


MDT College of Health Sciences

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MDT College of Health Sciences
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FOREWORD

WELCOME TO OUR SCHOOL!

You have taken the first big step in building a bright future for yourself.

MDT College of Health Sciences/ATS Institute of Technology is the best school choice for you to achieve your professional goals. Our school understands the needs of mature students, and we are sensitive to the obligations you have at home or work. To help you fit classes into your already busy life, we have designed a convenient schedule that includes day, evening and weekend classes. We are always open to suggestions and available to answer your questions.

Our system of professional education is proven by many generations of graduates to achieve the highest levels of learning. Our teaching methods provide for a dynamic exchange of information among faculty members and administrators, insuring ongoing enrichment of the curriculum.

We offer to our students specific knowledge and critical professional skills desired by today's employers. Our educational programs are routinely updated to reflect the rapidly changing information and current and future needs of the job market.

**WE CAN PROVIDE YOU WITH A BRIGHTER FUTURE!
COME, AND EXPAND YOUR KNOWLEDGE WITH US!**

Letter from the Program Administrator

Dear Student,

Welcome to MDT College of Health Sciences / ATS Institute of Technology Nursing Programs!

Consistently surveys have reported that the consuming public rated, once again, nursing as the most honest and ethical profession in this country. As nursing students, your job here at MDT/ATS is to become the best nurse that you can be to assist us with keeping nursing in the forefront of respected professions. History has shown that nursing was not a respected profession until the influence of Florence Nightingale in the late 1800's. Today nurses are respected and are given more opportunities to engage in unique endeavors than ever before. You are the future of nursing and where this profession goes depends on you. Our challenge to you as students is to become the best nurses possible so that the consuming public continues to see nursing as the most honest and ethical profession in the country.

To assist you in meeting that goal, our facility includes classrooms, a library, computer labs, and a nursing technology laboratory. Textbooks are the newest editions that are available and have valuable tools to assist you to be successful. Nursing students may use computer programs in any of these labs for remediation and/or to fulfill required assignments in nursing courses.

Your nursing faculty will work diligently in helping you achieve your goal of becoming a nurse. In return, we ask for your commitment to prioritize some time daily for study. At least two hours of study is expected for each credit hour you spend with faculty in class. The clinical component of the Nursing Program will provide you with experience in a variety of health care settings. Advisement and tutorial times will be available for you to discuss your progress with faculty or administration personnel. You are encouraged to call for an appointment if you have questions.

Successful completion of the Practical Nurse Program qualifies graduates to take the NCLEX-PN to become licensed for practice in the state.

We are available to assist you with admission, advisement, and progression throughout the program. We wish you much success.

Nursing Programs Administrator

General Information

The primary role of MDT College of Health Sciences as an academic institution is to deliver exceptional education and service to its students. A consistent focus on delivery of quality education supports the mission and requires the College to plan ahead but also respond to current market demands. Current student demographics represent diverse ethnic and racial backgrounds. The majority of students have a non-traditional focus i.e. entering school at an older age, changing their careers, and having family obligations. The educational experience at the College values and reflects the diverse student population. The College has strived to gain a reputable name in the local communities and to continue its excellence.

Experienced nurse educators as well as recent clinical professionals represent the faculty at the College, which has a student faculty ratio of between 15 and 29 students per instructor.

MDT College of Health Sciences operates the main campus in Highland Heights, OH. In addition, the College operates an additional location, ATS Institute of Technology, in Chicago, Illinois, and a learning center in Parma, Ohio.

Mission

The mission of the College is to create and provide a high quality educational experience to each individual student seeking to establish a successful career. The college is committed to offering health care and business oriented programs designed to satisfy local and regional demands and equip students with a wide range of academic knowledge.

Vision

Through innovation, the College will be the college that people choose for exceptional education and exemplary graduates' performance.

Core Values

To pursue our vision within an education environment that promotes integrity, respect, fairness, quality performance, accountability and dedication to education.

The educational experience at the College is aimed at the full development of the potential each student brings to school. Administrative expertise, a professional faculty, modern equipment, current materials and teaching methods, and an environment designed for learning contribute to the achievement of our mission. Our programs stress practical application and provide hands-on experience necessary for the students to succeed in their professional career.

Strategic Initiatives and Goals

In its five year strategic plan the College defined the following goals:

- 1) Education Quality
 - Strengthen and develop organizational quality that promote exceptional learning environment;
 - Monitor student success from admission to graduation through teaching, advisement and mentoring;
 - Provide ongoing and systematic programs evaluation focusing on student performance and achievement of program learning outcomes.
- 2) Dedicated Faculty and Staff
 - Create a college-wide culture that embraces high faculty satisfaction and loyalty to the College;
 - Strengthen the faculty development program and mentoring new faculty.
- 3) Exceptional Service
 - Create a college-wide culture of exceptional student-centered needs services;
 - Facilitate interaction between faculty and students;
 - Build mentor-student relationships;
 - Offer advanced computing facilities with updated software and internet access;
 - Promote using the library as a learning center facility and ensure sufficient resources;
 - Develop continuous improvement strategies with measurable outcomes.
- 4) Growth
 - Strengthen and build relations with community and health care providers in the Cleveland and Chicago areas that will advance the mission of the College;
 - Develop strong mutually supportive and beneficial relations with clinical affiliates;
 - Increase community involvement through health promotion, wellness initiatives and education.

Philosophy and Organizing Theme of the Nursing Education Programs

Nursing Program Philosophy

The philosophy of the nursing program reflects the mission of the College, which is to create and provide a high quality educational experience to each individual student seeking to establish a successful career.

The basic philosophical concepts of the nursing programs are: person, health, nursing, caring, environment/society, and nursing education.

The **person** is viewed as a holistic being comprised of biophysical, psychosocial, emotional, spiritual, intellectual, and cultural needs or components. The person is also an individual, a family member, and a member of the local, regional, and world community.

Health is a dynamic process of adaptation to biophysical, psychological, social, spiritual, and environmental influences, whereby the person is able to function in an optimal state.

Nursing is both an art and a science, the goal of which is to care for individuals so that they may achieve optimal health.

Caring is the very heart of nursing. Consistent with the philosophy of Jean Watson (1985), caring involves an interpersonal relationship between the person and the nurse. Through holistic health care, the nurse assists in promoting and maintaining the health of the person and family.

Environment/Society directly and indirectly affects a person's ability to cope with his or her own needs, as well as those of others.

The **Nursing Programs** at the College are career-oriented programs that award a diploma in Practical Nursing. The programs provide a high quality education that prepares the nurse to function in a variety of settings and are based on nursing concepts and skills that enable the nurse to contribute to the health and well-being of a diverse population in an ever-changing community/society.

Organizing Theme of the Nursing Programs

The nursing faculty of the College believes in a nursing curriculum that focuses on caring as the underlying theme. According to Watson (1985/88), caring is the most valuable attribute nursing has to offer. Watson (1985) has identified the following seven assumptions about the science of caring:

- 1) Caring can be effectively demonstrated and practiced only interpersonally.
- 2) Caring consists of "carative" factors that result in the satisfaction of certain human needs.
- 3) Effective caring promotes health and individual or family growth.
- 4) Caring responses accept a person not only as he or she is now but as what he or she may become.
- 5) A caring environment is one that offers the development of potential while allowing the person to choose the best action for him or herself at a given point in time.
- 6) Caring is more "healthogenic" than is curing. The practice of caring integrates biophysical knowledge with knowledge of human behavior to generate or promote health and to provide administrations to those who are ill. A science of caring is therefore complementary to the science of curing.
- 7) The practice of caring is central to nursing (Watson, 1985, pg.8-9).

In addition, Watson lists the following ten carative factors upon which the science of caring is built.

- 1) The formation of a humanistic-altruistic system of values
- 2) The instillation of faith-hope
- 3) The cultivation of sensitivity to one's self and to others
- 4) The development of a helping-trust relationship
- 5) The promotion and acceptance of the expression of positive and negative feelings
- 6) The systematic use of the scientific problem-solving method for decision making
- 7) The promotion of interpersonal teaching-learning
- 8) The provision for a supportive, protective, and (or) corrective mental, physical, sociocultural, and spiritual environment
- 9) Assistance with the gratification of human needs

10) The allowance for existential-phenomenological forces (Watson, 1985, pg.9-10)

The role of the nurse is to provide effective care in a variety of settings to diverse individuals and families across the lifespan. This caring role includes being a communicator, a collaborator, an educator, and a manager.

References

George, J. B., Editor (1995). *Nursing Theories. The Base for Professional Nursing Practice*. Norwalk: Appleton and Lange.

Watson, J. (1985). Nursing's Scientific Quest. *Nursing Outlook*, 29, 413-416.

Watson, J. (1985). *Nursing: The Philosophy and Science of Caring*. Boston: Little, Brown.

Watson, J. (1988). *Nursing: Human Science and Human Care, A Theory of Nursing*. New York: National League for Nursing.

The Facility and Instructional Equipment

The College offers a professional college atmosphere that is conducive to learning. The school operates two facilities in the Cleveland area, the Main Campus on the East Side of Cleveland and the Learning Center on the West Side, which was developed to better accommodate students who are interested in learning English as a Second Language. The school operates an additional location in Chicago.

Our facilities are equipped with spacious classrooms, computer labs, nursing tech labs, tutoring centers, administrative offices and a student lounge. Our equipment is well maintained and constantly updated to reflect current standards. There are multiple laboratory areas with ten to fifteen workstations in each and include specialized equipment, materials and facilities devoted to student training. Administration and financial aid functions for the programs are managed at the main Cleveland campus and the Chicago campus for their individual programs. Onsite administrators handle day-to-day issues and provide counseling and student services.

Faculty and students have access to various electronic data system for retrieval of reference material from medical, nursing, and science sources via computer. Nursing software programs are located in the nursing computer lab, and computer labs throughout the school building.

Accreditation, Approvals and Authorizations

(Copy for review available upon request from Nursing Administrator's office)

Accreditation

Accredited by the Accrediting Council for Independent Colleges and Schools (ACICS) to award Associate Degrees, Diplomas and Certificates.

Approval

Approved by the U.S. Department of Education

Cleveland:

Approved by the Ohio State Board of Career Colleges and Schools. Registration # 97-10-1479T.

Chicago:

Approved by the Private Business and Vocational Schools Division of the Illinois State Board of Higher Education

Program Approvals

Cleveland:

Practical Nursing Program has provisional approval by the Ohio board of Nursing

Chicago:

Practical Nursing Program is approved on probation by the Illinois State Board of Nursing

Ownership and Control

MDT/ATS is a proprietary school incorporated in the State of Ohio and registered in the State of Illinois. Mark Bykov is the President and owner of the school, Yelena Bykov is the CEO.

Hours of Operation**Cleveland**

Classes: Monday – Friday: 8:00 a.m. – 10:00 p.m., Sat 8:00 a.m.-1:00 p.m. (if classes scheduled)

Front Desk: Monday – Friday: 7:30 a.m. – 6:00 p.m.

Chicago

Classes: Monday – Friday: 8:30 a.m. – 10:00 p.m., Sat 8:30 a.m.3:30 p.m. (if classes scheduled)

Front Desk: Monday – Friday: 8:00 a.m. – 6:00 p.m.

