of time that has elapsed since the conviction(s), whether or not drugs were involved, and whether the crime could be classified as one involving moral turpitude, etc.

Generally, the less egregious the crime, the greater amount of time that has elapsed since the offense, the more persuasive the evidence that an individual can practice nursing with reasonable skill and safety and that there is a low likelihood of recidivism, the greater the chance of receiving approval to take the licensure examination.

REGULATORY AND ACCREDITATION AGENCIES

Adonis College of Nursing is approved by the following local, state, and federal agencies:

- Illinois Board of Higher Education
- Illinois Department of Financial and Professional Regulation
- Illinois Department of Public Health
- Accrediting Bureau of Health Education Schools

ACCREDITATION

Adonis College of Nursing is accredited (Institutional Accreditation) by **the** Accrediting Bureau of Health Education Schools (ABHES) which is one of the recognized healthcare education accrediting agency by the [U.S. Department of Education](#). In addition to recognition by the U.S. Department of Education, the ABHES is also recognized by the [American Association of Medical Assistants \(AAMA\)](#), the [American Medical Technologists \(AMT\)](#) and the [Liaison Council for Certification of Surgical Technologists \(LLC-ST\)](#).

The primary purpose of ABHES recognition is to assure and strengthen academic quality and ongoing quality improvement in courses, programs and degrees. Accreditation provides assurance to the public and to prospective students that standards of quality have been met.

Disclosure:

Adonis College of Nursing does not have an articulation agreement with other institutions. Whether to accept credits earned at Adonis College of Nursing is the decision of the institution where the students wishes to transfer. It is the responsibility of an accepting institution to choose whether or not to accept credits earned at Adonis College of Nursing. Students should verify whether another institution would accept credits earned at Adonis for transfer. If the accepting institution does not accept ACON's credits for transfer, the accepting institution may require the student to repeat some or all of its coursework.

EDUCATION GOALS

ADONIS COLLEGE OF NURSING strives to provide a quality educational system that prepares students to pass the state board examination and gain employment within their chosen field of study. Our education system includes an outstanding facility, experienced and competent instructors, and a curriculum developed through years of experience and expertise. Our education goals are:

- To educate students to be professional, knowledgeable, and skilled in their field for marketability within the industry.
- To maintain a constantly updated program that provides students with the knowledge to compete in their field of study.
- To promote the continuing educational growth of our faculty and students, using current teaching methods and techniques.
- To teach courtesy and professionalism as the foundation for a successful career in their chosen field of study.
- To prepare students to successfully pass the state licensing exam for entry-level employment.
- To train and graduate students while empowering them to become confident and excited to enter a successful career within the nursing and Healthcare Industry

COST OF TUITION AND SUPPLIES

Because of inflationary cycles, and because we must occasionally change equipment to remain current, the school reserves the right for the following tuition information to be subject to change. All changes will be presented to students in writing and no changes will take effect without a signed agreement.

NA TUITION

Tuition	\$650.00
Application/Registration Fee (Non-Refundable)	\$ 50.00
Identification Fee (Non-Refundable)	\$ 10.00
Tuition Total	\$710.00
Miscellaneous Fees	
Background Check Fee	\$ 40.00
Book Rental Fee (Non-Refundable)	\$ 50.00
State board Examination Fee	\$ 67.00
Total Expenses	\$867.00

LPN TUITION

744 Clock Hour @ \$25.00/clock hour

PRE-ENTRANCE EXPENSES		
Application Fee - Non Refundable		\$75.00
Pre - Entrance Test - Non Refundable		\$150.00
Criminal Background Check and Child Abuse History Clearance		\$100.00
Total Pre -Entrance fee		\$325.00
PROGRAM EXPENSES: PAYABLE AT THE BEGINNING OF QUARTERS I		
Tuition	\$4,000.00	
Textbooks		\$450.00
Uniforms, Shoes, Supplies (Students are responsible)		\$50.00
Assessment, Program and Computer Review Fee		\$300.00
Total - Quarters I Fees	\$4,000.00	\$800.00
PROGRAM EXPENSES: PAYABLE AT THE BEGINNING OF QUARTERS II		
Tuition	\$5,800.00	
Total - Quarters II Fees	\$5,800.00	
PROGRAM EXPENSES: PAYABLE AT THE BEGINNING OF QUARTERS III		
Tuition	\$2,800.00	
Total - Quarter III Fees	\$2,800.00	
PROGRAM EXPENSES: PAYABLE AT THE BEGINNING OF QUARTERS IV		
Tuition	\$6,000.00	
Graduation Fee (Optional)		\$325.00
Graduation Uniform (Optional)		\$50.00
Graduation Picture(Optional)		\$50.00
Total - Quarters IV Fees	\$6,000.00	\$425.00
TOTAL	\$18,600.00	\$1,550.00
FINAL TOTAL FEES FOR LPN PROGRAM		\$20,150.00

TEXTBOOK, UNIFORM AND CLINICAL KIT DISBURSEMENT POLICY

ACON has payment options available for the purchase of textbooks, Uniforms and clinical kit items. The textbooks, Uniforms and clinical kit items costs are payable in the first academic year. A down payment of 20% of tuition, plus books, kit and fees is paid prior to the first day of class and the remaining balance is paid as agreed upon prior to signing enrollment agreement. The textbook and kit items are non-refundable.

ADDITIONAL COSTS

Student books, uniform and clinical kit are a required purchase by the student from the school. Students provide their own stationary and school supplies.

STATE BOARD LICENSING FEE

Upon successful completion, a NURSING ASSISTANT student may elect to sit for the state board examination. A fee of **\$67** is required and is the sole responsibility of the student.

CONSTITUTION DAY

ADONIS COLLEGE OF NURSING celebrates Constitution Day on or near September 17th yearly. For more information visit www.constitutionday.com

VACCINATION POLICY

Prior to the beginning of the program a health screening is required. It will include:

- Urine drug testing at a federally approved site.
- A measurement of height and weight.

Required immunizations against: Tetanus- Diphtheria (if none within 10 years), Measles, Mumps, Rubella/German Measles, (if titer does not show immunity), Poliomyelitis, Varicella (if titer does not show immunity).

- Two-step TB testing (Chest X-ray if skin is initially positive). A student with positive skin tests must have evidence of adequate follow-up and treatment prior to clinical practice. The student must have completed the necessary health information forms and emergency cards prior to acceptance.

VOTER REGISTRATION

- Students are encouraged to register to vote in State and Federal Elections. Voter Registration and Election Date information for the state can be found at:

<http://elections.mytimetovote.com/dates/illinois.html>

- For information on Voter Registration and Election Dates for Federal Elections visit: www.eac.gov/voter_resources

- In compliance with the DOE, voter registration applications are supplied at Orientation or Voter Registrations can be downloaded at: (<http://www.in.gov/sos/elections/>)

STUDENTS WHO WITHDRAW

- Students who withdraw from the program are required to empty their locker and gather all personal items. Any items left behind by the student will be stored for 30 days, at which time the items become the property of ADONIS COLLEGE OF NURSING.
- Students wishing to transfer to another institution must pay all monies owed to ADONIS COLLEGE OF NURSING, and all applicable academic requirements must be met in order for the hours to be released.
- **Students may withdraw from a course prior to completing two-thirds of the term without incurring a failure for the courses.** A student will not be eligible to take the Comprehensive Exam for a given level if any bills owed the school are unpaid. Students withdrawing from the program for any reason must meet with the Business Administration Officer. **Transcripts will be held for failure to fulfill all financial obligations to the school.**

TERMINATION POLICY

Involuntary Termination may be required if ADONIS COLLEGE OF NURSING finds that a student does not meet the standards considered necessary for successful performance as a Nursing Assistant and practical nurse. The school reserves the right to terminate a student from the school if any of the following conditions exist:

- Unsafe nursing practices
- Unsatisfactory achievement in theory and/or clinical practices
- Failure to demonstrate improvement when placed on conditional status
- Behavioral problems that may interfere with performance, such as abuse or possession of illegal drugs on school or hospital property
- Failure to achieve the necessary grade point average
- Verbal, physical or emotional abuse of patients
- Divulging confidential information to non-reporting authorities
- Willful damage to hospital or school property
- Sale of services to patients
- Possession of firearms on hospital or school property
- Violence
- Sexual harassment
- Cheating, stealing or plagiarism
- Participation in a felonious act- The student will be charged an administrative fee of \$175

CLASS SIZE AND STUDENT TEACHER RATIO

The school will maintain a proper ratio between teachers and students to allow adequate attention to each individual in both didactic class and the laboratory. The student-teacher ratio will generally not exceed 30:1 in didactic classes, 20:1 in laboratory classes, and 8:1 in clinical rotations.

ACON reserves the right to cancel any class whose census drops below five (5) up to the fourth class session. Students will be notified immediately and given the opportunity to change classes where possible. Schedule changes are handled in the Registrar's office.

COURSE OVERVIEW**NURSING ASSISTANT (NA)**

The program offers an opportunity to apply the theoretical concepts you learn to real life cases. The instruction develops your skills to work in a variety of settings and with multiple patients from all backgrounds. You will also acquire skill sets which will include effective time management and prompt decision making skills required during emergencies. Once you complete the training program, you will be eligible to take the Certified Nursing Assistant test to qualify for Illinois Nurse Aide Registry. Unlike regular NA programs, the NA certificate program offered by ACON can be completed within 4 weeks. The institution offers a total of twelve (12) annual sessions. Appropriate standards shall be implemented to ascertain the progress of the students. Progress standards shall meet the requirements of the current rules adopted by the Illinois Department of Public Health (IDPH). IDPH requires minimum of 128 hours/88 hours of Comprehensive Theory and 40 hours of Clinical Instruction. Applications for the state exam will be provided during the last week of the course for successful students who meet a passing grade of 80% on written examinations and meets all laboratory and clinical requirements.

PRACTICAL NURSING (PN)

The program provides educational opportunities to individuals who want to acquire the necessary knowledge, skills, values, and competencies required to join the nursing profession. The program at ACON is designed to prepare individuals for employability, provide a foundation and opportunity for continuing education, and promote intellectual stimulation and development of nursing skills. Our purpose aims to prepare students for entry level practical nursing positions. Upon certification and knowledge gained from clinical settings, graduates will be prepared to assist patients with common health issues as they provide care at an entry level. Prior to entering the Nursing Program students may have evidence of the state board's CNA registry. This is an eleven (11) month program; only one full-time class is admitted during terms of acceptance.

COURSE DESCRIPTION

(All Courses are taught in English)

NURSING ASSISTANT (NA) PROGRAM

Nursing Assistant (101) - (NA101)

128 hours = 88 hours of Comprehensive Theory AND 40 hours of Clinical Instruction

The Illinois Department of Public Health approves the certificate program for the Nursing Assistant Program - (NA) and prepares students to work in the health care industry as a CNA. Students will be introduced to the discipline of nursing and the basic approaches to patient care. The role of the CNA is to assist a licensed nurse and members of health care teams which is studied and partnered in the classroom, laboratory and clinical settings.

Students completing the program will learn the responsibilities of a certified nursing assistant to provide for the physical, physiological, and psychological needs of the patient within a hospital or long term facility. The curriculum includes an overall introduction to human relations, anatomy, physiology, and bacteriology, as well as consideration of body mechanics, disease processes, and therapeutic approaches used to arrest or contain them.

Universal pre- cautions are taught throughout the program, and emphasis is placed on the need to protect the patient, as well as the nursing assistant. Upon successful completion of all components of the program, the graduate must pass the State competency exam to become certified as a Certified Nursing Assistant in the State of Illinois.

PRACTICAL NURSING (PN) PROGRAM

744 hours = 296 hours of Comprehensive Theory, 168 Laboratory Hours AND 280 hours of Clinical Instruction.

Anatomy & Physiology (BIO 100)

36 clock hours (theory); 12 clock hours (lab hours)

An introductory course in the study of the human body with equal emphasis placed on structure and function of cells, tissues, the integumentary, skeletal, muscular, nervous systems, endocrine, cardiovascular, lymphatic/immune, respiratory, digestive, urinary, and reproductive systems. Introduces common human disease processes. Specimen dissection is an integral requirement for both semesters. The first semester deals with the groundwork of the mammalian body, basic tissue types, fundamental aspects of the cell membrane structure and physiology, integumentary, skeletal and muscular systems. Lab required. Laboratory component includes anatomical studies using microscopy and dissection and the study of physiological concepts via experimentation.

Method of Delivery: Residential

Medical Terminology (MEDT 100)

36 clock hours (theory); 12 clock hours (lab hours)

This is the study of the principles of medical word building to help the student develop the extensive medical vocabulary used in health care occupations. It helps the students identify basic word elements, define medical words, locate and describe body systems, describe pathological conditions, and describe diagnostic and therapeutic procedures.

Method of Delivery: Residential

Nursing Pharmacology – (NURS 101)

32 clock hours (theory); 32 clock hours (lab hours)

Nursing Pharmacology presents an overview of the basic principles of pharmacology including major drug classifications using prototype drugs. Principles of medication administration include best practices for safe, quality, patient-centered care. The legal and ethical responsibilities of the Practical Nurse related to medication administration are discussed. Students learn to accurately calculate drug dosages. Administration of various types of medications is taught in the skills lab; clinical application of pharmacology is integrated in all clinical nursing courses - Pre-requisite: Acceptance into the Practical Nursing program.

Method of Delivery: Residential

Foundational Concepts of Practical Nursing: (NURS 102)

64 clock hours (theory); 32 clock hours (lab hours); 96 clock hours (clinical hours)

Nursing 102 focuses on foundational concepts necessary for safe, patient-centered nursing care to a diverse patient population while integrating legal and ethical responsibilities of the Practical Nurse. This course introduces critical thinking/clinical decision making applied to nursing, the nursing process, cultural diversity, and communication techniques used when interacting with patients and members of the inter-professional team. Other program concepts such as evidence-based care, teamwork/collaboration, and information technology are also introduced. Selected clinical laboratory experiences provide opportunities to apply foundational concepts and basic nursing skills in the care of older adults with normal and common health problems. In addition to foundational concepts, an introduction to human anatomy and physiology topics are included stressing the basic structural and functional organization of the human body, cellular anatomy and physiology, body tissues, the integument, and the skeletal, muscular and nervous systems. Lecture material is reinforced and expanded upon in laboratory studies of gross anatomy, histology and physiology. The laboratory course is recommended for those contemplating a career in the health professions and emphasizes the structure and function of the human body. Microscopic and gross anatomies each correlated with physiology writing assignments are part of this course which focuses on integrating primary nursing concepts and functions - Pre-requisite – Grade of “C” or better in NURS 101.

Method of Delivery: Residential

Mental Health Nursing – (NURS 103)

16 clock hours (theory); 24 clock hours (clinical hours)

Nursing 103 incorporates and builds on previously learned concepts for the acquisition and application of nursing theory, communication, collaboration, and critical thinking necessary for safe, patient- centered nursing care to diverse patients during various levels of mental health promotion and mental illness management while integrating legal and ethical responsibilities of the Practical Nurse. Pharmacology is incorporated throughout the course. Application of knowledge and skills occurs in a variety of clinical settings - Pre-requisite – Grade of “C” or better in NURS 102.

Method of Delivery: Residential

Family Centered Nursing- (NURS 104)

16 clock hours (theory); 16 clock hours (lab hours); 24 clock hours (clinical hours)

Nursing 104 incorporates and builds on previously learned concepts for the acquisition and application of nursing theory, communication, collaboration, and critical thinking necessary for safe, patient- centered nursing care to diverse families during childbearing. The course incorporates the legal and ethical responsibilities of the Practical Nurse in the care of the childbearing family. Pharmacology is incorporated throughout the course. Application of knowledge and skills occurs in the nursing skills laboratory and a variety of clinical settings - Pre-requisite – Grade of “C” or better in NURS 103.

Method of Delivery: Residential

Pediatric Nursing – (NURS 105)

16 clock hours (theory); 16 clock hours (lab hours); 24 clock hours (clinical hours)

Nursing 105 incorporates and builds on previously learned concepts for the acquisition and application of nursing theory, communication, collaboration, and critical thinking necessary for safe, patient- centered nursing care to children. The course incorporates the legal and ethical responsibilities of the Practical Nurse in the care of children and their families. Pharmacology is incorporated throughout the course. Application of knowledge and skills occurs in the nursing skills laboratory and a variety of clinical settings - Pre-requisite – Grade of “C” or better in NURS 104.

Method of Delivery: Residential

Medical Surgical I (Care of the Adult, I) – (NURS 106)

32 clock hours (theory); 16 clock hours (lab hours); 48 clock hours (clinical hours)

Nursing 106 incorporates and builds on the concepts introduced in the first term and provides for the acquisition and application of basic nursing theory, communication, collaboration, and critical thinking necessary for safe, patient-centered nursing care to diverse adult patients

experiencing various medical/surgical interventions. The course incorporates the legal and ethical responsibilities of the Practical Nurse in the care of patients with normal and common health problems. Pharmacology is incorporated throughout the course. Application of knowledge and skills occurs in the nursing skills laboratory and a variety of clinical settings - Pre-requisite – Grade of “C” or better in NURS 105.

Method of Delivery: Residential

Medical Surgical II (Care of the Adult, II) – (NURS 107)

48 clock hours (theory); 32 clock hours (lab hours); 64 clock hours (clinical hours)

Nursing 107 incorporates and expands on the previously learned concepts for the acquisition and application of safe, patient- centered nursing care to adults with normal and common health problems. The course incorporates the legal and ethical responsibilities of the Practical Nurse in the care of patients with a variety of health alterations. In addition, the course facilitates the transition from student to practical nurse through a review and application of concepts as students work to demonstrate achievement of program student learning outcomes. Pharmacology is incorporated throughout the course. Application of knowledge and skills occurs in the skills laboratory and a variety of clinical settings - Pre-requisite – Grade of “C” or better in NURS 106.

Method of Delivery: Residential

At the end of the course an NCLEX Review takes place as the instruction requires students to apply concepts and methods from multiple courses, such as human anatomy and psychology, critical thinking/clinical decision making applied to nursing, the nursing process, cultural diversity, and communication techniques used when interacting with patients. In addition to procedures, preparation at mastering the NCLEX PN test, an overview of the client’s needs categories for a safe and effective care environment (broken down into coordinated care and safety and infection control), health promotion and maintenance, psychosocial integrity, and physiological integrity will be covered . In addition to categories for a safe and effective care environment coverage, basic care and comfort, pharmacological therapies, reduction of risk potential, and physiological adaptations are covered also. Upon completion of review, students will be responsible for passing the HESI examination demonstrating competency and readiness for the NCLEX examination.

