



MDT College of Health Sciences, Inc.
dba ATS Institute of Technology
www.atsinstitute.edu

STUDENT HANDBOOK
and
School Catalogue Addendum

Summer 2014
Cleveland

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

Table of Contents

<i>I. Spring 2014 Changes</i>	3
Admission Requirements for the Practical Nursing Program:	3
Admission Procedures for Nursing Students	3
Credit Transfer Guidelines	4
Honors	5
Transcript Request	6
Developmental Gateway Courses	6
Disruptive Behavior Policy	7
HESI Policy	8
Tuition and Fees¹	9
Course Grading and Quality Points in Nursing Programs	10
Readmission Guidelines	12
Graduation Requirements	13
Academic Success Program’s Summary of Exam Techniques*	14
<i>II. Summer 2014 Changes</i>	15
Graduation Requirements	15
Student Conduct While Providing Nursing Care	15
Medical Record Policy	17
Compromised Test Policy	17
Illness/Injury Policy	17
Homework Policy	18
Late Assignment Policy	18
Readmission Guidelines	18
Tuition and Fees¹	19
Certificate of Completion – Cleveland Students	20
High School Requirements	20
General Information for Entrance	20
Credit Transfer Guidelines	21
Practical Nursing Program - Cleveland	21

I. Spring 2014 Changes

The following changes were implemented for the spring 2014 semester. These changes are updates to the “Fall 2013 Student Handbook and School Catalogue”:

Admission Requirements for the Practical Nursing Program:

1. Achievement of the minimum required score on the entrance exam
2. Graduation from High school or GED certificate
3. Background check through ATS is required
4. A cleared record with the Health Care Worker Registry in Illinois or with the Nurse Aide Registry in Ohio (Waivers will be handled on a case by case basis.)
5. A clean record with the National Sex Offender Registry
6. State Issued Photo Identification

Admission Procedures for Nursing Students

- 1) Review all admissions requirements for your chosen program including requirements listed on the Application for Admission.
- 2) Confirm with admission department that your high school diploma is accepted by ATS.
- 3) Schedule an entrance exam and pay the testing fee.
- 4) Submit an application for admission.
- 5) Meet with an admissions representative to discuss the results.
- 6) Prospective students who achieved a satisfactory score on the entrance exam must
 - a) Submit an application fee of \$30.00. You will be entitled to a refund if you cancel your application in writing in five (5) business days after paying for the application fee.
 - b) Schedule the placement test to be placed in the proper level of math, English and biology classes. (See: Placement Examinations).
 - c) Submit attestation of high school graduation or its equivalency.
 - d) Order official college transcripts if you plan to transfer college credits, or submit the same, in person, in an envelope sealed by the school officials. The Admissions Department will review credits to determine your eligibility for transfer.

Documentation of high school graduation or its equivalency and any college transcripts should be sent to the campus to which the student has applied.

Cleveland Campus:

ATS Institute of Technology
Attn: Admissions Department
325 Alpha Park
Highland Heights, OH 44143

Chicago Campus:

ATS Institute of Technology
Attn: Admissions Department
25 East Washington Street, Suite 200
Chicago, IL 60602

- e) Schedule a background check:

Cleveland applicants must schedule a background check through ATS at the time of application. Both BCI and FBI background checks are required.

Chicago applicants must complete a background check online through www.certifiedbackground.com, and fingerprinting may be required through random selection by the background check company. (See Background Checks & Convictions.)

The Admissions Department designated staff will contact students with positive results. Depending upon the severity or type of incident, students will be advised that clinical agencies have the right to deny students clinical placement. Students will be eligible for a full refund of their application fee if they disclosed all convictions including pending convictions on their application form.

- f) Effective spring 2013, ATS will perform record search through **Health Care Worker Registry** for **Chicago** applicants. Effective summer 2013, ATS will perform a record search through the **Nurse Aide**

- Registry for Cleveland** applicants. Any student whose record displays administrative findings of abuse, neglect, or misappropriations of property must present documentation from current employer or state waiver.
- g) Effective for the spring 2014 class, ATS will perform a record search through **National Sex Offender Registry** for applicants. Any student appearing as a sex offender on the registry is automatically terminated from the program.
 - h) Present State Issued Photo Identification
- 7) Once the required documentation is completed and you have been accepted into the program, you will receive an acceptance letter.

Once the applicant has received the acceptance letter, the applicant must:

- 1) Pay \$50 registration fee in order to be registered for classes. Failure to pay the fee may result in the applicant's place being taken by another applicant. This fee is not refundable.
- 2) Attend the mandatory scheduled orientation session.
- 3) Sign an enrollment agreement
- 4) Sign a disclosure form (**Cleveland** only)
- 5) Complete documentation for clinical experience based on your program plan. (see "Clinical Requirement for All Nursing Programs" Policy)

Credit Transfer Guidelines

ATS may grant credit for previous education courses. Students may be eligible to receive credit for prior education in English and biology if they pass the ACCUPLACER with the required benchmarks. Students must provide official, sealed (unopened) copies of college transcript(s) for all transferable credits prior to the beginning of the first semester.

The Admissions Department processes transfer credits using the following guidelines:

- Courses requested for transfer must be completed with a minimum grade of 3.00 or "B" to satisfy the competency. Course/credits must be compatible with the course/credits equivalent at ATS
- Effective fall 2011, Development Across the Lifespan will transfer if completed within the last year.
- Biology courses will transfer if all parts of the sequence are completed within five years of admission to ATS.
- As of summer 2012, Anatomy & Physiology I and Anatomy & Physiology II will be considered for transfer if they were both taken and completed at the same institution.
- Medical Terminology (if required) will transfer if completed within the last year.
- Effective fall 2013, English courses will transfer if completed within the last five years.
- **For Chicago Students only:** Effective summer 2013, if a student passes the required developmental English courses (Reading Comp. and/or Traditional Grammar) with a B (3.0) or above, then ATS will consider their ENG1010 credits for transfer.
- Math classes and Success Strategies classes are not accepted for transfer.

A student who wishes to transfer a class in progress must submit a letter of good standing from the instructor, which includes the current grade and the anticipated end date of the class. Official transcript must be received by ATS within two weeks of the completion date of the course. If not received by the designated date, credit will not be transferred and student will have to take the course. Effective spring 2013, any courses in progress listed as prerequisite or co-requisite to the next semester courses must be completed before student will be scheduled for the next semester. Additionally, no credit transfer will be accepted for class in progress during the last semester of the program.

The final decision regarding nursing course credit rests with the Nursing Programs Administrator.

