

MDT College of Health Sciences, Inc.

www.atsinstitute.edu



STUDENT HANDBOOK and School Catalogue Addendum

*Summer 2015
Chicago*

Main Campus:
325 Alpha Park Drive
Highland Heights, Ohio 44143
Phone 440-573-0000 Fax 440-449-1389

Additional Location:
25 East Washington, Suite 200
Chicago, IL 60602
Phone 312-214-2000 x3125
Fax 312-419-7421

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I. Spring 2015 Changes for incoming students

In addition to the “Fall 2014 Student Handbook and School Catalogue,” the following policy changes are in effect and replace those original policies with same name for the spring 2015 semester for incoming students only.

Readmission Guidelines

The following section was updated within the policy:

Effective for summer 2015 incoming cohort, students who were dismissed or terminated for academic reasons will not be readmitted.

Entrance Exam

Prospective students are required to pass the ACCUPLACER Exam with the required score determined by the school faculty and administration in order to proceed with the admissions process.

Benchmarks:

Cleveland	Chicago
English - 37	English - 51
Math - 20	Math - 20
Science - 13	Science - 13

Effective fall 2013, test results are valid for a period of two years. In the event that the sections were successfully completed on different dates, the results will expire two years after the earlier test date.

Progression and Retention in the Program

The following section was updated within the policy:

Program Progression

In order to progress through the Nursing Programs, all of the following must be achieved:

- Required grades per the “Course Grading and Quality Points in Nursing Programs” policy
- Effective for spring 2015 incoming students: if a student fails a course, they have failed to progress and must now meet the policies and program requirements as outlined in the Student handbook and/or Addendum in effect for the cohort they will be placed in.)
- Maintaining academic standards as outlined in the Course Syllabi

Repeating College Level Courses

A student may repeat a course only once to change a failing grade to a passing grade. A student may repeat up to two nursing courses over the course of the program. Effective for spring 2015, incoming students must repeat Nursing Seminar (Chicago students) concurrently when he/she repeats any failed last semester course.

Students have the option of repeating a course previously passed to attempt to earn a higher grade. Students may re-take up to two classes in a semester, schedule permitting. Students will not be enrolled automatically for repeating classes. Rather, the student must contact the Office of the Registrar after final grades have been posted to update his/her plan of study and request to re-take a class for a higher grade. Classes with clinical components can be re-taken, but placement in such courses cannot be guaranteed. Classes cannot be re-taken more than once. All repeated courses are included in calculation of total credit hours attempted. When a higher grade is achieved, it replaces the previous grade. The higher grade will be used to calculate the student’s grade point average, although both attempts appear on the student’s transcript.

Cause for Academic Termination

1. Failure of the same course twice
2. Effective for incoming spring 2015 cohort: Failure of a third course in the curriculum excluding developmental classes

The student, who has failed a course, registered to repeat the course and withdraws before six weeks from the start of the course will be considered to have made a second attempt and will be terminated from the program.

If a student receives a W/F for a course it will be considered the same as failing a course and may prevent a student from proceeding in the program if the W/F places the student in the above situations. It is the student's responsibility to review his/her new Registration Verification form on NSST to determine which classes to attend. The student should contact the Financial Aid Office for clarification of financial aid status.

Practical Nursing Program

The following was updated within the policy:

BIO1015 Prerequisites: Placement through English & Math ACCUPLACER and Science Placement Exam

ENG1005 Prerequisites: Placement through ACCUPLACER exam or completion of Reading Comprehension developmental course work or permission of the instructor.

II. Spring 2015 Changes for incoming students and current students

In addition to the "Fall 2014 Student Handbook and School Catalogue," the following policy changes are in effect and replace those original policies with same name for the spring 2015 semester for incoming students and current students.

Medical Record Policy

Students are required to have up to date medical records and CPR in accordance with the Clinical Requirements Policy. Students are responsible for keeping all immunizations, PPD testing, physical exam, medical insurance and CPR current. Students with expired medical records will be removed from classes until the requirements are met.

Clinical Requirements

All of the following documentation requirements must be submitted no later than the sixth week of the first semester if the student is not enrolled in classes with a clinical component. Students with classes requiring clinical experience during the first semester are required to turn in all required documents by no later than the end of the second week of the first semester.