LPN COURSES OFFERED, HOURS TO COMPLETION

TERM AND SUBJECT	Theory Clock Hours	Laboratory Clock Hours	Clinical Clock Hours	Total Clock Hours	Duration
QUARTER I					
BIO 100 - Anatomy and Physiology	36	12	0	48	6 Weeks
MEDT 100 - Medical Terminology	36	12	0	48	6 Weeks
NURS 101 - Nursing Pharmacology	32	32	0	64	5 Weeks
QUARTER II					
NURS 102 - Nursing Fundamentals	64	32	96	192	10 Weeks
NURS 103 - Mental Health Nursing	16	0	24	40	5 Weeks
QUARTER III					
NURS 104 - Obstetrics and Gynecology Nursing	16	16	24	56	5 Weeks
NURS 105 - Pediatric Nursing	16	16	24	56	5 Weeks
QUARTER IV					
NURS 106 - Medical Surgical (Care of Adult) I	32	16	48	96	10 Weeks
NURS 107 - Medical Surgical (Care of Adult) II	48	32	64	144	10 Weeks
Total LPN Program Clock Hours	296	168	280	744	

NOTE: This program is an **ACCELERATED** 11 months (48 weeks) practical nursing program and requires full time attention and dedication from the students for successful completion.

In light of the accelerated nature of ACON's PN program, please review the information below.

Quarter 1

BIO 100: Anatomy and Physiology = 6 Weeks MEDT 100: Medical Terminology = 6 weeks NURS 101: Nursing Pharmacology = 5 Weeks.

Please, note that NURS 101 begins at the 4th week into BIO 100 and MEDT 100.

Thus these 3 courses are completed in 8 weeks.

Quarter 2

NURS 102: Nursing Fundamentals = 10 Weeks

NURS 103: Mental Health Nursing = 5 week

Please, note that NURS 103 begins at the 5th week into NURS 101.

Thus these 2 courses are completed in 10 weeks.

Quarter 3 and Quarter 4

The appointed duration for the courses in this quarters are exactly as indicated in the table above.

A total of 10 weeks for quarter 3 and a total of 20 weeks for quarter 4 = 30 weeks

TOTAL DURATION FOR PN PROGRAM = 48 Weeks (11 months)

SAMPLE PROGRAM CALENDAR

SAMPLE 2017 FALL CALENDAR				
SEPTEMBER 11, 2017 TO SEPTEMBER 28, 2018				
COURSES	DURATION	START DATE	END DATE	STANDARDIZED EXAM DATE
CRITICAL THINKING CLASS	1 DAY	SEP 8, 2017		
QUARTER 1				
BIO 100 - ANATOMY & PHYSIOLOGY	6 WEEKS	SEP 11, 2017	OCT 20, 2017	
MEDT 100 - MEDICAL TERMINOLOGY	6 WEEKS	SEP 11, 2017	OCT 20, 2017	
NURS 101 - NURSING PHARMACOLOGY	5 WEEKS	OCT 2, 2017	NOV 3, 2017	
BREAK NOVEMBER 6, 2017 TO NOVEMBER 10, 2017				
QUARTER 2				
NURS 102 - NURSING FUNDAMENTAL	10 WEEKS	NOV 13, 2017	FEB 2, 2018	FEB 2, 2018
NURS 103 - MENTAL HEALTH NURSING	5 WEEKS	DEC 18, 2017	JAN 26, 2018	JAN 26, 2018
BREAK FEBRUARY 5, 2018 TO FEBRUARY 9, 2018				
QUARTER 3				
NURS 104 - OBSTETRICS & GYN NURSING	5 WEEKS	FEB 12, 2018	MAR 16, 2018	MAR 16, 2018
NURS 105 - PEDIATRICS NURSING	5 WEEKS	MAR 19, 2018	APRIL 20, 2018	APRIL 20, 2018
BREAK APRIL 23, 2018 TO APRIL 27, 2018				
QUARTER 4				
NURS 106 - MEDICAL SURGICAL I NURSING	10 WEEKS	APRIL 30, 2018	JUL 13, 2018	JUL 13, 2018
NURS 107 - MEDICAL SURGICAL II NURSING	10 WEEKS	JUL 16, 2018	SEP 28, 2018	SEP 28, 2018

PROGRAM TESTING AND GRADING PROCEDURE

Faculty members are primarily educators, not proctors; however, they do have the responsibility of boosting learning objectives and of maintaining conditions conducive to producing honest work.

The following applies to testing processes which are maintained as exams are primarily scheduled (time frames will vary based on the number of applicants).

1. Upon entering the testing center, students are to place all personal items in the front or on the sides of the room.
2. No food or beverages are allowed during examination periods. The student is permitted to use pencils during the exam.
3. On behalf of the student, all personal interruptions that require a student to leave the testing site, responsibility lies on the student to adhere to the schools make-up exam policy as students are not allowed to leave while test are being administered.

The GRADING policy for theory and clinical are also placed on the official college transcript. A grade for clinical achievement will vary based on the program being offered. NA recipients will receive either a **“P”** for satisfactory performance - meaning that the student has met all of the learning objectives for the clinical component or an **“F”** for unsatisfactory performance - as in not meeting one or more of the learning objectives for the clinical component of the course.

All PN students will be awarded letter grades earned in from scheduled classes that are completed during the grading period. Grades and their corresponding weighting for GPA purposes are shown on the chart below. **If a student fails either the theory or the clinical component of a nursing course, the student fails the entire course. When the student passes theory and clinical components, both grades will be noted on the transcript according the grading the grading scale for the PN Program.**

Calculation of Grading Period GPA: A student's grading period GPA will be calculated by adding all quality points earned for classes completed during that grading period and dividing by the total number of credit hours assigned to the classes completed during that grading period. There are five grading periods (approximately 9 weeks in length); each reporting period will vary according to the current ACON calendar.

Calculation of Cumulative GPA: A student's overall, cumulative GPA will be calculated by adding all quality points for classes completed in the program of study and dividing by the total number of credit hours assigned to all classes completed during that program of study.

Retakes: Any class that is failed must be retaken and passed. If a student receives an “F” in a scheduled class, and the student is permitted to remain enrolled, the student must retake that class in the next available grading period following the term in which the “F” was earned. Both the original “F” and the retake grade are shown on transcripts, and both grades are calculated in the overall GPA. Students may retake a class only once. If the class is not passed on the second attempt, the student will be withdrawn. When a student successfully retakes the previously failed class, the new grade received will be recorded as follows:

Earned Academic Grade on Retake	Retake Final Grade Reported on Transcript
A or B	C
C or D	D
F	F

Minimum Satisfactory GPA: To remain in good standing, a student must maintain an overall, cumulative GPA of 2.0. (See additional information under Satisfactory Academic Progress section.) Only students in good standing will be eligible for a certificate of completion.

Minimum Academic GPA – ACON’s Academic Probation: A student will be placed on academic probation if the student’s cumulative GPA falls below 2.0. To clear an academic probation, the student must raise his/her cumulative GPA to a 2.0 or better during the next grading period.

Minimum Academic GPA – ACON’s Academic Withdrawal: A student failing to raise his/her cumulative GPA to 2.0 or better during the next grading period will be subject to withdrawal for academic reasons.

A student who is withdrawn may petition the President of the Institution for re-entry. Students who are withdrawn for academic reasons shall follow the established policy for re-entry which states students may re-apply for admission after sixty (60) school days or when the conditions set forth by the President. If re-entry is approved, the class in which the student was studying at the time of withdrawal, will take place when the class is offered again.

Incomplete Grade

A student, who is unable to meet course requirements within the scheduled offering time, may request an **Incomplete (I) designation**. The request for consideration to receive an **(I)** is granted only passed the midterm and or close to the completion of a course and is reserved for those students whose work is satisfactory (at grade “C” or above), who for good reason, experienced an (unforeseen event) that prohibits the students from meeting requirements for completion. After consultation with the appropriate faculty is met in writing, the request is granted by the Administrator of the School. The method and time limit for removal of the **(I)** grade will be determined by the faculty member. If the conditions for removal are not met, the grade becomes an **“F” (Failure)**.

MEASURABLE PERFORMANCE OBJECTIVES

1. Complete the required number of clock hours training.
2. Achieve and receive passing grades on all practical graduation requirements and projects, including practical and theoretical examinations.
3. Satisfactorily pass final written and practical exams.
4. Upon completion, receive a graduation certificate/diploma.
5. Pass state board exams and receive licensure.

STUDENT SERVICES

Tutoring: One on one and group tutoring as well as study groups and computerized tutorial sessions are available. Individual tutoring is scheduled privately with the instructor. There is no charge for tutorial services. Computer programs are available to assist students with remedial development and informational enhancement.

College Advising: Mandatory face-to-face appointments must be made with your assigned Faculty Advisor PRIOR to the fourth (4th) exam. During this appointment your progress and portfolio will be evaluated. At this time, suggestions are made to enhance your success in the course/ program. Services are also available for students who did not meet the recommended criteria for the end of course exam. The primary role is to help you choose classes and meet your graduation requirements. ADONIS COLLEGE OF NURSING also gives advice and information to students on these subjects:

- a. Regulations governing licensure to practice, including reciprocity among jurisdictions.
- b. Employment opportunities.
- c. Opportunities for continuing education following graduation.

GRADUATION REQUIREMENTS

For successful completion of all programs, the student must have satisfactorily met all course and program requirements as candidate's qualifications are evaluated. To receive a certificate of completion, a student must complete an exit interview process and obtain all applicable signatures on the Application for Graduation. The student will be notified about procedures and deadlines. The name on the certificate will appear as the same name documented on official student records. In addition to approval, all tuition and fees must be paid before graduation. All course materials, library books (including fines) must be returned. A Certificate of Completion is awarded upon successful achievement of all courses and all requirements within each program. Transcripts are prepared and may be requested in the main office. Applications for licensure will not be completed by the school until all financial obligations are met.

Graduation ceremonies do not occur for NA students, however, ceremonies are held for PN students; nonetheless, all students will receive a certificate of completion after all ACON affairs are cleared. PN students who wish to participate in graduation ceremonies will also be awarded a certificate of completion as well as a nursing school pin. Each completer then becomes eligible to sit for respective exams (NA's – take the Nurse Aide Training and Competency Evaluation (NATCE), PN's take the National Council Licensure Exam for Practical Nurses (NCLEX-PN). PN students, who graduate with a 3.25 grade point average or higher, are considered honor graduates.

Adonis College of nursing PN enrolled students would have qualified to receive the following certificates by the end of their program:

1. Nursing Assistant (Optional):

After successful completion of Fundamentals course and evaluation of the 21 basic Performance Skills for Certified Nurse Aide Training students will receive a certificate and are eligible to take the Illinois Nurse Aide Competency Exam to become a Certified Nurse Assistant. Please note this is an additional (\$515.00 expenses to Fundamental cost).

2. Practical Nurse Program Completion:

END OF PROGRAM EXIT SPECIALTY EXAM POLICY

The college is presently using HESI for end of program exit specialty exam. After completing all PN courses and passing with a 78% or above and cleared by business office.

1. The student will be scheduled to start 3,000 online adaptive quizzing, which must be completed at Mastery Level 3,
2. The student will be schedule to take the PN - Exit HESI
3. If the student passes the EXIT HESI at the first or second attempt with 78% or above,
4. The student will be registered for NCLEX PN face to face or review with either U-world,

NCSBN or KAPLAN with a passing grade of 60%

5. The student will be registered for NCLEX after the review class is completed with verifiable certificate of attendance.
6. A grade less than 78% on 3rd attempt options are:
 - (a) Repeat Medical Surgical II and pass with 78% and schedule to take PN Exit HESI again

Students are required to schedule appointment within 20 working days preceding the Graduation/Pinning Ceremony with the Program Director to receive their certificates of completion and required documents for the NCLEX-PN exam, Diploma/transcript may be mailed or picked up from Programs Department.

For successful completion of the program, a student must maintain a cumulative grade point average of not less than 2.0 and satisfactorily complete all required coursework. The cumulative grade point average is calculated on all coursework completed while enrolled at Adonis College of Nursing whether or not it is in the student's current program. Students must pass standardized specialty exit examination (May be HESI, ATI, KAPLAN, UWORLD or any adopted standardized specialty examination). The examination is repeated until the minimum required score is achieved (HESI 900, ATI 75%, KAPLAN 75%, and UWORLD 65%).

A fee is required to repeat the examination after the First attempt. Upon successful completion, a letter of program completion is sent to the state board of nursing. The confirmation is required for graduates to apply for nursing licensure and sit for NCLEX-PN exams. Additional conditions are detailed in the academic catalog. Adonis College of Nursing reserves the right to change the requirements for graduation to keep pace with educational, scientific, technological or similar developments. Changes may be applied to students already enrolled. For those cases, an academic advisor will specify an alternate plan of study which must be completed in lieu of the original requirements. All changes will be presented to students in writing and no changes will take effect without a signed agreement.

ADONIS COLLEGE OF NURSING reserves the right to retain a student in school if the student's progress is not satisfactory as determined by the School's administration and/or the student fails to complete all listed requirements or fails to pass the written and practical exams. The School can retain the student until all graduation requirements are met.

A student who withdraws will receive a certified transcript, which will include the number of hours for which the school has been compensated. For the purposes of transfer or graduation, hours will not be released by the school until all monies owed to the institution have been paid and all academic requirements pertaining to those hours have been completed.

GRADUATION, PLACEMENT, AND JOB OPPORTUNITIES

There are many wonderful career opportunities available within the nursing and healthcare industry.

Adonis College of Nursing makes no guarantee and provides no warranty in reference to securing employment upon completion of a job. However, employment readiness units and employability skills units are components included in the curriculum for job preparedness. The school will assist students with job placement as follows: As job leads become available through employers, and as information is made available to students (who are completing or who have graduated from the program) from his/her instructor or through postings available via ACON.

The Administrator and faculty can provide career guidance throughout the nursing program. Students receive placement assistance in the form of job opportunity counseling (ACON does not guarantee employment). Career enhancing strategies such as resume writing and interviewing skills are presented in small group sessions which normally take place after classroom hours. In addition, information as it becomes available regarding continuing education opportunities are posted throughout the year.

DETERMINATION OF OFFICIAL AND UNOFFICIAL WITHDRAWAL FROM COLLEGE

TYPE OF WITHDRAWALS:

A student's official withdrawal date is determined by using one of the following:

- Official withdrawal date is on the student's notification or ADONIS COLLEGE OF NURSING's determination.
- The date the student submitted his notification to withdraw to the office of the business administration
- The date the student was expelled/dismissed from ADONIS COLLEGE OF NURSING.
- The date of the withdrawal determination shall be the earlier of the scheduled date of return from the leave of absence or the date the student notifies the institution that the student will not be returning.

A student's unofficial withdrawal date is determined by using one of the following:

- The date the student died, if the student passed away during the course.
- The last date that the student attended class.
- The student must inform in a timely fashion, in person or by email if personal appearance is not possible.
- The student failed to attend classes for a two-week period (14 calendar days) and fail to inform the Academy that they are not withdrawing (allows 14 calendar days absence).

NOTE: *When you have a Direct Loan and fail to return from a Leave of Absence, the grace period starts on the last day of attendance before the Leave of Absence.*

INSTITUTIONAL REFUND POLICY

As a part of the commitment to the institution to reserve a seat, the initial deposit is due one week before the start of the first business day of class. Once the fee has been paid, it becomes a part of tuition. Also, if the student does not show for the class after the first week, (beginning with the first business day of class), his or her registration fee of \$1,000.00 is non-re-fundable, portion is **transferable only to the next term. If the student does not enroll in the next term, based on seat capacity rule, tuition deposit will be forfeited.**

Students who withdraw from the program may obtain a partial refund at the time of withdrawal. If a student leaves the Institution during the program, the Business Office recalculates the tuition due for the amount of time scheduled. Total clock hours scheduled is divided by the total clock hours of the academic year. Based on this calculation, the amount of tuition refunded will be based on the following schedule:

Enrollment Scheduled	Refund of Program Cost
00.01% - 20%	90% refunded
10.01% - 20%	80% refunded
20.01% - 25%	75% refunded
25.01% - 50%	50% refunded
50.01% - 60%	40% refunded
Over 60%	No refund

Students may withdraw from a course prior to completing two-thirds of the term without incurring a failure for the courses. A student will not be eligible to take the Comprehensive Exam for a given level if the if any bills owed the school are unpaid. Students with- drawing from the program for any reason must meet with the Business Administration Officer. **Transcripts will be held for failure to fulfill all financial obligations to the school.**

DROP/ADD POLICY

Students who are enrolled in the nursing program have seven (7) class days to make a permanent decision regarding their personal feasibility to study nursing. If the student determines that nursing is not a career choice for them, they must schedule an appointment with Business Administration Officer before terminating enrollment from the program. Students leaving within seven (7) days are not counted in the attrition rate.

If the Following Circumstances Occurs, the School Shall Refund All Assessments

- School does not provide the prospective student with a copy of the school's enrollment agreement and also makes known to the student that an electronic copy of the catalog is available online (www.acon.edu) for viewing. Hard copies of the catalog are also available in the institution's library for easy access.
- The school cancels or discontinues the course of instruction in which the student has enrolled.
- The school fails to conduct classes on days or times scheduled.
- A school will refund any books and material fees when: (a) the book and materials are returned to the school unmarked and is still currently being utilized by the school; and (b) the student has provided the school of a notice of cancellation.

Determination Date/Withdrawal Date (Official/Unofficial Withdrawal): The last date of attendance would be the last day the student was physically in attendance at ADONIS COLLEGE OF NURSING. A withdrawal date on a student who had been previously attending could be up to, but not to exceeding, 14 calendar days from that student's actual last date of attendance. An active student officially withdraws when they notify ADONIS COLLEGE OF NURSING's administrative office of their intention to withdraw from ADONIS COLLEGE OF NURSING. An active student is considered unofficially withdrawn when they have been absent for 10 consecutive SCHOOL days (14 calendar days) from their last date of physical attendance without notifying the ADONIS COLLEGE OF NURSING's administrative office.

STUDENT LENDING CODE OF CONDUCT

ACON is committed to providing students and their families with the best information and processing alternatives available regarding student borrowing. In support of this and in an effort to rule out any perceived or actual conflict of interest, ACON refers to the following: between Adonis College of Nursing, employees or agents and education loan vendors, we (ACON) have adopted the following:

- Does not participate in any revenue-sharing arrangements with lenders.
- ACON does not permit any officer, employee or agent of the school who is employed in the business administration office or is otherwise involved in the administration of education loans to accept any fee, payment or other financial benefit (including a stock purchase option) from a lender or affiliate of a lender as compensation for any type of consulting arrangement or contract to provide services to a lender on a behalf of a lender relating to education loans.
 - Does not accept anything of value from a lender, guarantor, or group of lenders and/or guarantors. The school does allow for the reasonable reimbursement of expenses associated with participation in such boards, commissions or groups by lenders, guarantors, or groups of lenders and/or guarantors.
 - Does not assign a lender to any first-time borrower through financial aid packaging or any other means.
- ACON recognizes that a borrower has the right to choose any lender from which to borrow to finance his/her education. The Institute will not refuse to certify or otherwise deny or delay certification of a loan based on the borrower's selection of a lender and/or guarantor.
- ACON will not request or accept any offer of funds to be used for private education loans to students from any lender in exchange for providing the lender with a specified number or volume of Title IV loans, or a preferred lender arrangement for Title IV loans.

MAKEUP WORK

Attendance is mandatory as prescribed by the Illinois Department of Public Health.