To be admitted as a transfer student from another nursing program, you must in addition to the above:

1. Meet all the current entrance requirements for the college and the nursing program.
2. Note that nursing course credit may be granted for courses taken in a previous institution provided the last successfully completed nursing course taken is within one year of admission to ATS, and the course/credits are compatible with the course/credits equivalent at ATS.
3. Provide copies of course syllabi for nursing courses successfully completed, if seeking transfer credit from another nursing program.
4. **Cleveland:** Submit a letter of recommendation from the nursing instructor of the former nursing program.

Chicago: Submit a letter of recommendation from the Nursing Director of the former nursing program and one from the most recent clinical instructor

5. Complete at least 50% of the nursing major at ATS.

Transferability of credits to another school:

ATS does not guarantee the transferability of credits to another school, college, or university. Credits or coursework are not likely to transfer; any decision on the comparability, appropriateness and applicability of credit and whether credit should be accepted is the decision of the receiving institution.

Honors

Student of the Month Award

Students are nominated to be Student of the Month in each nursing program by an ATS faculty and/ or staff member. The members of the ATS Student of the Month Committee then select one student per Nursing Program each month. All students with a good attendance record and passing grades are eligible for nomination. Students that are nominated exemplify professionalism, caring for others, leadership, outstanding academic performance, and are good role models for their fellow nursing classmates.

Student of the Month **nominees** will receive:

- 1) Letter of Acknowledgement
- 2) Automatic consideration for the Student of the Month Award

Student of the Month **winners** will receive:

- 1) \$15 gift card
- 2) ATS Student of the Month Certificate
- 3) Letter of Acknowledgement
- 4) Picture and name on the Student Awards bulletin board

The Student of the Month committee will solicit nominees from ATS faculty and/or staff members during midterm and at the end of the semester via email. The Student of the Month committee will meet monthly to determine winners from those nominees.

Student of the Month winners may also list this award under "Honors" on the student's resume for future employers to see.

Student of the Semester Award

At the beginning of the new semester, one Student of the Semester winner is chosen from the previous semester. The Student of the Semester will be nominated by the faculty and chosen by the Student of the Month committee.

The Student of the Semester **winner** will receive:

- 1) \$20 gift card
- 2) Letter of Acknowledgement
- 3) ATS Student of the Semester Certificate
- 4) Picture and name on the Student Awards bulletin board

The Student of the Semester winner may also list this award under "Honors" on the student resume for future employers to see.

Clinical Excellence Award

At the beginning of the new semester, one student will receive a Clinical Excellence Award from the previous semester. Clinical students eligible for the Clinical Excellence Award will be nominated by nursing faculty and chosen by the Student of the Month committee. Criteria for nomination is modeled after Jean Watson's *Theory of Human Caring*.

The Clinical Excellence Award **winner** will receive:

- 1) \$30 gift card

- 2) Letter of Acknowledgement
- 3) Clinical Excellence Award certificate
- 4) Picture and name on Student Awards bulletin board

Students receiving the Clinical Excellence Award may also list this award under "Honors" on the student resume for future employers to see.

President's List

Special recognition is awarded to students who earn a 3.0 GPA and perfect attendance during the previous semester in which they accumulate at least twelve (12) credits. President's List students receive a certificate and are given general recognition on campus. Students with behavior violations on file are excluded from consideration.

Graduation with Honors

Students who have earned a cumulative GPA of 3.0 or higher are eligible for graduation with honors. The honors designation will appear on the diploma as follows:

<u>GPA</u>	<u>Honor Designation</u>
3.00 – 3.49	merit
3.5 – 3.79	cum laude
3.8 – 3.99	magna cum laude
4.00	summa cum laude

Transcript Request

A free official transcript will be issued upon completion of the program and full payment and/or completion of outstanding obligations. The official transcript will be sent with the diploma through the U.S. Postal Service.

Students may request a transcript for another educational institution or potential employer by providing a completed Transcript Request Form at the front desk along with payment of a transcript request fee in the form of credit card or money order. Regular mail will be used or overnight shipping is available. Transcript request fees are as follows:

- Standard Processing (1-3 weeks) - \$5.00
- Same-Day Processing - \$10.00
- Overnight Shipping - \$25.00 - \$37.00 (depending on destination)

Note: Request for Same-Day Processing must be submitted before 3pm

All outstanding obligations must be met and all information must be completed for ATS to be able to forward the information to the requested recipient. ATS will not take telephone or email requests for transcripts from either a student or prospective employer. Student records are not released to an employer or school without the signed release by the student. This form is also available on the www.atsinstitute.edu website for your convenience.

Developmental Gateway Courses

Developmental 0910 Gateway I

0 credits

This course is a required course for any student who earns a grade of D or F in any courses in the developmental semester, and need to enhance their academic achievement by strengthening their learning strategies and study skills. The purpose of the course is to improve the success of students and development of critical thinking skills for critical judgments and problem solving. This experience can improve student success and improve timely graduation. Through self-assessment, discussion about course content, academic skill development and other activities (i.e. time management), students will identify the best practices for achieving their academic goals.
Prerequisite: None

Developmental 0920 Gateway II

0 credits

This course is a required course for any student who earns a grade of D or F, or failed EOC (end of course standardized exam) in a nursing course in the first semester of the nursing sequence, and need to enhance their academic achievement

by strengthening their learning strategies and study skills. The purpose of the course is to improve critical thinking skills for critical judgments and problem solving. This experience can improve student success and improve timely graduation. Through self-assessment, discussion about course content, academic skill development and other activities (i.e. time management), students will identify the best practices for achieving their academic goals.

Prerequisite: None

Developmental 0930 Gateway III

0 credits

This course is a required course for any student who earns a grade of D or F, or failed EOC (end of course standardized exam) in a nursing course in any semester after first nursing semester in the nursing sequence, and need to enhance their academic achievement by strengthening their learning strategies and study skills. The purpose of the course is to improve critical thinking skills for critical judgments and problem solving. This experience can improve student success and improve timely graduation. Through self-assessment, discussion about course content, academic skill development and other activities (i.e. time management), students will identify the best practices for achieving their academic goals.

Prerequisite: None

Developmental 0940 Gateway IV

0 credits

This course is a required course for any student who earns a grade of D or F, or failed EOC (end of course standardized exam) in a nursing course in the last semester of the nursing program. This course is designed to enhance the student's academic achievement by strengthening their learning strategies, study skills, and test taking strategies. The purpose of the course is to improve critical thinking skills for critical judgments and problem solving. This experience can improve student success and improve timely graduation. Through self-assessment, discussion about course content, academic skill development and other activities (i.e. time management), students will identify the best practices for achieving their academic goals.