In order to be registered for all mandatory clinical experience, the following is needed for all students:

- Evidence of health insurance or a completed waiver indicating personal responsibility
- Evidence of current CPR Certificate for health care providers
 - a. No online renewals will be accepted and health care provider certificates are accepted from American Heart Association only.
- Physician's Evaluation that is signed and dated by the physician or nurse practitioner within a year of start date of program
- Documentation of current immunizations including: MMR, Td Booster and chicken pox. The documentation of immunizations form must be signed by a health care provider (physician or nurse practitioner). In the event that the student has a childhood history of having had an illness (Measles, Mumps, Rubella, Chicken Pox), then a lab report indicating a positive blood titer as proof of immunity will be required. Should the lab report not prove immunity, the student will be required to obtain the necessary immunizations and provide proof of having received the immunization(s) in the form of a signed and dated document from the clinic or office where the immunization was obtained.
- Documentation of current TB screening results
 - a. Students are required to submit PPD (1 step) results for initial clinical placement and provide updated results annually thereafter.
 - b. Chest x-ray every 3 years, with a yearly symptom check from doctor - if PPD positive.
- Proof of Hepatitis B series or a signed Hepatitis B Vaccine Immunization release/refusal form (available from admissions) must be signed
- For Chicago students: Flu shots are done yearly, during the flu season, which are the Spring and Fall sessions at the school. The school must have the official school form, signed by the physician, that indicates you received the

vaccination. If you are not allowed the vaccination, then you must have a physician fill out the form with the reason for denial. The students in the Developmental and Summer Sessions are not required to have the flu vaccination.

- Documentation of a negative drug screen. Effective Spring 2013, students are required to have a 9-Panel+MDMA+OXY+OPI4+SVT. The test must be submitted no later than the 2nd week of the semester with clinicals. The school has an agreement with a recommended provider for students to receive drug testing at a reduced rate and results are guaranteed to be submitted to the school. In addition, drug testing may be requested to be done at random per policy.
 1. **Cleveland:** Drug testing is required once every semester starting with Nursing Fundamentals Semester. (The test must be submitted no later than the 4th week of the Nursing fundamentals semester.)
 2. **Chicago:** Drug testing is required once every 3 semesters starting with Nursing Fundamentals Semester.

Note: Throughout the nursing curriculum, the student must monitor the PPD/X-Ray, CPR certification, and any other medical document with an expiration date to ensure that they are current and on file in the Nursing Department Office in order for students to be placed in the clinical setting.

Students are responsible for all fees related to immunizations and drug testing.

In addition, failure to submit documents within this time frame will result in a late fee charged in the amount of \$100.00 dollars. Students will not be allowed to attend clinicals until required submissions are received and late charge fee is paid. In addition, if a student misses a clinical, he or she must pay a fee of \$250.00 prior to the scheduled make-up. (See also Clinical Absence policy).

Attendance Policy

The following section was updated within the policy:

Class and Lab Absence

Arriving tardy or leaving early will be counted as one half (0.5) absence for each occurrence.

Chicago campus: Students who acquire excused and /or unexcused absences that exceed 25% of a course's scheduled classroom and/or lab hours will fail the course. The final grade is dropped one letter grade for students who acquire unexcused absences that exceed 15% of a course's scheduled classroom and/or lab hours.

Cleveland campus: Students who acquire excused and /or unexcused absences that exceed 30% of a course's scheduled classroom and/or lab hours will fail the course.

Leave of Absence

The following section was updated within the policy:

Emergency Situation within a Semester

If a verifiable emergency occurs within the semester, a student may withdraw from all courses up to two weeks before the end of the semester, without academic penalty. A letter must be submitted to the Program Administrator or designee describing the emergency with documentation and indicating intent to return. Examples of verifiable emergency circumstances may be: accidents, illness that required hospitalization, death of an immediate family member, or other circumstances beyond the control of the student. Assurance of readmission to the college and re-enrollment into those course(s) withdrawn from will be on a space-available basis. The student will receive a W for all courses in the semester in which they withdrew. The student must return the following semester. If the student does NOT return the following semester, he/she will be required to complete the entire re-admission process.

