ATS Institute of Technology

www.atsinstitute.edu

School Catalog and Handbook
Chicago
Summer 2021 – Summer 2022

Date Published: 3/18/2021
Certified as true and correct in content and policy.

25 East Washington, Suite 200
Chicago, IL 60602
Phone 312-300-0980 x3125
Fax 312-277-2500

FOREWORD

WELCOME TO OUR SCHOOL!

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

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, ensuring ongoing enrichment of the curriculum.

We offer to our students' specific knowledge and critical professional skills desired by today's employers. Our educational program is 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!

Table of Contents

** This catalog includes an addendum

General Information

The primary role of ATS Institute of Technology 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 School to plan ahead but also respond to current market demands. Current student demographics represent diverse ethnic and racial backgrounds. Most 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 School values and reflects the diverse student population. The School 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 School, which has a student faculty ratio (student: faculty) of 32:1 for didactic courses taught residentially, 20:1 for lab, and 8:1 for clinicals.

ATS policies have been formulated in the best interests of students and the School. The School reserves the right to implement changes to policies. However, changes to policies for student progression, retention and/or program completion will apply to students in the incoming cohort. If a student fails a course, see Course Grading and Quality Points Policy. When a change is made to a policy that affects students, they will be notified by ATS email with a link to the newly published Handbook and/or Addendum.

Ownership
ATS, owned and operated by MDT School of Health Sciences, Inc (MDT), Yelena Bykov (CEO) and Leonard Bykov (President). MDT is a privately held corporation that provides career education.

Hours of Operation

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. – 10:00 p.m.

Accreditation, Approvals and Authorizations

Accreditation
Institutionally Accredited by the Accrediting Bureau of Health Education Schools (ABHES). 7777 Leesburg Pike, Suite 314N, Falls Church, VA 22043, (703) 917-9503

Approvals
- Approved by the U.S. Department of Education (for Title IV Federal Aid Programs) https://studentaid.gov/help-center/contact

- Approved by the Private Business and Vocational Schools Division of the Illinois State Board of Higher Education. 1 North Old State Capitol Plaza, Suite 333, Springfield, Illinois 62701-1377

- Approved by the State of Illinois, Department of Veterans Affairs. 69 West Washington, Suite 1620, Chicago, Illinois 60602

Program Approvals
- The Practical Nursing Program is approved on probation by the Illinois Board of Nursing. James R. Thompson Center, 100 West Randolph Street, Suite 9-300, Chicago, Illinois 60601

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 School to use their image for that purpose.

About ATS

History
Historically ATS Institute of Technology was founded as a computer school in 1997. The first Practical Nursing class was enrolled in 2006 in Ohio and then the Chicago location opened in 2011 for the Practical Nursing program. The school is incorporated in the State of Ohio and registered in the State of Illinois. ATS is an academic nursing institution with professional faculty, administrative

expertise, modern equipment, current materials and teaching methods, and a metropolitan campus environment which provides the foundation for learning experience. The Practical Nursing Program stresses practical application and provides 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.

Mission Statement

The mission of the school is to create and provide a high-quality educational experience to each individual student seeking to establish a successful career. The School 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 and Goals

Through innovation, the school will be the school 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 school 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 program stresses practical application and provides hands-on experience necessary for the students to succeed in their professional career.

Strategic Initiatives and Goals

In its five-year strategic plan, the school defined the following goals:

1) Education Quality
   a) Graduate exceptional nurses who will serve global health care communities.
   b) Strengthen and develop organizational quality that promote an excellent learning environment.
   c) Monitor student success from admission to graduation through teaching, advisement, and mentoring.
   d) Provide ongoing and systematic program evaluation focusing on student performance and achievement of program learning outcomes.
2) Dedicated Faculty and Staff

   a) Create a school-wide culture that embraces high faculty satisfaction and loyalty to the School.
   b) Strengthen the faculty development program and mentoring new faculty.
   c) Exceptional Service
   d) Create a school-wide culture of exceptional student-centered needs services.
   e) Facilitate interaction between faculty and students.
   f) Offer advanced computing facilities with updated software and internet access.
   g) Develop continuous improvement strategies with measurable outcomes.
3) Growth
   a) Strengthen and build relations with community and health care providers in the Chicago area that will advance the mission of the School.
   b) Develop strong mutually supportive and beneficial relations with clinical affiliates.

The Facility and Instructional Equipment

The School offers a professional atmosphere that is conducive to learning. The school operates in Chicago, IL. All clinicals are offered at sites located in Grated Chicago. Students who reside in Indiana will need to commute to their assigned site in Illinois. No exceptions will be made.

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 program are managed at the campus. The onsite administrator handles day-to-day issues and overseas students' services.

Faculty and students have access to various electronic data systems for retrieval of reference material from medical, nursing, and science sources via computer.

Admissions Policies

Admission and Registration
General Information for Entrance

The School encourages applicants to schedule an entrance exam with the admissions department. The entrance exam establishes the level of education needed by the individual to successfully start the program.

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 the student class/clinical hours. Students must be able to commute to the assigned clinical sites within Grated Chicago areas.

Admission Requirements for the Practical Nursing Program:
1) Achievement of the minimum required score on the entrance exam
2) Possess a diploma from an accredited high school or its equivalent.
3) Valid State issued ID - for IL or IN
4) Background check through school designated provider
5) A cleared record with the Health Care Worker Registry in Illinois or Indiana State Nurse Aide Registry. Any student whose record displays administrative findings of abuse, neglect, or misappropriations of property must present documentation from current employer or state waiver. (Waivers will be handled on a case-by-case basis.)
6) A clean record with the National Sex Offender Registry. Any student appearing as a sex offender on the registry is automatically terminated from the program.

The Admissions Department designated staff will contact students with positive background check 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.

Should we be unable to verify a student's education or determine that the student's education does not meet the requirements the student's enrollment will be canceled. Any paid tuition will be returned to the student.

High School Requirements

Applicants must possess a high school diploma or its equivalent*. High school documentation from a country other than the United States must be translated and certified to be at least the equivalent of a U.S. high school diploma by an agency that is a member of the National Association of Credential Evaluation Services (NACES) or Association of International Credential Evaluators (AICE). Please note that some agencies have more specific requirements and accept only original documentation sent directly from the educational institution. All applicants must provide evidence** of a high school diploma or its equivalent to the

School prior to the commencement of the first day of the student's scheduled start date.

ATS Institute of Technology reserves the right to deny admission previously accepted if any of the items listed above are not successfully completed or found to be falsely represented. All prospective students are highly encouraged to review the School Catalog prior to signing an Enrollment Agreement.
* The equivalent to a high school diploma includes GED®, HiSET™, TASC™, or other approved high school equivalency certificate.

For homeschooled students, a transcript, or the equivalent, signed by the parent or guardian of a homeschooled student that lists the secondary school courses the student completed and documents the successful completion of secondary school education.

**Evidence of high school graduation or its equivalent must include the applicant's name and graduation date as well as the name and location of the high school attended including, city, state, and graduation year. Where necessary, the School will evaluate the validity of a high school diploma and verify that the high school or program was approved by the applicable governing or state authority, if approval is required by applicable law.

An applicant who graduated from high school in a homeschool setting must provide documentation signed by the applicant's parent or guardian that lists the secondary school courses completed by the applicant and that certifies the successful completion of secondary school education in a home school setting. Such documentation must include all information that ATS requires on a high school diploma, in addition to the parent or guardian's signed attestation that the homeschool was approved by the applicable governing or state authority if approval is required by applicable law. If the state where the applicant was homeschooled requires by law that homeschooled students obtain a secondary school completion credential (other than a high school diploma or its recognized equivalent), the applicant must submit a copy of that credential.

Students who do not possess a high school diploma or its equivalent may not apply for admission.

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

Entrance Exam Benchmarks:
English - 234

Math - 230

Test results are valid for a period of six months. If the section was successfully completed on different dates, the results will expire six months after the earlier test date.

Course Placement
To succeed in the program, it is important for students to have the required level of proficiency in English language and math.

Nursing Courses
Students who receive a 250 in English and a 263 in Math on the ACCUPLACER Entrance Exam will be allowed to sit for the TEAS test. Students reaching the composite score of at least 45% on the TEAS exam will be placed directly into nursing courses.

Developmental Courses
Students who met minimum ACCUPLACER benchmark scores but did not meet benchmark scores to sit for the TEAS exam will be enrolled in the corresponding developmental courses.

Students who met benchmark scores, but did not meet TEAS exam required score, may be enrolled in all developmental courses or retake TEAS for the following admission cycle. See Appendix D: TEAS Remediation Policy.

Developmental courses include ENG0911, ENG0913, and MAT0915.

For progression requirements in developmental courses see Progression from Developmental Coursework to the Nursing Coursework

Once the required documentation is completed and the applicant attends the mandatory scheduled orientation session, the applicant will receive an Enrollment agreement.

Once the applicant has received the Enrollment agreement, the applicant must:

1) Sign the enrollment agreement and other required documentation.
2) Complete documentation for clinical experience based on your program plan. (See "Appendix F: Documentation for Clinical")

Background Checks and Convictions
The School will terminate a student if the student meets any one or more of the following criteria:

1)   The individual has been convicted of a forcible felony that involved any of the following noted below:

2)   Required to register under the Sex Offender Registration Act.
3)   Involved in involuntary sexual servitude of a minor.
4)   Involved in misdemeanor criminal battery against any patient in the course of patient care or treatment.

*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.

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

Readmission Policy
Readmission will be denied for the following:
•   Students who were terminated for violating the Academic Dishonesty Policy and/or the Code of Conduct.
•   Students not in good standing with school financial obligations.
•   Students terminated for academic performance and/or not in compliance with the Progression and Retention Policy guidelines.

Readmission Guidelines
Only one readmission may be granted to Practical Nursing program.   A student may apply for readmission to the program no more than two times. Students who completed the program and were terminated because they did not take the exit exam may be allowed to readmit (based on the requirements below) regardless of the number of previous readmissions.
•   The readmission may 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.

Readmission Procedure
•   Students must meet the readmission deadlines listed below.

- Students (including those who had previously withdrawn from school) will be readmitted subject to the current semester curriculum and all the program policies in effect at the time of the first class taken during the readmission period. Students are required to meet the course progression requirements.
- A student repeating a clinical nursing course must repeat the theory, clinical, and laboratory components of the course.
- To remain in the program a student must be in compliance with the Progression and Retention Policy and a student cannot withdraw from more than one class, excluding classes previously attempted before readmission.

The Admission Committee has the authority to 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 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).
- 30 days prior to the beginning of the requested semester start date.

Required Readmission Materials
The following items will be required:
1) Letter addressed to the Admissions department requesting readmission into (semester, year) submitted on the form provided by the Admission office https://forms.gle/hDFKnPPFEsFmfpdt9. Within the letter a developed action plan for success consisting of:
- Description of the reason(s) leaving the program.
- Analysis of factors that led to this outcome.
- Goals to be accomplished during your remaining time at school.
- Plan of action to meet your goal(s); be specific.

2) Recommendations from:
- Two (2) ATS Institute of Technology Faculty who have taught the student in class or clinical completed on the Faculty Reference form https://forms.gle/rBN5BfMgdyFXb3F2A and
- One (1) additional professional recommendation sent directly to admissions.

