

MDT College of Health Sciences

dba ATS Institute of Technology

www.atsinstitute.edu



Catalog and Handbook Addendum

*Summer 2019
Chicago*

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I. Spring 2019 Changes for incoming students

In addition to the “Fall 2018 Student Handbook and School Catalog,” the following policy changes are in effect and replace/update those original policies with same name for the spring 2019 semester for incoming students.

1. Placement Examinations

The following was removed from the policy:

Science Placement

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

2. Nursing Scholarship

The following policy was added:

MDT/ATS will match your Employer Tuition Reimbursement program up to \$1,000. MDT/ATS is offering this scholarship towards educational expenses (i.e. books, uniforms, software).

Verification Requirements:

- Letter of employment from current employer
- Letter of reimbursement guarantee from the employer prior to beginning of the semester.

Initial Eligibility:

- Acceptance into the MDT/ATS PN program

Continuing Eligibility:

- Minimum cumulative GPA of 2.0 on a 4.0 scale
- Minimum enrollment of one subject per semester

Deadline: Speak with your admissions advisor for deadline details.

II. Spring 2019 Changes for incoming students and current students

In addition to the “Fall 2018 Student Handbook and School Catalog,” the following policy changes are in effect and replace/update those original policies with same name for the spring 2019 semester for incoming students and current students:

1. Academic Calendar

The Academic Calendar was updated to correct 2 dates with typos:

Fall 2018 Semester

February 1, 2019	Last day for Chicago Graduates
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Summer 2019 Semester

September 27, 2019	Last day for Chicago Graduates
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2. Registration

The following was removed from the policy:

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.

3. Notifying Students of Changes

The following paragraph within the policy was updated:

When a change is made to a policy that affects students, they will be notified by email via College Office with a link to the newly published Handbook and/or Addendum. In addition, changes in policy will be communicated through postings, convocations and/or announcements.

4. HESI Policy

The following paragraph within the policy was updated for clarity:

- a. If the student does not achieve the established benchmark after the second attempt, the student repeats the corresponding class. (Not Appealable.) The student may take other classes that the corresponding class is not a pre- or co-requisite for. After repeating the class, the student attempts the CCE a third time during week 13.

5. Institutional Disclosures Report

(Please see summer 2019 Institutional Disclosure Report below for updated information)

Reporting Period: July 1, 2017 - June 30, 2018

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

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

DISCLOSURE REPORTING CATEGORY	<i>Practical Nursing Program</i>	<i>Insert Name of Program or Course of Instruction Here</i>	<i>Insert Name of Program or Course of Instruction Here</i>	<i>Insert Name of Program or Course of Instruction Here</i>	<i>Insert Name of Program or Course of Instruction Here</i>
A) For each program of study, report:					

1) The number of students who were admitted in the program or course of instruction* as of July 1 of this reporting period.	203				
2) The number of additional students who were admitted in the program or course of instruction during the next 12 months and classified in one of the following categories:					
a) New starts	237				
b) Re-enrollments	12				
c) Transfers into the program from other programs at the school	0				
3) The total number of students admitted in the program or course of instruction during the 12-month reporting period (the number of students reported under subsection A1 plus the total number of students reported under subsection A2).	452	0	0	0	0
4) The number of students enrolled in the program or course of instruction during the 12-month reporting period who:					
a) Transferred out of the program or course and into another program or course at the school	0				
b) Completed or graduated from a program or course of	109				

instruction					
c) Withdrew from the school	94				
d) Are still enrolled	249				
5) The number of students enrolled in the program or course of instruction who were:					
a) Placed in their field of study	82				
b) Placed in a related field	0				
c) Placed out of the field	0				
d) Not available for placement due to personal reasons	0				
e) Not employed	27				
B1) The number of students who took a State licensing examination or professional certification examination, if any, during the reporting period.	126				
B2) The number of students who took and passed a State licensing examination or professional certification examination, if any, during the reporting period.	94				
C) The number of graduates who obtained employment in the field who did not use the	9				

school's placement assistance during the reporting period; such information may be compiled by reasonable efforts of the school to contact graduates by written correspondence.					
D) The average starting salary for all school graduates employed during the reporting period; this information may be compiled by reasonable efforts of the school to contact graduates by written correspondence.	unknown				

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

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

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

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

III. Summer 2019 Changes for incoming students and current students

The following changes were implemented for the summer 2019 semester. These changes are in addition to the spring 2019 addendum above for the “Fall 2018 Student Handbook and Catalog”:

1. *Violations and Suspected Violations of the Academic Dishonesty Policy*

The following was updated within the policy

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:

Cheating

The student will be terminated for cheating.