Tuition and Fees

PN TUITION & FEES

TUITION	\$25,458.18	
TESTING FEE^{2,4}	\$568.00	
FEES:		
COMPUTER LAB FEE	\$285.00	(\$95 Per semester X 3)
APPLICATION FEE	\$30.00	
MALPRACTICE INSURANCE	\$40.00	(Once a year charge)
DRUG TESTING FEE	\$40.00	(Once a year or as required by clinical agencies)
GRADUATION FEE	\$85.00	(Semester of graduation – no credit for not participating)
SEMESTER REGISTRATION FEE	\$150.00	(\$50 Per semester X 3)
COURSE FEES:		
NUR1101	\$340.00	Nursing Fundamentals
NUR1110	\$440.00	Nursing Care of the Adult
NUR1105	\$85.00	Maternity Nursing
NUR1106	\$85.00	Nursing of Children
NUR1104	\$220.00	Geriatric/Mental Health Nursing
NUR1114	\$55.00	Nursing Seminar
BIO1015	\$105.00	A&P I
BIO1025	\$105.00	A&P II
TOTAL FEES:	\$2065.00	
Other Expenses⁴		
NCLEX MATERIALS	\$53.00	(Semester of graduation)
NCLEX REVIEW COURSE	\$200.00	(Semester of graduation)
Other Expenses Total:	\$253.00	
TOTAL PROGRAM COST:	\$28,344.18	
Miscellaneous Fees		
ID Badge Replacement	\$25.00	
My Foundation Lab	\$66.00	
SUC1002/1004	\$30.00	Focused Learning Seminar
BIO0910	\$65.00	Science Concepts for Health Care Workers
MAT0910	\$84.00	Developmental Math
Uniforms	\$32.00	Purchased by students from recommended vendors

Tuition will be charged per credit hour: \$532.18/credit hour, for college level courses and \$410.00/credit hour for developmental.

²Includes 2 exit or end of course exams. If a student needs more than 2 exams it will cost the student an additional \$42.00 per exam.

⁴Testing fees may be increased following publisher increase for new students. Testing fees listed on student enrollment agreement will supersede Student Handbook testing fees.

III. Summer 2015 Changes for incoming students

The following changes were implemented for the summer 2015 semester. These changes are in addition to the spring 2015 addendum above for the “Fall 2014 Student Handbook and School Catalogue”:

1. Score Determination on Placement Examination

The following section was updated within the policy:

Science Testing

Effective summer 2015 for Chicago students and fall 2015 for Cleveland students: Students who are placed in developmental classes will automatically take the developmental Biology class, BIO0930

Students who score 23 and above may proceed to Anatomy and Physiology
Students who score 22 and below on the diagnostic test will need to take BIO0930

2. HESI Policy

HESI End-of-Course Examinations (EOC)

The HESI End-of-Course Examinations are standardized tests that examine students in specific ATS courses. The courses are: Fundamentals of Nursing, Nursing Care of the Adult, Pharmacology, Geriatric/Mental Health Nursing, Maternity Nursing and Nursing of Children. Unsecured tests may be used during the course to prepare the student for the End-of-Course Examination.

These proctored/secure examinations are given in week 13. Acceptable performance is achieving the established benchmark for all tests. The following rules apply:

- If the established benchmark is achieved, the student progresses in the curriculum
- If the established benchmark is not achieved with the first attempt, the student may take the EOC a second time, one week later with proof of remediation. The second attempt must be completed by the end of the semester.
 - If the established benchmark is not achieved with the second attempt, the student must successfully complete NUR0930, HESI Support Seminar I (for the Fundamental course), or NUR0931 – HESI Support Seminar II (for the second nursing semester courses).