3) Students who passed developmental classes, but never took TEAS or students who were admitted before Fall 2016, must take and pass TEAS. See Course Placement; nursing courses

4) Students who have not attended ATS Institute of Technology for one term or longer must meet the following additional criteria:
For previously passed nursing courses, student must:
- Take and pass a nursing skills laboratory validation examination for courses passed previously.
- Take and pass comprehensive standardized examinations 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 "Appendix F: Documentation for Clinical") and submit/ resubmit updated official documentation if seeking accommodation through the Americans with Disabilities Act (ADA). (See "Students Seeking Reasonable Accommodations" policy.)

Program Completion / No Exit Exam
If you completed program but did not pass exit exam, see Attachment Program Completion / No Exit Exam.

Americans with Disabilities Act
ATS Institute of Technology complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 and does not discriminate on the basis of disability. Inquiries or concerns regarding this policy or assistance with accommodation requests can be brought to the attention of the Nursing Program Administrator/ Title IX Coordinator: p: 312-214-2000; e-mail: mludwig@atsinstitute.edu. A copy of this policy can also be found at www.atsinstitute.edu.

Students Seeking Reasonable Accommodations
In accordance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act (ADA) as amended, the School abides by the regulation that "no otherwise handicapped individual" shall be

excluded from participation in the programs and services offered by the School "solely by reason of the handicap." A student is eligible for consideration for accommodations and/or auxiliary aids and services if the student has a disability and the Nursing Program Administrator has met with the student and determined that the functional limitations of the disability require such accommodation, auxiliary aids and/or services.

A student with a disability who requires some modification in the student educational program must do the following:
1)   Students should submit written requests with supporting documentation at least four weeks prior to the beginning of the first day of classes or as soon as practical.
2)   Provide appropriate documentation of the disability to the Nursing Program Administrator.
3)   Meet with the Nursing Programs Administrator to review the request and appropriate/reasonable accommodations.
4)   Agree to appropriate accommodations as it will be written in the Letter of Accommodation(s).
5)   The Nursing Programs Administrator will inform faculty and staff about accommodations to be made for the student.

The accommodations may be affected by the timeliness of the student request and the nature of the accommodation requests. ADA does not require institutions to provide accommodations that result in an undue burden or fundamentally alter the nature of the course or relevant academic program.   To request reasonable accommodations, please contact the Department at your campus and speak with the Nursing Programs Administrator at 312-214-2000 or mludwig@atsinstitute.edu.

Equal Opportunity Statement
ATS Institute of Technology is an educational institution that is committed to supporting the diversity of its employees and students. ATS is dedicated to a policy of equal opportunity and nondiscrimination based on gender, age, race, national origin, sexual orientation, gender identity or expression, veteran status, political affiliation or belief, religion, disability, or any other characteristic protected by state, local, or federal law, in an educational program and activities, admission of students and conditions of employment. Prohibited sex discrimination covers sexual harassment and sexual violence.

Academic Policies and Procedures

Acceptance of Credits on Transfer
ATS Institute of Technology may grant credits earned for previous education courses from institutions located in the United States or its territories. Transfer of credits from other institutions accredited by an agency recognized by the U.S. Education Department (ED) or the Council for Higher Education Accreditation (CHEA), including military training. Students may be eligible to receive credit for prior education in Anatomy & Physiology if they pass the ACCUPLACER with the required benchmarks.

Students must provide official, sealed (unopened) copies of School transcript(s) for all transferable credits two weeks prior to the beginning of the first semester. In addition, students must provide the catalog description of the courses requested for transfer.

    The Admissions Department processes transfer credits using the following guidelines. Course/credits must be compatible with the course/credits equivalent at ATS. To satisfy the

competency, courses requested for transfer must be completed with the minimum grades listed below.
•   Anatomy & Physiology I and Anatomy & Physiology II will be considered for transfer if they were both taken and completed at the same institution with a grade of "B-" or higher within the last 5 years.
•   English and Math classes are not accepted for transfer.

The student will be informed if the transfer is successful not earlier than one week after documentation has been submitted to ATS.

Credits from another institution accepted by ATS shall be counted as both credits attempted and completed for calculation of pace and maximum time frame. Grades associated with these credits are not included in calculating cumulative grade point average. All credits previously attempted at ATS for the same program will be counted in both the cumulative grade point average and Pace components.

Advanced Placement and Experiential Learning
ATS does not accept advanced placement or credit for experiential learning or life experience. Credit for

experiential learning or life experience will only be considered for acceptance as part of the academic evaluation for veteran students.

Academic Evaluation for Veteran Students

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.

Credit for military training and experience can only be transferred if it is applicable to the student's program requirements at ATS. Training time will be shortened, and tuition reduced proportionately, and the VA and the veteran so notified. Eligibility for Federal Financial Aid programs can vary for students transferring in credits.

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:

• The individual must pass a dosage calculation exam.

• The Accuplacer exam will be administered to define the individual's reading level. The person will be given individual training if the student English level is below the acceptable reading level to improve the student level.

• 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.

• 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.

• The individual will be tested out of the skills portion for the courses the student has passed and will be trained on skills not learned prior to entering a higher-level course.

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 ATI policy, Comprehensive Exit Examination) and students must fulfill all of their ATS financial obligations.

Transferability of Credits and Credentials Earned at Our Institution

The transferability of credits you earn at ATS Institute of Technology is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate of completion you earn for completing your program is also at the complete discretion of the institution you may seek to transfer.

If the credits or credential that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending ATS Institute of Technology to determine if your credits, clock hours, or diploma will transfer.

ATS Institute of Technology has not entered into any articulation or transfer agreements with any School or university.

Course Grading and Quality Points

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:

Grades	Numerical Equivalent	Quality Points
A	98-100%	4.0
A-	95-97.99%	3.7
B+	92-94.99%	3.3
B	88-91.99%	3.0
B-	85-87.99%	2.7
C+	82-84.99%	2.3
C	78-81.99%	2.0
D	69-77.99%	1.0
F	Below 69%	0.0
I	Incomplete	0.0
P	Pass	0.0
W	Withdraw	0.0
WF	Withdraw Fail	0.0
EW	Excused Withdrawal	0.0

To progress, the student must achieve the following:

Students must receive a 78% or higher in both testing and non-testing scores to successfully pass the course. Failure of any component associated with the course such as lab or clinical experience will result in the student receiving an "F" and failing the whole course. Exception: students in Basic College Math course must receive an 80% or higher in both testing and non-testing scores to successfully pass the course.

Note: 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.

I - Incomplete
Only students who experience unforeseeable emergencies and have supporting documents and are in good class standing at the end of the semester may qualify for receiving an "I" grade. A student receiving a grade of "I" needs to correct any deficiencies no later than the start of the following semester. 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 eleventh week of the session (or by the end of the fifth 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
A student who has withdrawn from a course, stopped attending or has been dropped from a course by the instructor after the end of the eleventh week (or fifth 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.

Cause for WF Grade
1) Exceeding the maximum absences in a course.
2) Two consecutive weeks of absences without notification.
3) Any withdraw after week 11, or week 5 in the half-semester course.
4) Faculty withdrew a student due to inability to pass the course mathematically.

If a student receives a WF 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 WF places the student in the below situations. The student should contact the Financial Aid Office for clarification of financial aid status.

EW – Excused Withdraw
A student will receive an "EW" if he or she was directly affected by COVID-19 pandemic and approved by the administrative team, regardless of the student's academic status in the course at the time of the withdrawal. Courses, which are marked with an "EW," are not included in calculation of the GPA or maximum time frame. This is only in effect during COVID-19 pandemic.

Repeating Courses
A student may repeat a course only once to change a failing grade to a passing grade. A student may repeat up to two failed nursing courses over the course of the program. Students must repeat Nursing Seminar concurrently when the student repeats any failed last semester course. Any time a student repeats a School level course, the last attempt is the grade that will count for progression and GPA. A student repeating a clinical nursing course must repeat the theory, clinical, and laboratory components of the 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. Placement in such courses cannot be guaranteed. (*See SAP policy to see how repeated classes affect Standards of Satisfactory Academic Progress.*)

Cause for Academic Termination
1) Failure of the same course twice
2) Three failed courses from the following list:
   Nursing courses
   BIO1017, BIO1018, or BIO1019

Cause for Disciplinary Termination
(See Discipline Policy.)

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.

Standards of Satisfactory Academic Progress (SAP)
Satisfactory Academic Progress (SAP) is defined as the successful progression through an academic program. Every student must maintain satisfactory academic progress in order to remain enrolled at the school and to remain eligible to receive federal

financial aid. For federal financial aid eligibility purposes, satisfactory academic progress will be evaluated at the end of each semester. Payment periods for credit hour diploma programs are based on successful completion of both credit units and weeks of instruction. These standards of satisfactory academic progress apply to all students, not just those receiving financial aid.

All students are expected to meet the minimum standards of SAP required for the program of study. SAP is measured in two ways:

1. **Qualitative- Cumulative Grade Point Average (CGPA)**
Students must meet minimum CGPA requirements at specific points throughout the program. Only those credits required in the student's program of study are used in the CGPA calculation.

2. **Quantitative - Rate of Progress (Pace)**
A student must maintain the minimum Pace requirements at specific points throughout the program. The rate of progress percentage is calculated by dividing the credits earned by the credits attempted.

For a student to be considered to be making academic progress, both SAP standards will be reviewed at the end of each semester, and the student must be progressing in accordance with the table below.

Credits Attempted	Rate of Progress (Pace)	CGPA (Qualitative)
0-20	66.67%	1.25
21-35.5	66.67%	2.0
36+	66.67%	2.0

Effect of Repeated Courses on SAP
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 will replace the initial grade in the GPA calculation at the next SAP evaluation point.

Effect of Transfer Credit on SAP
Transfer credit awarded by the college has no effect on CGPA calculations for SAP but does affect the Pace calculation because transfer credits will be treated as both attempted and completed credits. Transfer Credits are also included in the maximum timeframe calculation.

Maximum Time Frame

Students are expected to complete their program within 150 percent of the published length of the program (or 1.5 times the number of credits in their program). Pace calculations help assure that students will complete their programs within the maximum time frame.

Program	Maximum Federal Aid Credits
Practical Nursing (PN)	59.11=(39.41x1.5)
Practical Nursing (PN) when developmental courses taken*	Will be based on number of credits taken but no more than 69.31=(46.21x1.5)

Note: Developmental or Remedial Coursework are non- credit courses. Financial aid credits for these courses are assigned for Financial Aid Purposes based on the conversion formula 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.)

*Since students take it 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.

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

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

Warning and Probation Periods
Every student will have their CGPA and Pace calculated after each semester. While in SAP Warning the student is considered to be making Academic Progress and will remain eligible to receive federal financial aid. While in SAP Probation (with an approved appeal and academic plan) the student will remain eligible to receive federal financial aid. Students not making Satisfactory Academic Progress are required to participate in any advising and tutoring that are considered to be necessary by the college. Failure to participate may result in Dismissal regardless of CGPA or Pace.
Students will be dismissed at the end of any semester in which it has been determined that it is

mathematically impossible for the student to meet the minimum requirements.

SAP 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 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. If the student meets or exceeds the standards the following semester, the student will be moved to SAP Met. Students on SAP Warning who fail to meet the standards outlined above in the next semester are ineligible for financial aid and will be moved to financial aid suspension.