Admission and Registration

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 the College 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

General Information for Entrance

The College 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 the college 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 during the admission process. (See Accommodations for Students with Disabilities Policy)

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, the College 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.

Entrance Exam

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

Benchmarks:

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

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.

Placement

To succeed in the programs, it is important for students to have the required level of proficiency in English language, math and science skills. For benchmarks and placement guidelines see Appendix.

The student's placement into English, math and Science classes is computed using criteria established by the College faculty and staff. Students who meet the required benchmarks on the Math and English ACCUPLACER and the science placement test will be automatically enrolled in college level courses. (See "Score Determination on Placement Examination") Otherwise, students will be placed in developmental courses.

Mathematics ACCUPLACER

The Mathematics ACCUPLACER exam measures arithmetic skills for students.

If a student does not reach the required benchmark on the arithmetic subtest, he/she will be enrolled in MAT0910 Developmental Math.

English ACCUPLACER

The English ACCUPLACER exam measures reading comprehension, essay writing and sentence skills. All English subtests will be administered consecutively, on the same day.

The English ACCUPLACER testing series starts with the Reading Comprehension subtest. Students who fail the Reading Comprehension subtest are automatically placed in the following developmental courses: ENG0910 Comprehensive Reading and ENG0920 Traditional Grammar. These courses must be taken concurrently.

Science Placement

Should the student score below the required benchmark on the science placement exam, he/she will be enrolled into BIO0930.

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 the College.
- 3) Schedule an entrance exam and pay the testing fee.
- 4) Submit an application for admission.
- 5) Take entrance exam.
- 6) Meet with an admissions representative to discuss the results.
- 7) Chicago students only: Students who reach the required TEAS benchmark on the math entrance exam may sit for TEAS exam to be placed directly into nursing classes. Students who are placed in developmental classes must take and pass the TEAS exam in order to progress to nursing classes.
- 8) 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) Submit attestation of high school graduation or its equivalency.
 - c) 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:

MDT College of Health Sciences
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

- d) Schedule a background check:

Cleveland applicants must schedule a background check through MDT 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.

- e) ATS will perform record search through **Health Care Worker Registry** for **Chicago** applicants. MDT 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.
- f) The College 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.
- g) Present State Issued Photo Identification
- 9) 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 and other required documentation.
- 4) Complete documentation for clinical experience based on your program plan. (see "Clinical Requirement for All Nursing Programs" Policy)

Background Checks and Convictions

The College will terminate a student if he/she meets any one or more of the following criteria:

- I. The individual has been convicted of or pleaded guilty to any crime identified as an automatic bar to licensure by the Ohio Board of Nursing or the individual has been convicted of or pleaded guilty to any crime identified as a considering factor in determining a Refusal to Issue a Nurse License Based on Criminal History Record of the Nurse Practice Act in the Illinois Administrative Code for Chicago students.
- II. The individual is a "Repeat Offender," defined as "a person who has been convicted of or pleaded guilty to offenses including, but not limited to, those listed below in Section III in two or more separate criminal actions. Please note that repeat offenses in any capacity will be reviewed on a case-by-case basis and may prevent admission into the nursing program.
- III. The individual has been convicted of or pleaded guilty to any of the following ten years ago or sooner:
 - a. Any sexually oriented offense
 - b. Failing to provide for a functionally impaired person
 - c. Child endangerment
 - d. Patient abuse or neglect

- e. Domestic abuse
- f. Assault
- g. Carrying concealed weapon
- h. Improperly discharging firearm
- i. Possession of or trafficking of drugs
- j. Illegal manufacture of drugs or cultivation of marijuana
- k. Placing harmful objects in food or confection
- l. Any theft related offense, including receiving stolen property

Please note that the State Board of Nursing does not have the authority to make a determination or adjudication until an application has been filed. Further, the State Board of Nursing is unable to advise, speculate, or give informal answers regarding licensure prior to the time that the application is filed.

Admission or graduation from the nursing program does not guarantee obtaining a license to practice nursing. Licensure requirements and the subsequent procedures are the exclusive right and responsibility of State Board of Nursing. (See also: Legal Limitations for Nurse Licensure).

Students are required to report any crimes committed while enrolled in the practical nursing program at the College. In the event of known noncompliance to this request, students may be immediately dismissed from the program.

Credit Transfer Guidelines

MDT College of Health Sciences may grant credit for previous education courses. Students may be eligible to receive credit for prior education in 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 "B-" to satisfy the competency. Course/credits must be compatible with the course/credits equivalent at the school.
- 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 the school.
- Anatomy & Physiology I and Anatomy & Physiology II will be considered for transfer if they were both taken and completed at the same institution.
- English, Math 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 the school 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. 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 the school, and the course/credits are compatible with the course/credits equivalent at the school.
3. Provide copies of course syllabi for nursing courses successfully completed, if seeking transfer credit from another nursing program.
4. 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 the school.

Transferability of credits to another school:

MDT College of Health Sciences 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.

Military Education and Skills Training

This policy is for individuals with experience in the armed forces of the United States, or in the National Guard, or in a reserve component.

The individual's military education and skills training will be reviewed by the Program Administrator. The entrance exam and application fee will be waived.

The Program Administrator will determine whether any of the military education and skills training is substantially equivalent to the curriculum. The NCSBN Analysis for comparing Military Health Care Occupation Curricula with a Standard Licensed Practical /Vocational Nurse Curriculum will be used as a reference.

If it is determined that the military education and skills training is substantially equivalent to the curriculum:

1. The individual must pass a dosage calculation exam.
2. The Accuplacer exam will be administered to define the individual's reading level. The person will be given individual training if his/her English level is below the acceptable reading level to improve his/her level.
3. Biology courses will be evaluated according to the transfer policy or the individual may take a standardized examination to meet the Anatomy and Physiology requirement.
4. The individual must take the end of course standardized exam for the Fundamentals of Nursing and Pharmacology courses. The individual will be awarded credit if the individual passes the tests.
5. The individual will be tested out of the skills portion for the courses he/she has passed and will be trained on skills not learned prior to entering a higher level course.

Admission Requirements for ESL Programs

To be admitted to the program student must already possess knowledge, training, or skills in a vocational field and required ESL training to obtain a job.

ESL placement test will be given upon enrollment to determine necessary level of program.

All candidates for admission to our programs are considered on individual merit without discrimination on the basis of age, creed, race, sex, ethnic/national origin, marital status, political affiliations, beliefs or disabilities.

Any student who does not provide documentation of high school equivalency prior to the last day of the first term of study may be subject for withdrawal from the college.

Readmission Guidelines

Any previous student who wishes to apply to our college must go through the readmission process.

Readmission will be denied for:

- Students who were terminated for violating the Academic Dishonesty Policy and/or the Code of Conduct.
- Students who were dismissed or terminated for academic reasons.

Only one readmission may be granted per program.

All readmission requirements must be met at least **30 days** before semester starts.

Readmission Requirements

1. Current entrance and placement examination requirements
2. An updated background check if previous background check is more than 1 year old
3. Petition letter
4. Meeting with the Registrar for transcript evaluation

5. 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)
6. A clean record with the National Sex Offender Registry
7. State Issued Photo Identification
8. Clinical requirements (See Clinical Requirements Policy)
9. A recent drug test no older than 30 days (See Clinical Requirements Policy)
10. Good standing with school financial obligations

Readmission Procedures

1. Submit application.
2. Review financial account with accountant and financial aid office. Arrange for outstanding payments.
3. Meet all entrance and placement examination requirements for the Nursing Program as outlined by the most current Student Handbook. See Entrance Exam policy and Score Determination policy.
4. Present a petition letter that describes the strategies, behaviors, and activities that the student will implement in order to improve the chances of success should he/she be granted readmission to the program.
5. Meet with the Registrar.
 - The transfer credits from other institutions will be re-evaluated for transfer in accordance with our school transfer policy based on readmission date.
 - The student has the option to either retake all college level courses at this school for which he/she earned a grade of C or pass a standardized test, at the student's expense, to prove mastery of the course material (see below for ****Standardized tests options** proof of mastery). The standardized test may be taken only once. If the student does not reach the current benchmark, the student must repeat the class. All standardized testing **MUST** be completed two weeks before the semester starts before a final decision regarding readmission is reached. Chicago students: After taking both A&P I and A&P II and a student earned a grade greater than a C in A&P II, the student does not have to retake A&P I.
 - If more than one year has passed since the last day of attendance, all nursing courses will need to be repeated.
 - Obtain program of study.
6. Submit clinical requirements documentation:
 - Upload/Update all required documentation in accordance with Clinical Requirements Policy via an approved electronic tool.
7. Submit a new background check through the school in accordance with Readmission Requirements above.
8. Submit a drug test in accordance with Readmission Requirements above.
9. Submit or resubmit updated official documentation and follow the College policy if seeking accommodation through the Americans with Disabilities Act (ADA).

All readmitted students (including students who had previously withdrawn from school) will be readmitted subject to the curriculum and all the program policies in effect for the student cohort into which they are readmitted. 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.

Students who have been out of school for more than one year:

Students are eligible for an academic "clean slate" starting with the first semester after returning to the school. Grades from previously taken courses are not included in the calculation of the GPA, however the previously taken courses will be applied against the 150% maximum time frame and these scores will be included in evaluating student's satisfactory academic progress. The courses taken prior to readmission will be listed on the student's transcript.

****Standardized tests options for proof of mastery:**

- Applied Math – HESI Standardized Test
- Lifespan – CLEP Standardized Test
- Nursing Fundamentals – HESI Standardized Test
- Pharmacology - HESI Standardized Test
- Geriatric - HESI Standardized Test
- Mental Health Nursing - HESI Standardized Test

- Maternity Nursing - HESI Standardized Test
- Nursing of Children (or Family) - HESI Standardized Test
- Nursing Trends and Issues – MDT/ATS created Test
- Nursing Care of the Adult - Must be repeated
- Role Development (or Nursing Seminar) - Must be repeated

Cleveland students only

- Introduction to Nursing - Must be repeated
- Reading for the Sciences - Must be repeated
- Anatomy & Physiology – HESI Standardized Test

Chicago students only

- Anatomy & Physiology I - Must be repeated
- Anatomy & Physiology II – HESI Standardized Test

The Family Educational Rights and Privacy Act (FERPA)

The College does not release information from student records unless given written consent by the student. The exceptions to this rule are:

- The parents of a dependent student, who is claimed on the parents' tax return, may receive information; or
- A legal subpoena.

The school must comply with a subpoena. However, the college will attempt to notify the student at least 2 days prior to the release of information, and the student may request a copy of the information released in compliance with the subpoena.

The FERPA generally requires institutions to ask for written consent before disclosing a student's personally identifiable information. However, there are several exceptions that can be made to maintain campus safety. In compliance with the Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics, the College may be required to publish certain information. Also, in the event of a health emergency, the school has discretion to provide information to the appropriate law enforcement or health officials during the emergency.

Withdrawals

Any student who wishes to officially withdraw from a course must obtain, complete, and return an official form from the Registrar Office. When withdrawing from the program a withdrawal form must be completed by the student and signed by the student, registrar, and financial aid. **Failure to do so will result in your transcript being marked with "WF" for the enrolled semester.** Courses that receive a "WF" are counted as an attempt and are reflected in the GPA.