After taking NUR0930(1)

- 1) If the student passes NUR0930(1) the first time
 - a. The student takes the EOC (3rd attempt)
 - i. If the student passes the EOC (3rd attempt), the student progresses in the curriculum.
 - ii. If the student fails the EOC (3rd attempt), the student retakes the corresponding course. The student is not permitted to continue with the curriculum at this time.
 - a) If the student fails the corresponding course, the student is terminated from the program.
 - b) If the student passes the corresponding course, the student takes the EOC one last time (4th attempt)
 - a. If the student passes the EOC (4th attempt), the student progresses in the curriculum.
 - b. If the student fails the EOC (4th attempt), the student is terminated from the program.
 - 2) If the student fails NUR0930(1) the first time, the student must retake NUR0930(1) and the student cannot continue with the curriculum at this time.
 - a. If the student passes NUR0930(1) after the second time, See “1) a.” above.
 - b. If the student fails NUR0930(1) after the second time, the student is terminated from the program.

Third semester nursing courses: Students who fail the second attempt of an EOC during the last semester will be required to:

- 1) repeat the corresponding course
- 2) repeat NUR1114 - Nursing Seminar

3) complete HESI remediation

After completing requirements 1 - 3 above, the student will be allowed to take the EOC exam for the 3rd time. If this will be an unsuccessful attempt, the student will be terminated from the program.

Comprehensive Exit Examination

The HESI Comprehensive Predictor is a standardized test that assesses the students' preparedness for the NCLEX-PN. This examination is administered to all students who have successfully completed all curriculum courses and all HESI End-of-Course examinations or assigned tests. Students must reach the established benchmark.

If the benchmark score is not met after the first attempt, the student must set up and follow an individualized remediation plan before the second attempt. If the benchmark score is not met on the second attempt, the student must revise the individualized remediation plan, be required to take and pass the NUR0940 – Nursing Exit Seminar course before the third attempt is made for the HESI Predictor examination.

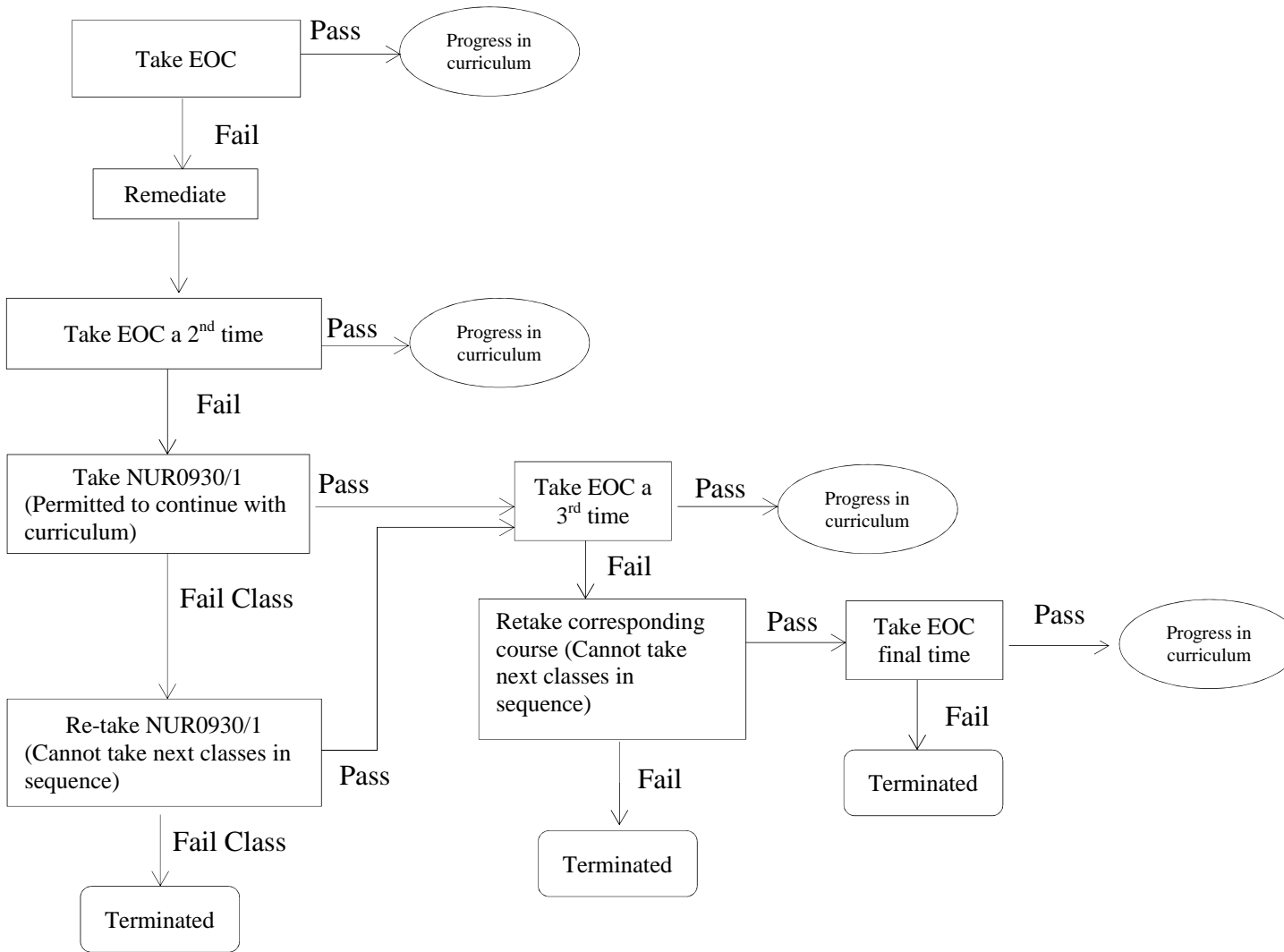
If the HESI benchmark score is not met after the third attempt, the student is required to attend an outside live review approved by the school at his/her own expense. If a student fails the fourth attempt of the Exit exam (Exam may be from different provider), or does not pass the Exit exam within one semester from completion of the last nursing course, he/she will be dismissed from the program. The student has the option to repeat the last semester. In this case, the student will have only one opportunity to take and pass the comprehensive Exit Exam after passing all the classes in the semester again.