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, the student will be placed on Financial Aid Suspension for the following semester. These students will not be eligible for any financial aid unless the student files an acceptable request to appeal the loss of financial aid eligibility resulting in SAP Probation (see Appeal Process below), the only other way a student may regain eligibility is by completing classes at their own expense and achieving the minimum SAP requirements.

SAP - Appeal Process

Any student who has been placed on SAP Probation or SAP Dismissal may appeal if special or mitigating circumstances exist, including the death of a relative, illness, or injury, or other special circumstances. All appeals must be submitted on the SAP appeals form. All appeals must be accompanied by supporting documentation that explains the circumstances which affected their academic performance, and how the circumstance has been resolved so it will not have any future effect on the student's Academic Progress. The decision of the college is final and may not be further appealed.

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, a student will be moved to SAP Met. If not, the student will be allowed the Extended Enrollment period unless the conditions of an academic plan were successfully met.

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

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 School. Then a student's award package will be generated based on funds available at that time. The financial aid will not be given to students retroactively.

Appeal of Suspension

Students may appeal Financial Aid Suspension based on extenuating circumstances. The Satisfactory Progress Appeal Form, a letter from the student, and supporting documentation must be submitted for consideration. The Satisfactory Progress Appeal Form is available in the Financial Aid Office. Not all appeals are approved, and deadlines do apply. The

Appeals Committee will review appeals on an individual basis.

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

Mitigating Circumstances

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

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

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

Possible Circumstances	Suggested Documentation
Death in the family	Death certificate, obituary
Divorce or separation	Court documents, lawyer statement
Domestic violence	Court documents, restraining orders, police records
Crime victim	Legal documentation, police records
Physical and/or mental illness	Documentation from medical professional
Imposed employment changes	Statement from employer

Involuntary call to military service	Official military orders
Jury duty/court appearance	Court documents

Academic Information

Academic Definitions

Semester Credit Hour Definition

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

Federal Clock Hour/Credit Hour Conversion

Financial Aid Credit for ATS courses is calculated as follows: 37.5 clock hours = 1 semester credit hour. Recognized outside hours includes in clock hours for calculating the financial aid credits.

The Practical Nursing program consists of 39.41 financial aid credits.

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

Recognized Outside Clock Hours

Outside preparation is in addition to regular classroom activities and is required to complete the course. The type of outside preparation will vary by course and may take the form of homework assignments, projects, reading, and required research. The amount of time spent for outside preparation will vary according to individual student abilities and complexity of the assignments. Students are responsible for reading all study materials issued by their instructors and must turn in homework assignments at the designated time. Students can responsibly expect to spend 7.5 hours of outside preparation for every semester credit of lecture and lab scheduled in a course. Outside preparation hours for each course can be found on the respective course syllabi.

Course Numbering Definitions

Courses are numbered according to the following scheme:
- Courses starting with "0" are developmental, remedial, or supporting courses. These are not published on the student transcript and does not have credits assigned to them.
- 1001-1999 are diploma level courses. Roman numerals (I, II, etc.) after course titles indicate segments of a multi-course sequence.

Class Times
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 prerequisite for progressing to the next level.

Progression
From Developmental Coursework to the Nursing 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 financial aid credits.

For students who require developmental coursework: In order to be placed in nursing classes, students must successfully complete all developmental coursework, achieve 1250 score on Lexile level reading and pass TEAS test with required benchmark.

Course Delivery
Residential Delivery
All courses are taken at the School or at the clinical facilities located in Illinois.

ATS offers residential courses. From March of 2020, under the temporary state permission, ATS offers all courses via distance education. Distance education courses are delivered through ATS learning management system, Bright Space. Students are expected to attend their virtual classrooms through Zoom as specified on their schedule, equivalent to the residential delivery. All attendance is monitored. Students must complete a class assignment to be counted as present for that date. An orientation course is available to help students improve their computer and Internet skills.

Personal desktop or laptop computer with internet access is required for students in online programs. See Minimum Computer System Requirements policy.

Add/Drop Period
The School 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 the student is taking, the student 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. If a student drops courses after the expiration of the two-week add/drop period, the student is financially responsible for the tuition cost of all the courses for which the student was registered as of the last day of the second week.

A student must consult the Financial Aid Office regarding any changes to their status.

Dropping All Courses: If a student needs to drop ALL courses for which the student is registered, the student must complete a withdrawal for the program request with the Registrar. See Refund Policy**.**

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

Policy on Severe Weather
In the event of inclement weather, the Nursing Programs Administrator will decide whether to close the school due to hazardous conditions.

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.

Class Attendance
Attendance is mandatory. Students who acquire absences that exceed 10% of a course's scheduled hours will fail the course and will receive a failing grade WF for the course. Missing assignments that correlate to excused missed class material may be assigned.

Class Tardy
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.

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 the documentation to the instructor, who will review 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.

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 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 limitation 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.

Clinical and Nursing Skills Lab Tardis
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. Students with more than two (2) tarries will be reported to the Student Services and will fail the class.

Exam Make-Up
Students are expected to arrive 10 minutes prior to 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.

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 one withdrawal with "W" grade per course is 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 (PACE) and towards meeting the

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 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.

Program Withdrawal

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 needs to be paid off.

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.
Refund of fees - *See Refund policy*.

Leave of Absence

Students may be granted one Approved Leave of Absence (LOA) that should not 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.

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.

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.

Assurance of readmission to the School 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, the student will be required to complete the entire re-admission process.

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 School 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.

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 their 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 Withdrawal Policy & Course Grading and Quality Points 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.

Academic Monitoring Program Due to Course Failure

The Student who fails a course the previous semester is placed on Academic Monitoring. The Student will be required to work on an assigned remediation package and meet with Student Services to review progression and discuss individualized learning plans for success.

The goal of the Academic Monitoring Program is to promote student academic success and retention in the Practical 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 having received a grade below "C" the previous semester.

Academic Monitoring Program During a Semester:

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 78% (80% in any Math course) on two consecutive tests anytime during the semester.
- Performs below a satisfactory level in clinical and lab.
- Attendance issues including tardiness and absences.
- Concern of the instructor regarding student performance

Success within the Academic Monitoring program includes but is not limited to the following:
- Actively participate in class activities. Review the material and timely complete assignments.
- Create and follow an Academic Success Plan that is formulated with Student Affairs Advisor, and/or Nursing Success Coach. This success plan consists of material targeted toward the student's learning needs.
- Meet with Instructor(s), Student Affairs Advisor, and/or Nursing Success Coach for tutoring and consultation.
- Attend scheduled meetings per the Academic Success Plan with Student Affairs Advisor and/or Nursing Success Coach

ATI Policy: Comprehensive Exit Examination

The ATI Comprehensive Predictor is a standardized test that assesses the student's preparedness for the NCLEX PN national examination. The ATI Comprehensive Predictor examination is administered to all students who have successfully completed all curriculum courses. Students must reach the established benchmark of 72% to satisfy exit requirements. The benchmark must be met no more than one semester after successful completion of the Seminar course.

If the student does not successfully meet the required benchmark on the first attempt, the student is expected to follow and complete an individualized plan set forth by the faculty for any additional attempts to meet the benchmark. While there are no guaranteed number of attempts allowed, students will not be allowed more than 3 attempts within the semester.

The following instances will be cause for dismissal from the program:
1. If the student fails to follow the individualized plan as prescribed by the faculty.
2. If the student fails to meet the benchmark after three attempts.
3. If the ATI Comprehensive Predictor benchmark score is not met by the semester following successful completion of the Seminar course.

Students that do not take the assessments authentically will follow the Academic Dishonesty Policy for disciplinary action.

If the student is dismissed from the program, they may reapply under the Readmit Policy – Program Completion / No Exit Exam. In this case, the student will have only one opportunity to take and pass the ATI Comprehensive Predictor after successful completion of any required additional courses.

If the benchmark is changed at any time, it will be posted in an addendum to the catalog and will apply to students in the incoming and subsequent cohorts.

Student Services
Orientation
Orientation is held prior to the first day of class for each new start date to welcome and acclimate new students to ATS. Representatives from all departments are present to provide information to help new students transition into their new academic environment and familiarize them with all resources available to them to help them succeed in their program.

Student Academic Affair Services

The Academic Affair services at the School include academic support, career counseling, and tutoring. The primary goal for Student Academic Affair Services is to encourage the enrollment and retention of students and to facilitate the successful completion of their goals in the School.

The personnel in Academic Affair 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 and job search strategies.
• To assist students, adjust to School 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.

Tutoring

The school faculty and tutors/couches help with students experiencing academic difficulties and such students may be required to participate in various 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. Tutoring is available with faculty and coaches by appointment within the Learning Management System.

Group tutoring sessions are offered to help students with course content.

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.

Career Services

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. The curriculum includes resume writing and job interview skills. No guarantee is given to any student that he or she will obtain employment through the efforts of the school because of training received at the school.

Veterans Services

The School 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/. Veterans' benefits are approved by the Illinois State Approving Agency.

Health Services

The School does not provide on campus health services.

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:
• Any sneezing and or coughing accompanied by an elevated temperature.
• Vomiting.
• (Clinical Only) Any other illness banned by the clinical agency especially in maternity and pediatric areas.
• EMS will be called for all students who:
• Faint.
• Complain of chest pain.
• Vomit blood.
• Suffer any injury requiring sutures.
• 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 School staff should not offer medical treatment.

Student Resources

Students have access to an online library through the Learning Management System (LMS) and SIS. The online library provides the students with current materials and supplements the school's on-site resource. The Resource Room holds current textbooks as well as references for the students to use at school. Private, quiet rooms are available for student use. A dedicated room is reserved for NCLEX exam preparation. Laptops are available for on-site and off-site student loans.

Parking and Transportation

Parking is available for students who drive to school. Students may get discounted coupons for garage at 20 East Randolph. ATS is located on major bus, trains, and "L" routes, which makes it easily accessible to those students without a car.

The following transit lines have routes that pass near the building. ATS cannot guarantee student transportation.
• Bus: 147, 151, 20, 22, 3, 56, 6
• Train: MD-N, MD-W, RI, SSL, UP-N, UP-NW
• Chicago 'L': BLUE LINE, GREEN LINE, PURPLE LINE, RED LINE

Student Housing

ATS does not provide student housing. ATS does not assume responsibility for student housing, does not have dormitory facilities under its control, nor offers student housing assistance. According to rentdata.org for Chicago, IL rental properties start at approximately $1122 per month.

Childcare / Children on Campus

Students with childcare concerns should speak with the Registrar office. Students may not bring their children to the school.

Student Portal

A Student Portal is available for students to access a variety of resources and information. Every student will be given credentials to connect to the school's intranet. The content will be created by ATS Institute of Technology and will be tied to tasks and projects the students must perform.

Other Student Services

Should a student encounter a personal problem that interferes with the student ability to complete coursework, student will be aided in identifying appropriate professional assistance in the student's local community but does not offer personal counseling assistance. See Local and National Community Resources in the Attachments

Honors and Awards
Student of the Month Award

Students are nominated to be Student of the Month by an ATS faculty and/ or staff member. The members of the Student of the Month Committee then select one student 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:
• $15 gift card
• Student of the Month Certificate
• Letter of Acknowledgement
• Picture and name on the Student Awards bulletin board
• 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:
• $20 gift card
• Letter of Acknowledgement
• Student of the Semester Certificate
• 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:

- $30 gift card
- Letter of Acknowledgement
- Clinical Excellence Award certificate
- 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

Student Policies

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.

