MDT College of Health Sciences

dba ATS Institute of Technology

www.atsinstitute.edu

Catalog and Handbook Addendum

Summer 2020
Chicago

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Summer 2020 Changes for incoming students and current students

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In addition to the "Fall 2019 Student Handbook and School Catalog," the following policy changes are in effect and replace/update those original polices with same name for the summer 2020 semester for incoming students and current students:

<u>**Attendance Policy**</u>
The following policy was updated:

Academic research demonstrates that attendance is directly tied to academic performance. Being absent from class will negatively affect your academic performance. Absenteeism will result in participation deductions that may result in lowered course grades up to and including failure of the course(s), additional academic advising, placement on probation, or dismissal from the program. Students are expected to be present when the class begins and remain throughout the entire class meeting. If unusual events prohibit attendance, please contact the instructor in advance or at a minimum the morning of the involved day. Any conflict with designated attendance status in the attendance tracking system must be resolved by the student with the faculty within a week's time. The assigned attendance status by the faculty stands if the student fails to meet the time criteria.

Theory Attendance:
Students are expected to attend **all** scheduled classes. Attendance is recorded for each class session. If supplemental materials are distributed during the student's absence, it is the student's responsibility to acquire them from peers or other means. Attendance will be taken for each scheduled class day. Failure to sign in to the attendance monitoring system will result in absent status for the day and it may have negative consequences for educational requirements.

Theory Tardiness:
Arriving tardy or leaving early is defined as arriving 10 minutes after the start time of the class, or leaving any time before the official ending time of the class.

Clinical Tardiness:
Students are expected to arrive at 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. More than two (2) tardies will be considered a one (1) day absence.

Nursing Skills Lab and Clinical Attendance:
Attendance at clinical and laboratory sessions is mandatory. Any absences in clinical or skills laboratories will result in failure of the course. Only in the case of extenuating circumstances students will be required to provide appropriate documentation to the Attendance Committee, who will verify the documentation and determine whether a clinical or skills laboratory makeup may be approved. If not approved, you will be notified in writing and will fail the course.

Student Online Attendance Policy
The following policy was added:

In order for the student to achieve success, attendance and promptness is required. Each student is expected to attend every class for which he/she is scheduled. Students must attend the sections to which they have been assigned.

On-Line Synchronous Class:
Verbal attendance will be taken at the start of each class session. It is important for students to remain engaged throughout the entire class period. Engagement will be determined, in part, through a series of questions provided by the instructor throughout the class. Students will have 24 hours after the end of the class period to submit their answers through Google Classroom. Failure to meet the required deadlines for answering questions will result in an absence for the class, even if the student attended the entire class.

Any unforeseen absences must be reported to faculty 30 minutes **before** the scheduled class start time via email in order to receive an excused absence for the class period. Notification after the scheduled start time of class will result in a recorded absence. In extenuating circumstances, students may provide appropriate documentation and submit an appeal to the Attendance Committee. The Committee will verify the documentation and determine whether an excused absence may be approved.

On-Line Tardiness:
Arriving tardy or leaving early is defined as arriving after 5 minutes after the start time of the class, or leaving any time before the official ending time of the class. Arriving more than 15 minutes late will result in an absence for the day. Any combination of 3 tardy arrivals or early departures for an online class will result in an absence.

Clinical Attendance:
Students must meet all course outcomes in order to successfully pass clinical and progress in the program, regardless of reason for absence or documentation provided. Lack of participation in assigned online coursework will constitute a clinical absence. No absences are allowed for clinicals. Completion of pre-clinical assignments are required and are a part of attendance.

Lab Attendance:
Students must meet all course outcomes in order to successfully pass lab and progress in the program, regardless of reason for absence or documentation provided. Lack of participation in assigned online coursework will constitute a lab absence. No absences are allowed for labs. Completion of pre-lab assignments are required and are a part of attendance.

Academic Monitoring Program - Chicago

The following policy was updated:

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 such as 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 Student who fails a course the previous semester is placed on Academic Monitoring.

2. The Student will be required to work on an Academic Success Plan that is formulated by the student success coach with the instructor(s) and consists of material targeted toward the student's weakness in the class.

3. The Student will meet with the student success coach to review progression and discuss individualized learning plans for success.

The Academic Monitoring program would require students to do the following:

- Meet with the student success coach and instructor(s) for tutoring and consultation.

- Attend meetings with their current class instructor and student success coach to review Academic Success Plan progress.