Plagiarism

First Academic Offense:

The student will earn the grade of zero for the work in question and fail the course. The plagiarism 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.

2. *Score Determination on Placement Examination*

This policy was updated with changes made by the Entrance Examination software company effective January 2019:

A. Chicago

a. Nursing Courses

Students who receive a 250 in English and a 263 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

ENG0911 Reading and Mastering Study Skills (Developmental Course)

- 1) Score of 265 and above on Accuplacer Reading Comprehension: students will test out of ENG0911
- 2) Score of 264 and below on Accuplacer Reading Comprehension: students will be placed in ENG0911

ENG0912 Writing Strategy (Developmental Course)

- 1) Score of 265 and above on Accuplacer Reading Comprehension: students must take WritePlacer
 - a. Score of 6 and above on WritePlacer: students will test out of ENG0912
 - b. Score of 5 and below on WritePlacer: students will be placed in ENG0912
- 2) Score of 264 and below on Accuplacer Reading Comprehension: students will be placed in ENG0912

Math Placement

MAT0911 Basic College Mathematics

- 1) Score of 263 and above on Accuplacer: students will be placed in Applied Math
- 2) Score of 262 and below: students will be placed in MAT0911

3. Teas Procedures

This new policy was added:

ATS Institute of Technology requires that students taking developmental courses must meet two standards to progress into the 12 month nursing program. First, the students must pass all developmental courses. Second, the students must pass the TEAS exam on their first, second, or third try.

If the student fails developmental courses and fails the overall TEAS, they must repeat the courses and remediate for their second and third attempts at TEAS.

If the student fails developmental courses but passes the overall TEAS, they must repeat the developmental classes. If they repeat the developmental courses immediately during the successive term, they do not need to repeat the TEAS again. However, if they choose to sit out a semester, then they must repeat the developmental courses and retake the TEAS exam

If the student passes developmental course and fails the overall TEAS, they must undergo remediation for their second and third attempts at TEAS.

Students will be limited to three attempts at successfully passing TEAS.

4. Readmit Policy - Program Completion / No Exit Exam

This new policy was added:

Readmit Policy for Students who completed the Program but did not complete Exit in Timely Manner and were terminated.

This policy pertains to: Students who completed the full course of study, including all required HESI examinations, but never completed exit requirements and were terminated. Since these students completed the full course of study, a previous readmission status does not count against them, as this readmission is meant to prepare them to complete exit requirements. These students must repeat Nursing Seminar, and at least one of the following courses: Pharmacology, Adult Nursing, or Fundamentals of Nursing based on the result of the Comprehensive Readiness Assessment explained below. Those students who repeat Adult Nursing or Fundamentals of Nursing must also be prepared to repeat clinical and laboratory experiences in addition to classroom lectures.

1. Must meet with Accounting Office to verify there are no current account balances
2. Must meet with Admission Department to obtain Readmission Application Form.
3. Must submit two professional recommendations from employers and/or previous nursing faculty instructors testifying to student ability to succeed in exit completion.

4. Must submit letter of intent identifying cause of failure to complete exit requirements in a timely manner. The letter must include a step by step plan for academic success if readmitted.
5. After submission of all of the above forms, must meet with Nursing Administrator and schedule a time to take the Comprehensive Readiness Assessment on Examsoft to identify which nursing courses must be repeated along with Seminar.
6. Meet with Registrar to determine options for course scheduling after Comprehensive Readiness Assessment completed and analyzed for strengths and weaknesses.
7. Students repeating courses with clinical and lab components such as Adult Nursing and Fundamentals of Nursing must also ensure there are current required clinical documents uploaded in CastleBranch. Access to CastleBranch may be requested from the Admissions Representative. A new background check and drug test must also be submitted.
8. Students repeating courses fall under the policies of the current cohort they are enrolled in.
9. After completion of repeated courses, student will be eligible to sit for the Hurst review and proceed through HESI exit examination requirements . See HESI Policy and NUR REV and NUR0940 course descriptions.
10. Students may opt out of repeating courses other than Seminar but will have to pass related HESI Course Competency Examinations with a score of 900 or better in order to do so. Students who choose this option must also pass the HESI Dosage Calculation examination with a score of 900 or better. Students who choose this option must pay for the cost of purchasing the appropriate HESI Course Competency Examinations codes, must still repeat Seminar, and must pay for the Hurst Live Review at end of term out of pocket. Students who choose this option are allowed only one HESI attempt to score the 900 benchmark.