Official Communication with Students
The assigned School email account shall serve as the official means of communication with all students. Examples of such communication include but are not limited to notifications from the School, Program, Financial Aid Office, Bursar office, Academic Affairs Department and Student Services Department. Course information (class materials, assignments, questions, and instructor feedback) will be provided through the Learning Management System. Students are required to activate their School email account upon enrollment and are responsible to routinely check for updates.

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 $5.00
Standard Processing 1-3 weeks
All outstanding obligations must be met, and all information must be completed for ATS to be able to forward the information to the requested recipient. MATS will not take telephone or email requests for transcripts from either a student or prospective employer. Student records are not released to an

recognition on campus. Students with behavior violations on file are excluded from consideration.

Graduate 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:

GPA	Honor Designation
3.00 – 3.49	Merit
3.5 – 3.79	Cum Laude
3.8 – 3.99	Magna Cum Laude
4.00	Summa Cum Laude

employer or school without the signed release by the student. This form is also available on the www.atsinstitute.edu website for your convenience.

Smoking, Gum, Eating and Drinking
Smoking is prohibited throughout the School 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. 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.
Except for bottled water, eating and drinking is not allowed at any time in any classroom, lab, or clinical area.

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 school reserves the right to eliminate any step in the case of any infraction.

A student in the school 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.
• Continued inconsiderate or irresponsible behavioral patterns will be treated as a serious matter by the school.

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. Emergency calls can be directed to the main school number.

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 the classroom/laboratory.
• Student out of uniform.
• Student speaking out of turn.
• Foul or loud language.
• Failure to follow instructions.
• Excessive tardiness.
• Leaving the classroom (excessive in and out).

3 Step Violations "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 an incident and it will be kept on file.

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 Student Services or Academic affair and a meeting will be scheduled with the student and the school representative. The incident will be discussed, a resolution will be made, and expectations will be brought forth going forward along with consequences if not followed. Additional violation of policy during the same semester will result in a dismissal from class. 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 Nursing Program Administrator. It will be reviewed and discussed by the instructor and a Nursing Program Administrator and a decision will be made on whether you will be allowed to continue into the program.

Violations of the Code of Required Conduct
• 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 School 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 school premises.
• Gambling on clinical site property or School premises.
• Theft or embezzlement.
• Carrying and/or concealing weapons.
• Accepting anything of monetary value from anyone who might benefit from the student 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 School rules and that further violations will result in more severe disciplinary action.
- Restitution - Reimbursement for damage to, or misappropriation of, the School 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 School, 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.

A student may be immediately dismissed from school for the following:
- Being under the influence of alcohol and/or illegal drugs while on the school premises or in clinical.
- Engaging in sexual harassment or sexual assault.
- Falsification of documentation
- Bullying and Harassment

A student will be immediately dismissed from school for the following:
- Using, selling, possessing, or distributing drugs or other illegal substance.
- Using physical or verbal abuse or violence in any form.
- 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.

Computer and Internet Use Policies
(Subject to change without notification)
Purpose and Use
The School workstations are to be used primarily for research and academic purposes, with the School 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 School 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 School 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 School reserves the right to close the facilities to users at short notice to accommodate instructional/testing needs.

The School reserves the right to monitor computer usage in the labs to ensure compliance with the School policies.

To protect students' access to functioning computers and to protect computer hardware, software, networks, and the proprietary rights of the Institution and third parties in commercial software, all students must assume the following responsibilities of legal and ethical computer and network use.

Depending on the severity of any violation of this policy, consequences may include a written or oral reprimand, loss of computer use privileges, expulsion from this Institution and/or referral to the appropriate legal authorities.

- Any currently enrolled student or graduate in good standing may use the meeting rooms, computer labs, and resource center computer facilities. Guests are not permitted in the computer labs or resource center.
- These resources are to be used for school or job-search-related activities such as research, homework assignments, and resume preparation. The Institution reserves the right to limit or prohibit personal use of computing facilities at any time.

- Students are prohibited from using Internet resources or computer facilities for the purpose of accessing pornographic content; for the purpose of sending, receiving, and/or storing chain mail, advertising, or fraudulent materials; for any commercial or for-profit activity; for annoying or harassing other users by such means as broadcasting unsolicited messages or sending harassing, obscene, or offensive messages; for sharing or receiving illegally copyrighted contents and for any purpose which is prohibited by law.
- The computer facilities of the meeting rooms, computer labs, and resource center may be used for authorized purposes only. All areas may be used whenever the School is open, and the rooms are not currently in use. The resource center may be used anytime. The School reserves the right to close the meeting rooms, computer labs, or resource room at any time, with or without advance notice, whenever necessary for maintenance or other purposes.
- Food or drinks may not be brought into the meeting rooms, computer labs, or the resource center. NO EXCEPTIONS!
- Students are prohibited from installing, downloading, and/or running any software, other than that provided by the School, on school computers, without explicit permission from a faculty member or administrator.
- Changing any settings or running any diagnostic or utility programs on any computer or network of the Institution without specific instruction by a faculty member or administrator is strictly prohibited. "Settings" include, but are not limited to, video display settings, mouse settings, printer settings, network settings, and protocols, etc.
- Students may also choose to save files on a personal USB flash drive. Saving their own data to any location other than the student's personal network storage space or USB flash drive is prohibited. Attempting to change or delete any data on the School's computers or computer network is also prohibited.
- Although the School makes the best effort to ensure the integrity of files saved on its network, students are strongly encouraged to keep a backup of all files saved on a personal USB flash drive.
- The School is not responsible for any lost or damaged data saved on its computer network.
- Every student will be assigned an account on the School's computer network. Sharing of accounts is strictly prohibited. Students will be held accountable for all activity occurring on their accounts! Therefore, all account information including passwords must be kept confidential.

Use these basic account safety measures:
o Choose hard-to-guess passwords, at least 8 characters with a letter, number, and symbol. Do not use common names. If you forget your password,

notify administration so that your password may be reset.
- Never use another student's account to log on for any reason (this constitutes academic fraud)!
- Never leave computers unattended without logging off.
- Never give passwords to someone else or allow others to use your account.
- If you suspect that your account has been used by someone else, notify Administration immediately.
- Use shared resources considerately. Do not monopolize systems, overload networks with excessive data, or stream or waste computer time, disk space, paper, or other resources. Leave the work area clean and in order for the next person when finished.
- Do not assume information stored on the School's computer facilities to be private. Any and all information saved on Institution computer facilities may be accessed or deleted at any time by school representatives.
- All computer files, disks, USB flash drives, etc. belong to somebody. Assume them to be private and confidential unless the owner has given explicit permission to make them available to others. If in doubt, ask first.
- Staff, faculty, and students are strictly prohibited from copying commercial or otherwise copyrighted software and code, whether for use on or off-campus (except as specifically permitted by the author or manufacturer) or engaging in any other activity that may violate copyright, patent, or trademark. (Consult the IT Specialist or the appropriate software license agreement should you have any questions.)

- It is the school's policy to comply with all copyright laws. All faculty, staff, students, and members of the campus community are expected to be aware of and follow these requirements. Copyright law information can be found at www.copyright.gov.
- Students are prohibited from accessing data or programs for any reason without the owner's explicit permission.
- Students are prohibited from downloading, installing, creating, modifying, or transmitting any computer program or instruction intended to gain unauthorized access to, or make unauthorized use of, any computer facilities or software.
- Students are prohibited from using the School's network, intranet, learning management system, or computer facilities with the intent to compromise other computers or networks, to commit crimes, or to engage in other unethical acts. The School will take necessary steps to preserve the security of its computer resources.

Students will be billed for the cost of any damage to computer hardware or the cost of reconfiguration of

any software, or for any other costs incurred by the institution because of a violation of these rules.

Report any violation of this Computer Use Policy to the administration immediately.

Social Media – Acceptable Use

Communications on social media must be always respectful and in accordance with this policy. Use of social media must not infringe on the rights or privacy of other students or staff, and students must not make ill-considered comments or judgments about other students, staff, or third parties. Students must take particular care when communications through social media can identify them as a student of ATS Institute of Technology to members of staff, other students, or other individuals.

The following non-exhaustive list may, according to the circumstances and be of an unacceptable nature and should never be posted:

- Confidential information (which may include research not yet in the public domain, information about fellow students or staff or personnel matters, non-public or not yet approved documents or information).
- Details of complaints and/or legal proceedings/potential legal proceedings involving the school.
- Personal information about another individual, including contact information, without their express permission.
- Students may not post obscenities, slurs, or personal attacks that can damage the reputation of the Institution and its representatives. Curriculum, Brightspace/D2L, or email screenshot on any social media is strictly forbidden.
- Comments posted using fake accounts or using another person's name without their consent.
- Material, including images, that is threatening, harassing, discriminatory, illegal, obscene, indecent, defamatory, or hostile towards any individual or entity.
- Any other posting that constitutes a criminal offense.
- Anything which may bring the School into disrepute or compromise the safety or reputation of colleagues, former colleagues, students, staff, and those connected with the School.

The School has ways for students to raise any dissatisfaction or concerns that they may have. (See Student Grievance and Appeal Procedure).

Printing Policy

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

Statement of Liability

All users of the School computers & internet agree not to hold the School 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 School shall not be responsible for personal property used to access computers or networks. The School is not responsible for unauthorized financial obligations resulting from access to the internet.

Identity Verification and Privacy Protection

ATS utilizes the following authentication processes to verify student identity.

Student Account Creation

The process of student account creation at ATS includes collecting a student's demographic and academic information for admission to ATS. The data is stored in a secured server accessible via a secured encrypted website by authenticated ATS employees.

Once the students are accepted into the program, an ATS student account is created using the Google Platform. Once the accounts are created, the student is notified and must complete their ATS account enrollment via a 2-step verification process.

ATS then creates a D2L/Brightspace- Learning Management System (LMS) account using Single Sign On (SSO) and integration with SAML authentication solutions and sends an account creation message to the student's ATS email. The student then must click on the link within the account creation message and finish the LMS registration process. Students can only see the courses they are enrolled in.

Assignments are submitted through Brightspace/D2L that students can only access by log in to their respective Brightspace/D2L account. The FERPA-compliant assignment tool means the instructor's feedback can only be viewed by the student.

School Notification

Students are required to notify ATS whenever a change in personal information occurs, such as a

change of name, address, or telephone number. Additionally, any anticipated changes in attendance or any other item that may have an impact upon completion of the student's education should be reported to the appropriate department at ATS Institute of Technology.

Equal Standards
All students attending ATS must adhere to the same standards. This includes students receiving Federal Title IV funds and those not receiving such funds. All students must maintain the same institutional/program grade, attendance, behavior, admission, and drug-free requirements. All students have the right to appeal decisions made by the school.

Wireless Access
The school 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 School does not guarantee technical support for establishing or maintaining a connection or equipment to maintain a wireless connection.

2) The School 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.

Administrative Policies
Student Grievance and Appeal Procedure
Students are encouraged to resolve problems with their faculty.

