



**MDT College of Health Sciences, Inc.  
dba ATS Institute of Technology**  
[www.atsinstitute.edu](http://www.atsinstitute.edu)

**STUDENT HANDBOOK**  
and  
**School Catalogue**

*Summer 2014  
Chicago Addendum*

**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*

<b><i>I. Fall 2013 Changes.....</i></b>	<b><i>4</i></b>
Admission Procedures for Nursing Students .....	4
ATI Policy .....	6
ATI Support Seminar Course Descriptions .....	8
Preparing for End of Course (EOC) ATI Level Examination .....	9
Chicago ATI Policy Flow Chart .....	10
Credit Transfer Guidelines .....	13
Tuition and Fees .....	14
<b><i>II. Spring 2014 Changes .....</i></b>	<b><i>15</i></b>
Admission Requirements for the Practical Nursing Program: .....	15
Honors.....	15
Transcript Request .....	16
Disruptive Behavior Policy.....	16
Graduation Requirements .....	18
Course Grading and Quality Points in Nursing Programs .....	18
Readmission Guidelines.....	20
Credit Transfer Guidelines .....	20
Academic Success Program's Summary of Exam Techniques * .....	21
Steps for Success .....	22
<b><i>III. Summer 2014 Changes .....</i></b>	<b><i>23</i></b>
1. Graduation Requirements.....	23
2. Student Conduct While Providing Nursing Care .....	23
3. Medical Record Policy .....	25
4. Compromised Test Policy .....	25
5. Illness/Injury Policy .....	25
6. Homework Policy .....	26
7. Late Assignment Policy.....	26
8. Readmission Guidelines .....	26
9. Tuition and Fees.....	27
10. Final Step for IL BON Application Signature .....	28
11. High School Requirements .....	28
12. General Information for Entrance .....	29
13. Entrance Exam .....	29
14. Attendance Policy .....	29

15.	HESI Policy .....	30
16.	Practical Nursing Program.....	31

## ***I. Fall 2013 Changes***

The following changes were implemented for the fall 2013 semester for the “Fall 2013 Student Handbook and School Catalogue”:

### ***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](http://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)

## **ATI Policy**

### ATI End-of-Course Examinations (EOC)

The ATI 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 I and II, Pharmacology I and II, Geriatric/Mental Health Nursing, Maternity Nursing, Nursing of Children, Nursing Trends and Issues, and Anatomy and Physiology with Lab I and II. These proctored/secure examinations are given in week 13 or 14 for 15 week courses and 6<sup>th</sup> week in 7 week courses. Acceptable performance is achieving a Level 2 or above on all tests except for Adult I and Pharmacology I where the benchmark is 50%. Unsecured tests may be used during the course to prepare the student for the End-of-Course Examination.

If a Level 2 is not achieved with the first attempt, the student may take the EOC a second time one week later with proof of study in preparation for the EOC. The second attempt must be completed by the end of the second week of the new semester. If a Level 2 is not achieved with the second attempt, the student must complete successfully NUR0930, or NUR0931 – ATI Support Seminar I (for the Fundamental course), or II (for the second nursing semester courses) before the third attempt. The third attempt must be completed one week after finishing NUR0930 or NUR0931. Students who fail the NUR0930(1) – ATI Support Seminar I or II will be required to repeat it and be prevented from moving to the next semester sequence and taking the EOC a third time until NUR0930(1) is completed successfully. Only two attempts of each of NUR0930(1) can be allowed. Students who take and fail the second NUR0930(1) course(s) will be dismissed from the program. Students, who pass the NUR0930(1) – ATI Support Seminar I or II but fail the EOC for the third time, will be required to complete the ATI focused review (remediation) under the guidance of a nursing faculty member by the end of the semester or will be dismissed from the program. The nursing faculty member will inform the Nursing Programs Administrator when he/she believes the student has learned the content of the particular EOC.

