

# **MDT College of Health Sciences**

*dba ATS Institute of Technology*

[www.atsinstitute.edu](http://www.atsinstitute.edu)



*School Catalog and Handbook*  
*Chicago*  
**Fall 2019 – Fall 2020**

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**Certified as true and correct in content and policy**

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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 wants to be the school that helps you 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!**

## **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.

## **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 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
  - Graduate exceptional nurses who will serve global health care communities,
  - Strengthen and develop organizational quality that promote an excellent 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;
  - Offer advanced computing facilities with updated software and internet access;
  - 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.

## ***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 a main campus in in Cleveland, OH and non-main campus in Chicago, IL.

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**

Institutionally Accredited by the Accrediting Bureau of Health Education Schools (ABHES)

#### **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

### **History & Ownership**

Historically MDT College of Health Sciences dba ATS institute of Technology (MDT) was founded as a computer school in 2000. MDT, owned and operated by Yelena Bykov (CEO) and Leonard Bykov (President), is located at 325 Alpha Park, Highland Heights, OH 44143. MDT is a privately held corporation that provides career education. The first Practical Nursing Class was enrolled at MDT in 2006 and then MDT opened a second location in Chicago IL in 2011 for Practical Nursing. The school is incorporated in the State of Ohio and registered in the State of Illinois. MDT is an academic nursing institution with professional faculty, administrative expertise, modern equipment, current



materials and teaching methods, and a state-of-the-art campus environment which provides the foundation for an exceptional learning experience. The programs stress practical application and provide hands-on experience necessary for the students to succeed in a professional career. Day and evening classes are offered to accommodate the challenging and complex lives of students.

### ***Hours of Operation***

#### Cleveland

Classes: Monday – Friday: 8:30 a.m. – 10:00 p.m., Sat 8:00 a.m.-1:00 p.m. (if classes scheduled)

Front Desk: Monday – Friday: 8:00 a.m. – 5:00 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.

**Academic Calendar Fall 2019 - Fall 2020\***

Nursing programs are offered on a trimester basis. Each semester (fall, spring, and summer) consists of fifteen (15) weeks of academic work with scheduled breaks between semesters. (Chicago students are scheduled for two 15 week sessions and one 19 week session at the end of the program.) Students can add or drop classes without penalty during the first two weeks of the semester. (See Add/Drop Period policy) Students who are withdrawing from the semester are required to follow the Withdrawal policy outlined in the handbook and review the Refund policy to understand financial obligations to the school. Day and evening classes are available.

<b>September 2, 2019</b>	<b>Fall Semester 2019 Classes begin</b>
September 2, 2019	Labor Day (NO SCHOOL)
September 13, 2019	Last day to add/drop classes without penalty
October 11, 2019	Last day to withdraw from classes with a "W"
October 21-25, 2019	Midterm Week
November 25-29, 2019	Thanksgiving Break (NO SCHOOL)
November 25-26, 2019	FACULTY DEVELOPMENT DAYS
December 17-20, 2019	Final Exams (End of Semester)
December 23, 2019-January 3, 2020	Winter Break (NO SCHOOL)
January 31, 2020	Last day for Chicago Graduates

January 3, 2020	Faculty meeting
<b>January 6, 2020</b>	<b>Spring Semester 2020 Classes begin</b>
January 20, 2020	MLK (NO SCHOOL)
January 17, 2020	Last day to add/drop classes without penalty
February 14, 2020	Last day to withdraw from classes with a "W"
February 24-28, 2020	Midterm Week
April 13-17, 2020	Final Exams (End of Semester)
April 20, 2020	FACULTY DEVELOPMENT DAY
April 20, 2020-May 1, 2020	Spring Break (NO SCHOOL)
May 29, 2020	Last day for Chicago Graduates

<b>May 4, 2020</b>	<b>Summer Semester 2020 Classes begin</b>
May 25, 2020	Memorial Day (NO SCHOOL)
May 15, 2020	Last day to add/drop classes without penalty
June 12, 2020	Last day to withdraw from classes with a "W"
June 22-26, 2020	Midterm Week
July 3, 2020	July 4 <sup>th</sup> Holiday Observed (NO SCHOOL)
Aug. 10-14, 2020	Final Exams (End of Semester)
August 17, 2020	Faculty meeting
Aug. 17-28, 2020	Spring Break (NO SCHOOL)
September 25, 2020	Last day for Chicago Graduates

<b>Aug. 31, 2020</b>	<b>Fall Semester 2020 Classes begin</b>
September 7, 2020	Labor Day (NO SCHOOL)
September 14, 2020	Last day to add/drop classes without penalty
October 9, 2020	Last day to withdraw from classes with a "W"
October 19-23, 2020	Midterm Week

November 23-27, 2020	Thanksgiving Break (NO SCHOOL)
November 23,24 2020	Faculty Development Days
December 14-18, 2020	Finals Week
December 21, 2020-January 1, 2021	Winter Break (NO SCHOOL)
January 29, 2021	Last day for Chicago Graduates

\*MDT/ATS reserves the right to change this Academic Calendar without notice.

### **Notifying Students of Changes in Policy**

The College reserves the right to implement changes to policies. However, changes to policies for student progression, retention and/or program completion will apply only to students in the incoming cohort.

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.

## *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.
- 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.
- 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:

English - 234  
Math - 215

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: “Score Determination on Placement Examination”.

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 TEAS exam will be automatically enrolled in college level courses. (See Appendix: “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 placement benchmark on the arithmetic subtest, he/she will be enrolled in

**Cleveland:** MAT0913 Developmental Math.

**Chicago:** MAT0915 Basic College Mathematics

### **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 do not reach the required placement benchmark for the Reading Comprehension subtest are automatically placed in the following developmental courses:

**Cleveland:** ENG0913 Comprehensive Reading and ENG0914 Traditional Grammar. These courses must be taken concurrently.

**Chicago:** ENG0915 Reading and Mastering Study skills and ENG0916 Writing Strategy. These courses must be taken concurrently.

### ***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) Take the TEAS exam if appropriate:
  - a) Cleveland students only: For incoming 2019 spring students who reach the required benchmark on the math and English entrance exams may sit for the TEAS Exam to be placed directly into nursing classes.
  - b) Chicago students only: Students who reach the required benchmarks on the 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 the application fee. 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.castlebranch.com](http://www.castlebranch.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.
- 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 Requirements" 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 hours earned (advanced placement) for previous education courses from institutions located in the United States. 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. No credit is awarded for life experience.

The Admissions Department processes transfer credits using the following guidelines:

- Course/credits must be compatible with the course/credits equivalent at MDT/ATS. To satisfy the competency, courses requested for transfer must be completed with the minimum grades listed below.
  - Cleveland: "B-" for all courses
  - Chicago: "B-" for general education courses, "C" for nursing courses
- 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 and Math 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.

***Clinical Requirements***

All of the following documentation requirements must be submitted by the end of the developmental semester or no later than the end of the first week of the semester with clinical courses.