For grade issues:
Contact your instructor through email, meeting, or telephone. Then the student can progress to the next step and file the grievance.

For Non-Grade issues:
First meet with the instructor(s) or person(s) directly involved and attempt to resolve the problem through informal discussion. 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.

Grievance steps:
To initiate and pursue a grievance, the following steps must be observed, in their entirety, for grade

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 school 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 School is not responsible for any loss of information that may arise from the use of the wireless connection. Furthermore, the School 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 may be picked up IT office or the Administrative Assistant.

appeals and non-grade appeals. Students may not submit an appeal for policy change.

Appeals will only be accepted through the appeal link on the school's website https://go.atsinstitute.edu/appeals/. The appeal submitted in person or by email will not be accepted. Appeal verdict details are not disclosed. The appeals decisions are final.

Note: The appeal emails listed under appeal procedure in the previous catalog versions are disconnected.

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 the student appeal. All grade appeal decisions are final.

Submit the Appeals Form via on the ATS website: https://go.atsinstitute.edu/appeals/. The committee will contact you if additional supporting documentation is needed. Your appeal may be denied if supporting documentation is not provided. 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.)

Timeline
Course Final Grade Appeal:
- To construct a "Course Grade Appeal" the student has 5 days from when the grade was finalized and posted in SIS 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.
- Grade Appeals during semester (i.e., Test, Quiz, Assignment grades; Attendance Records, etc.):
- Any appeals within a semester must be submitted within 5 days from the time the issue occurred.

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 may submit the Appeals Form via on the ATS website: https://go.atsinstitute.edu/appeals/. The committee will contact you if additional supporting documentation is needed. Your appeal may be denied if supporting documentation is not provided.
- During the appeals process, student can continue with class and clinical unless the reason for the appeal is due to a violation of code of conduct and/or unsafe practice at the clinical site.

The Appeals Board consists of a minimum of three faculty members. 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.

Grievances that are not resolved on an institutional level may be taken to the Accrediting Bureau of Health Education Schools and/or the Illinois State Board of Higher Education.

Accrediting Bureau of Health Education Schools (ABHES)
7777 Leesburg Pike, Suite 314 North
Falls Church, Virginia 22043
(703) 917-9503

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
IBHE online complaint link and phone number:
http://complaints.ibhe.org/
(217) 782-2551

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.

Annual Security Report / Clery Act / Campus Security
The ATS Annual Security Report contains information regarding crimes reported to the US Education Department and security policies of ATS Institute of Technology. This information is updated annually, and a notice is sent to students and employees of the report's availability. A paper copy of this report is also available upon request. The Annual Security Report can be viewed at www.atsinstitute.edu.

Emergency Preparedness
Please see the "Emergency Preparedness Plan" which is located on the school website. 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.

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 their 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 ATS supports this recommendation but does not require this immunization.

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.

Academic Freedom

ATS is a school of higher education. As such, Faculty are entitled to academic freedom in research and in educational approach, subject to the adequate performance of their other duties. Faculty are entitled to freedom in the classroom in discussing their subject, but they should be careful not to introduce into their teaching a controversial matter which has no relation to their subject. There are no limitations of academic freedom because of religious or other aims of ATS. The academic leadership at ATS Institute of Technology asserts the view that academic freedom fosters creativity and excitement in the learning process, attracting excellent faculty who ardently want to teach, and serious students who want to learn. The academic leadership at ATS reserves the right to set minimum standards for curricular content, the use of learning outcomes measurements, and coursework performance requirements.

Academic Honesty and Integrity

The School promotes the exchange of knowledge in an environment that encourages intellectual honesty. Students must maintain high standards of academic conduct.

A student's conduct must not interfere with the learning process of any other student, the faculty/instructor, or the progress of the class. Violation of the academic honesty and integrity standards may include any and all types of academic fraud, misrepresentation or cheating, and engaging in any online acts that violate the End User Licensing Agreement.

Academic Fraud

Academic Fraud is any type of cheating or misrepresentation that occurs in relation to online or on-ground classes. It can include:
• Plagiarism: The adoption or reproduction of code, ideas, words, or statements of another person or author without due acknowledgment.
• All parties to plagiarism are considered equally guilty. If a student shares the student 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 the student coursework available to another student unless the instructor gives explicit permission for this to happen.
• Fabrication: The falsification of data, information, or citations in any academic situation.
• Deception: Providing false information to a representative of the School concerning an assignment, mock interview, or class—e.g., giving a false excuse for missing a deadline or falsely claiming to have submitted work.
• Cheating: Any attempt to give or obtain assistance in any class assignment(s) (like an examination) without due acknowledgment.
• Sabotage: Acting to prevent others from completing their work.
• Falsifying Records and Official Documents: Forging signatures or falsifying information on official academic documents such as forms, petitions, letters

of permission, or any other official internal or external document.

- Investigation: Students are entitled to a full investigation. The faculty/instructor will alert the Academic Integrity Committee and Program Administrator who will investigate the policy violation claim. Once the claim has been verified or unsubstantiated, the parties involved will be informed in writing.
- Sanctions for Violating the Academic Honesty Policy
- A student found in violation of the Academic Honesty and Integrity policy will be subject to disciplinary action by the Academic Integrity Committee.
- For the first violation in a program, the student will receive a zero on the assignment and a written warning and may go on Academic Probation.
- If a second violation occurs the student will be removed from the program. Disciplinary action will be determined by the Academic Integrity Committee. Dismissal from the program under this policy will be considered an academic dismissal and not subject for re-entry.

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.

Title IX Compliance

The School's Title IX Coordinator is responsible for the school's overall compliance with Title IX, including response to reports of sexual misconduct affecting the campus community which include sex and gender discrimination, sexual harassment, sexual assault, and violence, stalking, domestic or dating violence and retaliation. Examples of what constitutes sexual misconduct can be found in greater detail online http://atsinstitute.edu/wp_chicago/?page_id=3139 or a paper copy can be obtained from the Title IX Coordinator.

Questions regarding the application of Title IX and the school's compliance with it should be directed to the Title IX coordinator. The Title IX Coordinator is the Nursing Program Administrator 312-214-2000 or mludwig@atsinstitute.edu. Students who wish to make a report of sexual misconduct should follow published grievance procedures available online www.atsinstitute.edu or a paper copy can be obtained from the Title IX Coordinator.

Sexual Crimes and Prevention

ATS Institute of Technology is fully committed to complying with Section 485(f) of the Higher Education Act of 1965 (Clery Act), as amended by the Violence Against Women Reauthorization Act (VAWA). Sexual offenses, including crimes of harassment, assault, dating violence, domestic violence, and stalking are prohibited. The policy regarding sexual crime prevention programs and the procedures to be followed if such an offense occurs is delivered annually to each enrolled student and employee and can be provided upon request. ATS Institute of Technology has a zero-tolerance policy for crimes of dating violence, domestic violence, sexual assault, and stalking. This policy is also located at www.atsinstitute.edu.

Student/Employee Fraternization

Employees of ATS Institute of Technology are prohibited, under any circumstances, to date or engage in any fraternization or undue familiarity with students, regardless of the student's age and/or regardless of whether the student may have consented to such conduct. Further, employees may not entertain students or socialize with students outside of the School environment. Similarly, any action or comment by an employee which invites romantic or sexual involvement with a student is considered highly unethical, in violation of School policy, and may result in disciplinary action by the School.

Inappropriate employee behavior includes, but is not limited to: flirting; making suggestive comments; dating; requests for sexual activity; physical displays of affection; giving inappropriate personal gifts; frequent personal communication with a student (via phone, e-mail, letters, notes, text messaging, social networks, etc.) unrelated to course work or official School matters; giving or accepting rides; giving or offering housing; selling or buying anything even of nominal value; providing alcohol or drugs to students; inappropriate touching; and engaging in sexual contact and/or sexual relations.

We also expect that our students will behave in a professional manner towards faculty and staff and will follow the same guidelines as are presented here for employees. If a student witnesses or hears of a School employee's participation in an inappropriate relationship with a student, we ask that the incident be reported to the CEO, Director of Nursing, or the Operations Manager, immediately.

Privacy of Student Records

The Family Educational Rights and Privacy Act (FERPA)
The Family Educational Rights and Privacy Act (FERPA) afford eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years or older or who attends a postsecondary institution.)

These rights include:

1. The right to inspect and review the student's educational records within 45 days after the day ATS Institute of Technology School receives a request for access. A student should submit to the Academic Advisor, a written request that identifies the record(s) the student wishes to inspect. The Academic Advisor will make arrangements for access and notify the student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask the school to amend a record should write the school official responsible for the record, clearly identify the part of the record the student wants to be changed and specify why it should be changed. If the School decides not to amend the record as requested, the school will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's records, except to the extent that FERPA authorizes disclosure without consent. The school discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests.

A school official is employed by the School in an administrative, supervisory, academic, or support staff position (including law enforcement unit personnel, regulatory entities, officials designated by the Department of Education and health staff); or serving on an official committee, such as a disciplinary or grievance committee. A school official also may include an outside contractor who is under the direct control of the School with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent. A school official has a legitimate educational interest if the official needs to review an education record to fulfill the student professional responsibilities for the School.

Upon request, the school also discloses education records without consent to officials of another school in which the student seeks or intends to enroll. ATS Institute of Technology will make reasonable attempts to notify each student of these disclosures.

The right to file a complaint with the U. S. Department of Education concerning alleged failures by ATS Institute of Technology School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance
Office U. S. Department of Education
400 Maryland Avenue, SW Washington, DC 20202
ATS Institute of Technology School is legally permitted to disclose directory information without the student's prior written consent. The School designates the following items as directory information: student's name; dates of attendance; location of attendance; email address; website address; program of study; participation in officially recognized activities; diplomas, and certificates awarded; enrollment status (i.e., enrolled, active, future enrolled student, reentry, on leave of absence, withdrawn, etc.).

Students may request that ATS Institute of Technology School not disclose any or all their directory information. Requests for non-disclosure must be in writing with the school Academic Advisor office. This policy is also located on the school website.

Directory Information
FERPA permits the disclosure of education records, without the consent of the student, if the disclosure meets certain conditions found in the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, FERPA regulations require the institution to record the disclosure.

Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose education records without obtaining prior written consent of the student in the following instances:

• To other school officials, including teachers, within the school whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions.

• To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer.

• To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the school's State-supported education programs. Disclosures under this provision may be made, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement of compliance activity on their behalf. Disclosures may also be made in connection with financial aid for which the student has applied or which the student has received if the information is necessary to determine eligibility for the aid,

determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid.

• To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction.

• To accrediting organizations to carry out their accrediting functions.

• To comply with a judicial order or lawfully issued subpoena.

• To appropriate officials in connection with a health or safety emergency.

• Information the school has designated as "directory information" may be released at the school's discretion. The School has defined directory information as the student's name, address, phone number, e-mail address, birth date, enrollment status/grade level, date of graduation and honors received, photos, major field of study, dates of attendance, participation in officially recognized activities and sports, most recent institution attended, and student identification. If a student does not want the student directory information to be released to third parties without the student's consent, the student must present such a request in writing to the School within 45 days of the student's enrollment or by such a later date as the institution may specify. Under no circumstance may the student use this right to opt-out to prevent the institution from disclosing that student's name, electronic identifier, or institutional e-mail address in a class in which the student is enrolled.