3<sup>rd</sup> semester nursing courses: Students who fail the second attempt of an EOC after completion of the last semester will be required to:

- repeat the corresponding course
- repeat NUR1030 - Nursing Seminar and
- complete ATI remediation before retaking the EOC exam to reach Level 2

### Comprehensive Exit Examination

The ATI 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 ATI End-of-Course examinations or appropriate remediation. Acceptable performance is 80% or higher. If the benchmark score is not met after the first attempt, the student must set up an individualized remediation plan, be required to take and pass the NUR0940 – Nursing Exit Seminar course and attend a live review course before the second attempt is made for the ATI Predictor examination.

Students who fail NUR0940 at this point will be dismissed from the program. If the ATI benchmark score is not met after the second attempt, the student must revise their individualized remediation plan and attend weekly testing sessions as assigned by instructor before another attempt is made for the ATI Predictor or another standardized predictor examination. If the student is not successful on the third attempt, he/she is required to retake and pass the NUR0940 – Nursing Exit Seminar course and attend an outside live review. Students who fail the NUR0940 – Nursing Exit Seminar for the second time will be dismissed from the program. If a student fails the fourth attempt, he/she will be dismissed from the program. Students must finish ATI focused review within two semesters from the completion of required courses or will be dismissed from the program.

### Proficiency Level Definitions

- *Proficiency Level 3:* Students are likely to succeed on the NCLEX-PN in the content area. Students are encouraged to continue reviewing to improve/maintain their knowledge. **No remediation is necessary.**
- *Proficiency Level 2:* Students are fairly certain to succeed on the NCLEX-PN in the content area. Students are encouraged to continue focused review in order to improve their knowledge. **No remediation is necessary.**

- *Proficiency Level 1:* Students may possibly succeed on the NCLEX-PN in the content area. Students are to develop and complete a rigorous focused review plan in order to achieve a stronger grasp of the content. **Remediation is required.** It is highly recommended that the student work directly with a nursing faculty member during remediation.
- *Proficiency Level 0:* Students need a thorough review of the content area. Students must develop and complete a rigorous focused review plan in order to retain and apply the content. **Remediation under the guidance of a nursing faculty member is required.**

#### Other ATI Resources

Nurse Logic and Critical Thinking examinations will be used to enable the student to prepare to be an adult learner. The Success Strategies and Introduction to the Nursing Profession courses will implement these tests.

Drug Test calculation and Pharmacology Made Easy are the part of the available ATI resources and will be used during nursing courses in accordance with the syllabi requirements.

#### Grading

No more than 10% of the total points in the testing portion of the course can be earned through ATI proctored examinations. No more than 10% of the total points in the graded non-testing portion of the course can be from ATI resources. See individual syllabi on how the ATI program is implemented specifically in the course.

## ***ATI Support Seminar Course Descriptions***

### **NUR0930 ATI Support Seminar (I)**

0 credits

This is a required course for any student who fails the Nursing Fundamentals End-of-Course examination twice. An individual focused plan of remediation will be developed by the student and faculty coach. Class will incorporate various strategies and test taking techniques to maximize opportunities for success. Completion of the seminar will occur when the student reaches the course examination's established benchmark.

### **NUR0931 ATI Support Seminar (II)**

0 credits

This is a required course for any student who fails any 2<sup>nd</sup> nursing semester End-of-Course examination twice. An individual focused plan of remediation will be developed by the student and faculty coach. Class will incorporate various strategies and test taking techniques to maximize opportunities for success. Completion of the seminar will occur when the student reaches the course examination's established benchmark.

### **NUR0940 Nursing Exit Seminar**

0 credits

This is a required course for any student who fails the Comprehensive Exit Examination the first time. An individual focused plan of remediation will be developed by the student and faculty coach. Class will incorporate various strategies and test taking techniques to maximize opportunities for success. Completion of the seminar will occur when the student reaches the course examination's established benchmark. This course may be repeated once only.



## ***Preparing for End of Course (EOC) ATI Level Examination***

These are a few tips on how to prepare for and be successful on ATI examinations.