Prerequisite: None

Developmental 0950 Gateway V

0 credits

This course is a required course for any student who earns a grade of D or F in three or more nursing or developmental courses, or who failed the same course twice and to enhance their academic achievement by strengthening their learning strategies, study skills and test taking strategies. The purpose of the course is to improve the success of students and develop their critical thinking skills for critical judgments and problem solving.

Prerequisite: None

Disruptive Behavior Policy

All individuals are part of the ATS Institute of Technology community. As students at ATS Institute of Technology, it is your responsibility to keep the community safe and provide an atmosphere for learning. This includes but is not limited to:

- Being present and on time to every class
- Remaining in class until breaks (breaks are provided every 50 minutes)
- Staying in class until the scheduled end of class
- Having no electronic devices turned on during class
- Turning cell phones off and only checking messages during breaks
- Refraining from outbursts in the classroom
- Supporting an atmosphere of focused learning for individual and community outcomes
- Adhering to the classroom policies stated in the individual syllabus

Consequences for non-conforming behavior will follow the disciplinary actions procedure in the student handbook. All Written Warnings will be submitted by faculty to Student Support Services. Any student who receives second warning during the course of study will be placed on disciplinary probation. Any further violations will lead to disciplinary suspension/ termination.

HESI Policy

HESI End of Course Examination (EOC)

The HESI End of Course Examinations is standardized tests that examine students in specific ATS courses. The courses are: Fundamentals of Nursing, Nursing Care of the Adult I and II, Pharmacology, Geriatric Nursing, Nursing of the Family (Maternity 7.5 weeks and Children 7.5 weeks), and Anatomy and Physiology. These proctored/secure examinations are given in week 13 for 15 week courses and the 6th week in 7.5 week courses. Acceptable performance is to achieve an 850 or above on all tests. Unsecured or practice examinations may be used during the course to prepare the student for the End of Course Examination. HESI grades are included in final class grade and calculated based on the HESI Grading Policy.

Students have two attempts to maximize their HESI End of Course Examination score. If a score of 850 is not achieved with the first attempt, the student may take the EOC a second time one week later with proof of remediation in preparation for the EOC. The best score of two attempts will be used when calculating the HESI grade. (See HESI Grading Policy) Students who passed the class but did not earn an 850 on the second try will be entered into a Gateway Course for 4 weeks to remediate the content the next semester. The student will be given another exam at the end of 4 weeks. If an 850 or higher is not earned, they will continue in the Gateway program for additional HESI remediation under the guidance of a nursing faculty member until the end of the semester. By the end of the semester, any student who did not earn an 850 will require a recommendation from the nursing faculty member responsible for the HESI remediation. This recommendation will inform the Nursing Program Administrator if the faculty member believes the student has mastered the content, allowing the student to proceed with the Nursing Program. Otherwise, the student will be dismissed from the Nursing 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 appropriate remediation. Acceptable performance is 850 or higher.

If the benchmark score is not met after the first attempt, the student must set up and complete an individualized remediation plan to be eligible to take the second HESI Comprehensive Predictor within two weeks.

If the benchmark score is not met after the second attempt, the student must attend and pass Gateway Course.

If the student successfully completes all that is required and passes the Gateway Course, they will be eligible for a third time to take either a HESI Predictor examination or another standardized predictor examination.

If the student does not successfully pass the Gateway Course, the student must repeat the Gateway Course.

Any student that does not successfully pass the Gateway Course the 2nd time and/or successfully pass the exit predictor examination after 3 attempts will have one of two options:

1. termination from the program - per the policies of the school
2. repeat Nursing Care of the Adult II and Role Development giving them one final opportunity to pass the exit examination

Tuition and Fees¹

ESL for Professionals TUITION AND FEES

Registration Fee	\$50.00
Tuition (per payment period- 450 hours, 23 weeks)	\$2,775.00

ESL for Professionals TUITION AND FEES

Registration Fee	\$50.00
Tuition (per payment period- 450 hours, 23 weeks)	\$2,775.00
Tuition (per payment period- 300 hours, 15 weeks)	\$1,850.00

PN TUITION & FEES

SEMESTER REGISTRATION FEE	\$50.00	Each semester
TUITION Per Credit Hour	\$310.00	
COMPUTER LAB	\$80.00	Each semester
ID BADGE REPLACEMENT	\$25.00	
APPLICATION FEE	\$30.00	
MALPRACTICE INSURANCE	\$40.00	(1 st & 4 th semesters – once a year charge)
DRUG TESTING FEE	\$40.00	During semesters when taking Clinicals
GRADUATION FEE	\$85.00	(semester of graduation – no credit for not participating)

TESTING⁴

HESI Testing Fee ²	\$107.00	First 3 Semesters
-------------------------------	----------	-------------------

Note: New testing software and pricing expected within 12 months

COURSE FEES³:

DEV0910	\$30.00	Gateway Development
DEV0920	\$30.00	Gateway 1
DEV0930	\$30.00	Gateway 2
DEV0940	\$30.00	Gateway 3
DEV0950	\$450.00	Gateway
NUR1013	\$195.00	Nursing Fundamentals
NUR1020	\$70.00	Nursing Care of the Adult I
NUR1021	\$70.00	Nursing Care for the Adult II
NUR1022	\$85.00	Data Collection
NUR1023	\$70.00	Nursing of the Family
NUR1024	\$175.00	Geriatric/Mental Health Nursing
NUR1030	\$250.00	Role Development
BIO0910	\$25.00	Science Concepts for Health Care Workers

¹ In accordance with the student enrollment agreement, any changes to the fees will be effective following the fee change announcement for non-first semester students.

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

³ Course fees are subject to change.

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

Course Grading and Quality Points in Nursing Programs

Grades are earned and awarded in each course and are recorded on the student's permanent record at the end of each academic term. Evaluation of student achievement will be made in relation to the attainment of the specific objectives (outcomes) of the course. At the beginning of a course the instructor will explain these objectives (outcomes) and the basis upon which grades are determined. There is no rounding up or rounding down of any course grade.

Grades are assigned in accordance with the following scale:

<u>Grades</u>	<u>Numerical Equivalent</u>	<u>Quality Points</u>
A	95-100%	4.0
A-	92-94%	3.7
B+	89-91%	3.3
B	86-88%	3
B-	84-85%	2.7
C+	81-83%	2.3
C	76-80%	2
D	68-75%	1
F	Below 67%	0.0 Failure
I	Incomplete	0.0
N*	No Grade Given	0.0
W	Withdraw	0.0
WF	Withdraw Fail	0.0 Failure

In addition, the student must achieve the following:

A final course grade of at least 76%, an average of 76% in the testing portion of the course, and an average of 76% in the graded non-testing portion of the course are required in each course in order to advance in the program.