Pregnant students may receive a "W" at any time without penalty. See *Maternity* policy for additional details. See the *Refund* policy regarding return of fees.

Course Withdrawal

No more than two withdrawals per course are permitted. Courses, which are marked with a "W", are not included in calculation of the GPA but are included in the calculation of hours attempted towards meeting the Maximum Time Frame Requirements.

Responsibility for withdrawing from a course belongs solely to the student. A verbal intent to withdraw from a course given to a faculty member or other college personnel is considered **unofficial**. If a course is listed as co-requisite to another course in which the student is enrolled, withdrawing from the co-requisite course requires withdrawal from the concurrent course. After the sixth week (or third week for half semester sessions) the student will receive a grade of "WF" in the course if he or she stops attending class.

See *Course Grading and Quality Points in Nursing Programs* Policy for "W" and "WF" definitions.

Program Withdrawal

A student withdrawing from the program and is currently receiving financial aid is required to complete an exit interview with the Financial Aid Officer.

Leave of Absence

Students may be granted one Approved Leave of Absence (LOA) that should not to exceed 180 calendar days in a twelve (12) month period. The twelve (12) month period begins on the first day of the student's leave of absence.

Students who attend Nursing Programs must request the LOA prior to the beginning of the semester in question. Nursing students, who are unable to complete the term (after the term has already begun), will need to officially withdraw from the program. On the return student can start only at the beginning of the term.

Students in ESL program may require LOA at any point. On the return they will be permitted to complete the course work that he/she began prior to the leave of absence. Therefore, when a student returns from a leave of absence, the student will be continuing his/her education where he/she left off.

All requests for LOA must be submitted in writing. LOA form may be obtained from the Registrar's Office. All LOA forms must be signed and dated. The LOA may be denied if there is no reasonable expectation that the student will return to the college after the LOA period. Requesting an LOA does not guarantee it will be accepted and the student will be informed in writing about the decision to grant the LOA. It is the student's responsibility to notify the school regarding their intention to return and complete an Unofficial Plan of Study (UPS) reflecting their new graduation date. Students returning from a leave of absence will be held to all policies and program requirements as outlined in the Student Handbook in effect for the cohort they are readmitted into. See also Readmission Guidelines.

If a student does not return to the institution at the expiration of an approved leave of absence, the student's withdrawal date will be the last day of academic attendance as determined by the attendance records on file. In addition, the grace period of loan repayment is also determined by this date. In some instances, depending on the length of the leave of absence, the student will have exhausted the grace period and the repayment of the Title IV loan may begin immediately.

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.

Registration

Holds that Prevent Registration

Students in the following situations will have a "hold" placed on their records with the college. Such holds prevent registration for classes, issuance of transcripts, diplomas, and letters of recommendation or student status (such as for childcare redetermination), and will preclude any clinical attendance. It is the student's responsibility to resolve such issues in a timely fashion. Failure to do so may result in academic or financial penalties, as well as missing semesters and extending the timeline to completion.

Financial Holds

Holds may be placed on a student's record whenever that student is delinquent or has failed to pay any debt owed to the college or failed to return any library books or other college property or equipment. Students with holds will not be allowed to receive transcripts, diplomas or letters of recommendation. They will not be registered for classes until the hold is resolved. Placement in course and clinical sections will not be guaranteed after the start of classes in any semester.

Academic Standing Holds

A student who has not submitted his/her required transcripts from previously attended schools by the designated time deadline will be placed on academic standing hold. The student will be unable to register for the following semester classes until transcripts are received.

Clinical Requirements Holds

A student who has not submitted required documentation as detailed in the “Clinical Requirements for all Nursing Programs” policy will be put on hold by the registrar.

Verification of Enrollment

Students are required to review and verify the accuracy of the Registration Verification Form on their individual NSST account. Access to the NSST system is provided automatically upon enrollment. If an error is present on the form, such as missing classes or incorrect course progression, the student should contact the Registrar immediately to update his/her plan of study. Requests for changes in schedules for all other reasons *must* be submitted in writing by the “Request for Schedule Change” form. Requests will be reviewed by the Registrar’s office and students will be notified of any changes. Requests for specific instructors and sections *will not* be considered. Requests should be detailed and provide significant justification for adjustment to a student’s registration. No changes to the enrollment will be accepted after the Add/Drop period stated in the Academic Calendar.

Failure to rectify any errors with course schedules or information noted on the Registration Verification Form may lead to incorrect grades or financial penalties.

Add/Drop Period

The College permits students to add or drop a course during the first two weeks of a semester without penalty. Official adjustments can be made during the first two weeks of the semester only.

1. During the first week of classes, a student can add a course without instructor approval.
2. During the second week of classes, the instructor must approve in writing granting permission for the student to join the class late. If the instructor does not grant permission for the student to join the class late in the second week, then the student will have to wait until the following term.

DROPPING CO-REQUISITE COURSES: If a student drops a course that is a co-requisite to another course that he/she is taking, he/she will have to drop the co-requisite course also.

DROPPING A COURSE: If a student drops a course, the student must complete a course drop request with the Registrar.

DROPPING ALL COURSES: If a student needs to drop ALL courses for which he/she are registered, the student must complete a withdrawal for the program request with the Registrar.

If a student drops courses after the expiration of the two-week add/drop period, he/she is financially responsible for the tuition cost of all the courses for which he/she was registered as of the last day of the second week. **Non-attendance of classes does not relieve one of financial responsibility for the enrolled courses.** A student must consult the Financial Aid Office regarding any changes to his or her status.

If the student withdraws in weeks 2 – 6, the posted grade will be ‘W’ Withdraw.

If the student withdraws in weeks 7 – 15, the posted grade will be ‘WF’ Withdraw Fail.

Academic Standards and Policies

General Information

Credit Hour Definitions

Coursework is measured in terms of semester credit hours
1 semester credit hour equals one of the following:

- 15 contact hours of lecture
- 30 contact hours of labs/seminars
- 45 contact hours of clinical time

Students who attempted 12 credit hours per semester will be qualified as full-time students; other students with fewer hours will be determined as part-time.

Enrichment activities - Out-of-class learning activities:

All out of class learning activities must support the course learning objectives. Syllabi must include number of hours assigned for each out of class learning activity in accordance with approved plan of study. A maximum of 7.5 semester hours of out-of-class learning activities for every 30 semester hours may be included and reflected in the assignment of credit hours.

Evaluating students' academic achievement for out of class learning activities

The syllabi must illustrate the evaluation methodology to be used to measure student's academic achievement for each out of class learning activity and related learning objectives.

Course Numbering Definitions

Courses are numbered according to the following scheme:

1001-1999 first level courses

2001-2999 upper division courses

Roman numerals (I, II, etc.) after course title indicate segments of a multi-course sequence.

ESL courses are numbered according to the following scheme:

100-199 elementary courses

200-299 intermediate courses

Roman numerals (I, II, etc.) after course title indicate segments of a multi course sequence.

Class Times

Cleveland:

All theory classes are scheduled as follows:

Day classes	8:00 a.m. – 4:00 p.m. Monday - Friday
Evening classes	4:00 p.m. – 10:00 p.m. Monday - Friday
Weekend classes	7:00 a.m. – 4:00 p.m. Saturday (if classes scheduled)

Clinical hours may vary depending on the course and availability of clinical sites and may be at any time from 7:00 am – 12:00 (Midnight) including weekends.

Chicago:

All theory classes are scheduled as follows:

Day classes	8:30 a.m. – 4:30 p.m. Monday - Friday
Evening classes	4:00 p.m. – 10:00 p.m. Monday - Friday
Weekend classes	8:30 a.m. – 3:30 p.m. Saturday (if classes scheduled)

Clinical hours may vary depending on the course and availability of clinical sites and may be at any time from 6:30 am – 12:00 (Midnight) including weekends.

Sequence of Courses

The nursing, science and ESL courses are sequential, and successful completion is a necessary prerequisite for progressing to the next level. All course grades are final.

Progression and Retention in the Program

Developmental Coursework

Students who are required to take developmental courses based on their placement entrance results will be automatically enrolled in the appropriate developmental courses.

A student who failed any developmental courses during the first semester may repeat each developmental course once. Failure to achieve a “C” or above on the second attempt will result in the student being dismissed from the program. Developmental courses cannot be taken for more than one academic year (three semesters) and/or 30 credits.

IMPORTANT: Credits earned in developmental courses will not be counted as part of the college-level credits required for graduation.

Nursing Coursework

For students who require developmental coursework: In order to be placed in nursing classes, students must successfully complete all developmental coursework and

Cleveland

- achieve 1175 score on Lexile level reading

Chicago

- achieve 1400 score on Lexile level reading and
- pass TEAS test with required benchmark

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 in effect for the cohort they will be placed in.
- Maintaining academic standards as outlined in the Course Syllabi

In order to progress through the ESL and Business programs, all of the following must be achieved:

- A grade of “C” or better in each course assigned.
- Maintaining academic standards as outlined in the Course Syllabi.

Midterm Warning

A written warning form is issued to the student if the student has:

- A midterm grade of 80% or less in the testing portion and/or non-testing graded portion of the course.
- An unsatisfactory performance in the clinical area as determined by the faculty member/teaching assistant.
- Course absences of 20% or above.

The form includes an explanation of the student’s current status. The student is required to meet with the faculty member to discuss corrective strategies. Tutoring is available for students in all courses.

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. 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, although both attempts appear on the student’s transcript. 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. See SAP policy to see how repeated classes affect Standards of Satisfactory Academic Progress.

Cause for Termination

1. Academic issues
 - a. Failure of the same course twice

- b. Three failed courses from the following list: nursing courses, A&P I, A&P II, Anatomy and Physiology, and Lifespan.
- c. Failure of any three courses within a single semester excluding developmental courses
- 2. Misconduct & violations per the Standards of Professional Conduct
- 3. Five Behavior Violations: After 5 Behavioral Violations a student must meet with the Nursing Programs Administrator and the student is subject to disciplinary action up to and including termination. (See Cell Phone policy and Professional Dress Code)
- 4. Three Disruptive Behavior violations: the student is subject to disciplinary action up to and including termination. (See Disruptive Behavior Policy)

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.

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

Course Grading

Course Grading and Quality Points in ESL and Business Programs

Grades are assigned in accordance with the following schedule:

<u>Grades</u>	<u>Numerical Equivalent</u>	<u>Quality Points</u>
A	100%-90%	4.0
B	89%-80%	3.0
C	79%-70%	2.0
D	69%-60%	1.0
F	Below 60%	0.0 Failure
I	Incomplete	0.0
W	Withdrawal	0.0
WF	Withdraw Fail	0.0 Failure

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 68%	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:

Students must receive a 76% or higher in both testing and non-testing scores to successfully pass the course. Failure of any component associated with the course such as lab or clinical experience will result in the student repeating the whole course. 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. 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.

Grade Changes

The instructor of the course will determine the grade to be awarded to each student. The determination of the student’s grade by the instructor is final. However, a student who feels a grade is in error may request a review of the grade by the instructor as long as the student contacts the instructor within first week of the following semester. If the request is unresolved, refer to the “Student Complaint” policy.