5. Progression and Retention

The following line was removed:

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

6. HESI Policy

This policy was implemented for students prior to the summer 2019 add/drop date

HESI Course Competency Examinations (CCE)

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

These proctored/secure examinations are given in week 13 for those students who are taking the course for the first time or who are repeating the course for the second time. Acceptable performance is achieving the established benchmark for all tests. The following rules apply:

1. If the established benchmark is achieved, the student progresses in the curriculum.
2. If the established benchmark is not achieved with the first attempt, the student may take the CCE a second time, two weeks later after submitting proof of completion of two weeks of remediation. The second attempt must be completed by the end of the first week of break.
 - I. If the established benchmark is achieved after the second attempt, the student proceeds in the program.
 - II. If the student does not achieve the established benchmark after the second attempt:
 - A. Students with a grade of B- or better may proceed in the program but must be enrolled in and attend Independent Study Remediation for the course associated with the failed CCE.

- B. Students with a grade of C or less must repeat the corresponding class. (Not Appealable) The student may take other classes that the corresponding class is not a prerequisite or corequisite for.
- C. After repeating the class or attending all Independent Study Remediation sessions, the student attempts the CCE a third time during week 13.
 - a) If the established benchmark is achieved after the third attempt, the student proceeds in the program.
 - b) If the student does not achieve the established benchmark after the third attempt, the student, who did not repeat the class after the 2nd HESI CCE attempt, must do so. These students will not be allowed a 4th attempt until after they have repeated the corresponding class. (Not Appealable)
 - c) If the student does not achieve the established benchmark after the third attempt and they have already repeated the corresponding class, the student may take the CCE a 4th time after submitting proof of 4 weeks of completed remediation. The 4th attempt must be completed by the end of the last week of break
 - o If the established benchmark is achieved after the fourth attempt, the student proceeds in the program.
 - o If the student does not achieve the established benchmark after the fourth attempt, the student is terminated from the program.
- D. Students in last term classes must automatically repeat any course in which two CCE's are not successfully completed, since they need to successfully complete all HESI CCE's in order to progress to graduation.

Comprehensive Exit Examination

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

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

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

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

7. SAP

The following was policy updated for clarity and also includes a new section for readmitted students and an update for the developmental students due to non-credit hours change:

Standards of Satisfactory Academic Progress (SAP)

These standards of satisfactory academic progress apply to all credit hour program 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 (CGPA), successful course completion (PACE), and maximum credits attempted (Maximum Timeframe). The student's academic progress will be evaluated at the end of each payment period. A payment period is defined as a term (semester) 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/PACE):

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 earned. Withdrawals from all classes in a semester (after the second week) will be counted toward the credits attempted but not earned.

The following table provides examples of SAP evaluations. The table shows the required ratio of credits completed to credits attempted to maintain satisfactory progress:

Number of Credits Attempted	Number of Credits Earned/Completed	Completion %
4	3	75%
9	7	78%
15	11	73%

How repeated courses affect SAP Policy: Repeated courses will be added to total credits attempted and credits completed, however, the initial grade once a repeated class has been passed will not be included in the GPA calculation. The new grade only 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. At any evaluation point when a student is close to reaching the maximum timeframe, a warning letter will be mailed. See Financial Aid Warning section. Failure to complete the program within the maximum time frame may result in dismissal of the student from the educational program.

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

Practical Nursing Program Maximum Timeframe

<u>PROGRAM</u>	<u>Maximum Attempted Credits Allowed</u>
Practical Nursing Program Chicago	78 (52 credits as published x 1.5)
Practical Nursing Program Cleveland	79.5 (53 credits as published x 1.5)

*There are no other Title IV Eligible Credit Hour Programs Offered at the Institution

Note: Developmental or Remedial Coursework are non- credit courses. Credits for these courses are assigned for Financial Aid Purposes for the determination of enrollment status as well as successful course completion for Pace and MTF. (These credits will not be displayed on the student transcript.) When taken as part of the enrolled program, the developmental course will increase the maximum timeframe for the attempted credits allowed. Developmental or remedial coursework are counted as attempted and earned for PACE and Maximum Timeframe.

Readmitted Students

Previous credit hours which count toward the student's current degree/diploma program will be included in credit hours attempted, credit hours earned, GPA, and maximum timeframe.

Transfer Students

Transferred credit hours which count toward the student's current degree/diploma program will be included in credit hours attempted, credit hours earned, and maximum timeframe.