Absences will lead to students being ineligible to sit for the certification while only one theory and one practicum absence may be allowed with an Administrator's permission for make-ups within the first week of the session's completion.

Students will have an opportunity to make up any tests, quizzes, or work missed due to absences or tardiness as a result of administratively-approved, nonscheduled, religious holidays. Absences/tardiness will be noted on the attendance record, but they will not be counted toward determining accumulated absences or tardiness for withdrawal.

SATISFACTORY ACADEMIC PROGRESS POLICY

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at ADONIS COLLEGE OF NURSING. It is printed in the catalog to ensure that all students receive a copy prior to enrollment. The policy complies with the guidelines established by the **ABHES** and the federal regulations established by the United States Department of Education.

A student is considered to be making satisfactory academic progress if s/he successfully completes course hours (clock hours), achieves a specific cumulative grade point average (GPA), and does not exceed the maximum time limits to complete his/her course of study.

- Students must maintain an overall, cumulative GPA of at least 2.0 on a 4.0 scale.
- Students must complete the required number of competencies within the time frame as defined by the individual's program guidelines for the evaluation period.

All students are responsible for maintaining Satisfactory Academic Progress (SAP) in their course of study.

Proof of SAP: Documentation required to meet federal guidelines will be collected from instructors, department heads, or other

authorized individuals on a Satisfactory Academic Progress form, or by other official Erwin forms of communication. Documentation will include student name, program, and confirmation of progress meeting above guidelines.

EVALUATION PERIODS

Students are evaluated for Satisfactory Academic Progress as follows:

Course	Clocked (actual) Hours
Nursing Assistant	128
Practical Nursing	744

Transfer Students- Midpoint of the contracted hours or the established evaluation periods, whichever comes first. Evaluations will determine if the student has met the minimum requirements for SAP. The frequency of evaluations ensures that students have at least one evaluation by midpoint in the course.

ATTENDANCE PROGRESS EVALUATIONS

Students are required to attend a minimum of 85% of the hours possible based on the applicable attendance schedule, in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, ADONIS COLLEGE OF NURSING will determine if the student has maintained at least 85% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

ACADEMIC PROGRESS EVALUATIONS

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as a 100% rating). If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the ADONIS COLLEGE OF NURSING. Students must maintain a written grade average of 78% and pass a final written and practical exam prior to graduation. Students must make up missed tests and incomplete assignments. The following grade scale is utilized for theory and practical skill evaluation which utilizes a 100-point gradingscale:

PRACTICAL NURSE PORGRAM GRADING SCALE			
GRAD E	WEIGH T	REMARKS	PERCENTAGE
A	4.00	Distinction	92 - 100%
B	3.00	Above Average	85 - 91%
C	2.00	Average	78 - 84%
F	0.00	Failing	77 and below
WP	N/A	Withdrawn Passing	Will be used when a student who is passing withdraws before the end of the grading period. The class must be completed upon re-entry.
WF	N/A	Withdrawn Failing	Will be used when a student who is not passing withdraws before the end of the grading period. The class must be repeated upon re-entry
T	N/A	Transfer Credit	Will be used when credits is given for course/classes that were transferred from other schools or as a result of testing out, when permitted.

Practical Nursing Evaluation Methods

To pass the course the student must satisfactorily complete all required assignments, including all clinical assignments and satisfactory performance of psychomotor skills. The student must obtain a 78% for all coursework. Clinical performance is graded on a pass/fail basis.

Specific evaluation methods include:

- Classroom examinations (Classroom exams will be primarily NCLEX-PN style tests.)
- Standardized examination
- Class participation
- Clinical performance
- Demonstration of psychomotor skills

COURSES	GRADE %
ANATOMY & PHYSIOLOGY MEDICAL TERMINOLOGY PHARMACOLOGY	WEEKLY QUIZZES= 20% WEEKLY EXAMS= 40% FINAL EXAM= 30% PRESENTATION= 5% HOMEWORK/PARTICIPATION= 3% ATTENDANCE= 2% TOTAL= 100%
MENTAL HEALTH OB/GYN PEDS	WEEKLY QUIZZES= 10% WEEKLY EXAMS= 35% FINAL EXAM= 30% STANDARDIZED TEST= 20% PRESENTATION/ HOMEWORK/ WORKBOOK= 2% ONLINE RESOURCES/PARTICIPATION= 1% ATTENDANCE= 2% 100%
NURSING FUNDAMENTALS MED SURG 1 MEDSURG 2	WEEKLY QUIZZES= 10% WEEKLY EXAMS= 30% MIDTERM=20% FINAL EXAM= 20% STANDARDIZED TEST = 15% PRESENTATION/ HOMEWORK/ WORKBOOK= 2% ONLINE RESOURCES/PARTICIPATION= 1% ATTENDANCE= 2% TOTAL = 100%

NURSING ASSISTANT PROGRAM GRADING SCALE		
GRADE	WEIGHT	REMARKS
P	Satisfactory	Passing
F	Unsatisfactory	Failing
W	Withdrawn	Withdrawn
I	N/A	Incomplete

DETERMINATION OF PROGRESS STATUS

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making SAP until the next scheduled evaluation. Students will receive a hard-copy of their SAP determination at the time of each of the evaluations.

INTERRUPTIONS, COURSE IN-COMPLETES, WITHDRAWALS

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to ADONIS COLLEGE OF NURSING in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the student's contract period and maximum time frame by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal.

APPEAL PROCEDURE

If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within five (5) calendar days. Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance. The student must submit a written appeal to the ADONIS COLLEGE OF NURSING on the designated form describing why they failed to meet satisfactory academic progress standards, along with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student's situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point. Appeal documents will be reviewed and a decision will be made and reported to the student within five (5) days. The appeal and decision documents will be retained in the student file.

Appeals Committee: When a student appeals the administrative disposition of a violation, he or she is entitled to limited due process including a hearing before an Appeals Committee. A written request for a hearing must be made to the President on or before the fifteenth business day following the mailing of the certified letter which describes the administrative disposition.

The Appeals Committee will be selected by the President of the College. The Committee shall consist of two teaching faculty members, one administrative faculty member, one classified staff person, and one student. The President will select the chairperson from among the committee members. All members of the committee are eligible to vote in the hearing.

Notice: The chairperson of the Appeals Committee shall set the date; time and place for the hearing, and the President will send notice of the hearing to the student by certified letter at the student's address of record. This notice shall be mailed within five business days of the receipt of the student's written request for a hearing and the hearing date will be set for at least one week after the date the certified letter is mailed. The President, or the committee chairperson may, for good cause, postpone the hearing so long as all interested parties are

notified of the new hearing date, time and place, and the new date is set at least one week after the notice of postponement is sent to the student. Every effort should be made by all involved parties to conduct the hearing at the earliest date available.

Procedure

The Appeals Committee will determine whether or not to uphold the administrative disposition determined by the President. The chairperson shall provide reasonable opportunities for witnesses to be heard. Legal rules of evidence do not apply to hearings before the Appeals Committee. Counsel for any and all parties may be present but they cannot act on behalf of the party they represent. The committee chairperson may admit any pertinent information and may exclude irrelevant, immaterial and unduly repetitious evidence. The hearing shall proceed generally as follows:

1. The chairperson presents the allegations against the student, along with the administrative disposition of each allegation which the President imposed.
2. The student presents the basis for appealing the administrative disposition.
3. At the discretion of the committee chairperson, the student, the Vice President, and other witnesses may be interviewed by the committee. However, the student may not be compelled to testify against himself or herself.
4. All evidence shall be offered to the committee during the hearing and made part of the hearing record.
5. Committee members may freely question witnesses.
6. The committee will vote the issue of whether or not to uphold the administrative disposition of each violation. The committee shall state in writing, for each alleged violation, whether they support the administrative disposition and the sanction imposed. The committee can uphold the administrative disposition or recommend a different sanction which may not exceed the sanction imposed by the President.

The decision of a simple majority of the members of the committee shall be submitted as the final decision of the committee. The decision of the committee is final and binding.

Record: The hearing record shall include:

1. a copy of the notices sent to the student as described above,
2. all documentary and other evidence offered or admitted in evidence,

3. Written motions, pleas, and any other materials considered by the committee, and the committee's finding.

The hearing record will be forwarded to the President where it will be securely maintained. If the committee upholds the administrative disposition, a record of the committee's finding will also be placed in the student's academic file in the Admissions and Records Office.

NONCREDIT, REMEDIAL COURSES, REPETITIONS

Noncredit, remedial courses and repetitions do not apply to this institution. Therefore, these items have no effect upon the ADONIS COLLEGE OF NURSING's satisfactory academic progress standards.

TRANSFER HOURS

With regard to Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and earned hours for the purpose of determining when the allowable maximum time frame has been exhausted

QUANTITATIVE AND QUALITATIVE FACTORS

Factors for measuring the student's progress toward satisfactory completion of the program include maintaining:

- A minimum cumulative Theory grade of 78% or higher.
- A minimum cumulative academic level of 78% or higher on practical worksheet completion.*
- To determine whether a student meets the academic requirements for Satisfactory Progress, theory and practical grades are averaged together to give a cumulative academic grade of 78% or higher.
- A minimum cumulative attendance of 80% of their scheduled hours**

**To meet the state practical requirements for graduation, students must eventually complete monthly practical worksheets 100%.*

***To determine your rate of attendance, divide the cumulative number of hours completed by the scheduled hours to date.*

COMPLETION OF COURSE WITHIN DESIGNATED PERIOD OF TIME

Students will attend full time, five (5) days (Monday through Friday), 35 hours per week, from 9:00am to 4:00pm. Information regarding other course schedules is available upon inquiry.

Students are expected to complete the course in no more than 150% of the program length. If a student is never absent, he/she should complete NA program within 4 weeks and PN course within 52 weeks for a full-time student.

MAXIMUM TIME FRAME

A student is considered to be making satisfactory academic progress if she/he successfully completes course hours (clock hours), achieves a specific cumulative grade point average (GPA), and does not exceed the maximum time limits to complete his/her course of study.

- Students must maintain an overall, cumulative GPA of at least 2.0 on a 4.0 scale.
- Students are allowed up to 118% of the scheduled clock hours to complete their program. additional hours needed to finish the coursework and complete their program.
- Students must complete the required number of competencies within the time frame as defined by the individual's program guidelines for the evaluation period.

COURSE REPEAT

Any class failed must be retaken and passed. Students are allowed to retake nursing courses only once. If the class is not passed on the second attempt, the student will be withdrawn from the program.

LEAVE OF ABSENCE (LOA) POLICY.

An authorized Leave of Absence (LOA) is a temporary interruption in the student's course of study. The LOA refers to a specific period of time in which a student is not in attendance. An LOA is not required if a student is not in attendance for an institutionally scheduled break. However; a scheduled break may occur during an LOA. A student who must take an approved Leave of Absence (LOA) will return in the same satisfactory academic progress status as at time of taking the LOA.

The LOA must be requested and approved in writing prior to LOA occurring. In addition the student is required to list the reason for the LOA as well as provide supporting documentation. Emergency LOA, without prior written request, may be granted provided the student completes the LOA form and returns it via mail or in person within a reasonable resolution of the emergency to ADONIS COLLEGE OF NURSING.

A student may be granted a LOA for any of the following reasons:

- Medical Issues
- Military Requirements
- Jury Duty
- Mitigating Circumstances beyond the Student's Control
- ADONIS COLLEGE OF NURSING Faculty recommendation
- Financial Hardship

The student must follow ADONIS COLLEGE OF NURSING's Leave of Absence Policy when requesting an LOA and get an approval of the request for a LOA. There must be reasonable expectations that the student will return from the LOA. The institution will not assess the student any additional institutional charges as a result of the LOA. A student granted an LOA that meets the criteria is not considered to have withdrawn, and no refund calculation is

required at that time.

Students taking an unapproved LOA will be considered withdrawn at the start of the unapproved LOA. The last date of attendance prior to the LOA will be utilized for the purposes of calculating a refund.

The maximum time frame for a LOA is 180 calendar days and the minimum is 5 calendar days. ADONIS COLLEGE OF NURSING permits more than one LOA provided the total number of days of all LOA does not exceed 180 calendar days within a 12 month period. If the student does not return from the LOA within the 180 calendar days, the student will be dropped from ADONIS COLLEGE OF NURSING. The student's loans will go into repayment after 180 days from the last date of attendance.

On the day the student returns from a LOA the student is required to inform the Business Administration Office of the return and complete an enrollment agreement addendum or initial the correction on the contract. The student's contract and maximum time frame will be extended for the same number of days the student was on LOA without any penalty to the student.

STUDENT RIGHT OF ACCESS AND RECORD RETENTION POLICY

The Family Educational Rights and Privacy ACT (FERPA) sets a limit on the disclosure of personally identifiable information from school records and defines the rights of students to review and request changes to the records. FERPA generally gives postsecondary students the rights to:

1. Review their education records,
2. Seek to amend inaccurate information in their records, and
3. Provide consent for the disclosure of their records.

No official academic transcripts, diplomas, immunization records, or academic credentials of any kind will be released to any institution, outside agency, or individual until all financial obligations to the School have been met and the account is considered to be in good financial standing. ACON reserves the right to charge for any additional records.

A student in good financial standing with the Institution is defined by having no outstanding financial obligation to the Institution. All owed balances are paid in full and/or current on an existing in school payment plan.

Student transcripts will remain a permanent record at ACON. Official copies of a student's transcript will be sent to employers or other schools at the student's written request. Students will be provided two free copies of their transcript, however, a transcript fee will be charged for additional copies requested. Requests for transcripts will be denied if the student has outstanding debt with ACON.

Release forms for transcripts and immunization records are available from the registrar's office. Please allow approximately 5-10 business days from the time of the request to receive a transcript and/or an immunization record.

GENERAL RELEASE OF INFORMATION

Except under the special conditions described in this policy, a student must provide written consent each time before a school may disclose personally identifiable information from the student's education records. The written consent must:

1. State the purpose of the disclosure,
2. Specify the records that may be disclosed,
3. Identify the party or class of parties to whom this disclosure may be made, and
4. Be signed and dated.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools/academies that receive funds under an applicable course of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by SCHOOL. Academies are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Academies may charge a fee for copies.
- Parents or eligible students have the right to request that ADONIS COLLEGE OF NURSING correct records which they believe to be inaccurate or misleading.
- If ACON decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, academies must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows academies to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - ACON officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Organizations conducting certain studies for or on behalf of SCHOOL;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific State law.

ADONIS COLLEGE OF NURSING may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and Student Catalog and Consumer information

awards, and dates of attendance. However, academies must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that SCHOOL not disclose directory information about them. Academies must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of ACON.

Or you may contact the following address: Family Policy Compliance Offices. Department of Education 400 Maryland Avenue, SW., Washington, DC 20202

DISCLOSURES FOR OTHER REASONS

There are two different FERPA provisions concerning the release of records relating to a crime of violence. One concerns the release to the victim of any outcome involving an alleged crime of violence (34 CFR 34 CFR 99.31[a][13]). A separate provision permits a school to disclose to anyone the final results of any disciplinary hearing against an alleged perpetrator of a crime of violence where that student was found in violation of that school's rules or policies with respect to such crime or offense (34 CFR 99.341[a][14]).

DIRECTORY INFORMATION

Adonis College of Nursing hereby designates the following student information as "Directory Information." Such information may be disclosed by the institution for any purpose, at their discretion.

Student's name, address, telephone listing, electronic mail (email) address, photograph, date and place of birth, major field of study, dates of attendance, grade level, enrollment status (e.g., full-time or part-time), participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees/certificates, honors and awards received, and the most recent educational agency or institution attended.

Currently enrolled students may withhold disclosure of any of the above "Directory Information" under the Family Educational Rights and Privacy Act of 1974 (FERPA). To withhold disclosure, written notification must be received in the Office of Admissions and Registration. Forms requesting the withholding of "**Directory Information – (DI)**" are available in the Office of Admissions. Failure on the part of a student to specifically request the withholding of "**DI**" indicates individual approval for disclosure. The FERPA hold remains on the student's record until removal is requested in writing by student. For additional information regarding FERPA, please check its web site at <http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>.

HEALTH AND SAFETY EXEMPTION REQUIREMENT

ADONIS COLLEGE OF NURSING adheres to all requirements pertaining to the protection of student information. However, there are limited exceptions to FERPA regulations under which ADONIS COLLEGE OF NURSING is permitted to disclose education records or personally identifiable, non-directory information from education records in connection with a health or safety emergency without student consent.

The situation must present imminent danger to a student, other students, or members of the school community in order to qualify as an exception. This action is not taken lightly and only under circumstances that present imminent danger.

RECORD MAINTENANCE

All requests for releases of information are maintained in the student's file as long as the educational records themselves are kept. Student records are maintained for a minimum of five (5) years for withdrawal student; transcripts of graduates are kept indefinitely.

AMENDMENT TO STUDENT RECORDS

Students have the right to seek an amendment to their school records. To seek an amendment, student must meet with the school director and bring any supporting documentation to show that the record is incorrect.

PERFORMANCE STATISTICS/JOB OUTLOOK

Employment of nursing assistants and orderlies is projected to grow 17 percent from 2014 to 2024, much faster than the average for all occupations. Because of the growing elderly population, many nursing assistants and orderlies will be needed to assist and care for these patients.

<http://www.bls.gov/ooh/healthcare/nursing-assistants.htm>

Employment of licensed practical and licensed vocational nurses is projected to grow 16 percent from 2014 to 2024, much faster than the average for all occupations. As the baby-boom population ages, the overall need for healthcare services is expected to increase. LPNs and LVNs will be needed in residential care facilities and in home health environments to care for older patients.

<http://www.bls.gov/ooh/healthcare/licensed-practical-and-licensed-vocational-nurses.htm>

ILLINOIS DEPARTMENT OF LABOR AND INDUSTRY

http://mcis.dli.mt.gov/licocc_display.asp?id=021-02

In the state of ILLINOIS, Nursing assistants and practical nurse graduates, can earn minimum wage or greater paid from hourly or from salary and gratuities in an **entry-level position** depending on the work schedule and the area population. A commission scale is commonly used to pay graduates resulting in much higher pay after an introductory period of several months. Retail commission is also common.

ADONIS COLLEGE OF NURSING is accredited by the Accrediting Bureau of Health Education Schools (ABHES), and recognized by the US Department of Education.

JOB PLACEMENT (GAINFUL EMPLOYMENT)

ADONIS COLLEGE OF NURSING maintains contacts with employers to assist students in job placement. Employers are encouraged to interview students, and every effort is made to secure a job opportunity for each graduate. Students are prepared in the latter part of training to seek employment. Job opportunities are announced and posted at www.acon.edu While ADONIS COLLEGE OF NURSING cannot guarantee employment for graduates, assistance in finding suitable employment is provided by posting area job openings on a career opportunities bulletin board for students to review. However, ADONIS COLLEGE OF NURSING does follow-up on graduates to help us prepare new students for future job placement.