Faculty Evaluation of Student Progress

Faculty evaluation of student progress in each course and in the program is achieved in a variety of ways. Each course syllabus describes the evaluation process in detail. In order to pass a nursing course with a clinical component, the student must achieve satisfactory grades in theory and in clinical. If either theory or clinical is failed the student must repeat the **entire** course.

Theory

Frequent written tests, a comprehensive final exam, written assignments, homework assignments and projects are part of the evaluation process. All tests and assignments are weighted on a total point scale. Students are expected to be in class when tests are scheduled.

Final exams may be reviewed by appointment only. Questions about correct responses/grading should be made at this time. All students must complete standardized nursing subject tests within the last two (2) weeks of the semester. Tutoring and computer remediation programs are available for students to enhance learning.

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.

Semester Grades/Report Card

At the completion of each semester, every student will be issued a report card with grades. Students are required to keep current address and telephone number on record with the school. Failure to do so may result in failure to receive a report card.

Honors

Student of the Month Award

Students are nominated to be Student of the Month in each nursing program by an MDT/ATS faculty and/ or staff member. The members of the 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) Student of the Month Certificate
- 3) Letter of Acknowledgement
- 4) Picture and name on the Student Awards bulletin board
- 5) Automatic nomination for Student of the Semester Award

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) 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 are 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 3.5 GPA and perfect attendance during the previous nursing 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

Clinical Attendance

Students are expected to attend all scheduled clinical experiences. ***It is the student's responsibility to call the clinical instructor and/or teaching assistant prior to the assigned time if he/she will be absent or tardy for any reason.***

Students who have not called their clinical instructor and/or course coordinator prior to their absence from a clinical day will be considered a "no call/no show" and will result in failure of the course. NO exception. NOT appealable.

Clinical Tardiness

Students are expected to arrive on time for all clinical experiences.

Students will be considered tardy if they call the clinical instructor and/or teaching assistant prior to the assigned time and arrive to the clinical site up to 15 minutes after the start of clinical. Any student arriving to the clinical site more than 15 minutes after the start of clinical will be marked absent.

Clinical Absence

Students must call the faculty/teaching assistant prior to the assigned time if they will be absent. All absence from clinical experience is required to be made up. If the absence is not made up, course failure will result. No more than two clinical absences are permitted during the semester in a course. Any student who misses more than two (2) clinical days will fail the course. Two clinical tardy days will equal one missed clinical day.

Additionally, any clinical hours missed while lacking the REQUIRED MEDICAL RECORDS will be considered an unexcused absence.

Clinical Make-Up

Clinical make-up is based on the availability of the instructor and facility. **Students are required to pay a fee of \$250.00 prior to the scheduled make-up except with a valid original doctor's excuse, a valid original funeral director's excuse, an official letter regarding a court appearance or being sent home by the clinical instructor because the student is too ill to be effective at the clinical site. This fee will not be waived under any other circumstances. The College reserves the right to verify excuses and students are required to sign a consent form for release of information to validate the excuse submitted. All clinical make-ups must be completed:**

Cleveland, OH: by the end of finals week for the current semester.

Chicago, IL: before the start of finals week for the current semester.

All clinical make-ups are to be arranged within 5 (five) business days following the absence. In addition, the Clinical Placement Coordinator or designee must be notified of the missed clinical day and the scheduled make-up day.

Upon paying the \$250.00 fee to the College Accounting department, the student will be provided with a receipt that must be shown to the Clinical Instructor prior to the beginning of the make-up experience.

If the receipt is not provided to the clinical instructor, the instructor will not accept the student in the clinical area.

Attendance Policy for ESL Students

The ESL programs at ATS are designed for adult learners who wish to make fast progress and who are able to devote themselves to an intensive schedule. Real progress in the acquisition of another language requires a commitment of *time* and *effort*. As such, class attendance in the ESL programs is important for students in the fulfillment of their educational and professional goals and to obtain the most benefits from the ESL program. This will not only aid you in making progress in the acquisition of English, but it will also provide you with a foundation that will assist you in securing employment in your given or prospective field.

No more than 10 % of the clock hours in a payment period may be considered excused absences (see definition above). Students must give their instructor advance notice, where applicable, in order for an absence to be considered excused.

Students who have accumulated multiple absences will be notified accordingly.

- 9 hours missed (unexcused) = verbal warning from instructor.
- 20 hours missed (unexcused) = warning letter is sent to student.
- More than 45 hours missed within a payment period = student will be notified that his/hers financial aid disbursement will be postponed until hours are brought current.

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 with supporting documentation from a healthcare provider, 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 student will get a 'W' (withdraw) grade for the course. See *Withdrawals Policy & Course Grading and Quality Points in Nursing Programs Policy* for additional details.

A student who withdraws from classes due to pregnancy may return at the beginning of the semester immediately following the semester from which she withdrew. If the student returns to classes later than the subsequent semester, she will be subject to all current readmission requirements and procedures.

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.** The College staff should not offer medical treatment.

Policy on Severe Weather

In the event of inclement weather, the Nursing Programs Administrator will make a decision whether or not to close the school due to hazardous conditions.

Cleveland, OH: Channel 3 television (WKYC) and WTAM 1100 radio will have information regarding the closure of the school.

Chicago, IL: WBBM 780(780 AM or 105.9 FM) radio will have information regarding the closure of the school.

If the school is closed, clinical experience is also cancelled. Notification of clinical absence because of weather **MUST ALWAYS** be reported to the clinical facility, the clinical instructor/teaching assistant and to the school.

Student Grievance and Appeal Procedure

For Grade Appeal

Part I

- Contact with your instructor through email, meeting, or telephone. If contact with instructor is unable to occur (example: instructor is sick or unable to respond to student) Then the student can progress to the next step of formulating their letter
- In order to construct a "Grade Appeal" the student has the first 3 days of the new semester to file an appeal with the Appeal Committee.
- Only D and F grades will be considered and course must be taken during previous semester
- Formulating a typed letter to the committee with any all proper documentation (i.e. graded papers, attendance records, handouts, etc.....showing your case)
Students need to provide graded work, attendance records, quizzes, and any other information they've collected through the course to assist in their case
Submit together with *Grievance Form* and attach any supporting documentation you have to appeal@atsinstitute.edu or mail it to the College address, attention Grade Appeal. Your appeal may be denied if supporting documentation is not provided.
- 2 petitions per student per semester (you can petition for multiple courses on each petition when the circumstances are the same.
- Students that are in the grade appeals process must attend classes as scheduled while the process is taking place. For example, if a student failed Math class, they are to attend that class and other classes whatever are on their schedule until further notice.

Part II

- If the request for review is not dismissed, the Appeal Committee will submit a copy of the student's written statement to the teacher with a request for a written reply within 3 working days. (If this step has not been taken prior. If it appears that the dispute may be resolved between the student and the teacher, the committee will attempt to arrange a mutually agreeable solution between these two parties.
- If a mutually agreeable solution is not achieved, the Committee will proceed to hold a meeting concerning the allegations.
- This process takes approximately 1 week. You will be notified in writing of the result of your appeal
- All grade appeal decisions are **final**.

For Other Appeals

In order to initiate and pursue a grievance, the following steps must be observed, in their entirety, within two (2) business days following the reported incident or reason for the grievance.

- The student must first meet with the instructor(s) or person(s) directly involved, in an attempt to resolve the grievance through informal discussion. This person must sign the *Grievance Form* to confirm that the student has met with him/her.
- If there is no resolution, the student may next schedule an appointment and orally grieve the matter with the Nursing Programs Administrator. The student should be prepared to discuss: the basis for concern, facts to support the grievance, and suggested remedy that would satisfy the student. This person must sign the *Grievance Form* to confirm that the student has met with him/her.
- If there is no resolution, the student may submit two copies of a written grievance letter. The student should deliver one copy to the Nursing Programs Administrator and one copy to the Appeal Committee Chairperson, along with the *Grievance Form*. The letter should be typed, dated, and signed, and should minimally contain the following information: the course and instructor(s) or person(s) involved; a summary of the events that led to the grievance; facts that support the student's grievance; and the suggested remedy that would satisfy the student.
- During the appeals process, student can continue with class and clinical unless the reason for the appeal is due to a violation of code of conduct and/or unsafe practice at the clinical site.

The Appeals Board consists of a minimum of three faculty members and three student representatives. It will meet within one week of the filing of the appeal to consider the student's case. The student will be informed of the Board's decision immediately following the meeting. If a student has gone through all previous steps, he/she has the right to seek legal assistance or take his/her complaint to the Ohio State Board of Career Colleges and Schools, the Accrediting Council for Independent Colleges and Schools, and/or the Ohio Board of Nursing. In Illinois, complaints against this school may be registered with the Illinois State Board of Higher Education and/or the Accrediting Council for Independent Colleges and Schools.

Ohio State Board of Career Colleges and Schools

30 East Broad Street, Suite 2481
Columbus, OH 43215-3414
(614) 466-2752
(877) 275-4219 (toll free)
Attn: Executive Director

Accrediting Council for Independent Colleges and Schools (ACICS)

750 First Street NE, Suite 980
Washington, DC 20002-4241
(202) 336-6780
Attn: Executive Director

Ohio Board of Nursing (Cleveland students only)

17 South High Street
Columbus, OH 43215-7410
(614) 466-3947
Attn: Disciplinary Department (Complaint Line: (614) 466-9558)
Toll Free (877) 275-4219

Private Business and Vocational Schools Division of the Illinois State Board of Higher Education

1 N. Old State Capitol Plaza, Suite 333
Springfield, IL 62701-1404
(217) 782-2551

Financial Procedures and Policies

Payment Requirements

Payment in full for semester tuition and any assessed fees is due by the end of the first day of classes.

Students who are 15 days past due with payment will be counseled by school officials and may be pulled from classes. Students, who do not meet the minimum payment requirements* after 30 days, will be placed on administrative suspension until they clear their balance.

Students that did not fulfill their financial obligations during the previous semester will lose their eligibility to continue with the installment payment plan until they clear previous obligations.

During the suspension students cannot attend scheduled classes or clinical and will be responsible for the make-up work. A late fee of \$10.00 will be assessed monthly on past due accounts.

Grades, registration for next semester, transcripts, diplomas, letters of completion or application to state boards and letters of recommendation will be issued only when a student's account is considered to be in good standing.

The College reserves the right to reject the enrollment of any applicant who had formerly enrolled in a program at the school but failed to fulfill payment requirements.

***Minimum payment requirements:**

- 1) Full payment (payment must be received and posted to your student account by the due date).
- 2) Good standing in the installment payment plan.
- 3) Financial aid application processed by the Department of Education and on file at the college. Students MUST finish financial aid verification, if any.
- 4) Confirmation of payment in the form of scholarships and/or third party authorization.

Students are required to monitor their account balances.

If a bank withdrawal does not go through for any reason or a scheduled credit/debit card is declined, a service charge of \$50.00 will be assessed. The student will be put on administrative suspension until the account is brought current. If two payments are returned or declined, the student will no longer be allowed to participate in the installment plan and must then pay the entire balance in full.

Payment Options

Tuition Installment Payment Plan

For students requiring more time to pay tuition, they may enroll in an interest-free 3rd party installment payment plan. Please see a Financial Aid Officer for the enrollment form. All enrollment needs to be done before the start of the semester with the first payment paid on or before the first day of classes. Cleveland students: This plan requires a one-time enrollment fee of \$85 for the program. Chicago students: This plan requires \$10 monthly payment plan fees.