In order to be registered for all mandatory clinical experience, the following is needed for all students:

- Evidence of health insurance or a completed waiver indicating personal responsibility
- Evidence of current CPR Certificate for health care providers
  - a. No online renewals will be accepted and health care provider certificates are accepted from American Heart Association only.
- Physician's Evaluation that is signed and dated by the physician or nurse practitioner within a year of start date of program
- Documentation of current immunizations including: MMR, Td Booster and chicken pox. The documentation of immunizations form must be signed by a health care provider (physician or nurse practitioner). In the event that the student has a childhood history of having had an illness (Measles, Mumps, Rubella, Chicken Pox), then a lab report indicating a positive blood titer as proof of immunity will be required. Should the lab report not prove immunity, the student will be required to obtain the necessary immunizations and provide proof of having received the immunization(s) in the form of a signed and dated document from the clinic or office where the immunization was obtained.
- Documentation of current TB screening results



- a. Students are required to submit PPD (1 step) results for initial clinical placement and provide updated results annually thereafter.
- b. Chest x-ray every 3 years, with a yearly symptom check from doctor - if PPD positive.
- Proof of Hepatitis B series or a signed Hepatitis B Vaccine Immunization release/refusal form (available from admissions) must be signed
- For Chicago students: Flu shots are done yearly, during the flu season, which are the Spring and Fall sessions at the school. The school must have the official school form, signed by the physician, that indicates you received the vaccination. If you are not allowed the vaccination, then you must have a physician fill out the form with the reason for denial. The students in the Developmental and Summer Sessions are not required to have the flu vaccination.
- Documentation of a negative drug screen. Students are required to have a 9-Panel+MDMA+OXY+OPI4+SVT. The test must be submitted no later than the 2<sup>nd</sup> week of the semester with clinicals. The school has an agreement with a recommended provider for students to receive drug testing at a reduced rate and results are guaranteed to be submitted to the school. In addition, drug testing may be requested to be done at random per policy.
  - a. **Cleveland:** Drug testing is required once every semester starting with Nursing Fundamentals Semester. (The test must be submitted no later than the 4<sup>th</sup> week of the Nursing fundamentals semester.)
  - b. **Chicago:** Drug testing, by school approved vendor only, is required once every 3 semesters starting with Nursing Fundamentals Semester.

Note: Throughout the nursing curriculum, the student must monitor the PPD/X-Ray, CPR certification, and any other medical document with an expiration date to ensure that they are current and on file in the Nursing Department Office in order for students to be placed in the clinical setting.

***Students are responsible for all fees related to immunizations and drug testing.***

In addition, failure to submit documents within this time frame will result in a late fee charged in the amount of \$100.00 dollars. Students will not be allowed to attend clinicals until required submissions are received and late charge fee is paid. In addition, if a student misses a clinical, he or she must pay a fee of \$250.00 prior to the scheduled make-up. (See also Clinical Absence policy).

**Clinical Experience Policy**

Students are expected to attend all clinical days. Pre- and post-conferences will be held on the unit prior to and following patient care delivery. The purpose of the pre-conference will be to review the students' preparation, answer their questions, and provide necessary guidance. At post-conference, informal discussion of students' experiences will take place, necessary clinical content will be taught, and student presentations will be given. Students will be supervised by the clinical faculty and/or teaching assistant in performance of procedures, administration of medications, general patient care, and professional conduct.

The clinical faculty, or teaching assistant under the direction of the faculty, is responsible for planning the students' clinical experiences, supervising those experiences, and evaluating student performance. Clinical faculty will evaluate student performance on the clinical evaluation tool electronically at the completion of the rotation (and midway through the clinical rotation for the Chicago students). In addition, the faculty/teaching assistant will inform a student verbally if unacceptable practice is observed at any time. An unsatisfactory grade can be given at any time during the clinical rotation. Subsequent follow up will be provided including written documentation and appropriate action.

**Dosage Calculation and Medication Administration Test**

1. Students are required to take a two-part dosage calculation and medication administration test at the beginning of the second and third clinical semesters.
  - a. The first part will be a dosage calculation test for medications including, but not limited to, liquids, solids, and IV's. The dosage calculation test passing grade is described in section 4 below.
  - b. The second part will be a medication administration skills test out that consists of the procedures used in safely passing medication including, but not limited to, proper identification of both the client and the medication.
2. The students may seek tutoring from any math or nursing instructor.
3. Students will have the opportunity to take, remediate, and re-take the tests during the first 2 weeks of the semester. Failure to pass both tests by the end of the second week of classes will result in the student failing clinically and repeating the entire course.
  - a. Three attempts may be made to meet the goal of passing the dosage calculation portion of the medication test. All three attempts must be completed within the first two weeks of the semester.

- b. Failure of the medication administration skills test out will result in the student having to practice and demonstrate competency in the lab for the second time. The student will have one attempt to be retested for the medication administration skills in the lab.
  - c. Failure to take any scheduled dosage calculation or medication administration test at the scheduled time counts as that attempt and the student will not be allowed to re-take that attempt.
4. Tests administration
- a. First attempt of the HESI dosage calculation test will be administered during the first week of the semester. The dosage calculation test passing grade is a score of 900. The medication administration test is pass/fail
  - b. Second attempt of the dosage calculation test will be HESI or any other test. The HESI score required to pass – 900 and ExamSoft test exam passing grade will be 90% for the Adult Course (MSII) semester and 100% for the last semester. The student is responsible for seeking tutoring before the 2<sup>nd</sup> attempt.
  - c. The third and final attempt will be on Friday of the second week of the semester. The Student must attend a minimum of 3 tutoring sessions between the 2<sup>nd</sup> and 3<sup>rd</sup> attempts, with either a math or nursing instructor. The student must submit the original tutoring sign-in sheet to the proctor before attempting the dosage calculation test for the 3<sup>rd</sup> and final time. The passing score requirements see 4(b).

## **Procedure when student does not pass the dosage calculation or medication administration test after the allotted attempts**

### Scenario 1: Student fails the dosage calculation and/or medication administration test means he/she fails the clinical nursing course

#### Steps for Scenario 1

1. Student fails all three attempts of the dosage calculation test and/or the two attempts of the medication administration test within the same semester, the student receives a grade of NE and cannot take the clinical nursing courses for that semester
2. The next semester, the student passes the dosage calculation and medication administration tests and then enrolls in the proper clinical nursing courses for that semester
  - a. If the student passes the clinical nursing course, then the student continues in the program
  - b. If the student fails the dosage calculation and/or the medication administration test, then the student fails the clinical nursing course for the second time and is terminated from the program

### Scenario 2: After receiving an NE grade

#### Steps for Scenario 2

1. The next semester, the student takes the dosage calculation and medication tests as part of re-taking the failed clinical nursing course
  - a. If the student passes the dosage calculation and medication administration tests within the allotted attempts, then the student is enrolled in the proper clinical nursing courses for that semester
  - b. If the student fails the dosage calculation and/or medication administration test, he/she is terminated from the program. (Not eligible for NE grade)

### NE – Not Eligible

This grade indicates a non-punitive grade and is assigned when the student is unable to pass the dosage calculation test and/or the medication administration test and therefore is not allowed to take the nursing course. This grade is possible for the first attempt at the Geriatrics/Mental Health Nursing and Adult Nursing courses only.

## ***Readmission Policy***

A student who has been academically dismissed or who has withdrawn from the nursing program may apply for readmission.

Readmission will be denied for students who were terminated for violating the Academic Dishonesty Policy and/or the Code of Conduct.

- Students must be in good standing with school financial obligations in order to be readmitted.
- Only one readmission may be granted per program. A student may submit an application for readmission to the nursing program no more than two times. Students who completed the program and were terminated because they did not take the exit exam will be allowed to readmit regardless of the number of previous readmissions.
- 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. All previously completed classes will be included in the calculation of hours attempted.
- If health concerns were a factor for the student leaving ATS Institute of Technology, then documentation for ability to continue in the program must be provided with readmission paperwork.
- All readmitted students must meet readmission deadline listed below.
- 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. Students are required to meet the course progression and the HESI CCE requirements.
- A student repeating a clinical nursing course must repeat both the theory, clinical, and laboratory components of the course.
- In order to remain in the program
  - a student cannot fail any courses

- a student cannot withdraw from more than one class, excluding classes previously attempted before readmission

The Admission Committee must approve any exceptions to the above policies.