- **Practice all online ATI questions more frequently**  
Use at least one hour per day. Finish each practice examination in a timely manner. For example, if the practice examination is 150 questions and you use one hour per day, you should finish the examination in three consecutive days at most.
- Do not try to memorize the answers; rather, actively seek out the information in your textbook.
- Use the assigned ATI book/e-version to study the content materials.
- Set aside at least one hour a day to study the content materials.
- Remember that just like the NCLEX-PN examination, the focus is on the patient and not on how you feel about the patient. You are one nurse and one patient. The focus is on patient safety.
- Read the entire question once but only the question.
- Reinterpret the question to identify the **core issue/hint**. Do not add or subtract from the question.
- The priority is patient safety. Pay attention to words like “**first, initial, next**”. This is telling you **first among equals**.
- On delegation to CNA/UAP, ask yourself “Does the task require five weeks of training to be competent?” If the answer is **NO**, then it is the wrong task to be delegated. Keys to delegation:
  1. Is the patient unstable?
  2. Does it require monitoring for possible complications?
  3. Is any teaching involved?

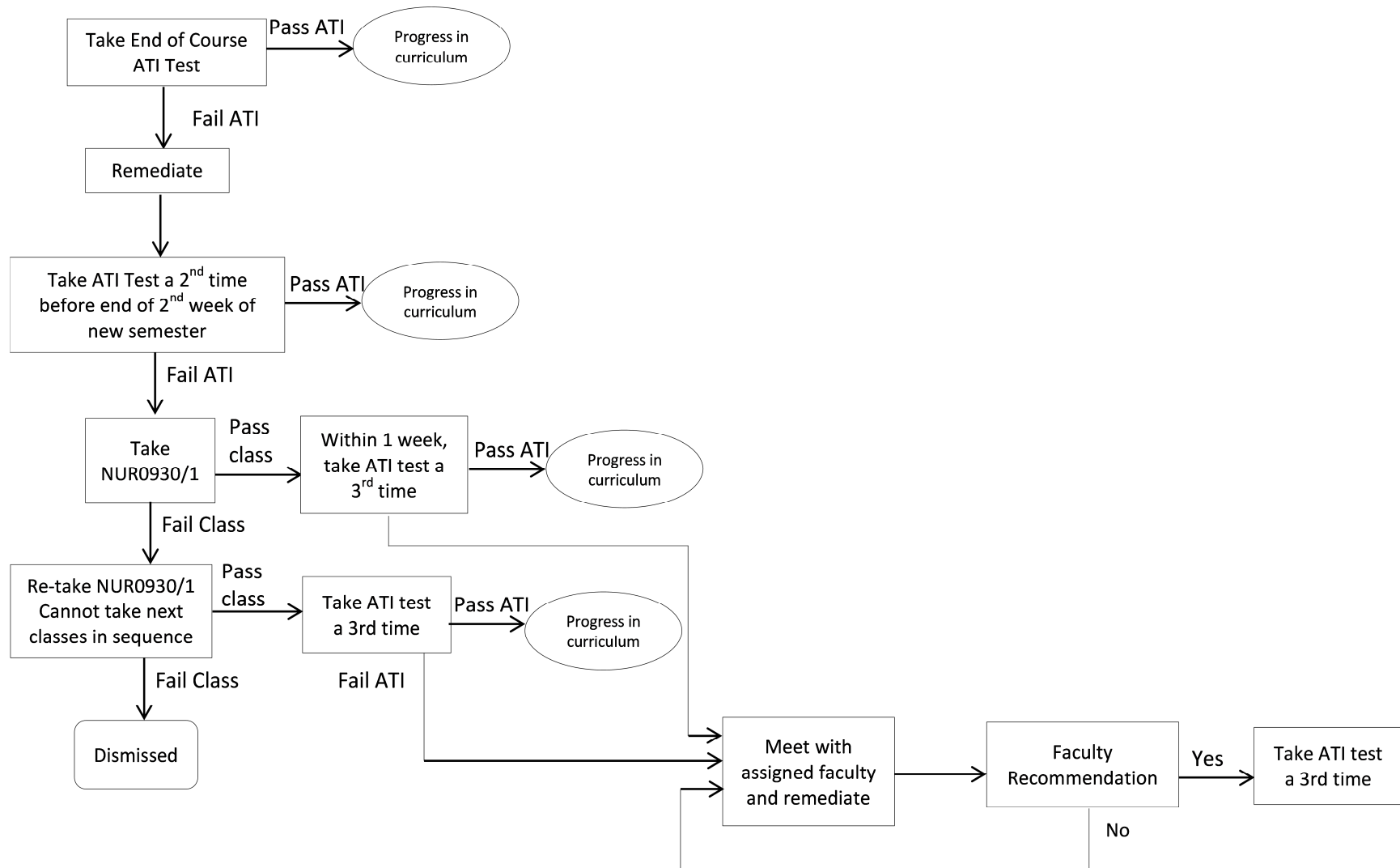
If the answer to any of the above is **YES**, then it is the wrong delegation