Alternatively students may pay 50% of the semester tuition on or before the first day of classes with the balance of the remaining 50% of semester tuition to be paid by the end of the mid-term week. Cleveland students: For this option, the \$85 tuition plan enrollment fee will be waived. Chicago students: For this option, the monthly payment plan fees will be waived.

Third-Party Billing Agreements

All third party contracts must be in place before the semester starts. Please consult with your Financial Aid Officer to confirm that the school received certifications from the expected agencies.

The College will bill employers who pay tuition for their employees.

Students are to provide the College with a signed letter of financial guarantee from the employer prior to registration for classes.

Students who have applied for scholarships must inform the Financial Aid Office in writing of the amount of the anticipated scholarship. Approval letters need to be presented before the beginning of the semester in order to apply funds to the upcoming semester.

Estimated Expenses for the Programs

Please see "Tuition and Fees" in the Appendix.

Other Fees and Expenses

Liability Insurance

The College students enrolled in nursing program are required to pay a liability insurance fee once a year. This fee is included in the required fees for the academic year and payable at the beginning of the semester the student is accepted into the program of study.

Books and Supplies

The cost of books and supplies may vary from semester to semester. The estimated cost of books is approximately \$1,500.00 per academic year. The students are responsible for buying their own supplies (pens, pencils, etc.).

Uniforms

The cost of uniforms and additional supplies may vary depending on purchase location. Students are responsible to purchase uniforms and the College patches in accordance with the Professional Dress Code Policy. Additional supplies may include a stethoscope, watch with a second hand and any other supplies requested by the faculty.

Application Fee

There is \$30.00 application fee for first time applicants. The application may be withdrawn within five (5) calendar days and a full refund will be issued.

Clinical Site Parking

Students are responsible for payment of parking at clinical sites. The school is not responsible for reimbursement for parking fees.

Change of Program Fee

There is a non-refundable fee of \$100.00 per occurrence for students who change their program of study.

Late Payments

There is a late payment service fee of \$50.00 that applies to students whose tuition payments or fees are delinquent. This fee must be paid in addition to all outstanding bills to recover financial good standing.

Fee for Repeating a Class

Any student repeating a class due to withdrawal or failure will be charged for the credit hours that must be repeated. Financial obligations must be in good standing before scheduling can occur.

Re-Admission

There is a \$50.00 fee for students who apply for re-admission.

Payment Periods

Financial Aid will be disbursed at the beginning of each payment period. For Nursing Programs payment period is equal to the academic term.

Payment periods for “ESL for Professionals” program that is 900 clock hours and one academic year in length are as follows:

- The first payment period is the period of time in which the student is scheduled for the first half of the clock hours (450 hrs) and first 23 weeks period;
- The second payment period is the period of time in which the student is scheduled for the second half of the clock hours (another 450 hrs) and second 23 weeks period.

Payment periods for “ESL for Professionals-5” program that is 1500 clock hours and more than one academic year in length are as follows:

- The first payment period is the period of time in which the student is scheduled for half of the clock hours in the academic year (450) and first 23 weeks period;
- The second payment period is the period of time in which the student is scheduled for the second half of the clock hours in the academic year (another 450 hrs) second 23 weeks period;
- The third or fourth payment periods are the period of time in which the student is scheduled for the remainder of the program and will be divided into two payment periods (300 hrs each and 15 weeks each).

Standards of Satisfactory Academic Progress (SAP)

These standards of satisfactory academic progress apply to all students, not just those receiving financial aid. Students must meet the minimum standards as set forth below. Otherwise the student shall be deemed as not making satisfactory academic progress and shall be ineligible for all financial aid or to be enrolled as a regular student.

Satisfactory academic progress will be measured in three areas: minimum academic achievement, successful course completion, and maximum credits attempted. SAP for each student will be measured at the end of each payment period of attendance. A payment period is defined as a term with any course scheduled.

Minimum Academic Achievement (Minimum Grade Point Average [GPA])

Students must earn at least a 1.25 GPA for their first payment period of attendance. A 2.00 cumulative GPA is required thereafter.

Successful Course Completion (Completion of Attempted Credits):

Due to government regulations this policy has changed and it will be applied retroactively to all students.

Students must complete 67% of the cumulative credits they attempt. Any credits the student is registered for after the second instructional week of classes will be considered attempted (this also includes all remedial courses taken).

Credits, dropped after the second instructional week will be considered attempted but not completed. Withdrawals from classes in a semester will be counted toward the hours attempted but not completed.

Satisfactory Academic Progress (SAP) table reflects the number of credits a student must complete per semester to continue meeting SAP requirements and is as follows:

Number of Credits Attempted	Number of Credits Earned/Completed
4	3
9	7
15	11

How repeated courses affect SAP Policy: Repeated courses will be added to total hours attempted or hours completed, however, the initial grade once a repeated class has been passed will not be included in the GPA calculation. The new grade will be included in the GPA calculation, which will be considered when progress is again reviewed.

Maximum Time Frame

A student must complete an education program in no more than one and one-half (1.5) times the normal program length. For example, if your program requires 80 credit hours, you must graduate by the time you have attempted 120 credit hours. All attempted and/or withdrawn credits* count toward the maximum time frame limit, regardless of changes in the program, until a diploma or degree has been awarded. When the student is within one payment period of reaching the maximum attempted credit* limit, a warning letter will be mailed, stating that the next semester will be the final semester in which the student may receive federal aid. Finally, when the student has attempted the number of credits listed above, his/her financial aid eligibility will be suspended. Failure to complete the program within the required time frame may result in dismissal of the student from the educational program. (* for ESL students clock hours are used instead)

Minimum academic achievement, completion of attempted credits maximum time frame will be monitored at the end of every semester.

Transfer Students, Students Changing Major or Students in Pursuit of a Second-Degree

Transferred credit hours which count toward the student's current degree/diploma program will be included in credit hours attempted when calculating remaining eligibility. Therefore, transferred credit hours will shorten the maximum time frame.

Unofficial Withdrawal:

For students who stop attending before completing a term without notifying the school and who have not communicated with the school for fourteen (14) consecutive days, the school will consider that the student has unofficially withdrawn. The last day of attendance will then be used as the withdrawal date for the purposes of calculating any return of Federal funds to the U.S. Department of Education.

Financial Aid Warning

Students, who fail to meet the Minimum Academic Achievement (minimum GPA) and/or Successful Course Completion standards as stated above and were not already in a warning status, will be placed on Financial Aid Warning for one payment period. This warning period allows the student to continue to receive financial aid for one semester. Students will be notified in writing (by mail) of a Warning Status of Federal Financial Aid. All students placed on Warning will be counseled by a school official and will be given remedial tutoring if requested.

Financial Aid Suspension

If a student fails to achieve Minimum Academic Achievement (minimum GPA) and/or Successful Course Completion standards while on Financial Aid Warning status, he/she will be placed on Financial Aid Suspension for the following semester. These students will not be eligible for any financial aid until all requirements for Minimum Academic Achievement (minimum GPA) and/or Successful Course Completion standards are met. Students will be notified in writing (by mail) of a Suspension Status of Federal Financial Aid.

Financial Aid Probation

This status is assigned to students who were placed on Financial Aid Suspension, have appealed it and have had their eligibility reinstated. During the probationary period, students are given one semester to satisfactorily raise their cumulative GPA and/or cumulative earned credits, as needed. If satisfactory progress requirements are met, the probation is removed. Financial Aid denial and Suspension will result if the student's cumulative GPA and/or cumulative earned credits are not successfully raised. Students will be notified in writing (by mail) of a Probation Status of Federal Financial Aid.

Extended Enrollment Period

A student who has been placed on Financial Aid Suspension is in an extended enrollment status and is not eligible for additional financial aid, and is responsible for making financial arrangements with the institution for tuition and fees incurred during the extended enrollment period. Students attending in an extended enrollment period will be charged tuition and fees consistent with stated costs. During the extended enrollment period, students must seek to correct academic deficiencies by taking remedial courses, retaking courses they have failed or practicing previously learned skills in order to reestablish satisfactory progress. However, in no case can a student exceed 150 % of the standard time frame either as a regular student or in an extended enrollment status and receive the original credential for which he or she is enrolled. Students exceeding the maximum time frame may receive a certificate of completion.

Reinstatement of Financial Aid Eligibility

In order to regain financial aid eligibility, a student must successfully meet all requirements for satisfactory progress. At the completion of the extended enrollment period, Financial Aid officer will evaluate student performance in the following areas: ability to complete a program within a maximum time frame; completion of at least 67% of the attempted cumulative hours as calculated and achievement of the cumulative GPA as required by the College. Then a student's award package will be generated based on funds available at that time.

Appeal of Suspension

Students may appeal Financial Aid Suspension based on extenuating circumstances. The Satisfactory Progress Appeal Form, a letter from the student, and supporting documentation must be submitted for consideration. The Satisfactory Progress Appeal Form is available in the Financial Aid Office. Not all appeals are approved and deadlines do apply. The Appeals Committee will review appeals on an individual basis. If the appeal is approved, the student will be placed on Financial Aid Probation, and may be required to sign a letter outlining specific goals and expectations that they must fulfill during the next term of attendance.

Refund Policy

If a student withdraws or is dismissed from his/her program, or if the enrollment agreement or application is otherwise terminated provided the school is notified of the cancellation, a refund will be issued according to the following schedule:

1. A student who withdraws before the first class and after the 5-day cancellation period shall be obligated for the registration fee.
2. A student who starts class and withdraws during the first full calendar week of the academic term shall be obligated for twenty-five percent of the tuition and refundable fees for that academic term plus the registration fee.
3. A student who withdraws the second full calendar week of the academic term shall be obligated for fifty percent of the tuition and refundable fees for that academic term plus the registration fee.

4. A student who withdraws during the third full calendar week of the academic term shall be obligated for seventy-five percent of the tuition and refundable fees for that academic term plus the registration fee.
5. A student who withdraws beginning the fourth full calendar week of the academic term will not be entitled to a refund of any portion of the tuition and fees.

The school shall make the appropriate refund within thirty days of the date the school is able to determine that a student has withdrawn or has been terminated from a program. Refunds shall be based upon the last date of the student's attendance or participation in an academic school activity.

A student is entitled to a refund of the application fee provided the school is notified of the cancellation of application in writing within five (5) calendar days of paying the application fee.

In the case of documented student illness or accident, death in the family, or other circumstances beyond the control of the student, the student will be entitled to special consideration that may be less than that stated by the refund policy.

When notice of cancellation or withdrawal is given after the student's completion of the first day of class attendance the school will return tuition and other instructional charges in accordance with below table.

Week Withdrawal Occurred	% of Term Enrolled	Institution Refund Policy
1	7%	75%
2	13%	50%
3	20%	25%
4	27%	0%
5	33%	0%
6	40%	0%
7	50%	0%
8	53%	0%
9	60%	0%
10	67%	0%
11	73%	0%
12	80%	0%
13	87%	0%
14	93%	0%
15	100%	0%

Refunds

The College Accounting Office processes refund checks. Students with a credit balance resulting from Federal funds will be refunded within TWO weeks of aid being credited to the student's account. All credit balances are subject to an audit (signed Registration Verification form is required) prior to their release. To be eligible for a refund, students must be registered for at least six credits and be maintaining satisfactory academic progress.