Any attempt to take the Exit Exam must be completed within the prescribed timeline stated within the Individualized Remediation plan.

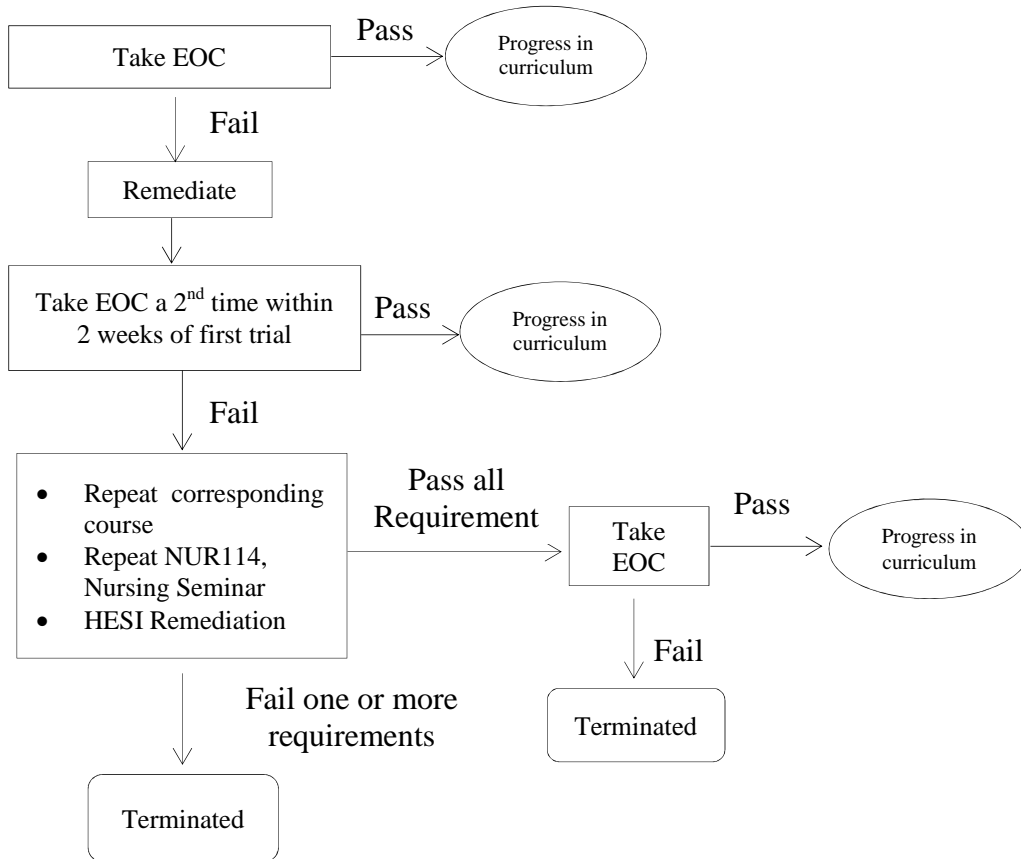
3. Chicago Standardized Testing Policy Flow Chart