- Majority of the questions are asked on the application level which means critical thinking skills are required. **Assessment is the key** to answering these types of questions.
- Avoid options like “ask the MD/RN”. Very rare is this the answer unless in an emergency

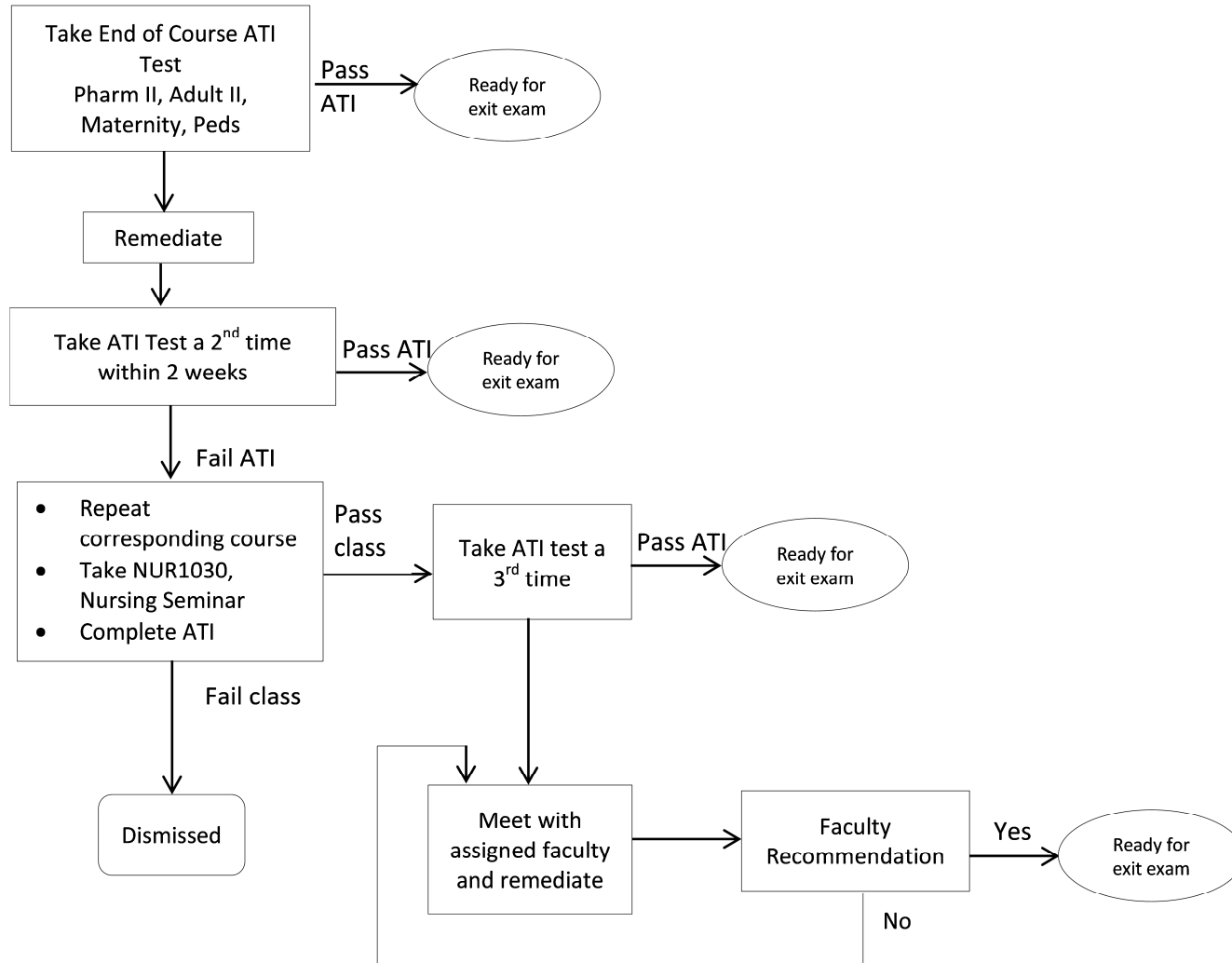
**Remember there is no short cut to learning, rather through active study and practice. Make sure to create time to study. Make it a habit and you will experience upward progression in your acquisition of knowledge.**