Spelling of medical terms and medication names can be critical in patient care. Therefore, nursing courses may deduct points for misspelling. See individual syllabi for course policy.

Exception to the above are PASS /FAIL Courses (Quality points = 0):

(P) Pass: See criteria per the specific Syllabus

(F) Fail: See criteria per the Specific Syllabus

(UI) Unauthorized Incomplete: See criteria per the Specific Syllabus

I-Incomplete

Only students who experience unforeseeable emergencies and have supporting documents and are in good class standing at the end of the semester may qualify for receiving an "I" grade. A student receiving a grade of "I" needs to correct any deficiencies no later than the end of the 2nd week of the following semester. An incomplete grade not corrected within a prescribed period will result in an "F" for the class, requiring the student to repeat the course.

W- Withdraw

A student will receive a "W" if he or she withdraws by the end of the sixth week of the session (or by the end of the third week for the half-semester course) regardless of the student's academic status in the course at the time of the withdrawal. No more than two withdrawals per course are permitted. A withdrawal form must be completed by the student and signed by the student and Registrar. Courses, which are marked with a "W," are not included in calculation of the GPA.

WF- Withdraw Fail

The student who has withdrawn from a course, stopped attending or has been dropped from a course by the instructor after the end of the sixth week (or third week for the half-semester course) will receive a grade of "WF" in the course. This grade is equal to the "F" and is calculated for GPA.

UI- Unauthorized Incomplete

Student receives a grade of "UI" when required course assignments or activities or both were insufficient to make a normal evaluation possible.

*N- No Grade Given (effective spring 2014)

This grade indicates a non-punitive grade and is assigned at the discretion of the registrar for a course(s) in which the student has completed a major portion of the course and is in a good academic standing, but has been unable to

complete course requirements, because of financial reasons (non-payment). N is not considered a failing grade for the term in which it is received, and it is not computed in the grade point average (GPA) but will be counted against total credits attempted.

Clinical Grades

Clinical evaluations will reflect individual strengths and needs of the students. A main consideration is safe nursing practice. Students must achieve a grade of “Satisfactory” in order to pass the course. Carelessness, unsafe practice, and unprofessional behavior, may constitute a grade of “Unsatisfactory” at any time during the clinical rotation resulting in the failure of the course.

Readmission Guidelines

Only one readmission may be granted per program.

- A. Students who were terminated for violating the Academic Dishonesty Policy and/or the Code of Conduct will not be readmitted.
- B. Students seeking readmission who were dismissed or terminated for academic reasons only may reapply for the program no earlier than one semester after dismissal and must meet all admission requirements in effect at that time.* Dismissed or terminated students will be held accountable to the curriculum and all program policies in effect for the student cohort into which they are readmitted.

A student who wishes to apply for readmission **must**:

1. Submit a letter of recommendation from the applicant's most recent primary clinical faculty/teaching assistant. For developmental semester students, submit a letter from the Introduction to Nursing Course instructor.
2. Meet all entrance requirements for the Nursing Program as outlined by the most current Student Handbook.
3. Present a petition letter that describes the strategies, behaviors or activities that the student will implement in order to enhance his/her success should he/she be granted readmission to the program.
4. Upload current TB test, CPR card, and any other required documentation via NSST.
5. Ensure medical documents are submitted.
6. Submit a new background check through ATS, if more than one year has lapsed from date of last background check.
7. Meet with the Registrar to obtain a new program of study.

All previously completed classes will be included in the calculation of hours attempted. The readmission will be granted only if the student is able to complete an education program in no more than one and one-half (1.5) times the normal program length to satisfy the Maximum Time Frame Requirements as stated in the Statements of Satisfactory Progress.

Failing one additional course:

A student who was previously terminated from the Nursing Program for academic reasons will be terminated from the program permanently after failing one additional course after readmission.

- C. Students who withdrew will be readmitted subject to all the program policies in effect at the time of seeking readmission. A student who wishes to apply for readmission **must** satisfy 2 through 7 above.

Note for B & C:

1. If more than one year has passed since the last day of attendance, all nursing courses will need to be repeated as well as other courses with less than a "B" grade ("B" includes B-). Students are eligible for an academic "clean slate" starting with the first semester after returning to ATS. Grades from previously taken courses are not included in the calculation of the GPA, nor will previously taken courses be applied against the 150% maximum time frame. However, the courses taken prior to readmission will be listed on the student's transcript. Also see above: B. Failing one additional course.
2. The transfer credits from other institutions and all courses taken at ATS will be re-evaluated for transfer in accordance with ATS transfer policy based on readmission date.

* For **Cleveland** Students the following option is available:

If a student was terminated for academic reasons, the student may be immediately readmitted the semester after termination into the Gateway 0950 course. If this student successfully completes the Gateway 0950 course, he/she will be able to restart nursing courses without readmission requirements 1-7 above in section B.

Graduation Requirements

To qualify for graduation, students must meet the course and credit requirements specified for their curriculum, students must have at least a 2.0 cumulative grade point average, pass a comprehensive exit examination with a score of at least 80% (PN students only) and students must fulfill all of their ATS financial obligations.

Effective with the fall 2013 incoming class, students will need a score of at least 850 on the comprehensive exit examination.

ATS reserves the right to change the exit exam provider and benchmark score.

Academic Success Program's Summary of Exam Techniques*

For Multiple Choice Questions

- A. Be Sure You Know What The Question is Asking
- ◆ Read the entire question carefully.
 - ◆ Read the question TWICE.
 - ◆ Read the stem of the question correctly.
 - ◆ Underline important words.
 - ◆ Try to answer the questions yourself before you look at the answer options.
 - ◆ Create a pool of possible answers (jot down key word(s) for each)
- B. Consider Each Option Carefully
- ◆ Compare answer options given on exam with your own pool of possible answers.
 - ◆ Re-read the question carefully.
 - ◆ Read the answer options carefully underlining key words.
 - ◆ Mark each answer option as either Yes (Y), NO (N), ?, Y?, or N?
 - ◆ Eliminate the distracters and rule them out.
- C. Use Your Knowledge When Choosing the Best Answer
- ◆ Choose your answer based on what you have learned in the course. Example: Choose answer marked true above one marked?
 - ◆ Do not choose an answer just because “it sounds good” if you have not heard of it before (in lecture or textbook)—it may be a cleverly worded distractor.
- D. Use Your Time Wisely
- ◆ Do not spend too long on any one question. (take approximately one minute per question)
 - ◆ Read the question and answer options carefully (twice if necessary).
 - ◆ If you are not sure which choice is correct, guess and mark the question number so you can come back to it if you have time.
 - ◆ Do not be in a hurry to leave. Check your paper to be sure you have answered all questions.
 - ◆ Check carefully for clerical errors (marking wrong answer by mistake).
 - ◆ Read each stem with the answer you have marked to be sure it makes sense.
- E. Do Not Change Your Answers
- ◆ The only time you should change an answer is when you know why the first answer is wrong and/or why the second answer is right.
 - ◆ Never change an answer just because you feel uncertain.