To be used in combination with the Standardized Testing Policy i.e., ATI or HESI

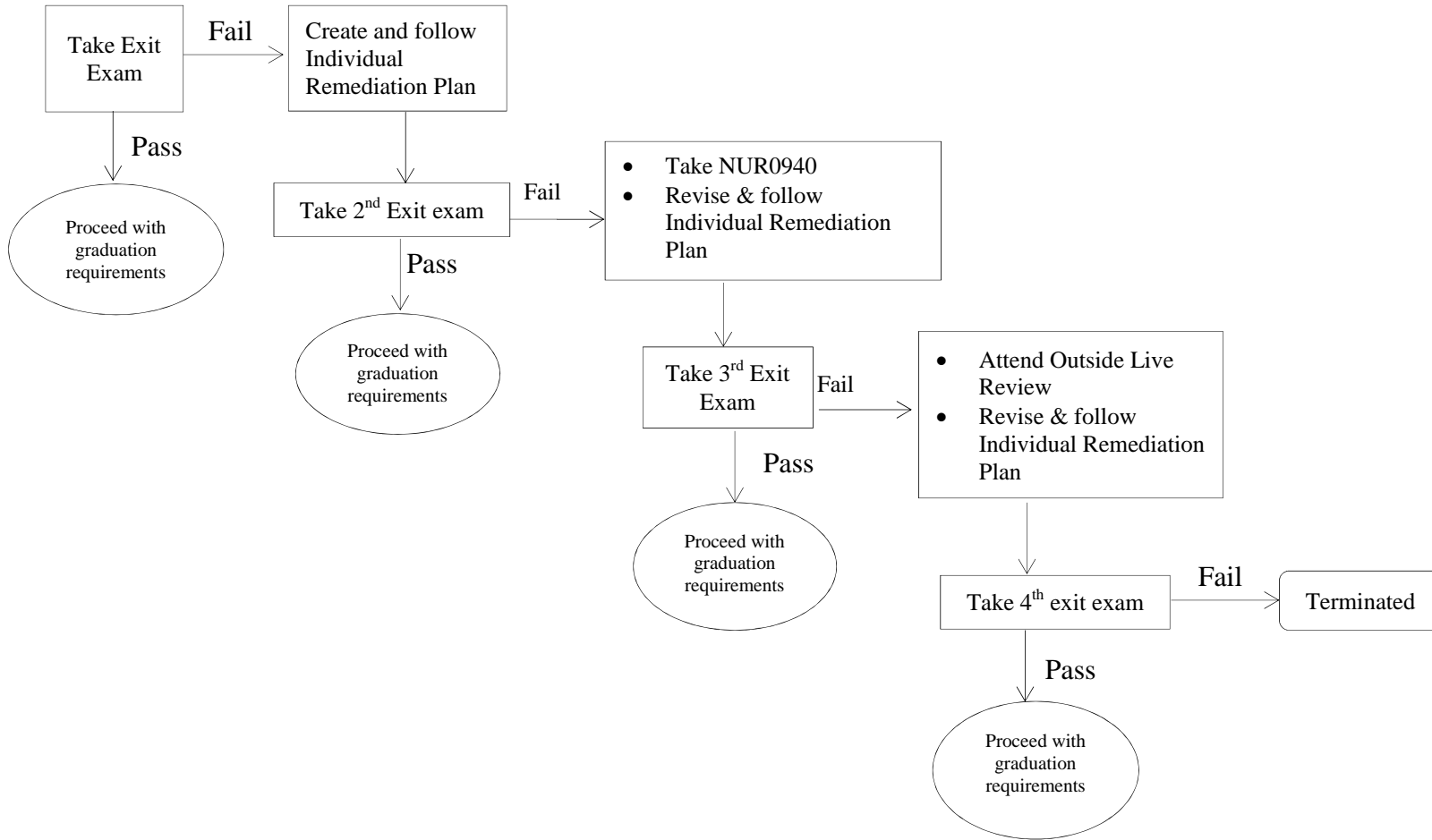
End of Course Exams (EOC) 1st and 2nd semesters