Refunds are placed in the US Mail, addressed to the address on file with the school. Students may update their address in writing to the Registrar's Office.

Return of Title IV Funds Policy

Federal law specifies how a school must determine the amount of Federal Financial Aid (Pell Grant, Supplemental Education Opportunity Grants and Federal Family Education Loans) a student earned if they withdraw* before completing 60% of each payment period.

The amount of Federal Financial Assistance that the student earns is determined on a percentage basis. Students who withdraw at any point after the 60% point in the payment period have earned 100% of their Title IV fund and no refund is due. Students withdrawing from school should be aware that the school may be obligated to return Federal Financial Aid funds back to the U.S. Department of Education if the student does not complete 60% of the payment period. If funds are returned, the student should be aware that this may result in the student owing outstanding tuition or fees to the school in addition to owing funds back to the U.S. Department of Education. Any grant amount the student has to return is a federal grant overpayment and arrangements must be made with the school or the U.S. Department of Education to return the funds.

Percent earned = number of calendar days completed up to the withdrawal date* divided by the total days in the semester.

Percent unearned = 100% minus percent earned.

When a student receives Federal Financial Aid in excess of aid earned – the school returns the lesser of:

Institutional charges multiplied by the unearned percentage, or
Title IV Funds disbursed multiplied by the unearned percentage.

The student returns:

Any remaining unearned aid the school is not required to return.
Loan funds are repaid in accordance with the terms of the Promissory Note.

Any grant amount the student has to return is a Federal grant overpayment and arrangements must be made with the school or the U. S. Department of Education to return the funds.

Students will be billed and payment is due immediately for any tuition balance created when the college is required to return funds to the U. S. Department of Education. Students have 45 days from their withdrawal date to repay to the college any federal grant overpayment. After the 45 days, the student must work directly with the U. S. Department of Education to resolve their overpayment and may not receive additional Federal Financial Aid until the overpayment is resolved.

The school must report to the U. S. Department of Education any student who is in an overpayment status.

Withdrawal occurs the date the Registrar's Office receives student's withdrawal form, the date the student is officially dismissed from the college, or in the case of unofficial withdrawal, the date of the student's last documented class attendance according to the instructor's records.

Student Support Services

The services at the College include academic, career counseling, peer mentoring, tutoring, financial aid advising, scholarship information, transfer assistance, books and other support services. The primary goal for Student Support Services is to encourage the enrollment and retention of students and to facilitate the successful completion of their goals in the college. In addition to these general services, several program-specific student support services are set in place to address the particular needs of students.

The personnel in Student Support Services offers

- to assist students with time management, stress management, anger management, test taking skills, note taking skills, communication skills and career development
- to help students identify social problems and emotional problems that may interfere with educational and academic progress
- to collaborate with the teachers and administration with the student's evaluation and student's academic progress
- to assist in setting goals, initiating strategic planning, and implementing curriculum objectives as established by classes and faculty
- to provide crisis intervention when conflict arises in the school
- to assist students with career development, job search application strategies, resume writing and interview skills
- to assist students adjust to college with regard to academic standards and new life experiences
- to identify cases of mental health problems, domestic abuse or family problems and refer students to outside professional mental health centers

Gainful Employment

Gainful Employment information for this program is available on our web site at <http://www.atsinstitute.edu>.

Student Right-to-Know Act and Campus Security Act

Under the terms of the Student Right-to-Know Act of 1990 Facts, the College must maintain and report statistics on the graduation and completion rates of our students. We also publish an annual Campus Security Report listing criminal activity specifically identified as necessary to report in the Crime Awareness and Campus Security Act of 1990. To obtain these reports, access the following web page:

<http://nces.ed.gov/ipeds/cool/SearchResults.aspx>

Additional published information is available in a brochure located in the Admission offices, library or at the front desk.

Emergency Preparedness

Please see the “Emergency Preparedness Plan” which is located at the library and in the administrative office. Periodic fire drills are held. Directions for evacuation of the building are posted in each classroom. Students are requested to evacuate in a quick and orderly fashion if the evacuation alarm is heard.

Guidance and Counseling

Students needing help in their personal or professional lives may seek counseling. Assistance in finding appropriate resources may be provided by members of the faculty or the Programs Administrator by requesting a conference to discuss the problem. For academic difficulty conferences are to be held with the faculty/teaching assistant and student as soon as the student’s grade falls below 80% in any subject. These conferences are to help the student explore various study strategies to improve grades.

Treatment-Centers.net is a public benefit addiction treatment resource organization dedicated to helping addicts and alcoholics recover from the devastating effects of drug addiction, alcoholism, dual diagnosis, eating disorders and co-occurring disorders. They offer a comprehensive directory of drug treatment centers, alcohol rehab programs, and drug rehabilitation centers, dual diagnosis treatment programs, and recovery centers for eating disorders and other substance abuse related disorders. Please call 1-877-335-HOPE (4673) for assistance in finding treatment centers.

Program-Specific Advisement

Upon admission to the program, students must see an Admission Officer for advising, counseling and credit transfer. Students may request a meeting with the Programs Administrator or designee if they need specific advisement in transferring courses. Students who are not achieving satisfactory progress during the course must meet with the course instructor. Students who fail a course must meet with the Programs Administrator or designee to change the plan of study and register for the next semester. Students who fail to complete this step in a timely manner may not be placed in a clinical site for the semester and may need to postpone a semester.

Tutoring

The school’s faculty members provide assistance for students experiencing academic difficulties and such students may be required to participate in skill enforcement sessions outside of regular class time. Students are urged to take the initiative to seek out-of-class help and to discuss their difficulties with their faculty/teaching assistant. Additional tutoring is available by appointment scheduled with Student Services.

Licensure Exam Preparation

At the end of identified nursing courses, students are given a standardized test for the nursing course that they are completing. Students then receive remediation recommendations to assist them in preparing for the licensure exam.

Accommodations for Students with Disabilities

A student with a disability who requires some modification in his/her educational program must do the following during the first week of the semester:

- 1) Meet with the Programs Administrator;
- 2) Provide appropriate documentation of the disability;
- 3) Agree to appropriate accommodations in consultation with the Programs Administrator;

The Programs Administrator will inform faculty and staff about accommodations to be made for the student.

Health Services

The College does not provide on campus health services. If a medical problem arises, the student will be referred to his or her own health care provider or to a nearby health facility.

Resource Center

Each year, the center's resources are expanded to provide current materials and supplement the school's program. The primary function of the Resource Center is to provide students with the materials and individual attention needed for study and research. Use of the instructional computers by students at the College is encouraged. Each student has access to academic software and simulation software for the clinical virtual experience and practicing skills. The computers are located in the library and in the open labs. The librarian is available to assist students in the use of computers.

Placement

The following placement services are provided: requests from companies, organizations, and agencies are posted on the bulletin board; notification of job fairs and open houses are posted; senior students attend community job fairs. As part of their curriculum the students have resume writing workshops and job interview skills are taught. No guarantee is given to any student that he or she will obtain employment through the efforts of the school as a result of training received at the school.

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 MDT/ATS to be able to forward the information to the requested recipient. MDT/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.

Financial Aid Services

Students seeking financial assistance to meet the cost of education are encouraged to contact the Office of Financial Aid. A variety of grants, scholarships, and loans are available for students who qualify on the basis of financial need, enrollment and satisfactory academic progress. Financial Aid services are available by appointment.

Veterans Services

The College is approved as an institution of higher learning for the training of veterans and veterans' dependents entitled to educational assistance. The GI Bill (the generic term comprising various educational assistance programs administered by the Department of Veterans Affairs) provides benefits to veterans, service members, and some dependents of disabled or deceased veterans wishing to pursue an education. Further information is available at <http://www.gibill.va.gov>.

Photo Release

Occasionally, the school may take photos that will be released to the public for publicity and advertisement purposes. All students who participate in a photo session will be required to sign a waiver allowing the College to use their image for that purpose.

Consumer Information

Consumer Handbook contains consumer information and is available to the students in the Library, Financial Aid and Student Services Offices and Programs Administrator's Office.

Discipline Policy

Standards of Professional Conduct

Required Conduct

All students are required to behave responsibly and professionally and are obliged to behave in a manner compatible with the philosophy and objectives of the school. A quiet atmosphere would be appreciated while classes are in session and during midterm and final exam weeks. The school recognizes its responsibility to the professional community and to the consumers of the professional community. Therefore, any action by a student considered to be unprofessional shall be deemed cause for disciplinary action and/or dismissal. Any violation of expected conduct while providing patient care may result in immediate dismissal.

A student who does not meet the required standard of conduct may be placed on disciplinary probation, disciplinary suspension, or disciplinary dismissal from the program. However, any action taken depends upon the nature of the offense and the merits of the individual case. The College reserves the right to eliminate any step in the case of any infraction.

A student in the College is expected to:

- Be concerned and considerate of the welfare of others as well as self.
- Exercise good judgment in all aspects of personal behavior.
- Respect local ordinances and state and federal statutes.
- Prepare for all clinical experiences.
- For nursing students: perform nursing skills, procedures and medication administrations under the guidance of the clinical instructor at all times.
- Abide by the Clinical Accountability Expectations document.

Continued inconsiderate or irresponsible behavioral patterns will be treated as a serious matter by the College.

Violations of the Code of Required Conduct

- Falsification of any document, cheating, or plagiarism.
- Obstruction or disruption of any school activity: **If disruption or insubordination occurs at the school or in clinical, the student may be suspended for one week.** A student may make up a missed test, but cannot exceed the one (1) test limit per course.
- Damage to property of the institution, a member of the staff, another student, patient, or visitor.
- Physical abuse or behavior that threatens the safety or health of any other person.
- Unauthorized access to institutional facilities.
- Abuse and/or misuse of fire safety equipment, including transmittal of a false alarm of fire or tampering with fire extinguishers or hoses.
- Any act that results in conviction of a felony.
- Discourteous treatment of patients, visitors, hospital employees, other students, faculty or staff.
- Divulging confidential information.
- Harassing or unfairly treating any person because of race, religion, color, gender, sexual orientation, national origin, or disability.
- Engaging in sexual harassment or sexual assault.
- Using, selling, possessing or distributing drugs or other illegal substances while on clinical or college premises.
- Violation of safety rules.
- Using physical or verbal abuse, profanity, or violence in any form.
- Fighting, inciting a fight, or disorderly conduct.
- Intoxication or drinking on clinical site property or college premises.
- Gambling on clinical site property or college premises.
- Theft or embezzlement.
- Carrying and/or concealing weapons.
- Unauthorized use of telephones.
- Accepting anything of monetary value from anyone who might benefit from his or her services.

Corrective Action

A student found to be in violation of the Code of Required Conduct, or regulations defined in the student handbook, or other published or posted institutional regulations will be disciplined according to the nature of the offense.

Disciplinary actions are entered in the student's confidential personal file. The student receives written notice of action taken that is recorded in the personal file.