* Adopted from Loma Linda University

II. Summer 2014 Changes

The following changes were implemented for the summer 2014 semester. These changes are in addition to the spring 2014 addendum above for the “Fall 2013 Student Handbook and School Catalogue”:

Graduation Requirements

To qualify for graduation, students must meet the course and credit requirements specified for their curriculum, students must have at least a 2.0 cumulative grade point average, and students must fulfill all of their ATS financial obligations.

In addition for nursing students only: students must pass a comprehensive exit examination (see exit exam requirements) to qualify for graduation.

Student Conduct While Providing Nursing Care

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

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

- (11) A student shall not:
 - (a) Engage in sexual conduct with a patient;
 - (b) Engage in conduct in the course of practice that may reasonably be interpreted as sexual;
 - (c) Engage in any verbal behavior that is seductive or sexually demeaning to a patient;
 - (d) Engage in verbal behavior that may reasonably be interpreted as seductive, or sexually demeaning to a patient.

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

- (12) A student shall not, regardless of whether the contact or verbal behavior is consensual, engage with a patient other than the spouse of the student in any of the following:
 - (a) Sexual contact, as defined in section [2907.01](#) of the Revised Code;
 - (b) Verbal behavior that is sexually demeaning to the patient or may be reasonably interpreted by the patient as sexually demeaning.
- (13) A student shall not self-administer or otherwise take into the body any dangerous drug, as defined in section [4729.01](#) of the Revised Code, in any way not in accordance with a legal, valid prescription issued for the student or self-administer or otherwise take into the body any drug that is a schedule I controlled substance.
- (14) A student shall not habitually or excessively use controlled substances, other habit-forming drugs, or alcohol or other chemical substances to an extent that impairs ability to practice.
- (15) A student shall not have impairment of the ability to practice according to acceptable and prevailing standards of safe nursing care because of the use of drugs, alcohol, or other chemical substances.
- (16) A student shall not have impairment of the ability to practice according to acceptable and prevailing standards of safe nursing care because of a physical or mental disability;
- (17) A student shall not assault or cause harm to a patient or deprive a patient of the means to summon assistance;
- (18) A student shall not misappropriate or attempt to misappropriate money or anything of value by intentional misrepresentation or material deception in the course of practice;
- (19) A student shall not have been adjudicated by a probate court of being mentally ill or mentally incompetent, unless restored to competency by the court.
- (20) A student shall not aid and abet a person in that person's practice of nursing without a license, practice as a dialysis technician without a certificate issued by the board, or administration of medications as a medication aide without a certificate issued by the board.
- (21) A student shall not prescribe any drug or device to perform or induce an abortion, or otherwise perform or induce an abortion;
- (22) A student shall not assist suicide as defined in section [3795.01](#) of the Revised Code.
- (23) A student shall not submit or cause to be submitted any false, misleading or deceptive statements, information, or document to the nursing program, its administrators, faculty, teaching assistants, preceptors, or to the board.
- (24) A student shall maintain the confidentiality of patient information. The student shall communicate patient information with other members of the health care team for health care purposes only, shall access patient information only for purposes of patient care or for otherwise fulfilling the student's assigned clinical responsibilities, and shall not disseminate patient information for purposes other than patient care or for otherwise fulfilling the student's assigned clinical responsibilities through social media, texting, emailing or any other form of communication.
- (25) To the maximum extent feasible, identifiable patient health care information shall not be disclosed by a student unless the patient has consented to the disclosure of identifiable patient health care information. A student shall report individually identifiable patient information without written consent in limited circumstances only and in accordance with an authorized law, rule, or other recognized legal authority.
- (26) For purposes of paragraphs (C)(5), (C)(6), (C)(9), (C)(10), (C)(11) and (C)(12) of this rule, a student shall not use social media, texting, emailing, or other forms of communication with, or about a patient, for non-health care purposes or for purposes other than fulfilling the student's assigned clinical responsibilities.

Disciplinary process of student misconduct while providing nursing care

Any student found to be in violation of the expected conduct while providing nursing care will result in written warning, disciplinary probation, disciplinary suspension, or disciplinary dismissal from the program. Any action taken depends upon the nature of the offense and the merits of the individual case.

Violations of any expectations listed under the Student Clinical Accountability Expectations Form signed at the beginning of each nursing course may result in immediate suspension from the clinical and dismissal from the program without appeal.

Performance of any nursing skill, procedure or passing any medication without the presence of the clinical instructor and/or obtaining guidance of the clinical instructor will result in immediate dismissal from the program without appeal.

Corrective action

Refer to Corrective Action under Student Conduct.

Students will retain full academic status until the Nursing Programs Administrator has made a decision regarding the disciplinary action. If the Nursing Programs Administrator deems it necessary then immediate disciplinary action may be taken.

Medical Record Policy

Students are required to have up to date medical records and CPR at all times while enrolled at ATS. Students are responsible for keeping all immunizations, TPD testing, physical exam, medical insurance and CPR current. Students, with expired medical records, will be removed from classes until the requirements are met. Clinical policy for medical records continues to apply.

Compromised Test Policy

If an instructor thinks that a test has been compromised by any factor at any point in time during the semester, that instructor has the right to retest the entire class of students with a comparable testing method. This includes standardized testing.

Illness/Injury Policy

Prior to returning to clinical, a student who had an illness or injury or other circumstance(s) that results in either a physical or psychological limitation while in the nursing program, the student is required to submit to the clinical faculty, a documented medical release from a physician. This release will be placed in the student's file. The student is responsible for any expense incurred to obtain this documentation. *In the event that a physician places limitations on the student's ability to perform nursing care activities, such activities will be restricted accordingly. In addition, the rules and regulations of the affiliating agency will prevail in determining whether a student who has limitations imposed by the physician can participate in the clinical experience.* Every attempt will be made by the nursing faculty to accommodate make-up days necessary for student success in the clinical area. Every missed clinical day must be made up by the end of the semester.

Students who become ill in the classroom/lab setting will be sent home by the faculty member or transported to the nearest medical facility by EMS. If the student defers, the student may sign a release form stating refusal and arrange for their own transportation.