- Attend each class, clinical and lab sessions.

- Follow time management, study skills, and test-taking strategies as advised within the Academic Success Plan.

- Successful completion of an Academic Success Plan.

Successful completion of the Academic Monitoring program will occur when all areas above have been met and the student achieves a minimum 2.0 GPA for the semester and a 2.0 Cumulative GPA or higher.

Exam Make-up Policy
The following policy was updated:

Students are expected to arrive 10 minutes prior for exams. To avoid disruption during examination time, students will not be allowed entrance after the start of the exam.

Students who are absent or arrive late for exams may be allowed a make-up exam, if an extenuating circumstance has occurred and faculty are notified in advance when possible. Valid documentation is required.

Failure to notify faculty in advance can result in a "no call, no show" for the exam time and the student will not be allowed a makeup. All requests for makeup must be initiated by the student with the faculty as soon as possible and the make-up exam is expected to be taken before the next exam time.

Once scheduled, make-ups cannot be cancelled and rescheduled unless another extenuating circumstance has occurred and faculty are notified in advance or no less than 24 hours of rescheduled exam time. Make-up in these situations must occur within a week.

A grade of zero shall be given if unable to come for make-up exams or rescheduled make up exam, there is no exception and this is not appealable.

To qualify for an extenuating circumstance students must notify faculty no later than 24 hours after the exam time. Acceptable Extenuating Circumstances are listed below:

1. Illness with dated and signed statement from health care provider on letterhead

2. Required testing/hearings from governmental agencies with required documentation

3. Recovery from an accident and /or house fire with signed statement from appropriate agency

4. Required court attendance with copy of court summons

5. Death in the immediate family with death notice or funeral home document

Please understand that routine doctor visits, childcare issues, work issues, transportation issues, car malfunctions, and others not listed here are not considered extenuating circumstances.

Final exams will not be given after final exam week.

Exam retakes: Under no circumstances will previously taken exams be repeated.

Readmit Policy - Program Completion / No Exit Exam
The following policy was updated:

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

For students that were terminated more than 2 years from the date of the last nursing course was completed:

1. Must meet with the Bursar's office to verify there are no current account balances.
2. Must meet with the Admission Department to review proper readmission documentation.
3. Must submit two professional recommendations from employers and/or previous nursing faculty instructors testifying to student ability to be successful in the program.
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. Students must ensure all components are completed in CastleBranch to be medically cleared for courses. Students will obtain access to Castlebranch from the Admissions Department. This includes:
   a. New background check
   b. Current drug screen
   c. Medical Compliance of TB testing, updated immunizations, and titers to show immunity, current physical and current CPR from the AHA.
6. If a student is granted re-admission, must meet with the Director of Nursing, and schedule a time to take a Comprehensive Assessment to identify knowledge gaps.
   a. Students will be required to complete 26 credit hours of coursework to include
      i. Nursing Care of the Adult I (9.5 credits)
      ii. Nursing Care of the Adult II (9.5 credits)
      iii. Nursing for Mental Health (3.0 credits)
      iv. Pharmacology (3.0 credits)
      v. Seminar (1.0 credits)
      vi. REV (0 credits)
7. If a student is granted re-admission, the student is subject to the student handbook in place in the semester of enrollment of the first class.
8. In case student will exceed 150% of max time frame allowed to complete the program, student may submit appeal. In case the appeal will be granted, students may continue with the readmission.
9. Upon successful completion (C or better) of the required courses, the student will be enrolled in the REV course and will proceed with the program exit examination requirements noted in the handbook.
10. Students may test out of the courses noted below but is only allowed one assessment attempt. There will be a fee applied of $150 per course for students who wish to choose this option (if the student takes the assessment and isn't successful meeting the required percentage, the fee will be applied toward tuition of the required course minus testing fee).
    a. Nursing Care of the Adult I – must obtain a minimum composite score of 60% on the Adult Medical Surgical Online Practice assessment.

     b.   Nursing Care of the Adult II – must obtain a minimum composite score of 70% on the Adult Medical Surgical Online Practice assessment.