## Chicago ATI Policy Flow Chart

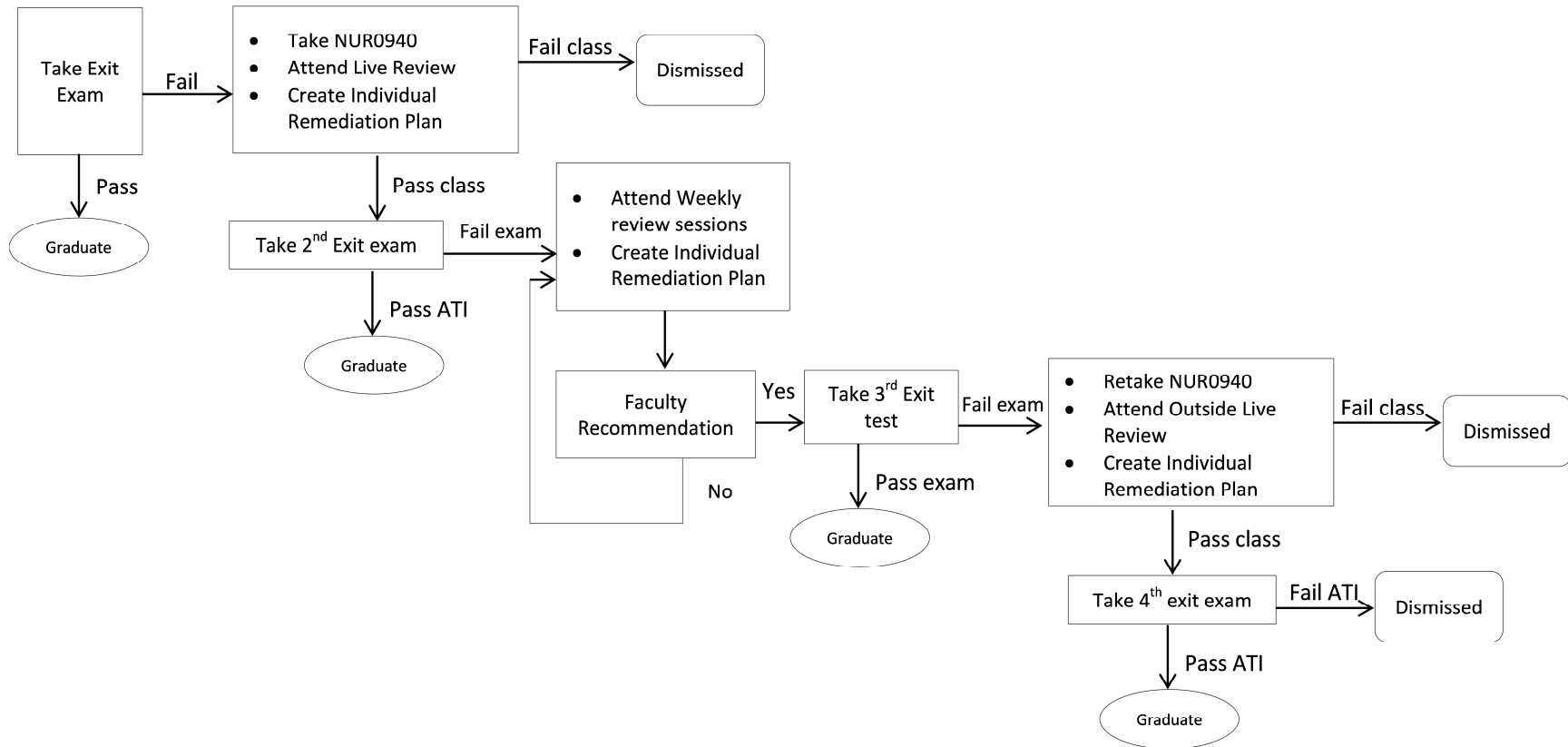
### End of Course Exams 1<sup>st</sup> and 2<sup>nd</sup> semesters