CAREER OPPORTUNITIES

The Administrator and faculty can provide career guidance throughout the nursing program. Students receive placement assistance in the form of job opportunity counseling (ACON does not guarantee employment). Career enhancing strategies such as resume writing and interviewing skills are presented in small group sessions which normally take place after classroom hours. In addition, information as it becomes available regarding continuing education opportunities are posted throughout the year.

COMPENSATION EXPECTED

The U.S. Department of Labor provides current (May 2012) job information at <http://www.bls.gov>. This website includes information by job position to include state & national wages, occupation profiles/descriptions, state & national trends, knowledge, skills, and abilities needed for each position. As reported by the US Dept. of Labor, state & national median wages for nursing related positions are as follows:

BUREAU OF LABOR STATISTICS

<http://www.bls.gov/ooh/occupation-finder.htm?pay=&education=Postsecondary+non-degree+award&training=None&newjobs=&growth=&submit=GO>

**UNITED STATES DEPARTMENT OF LABOR BUREAU OF LABOR STATISTICS
OCCUPATIONAL EMPLOYMENT STATISTICS OCCUPATIONAL EMPLOYMENT
AND WAGES, MAY 2015**

31-1014 Nursing Assistants <http://www.bls.gov/oes/current/oes311014.htm>

29-2061 Licensed Practical and Licensed Vocational Nurses <http://www.bls.gov/oes/current/oes292061.htm>

O*NET RESOURCE CENTER

The O*NET program is the nation's primary source of occupational information. Central to the project is the O*NET database, containing information on hundreds of standardized and occupation-specific descriptors. The database, which is available to the public at no cost, is continually updated by surveying a broad range of workers from each occupation.

O*NET CODES

31-1014.00 - Nursing Assistants

<http://www.onetonline.org/link/summary/31-1014.00>

29-2061.00 - Licensed Practical and Licensed Vocational Nurses <http://www.onetonline.org/link/summary/29-2061.00>

NATIONAL CENTER FOR EDUCATION STATISTICS (CIP CODE2010)

Nursing Assistant: <https://nces.ed.gov/ipeds/cipcode/cipdetail.aspx?y=55&cipid=88827>

Practical Nurse: <https://nces.ed.gov/ipeds/cipcode/cipdetail.aspx?y=55&cipid=88826>

ADONIS COLLEGE OF NURSING must prepare the completion and graduation rate of its certificate-or degree-seeking, first-time, full-time undergraduate students each year. The annual rates are based on the 12-month period that ended August 31st of the prior year. The rates will track the outcomes for students for whom 150% of the normal time for completion or graduation has elapsed. Normal time is the amount of time necessary for a student to complete all requirements for a degree or certificate according to the institution's catalog. These rates are generated from the school student record management system.

DRUG FREE CAMPUS

The sale or use of illegal drugs and/or alcohol on the school or hospital property is strictly prohibited and can result in termination from our programs. The responsibility for patient safety is paramount, and safe patient care is each student's responsibility. In order to continue in the nursing program, the student must maintain an acceptable level of performance that is consistently safe.

Students have the responsibility not to engage in conduct that damages or tends to damage client and patient relationship, public image and/or reputation of ACON. Certain behaviors and events do cause or risk causing such damage. These include being charged or indicted for or convicted of violation of the Criminal Drug Laws, and driving while intoxicated. Therefore, students who are charged, indicted, or convicted under any criminal drug law or under any law prohibiting driving while intoxicated must notify the Administrator of such charge, indictment, or conviction within five (5) days of the

The unlawful possession, use or distribution of controlled substances and alcohol on the school's premises by students and employees is prohibited.

event. Students are subject to disciplinary action up to and including termination. Students must comply with all other aspects of the School's Drug Free Workplace Policy.

Smoke Free Workplace

Adonis College of Nursing is a smoke-free environment.

Drug and Alcohol Abuse Prevention Program

Students will submit evidence of a negative drug test prior to the beginning of our programs as ACON is committed to protecting the health, safety, and welfare of the citizens it serves by assuring that a drug-free workplace is maintained and that all employees and students perform their duties unimpaired by the effects of drugs or alcohol. In conjunction with each hospital's Drug Free Workplace Policy, each student is required to participate in a Controlled Substance Testing prior to admission to the nursing program. Positive results will preclude entrance Please visit www.acon.edu regarding complete information concerning the Substance Abuse Policy.

STUDENT PROFESSIONAL DEVELOPMENT GUIDELINES

Students are expected to make a personal commitment to nursing. This commitment includes not only attending scheduled and clinical practicum's, but also taking **full advantage** of all learning experiences offered to them.

To ensure an environment consistent with the mission, values and vision of ADONIS COLLEGE OF NURSING students are expected to respect the rights of each member of the College community and to behave in a manner supportive of the collegiate environment. Behaviors which are considered to be disruptive of the collegiate environment and subject to disciplinary action include but are NOT limited to the following:

- A. Providing false information or fraudulent documents to the College or any of its employees in the course of their duties; forgery, or alteration or misuse of College documents or instruments of identification.
- B. Academic dishonesty, including cheating and plagiarism. Refer to the statement on Academic honesty in the College catalog for more information. Please note that in addition to any penalty imposed on a student through this procedure as a result of a violation of academic dishonesty, faculty members may impose a grading penalty in accord with their syllabus and College policy in the course(s) in which the academic dishonesty occurred. Appeals of grading decisions must be conducted through the use of the grade appeal policy listed in the College catalog.
- C. Disruption or obstruction of teaching, research, administration, disciplinary proceedings or other activities authorized by the College.
- D. Physical abuse, psychological abuse or the threat of such abuse of any person on College premises or at College activities or directed against any person because of their actions as an employee of the College.
- E. Violation of established College policies including, but not limited to, the College honor Code, the Computer Ethics Guidelines, Sexual Misconduct Policy, Substance Abuse Policy and Weapons Regulation.
- F. On-campus purchase, consumption, possession or sale of alcoholic beverages as specified in the College substance abuse policy, except when specifically authorized by the College Board.
- G. Possession, use, sale or purchase of any illegal drugs or hallucinogenic agents on College premises or at College activities, as specified by the College substance abuse policy.

- H. Unauthorized restriction of vehicular or pedestrian traffic on College premises or at College activities.
- I. Destruction, misuse, or damaging College property under its jurisdiction, or removal of such property without authorization.
- J. Tampering with or misuse of fire-fighting or other safety equipment.
- K. Violation of any local, state or federal law on campus or at a College authorized activity.
- L. Failure to comply with directions of College officials acting in the performance of their duties.

ATTENDANCE POLICY AND DOCUMENTATION OF TIME

ATTENDANCE is mandatory as prescribed by the Illinois Department of Public Health.

Absences will lead to students being ineligible to sit for the certification while only one theory and one practicum absence may be allowed with an Administrator's permission for make-ups within the first week of the session's completion.

PROFESSIONAL IMAGE: A professional image is a requirement for successful participation in school. Students must maintain the appropriate school uniform while in school or at clinical

COMMUNICATION GUIDELINES AND PROFESSIONAL CONDUCT:

The ACON has established email as a primary vehicle for official communication with students. An official ACON email address has been established and assigned by the ACON and the colleges for each registered student. All communications sent via email will be sent to the student's official ACON email address. Faculty members will use the student's official ACON email address to communicate with a student registered in their classes and administrative units will correspond with students via this address.

The ACON is not responsible for the handling of email by other service providers having email redirected/forwarded does not absolve students from knowing and complying with the content of the communication sent to the email provided to the College.

Professionalism

The Faculty of ACON assumes the responsibility for contributing and improving the profession of practical nursing and nursing practices. Commitment implies responsibility and service to others. Practical nurses are concerned about how they are perceived by others and are self-dedicated in the pursuit of personal and professional growth, therefore students are encouraged to:

- Become involved and take responsibility for personal learning objectives
- Assume personal responsibility for their behavior, appearance, verbal/nonverbal and written communications
- Participate in student and nursing organizations activities

PROFESSIONAL INTEGRITY

Disciplinary action will be taken accordingly as it is the moral, ethical and legal responsibility of every individual within the nursing profession to monitor other individual's patterns of practices as you provide quality nursing care. Such actions will ensure all that they will meet the required standards as s/he adheres to the standards of the profession.

Concealing errors and mistakes of peers serves to lower standards of the profession. In addition, the person who conceals the mistake of another's, are as guilty of the error as the actual participant

LEARNING PARTICIPATION GUIDELINES:

Regular and prompt attendance in the classroom and for the clinical experiences is necessary if students are to accomplish the learning objectives of the curriculum. Motivated students recognize that active participation in class and on the clinical site is essential to their scholarly growth.

Students are required to sign an attendance sheet each day. Attendance is taken for each class and clinical experience. To develop their skills and judgment and to give faculty adequate opportunity to evaluate achievement in meeting the course objectives, students must spend sufficient time in the classroom and in the clinical area to demonstrate their application of class- room theory, Students who are absent for the day are responsible for all content or learning experiences missed.

Additionally, when students are scheduled for clinical experiences, **it is critical that the student arrives on time and is prepared for the days learning practice.** Failure to arrive within 15 minutes of the scheduled time will result in patient reassignment and loss of the clinical learning opportunity.

Students may be absent no more than 48 hours from either class or clinical time during the forty-eight (48) week academic year. If a student has more than 40 hours of absence, the student will be placed on conditional status. Absenteeism in excess of the eight days will result in dismissal from the program.

In the event of an extreme circumstance, the faculty organization may consider approval to remain in the program. The following must be met in order to receive this consideration.

- **Medical** – The student must provide written verification from their physician stating the reason for the absence(s) and the expected date of return.
- **Bereavement** – The student must provide written verification of the death of the family member including their relationship to the deceased. Consideration will be given for excused absences for immediate family which includes: parent(s), sibling, parent- in- law, grandparent, spouse/significant other or child.
- **Other documented emergency** – The student must provide written verification of the emergency. The sources of which will be determined by the faculty organization.
- The student must be able to demonstrate to their clinical instructor that they are making satisfactory progress toward the clinical objectives for the level(s) in which was missed.
- **Jury Duty** – Student must provide official documentation of jury duty/court hearing.

- **Religious Observances:** Absences and tardiness due to observance of an established religious holiday will not count against total allowable absences and tardiness in a student's program. Students observing religious holidays on scheduled school days should see their instructor prior to the absence to determine if documentation is needed. Any student who believes that he/she has been unreasonably denied an educational benefit due to his/her religious belief or practices may seek redress through the established grievance procedures.

POLICIES AND PROCEDURES FOR STUDENTS WITH DISABILITIES:

Adonis College of Nursing has adopted and provides prompt and equitable resolutions of complaints alleging any action prohibited by the U. S. Department of Justice regulations implementing Title II of the Americans with Disabilities Act (ADA). Title II states, in part, that "no otherwise qualified disabled individual shall, solely by reason of such disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination in programs or activities sponsored by a public entity."

TRAINING AND MEDIATION RESPONSIBILITIES OF THE ADA COORDINATOR

Complaints should be addressed to an Administrator who has been designated to coordinate ADA compliance efforts.

1. A complaint should be filed in writing, contain the name and address of the person filing it, and briefly describe the alleged violation of the regulations.
2. A complaint should be filed within 30 calendar days after the complainant becomes aware of the alleged violation.
3. An investigation, as may be appropriate, shall follow the filing of a complaint. The investigation shall be informal but thorough and afford all interested persons and their representatives, if any, an opportunity to submit evidence relevant to the complaint.
4. A written determination as to the validity of the complaint and a description of the resolution, if any, shall be issued and forwarded to the complainant no later than 10 calendar days after its filing.
5. The complainant can request a reconsideration of the case in instances of dissatisfaction with the resolution. The request for reconsideration should be made within 10 calendar days.
6. The ADA coordinator shall maintain the files and records relating to the complaints filed.
7. The right of a person to a prompt and equitable resolution of the complaint filed hereunder shall not be impaired by nor shall the use of this procedure be a prerequisite to the pursuit of other remedies.

Other remedies include the filing of an ADA complaint with the federal EEOC, or other responsible federal agency. State employees may also file a complaint with the state EEO or initiate a grievance under the state grievance procedure.

STUDENT CONSUMER INFORMATION

The U.S. Department of Education requires schools to provide potential and current students with Consumer Information and disclosures of specific information regarding graduation rates, retention rates, Pell Grant diversity, program costs, private loans, placement rates and possible employment outcomes for each academic program. The summary and location of the consumer information are provided in the Consumer Information Notice distributed to all potential students through the Business Administration office. ACON provides this information to all currently enrolled students each of the subsequent year, unless there are updates, which are provided at the time of the change. Please see below for the institutional disclosure reporting table. In addition, ACON provides the on-time graduation rate, program cost, median loan debt, placement rate and possible employment outcomes on each program page on the ACON website located at <http://www.acon.edu/consumer-disclosures>. Furthermore, links to these Web Pages are located on all promotional materials provided to potential students.

STUDENT CODE OF CONDUCT

Dear New Adonis College of Nursing Student:

As you begin your academic career at Adonis College of Nursing, it is important to remember your responsibilities in being a member of our student body. Your success involves many people, policies and, most importantly, you.

In order for the faculty and staff to create and maintain an environment of excellence, we expect ethical and professional behavior from our students in the classroom, during web-based instruction and in the clinical practice setting. Students are expected to adhere to the Student Code of Conduct and Clinical Expectations that are published in our student handbook and academic catalog.

Please review the student handbook/catalog and familiarize yourself with the following policies:

- 1. Academic Integrity**
- 2. Professional Conduct**
- 3. Clinical Expectations**
- 4. Sexual Misconduct**
- 5. Network and Responsible Computing**
- 6. Social Media**

We would also like to re-emphasize our commitment to enforce the Code of Conduct as it pertains to:

Being free of controlled substances Not possessing or using weapons

Acts of violence or threatening behavior Maintaining a smoke-free environment

Adhering to the Academic Integrity Policy

Violation of the Student Code of Conduct will result in a sanction up to and including suspension or expulsion from Adonis College of Nursing.

Your signature affirms your commitment to follow the guidelines established in the Student Code of Conduct and acknowledges your understanding of the expectations regarding these guidelines.

Keep in mind that we have a common goal – the successful completion of your academic program and a rewarding nursing career. We appreciate your cooperation in respecting the rights of other students and in adhering to our Code of Conduct.

Sincerely,

Adonis College of Nursing Faculty and Staff

COMPLIANT AGAINST SCHOOL

Complaints against this school may be registered with the Illinois Board of Higher Education (IBHE). The Board will provide forms that may be used to submit complaints.

Verbal instructions on how to submit student complaints are available by calling the Board at

(217) 782-2551. You may also copy and paste the hyperlink below and visit IBHE's website at: <http://www.ibhe.state.il.us/consumerinfo/complaint.html>. Information about the grievance may be submitted online via the IBHE website (www.ibhe.org). Signed complaint forms should be sent to the Board at the following address:

**Illinois Board of Higher Education
Division of Private Business and Vocational Schools
1 N. Old State Capital Plaza,
Suite 333 Springfield, Illinois 62701-1404
Fax Number: (217)782-8548**

**Accrediting Bureau of Health Education Schools (ABHES)
7777 Leesburg Pike, Suite 314 N. Falls Church, VA 22043
Phone (703) 917-9503 *
Fax (703) 917-4109 * info@abhes.org**

COST OF ATTENDANCE (COA)

Cost of Attendance is based on the length of the course, tuition and fees, loan fees, as well as average national room and board, personal expenses, and transportation costs.

Nursing Assistant Program

The total cost for tuition is: \$867.00

Course rate breakdown (See Table below): **The total cost for tuition is: \$867.00**

A down payment of \$290.00 is due at the time registration.

A \$50 non-refundable application fee is assessed as an intuitional processing fee.

NOTE: When you start, the \$290.00 down payment is applied towards your tuition fees. \$265 due before midterm exams (the 2nd week of class)

The remaining \$245 is due before the final exam is administered (3rd week of class).

Please note that this is excluding the state board examination fee of \$67.

Tuition	\$650.00
Application/ Registration Fee (Non-Refundable)	\$ 50.00
Identification Fee (Non-Refundable)	\$ 10.00
Tuition Total	\$710.00
Miscellaneous Fees	
Background Check Fee	\$ 40.00
Book Rental Fee (Non-Refundable)	\$ 50.00
State board Examination Fee	\$ 67.00
Total Expenses	\$867.00

**** Nonrefundable Registration Fee (Application fee) \$50.00**

Practical Nurse Program

PRACTICAL NURSE (Effective date - 2017)	
	Dependent (1AY)
Number of Months	11 months
Tuition	\$18,600.00
Textbook	\$450.00
Registration fee	\$75.00
Pre-entrance test	\$150.00
Uniform, shoes, supplies (Student is responsible)	\$50.00
Assessment, program and computer review fee	\$300.00
Criminal Background Check and Child Abuse History Clearance	\$100.00
Graduation Fee (Optional)	\$325.00
Graduation uniform (Optional)	\$50.00
Graduation picture (Optional)	\$50.00
Total Expenses	\$20,150.00

SEXUAL HARASSMENT POLICY

Adonis College of Nursing will not tolerate sexual misconduct in any form. Sexual misconduct is a flagrant violation of the values and behavioral expectations of a college community. All reported violations within the jurisdiction of the College, including sexual assault and harassment, will be investigated and, as warranted, will be resolved through appropriate college disciplinary processes and/or criminal proceedings in accordance with applicable state and federal laws.

An educational institution is a community of trust whose very existence depends on the recognition of each individual's importance and value. This trust creates the freedom for each individual to live, think, act, and speak without fear of physical harm. Sexual misconduct shatters the bond of trust within a college community. If you believe that a member of the college community has violated this policy, we encourage you to follow the reporting procedures out-lined below.

Sexual assault and sexual harassment are behaviors specifically prohibited by this policy. Definitions of these behaviors are available from the Counseling Center on the second floor of the Registration department.

Reporting Procedures

Students who believe that they have been subjected to sexual assault or harassment should report their complaint as soon as possible after the event occurs. Reports of sexual misconduct by another student may be made to an Administrator on duty or the President of the College.

Student allegations involving college employees may be reported to the supervisor of the accused employee; and or to an Administrator on duty or the President of the College. Existing disciplinary and grievance procedures will serve as the framework for resolving allegations of sexual misconduct. Students found guilty of sexual misconduct will be subject to campus disciplinary penalties found in the Student Handbook.

College employees found guilty of sexual misconduct will be subject to disciplinary action as specified by personnel policies. In addition, employees and students may face criminal prosecution in the event of violations of applicable laws. The College also reserves the right to refer a complaint to a law enforcement agency if it appears that a crime may have been committed.

The rights of both the accused and the complainant shall be protected, and the confidentiality of proceedings will be maintained to the fullest extent possible. The rights of the individual filing the grievance to pursue legal remedies through criminal or civil courts will not be infringed by use of College disciplinary or grievance procedures. Similarly, College disciplinary or grievance procedures will not be prejudiced by the initiation of such action.