Financial Aid Warning

Students, who fail to meet the Minimum Academic Achievement (minimum CGPA), Successful Course Completion standards, and/or maximum timeframe 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. Students will receive a new plan of study and documentation will be placed in the student file. Students will be given remedial tutoring if requested.

Financial Aid Suspension

If a student fails to achieve Minimum Academic Achievement (minimum GPA), Successful Course Completion standards, and/or maximum timeframe 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 (using internal communication software and 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 successfully 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 or at the end of payment period on financial aid probation student will not meet the requirements of the academic plan developed by the school to qualify for further Title IV, HEA program funds.

Students will be notified in writing (using internal communication software and 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. The credits attempted and earned in this period will count toward student evaluation for attempted and earned/completed credits (PACE/Maximum Timeframe). 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, the 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. The financial aid will not be given to students retroactively.

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 also have to meet the requirements of the academic plan developed by the school to qualify for further Title IV, HEA program funds. The financial aid appeal deadline is at the end of the semester in which the student is placed on suspension. The appeal committee will then review the appeal documentation and contact the student via email with the final decision.

Mitigating Circumstances

Mitigating circumstances are considered unforeseen situations or events beyond the student’s control which directly and negatively affect academic performance. For SAP appeals, students are required to provide supporting documentation for mitigating circumstances. The appeal must also explain how the circumstances have been resolved so that these circumstances will not affect future performance.

Below is a list of possible circumstances and the suggested documentation needed to substantiate the mitigating circumstance. Please note, the following list is not exhaustive. If a student is providing circumstances and documentation not mentioned below, the appeal will be considered just the same. Additionally, providing a mitigating circumstance with supporting documentation from the list below does not guarantee an approval. All appeals are reviewed on a case-by-case basis for legitimacy and merit.

Acceptable documentation will be on official letterhead, and obtained through an objective third party. Objective third parties include, but are not limited to: counselors, doctors, lawyers, social workers, religious leaders, state/government agencies, etc.

POSSIBLE CIRCUMSTANCES	SUGGESTED DOCUMENTATION
Death in the family	Death certificate, obituary
Divorce or separation	Court documents, lawyer statement
Domestic violence	Court documents, restraining orders, police records
Crime victim	Legal documentation, police records
Physical and/or mental illness	Documentation from medical professional
Imposed employment changes	Statement from employer
Involuntary call to military service	Official military orders
Jury duty/court appearance	Court documents

8. On-Campus Attendance

This policy was updated

On-Campus Tardiness

Arriving tardy or leaving early will not be tolerated. Arriving tardy or leaving early is defined as arriving up to 15 minutes after the start time of the course, or leaving not more than 15 minutes before the official ending time of the class. If a student misses more than 15 minutes of class or lab time, it will be counted as an absence and they will not receive their scheduled class participation points which will count towards their non-testing grade for that day.

Class & Lab Absence

Students who acquire excused and /or unexcused absences that exceed 10% of a course's scheduled hours will fail the course. Students that miss a class must submit an outline of missed material. Makeup assignments should correlate to the missed coursework.

Nursing Skills Lab Absence (in addition to the class and lab absence above)

All missed nursing skills lab time must be made up, whether it is excused or unexcused! It is the student's responsibility to schedule this time with the course coordinator and lab coordinator or designee.

More than two absences (including those absences that were made up) from lab constitute immediate failure of the course. If a lab is missed and not made up, this will also constitute failure of the course. Any no call no show to lab or clinical will result in immediate failure of the course.

On Campus Make-up

Students may make up only one exam per course per semester including midterm exams. If exam one or exam two is missed, they must be made up before the midterm exam. If exam three or exam four is missed they must be made up before the final exam. All makeup exams must be scheduled with the instructor whenever possible. If the instructor is not available when students are available outside of class time to proctor makeups, then the makeup exam may be scheduled with another proctor after consultation with the registrar. If a student misses a second exam/quiz per campus policy, due to unforeseen circumstances, the Nursing Program Administrator may allow a 2nd make-up if presented with proper documentation from the student. Once scheduled, make-up's cannot be cancelled and rescheduled. A grade of zero shall be given if unable to come for make-up exams, no exception and not appealable.

Final exams will not be given after exam week.

9. Practical Nursing Program

This following was updated for clarity within the policy (content was not changed)

MAT1001 Applied Math

2 credits

This course provides the beginning nursing student with a review of basic math skills and the essential knowledge required to calculate drug dosages and administer medication safely and competently as nurses. The student is given many opportunities to practice required math skills. This course includes additional clock hours outside the classroom.