### End of Course Exams 3<sup>rd</sup> semester



## Exit Exam



## ***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.

## Tuition and Fees

### PN TUITION & FEES

<b>TUITION</b>	\$27,141.18	
<b>TESTING FEE<sup>4</sup></b>	\$568.00	
<b>FEES:</b>		
COMPUTER LAB FEE	\$240.00	(\$80 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)
<b><u>COURSE FEES:</u></b>		
NUR1001	\$255.00	Nursing Fundamentals
NUR1020/NUR1026	\$170.00	Nursing Care of the Adult I
NUR1021/NUR1027	\$170.00	Nursing Care for the Adult II
NUR1012	\$85.00	Data Collection
NUR1022	\$85.00	Maternity Nursing
NUR1023	\$85.00	Nursing of Children
NUR1024	\$150.00	Geriatric/Mental Health Nursing
NUR1030	\$55.00	Nursing Seminar
BIO1015	\$105.00	A&P I
BIO1025	\$105.00	A&P II
<b>TOTAL FEES:</b>	\$1,850.00	
<b><u>Other Expenses</u></b>		
NCLEX MATERIALS	\$53.00	(Semester of graduation)
NCLEX REVIEW COURSE	\$200.00	(Semester of graduation)
Other Expenses Total:	\$253.00	
<b>TOTAL PROGRAM COST:</b>	\$29,812.18	
<b><u>Miscellaneous Fees</u></b>		
ID Badge Replacement	\$25.00	
My Foundation Lab	\$65.00	
SUC1002/1004	\$30.00	Focused Learning Seminar
BIO0910	\$25.00	Science Concepts for Health Care Workers
MAT0910	\$95.00	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 \$400.00/credit hour for developmental.

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

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

## ***II. Spring 2014 Changes***

The following changes were implemented for the spring 2014 semester. These changes are in addition to the fall 2013 addendum for 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

## ***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](http://www.atsinstitute.edu) website for your convenience.

### ***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.

## ***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.

Students attending the Practical Nursing Program must pass an exit examination in order to graduate from the program. A score of at least 80% is required to pass the exit examination.

### **NCLEX-PN Exam Eligibility**

Students will be eligible to apply for the NCLEX-PN examination after successful completion of the following: graduation requirements, a school scheduled live review course, and recommendation by the faculty and the Nursing Programs Administrator. In order to take an outside live review course for emergency reasons, a student must submit in writing a special request with supporting documentation to the Nursing Programs Administrator. In addition outside live review courses must be pre-approved by Nursing Programs Administrator.