The Cleary Act, as amended by VAWA, requires ADONIS COLLEGE OF NURSING to

include crimes of domestic violence, dating violence and stalking in its annual crime statistics according to the federal definitions in this report. VAWA also requires the ADONIS COLLEGE OF NURSING to provide the definitions of dating violence, domestic violence, stalking and consent under Illinois state law. Those definitions are listed below:

I. STATE LAW DEFINITIONS OF DOMESTIC VIOLENCE, DATING VIOLENCE, STALKING AND CONSENT

Partners and family members include parents, children, and siblings related by blood, marriage, or adoption; spouses, former spouses, people who have children together, and people of the opposite sex who are dating or who have dated.

Partner or Family Member Assault

In Illinois, a person commits the crime of partner or family member assault (also called domestic violence) by:

- causing bodily injury
- negligently causing bodily injury with a weapon, or
- creating reasonable apprehension of bodily injury against a partner or family member.

People act negligently when they fail to be aware of or consider the risk their behavior poses to others. Negligent behavior is always a gross departure from how a reasonable person would act. For example, firing a gun inside your house and hitting your boyfriend would be negligent and would be considered domestic violence. Other examples of domestic violence include hitting your child and threatening to hit your wife if the threat creates a reasonable fear of injury.

45-5-220. Stalking -- exemption -- penalty.

1) A person commits the offense of stalking if the person purposely or knowingly causes another person substantial emotional distress or reasonable apprehension of bodily injury or death by repeatedly:

(a) following the stalked person; or

(b) harassing, threatening, or intimidating the stalked person, in person or by mail, electronic communication, as defined in [45-8-213](#), or any other action, device, or method.

(1) This section does not apply to a constitutionally protected activity.

(2) For the first offense, a person convicted of stalking shall be imprisoned in the county jail for a term not to exceed 1 year or fined an amount not to exceed \$1,000, or both. For a second or subsequent offense or for a first offense against a victim who was under the protection of a restraining order directed at the offender, the offender shall be imprisoned in the state prison for a term not to exceed 5 years or fined an amount not to exceed \$10,000, or both. A person convicted of stalking may be sentenced to pay all medical,

counseling, and other costs incurred by or on behalf of the victim as a result of the offense.

(3) Upon presentation of credible evidence of violation of this section, an order may be granted, as set forth in Title 40, chapter 15, restraining a person from engaging in the activity described in subsection (1).

(4) For the purpose of determining the number of convictions under this section, "conviction" means:

(a) a conviction, as defined in 45-2-101, in this state;

(b) a conviction for a violation of a statute similar to this section in another state; or

(c) a forfeiture of bail or collateral deposited to secure the defendant's appearance in court in this state or another state for a violation of a statute similar to this section, which forfeiture has not been vacated.

(5) Attempts by the accused person to contact or follow the stalked person after the accused person has been given actual notice that the stalked person does not want to be contacted or followed constitutes prima facie evidence that the accused person purposely or knowingly followed, harassed, threatened, or intimidated the stalked person.

45-5-502. Sexual assault.

(1) A person who knowingly subjects another person to any sexual contact without consent commits the offense of sexual assault.

(2)(a) On a first conviction for sexual assault, the offender shall be fined an amount not to exceed \$500 or be imprisoned in the county jail for a term not to exceed 6 months, or both.

(a) On a second conviction for sexual assault, the offender shall be fined an amount not to exceed \$1,000 or be imprisoned in the county jail for a term not to exceed 1 year, or both.

(b) On a third and subsequent conviction for sexual assault, the offender shall be fined an amount not to exceed \$10,000 or be imprisoned for a term not to exceed 5 years, or both.

(3) If the victim is less than 16 years old and the offender is 3 or more years older than the victim or if the offender inflicts bodily injury upon anyone in the course of committing sexual assault, the offender shall be punished by life imprisonment or by imprisonment in the state prison for a term of not less than 4 years, unless the judge makes a written finding that there is good cause to impose a term of less than 4 years and imposes a term of less than 4 years, or more than 100 years and may be fined not more than \$50,000.

(4) An act "in the course of committing sexual assault" includes an attempt to commit the offense or flight after the attempt or commission.

(5)(a) Subject to subsections (5)(b) and (5)(c), consent is ineffective under this section if the victim is:

(i) incarcerated in an adult or juvenile correctional, detention, or treatment facility or is on probation or parole and the perpetrator is an employee, contractor, or volunteer of the supervising authority and has supervisory or disciplinary authority over the victim, unless the act is part of a lawful search;

(ii) less than 14 years old and the offender is 3 or more years older than the victim;

(iii) receiving services from a youth care facility, as defined in 52-2-602, and the perpetrator:

(A) has supervisory or disciplinary authority over the victim or is providing treatment to the victim; and

- (B) is an employee, contractor, or volunteer of the youth care facility; or
- (iv) admitted to a mental health facility, as defined in 53-21-102, is admitted to a community-based facility or a residential facility, as those terms are defined in 53-20-102, or is receiving community-based services, as defined in 53-20-102, and the perpetrator: (A) has supervisory or disciplinary authority over the victim or is providing treatment to the victim; and
- (B) is an employee, contractor, or volunteer of the facility or community-based service.
- (b) Subsection (5)(a)(i) does not apply if one of the parties is on probation or parole and the other party is a probation or parole officer of the supervising authority and the parties are married to each other.
- (c) Subsections (5)(a)(iii) and (5)(a)(iv) do not apply if the individuals are married to each other and one of the individuals involved is a patient in or resident of a facility, is a recipient of community-based services, or is receiving services from a youth care facility and the other individual is an employee, contractor, or volunteer of the facility or community-based service.

This policy also addresses sexual harassment, which is defined as unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature.

Sexual harassment is conduct that explicitly or implicitly affects a person's employment or education or interferes with a person's work or educational performance or creates an environment such that a reasonable person would find the conduct intimidating, hostile, or offensive. Sexual harassment includes sexual violence (see definition below). The ADONIS COLLEGE OF NURSING will respond to reports of any such conduct in accordance with this policy.

Sexual harassment may include incidents between any members of the ADONIS COLLEGE OF NURSING community, including faculty or other staff, student employees, students, coaches, interns, and non-student or non-employee participants in programs (e.g., vendors, contractors, visitors). Sexual harassment may occur in hierarchical relationships, between peers, or between individuals of the same sex or opposite sex. To determine whether the reported conduct constitutes sexual harassment, consideration shall be given to the record of the conduct as a whole and to the totality of the circumstances, including the context in which the conduct occurred. Harassment of one student by another student is defined as unwelcome conduct of a sexual nature that is so severe and/or pervasive, and objectively offensive, and that so substantially impairs a person's access to ADONIS COLLEGE OF NURSING programs or activities that the person is effectively denied equal access to the ADONIS COLLEGE OF NURSING's resources and opportunities

ADONIS COLLEGE OF NURSING is committed to creating and maintaining a community where all individuals who participate in its programs and activities can work and learn together in an atmosphere free of harassment, exploitation, or intimidation. Every member of the community should be aware that the ADONIS COLLEGE OF NURSING prohibits sexual harassment and sexual violence, and that such behavior violates both law and ADONIS

COLLEGE OF NURSING policy. The ADONIS COLLEGE OF NURSING will respond promptly and effectively to reports of sexual harassment and sexual violence, and will take appropriate action to prevent, to correct, and when necessary, to discipline behavior that violates this policy. This policy applies to all employees and students. This policy furthers the ADONIS COLLEGE OF NURSING's commitment to compliance with the law.

II. POLICYTEXT

A. General

ADONIS COLLEGE OF NURSING prohibits sexual harassment and sexual violence. Such behavior violates both law and ADONIS COLLEGE OF NURSING policy. The ADONIS COLLEGE OF NURSING will respond promptly and effectively to reports of sexual harassment and sexual violence and will take appropriate action to prevent, to correct, and when necessary, to discipline behavior that violates this policy.

B. Prohibited Acts

This policy prohibits sexual harassment and sexual violence as defined in this policy. Conduct by an employee that is sexual harassment or sexual violence in violation of this policy is considered to be outside the course and scope of employment.

C. Consensual Relationships

This policy covers unwelcome conduct of a sexual nature. Consensual romantic relationships between members of the ADONIS COLLEGE OF NURSING community are not subject to this policy.

D. Gender Identity, Gender Expression, or Sexual Orientation Discrimination

Harassment that is not sexual in nature but is based on gender, gender identity, gender expression, sex- or gender-stereotyping, or sexual orientation also is prohibited by the ADONIS COLLEGE OF NURSING'S nondiscrimination policy if it denies or limits a person's ability to participate in or benefit from the ADONIS COLLEGE OF NURSING's educational programs, employment, or services. While discrimination based on these factors may be distinguished from sexual harassment, these types of discrimination may contribute to the creation environment. Thus, in determining whether a hostile environment of a hostile work or academic.

due to sexual harassment exists, the ADONIS COLLEGE OF NURSING may take into discrimination based on gender, gender identity, gender expression, account acts of gender- stereotyping, or sexual orientation.

E. Retaliation

This policy prohibits retaliation against a person who reports sexual harassment or sexual violence, assists someone with a report of sexual harassment or sexual violence, or participates in any manner in an investigation or resolution of a sexual harassment or sexual violence report. Retaliation includes threats, intimidation, reprisals, and/or adverse actions related to employment or education.

F. Dissemination of the Policy, Educational Programs, and Employee Training

As part of the ADONIS COLLEGE OF NURSING's commitment to providing a working and learning environment free from sexual harassment and sexual violence, this policy shall be disseminated widely to the ADONIS COLLEGE OF NURSING community through publications, websites, new employee orientations, student orientations, and other appropriate channels of communication. The ADONIS COLLEGE OF NURSING, makes preventive educational materials available to all members of the community to promote compliance with this policy and familiarity with ADONIS COLLEGE OF NURSING procedures. The ADONIS COLLEGE OF NURSING has designated an employee responsible for reporting sexual harassment and sexual violence and makes available prevention training to designated employees.

The ADONIS COLLEGE OF NURSING's Title IX Coordinator is: Rosemary Williams
In addition, the SCHOOL provides annual training to the Title IX Coordinator and all staff involved as investigators and hearing officers in sexual harassment and sexual violence disciplinary procedures.

G. Reporting Sexual Harassment or Sexual Violence

Any member of the ADONIS COLLEGE OF NURSING community may report conduct that may constitute sexual harassment or sexual violence to any supervisor, manager, or Title IX Coordinator. Supervisors, managers, and other designated employees are responsible for promptly forwarding such reports to the Title IX Coordinator to review and investigate sexual harassment and sexual violence complaints. Any manager, supervisor, or designated employee responsible for reporting or responding to sexual harassment or sexual violence who knew about the incident and took no action to stop it or failed to report the prohibited act may be subject to disciplinary action.

The ADONIS COLLEGE OF NURSING has designated the Title IX Coordinator as the person to whom members of the ADONIS COLLEGE OF NURSING community can consult for advice and information regarding making a report of sexual harassment or sexual violence. Requests regarding the confidentiality of reports of sexual harassment or sexual violence will be considered in determining an appropriate ADONIS COLLEGE OF NURSING response; however, such requests will be considered in the dual contexts of the ADONIS COLLEGE OF NURSING's obligation to ensure a working and learning environment free from sexual harassment and sexual violence and the rights of the accused to be informed of the allegations and their source. Also, an individual may file a complaint or grievance alleging sexual harassment or sexual violence under the ADONIS COLLEGE OF NURSING's grievance procedure.

H. Response to Reports of Sexual Harassment or Sexual Violence

The ADONIS COLLEGE OF NURSING shall provide prompt and effective response to reports of sexual harassment or sexual violence, which may include early resolution, formal investigation and/or targeted prevention training or educational programs.

If an individual reports to the ADONIS COLLEGE OF NURSING that the individual has been a victim of domestic violence, dating violence, sexual assault, or stalking, s/he shall be

provided with a written explanation of the individual's rights and options whether the offense occurred on- or off-campus.

Upon a finding of sexual harassment or sexual violence, the ADONIS COLLEGE OF NURSING may offer remedies to the individual or individuals harmed by the harassment and/or violence consistent with applicable complaint resolution and grievance procedures. Such remedies may include counseling, an opportunity to repeat course work without penalty, changes to student housing assignments, or other appropriate interventions, such as changes in academic, living, transportation, or working situations.

Any member of the ADONIS COLLEGE OF NURSING community who is found to have engaged in sexual harassment or sexual violence is subject to disciplinary action including dismissal in accordance with the applicable ADONIS COLLEGE OF NURSING disciplinary procedure or other ADONIS COLLEGE OF NURSING policy. Generally, disciplinary action will be recommended when the conduct is sufficiently severe, persistent, or pervasive that it alters the conditions of employment or limits the opportunity to participate in or benefit from educational programs.

III. PROCEDURES

A. ADONIS COLLEGE OF NURSING Responsibilities

In accordance with Illinois state and federal law, ADONIS COLLEGE OF NURSING shall:
Offer sexual harassment prevention training and education to the ADONIS COLLEGE OF NURSING community, and provide sexual harassment prevention training and education to each supervisory employee;

Offer prevention education programs to all incoming students and new employees, and ongoing prevention and awareness campaigns to the ADONIS COLLEGE OF NURSING community, to promote awareness of rape and acquaintance rape, domestic violence, dating violence, sexual assault, and stalking, including the definition of consent, options for bystander intervention, and risk reduction awareness information;

Offer annual training on issues related to sexual violence, as defined in this policy for individuals conducting formal investigations of reports or conducting hearings;

Provide all members of the ADONIS COLLEGE OF NURSING community with a process for reporting sexual harassment or sexual violence in accordance with the policy;

Identify on- and off-campus resources for reporting sexual harassment or sexual violence, including law enforcement, medical, and victim support services;

Provide prompt and effective response to reports of sexual harassment, sexual violence, or reports of retaliation related to reports of sexual harassment or sexual violence in accordance with the policy;

Provide written notification of this policy; and

Designate trained individuals, including, or other than, the Title IX Coordinator, to serve as resources for members of the ADONIS COLLEGE OF NURSING community who have questions or concerns regarding behavior that may be sexual harassment or sexual violence.

Title IX Coordinator

ADONIS COLLEGE OF NURSING has designated a single Title IX Coordinator: Rosemay Williams

The responsibilities of the Title IX Coordinator include, but may not be limited to, the duties listed below:

- (a) Coordinate with other responsible units to ensure that local sexual harassment and sexual violence prevention education and training programs are offered and provided as required by the policy;
- (b) Disseminate the policy widely to the ADONIS COLLEGE OF NURSING community;
- (c) Provide educational materials to promote compliance with the policy and familiarity with local reporting procedures;
- (d) Train ADONIS COLLEGE OF NURSING employees responsible for reporting or responding to reports of sexual harassment;
- (e) Provide prompt and effective response to reports of sexual harassment or sexual violence in accordance with the policy;
- (f) Maintain records of reports of sexual harassment and sexual violence at the ADONIS COLLEGE OF NURSING and actions taken in response to reports, including records of investigations, voluntary resolutions, and disciplinary action, as appropriate; and
- (g) Identify and address any patterns or systemic problems that arise during the review of sexual harassment and sexual violence complaints.

B. Procedures for Reporting and Responding to Reports of Sexual Harassment or Sexual Violence

All members of the ADONIS COLLEGE OF NURSING community are encouraged to contact the Title IX Coordinator if they observe or encounter conduct that may be subject to this policy. This includes conduct by employees, students, or third parties. Reports of sexual harassment or sexual violence may be brought to the Title IX Coordinator, or to any manager, supervisor, or other designated employee responsible for responding to reports of sexual harassment or sexual violence. If the person to whom harassment normally would be reported is the individual accused of harassment, reports may be made to another manager, supervisor, or designated employee. Managers, supervisors, and designated employees are required to notify the Title IX Coordinator or other appropriate official designated to review and investigate sexual harassment complaints when a report is received.

Reports of sexual harassment or sexual violence should be brought forward as soon as possible after the alleged conduct occurs. While there is no stated timeframe for reporting, prompt reporting will better enable the ADONIS COLLEGE OF NURSING to respond to the report, determine the issues, and provide an appropriate remedy and/or action. All incidents should be reported even if a significant amount of time has passed. However, delaying a report may impede the ADONIS COLLEGE OF NURSING's ability to conduct an investigation and/or to take appropriate remedial actions.

1. Required Notifications For Reports of Sexual Violence

The ADONIS COLLEGE OF NURSING will provide a written explanation of available rights and options, including procedures to follow, when ADONIS COLLEGE OF NURSING receives a report that the student or employee has been a victim of domestic violence, dating violence, sexual assault, or stalking, whether the offense occurred on- or off-campus or in connection with any SCHOOL program. The written information shall include:

- (a) to whom the alleged offense should be reported;
- (b) options for reporting to law enforcement and campus authorities, including the option to notify local or on-campus law enforcement authorities; the right to be assisted by campus authorities in notifying law enforcement authorities if the complainant so chooses and the right to decline to notify such authorities;
- (c) the rights of complainants regarding orders of protection, no contact orders, restraining orders, or similar lawful orders issued by criminal or civil courts and the ADONIS COLLEGE OF NURSING's responsibilities regarding such orders;
- (d) the importance of preserving evidence as may be necessary to prove criminal domestic violence, dating violence, sexual assault, or stalking, or to obtain a protection order;
- (e) existing campus and community services available for victims including counseling, health, mental health, victim advocacy, legal assistance, and other services;
- (f) options for, and available assistance to, change academic, living, transportation, and working situations, if requested by the complainant and if reasonably available, regardless of whether the victim chooses to report the crime to campus police or local law enforcement;
- (g) Any applicable procedures for institutional disciplinary action.

2. Options for Resolution

Individuals reporting sexual harassment or sexual violence shall be informed about options for resolving potential violations of the policy. These options shall include procedures for Early Resolution, procedures for Formal Investigation, and filing complaints or grievances under applicable ADONIS COLLEGE OF NURSING complaint resolution or grievance procedures. Individuals making reports also shall be informed about policies applying to confidentiality of reports under this policy. The ADONIS COLLEGE OF NURSING shall respond to the greatest extent possible to reports of sexual harassment and sexual violence brought anonymously or brought by third parties not directly involved in the asserted offenses. However, the response to such reports may be limited if information contained in the report cannot be verified by independent facts.

Individuals reporting sexual harassment and sexual violence shall be informed about the range of possible outcomes of the report, including interim protections, remedies for the individual harmed by the incident, and disciplinary actions that might be taken against the accused as a result of the report, including information about the procedures leading to such outcomes.

An individual who is subjected to retaliation (e.g., threats, intimidation, reprisals, or adverse employment or educational actions) for having made a report of sexual harassment or sexual violence in good faith, who assisted someone with a report of sexual harassment or sexual violence, or who participated in any manner in an investigation or resolution of a report of

sexual harassment or sexual violence, may make a report of retaliation under these procedures. The report of retaliation shall be subject to the procedures here.