• To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding.

• To the general public, the final results of a disciplinary proceeding if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her.

• To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the school governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of twenty-one.

• No information will be released to any person(s) on the telephone or via email.

Precedence Statement

In the event of a Policy conflict between the Syllabus and the Student Handbook, the Student Handbook shall prevail.

Chemical Substance Policy

The purpose of the Chemical Substance Policy is to inform students about the guidelines related to any unlawful use, manufacture, distribution, or possession of controlled or illegal substances or alcohol. Aside from seriously affecting the physical and psychological integrity of the user, substance abuse may significantly affect the ability of students to administer safe care to patients entrusted to them in a clinical health care setting.

These guidelines assist the student in maintaining personal and professional integrity and facilitate the student's success in their education. It promotes a healthy teaching/learning environment for the student and in the clinical setting ensures patient safety. It also fosters the development of a professional who is aware of and considers the prevalence and adverse physical, psychological, and social outcomes of substance abuse.

Drug Testing Guidelines

Students are required to have a standardized drug screen prior to entering the clinical environment. This is typically a 10-panel urine drug test and the results are expected to return negative for any of the tested drugs, as well as negative for adulteration or dilution of the specimen. A positive drug screen of an illegal substance (illegal substance or controlled substance without a prescription) or intoxication from alcohol may result in dismissal from the student's program of study.

Students may also be selected for random drug testing at any time and specifically when being under the influence is suspected.

Reasons to suspect chemical substance use include, but are not limited to:
1. Noticeable change in behavior
2. Slurred speech
3. Smell of ethanol on breath

No students under the influence of alcohol or other drugs will be allowed to attend class, remain at the School facility, or attend clinical. 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 possible dismissal from the program.

Failure or refusal to comply with any aspect of the substance abuse guidelines may impact academic progression. Examples of noncompliance include, but are not limited to, refusal to submit to immediate drug and alcohol testing or repeat testing,

tampering, or altering of specimens, attempts to submit the samples of another person as the student's own, and failure to appropriately complete associated program or testing laboratory documents.

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.

Students that are dismissed due to positive drug/alcohol testing will be allowed to reapply after successful completion and documentation of a substance use treatment program. Students dismissed due to refusal to comply with the testing

Program Costs & Financial Aid

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

The payment plan may be requested with the Bursar office. Financial Aid and Bursar services are available by appointment.

Consumer Information
The Higher Education Opportunity Act of 2008 (HEOA) requires that postsecondary institutions participating in federal student aid programs disclose information from various administrative areas to students. Consumer Handbook contains consumer information and is available on the school website. http://atsinstitute.edu/wp_chicago/wp-content/uploads/2019/07/Student-Consumer-Handbook-8414_0.pdf

Student Financial Aid Sources
Federal Pell Grant Program
The Pell Grant is given with no repayment expected. This program is designed to provide a "floor" upon which other financial aid programs are built. Any student wishing to receive a Federal Pell Grant at this institution must meet the eligibility requirements established by the U.S. Department of Education.

requirements will not be allowed to reapply to the program. Students dismissed due to possessing any unlawful drug while on campus will not be allowed to reapply to the program.

Drugs and Alcohol
ATS is committed to a safe, healthy, and productive environment for all students and employees free from the effects of substance abuse. All new students and employees are provided the ATS Drug and Alcohol Abuse Prevention Policy upon enrollment/ employment. This policy is also distributed annually to all active students and employees. The policy in its entirety can be provided by paper copy upon request, or at www.atsinstitute.edu.

The amount of the award depends upon the determination of the student's eligibility, the student enrollment status, cost of attendance, and a payment schedule issued by the U.S. Department of Education.

To receive a Federal Pell Grant a student must complete the Free Application for Federal Student Aid (FAFSA). The FAFSA may be completed on-line at www.fafsa.ed.gov or a paper application may be used. FAFSA forms are available in the Financial Aid Office, from high-school counselors, or other public places such as a library.

Federal Supplemental Educational Opportunity Grant (FSEOG)
Each year the school makes a limited number of awards to students through the FSEOG program. These funds are reserved for students who qualify based upon exceptional financial need. The financial aid officer determines who will receive an FSEOG and the amount awarded, based on need, not to exceed the program maximum. Please consult your Financial Aid Officer for more information on FSEOG.

Subsidized Loan
A subsidized loan is awarded based on need. A student may be eligible to request a maximum of $3,500 per year. The federal government pays the interest while the borrower is in school, during the grace period and during authorized periods of deferment. Repayment will begin six months after the borrower ceases to be enrolled in the program.

Unsubsidized
An unsubsidized loan is not awarded based on need. The borrower is charged interest from the time the loan is disbursed until it is paid in full. In addition, until repayment begins and during authorized periods of deferment, borrower has the option to pay the interest or allow the interest to accumulate. The unsubsidized loan cannot exceed $5,500 (for a first-

year dependent student) and $6,500 (for second year dependent student) and $9,500 (for a first-year independent student) and $10,500 (for second year independent student) if the student is not eligible for Subsidized loan. Otherwise, unsubsidized loan should not exceed $2,000 for dependent student and $6,000 for independent student. Repayment will begin six months after the borrower ceases to be enrolled in the program.

Federal Parent Loan to Undergraduate Student (PLUS)

Plus loans are meant to provide additional funds to dependent students for expenses. Parents with good credit scores may borrow up to the cost of attendance, minus other aid received by the student. Repayment will begin approximately sixty days after final loan disbursement is made. FAFSA application is not required.

An Award Notification letter will be sent to the student indicating the type and the amount of aid awarded.

Withdrawal
Determination of Withdraw Date
Last Date of Attendance

A student's withdrawal date for the purpose of determining the amount of Title IV aid the student has earned is the student's last date of attendance (LDA) classroom related activity, as determined by the school from its attendance records. For students enrolled in a program offered in a residential delivery format, attendance is determined in accordance with the Residential Attendance Policy.

For students enrolled in a program offered in a blended delivery format, attendance is determined in accordance with the Blended Distance Education Attendance Policy.

Official Withdrawal

A withdrawal is "official" when a student notifies the school of intent to withdraw. Withdrawal requests must be submitted to the Registrar within 14 days of the student's LDA to be considered "official". The DOD is the earlier of, the date the school received the notification or 14 calendar days from the student's LDA.

If the student notifies the school that they will be withdrawing on a future date and continues to attend school until that date, the withdrawal is considered "official", and the DOD is the LDA.

If a student does not return from a leave of absence (LOA) and has not provided an appropriate request for an extension to that LOA, the withdrawal is considered "official", and the DOD is the date the student was scheduled to return from the LOA.

If the school initiates withdrawing a student within 14 consecutive days of the student's LDA, the withdrawal is considered "official". The DOD is the earlier of, the date the school received the notification or 14 calendar days of the student's LDA.

Unofficial Withdrawal

If the student stops attending for 14 consecutive business days without providing official notification to the school, the withdrawal is considered "unofficial" and the DOD is the 14th calendar day after the student's LDA. (The 14-day period does not include scheduled breaks of 5 or more calendar days.)

Exit Counseling

You must complete exit counseling when you leave school (WD), graduate or drop below half-time enrollment. The purpose of exit counseling is to ensure you understand your student loan obligations and are prepared for repayment.

Visit https://studentaid.gov/exit-counseling/. You will learn about what your federal student loan payments will look like. The website recommends a repayment strategy that best suits your future plans and goals. You may also see the financial aid officer at school.

To complete exit counseling you will need your Studentaid.gov login information, our school's name, and your updated contact information.

Veteran Student Benefits

Veteran students receive benefits for the approved program length only.

When a student receiving veteran, benefits is withdrawn from school the student education benefits will be discontinued. For students in the GI Bill® program - educational benefits will be discontinued, pursuant to 38 U.S.C. 3474 when the veteran or eligible person ceases to make satisfactory progress and is placed on financial aid suspension.

Students receiving veteran's education benefits are responsible to be aware of and maintain academic progress requirements established by the U.S. Department of Veteran Affairs for benefit eligibility.

Student Loan Repayment

Before repayment begins, develop a plan that puts you on track to pay back your loan on time and in full. You have a six-month grace period before you are required to start making regular payments. You will have a nine-month grace period if you have got a Perkins Loan. (Got a PLUS loan? You will go into

repayment as soon as the loan is fully disbursed—which means once it is paid out.

Go to https://studentaid.gov/manage-loans/repayment to learn about:
- What repayment plan options are available.
- When you must begin making payments.
- How to make your payment.
- How to pay off your loan faster.
- What to do if you have trouble making payments.

Scholarships

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 1st 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 The Presidential Scholarship Continuation
The student must maintain:
- A minimum 3.0 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 reinstated 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.

Presidential Scholarship Deferment (Leave of Absence)
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
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. 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 ATS Practical Nursing 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
ATS will match your Employer Tuition Reimbursement program up to $1,000. 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 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.

Payment Periods
Financial Aid will be disbursed at the beginning of each payment period. The payment period is equal to the academic term.

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.

Minimum Payment Requirements
1. Financial aid application processed by the Department of Education and on file at the School. Students MUST finish financial aid verification, if any.
2. Full payment (payment must be received and posted to your student account by the due date).
3. Good standing in the installment payment plan.

4. Confirmation of payment in the form of scholarships and/or third-party authorization.

Students are required to monitor their account balances.

All payment concerns/disputes are to be discussed directly with the Bursar's office. If a student disputes charges with their bank and a charge back occurs, the student is responsible for immediately recovering the charge back payment and continuing to follow minimum payment requirements.

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, may be placed on administrative suspension until they clear their balance.

Payment Options
Tuition Installment Payment Plan
For students requiring more time to pay tuition, they may enroll in an installment payment plan. The Financial Aid Office will provide a financial estimate with your expected remaining out of pocket balance. Students can choose the installment payment plan or pay 50% of the semester tuition during the first week of classes with the balance of the remaining 50% of semester tuition to be paid by the end of the mid-term week. All enrollment needs to be done before the start of the semester with the first payment paid during the first month of classes. The installment payment plan requires $10 monthly fees and are added to the monthly payment amount. Additional $10 late fee will be charged after 30 days past due.

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 School will bill employers who pay tuition for their employees.
Students are to provide the School 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 to apply funds to the upcoming semester.

Financial Suspension
During a Financial Suspension, Student Learning Management System access will be disabled, and you will be suspended from classes. The student cannot attend scheduled classes. Students cannot take any quizzes or exams and will receive a 0 grade. No make-up quizzes or exams will be available if missed during Financial Suspension. Suspension can lead to termination if a student does not bring account current within 14 days of the initial suspension date.

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 School or failed to return any School property or equipment. 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.

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.

The School 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.

Processing of Refunds
When students enroll in a program of study, they reserve places that cannot be made available to other students.

The Enrollment Agreement does not constitute a contract until an official of the school has approved it. If the school does not accept Agreement, all monies will be refunded. Students have the right to cancel the Enrollment Agreement at any time.
Students who have not visited the school prior to enrollment may withdraw without a penalty within five (5) business days following either the regularly scheduled orientation procedures or a tour of the school and inspection of equipment. An enrollment agreement may be cancelled within five (5) calendar days of signing provided the school is notified in writing. In such case, the school must refund in full all tuitions and fees paid, including the application fee. This provision shall not apply where a student has already started classes.