## ***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 2<sup>nd</sup> 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.

## ***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.

## ***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

## Academic Success Program

### ***Steps for Success***

#### **Be accountable for your success**

Attend each class/lab/clinical as scheduled; stay focused

Establish a study routine of 40 minutes with 10 min breaks

Complete all your homework; use course outline and homework guidelines in your syllabus

Practice Application/Analysis questions

Actively participate in post conference critical thinking exercises in clinical area

Practice in clinical area and complete all assignments

Complete all ATI assignments as scheduled

Earn 80% or higher on each exam

Score high on standardized end of course exam

#### **Before Exam: Take responsibility for your own learning**

Develop a study schedule for classroom exams; control outside distractions such a cell phone

Take responsibility for studying for each test

Develop concept maps on difficult content; use ATI Active learning Templates

Analyze test-taking strategies

Eliminate negative self-talk

#### **During Exam**

Eliminate test anxiety

Use stress reduction techniques

#### **After Exam:**

Initiate meeting with faculty when not reaching 80% on an exam

Use strategies discussed during meeting with faculty

Remediate areas of content with <80%

Develop a study schedule for remediation after exams

#### **See Student Support Services to help resolve matters beyond your control**

### ***III. 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”:

#### ***1. 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 (see exit exam requirements) and students must fulfill all of their ATS financial obligations.

#### **NCLEX-PN Exam Eligibility**

Students will be eligible to apply for the NCLEX-PN examination after successful completion of the following: graduation requirements, a school scheduled live review course, and recommendation by the faculty and the Nursing Programs Administrator. In order to take an outside live review course for emergency reasons, a student must submit in writing a special request with supporting documentation to the Nursing Programs Administrator. In addition outside live review courses must be pre-approved by Nursing Programs Administrator.

#### ***2. 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;
- (8) A student shall use universal and standard precautions;
- (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;
  - (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, 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;
- (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.

## ***3. 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.

## ***4. 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.

## ***5. 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.

## ***6. 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.

## ***7. Late Assignment Policy***

Late Assignments are no longer accepted. See Homework Policy.

## ***8. 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**:

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.

- 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.

## 9. Tuition and Fees

### PN TUITION & FEES

<b>TUITION</b>	\$25,458.18	
<b>TESTING FEE<sup>4</sup></b>	\$568.00	
<b>FEES:</b>		
COMPUTER LAB FEE	\$240.00	(\$80 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)
<b><u>COURSE FEES:</u></b>		
NUR1001	\$255.00	Nursing Fundamentals
NUR1020/NUR1026	\$170.00	Nursing Care of the Adult I
NUR1021/NUR1027	\$170.00	Nursing Care for the Adult II
NUR1012	\$85.00	Data Collection
NUR1022	\$85.00	Maternity Nursing
NUR1023	\$85.00	Nursing of Children
NUR1024	\$150.00	Geriatric/Mental Health Nursing
NUR1030	\$55.00	Nursing Seminar
BIO1015	\$105.00	A&P I
BIO1025	\$105.00	A&P II
<b>TOTAL FEES:</b>	<b>\$1,850.00</b>	
<b><u>Other Expenses</u></b>		
NCLEX MATERIALS	\$53.00	(Semester of graduation)

NCLEX REVIEW COURSE	\$200.00	(Semester of graduation)
Other Expenses Total:	\$253.00	
<b>TOTAL PROGRAM COST:</b>	<b>\$28,129.18</b>	

#### **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 \$400.00/credit hour for developmental.

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

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

### **10. Final Step for IL BON Application Signature**

A student must submit a completed "End of Program Checklist" within one semester from completion of the last nursing course.

If a student submits a completed End of Program Checklist after the deadline mentioned above, 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 Application to the board can be signed.

### **11. 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.

## ***12. 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.

## ***13. Entrance Exam***

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

Benchmarks:     English - 37  
                       Math - 20  
                       Science - 13

A maximum of four attempts of this exam are allowed for entrance with a minimum two-week period between first and second attempts and a minimum six-week period between remaining attempts.