3. Procedures for Early Resolution

The goal of Early Resolution is to resolve concerns at the earliest stage possible with the cooperation of all parties involved. ADONIS COLLEGE OF NURSING utilizes Early Resolution options when the parties desire to resolve the situation cooperatively and/or when a Formal Investigation is not likely to lead to a satisfactory outcome. Participation in the Early Resolution process is voluntary. Early Resolution may include an inquiry into the facts, but typically does not include a formal investigation. Means for Early Resolution shall be flexible and encompass a full range of possible appropriate outcomes. Early Resolution includes options such as mediating an agreement between the parties, separating the parties, referring the parties to counseling programs, negotiating an agreement for disciplinary action, conducting targeted preventive educational and training programs, or providing remedies for the individual harmed by the offense. Early Resolution also includes options such as discussions with the parties, making recommendations for resolution, and conducting a follow-up review after a period of time to assure that the resolution has been implemented effectively. Early Resolution may be appropriate for responding to anonymous reports and/or third party reports. Steps taken to encourage Early Resolution and agreements reached through Early Resolution efforts should be documented.

While the ADONIS COLLEGE OF NURSING encourages Early Resolution of a complaint, the ADONIS COLLEGE OF NURSING does not require that parties participate in Early Resolution prior to the ADONIS COLLEGE OF NURSING's decision to initiate a Formal Investigation. Some reports of sexual harassment or sexual violence may not be appropriate for mediation but may require a Formal Investigation at the discretion of the Title IX Coordinator or other appropriate official designated to review and investigate sexual harassment complaints. The ADONIS COLLEGE OF NURSING will not compel a complainant to engage in mediation. Mediation, even if voluntary, may not be used in cases involving sexual violence.

4. Procedures for Formal Investigation

In cases where Early Resolution is inappropriate or in cases where Early Resolution is unsuccessful, the ADONIS COLLEGE OF NURSING may conduct a Formal Investigation. In such cases, the individual making the report may be encouraged to file a written request for Formal Investigation. The wishes of the individual making the request shall be considered, but are not determinative, in the decision to initiate a Formal Investigation of a report of sexual harassment or sexual violence. In cases where there is no written request, the Title IX Officer (Sexual Harassment Officer) or other appropriate official designated to review and investigate sexual harassment complaints, potentially in consultation with the administration, may initiate a Formal Investigation after making a preliminary inquiry into the facts.

In cases where a complainant states he or she does not want to pursue a Formal Investigation, the Title IX Coordinator should inform the complainant that the ability to investigate may be limited. When determining whether to go forward with a Formal Investigation, the Title IX

Coordinator may consider: 1) the seriousness of the allegation, 2) in the case of a student complainant, the age of the student, 3) whether there have been other complaints or reports against the accused, and 4) the rights of the accused individual to receive information about the complainant and the allegations if formal proceedings with sanctions may result from the investigation. Even if a complainant does not want to pursue an investigation, under some circumstances, the Title IX Coordinator may have an obligation to investigate a complaint, such as when there is a risk to the campus community if the accused remains on campus. The complainant should be made aware of this independent obligation to investigate the complaint.

A. In order to provide a prompt, fair, and impartial investigation and resolution, any Formal Investigation of reports of sexual harassment and/or sexual violence shall incorporate the following standards:

- i. The individual(s) accused of conduct violating the policy shall be provided a copy of the written request for Formal Investigation or otherwise given a full and complete written statement of the allegations, and a copy of the policy; and
- ii. The individual(s) conducting the investigation shall be familiar with the policy, have training or experience in conducting investigations, and as relevant to the investigation, be familiar with policies and procedures specific to students, staff, faculty, and visitors. For cases involving allegations of sexual violence, the individual(s) conducting the investigation must receive annual training on issues related to sexual violence. Such training includes how to conduct an investigation that protects the safety of the complainants and promotes account-ability.

B. If the alleged conduct is also the subject of a criminal investigation, the campus may not wait for the conclusion of the criminal investigation to begin an investigation pursuant to this policy. However, a campus may need to coordinate its fact-finding efforts with the police investigation. Once notified that the police department has completed its gathering of evidence (not the ultimate outcome of the investigation or the filing of any criminal charges), the campus must promptly resume and complete its fact-finding for the sexual harassment or sexual violence investigation.

(a) The investigation generally shall include interviews with the parties if available, interviews with other witnesses as needed, and a review of relevant documents as appropriate. Disclosure of facts to parties and witnesses shall be limited to what is reasonably necessary to conduct a fair and thorough investigation. Participants in an investigation shall be advised that maintaining confidentiality is essential to protect the integrity of the investigation.

(b) The investigator shall apply a preponderance of evidence standard to determine whether there has been a violation of this policy.

(c) Upon request, the complainant and the accused may each have a representative present when he or she is interviewed, and at any subsequent proceeding or related meeting.

Other witnesses may have a representative present at the discretion of the investigator or as required by ACON policy or collective bargaining agreement.

- (d) At any time during the investigation, the investigator may recommend that interim protections or remedies for the parties or witnesses be provided by appropriate ADONIS COL- LEGE OF NURSING officials. These protections or remedies may include separating the parties, placing limitations on contact between the parties, or making alternative working or student housing arrangements. Failure to comply with the terms of interim protections may be considered a separate violation of this policy.
- (e) The investigation shall be completed as promptly as possible and in most cases within 60 working days of the date the request for formal investigation was filed. This deadline may be extended on approval by a designated ADONIS COLLEGE OF NURSING Official.
- (f) Generally, an investigation results in a written report that at a minimum includes a statement of the allegations and issues, the positions of the parties, a summary of the evidence, findings of fact, and a determination by the investigator whether this policy has been violated. The report also may contain a recommendation for actions to resolve the complaint, including preventive educational programs, remedies for the complainant, and a referral to disciplinary procedures as appropriate. The report is submitted to a designated ADONIS COL- LEGE OF NURSING official with authority to implement the actions necessary to resolve the complaint. The report may be used as evidence in other related procedures, such as subsequent complaints, grievances and/or disciplinary actions.
- (g) The complainant shall be informed if there were findings made that the policy was or was not violated and of actions taken to resolve the complaint, if any, that are directly related to the complainant, such as an order that the accused not contact the complainant. In accordance with ADONIS COLLEGE OF NURSING policies protecting individuals' privacy, the complainant may generally be notified that the matter has been referred for disciplinary action, but shall not be informed of the details of the recommended disciplinary action with- out the consent of the accused, consistent with this policy.
- (h) The complainant and the accused may request a copy of the investigative report pursuant to ADONIS COLLEGE OF NURSING policy governing privacy and access to personal in- formation. However, in accordance with ADONIS COLLEGE OF NURSING policy, the report shall be redacted to protect the privacy of personal and confidential information regarding all individuals other than the individual requesting the report.
- (i) At the conclusion of any disciplinary proceeding arising from an allegation of domestic violence, dating violence, sexual assault or stalking, the complainant and the accused will be simultaneously informed in writing of:
 - i. The outcome of any ADONIS COLLEGE OF NURSING disciplinary proceeding;
 - ii. The ADONIS COLLEGE OF NURSING's procedures for appealing the results of the proceeding;

- iii. Any change to the results that occur prior to the time that such results become final;
and
- iv. When results become final.

C. Complaints or Grievances Involving Allegations of Sexual Harassment or Sexual Violence

An individual who believes he or she has been subjected to sexual harassment or sexual violence may file a complaint or grievance pursuant to the applicable complaint resolution or grievance procedure listed in *Appendix I: ADONIS COLLEGE OF NURSING Complaint Resolution and Grievance Procedures*. Such complaint or grievance may be filed either instead of or in addition to making a report of sexual harassment to the Title IX Coordinator or other appropriate official designated to review and investigate sexual harassment and sexual violence complaints under this policy. A complaint or grievance alleging sexual harassment or sexual violence must meet all the requirements under the applicable complaint resolution or grievance procedure, including time limits for filing.

If a complaint or grievance alleging sexual harassment or sexual violence is filed in addition to a report made to the Title IX Coordinator or other appropriate official designated to review and investigate sexual harassment complaints under this policy, the complaint or grievance shall be held in abeyance subject to the requirements of any applicable complaint resolution or grievance procedure, pending the outcome of the Early Resolution or Formal Investigation procedures. If the individual wishes to proceed with the complaint or grievance, the Early Resolution or Formal Investigation shall constitute the first step or steps of the applicable complaint resolution or grievance procedure.

An individual who has made a report of sexual harassment or sexual violence also may file a complaint or grievance alleging that the actions taken in response to the report of sexual harassment or sexual violence did not follow policy. Such a complaint or grievance may not be filed to address a disciplinary sanction imposed upon the accused. Any complaint or grievance regarding the resolution of a report of sexual harassment or sexual violence must be filed in a timely manner. The time period for filing begins on the date the individual was notified of the outcome of the sexual harassment or sexual violence investigation or other resolution process pursuant to this policy, and/or of the actions taken by the administration in response to the report of sexual harassment or sexual violence, whichever is later.

D. Remedies and Referral to Disciplinary Procedures

Findings of policy violations may be considered to determine remedies for individuals harmed by the sexual harassment or sexual violence and shall be referred to applicable disciplinary procedures. Procedures under this policy shall be coordinated with applicable local complaint resolution, grievance, and disciplinary procedures to avoid duplication in the fact-finding process whenever possible. Violations of the policy may include engaging in sexual harassment or sexual violence, retaliating against a complainant reporting sexual harassment or sexual violence, or violating interim protections. Investigative reports made pursuant to this policy may be used as evidence in subsequent complaint resolution, grievance, and disciplinary proceedings as permitted by the applicable procedures.

E. Privacy

The ADONIS COLLEGE OF NURSING shall protect the privacy of individuals involved in a report of sexual harassment or sexual violence to the extent permitted by law and ADONIS COLLEGE OF NURSING policy. A report of sexual harassment or sexual violence may result in the gathering of extremely sensitive information about individuals in the ADONIS COLLEGE OF NURSING community. While such information is considered confidential, SCHOOL policy regarding access to public records and disclosure of personal information may require disclosure of certain information concerning a report of sexual harassment or sexual violence. In such cases, every effort shall be made to redact the records in order to protect the privacy of individuals. An individual who has made a report of sexual harassment or sexual violence may be advised of sanctions imposed against the accused when the

Individual needs to be aware of the sanction in order for it to be fully effective (such as restrictions on communication or contact with the individual who made the report). In addition, when the offense involves a crime of violence or a non-forcible sex offense, the Family Educational Rights and Privacy Act permits disclosure to the complainant the final results of a disciplinary proceeding against the alleged accused, regardless of whether the ADONIS COLLEGE OF NURSING concluded that a violation was committed. Information regarding disciplinary action taken against the accused shall not be disclosed without the accused consent, unless permitted by law as noted above, or unless it is necessary to ensure compliance with the action or the safety of individuals.

F. Confidentiality of Reports of Sexual Harassment and Sexual Violence

The ADONIS COLLEGE OF NURSING does not employ professional or pastoral counselors. ADONIS COLLEGE OF NURSING notifies the school community that the Title IX Coordinator, managers, supervisors, and other designated employees have an obligation to respond to reports of sexual harassment or sexual violence, even if the individual making the report requests that no action be taken. An individual's requests regarding the confidentiality of reports of sexual harassment or sexual violence will be considered in determining an appropriate response; however, such requests will be considered in the dual contexts of the ADONIS COLLEGE OF NURSING's legal obligation to ensure a working and learning environment free from sexual harassment and sexual violence and the due process rights of the accused to be informed of the allegations and their source. Some level of disclosure may be necessary to ensure a complete and fair investigation, although the ADONIS COLLEGE OF NURSING will comply with requests for confidentiality to the extent possible.

G. Retention of Records Regarding Reports of Sexual Harassment and Sexual Violence

The office of the Title IX Coordinator is responsible for maintaining records relating to sexual harassment and sexual violence reports, investigations, and resolutions. Records shall be maintained in accordance with the ADONIS COLLEGE OF NURSING's records policies. All records pertaining to pending litigation or a request for records shall be maintained in accordance with instructions from legal counsel.

EMERGENCY PREPAREDNESS AND SUPPORT

List of housing resources: Homeless Shelters, Supportive Housing, Halfway Housing, Transitional Housing, Day Shelters, Low Income Housing, Residential Alcohol and Drug Treatment Centers.

ACON is dedicated to serving the homeless and low-income. We have listed the shelters and low cost housing services in DOLTON This list has homeless shelters, halfway houses, affordable housing, etc. The database consists of emergency shelters, homeless shelters, day shelters, transitional housing, shared housing, residential drug and alcohol rehabilitation programs and permanent affordable housing.

Only shelter for battered women and children, and one of the only such shelter in the state of to offer around the clock security. Resident advocates are also present 24 hours a day to provide practical and emotional support.

To offer food, clothing, shelter, and spiritual guidance to homeless men, women and children in need: Housing Authority

Address: 175 W Jackson Blvd # 350, Chicago, IL 60604

Phone: (312) 663-5447

Housing Authority, Low Income Affordable Housing, Public Housing

- **Consumer Credit Counseling Services Of**

Agency that provides HUD Approved Housing Assistance Programs

Types of Shelters and Service Information

Day Shelters supplement homeless and low-income people when the shelter their staying in only offers shelter on an overnight basis. Case management is often provided and sometimes there are laundry and shower facilities. Meals and basic hygiene may also be offered. Almost all day shelters provide their services free of charge. Any emergency or homeless shelter that allows clients to stay during the day is also classified under this category.

Emergency Homeless Shelters both provide short term relief for the homeless & low-income. Usually there is a maximum stay of 3 months or less. Many of these shelters ask their clients to leave during the day. Meals and other supportive services are often offered. 3 times out of 5 these shelters offer their services free of charge.

Halfway Housing helps transition individuals and families from shelters or homelessness to permanent housing. Length of stay is usually anywhere from 6 months to 2 years. Residents are often required to pay at least 30% of their income toward program fees. Sometimes the money they pay in fees is returned to them when they leave. Any emergency or homeless shelter that allows their clients to stay more than 6 months is also classified under this category.

Permanent Affordable Housing is a long-term solution for housing. Residents are often allowed to stay as long as they remain in the low-income bracket but is sometimes limited 3 - 5 years. Residents pay no more than 30% of their income towards rent. Emergency shelters, homeless shelters and transitional housing programs that allow their clients to stay without a

maximum stay are also classified under this category.

Drug and Alcohol Rehab programs are intended to treat alcohol and/or drug dependency. The cost of participating in one of these programs and the method of treatment range significantly. The database operated on this website only includes residential rehab programs (not outpatient programs). We also provide Access to Recovery (ATR) Grant programs for substance abuse treatment.

Supportive Housing Programs that provide an alternative living arrangement for individuals who, because of age, disability, substance abuse, mental illness, chronic homelessness or other circumstances, are unable to live independently without care, supervision and/or support to help them in the activities of daily living; or who need access to case management, housing support, vocational, employment and other services to transition to independent living.

Shared Housing Programs helps bring low income persons together and helps prevent homelessness by providing affordable housing options. This service is good for families, disabled persons, and others wanted more companionship. Shelterlistings.org finds these shared housing locations and lists them throughout our website.

Rooming House or Boarding House A rooming house is a building in which renters occupy single rooms and share kitchens, bathrooms, and common areas. The location may be a converted single family home, a converted hotel, or a purpose built structure. Rooming houses are low cost housing and may have as few as three rooms for rent, or more than a hundred. The same goes for boarding houses. We list these types of residences throughout shelterlistings.org. **Transitional housing** is affordable low cost supportive housing designed to provide housing and appropriate support services to persons who are homeless or who are close to homeless- ness. The transition is to help them be more self-sufficient to move towards independent living on their own. Services provided at transitional housing facilities varies, from substance abuse treatment, to psychological assistance, job training, domestic violence assistance, etc. The assistance provided varies, but it is generally affordable and low cost housing. Read the descriptions of each of the transitional living locations for more detailed information.

SAFETY PROCEDURES

- First Aid: A first aid kit is located in the dispensary and the educators' office.
- Fainting: Do not move the person; call 911. Give facts as much as possible. Keep calm and notify other CDT Members for help, if necessary. Make the person comfortable.
- Cut finger: Educator should immediately check the wound to see how deep the cut is. Small cuts should be washed, dried, and then covered with a bandage. Bandages and first aid kits are kept in the dispensary and the educators' office.
- Cuts requiring stitches: If possible, a faculty member should take the student to the doctor.

Dangerous Situations, Alerting Faculty, Students, Guests and/or Neighbors

Are brought to the attention of Command Decision Team (CDT) and if confirmed, will alert and students by announcing, emailing, text and /or a written notification that will be posted in a conspicuous area, directing them to either a safe location and or the Dolton, cook county healthcare

Once the dangerous situation is diminished, an announcement, email, text and/ or a written notification will be posted or sent to students when classes will resume.

Extreme Weather Conditions Procedures

Are issued from the Local Weather Service, ADONIS COLLEGE OF NURSING offices are closed and classes are cancelled. Once the weather conditions are diminished, the CDT will alert the faculty and students when classes will resume.

Winter Storms and Extreme Cold **Before**

To prepare for a winter storm you should do the following:

- Before winter approaches, add the following supplies to your automobile.
 - Sand to improve traction.
 - Snow shovels and other snow removal equipment.
 - Sufficient heating fuel.
 - Adequate clothing and blankets to keep you warm.

During

ADONIS COLLEGE OF NURSING will notify the traveling student if a winter storm and extreme cold is expected. If the student is traveling long distances, the student will be advised to leave early or not to travel at all. If the winter storm and extreme cold happens while faculty, students and guests are in attendance, the following will apply:

- Stay indoors during the storm.
- Walk carefully on snowy, icy, walkways.
- Let someone know your destination, your route, and when you expect to arrive.

After

- If ADONIS COLLEGE OF NURSING loses power or heat for more than a few hours or if you do not have adequate supplies to stay warm in the ADONIS COLLEGE OF NURSING, you may want to go to a designated public shelter if you can get there safely. Text **SHELTER** + your **ZIP code** to **43362** (4FEMA) to find the nearest shelter in your area (e.g., SHELTER20472)

- Take precautions when traveling to the shelter. Dress warmly in layers, wear boots, mittens, and a hat.
- Continue to protect yourself from frostbite and hypothermia by wearing warm, loose-fitting, lightweight clothing in several layers. Stay indoors, if possible.

Thunderstorms & Lightning Procedures Before

To prepare for a thunderstorm, you should do the following: Secure outdoor objects that could blow away or cause damage.

Get inside the ADONIS COLLEGE OF NURSING, or an automobile (not a convertible).

Although you may be injured if lightning strikes your car, you are much safer inside a vehicle than outside.

Rubber-soled shoes and rubber tires provide NO protection from lightning. Close window blinds, shades or curtains.

Unplug any electronic equipment well before the storm arrives.

During

If thunderstorm and lightning are occurring in your area, you should:

Avoid contact with corded phones and devices including those plugged into electric for recharging. Cordless and wireless phones not connected to wall outlets are OK to use.

Avoid contact with electrical equipment or cords.

Unplug appliances and other electrical items such as computers and turn off air conditioners.

Power surges from lightning can cause serious damage.

Avoid contact with plumbing.

Do not wash your hands and do not do laundry. Plumbing and bathroom fixtures can conduct electricity. Stay away from windows and doors.