## Readmission Deadlines

A student who is eligible to seek readmission must submit items listed below to the Admission Representative according to the following schedule:

- Readmission for the **next** semester (e.g. a student is dismissed from the spring semester and would like to be readmitted for the summer semester)
  - 7 days from the last day of the semester in which the student was dismissed
- Readmission for a **future** semester (e.g. a student is dismissed from the spring semester and plans to sit out the summer semester and return for the fall semester)
  - August 1 - Fall Semester
  - December 1 - Spring Semester
  - April 1 – Summer Semester

## Required Readmission Materials

The following items will be required:

1. A completed readmission application form.
2. Recommendations from:
  - a. Two (2) ATS Institute of Technology Faculty who have taught the student in class or clinical completed on the Faculty Reference forms and
  - b. One (1) additional professional recommendation.
  - c. Follow instructions on the Faculty Reference form and submit paperwork to the Admission Representative by due dates.
3. Letter addressed to the Admissions Review Committee requesting readmission into (semester, year). Within the letter a developed action plan for success consisting of:
  - a. Description of the reason(s) leaving the program
  - b. Analysis of factors that led to this outcome
  - c. Goals to be accomplished during your remaining time at school
  - d. Plan of action to meet your goal(s); be specific.

Students who have not attended ATS Institute of Technology for one term or longer must meet the following additional criteria:

1. Take and pass the TEAS exam
2. For previously passed nursing courses, student must
  - a. Take and pass a nursing skills laboratory validation examination for courses passed previously
  - b. Take and pass comprehensive HESI CCE's to validate their knowledge of the material covered in previously taken nursing courses

Readmission into ATS Institute of Technology will be dependent on the clinical space available to accommodate additional students. If the number of applicants exceeds available space, the decision will be based on the student's GPA and academic history of coursework previously taken at ATS Institute of Technology, and applicants may be deferred to a subsequent semester.

Re-admitted students will be required to complete a new (no older than 30 days) criminal background check and drug screen before the first day of class if enrollment in the program has not been continuous (i.e. if they have not been enrolled at ATS Institute of Technology for one or more semesters).

Students will be required to update clinical documentation. (see Clinical Requirements policy).

## Step-B- Step Re-Admission Process Guidelines

1. See the Registrar to verify that you meet the requirements for maximum timeframe as stated in the Standards of Satisfactory Academic Progress policy.
2. See the Accounting Office to verify that you met your financial obligation before submitting the readmission application.
3. See Admission Department to obtain Readmission Application Form and Faculty Reference Forms
4. Complete the following paperwork, pay readmission fees and submit your package to Admission Representative by the deadline:
  - a. Readmission Application Form
  - b. Two Faculty Reference forms
  - c. One additional professional recommendation
  - d. Submit Letter to Admissions Review Committee with the action plan for success.
5. After we received all of the above documentation you will receive an email from Admission to inform you if your application is accepted and if you need to retake Accuplacer exam.

**If your application is accepted you will be allowed to continue the readmission process**

1. If you were out of school for one term or longer complete the following:
  - a. Take and pass the TEAS exam
  - b. If previously passed nursing courses complete the following
    - i. Take and pass a nursing skills laboratory validation examination
    - ii. Take and pass comprehensive HESI CCE's to validate their knowledge of the material covered in previously taken nursing courses
2. You will be notified by e-mail of the date you will need to meet with the Admission Committee.

**If Re-Admitted:**

1. Review clinical documentation (see Clinical Requirements policy) with the Castle Branch website to validate currency of your documents. Student may request Castle Branch access from the Admissions Representative.
2. Submit a new background check through the school in accordance with Readmission policy above.
3. Submit a drug test in accordance with Readmission policy above.
4. Submit or resubmit updated official documentation and follow the College policy if seeking accommodation through the Americans with Disabilities Act (ADA).

***Readmit Policy - Program Completion / No Exit Exam***

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

These students must repeat Nursing Seminar (Med/Surg III), and at least one of the following courses: Adult Nursing (Med/Surg II), or Fundamentals of Nursing (Med/Surg I) based on the result of the Comprehensive Readiness Assessment explained below. Students will be required 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.
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 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.

### ***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***

#### **Withdrew from the program**

When withdrawing from the program a withdrawal form must be completed by the student and signed by the student, registrar, and financial aid. Program withdrawal may affect your Financial Aid package and funds may be returned to the Government. Thus you may have a balance to school that need to be paid off. 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.

Review the Refund policy regarding return of tuition and fees.

Pregnant students or students with extenuating circumstances may receive a "W" at any time without penalty. See Maternity policy and Withdrawals during the semester for emergency situations for additional details.

#### **Exit Interview Requirements**

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

#### **Course Withdrawal**

Any student who wishes to officially withdraw from a course must obtain, complete, and return an official form from the Registrar Office.

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.

### ***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.

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" policy will be put on hold by the registrar.

**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.

### **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 and science 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.

### ***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 1300\* score on Lexile level reading as of summer 2019

#### **Chicago**

- achieve 1250 score on Lexile level reading and  
- pass TEAS test with required benchmark

\* Cleveland only: if students do not meet the Lexile benchmark they are able to take the Nursing Fundamentals course concurrently with the Gateway course to meet the Lexile score, but the students cannot take any other nursing courses until the score is met.

### ***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
- 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

### ***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 10% 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. Any time a student repeats a college level course, the last attempt is the grade that will count for progression and GPA. 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.

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 failed the same course twice.

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 below situations. The student should contact the Financial Aid Office for clarification of financial aid status.

Once a student fails a class, the student is limited to twelve (12) credit hours each semester for the remainder of the nursing program. Only with approval from administration can a student, who failed a class, take more than 12 credit hours.

### ***Cause for Academic Termination***

1. Failure of the same course twice
2. Three failed courses from the following list:

#### **Cleveland**

- Nursing courses
- Anatomy and Physiology
- Lifespan

#### **Chicago**

- Nursing courses
- BIO1017, BIO1018, or BIO1019
- Lifespan

3. Failure of any three courses within a single semester excluding developmental courses

### ***Cause for Disciplinary Termination***

See Discipline Policies

### ***Academic Monitoring Program - Chicago***

The goal of the Academic Monitoring Program is to promote student academic success and retention in the nursing program. The program is designed to provide guidance and support to students experiencing academic difficulties in one or more courses, having a history of withdrawals, or have not received a “C” or higher in any course for the previous semester. While on academic monitoring, the student is not allowed to take more than twelve (12) credit hours.

- 1) The Semester-Initiated Academic Monitoring Program may be initiated during the semester when a student is notified by an instructor or Student Services of any of the below:
  - receives a grade below 80% on two consecutive tests or papers anytime during the semester
  - performs below a satisfactory level in clinical and lab
  - missed 5% of the class
- 2) The Student who fails a course the previous semester is placed on Academic Monitoring. The Student will be required to work on assigned remediation package and meet with Student Services to review progression and discuss individualized learning plans for success.

### **Successful completion of the Academic Monitoring program would require students to do the following:**

- Attend each class, clinical and lab sessions.
- Actively participate in class activities. Review the material and timely complete assignments.
- Meet with instructor(s) for tutoring and consultation.
- Work on the improvement of time management, study skills, and test-taking skills.
- Maintain positive attitude and be accountable for one’s own activities on the way to academic success.
- Create and follow an Academic Success Plan that is formulated with the instructor(s). This success plan consists of material targeted toward the student’s weakness in the class.
- Follow up with Student Services and review the Academic Success Plan to improve current situation.
- Attend monthly meetings with their current class instructor and Student Services.

### ***Removal from Academic Monitoring***

During the last semester of enrollment, a student on academic monitoring will be removed from this status when the student earns a GPA of 3.0 or higher, as long as the student has not failed any courses.

## ***HESI Policy***

### **HESI Course Competency Examinations (CCE)**

The HESI Course Competency Examinations change is effective after the summer 2019 add/drop date. The Fundamentals HESI will be administered the third week of the Adult term and the Adult HESI will be administered the third week of the Seminar term. The Maternity and Pediatrics HESI will be administered week 13 of the term. Mental

Health HESI will be administered week 12 of the term. The HESI will not be used for progression but rather as a tool for student remediation. HESI will be 5% toward the testing grades. Grades will be assigned based on HESI conversion score. Students who receive less than 850 will be assigned a zero (0) and will be required to complete the remediation package. Points towards improvement of the testing grade may be given upon completion of the remediation package.