Prerequisite: MAT0911 or placement through ACCUPLACER exam.

NUR1114 Nursing Seminar

3 credits

This course is intended to stimulate clinical reasoning and safe management of client medical surgical health conditions. Concepts from pharmacology will be included in this course. NCLEX style question practice and simulation lab scenarios will be utilized. This course may include additional clock hours outside the classroom.

Prerequisites: This course requires the successful completion of all first and second semester nursing courses.

Co-requisites: All 3rd semester nursing courses.

10. Developmental Courses

ENG0911 Reading and Mastering Study skills

0 credits

The developmental Reading course is designed to prepare students for college level courses and exams that require the ability to read comprehensively and think critically. Students will learn in-depth methods of applying reading concepts, study strategies and critical thinking skills to college-level content texts. Group discussions and other in-class activities will allow students to: develop their study and comprehension skills, analyze critically what they have read or seen, acquire new vocabulary in context, articulate their inferences, and refine their ideas for individual writing assignments. Students will learn how to apply these strategies across the College curriculum. Students will use computers to document their in-class and home assignments. This course includes workshops in the computer laboratory
Prerequisites: None

ENG0912 Writing Strategy

0 credits

The developmental Writing course enhances and refines students’ writing skills and develops their ability to use formal English. Students will learn to express their ideas clearly and precisely in complete sentences that comply with the standards of English grammar. Students will compose intelligible sentences free of serious errors in grammar, organization, and style. They will arrange sentences in coherent paragraphs and organize paragraphs within a developed essay. Students will practice different methods of developing their ideas in writing narration, description, comparison and contrast, cause and effect, and argument. Students will use computers to document their in-class and home assignments. Students will learn how to edit their own paragraphs and essays for grammatical correctness and revise paragraphs and essays for unity, logic, coherence, and completeness. The course includes workshops and tests in the computer laboratory.
Prerequisite: None

MAT0911 Basic College Mathematics

0 credits

Course Description: This course provides students with basic math skills required for success in Applied Math and other higher classes. This course covers basic computational math and high school algebra, including but not limited to, ratios and proportions, and percent. Students are shown many methods to sharpen their math skills and are provided multiple opportunities to practice those skills. Refreshing their knowledge of learned math will be important part of the course.
Prerequisite: None

11. Tuition and Fees

The following was updated within the policy:

Tuition will be charged \$507 per credit hour for college level courses and \$1,332 per course for developmental courses.

12. Institutional Disclosures Report

**The following report was modified with corrected values for “Withdrew from the School” and “Are still enrolled”*

<p>DISCLOSURE REPORTING CATEGORY</p>	<p><i>Practical Nursing Program</i></p>	<p><i>Insert Name of Program or Course of Instruction Here</i></p>	<p><i>Insert Name of Program or Course of Instruction Here</i></p>	<p><i>Insert Name of Program or Course of Instruction Here</i></p>	<p><i>Insert Name of Program or Course of Instruction Here</i></p>
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A) For each program of study, report:						
1) The number of students who were admitted in the program or course of instruction* as of July 1 of this reporting period.		203				
2) The number of additional students who were admitted in the program or course of instruction during the next 12 months and classified in one of the following categories:						
	a) New starts	237				
	b) Re-enrollments	12				
	c) Transfers into the program from other programs at the school	0				
3) The total number of students admitted in the program or course of instruction during the 12-month reporting period (the number of students reported under subsection A1 plus the total number of students reported under subsection A2).		452	0	0	0	0
4) The number of students enrolled in the program or course of instruction during the 12-month reporting period who:						
	a) Transferred out of the program or course and into another program or course at the school	0				

b) Completed or graduated from a program or course of instruction	109				
c) Withdrew from the school	98*				
d) Are still enrolled	245*				
5) The number of students enrolled in the program or course of instruction who were:					
a) Placed in their field of study	82				
b) Placed in a related field	0				
c) Placed out of the field	0				
d) Not available for placement due to personal reasons	0				
e) Not employed	27				
B1) The number of students who took a State licensing examination or professional certification examination, if any, during the reporting period.	126				
B2) The number of students who took and passed a State licensing examination or professional certification examination, if any, during the reporting period.	94				

<p>C) The number of graduates who obtained employment in the field who did not use the school's placement assistance during the reporting period; such information may be compiled by reasonable efforts of the school to contact graduates by written correspondence.</p>	<p>9</p>				
<p>D) The average starting salary for all school graduates employed during the reporting period; this information may be compiled by reasonable efforts of the school to contact graduates by written correspondence.</p>	<p>unknown</p>				