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.

Entrance Exam policy is effective summer 2014 for incoming Chicago students and fall 2014 for incoming Cleveland students.

## ***14. Attendance Policy***

Each student is expected to attend every class, lab and clinical day for which he/she is scheduled.

Arriving tardy or leaving early is defined as arriving at any time after the official start time of the course, or leaving before the official ending time of the course. Students assume the responsibility for arranging make up of missed work and assignments. All work must be completed by the time designated by the individual faculty members(s). Students must attend course, clinical and laboratory sections if applicable to which they have been assigned unless permission to attend a different section is obtained from the Registrar.

### **Attendance Policy for Nursing Students**

#### **Class Absence**

Students who acquire excused and /or unexcused absences that exceed 30% of a course's scheduled classroom hours will fail the course. Arriving tardy or leaving early will be counted as one half (0.5) absence for each occurrence.

**Chicago campus:** The final grade is dropped one letter grade for students who acquire unexcused absences that exceed 20% of a course's scheduled classroom hours.

**All missed lab time must be made up, whether it is excused or unexcused!** It is the student's responsibility to schedule this time with the course coordinator and lab coordinator. Two lab makeups will be allowed **per class** without penalty. Following this, subsequent makeups will require payment of a \$100.00 fee by the student to ATS. This fee will need to be paid prior to the scheduled makeup. Upon paying the \$100.00 fee to the ATS accounting department,

the student will be provided with a receipt that must be shown to the lab coordinator or lab instructor prior to the beginning of the makeup experience.

### **Make-up**

Students may make up one exam or quiz per course per semester. These exams and quizzes missed for absence can be made up without penalty. For all missed exams and quizzes, there will be only two make up days per semester for each course. One make up day will be at midterm, and the second will be the last week of classes. There is no makeup for makeup quizzes or exams. These cannot be rescheduled. A grade of zero shall be given if unable to come for make-up exams. No exception. Not appealable.

Under no circumstances are there re-takes of quizzes, tests and examinations for any reason.

### **Clinical Absence**

See Clinical Attendance Policy.

## ***15. 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. These proctored/secure examinations are given in week 13 or 14 for 15 week courses and 6<sup>th</sup> week in 7 week courses. Acceptable performance is achieving the established benchmark for all tests. Unsecured tests may be used during the course to prepare the student for the End-of-Course Examination.

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 complete successfully NUR0930, HESI Support Seminar I (for the Fundamental course), or NUR0931 – HESI Support Seminar II (for the second nursing semester courses) before the third attempt. The third attempt must be completed one week after finishing NUR0930 or NUR0931. Students who fail the NUR0930(1) – HESI Support Seminar I or II will be required to repeat it and be prevented from moving to the next semester sequence and taking the EOC a third time until NUR0930 1) is completed successfully. Only two attempts of each of NUR0930(1) can be allowed. Students who take and fail the second NUR0930(1) course(s) will be dismissed from the program. Students, who pass the NUR0930(1) – HESI Support Seminar I or II but fail the EOC for the third time, will be required to complete the HESI focused remediation under the guidance of a nursing faculty member and pass assigned test by the end of the semester or will be dismissed from the program.

3<sup>rd</sup> 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 NUR1030 - Nursing Seminar
- 3) complete HESI remediation

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

Effective spring 2014.

### 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.

The second attempt will be required within 5 days after live review. If the benchmark score is not met after the second attempt, the student must set up an 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.

Students who fail NUR0940 at this point will be dismissed from the program. If the HESI benchmark score is not met after the third attempt, he/she is required to attend an outside live review, approved by the school at their 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. Student may be offered to repeat the last semester courses followed by one last attempt to pass the Exit Exam.

Effective summer 2014.

### ***16. Practical Nursing Program***

Effective summer 2014 a four week session will be added to the curriculum after the completion of the last nursing semester for the REV1001 NCLEX Review Course.