### 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.

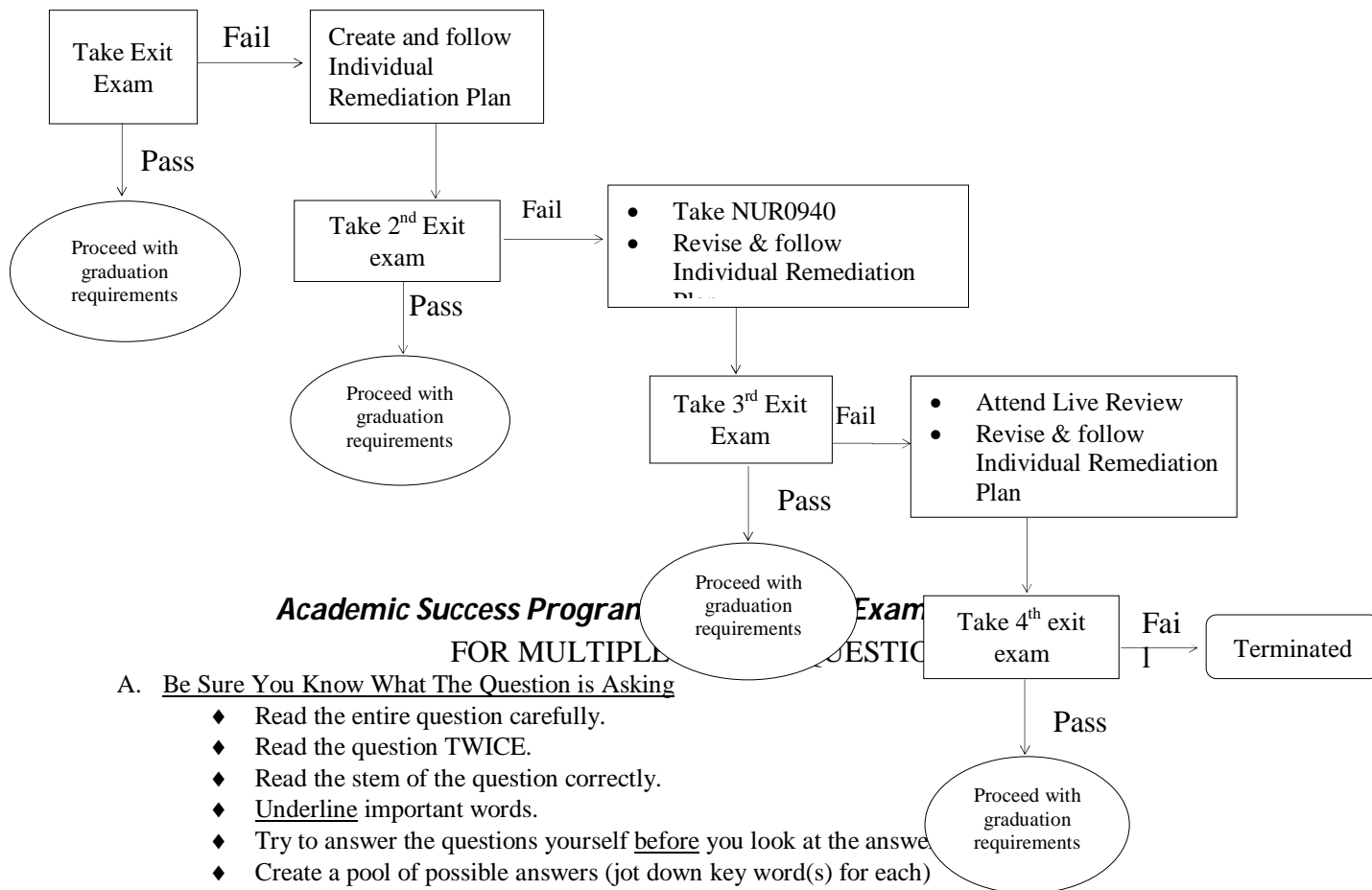
If the HESI benchmark score is not met after the third attempt, the student is required to attend a live review approved by the school at his/her own expense. In addition, the student is expected to continue to follow the individual remediation plan. If a student fails the fourth attempt of the Exit 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.

## Standardized Testing Policy Flow Chart

To be used in combination with the Standardized Testing Policy i.e. HESI

### Comprehensive Exit Exam



### Academic Success Program 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 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. Effective fall 2019 for incoming students or students repeating Fundamentals, students must receive a 78% or higher in both testing and non-testing scores to successfully pass the course. Exception: students in Applied Math must receive an 80% overall grade with a minimum of 80% in overall testing and 90% on the final exam.

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**

With the exception of the Role Development class, 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 start of the following semester except Role Development students. An incomplete grade not corrected within the 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**

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.

### **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.

### **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**

**Homework may be assigned based on the students' academic progression. Remediation packages may be created for individual or group work. These assignments must be returned by the set deadline. Students who do not meet the deadline once will be referred to student services. Failure to complete two remediation packages by the prescribed deadline may result in failure of the class.**

### **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

### ***Graduation Requirements***

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

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

Students will be eligible to apply for the NCLEX-PN examination after successful completion of the following: graduation requirements and recommendation by the Nursing Programs Administrator.

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

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

If a student submits a completed End of Program Checklist after the deadline mentioned above, the student must:

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

Then the Application to the board can be signed.

### ***Attendance Policy***

Each student is expected to attend every class, lab and clinical day for which he/she is scheduled. Students must attend course, clinical and laboratory sections to which they have been assigned.

### ***On-Campus Attendance***

Attendance is mandatory. Students who acquire absences that exceed 10 % of a course’s scheduled hours will fail the course. Remedial assignments that correlate to missed class material may be assigned for the up to 10% of missed time. The assignment will not replace the hours and will be intended to help students to acquire knowledge necessary to complete the course objectives.

### ***On-Campus Tardiness***

Arriving tardy or leaving early is defined as arriving after 10 minutes after the start time of the class, or leaving any time before the official ending time of the class. The class door will be closed and students will not be able to enter the class until the brake. If the classroom door is closed, students need to complete a tardy form and present to the teacher to be marked for the ½ day of the class.

### ***Clinical Tardiness***

Students are expected to arrive to all clinical assignments at least 10 min prior to scheduled start time and complete the entire clinical day. Any unforeseen tardiness must be reported to clinical instructors before scheduled start time. Students with more than two (2) tardiness will be reported to the Student Services and will FAIL the class.

### ***Nursing Skills Lab and Clinical Attendance***

Attendance at clinical and laboratory sessions is mandatory. Any absences in clinical or skills laboratory will result in failure of the course. In extenuating circumstances students may provide appropriate documentation and submit an appeal to the Attendance Committee, who will verify the documentation and determine whether a clinical or skills

laboratory makeup may be approved. Failure to attend scheduled approved make up clinical or laboratory sessions, and being a no-call no-show to clinical or laboratory sessions will result in failure of the course.

### ***On Campus Make-up***

**Students are expected to be on time for exams and quizzes; students who arrive late for exams or quizzes must make up the exam. Only one exam and one quiz may be missed per course per semester. The student must submit proper documentation and an appeal to the Attendance Committee. Upon verification of the documentation the Attendance Committee may allow a 2<sup>nd</sup> makeup exam or quiz. All make-ups for quizzes and tests will be scheduled in the testing lab with a proctor at week 4, 6, 9, 12 and during the final week. Once scheduled, make-ups 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.

**Exam re-takes** Under **no** circumstances will previously taken quizzes, tests, and examinations be repeated.

### ***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***

In order to initiate and pursue a grievance, the following steps must be observed, in their entirety, for grade appeals and non-grade appeals. Students may not submit an appeal for policy change.

#### **For Grade Appeals**

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 according to their schedule until further notice. The appeal process takes approximately 1 week. The appeal committee does not meet over break. The student will be notified in writing of the result of his/her appeal. All grade appeal decisions are final.