Admissions Deferment
During the first two weeks of a semester, new students may request to defer their admission to the following semester. The student must attend the

following semester to be considered "deferred". If the student does not attend the following semester, their status will be changed to "cancelled" and are responsible for the cancelled student policy.

Cancellation

New students who cancel their enrollment during the first two weeks of the semester will have a "cancelled" status. The student is required to submit a new admission application to attend a future semester and is obligated to the tuition based on ATS refund policy.

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.

Refund Policy

If a student withdraws or is dismissed from the student program, or if the enrollment agreement or application is otherwise terminated, 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, after completion of the first day of classes, 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.

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.

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

Refunds for books, fees, computer software and supplies:

• 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.

• 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:

• Items that were special ordered for a particular student and cannot be used by or sold to another student; or,

• Items that were returned in a condition that prevents them from being used by or sold to new students.

• Individually documented non-refundable fees for goods or services provided by third party vendors.

• Semester Course fees after the student receives a clinical assignment.

• Items or services not delivered to the student cannot be considered consumed except for those items covered by paragraph (B)1 of this rule.

A record of the refund determination for books, fees, computer software, and supplies shall be kept in the student's record.

Refunds

The School 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 R2T4
General Requirements
If a recipient of Title IV grant or loan funds withdraws from a school after beginning attendance, the school performs an R2T4 calculation to determine the amount of Title IV assistance earned by the student. If the amount disbursed to the student is greater than the amount the student earned, the unearned funds must be returned. If the amount disbursed to the student is less than the amount the student earned, and for which the student is otherwise eligible, he or she is eligible to receive a post-withdrawal disbursement of the earned aid that was not received.

Federal law specifies how a school must determine the amount of Federal Financial Aid (Pell Grant, Supplemental Education Opportunity Grants and Federal Direct Loans) a student earned if they withdraw* before completing at least 60% of each semester. If a student withdraws on or before the 60% point in time, a portion of the Title IV funds awarded to a student must be returned within 45 days of the date the school determines the student has withdrawn. For a student who withdraws after the 60% point-in-time, there are no unearned funds. However, a school will still determine whether the student is eligible for a post-withdrawal disbursement (PWD).

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 must 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.

How the Percent earned determine:
Percent earned = number of calendar days completed up to the withdrawal date* (less scheduled breaks of 5 days or more) divided by the total days in the semester (less scheduled breaks of 5 days or more).
• Percent unearned = 100% minus percent earned.

• When a student receives Federal Financial Aid in excess of aid earned – the school returns the lesser of institutional charges multiplied by the unearned percentage, or Title IV Funds disbursed multiplied by the unearned percentage.

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

Pell Grant funds due after applying the 50% grant protection.

Any grant amount the student must 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.

After Return of Title IV Funds calculation is complete, federal funds will be returned in the following order:
1. Federal Direct Unsubsidized Loan
2. Federal Direct Subsidized Loan
3. Federal Direct Plus Loan
4. Pell Grant
5. FSEOG

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

The school must report to the U. S. Department of Education any student who is in an overpayment status.
*Withdrawal on the date of the student's last documented class attendance/activities according to the instructor's records.

Procedure for Calculation and Return of Title IV (R2T4) funds payments:
The ATS FA office is responsible to complete the Return of Title IV funds payments correctly and timely. The Calculation of R2T4 must be performed for any financial aid recipient who ceases the enrollment prior to the end of the term in which FA was disbursed or was scheduled to be disbursed. The calculation of R2T4 must be performed within 30 days from the Date of Determination (DOD).

The DOD defined as follows:
1. For unofficial withdrawals, the DOD is no more than 14 days from the Last Date of Attendance (LDA).
2. For official withdrawals, whatever is earlier- the official WD date or the 14th day from the last day of attendance.
3. For students who do not start the next semester the DOD is no later than the last date of the Add/Drop period.

4. For students who not returned from the leave of absence the DOD is no later than the last date of the Add/Drop period for the semester student supposed to return.

5. The 45 days deadline of return of Title IV funds will be monitored by financial aid officer and CEO.

6. Treatment of Title IV credit balances when a student withdraws.

When a student withdraws with an outstanding Title IV credit balance, a school will first perform an R2T4 calculation to determine, among other things, whether adjustments to the credit balance will occur.

Any existing Title IV credit balance funds for the payment period will be included in R2T4. The published institutional refund policy needs to be performed to determine if doing so creates a new or larger Title IV credit balance. Any Title IV credit balance applied as follows:

1. Any Title IV credit balance will be allocated first to repay any grant overpayment owed by the student because of the current withdrawal. The institution will return such funds to the Title IV grant account within 14 days of the date that the institution performs the R2T4 calculation. Although not included in an R2T4 calculation, any Title IV credit balance from a prior period that remains on a student's account when the student withdraws is included as Title IV funds when school determine the final amount of any Title IV credit balance when a student withdraws.

2. Within 14 days of the date that the institution performs the R2T4 calculation, an institution will pay any remaining Title IV credit balance to pay authorized charges at the institution (including previously paid charges that now are unpaid due to a return of Title IV funds by the institution) or to the student (or parent for a Direct PLUS Loan). If the institution cannot locate the student (or parent) to whom a Title IV credit balance must be paid, it will return the credit balance to the Title IV programs.

Post-withdrawal disbursement (PWD)
The Post-withdrawal is Title IV funds that a student has earned as of the withdrawal date but has not yet been disbursed to the student. These funds can be offered to student through a post-withdrawal disbursement. A post-withdrawal disbursement whether credited to the student's account or disbursed to the student or parent directly, must be made from available grant funds before available loan funds.

A school will offer any post-withdrawal disbursement of loan funds within 30 days of the date of the school's determination that the student withdrew and return any unearned funds and make a post-withdrawal disbursement of grant funds within 45 days of that date. A school will obtain confirmation from a student, or parent for a Direct Parent PLUS Loan, before making any disbursement of loan funds from a post-withdrawal disbursement, whether those loan funds are to be credited to the student's account or disbursed directly to the student (or parent).

The information provided in this notification will include the information necessary for the student, or parent for a Direct Parent PLUS Loan, to make an informed decision as to whether the student or parent would like to accept any disbursement of loan funds and will be provided within 30 days of the date of a school's determination that a student has withdrawn.

Student can accept or decline federal financial aid as part of PWD. A PWD of federal grant funds to satisfy outstanding allowable charges does not require your acceptance. The school is required, however, to obtain your permission to credit your account with federal grant funds in excess of allowable charges.

You can choose to accept only an amount for the open charges or, if eligible, to accept a larger amount that will result in excess funds being returned to you. It is important to understand that accepting a PWD of student loan funds will increase your overall student loan debt that must be repaid under the terms of your Master Promissory Note. Additionally, accepting a PWD of grant funds will reduce the remaining amount of grant funds available to you should you continue your education later.

You or your parents must respond to the notice within 14 days. After that period, the school may decide not to accept the PWD request.

For any amount of a post-withdrawal disbursement not credited to the student's account to cover allowable charges, the school must make the grant disbursement as soon as possible but no later than 45 days after the date of the school's determination that the student withdrew.

No charges, except for tuition, fees and books/supply purchased through the school will be subject to allowable charges.

Outstanding charges on a student's account are charges for which you will be liable after the application of applicable refund policy. These are the institutional charges, after any adjustment that reflects what you will owe for the current term after the withdrawal. You may also provide permission to credit account for prior award year charges. Separate student/parent authorization is not required to use current Title IV funds to cover prior year charges up to $200 for tuition and fees.

Any credit balance remaining is disbursed as soon as possible but no later than 14 days from the date of the disbursement of the PWD.

Practical Nursing Program

Philosophy and Organizing Theme of the Practical Nursing Education Program

The philosophy of the Practical Nursing program reflects the mission of the school, 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 Practical Nursing program 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 the student own needs, as well as those of others.

The Practical Nursing Program at the School is a career-oriented program that awards a diploma in Practical Nursing. The program provides 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 Program

The nursing faculty of the School 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 can be effectively demonstrated and practiced only interpersonally.
3) Caring consists of "carative" factors that result in the satisfaction of certain human needs.
4) Effective caring promotes health and individual or family growth.
5) Caring responses accept a person not only as he or she is now but as what he or she may become.
6) 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.
7) 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.

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.

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

Professional Dress Code
The following guidelines have been established to meet the dress requirements of the Practical nursing program.

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

During Clinical, Classroom and Lab settings students are required to wear royal blue uniforms with the School patch and ID badge each day. A white lab coat is suggested for clinical.

For classroom and lab settings: from Nov 1st to March 31st students may wear seasonal footwear. Otherwise, shoes must be all-white nursing or athletic shoes with an enclosed heel and toe.

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 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 always kept clean and polished. 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 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 always adhere to this dress code. 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 Policy)

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:

7) Provide privacy during examination or treatment and in the care of personal or bodily needs; and

8) Treat each patient with courtesy, respect, and with full recognition of dignity and individuality.

9) A student shall practice within the appropriate scope of practice.

10) A student shall use universal and standard precautions.

A student shall not:

1) Engage in behavior that causes or may cause physical, verbal, mental, or emotional abuse to a patient.

2) Engage in behavior toward a patient that may reasonably be interpreted as physical, verbal, mental, or emotional abuse.

3) A student shall not misappropriate a patient's property or:

4) Engage in behavior to seek or obtain personal gain at the patient's expense.

5) Engage in behavior that may reasonably be interpreted as behavior to seek or obtain personal gain at the patient's expense.

6) Engage in behavior that constitutes inappropriate involvement in the patient's personal relationships; or

7) 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.

1) A student shall not:

2) Engage in sexual conduct with a patient.

3) Engage in conduct in the course of practice that may reasonably be interpreted as sexual.

4) Engage in any verbal behavior that is seductive or sexually demeaning to a patient.

5) 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.

1) 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:

2) Sexual contact.

3) Verbal behavior that is sexually demeaning to the patient or may be reasonably interpreted by the patient as sexually demeaning.

4) 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.

5) 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.

6) 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.

7) 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.

8) A student shall not assault or cause harm to a patient or deprive a patient of the means to summon assistance.

9) 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.

10) 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.

11) 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.

12) A student shall not prescribe any drug or device to perform or induce an abortion, or otherwise perform or induce an abortion.

13) A student shall not assist suicide.

14) A student shall not submit or cause to be submitted any false, misleading, or deceptive statements, information, or document to the program, its administrators, and instructors.

15) 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.

16) 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.

17) 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.

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 board of nursing 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.
3. Then the Application to the board can be signed.