End of Course Exams (EOC) 3rd semester



Exit Exam



4. Progression and Retention in the Program

The following section was updated within the policy:

Nursing Coursework

In order to be placed in nursing classes, students must successfully complete all developmental coursework and achieve an 1175 score on Lexile level reading.

Repeating College Level Courses

The following sentence was added within the policy for a repeated class that was a non-curriculum requirement:

These classes will not be eligible for financial aid.

5. Practical Nursing Program

The following was updated within the policy:

BIO1015 Prerequisites: Placement through ACCUPLACER exam or completion of Reading Comprehension developmental course work and Science Placement Exam

6. Developmental Courses

The following section (developmental Biology) was updated within the policy:

BIO0930 Human Biology

3 credits

This course introduces fundamental scientific and biological principles to form a foundation for further study in Anatomy, Physiology, and Health Sciences. Emphasis will be placed on scientific methodology, biological chemistry, cells, and organ systems. This course includes additional clock hours outside the classroom as well as online homework.

Prerequisites: None

7. Tuition and Fees

PN TUITION & FEES

TUITION	\$25,458.18	
TESTING FEE^{2,4}	\$568.00	
FEES:		
COMPUTER LAB FEE	\$285.00	(\$95 Per semester X 3)
APPLICATION FEE	\$30.00	
MALPRACTICE INSURANCE	\$40.00	(Once a year charge)
DRUG TESTING FEE	\$40.00	(Once a year or as required by clinical agencies)
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SEMESTER REGISTRATION FEE	\$150.00	(\$50 Per semester X 3)
<u>COURSE FEES:</u>		
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NUR1110	\$440.00	Nursing Care of the Adult
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NUR1106	\$85.00	Nursing of Children
NUR1104	\$220.00	Geriatric/Mental Health Nursing
NUR1114	\$55.00	Nursing Seminar
BIO1015	\$105.00	A&P I
BIO1025	\$105.00	A&P II
TOTAL FEES:	\$2065.00	
Other Expenses⁴		
NCLEX MATERIALS	\$53.00	(Semester of graduation)
NCLEX REVIEW COURSE	\$200.00	(Semester of graduation)
Other Expenses Total:	\$253.00	
TOTAL PROGRAM COST:	\$28,344.18	
Miscellaneous Fees		
ID Badge Replacement	\$25.00	
My Foundation Lab	\$66.00	
SUC1002/1004	\$30.00	Focused Learning Seminar
BIO0930	\$365.00	Human Biology
MAT0910	\$97.00	Developmental Math
Uniforms	\$32.00	Purchased by students from recommended vendors

Tuition will be charged per credit hour: \$532.18/credit hour, for college level courses and \$426.66/credit hour for developmental.

²Includes 2 exit or end of course exams. If a student needs more than 2 exams it will cost the student an additional \$46.00 per exam.

⁴Testing fees may be increased following publisher increase for new students. Testing fees listed on student enrollment agreement will supersede Student Handbook testing fees.

IV. Summer 2015 Changes for incoming students and current students

The following changes were implemented for the summer 2015 semester. These changes are in addition to the spring 2015 addendum above for the “Fall 2014 Student Handbook and School Catalogue”:

1. Student Maternity Policy

If a student is pregnant or is within the six-week postpartum period, she may continue to attend classroom courses at ATS if medically stable. If a student is enrolled in a clinical course and wishes to remain in the clinical setting, a medical release must be signed by the student and her health care provider and submitted to the Nursing Programs Administrator as soon as the student has a confirmed pregnancy. Once the Nursing Programs Administrator has received and reviewed the signed medical release, a copy of the document will be sent to the clinical instructor. A student will **not** receive a passing grade for a clinical course without completing the clinical component.