The following sanctions represent corrective actions that may be selected depending on the individual situation:

- Written Warning - A written notice to the student offender that the student has violated the College rules and that further violations will result in more severe disciplinary action.
- Restitution - Reimbursement for damage to, or misappropriation of, the College property.
- Disciplinary Probation - A prescribed period of time in which any additional violation of policy may result in a disciplinary suspension/dismissal.
- Disciplinary Suspension - Exclusion of the offending student from the College, its classes, and other privileges or activities for a prescribed period in order to give the student time away from the school to reflect on the problem and to understand that further conduct infractions will lead to disciplinary dismissal. During the suspension, the student will be marked absent for the hours missed and will be subject to any consequence (such as missed assignments) incurred by such absences.
- Disciplinary Dismissal - Permanent termination of student status effective upon a specified date. (See also: Program and Retention Policy.)

A student may be immediately dismissed from school for the following:

- 1) Being under the influence of alcohol while on the school premises or in clinical.
- 2) Using, selling, possessing or distributing drugs or other illegal substance.
- 3) Using physical or verbal abuse, profanity, or violence in any form.
- 4) Engaging in sexual harassment or sexual assault.
- 5) Possessing a weapon of any kind on school property.
- 6) Falsification of documentation

Any student who wants to dispute the basis for probation or suspension should make a request to the Appeal Committee in writing. The decision of the committee will be final.

Behavioral Violations

Behavioral violations will be given for incidents of inappropriate behavior including, but not limited to, the following:

- Cell/mobile phone use other than outside of classroom/laboratory.
- Student out of uniform.
- Student speaking out of turn.
- Foul or loud language.
- Failure to follow instructions.
- Excessive tardiness.
- Leaving the classroom (excessive in and out).

Violations and Suspected Violations of the Academic Dishonesty Policy

All forms of academic dishonesty including, but not limited to, cheating on tests, plagiarism, collusion and falsification of information, peer to peer downloading and distribution of intellectual property will be subject to disciplinary action.

Academic Dishonesty **is an academic offense**. Faculty is expected to report all instances of Academic Dishonesty to the administration. Students who plagiarize/cheat are subject to both instructor penalties and institutional penalties. Students who are guilty of Academic Dishonesty have the offense noted on their record, and may be expelled from the College.

Plagiarism Defined

Plagiarism, which is a form of cheating, is defined as the appropriation of any other person's work and the unacknowledged incorporation of that work in one's own work offered for credit.

Plagiarism results from the unacknowledged use of material found in print sources, oral presentations, and visual, electronic, or other media sources. Plagiarism does not require an intention to deceive. It can result when a student submits as his/her own work ideas, language, data or other material contained in a source not acknowledged by the

student; if the student knew or should have known that such acknowledgement was required. Plagiarism includes, without limitation, the following:

1. Submitting another author's published or unpublished work, in whole, in part, or in paraphrase, as one's own work, without fully and properly crediting the other author with citations and bibliographical reference.
2. Submitting as one's own original work any material, including data, tables, graphs, charts, or other visual material obtained from any source, without acknowledgement and citation of the source.
3. Submitting as one's own original work material produced through unacknowledged collaboration with others, unless the instructor permits such collaboration.

All parties to plagiarism are considered equally guilty. If a student shares his/her coursework with another student and it is plagiarized, that student is considered as guilty as the plagiarizer; since that student enabled the plagiarism to take place. Under no circumstances should a student make his/her coursework available to another student unless the instructor gives explicit permission for this to happen.

Policies and Guidelines

Strict Enforcement

The College will enforce the rules against plagiarism or cheating to avoid putting honest students at a disadvantage. Academic Dishonesty has harmful effects on other students, even when the student who plagiarizes does so without an intention to deceive. Consequences are as follows:

First Academic Offense: The student will earn the grade of zero for the work in question and fail the course. The plagiarism or cheating will be reported to the administration, which will note the occurrence in the student's record. A conference will be held with the instructor.

Second Academic Offense: The student will earn the grade of zero for the work in question and fail the course. The student will be expelled from the College. In failing to uphold the policies and procedures of academic integrity, the student cannot re-enroll to the College.

Investigation

Students who are accused of plagiarism are entitled to a full investigation. The instructor will alert administration of the offense, wherein the Nursing Programs Administrator assigns a faculty member (other than the teacher in question), to investigate the claim of plagiarism. Once the claim has been verified or unsubstantiated, the parties involved will be informed. During the investigation, under no circumstances will the parties involved disclose any information regarding the claim of plagiarism, including, but not limited to, the author's name, the instructor's name, the course and/or clinical experience, the title of the paper or project in question, or the ad hoc investigation faculty member's name.

If the claim of plagiarism is proven to be true, the penalties and consequences as noted under "Strict Enforcement" will be followed.

Violation or Suspected Violations of Federal Copyright Law

Copyright infringement is the act of exercising without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under Section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute copyrighted work. In the file sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. Penalties for infringement may be civil and/or criminal including fines and/or imprisonment. Additional information can be found at www.copyright.gov

Disruptive Behavior Policy

All individuals are part of the MDT/ATS community. As students at the College, 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.

CDC Universal Precautions to Decrease Transmission of Disease

Health care students are at risk of contracting transmittable diseases during patient care. Upon admission into the student's respective program, all students are required to abide by the Center of Disease Control's (CDC) Universal Precautions in order to decrease transmission of disease. It is the student's responsibility to become thoroughly familiar with CDC Guidelines and to practice Standard Precautions in all clinical/laboratory settings. Students are required to comply with all Standard Precautions.

Universal Precautions may be summarized as treating all body fluids and blood of all patients as potentially infectious. Protective barriers (gloves, gowns, masks, and protective eyewear) should be used to reduce the risk of exposure to potentially infectious material. Specific precautions include, but are not limited to the following:

- 1) Wear gloves when touching blood and body fluids or item soaked with blood and/body fluids/substances.
- 2) Wash hands before and after all patient contact and particularly after accidental contact with blood or body fluids/substances.
- 3) Use protective barriers (mask, gown, gloves, eyewear) when needed to prevent exposure to blood and body fluids/substances.
- 4) Change gloves between patients.
- 5) Refrain from all direct patient care and from handling patient care equipment and devices used in performing invasive procedures until the condition resolves if exudative lesions or weeping dermatitis are present.
- 6) Comply with current guidelines for the disinfection and sterilization of reusable devices used in invasive procedures.

Infectious diseases have the potential for hazardous effects on the developing fetus. Pregnant students must bring a written statement from their obstetrician as soon as the student suspects/knows that she is pregnant as to her ability to perform all expected functions fully, safely and without jeopardizing the health or well-being of the student, her fetus, or a patient. An additional statement that the student will take responsibility for her safety may be added depending on the clinical setting. In order to resume her activities before the usual six-week period after delivery, the student must bring a written release from her doctor.

The CDC recommends that all students who may be exposed to blood in an occupational setting should receive Hepatitis B vaccine, preferably during their period of professional training and before occupational exposure should occur. The Nursing Program supports this recommendation, but does not require this immunization.

Chemical Substance Policy

Chemical use and/or dependency may interfere with education and may threaten personal welfare, as well as that of other students and clients. It is up to us, individually and collectively, to address the threat. As responsible individuals, each of us is obligated to provide for their own physical, mental, and emotional health. Our school has a vital interest in ensuring safe, healthful, and efficient learning environment for our students and employees. For these reasons, we have established as a condition of employment and enrollment into our training programs, a drug-free policy.

Drug Testing

Students may be selected for random drug testing at anytime.

No students under the influence of alcohol or other drugs will be allowed to attend class, remain at the College facility, or attend clinical. Drug or alcohol use in class, clinical or lab is subject to blood or urine testing at that time. Reasons to suspect chemical substance abuse include, but are not limited to:

- 1) Noticeable change in behavior
- 2) Slurred speech
- 3) Smell of ethanol on breath

The Nursing Programs have a zero-tolerance policy for drug and alcohol abuse. Any student testing positive for drugs or alcohol will be dismissed from the program immediately.

Students taking controlled medications that are prescribed for a legitimate reason must provide documentation for it from the health care provider within five days. Failure to comply with this will indicate a positive finding for the drug screening with subsequent dismissal from the program.

Any unlawful possession, use, or distribution of illicit drugs or alcohol, whether by students or employees, will be reported to the local police department. The student is responsible for any legal penalties resulting from the possession or distribution of illicit drugs including confiscation of personal possessions, fines, and incarceration.

Professional Dress Code

The following guidelines have been established to meet the dress requirements of the nursing program.

Uniforms

Students are responsible to purchase uniforms and College patches in order that they can be worn beginning the first day of classes. Uniforms must be in the style approved by the school

Clinical, Classroom and Lab Settings

Cleveland, OH:

At the Clinical, students are required to wear the official clinical uniform of white pants, shirt or white dress collared shirts only with the College patch and ID badge each day of clinical experience unless informed otherwise by the instructor.

On campus, students may wear the College uniform of royal blue tops and bottoms with white shoes or the clinical uniform of all white with white shoes beginning first day of class and anytime on the College school property, and follow policy related to grooming (stated above) in the clinical setting.

Shoes must be all white nursing or athletic shoes with an enclosed heel and toe.

Chicago, IL:

During Clinical, Classroom and Lab settings students are required to wear royal blue uniforms with the College patch and ID badge each day. A white lab coat is required for clinical. For classroom and lab settings: from Nov 1st to March 31st students may wear seasonal footwear. Otherwise, shoes must be all white nursing or athletic shoes with an enclosed heel and toe.

For both campuses

Additional supplies may include a stethoscope, watch and any other supplies requested by the faculty.

Female students must wear the school pants uniform whenever functioning in the student role. White knee high stockings or plain white socks are to be worn with the pants uniform. Footies or ankle socks are not allowed.

Male students must wear the designated uniform shirt and uniform pants whenever functioning in the student role. The uniforms must be clean and neatly pressed. (Refer to document 'Care and Maintenance of School Uniforms' in the Cleveland library or the Chicago Nursing Programs Administrator's Office.)

No visible tattoos and body piercing (except earrings) are allowed. Undergarments must **NOT** be visible (color or design). White tee shirts should be plain without any design or words. Solid white nursing shoes or white leather athletic shoes (without contrasting colors) must be in good repair and kept clean and polished at all times. All shoes must have no higher than a 1" heel and enclosed heel and toe. Shoelaces are to be white only (refer to document "Care and Maintenance of School Uniforms" in the Cleveland library or the Chicago Nursing Programs Administrator's Office).

One pair of small, ball-shaped pierced earrings may be worn in the lowest part of the ear lobe (one per ear) if they are pearl, silver or gold colored. A plain wedding band may be worn. No other visible adornment is allowed. Neck and ankle jewelry is NOT allowed. Hair must be off the collar and secured. Only white, metal, neutral or tortoise-shell colored clips are to be used to secure the hair neatly off the collar. Neutral elastic scrunchies are also permitted. No additional hair ornaments are allowed. Students who choose to color their hair must keep to natural colors only (no pink, blue, purple, etc.). Head coverings are permitted for religious obligations only and must be white or conservative in nature. Male students must be clean-shaven and/or have neatly groomed mustache/beard. Nails must NOT extend beyond fingertips. Acrylic nails or nail polish are NOT allowed.