- Final Grade Appeal: 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 for a final grade. Only D and F grades are appealable for courses taken during the semester that ended most recently.
- Other Grade Appeal: Any appeal for grades within a semester must be submitted within 5 days from the time the grade was issued.
- Contact 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.
- Formulate a typed letter to the committee with any and all proper documentation showing your case (i.e. graded papers, attendance records, handouts, etc.)
- Your appeal may be denied if supporting documentation is not provided. Submit the *Grievance Form*, letter, and any supporting documentation you have to:
  - Cleveland students - [appeal@atsinstitute.edu](mailto:appeal@atsinstitute.edu) for a Cleveland appeal or
  - Chicago students - [chi\\_appeals@atsinstitute.edu](mailto:chi_appeals@atsinstitute.edu) for a Chicago appeal or
  - mail the appeal to the College address, attention Grade Appeal.

- Two (2) petitions per student per semester are permitted (the student can petition for multiple courses on each petition when the circumstances are the same.)

### **For Non-Grade 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 Cleveland Appeals Board consists of a minimum of three faculty members and three student representatives. The Chicago Appeals Board consists of a minimum of two faculty members and two student representatives. The Board 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 Accrediting Bureau of Health Education Schools, Ohio State Board of Career Colleges and Schools and/or the Ohio Board of Nursing. In Illinois, complaints against this school may be registered with the Accrediting Bureau of Health Education Schools and/or the Illinois State Board of Higher Education.

Any student who has a complaint relating to the Title IV eligibility or administration, the quality of education received at the Institution, or otherwise relating to the accreditation standards of its former accrediting agency can submit that complaint to the school and/or to any of the following: the Departments' Student Complaint website, the State authorizing authority, the State Office of Attorney General, the State Office of Consumer Affairs.

### **Accrediting Bureau of Health Education Schools (ABHES)**

7777 Leesburg Pike, Suite 314 North  
Falls Church, Virginia 22043  
(703) 917-9503

### **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

### **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.

#### **For Ohio VA students**

Any covered individual is permitted to attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 and ending on the earlier of the following dates:

1. The date on which payment from the VA is made to the institution.
2. 90 days after the date the institution certified tuition and fees following the receipt of the COE

MDT will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement of funding from the Department of Veterans Affairs under chapter 31 or 33.

### ***Payment Options***

#### ***Tuition Installment Payment Plan***

For students requiring more time to pay tuition, they may enroll in an interest-free 3<sup>rd</sup> 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.

## **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**

<b>PROGRAM</b>	<b>Maximum Attempted Credits Allowed</b>
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.

<b>POSSIBLE CIRCUMSTANCES</b>	<b>SUGGESTED DOCUMENTATION</b>
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

**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.

<b>Week Withdrawal Occurred</b>	<b>% of Term Enrolled</b>	<b>Institution Refund Policy</b>
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 for books, fees, computer software and supplies***

- (A) In the event that a student withdraws or is dismissed from school, all efforts will be made to refund pre-paid amounts for books, fees and supplies except for those items determined to fall within the preview of paragraphs (B)1 and (B)2 of this rule.
- (B) Charges for required purchase of books, fees, computer software, and supplies can be non-refundable if the student has consumed or used the books, fees, computer software and/or supplies. Consumption of books, fees, computer software, and supplies shall be defined as:
  1. Items that were special ordered for a particular student and cannot be used by or sold to another student; or,
  2. Items that were returned in a condition that prevents them from being used by or sold to new students.
  3. Individually documented non-refundable fees for goods or services provided by third party vendors.
  4. Semester Course fees after the student receives a clinical assignment.
- (C) Items or services not delivered to the student cannot be considered consumed except for those items covered by paragraph (B)1 of this rule.
- (D) A record of the refund determination for books, fees, computer software, and supplies shall be kept in the student's record.

***Refunds***

The College Accounting Office processes refund checks. Students with a credit balance resulting from Federal funds will be refunded within fifteen (15) days of aid being credited to the student's account. All credit balances are subject to an audit prior to their release. Students must review schedule and inform the school of any errors prior to accepting a refund check.

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.

Unearned Title IV funds will be returned to the federal student aid programs within 45 days in the following order:

1. Unsubsidized Direct Loan
2. Subsidized Direct Loan
3. Direct PLUS
4. Federal Pell Grant
5. Federal SEOG

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.

### **Official Withdrawal**

An official withdrawal occurs the date the Registrar's Office receives student's withdrawal form. For students who officially withdraw, the date indicated on the withdrawal form will be used as the withdrawal date for the purposes of calculating any return of Federal funds to the U.S. Department of Education.

### **Unofficial Withdrawal**

For students who stop attending before completing a semester 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.

## Post Withdrawal

If the amount of aid disbursed to the student is less than the amount of aid earned by the student, a post-withdrawal disbursement may be available to assist the payment of any outstanding tuition and fee charges on the student's account. The post-withdrawal disbursement will be made from Title IV grant funds before available Title IV loan funds. If part of the post-withdrawal disbursement is a grant, the institution may apply the grant funds to tuition and fees or disburse the grant funds directly to the student within 45 days of the date the school determined the student withdrew.

If a student is eligible to receive a post-withdrawal disbursement from Title IV loan funds, the student (or parent in the case of a PLUS loan) will be asked for his/her permission to either disburse the loan funds to the student's account to reduce the balance owed to the institution, or disburse the excess loan funds directly to the student (or parent in the case of a PLUS loan). The school has 30 days from the date it determines the student withdrew to offer the post-withdrawal disbursement of a loan to the student (or the parent in the case of a PLUS loan).

The student (or parent) has 14 days from the date sends the notification to accept the post-withdrawal disbursement in writing. If the student accepts the post-withdrawal disbursement, the school will make payment as soon as possible, but no later than 180 days from the student's withdrawal date. No portion of the post-withdrawal disbursement of loan funds will be disbursed if the student (or parent) does not respond to the notification.

## ***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 refer students to outside professional health centers when domestic abuse or family problems are identified

## ***The Presidential Scholarship***

The Presidential Scholarship is a merit-based award that pays up to \$2,370 tuition (\$790 per nursing semester) for those prospective students who enter ATS as a new full-time 1<sup>st</sup> semester nursing student (semester without developmental classes). This scholarship does not need to be repaid and eligibility is reviewed each semester based on *Eligibility Criteria for Scholarship Continuation* below.

### **Minimum Eligibility Criteria for Scholarship Continuation**

The student must maintain

- a minimum 3.2 grade point average each semester
- satisfactory standards of professional conduct
- full-time academic schedule

If the minimum criteria are not met, the student scholarship will be terminated.  
The scholarship can be re-instated if the student meets the minimum criteria in a following semester(s).

### **The Process**

Candidates fill out the Presidential Scholarship form and submit it to the Nursing Program Administrator's Office. Administration will review the application and contact the candidates who have been granted the scholarship.

### **Leave of Absence (scholarship deferment)**

If a student, who had been awarded a scholarship, takes an approved leave of absence, the scholarship will be placed in deferment for the following semester. If the leave of absence is greater than one semester, the student scholarship will be terminated.

### ***Career Advancement Scholarship – LPN***

MDT/ATS will match your Employer Tuition Reimbursement program up to \$2,000. This scholarship is limited to STNA's/CNA's who want to continue their education and become an LPN nurse. MDT/ATS is offering this scholarship towards educational expenses (i.e. books, uniforms, software) for new students who have completed a state-approved nurse aid training program and are currently working at a healthcare facility.

#### **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 LPN program
- Proof of completed state-approved nurse aid training 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.

### ***Nursing Scholarship***

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 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.

### ***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***

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. Transcript request fee:

- Standard Processing (1-3 weeks) - \$5.00

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](http://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® (GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA)) provides benefits to veterans, service members, and some dependents of disabled or deceased veterans wishing to pursue an education. Further information is available at <https://www.benefits.va.gov/gibill/>. In Chicago: Veterans' benefits are approved by the Illinois State Approving Agency.

### ***Student Representation on Faculty Committees***

Each semester, the school offers students an opportunity to participate in developing and maintaining the integrity of the school through involvement with various academic committees. Students who wish to partake in this process are encouraged to inform the Programs Administrator or designee of their interest.