Maternity Leave

A student who is pregnant or postpartum may for medical reasons, withdraw from her courses after the official withdrawal period for the semester without penalty. If a student must withdraw due to pregnancy or postpartum, the withdrawal will not count as an attempt toward passing the course.

2. Practical Nursing Program

The following was updated within the policy:

NUR1106 Prerequisites: NUR1101, PSY1020, MAT1001, INT1002, ENG1005, BIO1015, BIO1025, NUR1102

NUR1112 Corequisites: None

3. Institutional Disclosures Reporting Table
Reporting Period: July 1, 2013 - June 30, 2014

INSTITUTION NAME: MDT College of Health Sciences, Inc., dba ATS Institute of Technology	<p align="center">Indicate all ways the disclosure information is distributed or made available to students at this institution:</p> <p>X Attached to Enrollment Agreement</p> <p>X Provided in Current Academic Catalog</p> <p>X Reported on School Website</p> <p>Other: _____</p>
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Per Section 1095.200 of 23 Ill. Adm. Code 1095:

The following information must be submitted to the Board annually; failure to do so is grounds for immediate revocation of the permit of approval.

DISCLOSURE REPORTING CATEGORY	<i>Practical Nursing Program</i>	<i>Insert Name of Program or Course of Instruction Here</i>	<i>Insert Name of Program or Course of Instruction Here</i>	<i>Insert Name of Program or Course of Instruction Here</i>	<i>Insert Name of Program or Course of Instruction Here</i>
A) For each program of study, report:					
1) The number of students who were admitted in the program or course of instruction* as of July 1 of this reporting period.	395				
2) The number of additional students who were admitted in the program or course of instruction during the next 12 months and classified in one of the following categories:					
a) New starts	265				
b) Re-enrollments	3				
c) Transfers into the program	0				

	from other programs at the school					
3)	The total number of students admitted in the program or course of instruction during the 12-month reporting period (the number of students reported under subsection A1 plus the total number of students reported under subsection A2).	663	0	0	0	0
4)	The number of students enrolled in the program or course of instruction during the 12-month reporting period who:					
	a) Transferred out of the program or course and into another program or course at the school	0				
	b) Completed or graduated from a program or course of instruction	201				
	c) Withdrew from the school	145				
	d) Are still enrolled	317				
5)	The number of students enrolled in the program or course of instruction who were:					
	a) Placed in their field of study	113				
	b) Placed in a related field	5				
	c) Placed out of the field	5				
	d) Not available for placement due to personal reasons	10				
	e) Not employed	68				
B1)	The number of students who took a State licensing examination or professional certification examination, if any, during the reporting period.	142				
B2)	The number of students who took and passed a State licensing examination or professional certification examination, if any, during the reporting period.	89				

C) The number of graduates who obtained employment in the field who did not use the school's placement assistance during the reporting period; such information may be compiled by reasonable efforts of the school to contact graduates by written correspondence.	10				
D) The average starting salary for all school graduates employed during the reporting period; this information may be compiled by reasonable efforts of the school to contact graduates by written correspondence.	unknown				

*Course of Instruction is defined as a stand alone course that meets for an extended period of time and is directly creditable toward a certificate or other completion credential; individual courses that make up a Program of Study are not considered courses of instruction.

Note: As indicated in the PBVS Administrative Rules, Section 1095.200, student retention and graduation rates must be maintained that are appropriate to standards in the field. Furthermore, a State licensing examination or professional certification examination passage rate of at least 50% of the average passage rate for schools within the industry for any State licensing examination or professional certification examination must be maintained.

} In the event that the school fails to meet the minimum standards, that school shall be placed on probation.

} If that school's passage rate in its next reporting period does not exceed 50% of the average passage rate of that class of schools as a whole, then the Board shall revoke the school's approval for that program to operate in this State. Such revocation also shall be grounds for reviewing the approval to operate as an institution.