Do not lie on concrete floors and do not lean against concrete walls. Take shelter in a sturdy building.

Avoid isolated sheds or other small structures in open areas. Avoid contact with anything metal—motorcycles and bicycles.

If lightning strikes you or someone you know, call 9-1-1 for medical assistance as soon as possible. The following are things you should check when you attempt to give aid to a victim of lightning:

Breathing - if breathing has stopped, begin mouth-to-mouth resuscitation. Heartbeat - if the heart has stopped, administer CPR.

Pulse - if the victim has a pulse and is breathing, look for other possible injuries. Check for burns where the lightning entered and left the body. Also be alert for nervous system damage, broken bones and loss of hearing and eyesight.

After

Never drive through a flooded roadway. Turn around, don't drown! Stay away from downed power lines and report them immediately. Plan for a Pandemic

Get involved in your community as it works to prepare for an influenza pandemic. Limit the Spread of Germs and Prevent Infection

Avoid close contact with people who are sick. When you are sick, keep your distance from

others to protect them from getting sick too.

If possible, stay home.

Cover your mouth and nose with a tissue when coughing or sneezing. Washing your hands often will help protect you from germs.

Avoid touching your eyes, nose or mouth. Germs are often spread when a person touches something that is contaminated with germs and then touches his or her eyes, nose, or mouth.

Utility Shutoff Natural gas

Natural gas leaks and explosions are responsible for a significant number of fires following disasters. It is vital that all faculty know how to shut off natural gas.

Because there are different gas shut-off procedures for different gas meter configurations, it is important to contact your local gas company for any guidance on preparations and response regarding gas service to ADONIS COLLEGE OF NURSING.

If you smell gas or hear a blowing or hissing noise, get everyone out quickly. Turn off the gas if you can, and call the gas company.

Caution: If you turn off the gas for any reason, a qualified professional must turn it back on. NEVER attempt to turn the gas back on yourself.

Water

Water quickly becomes a precious resource following many disasters. It is vital that all faculty learn how to shut off the water.

Locate the shut-off valve for the water line that enters ADONIS COLLEGE OF NURSING and label this valve with a tag for easy identification.

The effects of gravity may drain the water in your hot water heater and toilet tanks unless you trap it in the ADONIS COLLEGE OF NURSING by shutting off the main house valve. (This is not the street valve in the cement box at the curb – the street valve is extremely difficult to turn and requires a special tool.)

Electricity

Electrical sparks have the potential of igniting natural gas if it is leaking. It is wise to teach all responsible faculty where and how to shut off the electricity.

Locate your electrical circuit box. For your safety, always shut off all the individual circuits before shutting off the main circuit.

Fire Procedure

If you smell smoke or see fire, report it immediately to a facilitator. Proceed as follows:

Students exit in single file out the closest doors. If you have a guest at the time, the guest is your responsibility.

After exiting ADONIS COLLEGE OF NURSING, proceed safely away from the school and locate at the

Support faculty at front desk will help guest in reception area out the front doors. Proceed to safety away from the school.

Familiarize yourself with your evacuation route and the location of all emergency and regular exits.

The evacuation route illustration is found next to the fire extinguisher in the hallways.

VIOLATION OF FIRE SAFETY RULES PUTS LIVES IN JEOPARDY. TAMPERING WITH FIRE ALARMS OR FIRE EQUIPMENT CAN RESULT IN FINES AND POSSIBLE INCARCERATION ACCORDING TO STATE LAWS

Flood

Before

Even if you feel you live in a community with a low risk of flooding, remember that anywhere it rains, it can flood. Just because you haven't experienced a flood in the past, doesn't mean you won't in the future. Flood risk isn't just based on history; it's also based on a number of factors including rainfall, topography, flood-control measures, river-flow and tidal-surge data, and changes due to new construction and development.

To prepare for a flood, you should:

"Check valves" are installed in the sinks to prevent water from backing up into the drains.

During

If a flood is likely in your area, you should:

Be aware that flash flooding can occur. If there is any possibility of a flash flood, move immediately to higher ground. Do not wait for instructions to evacuate.

If you must prepare to evacuate, you should do the following: Secure ADONIS COLLEGE OF NURSING Turn off utilities at the main switches or valves if instructed to do so.

Disconnect electrical appliances. Do not touch electrical equipment if you are wet or standing in water. If you have to leave ADONIS COLLEGE OF NURSING, remember these evacuation tips:

Do not walk through moving water. Six inches of moving water can make you fall. If you have to walk in water, walk where the water is not moving. Use a stick to check the firmness of the ground in front of you. Do not drive into flooded areas. If floodwaters rise around your car, abandon the car and move to higher ground, when water is not moving or not more than a few inches deep. You and the vehicle can be swept away quickly. If your vehicle is trapped in rapidly moving water, stay in the vehicle. If the water is rising inside the vehicle, seek refuge on the roof.

Do not camp or park your vehicle along streams, rivers or creeks, particularly during threatening conditions.

After

Although floodwaters may be down in some areas, many dangers still exist. Here are some things to remember in the days ahead:

Use local alerts and warning systems to get information and expert informed advice as soon as available. Avoid moving water.

Stay away from damaged areas unless your assistance has been specifically requested by police, fire, or relief organization.

Emergency workers will be assisting people in flooded areas. You can help them by staying

off the roads and out of the way.

Play it safe. Additional flooding or flash floods can occur. Listen for local warnings and information. If your car stalls in rapidly rising waters, get out immediately and climb to higher ground.

Return home only when authorities indicate it is safe.

Roads may still be closed because they have been damaged or are covered by water.

Barricades have been placed for your protection. If you come upon a barricade or a flooded road, go another way.

If you must walk or drive in areas that have been flooded.

Stay on firm ground. Moving water only 6 inches deep can sweep you off your feet. Standing water may be electrically charged from underground or downed power lines.

Flooding may have caused familiar places to change. Floodwaters often erode roads and walkways. Flood debris may hide animals and broken bottles, and it's also slippery. Avoid walking or driving through it.

Be aware of areas where floodwaters have receded. Roads may have weakened and could collapse under the weight of a car.

Stay out of any building if it is surrounded by floodwaters.

Use extreme caution when entering buildings; there may be hidden damage, particularly in foundations.

Earthquake

Before

Every attempt to secure shelves, heavy objects, mirrors, and electronic such as computers and printers.

During

Drop, cover and hold on. Minimize your movements to a few steps to a nearby safe place and if you are indoors, stay there until the shaking has stopped and you are sure exiting is safe

If indoors

Drop to your hands and knees.

Cover your head and neck with your arms. This position protects you from falling and provides some protection for vital organs. Because moving can put you in danger from the debris in your path, only move if you need to get away from the danger of falling objects. If you can move safely, crawl for additional cover under a sturdy desk or table. If there is low furniture, or an interior wall or corner nearby and the path is clear, these may also provide some additional cover. Stay away from glass, windows, outside doors and walls, and anything that could fall, such as lighting fixtures or furniture.

HOLD ON to any sturdy shelter until the shaking stops.

Stay away from glass, windows, outside doors and walls, and anything that could fall, such as lighting fixtures or furniture.

DO NOT get in a doorway as this does not provide protection from falling or flying objects and you likely will not be able to remain standing.

Stay inside until the shaking stops and it is safe to go outside. Do not exit the SCHOOL during the shaking. Research has shown that most injuries occur when people inside buildings attempt

to move to a different location inside the SCHOOL or try to leave.

Be aware that the electricity may go out or the sprinkler systems or fire alarms may turn on.

After

Do not light a match.

Do not move about or kick up dust.

Cover your mouth with a handkerchief or clothing. Tap on a pipe or wall so rescuers can locate you.

Use a whistle if one is available. Shout only as a last resort. Shouting can cause you to inhale dangerous amounts of dust.

When the Shaking Stops

When the shaking stops, look around to make sure it is safe to move and there is a safe way out through the debris. Then exit SCHOOL.

Expect aftershocks. These secondary shockwaves are usually less violent than the main quake but can be strong enough to do additional damage to weakened structures and can occur in the first hours, days, weeks, or even months after the quake. Drop, Cover, and Hold On whenever you feel shaking.

Check for injuries and provide assistance if you have training. Assist with rescues if you can do this safely. Look for and extinguish small fires. Fire is the most common hazard after an earthquake. Never use a lighter or matches near damaged areas.

Use the telephone only for emergency calls.

Go to a designated public shelter if your home had been damaged and is no longer safe. Text SHELTER + your ZIP code to 43362 (4FEMA) to find the nearest shelter in your area (example: *shelter 12345*).

Stay away from damaged areas. Stay away unless your assistance has been specifically requested by police, fire, or relief organizations. Return home only when authorities say it is safe.

Be careful when driving after an earthquake and anticipate traffic light outages.

After it is determined that it's safe to return, your safety should be your primary priority as you begin clean up and recovery.

Leave the area if you smell gas or fumes from other chemicals. Inspect utilities. (Follow the Utility Shut Off)

Bomb Threats
Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Faculty and students are to act quickly, but remain calm and obtain as much information as possible and write it down. If a bomb threat is received by phone

Remain calm. Keep the caller on the line for as long as possible. **DO NOT HANG UP**, even if the caller does. Listen carefully. Be polite and show interest.

Try to keep the caller talking to learn more information.

If possible, write a note to a faculty member or student to call the authorities or, as soon as the caller hangs up, immediately notify them yourself.

If your phone has a display, copy the number and/or letters on the window display. Write down as much detail as you can remember. Try to get exact words.

Immediately upon termination of the call, do not hang up, but from a different phone, contact

FPS (Federal Protective Services) immediately with information and await instructions.

If A Bomb Threat Is Received By Handwritten Note

- Call 9-1-1
- Handle note as minimally as possible

If A Bomb Threat Is Received By Email

- Call 911
- Do not delete the message.

Signs of a Suspicious Package

- No return address • Poorly handwritten • Excessive postage • Misspelled words • Stains • Incorrect titles • Strange odor • Foreign postage • Strange sounds • Restrictive notes • Unexpected delivery

Do Not

- Use cell phones; radio signals have the potential to detonate a bomb.
- Evacuate the SCHOOL until police arrive and evaluate the threat.
- Activate the fire alarm.
- Touch or move a suspicious package.

Bomb Threat Call Procedures and Checklist Who to Contact (select one)

- Follow your local guidelines
- Federal Protective Service (FPS) Police 1-877-4-FPS-411 (1-877-437-7411)
- 911

Ask Caller

When asking the caller the following, take notes on anything, you might forget and include questions:

- Where is the bomb located? (Building/Floor/Room, etc.)
- When will it go off?
- What does it look like?
- What kind of bomb is it?
- What will make it explode?
- Did you place the bomb? Yes/ No
- Why?
- What is your name?

Exact Words of Threat | Information about Caller

- Where is the caller located? (Background and level of noise)
- Estimated age:
- Is voice familiar? If so, who does it sound like?
- Other points: Take any notes that may aid in the investigation.

Explosion

Before

The following are things you can do to protect yourself, in the event of an explosion.
Knowing your community's warning systems and disaster plans, including evacuation routes.

During

Get under a sturdy table.

Exit the ADONIS COLLEGE OF NURSING as quickly as possible. Stay low if there is smoke. Do not stop to retrieve personal possessions or make phone calls.

Check for fire and other hazards.

Once you are out, attempt to meet at designated areas.

Move away from sidewalks or streets to be used by emergency officials or others still exiting the ADONIS COLLEGE OF NURSING.

Tap on a pipe or wall so rescuers can hear where you are. If possible, use a whistle to signal rescuers.

Shout only as a last resort. Shouting can cause a person to inhale dangerous amounts of dust.

Avoid unnecessary movement so you don't kick up dust.

Cover your nose and mouth with anything you have on hand.

After

As we learned from the events of September 11, 2001, the following things can happen after a terrorist attack:

There can be significant numbers of casualties and/or damage to buildings and the infrastructure. So employers need up-to-date information about any medical needs you may have and on how to contact your designated beneficiaries.

Heavy law enforcement involvement at local, state and federal levels follows a terrorist attack due to the event's criminal nature.

Health and mental health resources in the affected communities can be strained to their limits, maybe even overwhelmed.

Extensive media coverage, strong public fear and international implications and consequences can continue for a prolonged period.

ADONIS COLLEGE OF NURSING may be closed.

ADONIS COLLEGE OF NURSING may have to evacuate, avoiding blocked roads for your safety. Clean-up may take many months.

TERRORIST ATTACKS

ADONIS COLLEGE OF NURSING does not want to dismiss or diminish the possibility to terrorism; however, we believe the risk is low in relationship to Threat/Hazards.

Based on:

Small faculty, less than 15

Small student body, less than 100

Building has no significant interest or location Building is on one level Building does not store or contains hazardous chemicals

No luggage is stored or kept on premise No underground parking

TIMELYWARNING

The campus is required to make timely warnings to members of the campus community regarding the occurrence of crimes, those that are reported to campus security, and those considered by the institution to represent a threat to students and employees. The campus community includes all campus buildings and grounds and all adjacent public property. For reports of crimes considered a threat to other students or employees, victim's names will be withheld from timely warnings.

Timely warnings to the campus community will be issued via text and e-mail using the ACON Online Portal System, verbal communications, intercom broadcast system, cell phones, emails and text, social media, notice boards within the campus and signage to faculty, students and guests. This system will keep the campus community informed regarding safety and security issues by immediately notifying students and staff about crimes committed in the vicinity and on campus that may pose a serious and/or immediate threat. If there is an ongoing investigation of a crime that occurred in, at, or on any of the locations listed above that would be jeopardized, cause the suspect to flee, risk the safety of an individual, or result in the destruction of evidence, the campus may delay the timely warning until any adverse effect is no longer likely to occur.

If the situation or crime occurs on campus and represents an immediate threat to the health of safety of students or employees, the institution will follow the Emergency Notification procedures contained in this report in lieu of the Timely Warning procedures.



Anyone with information warranting a timely warning should report the- circumstances to the CDT, by 708 - 841- 3302 or in person at ADONIS COLLEGE OF NURSING, 1313 E. Sibley BLVD., Dolton IL 60419

EMERGENCY NOTIFICATION

An emergency notification is an immediate notification of an unforeseen combination of circumstances that calls for immediate action. The faculty has received training on how to handle a pending emergency and trained in the following Emergency Code.

CODES FOR AN EMERGENCY SITUATION

Code Lock Down: A lock down situation has occurred. Faculty, students and guests are to remain calm and do not leave ADONIS COLLEGE OF NURSING.

Code Evacuate Front: Indicates a need to evacuate ADONIS COLLEGE OF NURSING immediately and exit through a front entrance only.

Code Evacuate Back: Indicates a need to evacuate through the back entrance only.

Code Dangerous: Indicates a dangerous situation has occurred outside ADONIS COLLEGE OF NURSING and no one is allowed to leave ADONIS COLLEGE OF NURSING.

Code Hostage: A hostage, criminal or terrorist threat / situation

EMERGENCY RESPONSE PROCEDURES

At the time of an urgent unanticipated event, CDT Members will assess the situation to determine the significance of an emergency. Without delay, the CDT will take into account the safety of its faculty, students, guests and community neighbors.

The CDT will identify / determine the extent of the emergency and enact appropriate means of notifications. The CDT will respond by assisting any victims(s), respond to/or contain the emergency at hand and diffuse the dangerous situation if possible.

The CDT will determine the extent of information that needs to be released and will disseminate to faculty, students, and guests / public as appropriate.

In the event of a dangerous situation and without delay, the CDT will assess the situation and will contact authorities or determine the course of action in order to protect the entire ADONIS COLLEGE OF NURSING population.

CDT will determine means of notification through but not limited to verbal communications, intercom broadcast system, cell phones, emails and text, social media and signage to deliver emergency messages. If necessary a member of the CDT will notify the radio and local television stations.

The verbal/written communication will include the type or types of emergency and steps for the emergency situation.

ADONIS COLLEGE OF NURSING will provide the Fire Department and the Police Department with a floor plan of the building. The administration will also notify these agencies of any new construction, long-term functions or

any other events which may affect routing or access to the campus. In addition to floor plans, the Police Department, Fire Department, and other local emergency officials are encouraged to tour and walk through the campus regularly.

At least annually during student training, the faculty will conduct an announced or unannounced test. The test(s) are documented by dates, times, and whether the exercise was

announced or unannounced. The results are publicized in the Emergency & Safety Book. The testing reminds faculty and students of procedures necessary for the security, safety and crime prevention on and off campuses.

Annually Dolton Police Department will speak on practicing safety for faculty and students members. Faculty and students complete a tour of ADONIS COLLEGE OF NURSING, locating fire extinguishers and exits. They are informed of what to do in case of an emergency.

Roll call will be taken as soon as reasonably possible to ensure all faculty and students has been accounted for at the time of the emergency.

EMERGENCY RESPONSE AND EVACUATION PROCEDURES

Prior to Preparing For an Emergency Emergency Kit:

ADONIS COLLEGE OF NURSING does not supply the complete “BASIC EMERGENCY KIT” as listed below:

While we have most of the items, we do not store food or water.

Make a communication plan:

ADONIS COLLEGE OF NURSING communicates through verbal communications; inter-com broadcast system, cell phones, emails and text, social media, and signage to deliver emergency messages. If necessary a member of the CDT will notify the radio and local television stations to confirm significant emergency or dangerous situations involving immediate threats, to the health or safety of faculty and students occurring on the campus.

Basic Emergency Kit

A basic emergency supply:

Water, one gallon of water per person per day for at least three days, for drinking and sanitation Food, at least a three-day supply of non-perishable food

Battery-powered or hand crank radio and a NOAA Weather Radio with tone alert and extra batteries for both

Flashlight and extra batteries First aid kit Whistle to signal for help

Dust mask to help filter contaminated air. Plastic sheeting and duct tape to create a shelter

Moist towelettes, garbage bags and plastic ties for personal sanitation

Wrench or pliers to turn off utilities Local maps Cell phone with chargers, inverter or solar charger

Evacuation Guidelines

There may be conditions under which you will decide to get away or there may be situations when you are ordered to leave.

Follow these guidelines for evacuation

If you have a car, keep a full tank of gas in it if an evacuation seems likely.

Keep a half tank of gas in it at all times in case of an unexpected need to evacuate. Gas stations may be closed during emergencies and unable to pump gas during power outages.

Become familiar with alternate routes and other means of transportation out of your area.

Leave early enough to avoid being trapped by severe weather.

Follow recommended evacuation routes. Do not take shortcuts; they may be blocked. Be alert for road hazards such as washed-out roads or bridges and downed power lines. Do not drive into flooded areas.

If you do not have a car, plan how you will leave if you have to. Make arrangements with family, friends or your local government.

If Time Allows

Call or email your family.

Secure ADONIS COLLEGE OF NURSING by closing and locking doors.

Unplug electrical equipment such as radios, televisions and small appliances. Leave freezers and refrigerators plugged in unless there is a risk of flooding.

If there is damage to ADONIS COLLEGE OF NURSING and you are instructed to do so, shut off water, gas and electricity before leaving.