Student representatives are nominated by the faculty.

Students are encouraged to make known their concerns to the student representative.

### ***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 and/or illegal drugs while on the school premises or in clinical.
- 2) Engaging in sexual harassment or sexual assault.
- 3) Falsification of documentation
- 4) Bullying and Harassment

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

- 1) Using, selling, possessing or distributing drugs or other illegal substance.
- 2) Using physical or verbal abuse or violence in any form.
- 3) Possessing a weapon of any kind on school property.

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. (See Cell Phone Policy)
- Student out of uniform. (see Professional Dress Code)
- Student speaking out of turn.
- Foul or loud language.
- Failure to follow instructions.
- Excessive tardiness.
- Leaving the classroom (excessive in and out).

Cleveland: 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.

## ***3 Step Disciplinary "Write-Up" Policy***

### **1st Write-Up**

If a student is written up for the first time the result is a **verbal warning**. Instructors will document and email incident to Director of Student Services and it will be processed and kept on file. Student must see Director of Student service before going back into classroom.

### **2nd Write-Up**

If a student is written-up for the second time the result is the student will be placed on **probation**. Instructors will document the incident to the Director of Student Services and a meeting will be scheduled with the student and the Instructor with the DOSS. The incident will be discussed, a resolution will be made and expectations will be brought forth going forward along with consequences if not followed. An investigation will be done.

### **3rd Write-Up**

If a student is written-up for the third time the result is the student will be **dismissed from the class**. The instructor will document and email the incident to the DOSS. It will be reviewed and discussed by the instructor and a decision will be made on whether you will be allowed to continue into the program.

### ***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.

### ***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.

#### **Polices 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:

##### **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.

**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](http://www.copyright.gov)

***Student Code of Conduct While Providing Nursing Care***

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

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

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

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

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

***Disciplinary process of student misconduct while providing nursing care***

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

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

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

### ***Corrective action***

Refer to Corrective Action under Student Conduct.

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

### ***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 1<sup>st</sup> to March 31<sup>st</sup> 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 Discipline Policies)

## *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](mailto: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.

## ***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.**

### ***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.

## Programs

### **Chicago Practical Nursing Program**

Program Delivery: Residential

Diploma Awarded: Practical Nursing Diploma

Length of Program: 3 semesters

Semesters One (1) and Two (2) – 15 weeks and Semester Three (3) – 19\* weeks

Credit Hours: 52; Clock Hours: 1478

\*Effective summer 2014 for incoming nursing students, the 3rd nursing semester was extended to 19 weeks instead of 15 weeks. The regular semester breaks still apply.

#### **Program Descriptions**

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

#### **Program Outcomes**

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

1. Assume entry-level positions in practical nursing to assist clients with health needs through use of basic nursing skills.
2. Deliver competent holistic nursing care safely to persons of all ages in a variety of structured health care settings within the scope of practice for the licensed practical nurse.
3. Demonstrate a commitment to a life-long process of education and personal and professional development through continuing education and participation in professional organizations.
4. Contribute to the nursing process using critical thinking skills.
5. Contribute to promoting, maintaining, and restoring health to culturally diverse clients.
6. Demonstrate professional ethical characteristics essential to the role of the licensed practical nurse.
7. Apply knowledge from the physical, biological, psychosocial, and nursing sciences in performance of nursing care.
8. Use a caring approach in establishing effective interpersonal relationships with clients and families.
9. Engage in professional communication and collaboration as delegated with all members of the health care team.

#### **Career Information**

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

#### **Program of Study for Practical Nursing - Chicago**

<b>First Semester (15 weeks)</b>		<b>Credits</b>
BIO1019**	Anatomy & Physiology for Health Sciences I & II	7.5
MAT1003	Applied Math	2.0
NUR1103	Nursing Fundamentals	10.0
SUC1001	Success Strategies	0
<b>Second Semester (15 weeks)</b>		
<b>NUR1111</b>	<b>Nursing Care of the Adult</b>	<b>13.0</b>
PSY1020	Development Across the Lifespan	3.0
<b>Third Semester (19 weeks)</b>		
NUR1106	Nursing of Children	2.5
NUR1104	Mental Health Nursing	2.5
NUR1107	Maternity Nursing	2.5

<b>NUR1114</b>	<b>Nursing Seminar</b>	<b>9.0</b>
<b>REV1001</b>	<b>NCLEX-PN Review Course</b>	<b>0</b>
	<b>Total</b>	<b>52</b>

\*\* In certain cases, students may receive approval to substitute BIO1017 & BIO1018 for BIO1019.

### ***Course Descriptions for Practical Nursing Curriculum - Chicago***

#### **Definitions:**

**Prerequisite** courses are a requirement that the student must fulfill prior to beginning the course for which it is a prerequisite

**Corequisite** courses are courses that must be taken prior to or at the same time to the course for which it is a corequisite

#### **BIO1017 Anatomy & Physiology for Health Sciences I**

**4 credits**

This is the first course in the series that studies the structure and function of the human body using the integrating principle of homeostasis. The body, as a whole, is discussed along with nutrition and the chemical basis of life. Organization of the human body, cells, tissues, organs, and systems is discussed. Emphasis is placed on the following organ systems/topics: integumentary, skeletal, muscular, nervous systems, and the special senses. This course includes additional clock hours outside of the classroom.

Prerequisites: none

#### **BIO1018 Anatomy & Physiology for Health Sciences II**

**3.5 credits**

This is the second course in the series that studies the structure and function of the human body using the integrating principle of homeostasis. Metabolism of carbohydrates, proteins, and lipids along with elimination of waste products is discussed. Emphasis is placed on the following organ systems/topics: cardiovascular, lymphatic, immune, respiratory, endocrine, digestive, urinary, and reproductive systems as well as fluid/electrolyte balance, acid/base balance, pregnancy and growth & development. This course includes additional clock hours outside of the classroom.

Prerequisites: BIO1017 or sequentially with BIO1017

#### **BIO1019 Anatomy & Physiology for Health Sciences I & II**

**7.5 credits**

This is the first and second course in the series that studies the structure and function of the human body using the integrating principle of homeostasis. See details under BIO1017 and BIO1018 descriptions above.

Prerequisites: none

#### **MAT1003 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.

#### **NUR1103 Nursing Fundamentals**

**10 credits**

This course utilizes research from the National Council of State Boards of Nursing (NCSBN) activities of safe nursing practice for the Licensed Practical Nurse (LPN) and the body systems to provide a framework for this course. The research has been synthesized into the acronym SAFETYYY that includes all of the categories of the NCLEX-PN examination for licensure. The course focuses on safe clinical decision making based on evidence-based practice for all body systems including basic skills, pharmacological categories, laboratory, simulation and clinical experiences for learning. The course provides 7.5 hours/week of clinical practice in a health care facility using the nursing process for safe patient care of adult patients. This course includes additional clock hours outside the classroom.

Prerequisites: Placement by achieving required benchmark on TEAS exam

Corequisites: BIO1017, BIO1018, MAT1003

#### **NUR1104 Mental Health Nursing**

**2.5 credits**

This course focuses on the promotion, maintenance, and restoration of mental health across the lifespan. The student will explore mental and behavioral health alterations with an emphasis on collaboration, therapeutic communication, and the understanding of mental and behavioral disorders. Emphasis is placed on the role of the Licensed Practical Nurse and their contribution to the nursing process in meeting the physiological, psychosocial, cultural, and spiritual needs of mental health clients, the community, and their families. This course includes additional clock hours outside of the classroom.

Prerequisites: NUR1103, NUR1111, BIO1017, BIO1018, MAT1003

Corequisites: PSY1020

**NUR1107 Maternity Nursing**

**2.5 credits**

This course focuses on maternity nursing care of the woman and her family during the maternity cycle. The nurse's teaching, caring, communication, and critical thinking roles are discussed and used with application to the nursing process as appropriate to the Licensed Practical Nurse scope of practice. Caring of the child-bearing woman experiencing issues of psychological cultural and spiritual needs is explored. Clinical experiences are provided in a variety of settings to enable the student to use critical thinking, demonstrate caring behaviors, apply knowledge, and provide safe and effective care within the realm of maternity nursing. This course includes additional clock hours outside the classroom.