Students who become ill in the clinical area will be sent home after reporting to the clinical instructor or transported to the emergency room if in a hospital or transported by EMS if in a non-hospital setting.

Procedure for both the classroom and clinical settings:

The faculty member may send students who arrive for class ill home when any of the following conditions are present:

1. Any sneezing and or coughing accompanied by an elevated temperature.
2. Vomiting.
3. (Clinical Only) Any other illness banned by the clinical agency especially in maternity and pediatric areas.

EMS will be called for all students who:

1. Faint.
2. Complain of chest pain.
3. Vomit blood.
4. Suffer any injury requiring sutures.
5. Are splashed with any toxic substance especially in the eyes.

If a student becomes gravely ill and/or has an emergency illness that makes them incapacitated or unable to be mobile without assistance, faculty must call 911 or EMS or the student's emergency contact depending on the nature of the illness. **Under no circumstance should faculty or another student transport the sick student to the emergency room or home.** ATS staff should not offer medical treatment.

Homework Policy

- For each course lecture hour, 2 hours of homework are required.
- Homework assignments will be graded and have a point value.
- Homework must be submitted by due date, and will be returned to students by identified date. Zero (“0”) points will be assigned for homework not submitted on the announced due date.
- Homework assignments are located in the tracking calendar or under “Guidelines for Homework Assignments” in the syllabus.

Late Assignment Policy

Late Assignments are no longer accepted. See Homework Policy.

Readmission Guidelines

Only one readmission may be granted per program.

- D. Students who were terminated for violating the Academic Dishonesty Policy and/or the Code of Conduct will not be readmitted.
- E. Students seeking readmission who were dismissed or terminated for academic reasons may reapply for the program, however, these students must meet all admission requirements in effect at that time.* Dismissed or terminated students will be held accountable to the curriculum and all program policies in effect for the student cohort into which they are readmitted.

A student who wishes to apply for readmission **must**:

8. Submit a letter of recommendation from the applicant’s most recent primary clinical faculty/teaching assistant. For developmental semester students, submit a letter from the Introduction to Nursing Course instructor.
9. Meet all entrance requirements for the Nursing Program as outlined by the most current Student Handbook.
10. Present a petition letter that describes the strategies, behaviors or activities that the student will implement in order to enhance his/her success should he/she be granted readmission to the program.
11. Upload current TB test, CPR card, and any other required documentation via NSST.
12. Ensure medical documents are submitted.
13. Submit a new background check through ATS, if more than one year has lapsed from date of last background check.
14. Meet with the Registrar to obtain a new program of study.

All previously completed classes will be included in the calculation of hours attempted. The readmission will be granted only if the student is able to complete an education program in no more than one and one-half (1.5) times the normal program length to satisfy the Maximum Time Frame Requirements as stated in the Statements of Satisfactory Progress.

Failing one additional course:

A student who was previously terminated from the Nursing Program for academic reasons will be terminated from the program permanently after failing one additional course after readmission.

- F. Students who withdrew will be readmitted subject to all the program policies in effect at the time of seeking readmission. A student who wishes to apply for readmission **must** satisfy 2 through 7 above.

Note for B & C:

3. If more than one year has passed since the last day of attendance, all nursing courses will need to be repeated as well as other courses with less than a “B” grade (“B” includes B-). Students are eligible for an academic “clean slate” starting with the first semester after returning to ATS. Grades from previously taken courses are not included in the calculation of the GPA, nor will previously taken courses be applied against the 150% maximum time frame. However, the courses taken prior to readmission will be listed on the student’s transcript. Also see above: B. Failing one additional course.
4. The transfer credits from other institutions and all courses taken at ATS will be re-evaluated for transfer in accordance with ATS transfer policy based on readmission date.

* For **Cleveland** Students the following option is available:

If a student was terminated for academic reasons, the student may be immediately readmitted the semester after termination into the Gateway 0950 course. If this student successfully completes the Gateway 0950 course, he/she will be able to restart nursing courses without readmission requirements 1-7 above in section B.

Tuition and Fees¹

ESL for Professionals TUTION AND FEES

Registration Fee	\$50.00
Tuition (per payment period- 450 hours, 23 weeks)	\$2,775.00

ESL for Professionals TUTION AND FEES

Registration Fee	\$50.00
Tuition (per payment period- 450 hours, 23 weeks)	\$2,775.00
Tuition (per payment period- 300 hours, 15 weeks)	\$1,850.00

PN TUTION & FEES

SEMESTER REGISTRATION FEE	\$50.00	Each semester
TUTION Per Credit Hour	\$310.00	
COMPUTER LAB	\$80.00	Each semester
ID BADGE REPLACEMENT	\$25.00	
APPLICATION FEE	\$30.00	
MY FOUNDATION LAB	\$66.00	
NCLEX MATERIALS	\$53.00	
MALPRACTICE INSURANCE	\$40.00	(1 st & 4 th semesters – once a year charge)
DRUG TESTING FEE	\$40.00	During semesters when taking Clinicals
GRADUATION FEE	\$85.00	(semester of graduation – no credit for not participating)
TESTING⁴		
HESI Testing Fee ²	\$107.00	First 3 Semesters

COURSE FEES³:

DEV0910	\$30.00	Gateway Development
DEV0920	\$30.00	Gateway 1
DEV0930	\$30.00	Gateway 2
DEV0940	\$30.00	Gateway 3
DEV0950	\$450.00	Gateway
NUR1014	\$280.00	Nursing Fundamentals
NUR1026	140.00	Nursing Care of the Adult
NUR1023	\$70.00	Nursing of the Family
NUR1024	\$175.00	Geriatric/Mental Health Nursing
NUR1030	\$250.00	Role Development
BIO0910	\$25.00	Science Concepts for Health Care Workers

¹ In accordance with the student enrollment agreement, any changes to the fees will be effective following the fee change announcement for non-first semester students.

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

³ Course fees are subject to change.

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

Certificate of Completion – Cleveland Students

Certificate of Completion will be sent to the Ohio Board of Nursing no later than the end of the 4th week after completing all requirements for the program including payment of financial obligations and getting the clearance Checklist forms completed. (Forms available at the Registrar's office.)

In addition for students starting summer 2013:

If a student submits a completed End of Program Checklist more than 6 months after graduation, the student must:

1. show evidence of having taken a formal NCLEX-PN preparation class within the last four weeks prior to checklist submission
2. take and pass a standardized NCLEX-PN test chosen by ATS

Then the Certificate of Completion will be sent to the Board of Nursing.

High School Requirements

The policy of the school is to accept students who, as a minimum, have graduated from high school or obtained a GED certificate.