Nursing students must adhere to this dress code at all times. Students who do not adhere to this dress code will be sent home and it will be considered an unexcused absence for that day. Any make-up fees are the responsibility of the student.

If students are not in proper attire they will be given a documented Behavioral Violation. (see Progression and Retention Policy)

General Policies & Procedures

Computer and Internet Use Policies

Purpose and Use

The College workstations are to be used primarily for research and academic purposes, with the College students, faculty, and staff. The students will be allowed to print research and academic papers. The copy allowance for students is 1500 pages per semester. The staff reserves the right to terminate an internet session if its use is not research or curriculum orientated. Moreover, the staff in charge reserves the right to ask users to end a session and relinquish the computer to a College student, faculty, or staff member.

The computer labs are intended primarily for instructional and testing purposes. Faculty and staff have priority for scheduling instruction in the labs. If no formal instruction is scheduled, the College faculty, staff, and students may use the labs. The lab must be vacant 10 minutes before scheduled class session.

Every effort will be made to inform facility users ahead of time of such reservations. However, the College reserves the right to close the facilities to users at short notice to accommodate instructional/testing needs.

The College reserves the right to monitor computer usage in the labs in order to insure compliance with the College policies.

Printing Policy

Each student will have a user name and password account, which will enable him or her to print on the College computers. To obtain your user name and password you must send an email request to myprintaccount@atsinstitute.edu. You will receive a reply to your email containing your login information. Each student will be permitted to print 1500 pages per semester at no cost. After the first 1500 allotted pages the student will have to pay .10 cents per additional page. Please see the front desk for additional information.

Statement of Liability

All users of the College computers & internet agree not to hold the College responsible for any and all claims, losses, damages, obligations, or liabilities directly or indirectly relating to the use of the internet or caused thereby or arising there from.

Users assume liability for any misuse of hardware, software, or equipment residing in computer work areas. The College shall not be responsible for personal property used to access computers or networks. The College is not responsible for unauthorized financial obligations resulting from access to the internet.

Illegal or Unacceptable Use

Examples of unacceptable or illegal use of the College computer workstations include, but are not limited to, the following:

1. Libel, harassment, or slander of others.
2. Destruction of or damage to equipment, software, or data belonging to the library, including the creation or dissemination of viruses, worms or any other potentially destructive programs.
3. Disruption or unauthorized monitoring of electronic communications.
4. Unauthorized copying of copyright protected materials.
5. Hacking or uninvited entry into files belonging to other individuals, businesses, organizations, or groups.
6. Web-based or other electronic gambling.
7. Access of pornographic web sites or other websites which carry adult content.
8. Commercial gain or private profit.
9. Unauthorized use of computers to delete, alter data, or forge personal data of another individual.
10. Unauthorized password disclosure.
11. Misleading transmittal of names or trademarks; such as falsely identifying oneself or organization as having an affiliation with a person, business, or organization by using their trademark, logo, or seal.

Guidelines and Rules For Use of the College Computers

1. Persons may not use more than one computer at a time.
2. Food and drink may not be brought into any computer work area.

3. Users will be respectful of others and will not make unnecessary noise and distractions. Low conversations that are not disturbing to others are permitted. Loud talking or other disruptive behavior is not permitted. Cell phone conversations are not permitted within the lab.
4. Users are expected to clean the area by removing papers, disks, books, and any other items of personal property when leaving computer workstations. A parent or responsible adult of those under the age of eighteen years must assume responsibility for what internet resources are appropriate for his/her child, and the parent or other responsible adult must supervise his/her child's internet sessions.
5. Users may not intentionally disrupt the campus computing system or obstruct the work of other users, including sending chain letters or blanket e-mail messages, or knowingly consume an inordinate amount of systems resources.
6. Users may not install or download any software or make any effort to change system performance. This specifically includes the creation or dissemination of viruses, worms, or any other destructive program.
7. Users are not in any way to attempt to copy any computer software program or data protected by copyright or by special license. Users must not attempt to damage, remove, or otherwise alter any software currently installed on any computer.
8. Users are not in any way to attempt to change the physical location or configuration of any computer workstation, its attendant peripherals or cabling.
9. Changes made or saved to the main server/C drive are erased after a semester. Users are advised to create a backup of any information to storage media such as a floppy disk, CD, or flash drive. In the event that storage media is not available, users may e-mail files to themselves.
10. Users should not use computer workstations to conduct business activities, be they for profit or non-profit.
11. Users should not use computer workstations to conduct activity or solicitation for political or religious causes.
12. The College is not responsible for accuracy, nature, or quality of information gathered through college provided internet access.

Wireless Access

The College is pleased to make wireless Internet access available to students throughout the building. The following rules and policies apply to wireless Internet access. Use of wireless Internet access demonstrates your agreement to be bound by these rules and policies.

1. Users are responsible for configuring their own equipment. The College does not guarantee technical support for establishing or maintaining a connection or equipment to maintain a wireless connection.
2. The College is not responsible for any personal information that is compromised, or for any damage caused to hardware or software resulting from the use of the wireless Internet connection for any reason whatsoever.
3. All users are responsible for maintaining their own virus protection on their computers or wireless devices.
4. The transmission or receiving of child pornography or sexually explicit graphics or material is strictly prohibited.
5. Users are prohibited from misrepresenting themselves as another user; attempting to modify or gain unauthorized access to files, passwords or data belonging to others, or damaging or alternating others software or hardware.
6. It is prohibited to download copyrighted material in violation of U.S. Copyright Law (Title 17, U.S. Code).
7. Use of laptops during class, without the permission of the instructor, is prohibited.
8. Anyone violating these rules is subject to having the right to use the wireless Internet access terminated.

DISCLAIMER: The College is providing wireless connectivity in this facility as a supplementary information service and offers no guarantees or representations that any use of the wireless connection is in any way secure or that any privacy can be protected. Your transmissions may be viewed or intercepted by third parties. Use of this wireless connection is entirely at the risk of the user and the College is not responsible for any loss of information that may arise from the use of the wireless connection. Furthermore, the College is not responsible for any loss, injury or damage resulting from the use of the wireless connection.

The handouts on how to access the Wireless connection must be picked up from the College Library.

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.

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.

Other Policies

Smoking, Gum, Eating and Drinking

Smoking is prohibited throughout the College premises. All students and employees are to refrain from smoking on or around the school premises and doorways including the parking lot grounds unless they are inside their vehicles or in the designated smoking area. In Chicago, students are not permitted to smoke within 30 feet of the school building.

Any offenses will be subject to the following:

- First violation: written notice.
- Second and subsequent violations: Suspension for one full day.

This policy also applies to the clinical area. Students must not arrive at the clinical site with the smell of smoke on their uniforms.

Chewing gum is not allowed in the clinical area.

With the exception of bottled water, eating and drinking is not allowed at any time in any classroom, lab or clinical area.

Cell Phone Policy

Cell phones are not permitted to ring in the classroom or laboratory and must be on vibrate. Should an emergency call come through, the student must be mindful of not disrupting the class when leaving to take the call. Only one emergency phone call is allowed per class. Use of cell phone in the classroom other than that stipulated above shall warrant a Behavioral Violation and will be documented as such. (See Progression and Retention Policy) Emergency calls can be directed to the main school number.

Children on Campus

Children are not permitted on school premises.

Heating and Cooling within the Building

The thermostat is set to 72 degrees in the summer and 73 degrees in the winter. Please dress appropriately.

Student Identification

All students must wear their identity badges while on school property and clinical sites. Students must identify themselves as a College student to any faculty or staff member upon request.

School Incidents

Students are requested to report any improper activity that they observe on campus. This may include theft, abuse of property or person, injury or any unusual occurrence. A form is available at the front desk for your convenience.

Appendix

Legal Limitations for Nurse Licensure

The Nursing Programs Administrator assumes the responsibility for making available to applicants to the Nursing Programs the information regarding legal limitations for state licensure.

Admission or graduation from the nursing program does not guarantee obtaining a license to practice nursing. Licensure requirements and the subsequent procedures are the exclusive right and responsibility of each state's Board of Nursing.

Students must satisfy the requirements of the Nurse Practice Act: statutes, rules and regulations independently of any college requirements for graduation.

All nurse applicants for licensure need to be fingerprinted and have a background check. Please see state board site for detailed information.

Ohio License Information

See Ohio Revised Code Section 4723.09 License Application and Ohio board website licensure information page for more information.

Illinois License Information

See Section 55-10 Qualifications for LPN Licensure of the Nurse Practice Act for the state of Illinois and the Illinois Administrative Code, Section 1300.100 Refusal to Issue a Nurse License Based on Criminal History Record.

Score Determination on Placement Examination

A. Chicago

a. Nursing Courses

Students who receive a 51 in English and a 57 in Math on the Accuplacer Entrance Exam and a score of at least 45% on the TEAS exam will be placed directly into nursing classes.

b. Developmental Courses

The Following rules apply for students who do not reach the benchmarks above:

English Placement

ENG0910 Comprehensive Reading (Developmental Course)

- 1) Score of 99 and above on Accuplacer Reading Comprehension: students will test out of ENG0910
- 2) Score of 98 and below on Accuplacer Reading Comprehension: students will be placed in ENG0910

ENG0920 Traditional Grammar (Developmental Course)

- 1) Score of 99 and above on Accuplacer Reading Comprehension: students must take WritePlacer
 - a. Score of 6 and above on WritePlacer: students will test out of ENG0920
 - b. Score of 5 on WritePlacer: students must take the Sentence Skills Test
 - i. Score of 87 and above on the Sentence Skills Test: students will test out of ENG092
 - ii. Score of 86 and below on the Sentence Skills Test: students will be placed in ENG0920
 - c. Score of below 5 on WritePlacer: students will be placed in ENG0920
- 2) Score of 98 and below on Accuplacer Reading Comprehension: students will be placed in ENG0920

Math Placement

MAT0910 Developmental Math

- 1) Score of 65 and above on Accuplacer: students will be placed in Applied Math
- 2) Score of 64 and below: students will be placed in MAT0910

B. Cleveland

Cleveland Pilot: Effective spring 2016 Cleveland students who achieve a score of 51 in English, 57 in Math, and 18 in Science will be invited to immediately start the MDT Practical Nursing Program and bypass the developmental course requirements.

Students admitted to the Practical Nursing Program who do not reach placement benchmarks mentioned above will be placed in the following developmental courses for each subject where the benchmark was missed:

- English – ENG0910 & ENG0920
- Math – MAT0910
- Science – BIO0930

Acknowledgement / Change of Information

This Handbook is in effect during the time period identified on the cover page. This handbook supersedes all previous handbooks with addendums. The faculty and administration of the College will enforce all information in this handbook. Changes are made by faculty vote with student input via committee meetings. Students will be advised of addendums to this handbook as needed. In situations where there is a discrepancy between the Student Handbook and the course syllabus, the more rigorous/stringent attendance requirements will be followed. In all other instances policies in the Student Handbook will override those in the course syllabus.

The student acknowledges receiving this handbook and is responsible for its content.

If any of the following personal information has changed, please print this page, fill it out and give it to the school registrar.

Student name

*Student address

*Student phone number

*Student e-mail address

*Emergency contact name

*Emergency contact phone number

Student Signature

Date

* Please indicate if this is a change from our current records.