Prerequisites: BIO1017, BIO1018, NUR1103, MAT1003

**Corequisites: PSY1020**

**NUR1106 Nursing of Children**

**2.5 credits**

This course focuses on pediatric nursing care of children through adolescence. The nurse's teaching, caring, communication, and critical thinking roles are discussed and used with application to the nursing process as appropriate to the Licensed Practical Nurse scope of practice. The care of families experiencing issues of psychological, cultural, and spiritual needs is explored. Clinical experiences are provided in a variety of settings to enable the student to use critical thinking, demonstrate caring behaviors, apply knowledge, and provide safe and effective care within the realm of pediatric nursing. This course includes additional clock hours outside the classroom.

Prerequisites: BIO1017, BIO1018, NUR1103, MAT1003

Corequisites: PSY1020

**NUR1111 Nursing Care of the Adult**

**13 credits**

This course utilizes research from the National Council of State Boards of Nursing (NCSBN) activities of safe nursing practice for the Licensed Practical Nurse (LPN) and the body systems to provide a framework for this course. The research has been synthesized into the acronym SAFETYYYY that includes all of the categories of the NCLEX-PN examination for licensure. The course focuses on safe clinical decision making based on evidence-based practice for all body systems including basic skills, pharmacological categories, laboratory, simulation and clinical experiences for learning. The course provides 7.5 hours/week of clinical practice in a health care facility using the nursing process for safe patient care of adult patients. This course includes additional clock hours outside the classroom.

Prerequisites: NUR1103, MAT1003, BIO1017, BIO1018

Corequisites: PSY1020

**NUR1114 Nursing Seminar**

**9 credits**

This course utilizes research from the National Council of State Boards of Nursing (NCSBN) activities of safe nursing practice for the Licensed Practical Nurse (LPN) and the body systems to provide a framework for this course. The research has been synthesized into the acronym SAFETYYYY that includes all of the categories of the NCLEX-PN examination for licensure. The course focuses on safe clinical decision making based on evidence-based practice for all body systems including basic skills, pharmacological categories, laboratory, simulation and clinical experiences for learning. The course provides 14 hours/week of clinical practice in a health care facility using the nursing process for safe patient care of adult patients.

Prerequisites: This course requires the successful completion of all first and second semester nursing courses. This course includes additional clock hours outside the classroom.

Co-requisites: All 3rd semester nursing courses.

**PSY1020 Development across the Lifespan**

**3 credits**

A study of the neurobiological, physical, cognitive, social, and emotional development of humans from conception through childhood, adolescence, adulthood, and old age. Emphasizes developmental research methods, and the normal developmental stages and patterns of adjustment to differing lifetime demands. The theories and principles of human development are examined in light of contemporary research. This course includes additional clock hours outside the classroom.

Prerequisite: None

**REV1001 NCLEX Review Course**

**0 credits**

This learning experience prepares students to pass the Comprehensive Exit Examination and the NCLEX-PN licensure examination. Various teaching-learning strategies are used to assist students in answering correctly questions based on cognitive levels of application and higher. This course includes additional clock hours outside the classroom.

Prerequisites: Successful completion of all program courses



**SUC1001 Success Strategies****Pass/Fail**

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

Prerequisite: None

***Developmental Courses*****BIO0933 Human Biology** (Cleveland only)**0 credits**

This course introduces fundamental scientific and biological principles to form a foundation for further study in Anatomy, Physiology, and Health Sciences. Emphasis will be placed on scientific methodology, biological chemistry, cells, and organ systems.

Prerequisites: None

**ENG0913 Comprehensive Reading** (Cleveland only)**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

**ENG0915 Reading and Mastering Study skills** (Chicago only)**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

**ENG0914 Traditional Grammar** (Cleveland only)**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

**ENG0916 Writing Strategy** (Chicago only)**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

**MAT0915 Basic College Mathematics** (Chicago only)

**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

**MAT0913 Developmental Math** (Cleveland only)

**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

***Support Seminars:***

**DEV0910 Gateway** (Cleveland only)

**0 credits**

This course is a required course for any student who earns a grade of D or F in any courses in the previous semester, and need to enhance their academic achievement by strengthening their learning strategies and study skills. The purpose of the course is to improve the success of students and development of critical thinking skills for critical judgments and problem solving. This experience can improve student success and improve timely graduation. Through self-assessment, discussion about course content, academic skill development and other activities (i.e. time management), students will identify the best practices for achieving their academic goals. Students are permitted to take only two gateway courses during the program of study

Prerequisite: None

***HESI Support Seminar Course Descriptions***

**NUR0940 Nursing Exit Seminar**

**0 credits**

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

*Appendix*  
Academic Success Program  
***Steps for Success***

**Be accountable for your success**

- Attend each class/lab/clinical as scheduled; stay focused
- Establish a study routine of 40 minutes with 10 min breaks
- Complete all your homework; use course outline and homework guidelines in your syllabus
- Practice Application/Analysis questions
- Actively participate in post conference critical thinking exercises in clinical area
- Practice in clinical area and complete all assignments
- Complete all ATI assignments as scheduled
- Earn 80% or higher on each exam
- Score high on standardized end of course exam

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

- Develop a study schedule for classroom exams; control outside distractions such as a cell phone
- Take responsibility for studying for each test
- Develop concept maps on difficult content; use ATI Active learning Templates
- Analyze test-taking strategies
- Eliminate negative self-talk

**During Exam**

- Eliminate test anxiety
- Use stress reduction techniques

**After Exam:**

- Initiate meeting with faculty when not reaching 80% on an exam
- Use strategies discussed during meeting with faculty
- Remediate areas of content with <80%
- Develop a study schedule for remediation after exams

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

**ATS Institute of Technology  
Chicago Non-Main Campus  
25 East Washington Street, Suite 200  
Chicago, IL 60602**

**Interim Nursing Programs Administrator**  
Wanda D Robertson, MSN, RN  
MS in Nursing, American Sentinel University

***Chicago Faculty***

**Allen, Traycee, DNP, MSN, RN**

DNP, Chamberlain University;  
MSN Ed, Lewis University;  
BSN, Kaplan University;  
ADN, Ravenswood College of Nursing  
(part-time instructor)

**Aquinaldo, Vivian, RN**

BSN, Arellano University, Philippines  
(part-time instructor)

**Balagun, Likitia, RN**

BSN, Oakland College

**Beard, Regina, MSN, RN**

MSN, Indiana Wesleyan University;  
Associate of Science in Nursing, Olive Harvey  
College  
(part-time instructor)

**Brou, Adibo, MSN, RN**

MSN, Walden University, Minneapolis, MN;  
BSN, Chicago State University  
(part-time instructor)

**Brown, Karen, RN**

BSN, Colorado Technical University;  
RN, Mary Jane School of Nursing  
(part-time instructor)

**Clarke, Patricia, MSN, RN**

MSN, Governors State University;  
BSN, Prairie View A&M University  
(part-time instructor)

**Donovan, Jeremiah**

PhD, Department of Communication and Culture  
Indiana, University;  
Master of Arts in English, University of Tennessee;  
BA in English, Clenson University

**Drossos, Li'Anna**

Doctorate of Chiropractic in Chiropractic, Palmer  
College of Chiropractic;  
BS in Biology, Northern Michigan University

**Elliott, Susan**

MA in Teaching of College Writing, St Xavier  
University;  
BA St Xavier University

**Erdman, Michael**

Doctorate Degree in Medicine, Santo Domingo,  
Dominican Republic  
(part-time instructor)

**Gramata, Joan, MSN, RN**

MSN, Rush University;  
BSN, University of Illinois at Chicago  
(part-time instructor)

