

MDT College of Health Sciences, Inc.

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STUDENT HANDBOOK and School Catalogue Addendum

*Summer 2015
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 2015 Changes for incoming students.....</i>	<i>3</i>
Readmission Guidelines.....	3
Progression and Retention in the Program	3
Practical Nursing Program	3
<i>II. Spring 2015 Changes for incoming students and current students.....</i>	<i>4</i>
School Name Change	4
Exit Examination Score Determination	4
Medical Record Policy	4
Clinical Requirements	4
HESI Policy	5
Attendance Policy.....	6
Leave of Absence.....	6
Tuition and Fees ¹	7
<i>III. Summer 2015 Changes for incoming students</i>	<i>8</i>
1. Score Determination on Placement Examination	8
2. Progression and Retention in the Program.....	8
3. Practical Nursing Program	8
4. Developmental Courses	8
5. Tuition and Fees	9
<i>IV. Summer 2015 Changes for incoming students and current students</i>	<i>10</i>
1. Practical Nursing Program	10
2. Student Maternity Policy	10

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.

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:

BIO1007 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.

NUR1129 Prerequisite: Completion of Reading Comprehension development course work or placement through Accuplacer, INT1102

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.

School Name Change

MDT College of Health Sciences, Inc. dba ATS Institute of Technology will now be known as MDT College of Health Sciences, Inc.

Exit Examination Score Determination

The HESI Comprehensive Predictor is a standardized test that assesses the students’ preparedness for the NCLEX-PN. Acceptable performance is 850 or higher.

The school reserves the right to change the exit exam provider.

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).

HESI Policy

The HESI policy is effective fall 2013 for incoming Cleveland nursing students.

HESI End of Course Examination (EOC)

The HESI End of Course Examinations are standardized tests that examine students in specific school courses. The courses are: Fundamentals of Nursing, Nursing Care of the Adult, Pharmacology, Geriatric/Mental Health Nursing, and Nursing of the Family (Maternity 7.5 weeks and Children 7.5 weeks). 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. (See HESI Grading Policy for grading rubric) 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. See Exit Exam Score Determination.

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 the 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 and Role Development giving them one final opportunity to pass the exit examination

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 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	
MY FOUNDATION LAB	\$66.00	
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NCLEX MATERIALS	\$53.00	
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MALPRACTICE INSURANCE	\$40.00	(1 st & 4 th semesters – once a year charge)
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DRUG TESTING FEE	\$40.00	During semesters when taking Clinicals
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GRADUATION FEE	\$85.00	(semester of graduation – no credit for not participating)
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TESTING⁴		
HESI Testing Fee ²	\$107.00	First 3 Semesters

COURSE FEES³:

DEV0910	\$30.00	Gateway
NUR1113	\$280.00	Nursing Fundamentals
NUR1125	140.00	Nursing Care of the Adult
NUR1123	\$70.00	Nursing of the Family
NUR1124	\$175.00	Geriatric/Mental Health Nursing
NUR1130	\$250.00	Role Development
BIO0920	\$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 or end of course exams. If a student needs more than 2 exams it will cost the student an additional \$42.00 per exam.

³ Course fees are subject to change.

⁴ Testing fees will 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. Progression and Retention in the Program

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

Repeating College Level Courses

These classes will not be eligible for financial aid.

3. Practical Nursing Program

The following was updated within the policy:

BIO1007 Prerequisites: Placement through ACCUPLACER exam or completion of Reading Comprehension developmental course work and Science Placement Exam or completion of developmental Science course work

4. 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

5. Tuition and Fees

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	\$338.69	
COMPUTER LAB	\$95.00	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	\$118.00	First 3 Semesters

COURSE FEES³:

DEV0910	\$30.00	Gateway
NUR1113	\$280.00	Nursing Fundamentals
NUR1125	140.00	Nursing Care of the Adult
NUR1123	\$70.00	Nursing of the Family
NUR1124	\$175.00	Geriatric/Mental Health Nursing
NUR1130	\$295.00	Role Development
BIO0930	\$25.00	Human Biology

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

³ Course fees are subject to change.

⁴ Testing fees will 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. Practical Nursing Program

The following section was updated within the policy:

NUR1124 Geriatric/Mental Health Nursing

5 credits

This course utilizes Jean Watson’s Theory of Caring to focus 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 patients, and mental health patients. Application of clinical judgment and a caring manner are used in nursing care delivery, coordination, collaboration, and documentation. Clinical experience is a component. This course also includes additional clock hour assignments outside of the classroom.

Prerequisite: NUR1113, INT1102, ENG1005, BIO1007

Co-requisite: BIO1008, NUR1118

(BIO1007 may be a co-requisite with special permission from Nursing Programs Administrator)

2. Student Maternity Policy

If a student is pregnant or is within the six-week postpartum period, she may continue to attend classroom courses at school 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.