Acceptable documentation of high school graduation or its equivalency may include:

- a copy of an official high school transcript or diploma,
- GED transcript or certificate,
- copy of associate's, bachelor's, master's, or doctorate degree from an accredited college or university or official transcript indicating the same,
- official college transcript indicating the basis of the applicant's admission into the college program as being high school graduation
- for students completing high school in a foreign country, who are unable to produce a copy of their diploma, ATS form " Affidavit of Student's Graduation from a Foreign High School" completed in English
- copy of a fully completed Department of Defense form DD-214 indicating that the applicant completed high school prior to or during his/her armed forces service
- for homeschooled individuals, the superintendent of schools of the district in which the student is homeschooled must certify in writing on official letterhead that the student's program was substantially equivalent to a four-year high school program.
- Effective for the fall 2014 enrollment, graduation from Non-Chartered Non-Tax supported high schools is NOT considered documentation for entrance into programs unless school is recognized or accredited with the respective state's Department of Education at the time of graduation.
- Effective for the fall 2014 enrollment, graduation from an on-line high school is NOT considered documentation for entrance into programs unless school is recognized or accredited with the respective state's Department of Education at the time of graduation.

General Information for Entrance

ATS encourages applicants to schedule a personal interview with the admissions department. The interview establishes the level of the program needed by the individual and provides an opportunity for the applicant to ask any questions he or she may have about the school.

Only those applicants who have an informed interest in a program of study and who are dedicated to finding employment in the related field upon completion of the program should consider registering for a program. It is the responsibility of the applicant to ensure that work schedules or other commitments do not conflict with his/her class/clinical hours.

All candidates for admission to ATS are considered on individual merits, without discrimination on the basis of age, creed, national or ethnic origin, race, color, sex, marital status, handicap, political affiliations or beliefs. It is the student's responsibility to make any disability known to the Program Administrator.

Credit Transfer Guidelines

Courses requested for transfer must be completed with a minimum grade of "B-" to satisfy the competency. Course/credits must be compatible with the course/credits equivalent at ATS.

Practical Nursing Program - Cleveland

Diploma Awarded: Practical Nursing Diploma

Length of Program: Three (3) 15 week semesters

Credit Hours: 51

Program Descriptions

The Practical Nursing Program is designed to prepare the student for the role of a Licensed Practical Nurse who is able to function interdependently with colleagues in a variety of health care settings, including acute care hospitals, long-term care facilities, and community based agencies. The program is based on nursing concepts and skills, which enable the nurse to contribute to health promotion, maintenance, and restoration of clients across the lifespan.

Program Outcomes

Upon completion of the Practical Nursing Program, graduates will be prepared to:

1. Deliver competent holistic nursing care to persons of all ages in a variety of structured health care settings within the scope of practice for the Licensed Practical Nurse.
2. Apply knowledge from the physical, biological, psychosocial, and nursing sciences in performance of nursing care.
3. Utilize a caring approach in establishing effective interpersonal relationships with clients and families.
4. Collaborate appropriately with other members of the health team.
5. Contribute to the nursing process utilizing critical thinking skills.
6. Safely perform nursing skills.
7. Meet the teaching needs of clients and families in structured settings.
8. Calculate and administer medications to clients accurately and safely.
9. Utilize appropriate verbal and written communication to convey and record client data.
10. Consider cultural diversity and developmental age when providing appropriate care.
11. Demonstrate ability to manage or delegate responsibility when directed.
12. Assume entry-level positions in Practical Nursing.
13. Contribute to promoting, maintaining and restoring health to clients in need.
14. Demonstrate basic computer technology skills to organize and communicate data.
15. Explore all current issues and trends including legal and licensure aspects of practical nursing.

Career Information

After completion of the Practical Nursing Program of Study, the student is eligible to apply for licensure as a Practical Nurse by taking the NCLEX-PN. Licensed Practical Nurses (L.P.N.) are employed in acute care, long-term care, and community-based health care agencies under the direction of a Registered Nurse. Practical Nurses function within their legal scope of practice, and use professional standards of care in illness care and health promotion activities for clients and families across the lifespan.

Program of Study for Practical Nursing - Cleveland

(In effect Summer 2014 Semester)

First Semester		Credits
BIO1007	A & P I	3
ENG1010	English Composition	3
INT1102	Introduction to Nursing Profession	1
LLC1001	Success Strategies	0
MAT1002	Applied Math	2
NUR1113	Nursing Fundamentals	8.5
Second Semester		
BIO1008	A & P II	3
NUR1118	Pharmacology	4

NUR1123	Nursing of the Family	4
NUR1124	Geriatric/Mental Health Nursing	5
PSY1012	Development across the Lifespan	3
Third Semester		
NUR1125	Nursing Care of the Adult	11.5
NUR1129	Nursing Trends and Issues	1
NUR1130	Role Development	2
Total		51

Course Descriptions for Practical Nursing Curriculum - Cleveland

Definitions:

Prerequisite courses are the courses that must be taken prior to the course in question.

Co-requisite courses are courses that must be taken prior to or at the same time to the course in question.

BIO1007 A & P I

3 credits

This is the first course in the series that studies the structure and function of the human body using the integrating principle of homeostasis. Organization of the human body, biological chemistry, cells, tissues, and some organ systems are discussed. Deeper coverage of the following organ systems/ topics is emphasized: blood, circulatory, lymphatic, reproductive, immunity and digestive including: nutrition & metabolism. This course also includes additional clock hours outside of the classroom that will include, but is not limited to hands-on biology model making, interpretive essays of stories, descriptive essays creating the story of digestion.

Prerequisites: Placement through English & Math ACCUPLACER and Science Placement Exam or completion of all developmental coursework

ENG1010 English Composition

3 credits

Students will read texts of various genres and styles and learn to reflect on the readings. Comprehensive critical reading will encourage students to express their own ideas clearly and coherently. Group discussions and in-class presentations will allow the students to develop their comprehension and critical thinking skills, articulate their inferences, and refine their own ideas for writing assignments. Students will learn writing methods and strategies: finding and narrowing the topic, generating ideas, identifying and stating the main idea, organizing a paragraph, revising and editing. Students will learn and practice different rhetorical types of writing: description, narration, comparison and contrast, cause and effect, process analysis, and argument. Students will use computers and APA format to document their assignments. This course includes additional clock hours outside the classroom.

Prerequisites: Placement through ACCUPLACER exam, completion of English developmental course work or permission of the instructor.