**Linscheid, Nathan**

Masters in Music, Northwestern University;  
BS, University of Oregon

**Marsh, Salithia, RN**

BSN, Benedictine University;  
AAS in Nursing, City College of Chicago  
(part-time instructor)

**McCrystal, Milagros, MSN, RN**

MSN, BSN, Lewis University, Romeoville, IL  
(part-time instructor)

**McDonald, Linda, MSN, RN**

MS in Nursing, Indiana Wesleyan University;  
BSN, Indiana Wesleyan University  
(part-time instructor)

**Medina, Maria, MSN, RN**

MSN, North Park University, Chicago, IL;  
BSN, University of Perpetual Help, Philippines  
(part-time instructor)

**Nelson, Talia, MSN, RN, FNP**

FNP, Walden University;  
MSN, Walden University;  
Associate of Applied Science in Nursing, Excelsior  
College  
(part-time instructor)

**Oshipitan, Mary, RN**  
BSN, Bradley University  
(part-time instructor)

**Paguntalan, Christine, MSN, RN**  
MSN, University of San Agustin, Philippines;  
BSN, University of San Agustin, Philippines  
(part-time instructor)

**Reason, Jamie, MSN, RN**  
MSN, Olivet Nazarene University

**Rosen, Anne, MSN, RN**  
MSN, Florida International University  
(part-time instructor)

**Sarroza, Vincent, RN**  
BSN, West Visayas University  
(part-time instructor)

**Servan, Joey, MSN, RN**  
MSN, University of La Slette;  
BSN, Medical Colleges of Northern Philippines  
(part-time instructor)

**Smith, Dominique, RN**  
BSN, Indiana Wesleyan University

**Terry, Cheryl, MSN, RN**  
MSN, Saint Xavier College;  
BSN, Southern Illinois University

**Thomas, Tracy, RN**  
BSN, Goldfard Nursing St Louis  
(part-time instructor)

**Willey, Todd, MD**  
Doctorate in Medicine, Xavier University School of  
Medicine

**Williams, Dawn, RN**  
Master's in Public Health, St Xavier University;  
BSN, Illinois State University  
(part-time instructor)

**Williams, Shanekah, MSN, RN**  
MSN, Resurrection University;  
BSN, Resurrection University

**Wilson, Squavette, RN**  
BSN, Governors State University;  
University Park, IL

## ***Non-Main Campus Administrative Staff***

**Yelena Bykov**  
Chief Executive Officer

**Leonard Bykov**  
President

**Java Barfield**  
Financial Aid Advisor

**Pierre Moore**  
Registrar / Student Services

**Erick Lopez**  
Admissions

**Debbie Lincoff**  
Director of Growth & Development  
(part-time)

**Dalia Kilyan**  
Bursar

**Brian Hedges**  
IT Specialist

**Emilia Paras**  
Administrative Assistant

### ***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.

## **Tuition and Fees**

### **PN TUITION & FEES**

<b>TUITION</b>	\$26,364.00	\$507/credit hour for 52 credits
<b>TESTING FEE<sup>2,4</sup></b>	\$671.01	(Includes 1 year access to ExamSoft)
<b>FEES:</b>		
Computer Lab Fee	\$285.00	(\$95 Per semester X 3)
Application Fee	\$30.00	
Malpractice Insurance	\$40.00	(Once a year charge)
Drug Testing Fee	\$40.00	(Once a year or as required by clinical agencies)
Graduation Fee	\$150.00	(Semester of graduation – no credit for not participating)
Semester Registration Fee	\$150.00	(\$50 Per semester X 3)
Course Software Fee	\$543.00	includes Math Book for \$97
<b><u>COURSE FEES:</u></b>		
NUR1101	\$395.00	Nursing Fundamentals
NUR1110	\$485.00	Nursing Care of the Adult
NUR1107	\$95.00	Maternity Nursing
NUR1106	\$95.00	Nursing of Children
NUR1104	\$290.00	Geriatric/Mental Health Nursing
<b>TOTAL COURSE FEES:</b>	<b>\$1,360.00</b>	
<b>TOTAL PROGRAM COST:</b>	<b>\$29,633.01</b>	

#### **Miscellaneous Fees**

Estimated Book Fees	\$1,200.00	
ID Badge Replacement	\$25.00	
My Foundation Lab	\$66.00	
Additional ExamSoft access	\$60.00	(after 1 year)
Uniforms	\$32.00	Purchased by students from recommended vendors
TEAS Test	\$65.00	per test
3 <sup>rd</sup> Party NCLEX Exam Fee	\$200.00	For WIOA students
Background Check	\$75.00	

Any books or software included in tuition can be purchased separately by students. If the student does not intend to purchase through the school, the student must notify the school in writing 5 business days before classes begin.

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

<sup>2</sup> Includes 2 Exit or End of Course exams. If a student needs more than 2 exams per course per semester or if a student is repeating a class, it will cost the student an additional \$58 per Exit exam and \$37 per End of Course exam. However, with less than 4 days' notice the cost of the exam will be \$100 plus the cost of the exam to include expedited charges. If a 4<sup>th</sup> semester is necessary, there will be a \$65 fee for exam software.

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



## ***Score Determination on Placement Examination***

### **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**

#### ***ENG0915 Reading and Mastering Study Skills (Developmental Course)***

- 1) Score of 265 and above on Accuplacer Reading Comprehension: students will test out of ENG0915
- 2) Score of 264 and below on Accuplacer Reading Comprehension: students will be placed in ENG0915

#### ***ENG0916 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 ENG0916
  - b. Score of 5 and below on WritePlacer: students will be placed in ENG0916
- 2) Score of 264 and below on Accuplacer Reading Comprehension: students will be placed in ENG0916

### **Math Placement**

#### ***MAT0915 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 MAT0915

## **B. Cleveland**

### **a. Nursing Courses**

Placement Benchmarks

English - 250

Math - 263

-

Effective summer 2019, admitted students who achieve a score of 250 in English and 263 in Math, and 45% on the TEAS exam will be invited to immediately start the MDT Practical Nursing Program and bypass the developmental course requirements.

### **b. Developmental Courses**

Students admitted to the Practical Nursing Program who do not reach placement benchmarks mentioned above will be placed in the following English and/or Math developmental courses for each subject where the benchmark was missed. Students required to take an English or Math developmental course must also take the Science developmental course.

- English – ENG0913 & ENG0914
- Math – MAT0913
- Science – BIO0933

If a student meets the benchmark scores for English and Math but does not meet the benchmark score for TEAS, the following rules apply:

### **English Placement**

#### ***ENG0913 Comprehensive Reading (Developmental Course)***

- 1) Score of 265 and above on Accuplacer Reading Comprehension: students will test out of ENG0913
- 2) Score of 264 and below on Accuplacer Reading Comprehension: students will be placed in ENG0913

#### ***ENG0914 Traditional Grammar (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 ENG0914
  - c. Score of 5 or below on WritePlacer: students will be placed in ENG0914
- 2) Score of 264 and below on Accuplacer Reading Comprehension: students will be placed in ENG0914

### **Math Placement**

#### ***MAT0913 Developmental Math***

- 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 MAT0913

### **Science Placement**

#### ***BIO0933 Human Biology***

Students who miss the TEAS placement benchmark are required to take BIO0933.

## ***TEAS Procedures***

ATS Institute of Technology requires that students taking developmental courses must meet two standards to progress and take nursing courses. 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.

## ***Exit Examination Score Determination***

The HESI Comprehensive Predictor is a standardized test that assesses the students' preparedness for the NCLEX-PN. Effective summer 2018 for incoming developmental students and fall 2018 for all incoming students: Acceptable performance is 900 or higher.

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

***Institutional Disclosures Report***

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

<b>INSTITUTION NAME: MDT College of Health Sciences, Inc., dba ATS Institute of Technology</b>	<p><b>Indicate all ways the disclosure information is distributed or made available to students at this institution:</b></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> <hr/>
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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.***

<b>DISCLOSURE REPORTING CATEGORY</b>	<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 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				
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.	9				
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.*