For students that were terminated within 6 months -2 years from the date of the last nursing course was completed:

1. Must meet with the Bursar's office to verify there are no current account balances.
2. Must meet with the Admission Department to review proper readmission documentation.
3. Must submit two professional recommendations from employers and/or previous nursing faculty instructors testifying to student ability to be successful in the program.
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. Students must ensure all components are completed in CastleBranch to be medically cleared for courses. Students will obtain access to Castlebranch from the Admissions Department. This includes:
    a. New background check
    b. Current drug screen
    c. Medical Compliance of TB testing, updated immunizations, and titers to show immunity, current physical and current CPR from the AHA.
6. If a student is granted re-admission, must meet with the Director of Nursing, and schedule a time to take a Comprehensive Assessment. Student must obtain a composite score of 60% or higher on the Comprehensive Assessment to continue admission under these guidelines. Otherwise the student must follow the more than 2 years guidelines for coursework requirements.
    a. Students will be required to complete 10.5 credit hours of coursework to include
        i. Nursing Care of the Adult II (9.5 credits)
        ii. Seminar (1.0 credits)
        iii. REV (0 credits)
7. If a student is granted re-admission, the student is subject to the student handbook in place in the semester of enrollment of the first class.
8. In case student will exceed 150% of max time frame allowed to complete the program, student may submit appeal. In case the appeal will be granted, students may continue with the readmission.
9. Upon successful completion (C or better) of the required courses, the student will be enrolled in the REV course and will proceed with the program exit examination requirements noted in the handbook.
10. Students may test out of the course noted below but is only allowed one assessment attempt. There will be a fee applied of $150 for the course for students who wish to choose this option (if the student takes the assessment and isn't successful meeting the required percentage, the fee will be applied toward tuition of the required course minus testing fee.).
    a. Nursing Care of the Adult II – must obtain a minimum composite score of 75% on the Adult Medical Surgical Online Practice assessment.

Academic Calendar Fall 2019 - Fall 2020*

The following calendar was updated:

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.

September 2, 2019	**Fall Semester 2019 Classes begin**
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
December17-20, 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
January 6, 2020	**Spring Semester 2020 Classes begin**
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 20-24, 2020	Final Exams (End of Semester)
April 27, 2020-May 15, 2020	Spring Break (NO SCHOOL)
May 29, 2020	Last day for Spring Semester Chicago Graduates

May 18, 2020	**Summer Semester 2020 Classes begin**
May 25, 2020	Memorial Day (NO SCHOOL)
May 29, 2020	Last day to add/drop classes without penalty
June 26, 2020	Last day to withdraw from classes with a "W"
July 3, 2020	July 4th Holiday Observed (NO SCHOOL)
Aug. 17-21, 2020	Final Exams (End of Semester)
August 24, 2020	Faculty meeting/Professional development
Aug. 24- Sept, 2, 2020	Summer Break (NO SCHOOL)
Aug. 24- Sep.18, 2020	Chicago Summer Graduates NCLEX review class starts
September 18, 2020	Last day for Summer Semester Chicago Graduates

Sep. 3, 2020, Thursday	**Fall Semester 2020 Classes begin**
September 7, 2020	Labor Day (NO SCHOOL)
September 17, 2020	Last day to add/drop classes without penalty
October 14, 2020	Last day to withdraw from classes with a "W"
November 23-27, 2020	Thanksgiving Break (NO SCHOOL)
November 23, 24 2020	Faculty Development Day
December 17, Thursday – December 23, Wednesday, 2020	Finals Week (End of Semester)
December 24, 2020-January 1, 2021	Winter Break (NO SCHOOL)
Dec. 28- Jan 26, 2021	Chicago Summer Graduates NCLEX review class starts
January 26, 2021	Last day for Chicago Fall Semester Graduates

January 4, 2021	**Spring Semester 2021 Classes begin**
January 18, 2021	MLK (NO SCHOOL)
January 15, 2020	Last day to add/drop classes without penalty
February 12, 2021	Last day to withdraw from classes with a "W"
April 12-16, 2021	Final Exams (End of Semester)
April 19, 2020-April 30, 2021	Spring Break (NO SCHOOL)
April 19- May 14, 2021	Chicago Summer Graduates NCLEX review class starts
May 14, 2021	Last day for Spring Semester Chicago Graduates

*MDT/ATS reserves the right to change this Academic Calendar without notice.
The calendar was changed 04/14/20 due to COVID-19 pandemic

Private Business and Vocational Schools Division of the Illinois Board of Higher Education
1 N. Old State Capitol Plaza, Suite 333 Springfield, IL 62701-1404 (217) 782-2551
The following information was added (page 37):

IBHE online complaint link and phone number: http://complaintsadmin.ibhe.org/   217.782.2551