Leave a note telling others when you left and where you are going.

Wear sturdy shoes and clothing that provides some protection such as long pants, long-sleeved shirts and a cap.

In Case Of Serious Accident or Illness Call 9-1-1

Do not move sick or injured person(s).

Be careful to avoid personal contact with any body fluids such as blood, vomit, or saliva. Stay with the victim and reassure her/him that help is on the way.

Power Failure

Remain calm Do not move Await instructions from CDT

If instructed to evacuate, use designated emergency exits ONLY.

ANNUAL SECURITY REPORT

The College's Campus Security Report is created annually in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. The institution publishes the annual security report which includes information on the following:

- Campus policies on reporting criminal actions and other emergencies
- Security and access to campus facilities
- Campus law enforcement
- Crime prevention programs
- Policy on the possession, use, and sale of alcoholic beverages and illegal drugs
- Drug and alcohol abuse programs
- Crime statistics

Prospective students, students, and employees may find the latest Annual Security Report and all other campus security related information posted online at <http://www.ACON.edu/campus-safety-and-sexual-misconduct/>. Students may also request a paper copy of the report be mailed to them by emailing their request to Anna Ramirez @ aramirez@acon.edu

COPYRIGHT MATERIAL POLICY FOR ADONIS COLLEGE OF NURSING

The Adonis College of Nursing data trustee, security officer, appropriate college official or other responsible party may grant authorization to use electronically stored materials in accordance with policies copyright laws and procedures. Other than material known to be in the public domain, you must not access, alter, copy, move or remove information, proprietary software or other files without prior authorization.

GRIEVANCE POLICY

The purpose of the Grievance Committee is to:

1. Provide communication between faculty and students
2. Promote individual freedom and responsibility
3. Promote an opportunity to verbalize non-academic grievances.

The function of the committee is to:

1. Protect the individual rights of students as outlined in the NSNA Student Bill of Rights and Responsibilities(www.nсна.org/publications/billofrights.aspx)
2. Provide objective means of handling **non-academic** grievances
3. Incorporate the NSNA Student Bill of Rights into the educational system of the school.

Appeals Committee: An Administrator, a faculty member and one student is appointed as necessary to serve as necessary.

Protocol

1. If a resolution is not met, student must notify the faculty (committee) member in writing within three (3) days indicating the grievance and the challenges involved. The grievance committee will convene within three (3) days of the notification.
2. A decision will be rendered within a twenty-four (24) hour period.
3. An appeal can be filed with the Administrator overseeing the program.
4. The decision of the Administrator is final.

THE DAILY CRIME LOG

ADONIS COLLEGE OF NURSING updates and keeps the Daily Crime Log in the Emergency Procedures and Evacuation Binder. The binder is kept in the student's life room for all CDT members and the public to access. The CDT team maintains the log.

The report at a minimum denotes the nature of the crime, date and time when the crime occurred, the general location of the crime and the disposition of the complaint, if known.

Disposition is defined as, "pending", "judicial", "referral" or "criminal arrest". Sample:

DAILY CRIME LOG					
Nature	Reported by:	Date/Time Reported	Time/ Time Occurred	General Location	Disposition
car window	students	7/07/2015	12.45pm	local	
car window	students	06/22/2016	1.12pm	local	

CLEARY ACT AND CRIME STATISTICS

Campus Security Act Information Disclosure - Under the Crime Awareness Campus Security Act of 1990, as amended by the Jeanne Cleary Disclosure of Campus Security Policy and Campus Crime Statistics Act (Cleary Act), we are required to provide the student with the following safety information about our campus. This Annual Security Report has also been updated to reflect recent changes in crime reporting, policies and procedures required by the Violence Against Women Reauthorization Act of 2013 (VAWA) effective July 1, 2015.

ADONIS COLLEGE OF NURSING is committed to providing a violence-free campus for all of its students, faculty, and staff. If a crime happens to the student or the student's property or if there is an emergency occurring on campus, report the incident to a facilitator or owner immediately. That individual will assist the student or guest in reporting the crime to the local police or other appropriate security force.

Student disclosure of Annual Crime Statistics - ADONIS COLLEGE OF NURSING agrees to comply and provide all faculty and students a copy of the campus security report at the beginning of each calendar year and to all prospective students' enrolling at ADONIS COLLEGE OF NURSING. The report will include the previous calendar year statistics to comply with the consumer reporting requirement of the most recent 3 completed calendar years.

Although ADONIS COLLEGE OF NURSING does not employ security Officers, ADONIS COLLEGE OF NURSING has a working relationship with the local police who are able to

support and provide services promptly in the event of an incident. We encourage accurate and prompt reporting of all crimes to the local police.

Statistics will be gathered from the Dolton Police Department/daily crime logs and compiled in the disclosure.

These same statistics will be entered into our annual security report and entered on the web-based data collection prior to October 1 of each year.

CAMPUS SECURITY AUTHORITIES

Akpevwe S. Olidge and Co-owner of ADONIS COLLEGE OF NURSING is responsible the Campus Safety and Security Compliance. 708 - 841 - 3302 ; mgt@acon.edu

Office Responsible:	Akpevwe S. Olidge, President
Area Information is Located:	www.acon.edu / paper copy upon request
Date Document was Last Updated:	
Date Policies and Procedures Updated:	

Command Decision Team, (CDT) are responsible CDT Members consisting of: ADONIS COLLEGE OF NURSING owner/s
 Business Administration Officer
 ADONIS COLLEGE OF NURSING Admissions
 Personnel Administrative Specialist Facilitators Front Desk Support Staff

**CRIME LOG REPORT AND Cleary ACT ANNUAL SECURITY REPORT
STATISTICS**

Crime Categories	Calendar Year Statistics		
	2016	2017	2018
PRIMARY CRIMES			
Criminal Homicide: Murder & Non-negligent manslaughter Negligent manslaughter	0 0 0	0 0 0	0 0 0
Sex Offenses: Rape Fondling Incest Statutory Rape	0 0 0	0 0 0	0 0 0
Robbery	0	0	0
Aggravated Assault	0	0	0
Simple Assault	0	0	0
Intimidation	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	1	0	0
Larceny-Theft	0	0	0
Destruction, damage or vandalism to property	0	0	0
Any other crime involving bodily injury	0	0	0
Arson	0	0	0
HATE CRIMES			

Hate Crimes Related to Any Of the Above Crimes Based On: Race	0	0	0
Gender Religion	0	0	0
Sexual Orientation Ethnicity	0	0	0
Disability	0	0	0
	0	0	0
	0	0	0
	0	0	0
ARRESTS AND REFERRALS			
Liquor/Drug/Illegal Weapons Violations:	0	0	0
Arrests for liquor violations, drug law violations, and illegal weapons possession	0	0	0
Persons not included above who were referred for campus disciplinary action for liquor law violations, drug law violations, and illegal weapons possessions	0	0	0
VAWA CRIMES			
Domestic Violence	NA	0*	0*
Dating Violence	NA	0*	0*
Stalking	NA	0*	0*

***The ADONIS COLLEGE OF NURSING had a good faith obligation to comply with changes made by VAWA prior to issuance of the final rule.**

CRIME DEFINITIONS

The definitions listed below are used by ADONIS COLLEGE OF NURSING to classify the criminal offenses listed in the above reported statistics:

Advisor: Any individual who provides the accuser or accused support, guidance, or advice

Aggravated Assault/Battery: An unlawful attack by one person upon another for the purpose of inflicting severe or substantial bodily injury. This type of assault may be accompanied by the use of a weapon or other means likely to produce death or great bodily harm. (It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could and probably would result in serious personal injury if the crime were successfully completed).

Arson: Any willful or malicious burning or attempting to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle, aircraft, personal property of another, etc.

Awareness programs: Community-wide or audience specific programming, initiatives, and strategies that increase audience knowledge and share information and resources to prevent violence, promote safety, and reduce perpetration

Burglary: The unlawful entry of a structure to commit a felony or theft. For reporting purposes, this definition includes: unlawful entry with intent to commit a larceny or felony; breaking and

entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

Bystander intervention: Safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking Bystander intervention includes:

- Recognizing situations of potential harm
- Understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking actions to intervene

Criminal Homicide-- Murder and non-negligent manslaughter: The willful (non-negligent) killing of one human being by another. Negligent manslaughter: The killing of another person through gross negligence.

Dating Violence: Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition—

(A) Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. (B) Dating violence does not include acts covered under the definition of domestic violence. Any incident meeting this definition is considered a crime for the purposes of Cleary Act reporting.

Destruction, Damage Or Vandalism To Property: To willfully or maliciously destroy, injure, disfigure, or deface any public or private property, real or personal, without the consent of the owner or person having custody or control by cutting, tearing, breaking, marking, painting, drawing, covering with filth, or any other such means as may be specified by local law.

Domestic Violence: A felony or misdemeanor crime of violence committed (A) by a current or former spouse or intimate partner of the victim; (B) by a person with whom the victim shares a child in common, (C) by a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner, (D) by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or (E) by 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 in which the crime of violence occurred.

Drug Law Violation: The violation of laws prohibiting the production, distribution, and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation, or importation of any controlled drug or narcotic substance. Arrests for violation of state and local laws relating to unlawfully possessing, selling, using, growing, manufacturing and making narcotic drugs.

Embezzlement, confidence games, forgery, worthless checks, etc., are excluded.

Hate Crimes: A crime reported to local police agencies or to a campus security authority that manifests evidence that the victim was intentionally selected because of the perpetrator's bias

against the victim. For purposes of this section, the categories of bias include the victim's actual or perceived race, religion, gender, gender identity, sexual orientation, ethnicity, national origin and disability.

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 for 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.

Liquor Law Violation: The violation of State or local laws or ordinances prohibiting the manufacturing, selling, purchasing, transporting, possessing or use of alcoholic beverages, not including driving under the influence and drunkenness.

Motor Vehicle Theft: The theft or attempted theft of a motor vehicle. For reporting purposes, this crime includes all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned, including joyriding.

Ongoing prevention and awareness campaigns: Programming, initiatives, and strategies that are sustained over time and focus on increasing understanding of topics relevant to and skills for addressing dating violence, domestic violence, sexual assault, and stalking, using a range of strategies with audiences throughout the institution

Primary prevention programs: Programming, initiatives, and strategies informed by research or assessed for value, effectiveness, or outcome that are intended to stop dating violence, domestic violence, sexual assault, and stalking before they occur through the promotion of positive and healthy behaviors that foster healthy, mutually respectful relationships and sexuality, encourage safe bystander intervention, and seek to change behavior and social norms in healthy and safe direction.

Proceeding: All activities related to a non-criminal resolution of an institutional disciplinary complaint, including, but not limited to, fact finding investigations, formal or informal meetings, and hearings. Proceeding does not include communications and meetings between officials and victims concerning accommodations or protective measures to be provided to a victim.

Programs to prevent dating violence, domestic violence, sexual assault, and stalking: Comprehensive, intentional, and integrated programming, initiatives, strategies, and campaigns intended to end dating violence, domestic violence, sexual assault, and stalking that:

- Are culturally relevant, inclusive of diverse communities and identities, sustainable, responsive to community needs. And informed by research or assessed for value, effectiveness, or outcome; and Consider environmental risk and protective factors as they occur on the individual, relationship, institutional, community, and societal levels.

Programs to prevent dating violence, domestic violence, sexual assault, and stalking include both primary prevention and awareness programs directed at incoming students and new employees and ongoing prevention and awareness campaigns directed at students and employees. **Prompt, fair, and impartial proceeding:** A proceeding that is completed within

reasonably prompt timeframes designated by an institution's policy, including a process that allows for the extension of timeframes for good cause and with written notice to the accuser and the accused of the delay and the reason for the delay; Conducted in a manner that:

- Is consistent with the institution's policies and transparent to the accuser and accused;
- Includes timely notice of meetings at which the accuser or accused, or both, may be present; and
- Provides timely and equal access to the accuser, the accused, and appropriate officials to any information that will be used during informal and formal disciplinary meetings and hearings; and
- Conducted by officials who do not have a conflict of interest or bias for or against the accuser or the accused

Rape: The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

Result: Any initial, interim, and final decision by any official or entity authorized to resolve disciplinary matters within the institution

Risk reduction: Options designed to decrease perpetration and bystander inaction, and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence

Robbery: The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

Sexual Assault: Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

Sex Offenses: Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

A. Fondling: The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

B. Incest – Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

C. Statutory Rape – Sexual intercourse with a person who is under the statutory age of consent. **Sexual Assault:** An offense that meets the definition of rape, fondling, incest or statutory rape as contained herein. Coercing or attempting to coerce any sexual contact or behavior without consent. Sexual abuse includes, but is certainly not limited to, marital rape, attacks on sexual parts of the body, forcing sex after physical violence has occurred, or treating one in a sexually demeaning manner.

Sexual Violence: Any physical sexual acts engaged without the consent of the other person or when the other person is unable to consent to the activity. Sexual violence includes sexual assault, rape, battery, and sexual coercion; domestic violence; dating violence; and stalking.

Simple Assault/Battery: 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 loss of consciousness.

Stalking: Engaging in a course of conduct directed at a specific person that would cause a reasonable person To - (A) Fear for the person's safety or the safety of others; or (B) Suffer substantial emotional distress. For the purposes of this definition— (A) *Course of conduct* means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's Property, (B) *Reasonable person* means a reasonable person under similar circumstances and with similar identities to the victim, and (C) *Substantial emotional distress* means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling. Any incident meeting this definition is considered a crime for the purposes of Cleary Act reporting. **Weapon Law Violation:** The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, and other deadly weapons.

VIOLENCE AGAINST WOMEN ACT (VAWA)

The Jeanne Cleary Disclosure of Campus Security Policy and Campus Crime Statistics Act (Cleary Act) was amended by the Violence Against Women Reauthorization Act of 2013 (VAWA). To require ADONIS COLLEGE OF NURSING to report on the additional crime categories of Dating Violence, Domestic Violence and Stalking as part of our annual Cleary Act crime statistics to the U.S. Department of Education and in this Annual Security Report. The VAWA amendments also require specific additional procedures for all victims of alleged VAWA crimes as well as primary prevention and awareness training for new students and faculty and ongoing prevention and awareness training for current students and faculty. This Annual Security Report has also been updated to reflect these recent changes in the law.

In 1994 Congress passed the Violence Against Women Act (VAWA) in recognition of the severity of crimes associated with domestic violence, sexual assault, and stalking. This Act emerged from the efforts of a broad, grassroots coalition of advocates and survivors who informed the work of Congress. In the two decades prior to VAWA, a movement had grown within the United States to respond appropriately to violent crimes against women. Rape crisis centers and women’s shelters were established in localities, and state and local laws had changed. However, the progress had been uneven around the country. VAWA was borne out of the need for a national solution. This Act enhances the investigation and prosecution of violent crimes against women.

HOTLINES	
National Domestic Violence Hotline	1-800-799-SAFE (7233)
National Sexual Assault Hotline	1-800-656-HOPE (4673)
National Teen Dating Abuse Helpline	1-866-331-9474

CRIME REPORTING

Adonis College of Nursing is committed to assisting all members of the Adonis College of Nursing community in providing for their own safety and security. The annual security and fire safety compliance document is available on the college website at <http://www.acon.edu>. Compliance. If you would like to receive the combined Annual Security and Fire Safety Report which contains this information, you can stop by the College Security Department at 1313 East Sibley Blvd. Dolton, IL 60419 or you can request that a copy be mailed to you by calling 708-841-3302. The website and booklet contain information regarding campus security and personal safety including topics such as: crime prevention, fire safety, college security law enforcement authority, crime reporting policies, disciplinary procedures and other matters of importance related to security and safety on campus. They also contain information about crime statistics for the three previous calendar years concerning reported crimes that occurred on campus; and on public property within, or immediately adjacent to and accessible from the campus. This information is required by law and is provided by The Adonis College of nursing security Department.

ADONIS COLLEGE OF NURSING does not maintain an on-campus student housing facility; we are a commuter campus. ADONIS COLLEGE OF NURSING seeks to maintain a safe environment, free from aggression and violence for its students and staff. ADONIS COLLEGE OF NURSING prohibits the presence of any weapons on the property in ensuring the well being of its students and staff as well as any acts of aggression, violence, or harassment, including sexual harassment. Every students, faculty member, and staff member are responsible to maintain an danger free academic environment. Violator will be disciplined: Termination and expulsion from ADONIS COLLEGE OF NURSING and prosecuted criminally. All crime witnesses should immediately report the incident to local law enforcement; Dolton Police Department. Local crime statistics can be found at www.villageofdolton.org.

MISSING PERSON NOTIFICATION POLICY

The Higher Education Opportunity Act of 2008 requires institutions of higher education to establish a missing student notification policy for students who reside in on-campus housing, a process for students to register a confidential contact to be used under this policy, and procedures to implement this policy for students who reside in on-campus housing. However, ADONIS COLLEGE OF NURSING is not a college with on-campus housing, thus this policy is not applicable to the school.

ESTABLISHING AND MAINTAINING AN INFORMATION SECURITY PROGRAM

ADONIS COLLEGE OF NURSING carefully protects all nonpublic personal information in our possession regarding students, their families' other individuals with whom the school has a customer relationship. The School will not release nonpublic, private, personal, or financial information about our students or applicants to any third party, except as specifically provided in this policy. The School will release certain nonpublic personal information to federal and state agencies, government contractors, student loan providers/servicers, and other parties as necessary for the administration of the federal student aid programs, for enforcement purposes, for litigation, and for use in connection with audits or other investigations. Disclosure is permitted to law enforcement or emergency services agencies in the performance of their duties or when student safety or health may be in jeopardy. The School will not sell or otherwise make available personal information for marketing purposes to any third party at any time.

Protection of Personally Identifiable Information: The School employs office procedures and password-protected computer systems to ensure the security of paper and electronic records. The School does not disclose specifics of its internal security procedures to students or the general public to protect the effectiveness of those procedures.

Access to social security numbers and other Personally Identifiable Information (PII) is strictly limited to those School Officials with a need-to-know. Each department director is responsible for enforcement of this policy with regard to the information within his/her office. The Campus President will be responsible for overall control of information release and will resolve any disagreements and make final decisions as necessary in accordance with this Policy.

CHANGES IN CATALOG INFORMATION

This Catalog houses policies for all programs offered by the Adonis College of Nursing. The information in this catalog and other school publications is subject to change with approval of the ABHES & IBHE. Rapid developments in technology and continuing efforts of ACON to meet the needs of its students require periodic revision of class content, scheduling, and policies. The institute reserves the right to make alterations to this Catalog and the policies housed within as deemed necessary. Changes may also be necessitated by federal, state, or local law, other regulatory requirements, accreditation, or licensure. Changes may include but are not limited to curriculum, academic policies, administrative policies, procedures, and costs. Notice is not required for a new policy to take effect; however, all changes will be presented to students in writing and no changes will take effect without a signed agreement. In the event that the college plans to change a program such that it will impact a student's graduation requirements, information will be posted at the Student Consumer Information website located at <http://www.acon.edu/consumer-disclosures/>