INT1102 Introduction to Nursing Profession

1 credits

This course is designed to introduce the beginning nursing student to the profession of nursing. Topics include: therapeutic communication, professionalism, nursing process, and legal and ethical considerations. The organizing theme of the school is presented. A historical perspective of nursing is given to develop a sense of ownership for the nursing profession. In addition this course involves the study of word origin and structure through the introduction of prefixes, suffixes, root words, plurals, abbreviations and symbols, surgical procedures, medical specialties, and diagnostic procedures. Most terms are arranged by body system. This course includes additional clock hours outside the classroom.

Prerequisite: None

LLC1001 Success Strategies

Pass/Fail

This course is designed to introduce the newly enrolled ATS student to the student role, resources, and strategies to enhance success in college. The student will learn professionalism required for the academic and professional roles, resources necessary for optimal performance as a nursing student, and personal skills such as time management and studying based on individual learning style. This course includes additional clock hours outside the classroom.

Prerequisites: None

MAT1002 Applied Math

2 credits

This course provides the beginning student with basic math skills required to calculate drug dosages. This course covers basic computational math and high school algebra, including but not limited to percentage, ratios, proportions, measurements, and rational numbers. Students are shown many methods to sharpen their math skills and are provided multiple opportunities to practice those skills. Refreshing their knowledge of learned math will be important part of the course. This course includes additional clock hours outside the classroom.

Prerequisite: MAT0910 or placement through ACCUPLACER exam or permission from faculty.

NUR1113 Nursing Fundamentals

8.5 credits

This course provides the student with fundamental nursing concepts and skills required to administer nursing care, including medications, to a variety of adult clients while applying Jean Watson's Theory of Caring. The student is introduced to the concepts of communications, nursing process, safety and infection control practice, IV therapy, and safe and effective care while using the clinical judgment and evidence-based practice. This course focuses on subjective and objective data collection from clients. Caring, communication, and clinical judgment while using evidence-based practice principles are discussed and utilized. Laboratory experience provides the opportunity to practice data collection, documentation, IV's, and health promotion and maintenance appropriate to the LPN scope of practice. Medical terminology, nursing documentation, and nutrition are incorporated into the course, as are concepts of microbiology. In addition to classroom discussion, small group laboratory experiences provide the student opportunity to learn basic skills, demonstrate skill competency. This course includes additional clock hours outside the classroom.

Prerequisites: Placement through English & Math ACCUPLACER and Science Placement Exam or completion of all developmental coursework

Co-requisite: INT1102, ENG1010, BIO1007 (INT1002)

PSY1012 Development across the Lifespan

3 credits

This course provides a study of the normal developmental processes of the human person throughout the lifespan. It includes all aspects of development: physical, psychological, cognitive, social, and moral. This course includes additional clock hours outside the classroom.

Prerequisites: None

BIO1008 A & P II

3 credits

This is the second course in the series to continue the elementary study of human anatomy and physiology. Integration of structure and function in light of homeostasis is emphasized. In depth coverage of the following organ systems/topics is discussed: nervous, senses, integumentary, bones, muscles, endocrine, respiratory, urinary, as well as fluid/electrolyte and acid/base physiology. This course also includes additional clock hours outside of the classroom.

Co-requisite: BIO1007

NUR1118 Pharmacology

4 credits

This course provides the Practical Nursing student with content relevant to the use and administration of drugs in nursing practice. It includes information about drug classifications and pharmacokinetics. Variations across the lifespan are considered. Students learn the importance of drug actions, interactions, side effects and nursing implications. Students learn the components of patient teaching and assisting in patient self-administration of drugs. The course will include outside clock hours that will include but is not limited to development of teaching materials for clients, drug cards, online practice NCLEX questions, and drug interview.

Prerequisites: MAT1002, NUR1113, BIO1007, ENG1010 (INT1002, NUR1013)

Co-requisite: BIO1008

NUR1124 Geriatric/Mental Health Nursing

5 credits

This course focuses on nursing care of the older adult and clients with mental health issues. Emphasis is placed on the role of the Licensed Practical Nurse and his/her contribution to the nursing process in meeting the physiological, psychosocial, cultural, and spiritual needs of older adult clients, mental health clients, and their families. Application of clinical judgment and a caring manner are used in nursing care delivery, coordination, collaboration, and documentation. Clinical experience is a component of this course. This course also includes additional clock hour assignments outside of the classroom that include, but are not limited to, creating a nutritional chart, conducting client interviews, writing reflection journals, and working on a group project to develop and present a body system as it relates to age-related changes, in the older adult.

Prerequisite: NUR1113, INT1102, ENG1010, BIO1007 (INT1002, NUR1013)

Co-requisite: BIO1008, NUR1118

NUR1123 Nursing of the Family**4 credits**

This course focuses on maternity and pediatric nursing care to include the woman and her family during the maternity cycle, and children from birth through adolescence. The nurse's teaching, caring, communication and clinical judgment roles are discussed and utilized with application to the nursing process as appropriate to the Licensed Practical Nurse's scope of practice. The care of families experiencing issues of psychological, cultural, and spiritual needs is explored. Clinical experiences are provided in a variety of setting. This course will include outside clock hours.

Prerequisites: NUR1113, INT1102, ENG 1010, BIO1007 or as a co-requisite (NUR1013, NUR1020, NUR1022)

Co-requisite: NUR 1118, BIO1008

NUR1125 Nursing Care of the Adult**11.5 credits**

This course's emphasis is placed on the role of the Licensed Practical Nurse's utilization of the nursing process to meet the physiological, psychosocial, cultural and spiritual needs of adult clients and their families. Clinical experience is provided to enable the student to perform appropriate nursing interventions utilizing clinical judgment skills within the scope of practice of the Licensed Practical Nurse as defined by the Board of Nursing of the State of Ohio. This course includes additional clock hours outside the classroom.

Prerequisite: NUR 1113, NUR1118, NUR1123, NUR1124, BIO1008 or as a co-requisite (NUR1020, NUR1022, NUR1018, BIO1007)

Co-requisite: NUR1130

NUR1129 Nursing Trends and Issues**1 credit**

This course allows the student to gain enhanced understanding of the current issues and trends in nursing practice.

Topics covered include: culture and spirituality in client care, leadership skills, the health care team, and ethical and legal issues in nursing. Emphasis is placed on the scope of practice of the Licensed Practical Nurse as defined by Ohio law, delegation issues, and the responsibilities of maintaining licensure. This course will include outside clock hours.

Prerequisite: NUR1113, ENG 1010, INT1102 (NUR1020)

NUR1130 Role Development**2 credits**

Students will examine challenges in today's workplace. They will learn about entrance into their profession including NCLEX Exam, employment, and Professional Nursing Organizations. NCLEX test taking strategy coaching will also be included in this course. This course will include outside clock hours.

Prerequisite: Graduating Student

Co-requisite: NUR1125