Practical Nursing Program Information

Program Delivery: Residential; Since March of 2020 program delivery is blended until the end of National Emergency period, or as directed by the IBHE.
Diploma Awarded: Practical Nursing Diploma
Length of Program: 3 semesters
Semesters One (1) and Two (2) – 15 weeks and Semester Three (3) – 19* weeks
Semester Credit Hours: 52; Inside Clock Hours: 1204; Recognized Outside Clock Hours: 274
Program Delivered in English only

Program Description

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 healthcare settings by demonstrating professional ethical characteristics, use a caring approach, and establishing effective interpersonal relationships with clients and families.
3) Demonstrate a commitment to a lifelong process of education and personal and professional

development through continuing education and participation in professional organizations.
4)   Apply knowledge from the physical, biological, psychosocial, and nursing sciences, while contributing to promoting, maintaining, and restoring health to culturally diverse clients.
5)   Engage in professional communication and collaboration as delegated with all members of the healthcare 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

First Semester (15 weeks)
    Credits
BIO1019**Anatomy & Physiology for Health Sciences I & II	7.5
NUR1101 Nursing Fundamentals	8.5
NUR1001 Clinical Judgement	1.0
NUR1102 Pharmacology	3.0

Second Semester (15 weeks)
NUR1110 Nursing Care of the Adult I	9.5
NUR1105 Nursing for the Family and Nursing for Children	4.0
NUR1003 Critical Thinking Lab	2.0

Third Semester (19 weeks)
NUR1120 Nursing Care of the Adult II	9.5
NUR1125 Nursing Care of the Older Adult and Nursing for Mental Health	5.5
NUR1114 Nursing Seminar - Transition to Practice	1.5
REV1003 NCLEX-PN Review Course	0.0
Total	**52**

Students may take a sequence of BIO1017 & BIO1018 or a BIO1019 course.

Course Descriptions for Practical Nursing Curriculum

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

Co-requisite courses are courses that must be taken prior to or at the same time to the course for which it is a co-requisite.

BIO1017 Human Anatomy and Physiology I
4 credits
Course Description:
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 are discussed.
Emphasis is placed on the following organ systems/topics: integumentary, skeletal, muscular, nervous systems, and the special senses. The course includes medical terminology activities, outside hours assignments and mandatory theory application hours.

Prerequisites: None

BIO1018 Human Anatomy and Physiology II
3.5 credits
Course Description:
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 theory and Theory application lab hours.

Prerequisites:
BIO1017 Human Anatomy and Physiology I
Co-requisites: None

BIO1019 Human Anatomy and Physiology I & II
7.5 credits
Course Description:
This course 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. The course includes medical terminology activities, outside of class activities and mandatory theory application hours.

Prerequisites: None
Co-requisites: None

NUR1001 Clinical Judgement for the PN
1 credit
Course Description:
This course provides students with opportunities to consider the theoretical perspectives on, and practical reality of, making judgments and decisions in the best interest of patients and clients. Theoretical input will be supported by case study exploration and reflection and allows students to explore the complexity of clinical decision making and judgement within the healthcare industry. This course includes additional clock hours outside of theory.

Prerequisites: Acceptance into PN Program
Co-requisites: NUR 1101 Nursing Fundamentals

NUR1101 Nursing Fundamentals
8.5 credits
Course Description:
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 NCLEX PN test plan to provide a framework for this course. The course focuses on safe clinical decision making based on evidence-based practice for all body systems including basic skills, laboratory, simulation and clinical experiences for learning. This course requires successful completion of concurrent lab and clinical hours and includes additional clock hours outside of class time.

Prerequisites: Placement by achieving required benchmark on TEAS exam, BIO1017 Human Anatomy and Physiology I, or concurrently with BIO1019 Human Anatomy and Physiology I & II, or BIO1018 Human Anatomy and Physiology II
Co-requisites: None

NUR1102 Pharmacology
3 credits
Course Description:
This course provides the student with content relevant to the use and administration of drugs in nursing practice. It includes information about drug classifications and pharmacokinetics. Variations across the lifespan are considered. Students learn the importance of drug actions, interactions, side effects and nursing implications. Students learn the components of patient teaching and assisting in patient self-administration of drugs. This course includes additional clock hours outside of theory and has a lab component.

Prerequisites: Acceptance into PN Program
Co-requisites: NUR1001 Clinical Judgement for the PN

NUR1110 Nursing Care of the Adult I
9.5 credits
Course Description:
This course builds on concepts and skills learned in Fundamentals of Nursing. Students will apply the nursing process when learn how to care for adult medical-surgical patients and their families experiencing complicated chronic or an acute alteration in health. Research from the National Council of State Boards of Nursing (NCBSN), activities of safe nursing practice for the LPN, the NCLEX Test Plan and reinforcement of clinical reasoning and clinical judgment skills are incorporated in this course. This course requires successful completion of concurrent lab hours and includes additional clock hours outside of class time.

Prerequisites: NUR1001 Clinical Judgement for the PN and NUR1101 Nursing Fundamentals
Co-requisites: NUR1003 Critical Thinking Lab

NUR1105 Nursing for the Family and Nursing for Children
4 Credits
Course Description:
This course focuses on maternity nursing care of the woman during her maternity cycle and her family including pediatric nursing care of the child across the lifespan 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.
This course requires successful completion of concurrent lab hours and includes additional clock hours outside of class time.
Prerequisites: NUR1101 Nursing Fundamentals
Co-requisites: None

NUR1003 Critical Thinking Lab
2 credits
Course Description:
This course provides students with knowledge to implement the theoretical perspectives on, and practical reality of, making judgement and decisions in the best interest of patients and clients. This course will enhance the student cognitive processes which underpins safe and effective care delivery in the healthcare setting. Through clinical reasoning exercises, this course will assist the student with developing a complex cognitive process that uses formal and informal thinking strategies to gather and analyze patient information, evaluate the significance of this information and weigh alternative actions. This course includes additional clock hours outside of theory.

Prerequisites: NUR1001 Clinical Judgement for the PN, and NUR1101 Nursing Fundamentals
Co-requisites: NUR 1110 Nursing Care of the Adult I or NUR 1120 Nursing Care of Adult II

NUR1120 Nursing Care of the Adult II
9.5 credits
Course Description:
This course is a continuation of concepts and skills learned in Nursing Care of Adult I. Students will apply the nursing process when learning how to care for adult medical-surgical patients and their families experiencing complicated chronic or an acute alteration in health. Research from the National Council of State Boards of Nursing (NCBSN), activities of safe nursing practice for the LPN, the NCLEX Test Plan and reinforcement of clinical reasoning and clinical judgment skills are incorporated in this course. This course requires successful completion of concurrent lab and clinical hours and includes additional clock hours outside of class time.

Prerequisites: NUR1101 Nursing Fundamentals, NUR1110 Nursing Care of the Adult I
Co-requisites: None

NUR1125 Nursing Care of the Older Adult and Nursing for Mental Health
5.5 credits
Course Description:
This course focuses on nursing care of the older adult and clients with mental health issues. Emphasis is placed on the role of the Licensed Practical Nurse and the student contribution to the nursing process in meeting the physiological, psychosocial, cultural, and spiritual needs of older adult clients, mental health clients, and their families. Critical thinking skills and a caring manner are used in nursing care delivery, coordination, collaboration, and documentation. Clinical experience is a component of this course that allows the student to demonstrate effective communication skills with the client and clinical staff and the appropriate use of the nursing process in the delivery

of nursing care to the older adult client and the mental health client. This course requires successful completion of concurrent lab and clinical hours and includes additional clock hours outside of class time.

Prerequisites: NUR1101 Nursing Fundamentals
Co-requisites: None

NUR1114 Nursing Seminar - Transition to Practice
1.5 credits
Course Description:
This course builds upon previous nursing courses for the acquisition and application of nursing theory necessary for safe, patient-centered nursing care of diverse patients across the lifespan while integrating legal and ethical responsibilities of the Practical Nurse. This is a milestone course that prepares students for practice. At the conclusion of the course, students will demonstrate proficiency in Fundamentals, Pharmacology, and Medical-Surgical by testing and successful remediation. This course includes additional clock hours outside of the classroom.

Prerequisites: NUR1101 Nursing Fundamentals, NUR1110 Nursing Care of the Adult I, NUR1120 Nursing Care of the Adult II, NUR1105 Nursing for the Family and Nursing for Children, NUR1102 Pharmacology, NUR1003 Critical Thinking Lab, NUR1001 Clinical Judgement for the PN

Developmental Courses
(Developmental Courses are not considered for credit)

ENG0911 Reading and Mastering Study Skills
0 credits
Course Description:
ENG0911 is designed to prepare students for School-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 School-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 ATS curriculum. Students will use computers to document their in-class and home assignments.

Prerequisites: None
Co-requisites: None
ENG0913 Writing Strategies
0 credits
Course Description:
ENG 0913 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. Students will use computers to document their assignments and practice skills. Students will learn how to edit their own writing for grammatical correctness and revise paragraphs and essays for unity, logic, coherence, and completeness.

Prerequisites: None

Co-requisites: None

MAT0915 Basic College Math
0 credits
Course Description:
This course provides students with basic math skills required for success in School education. This course covers basic computational math and high school algebra including, but not limited to, ratios and proportions, and metric. 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 an important part of the course.

Prerequisites: None
Co-requisites: None

Review Course and Success Strategies Course
(The Review Course and Success Strategy Course are not considered for credit)

REV1003 NCLEX Review Course
0 credits
Course Description:
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 questions based on cognitive levels of application and higher.

Prerequisites: None
Co-requisites: None

SUC1001 Success Strategies
0 credits
Course Description:
This course is designed to introduce the newly enrolled ATS student to the student role, resources, and strategies to enhance success in School. 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.

Prerequisites: None
Co-requisites: None

Appendices

Appendix A: Academic Calendar Fall 2020 - Summer 2022*

Practical Nursing program offered on a trimester basis. Each semester (fall, spring, and summer) consists of fifteen (15) weeks of academic work with scheduled breaks between semesters. 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 7, 2020	Labor Day
September 8, 2020	Faculty meeting/Professional development Mandatory Student Orientation
Sep. 9, 2020, Wednesday	**Fall Semester 2020 Classes begin**
September 22, 2020	Last day to add/drop classes without penalty
October 20, 2020	Last day to withdraw from classes with a "W"
November 25-30, 2020	Thanksgiving Break (NO SCHOOL)
December 18, Friday – December 23, Wednesday, 2020	Finals Week
December 24 - December 25	Holiday (NO SCHOOL)
December 28, 2020	Last day of Semester
December 29, 2020-January 8, 2021	Winter Break (NO SCHOOL)
Dec. 28- Jan 26, 2021	Summer Graduates NCLEX review class starts
January 26, 2021	Last day for Fall Semester Graduates

January 11, 2021	**Spring Semester 2021 Classes begin**
January 18, 2021	Martin Luther King Day (NO SCHOOL)
January 22, 2021	Last day to add/drop classes without penalty
March 26, 2021	Last day to withdraw from classes with a "W"
April 20, 2021 Tuesday – April 26, 2021 Monday	Finals Week
April 26, 2021	Last day of Semester
April 27, 2021 – May 7, 2021	Spring Break (NO SCHOOL)
April 26, 2021 – May 14, 2021	Summer Graduates NCLEX review class starts
May 14, 2021	Last day for Spring Semester Graduates

May 10, 2021	**Summer Semester 2021 Classes begin**
May 21, 2021	Last day to add/drop classes without penalty
May 31, 2021	Memorial Day (NO SCHOOL)
July 5, 2021	July 4th Holiday Observed (NO SCHOOL)
July 23, 2021	Last day to withdraw from classes with a "W"
August 18, Wednesday-August 24, 2021 Tuesday	Final Exams
August 24, 2021	Last day of Semester
August 25- September 3, 2021	Summer Break (NO SCHOOL)

August 25- Sep.15, 2021	Summer Graduates NCLEX review class starts
September 15, 2021	Last day for Summer Semester Graduates

September 6, 2021	Labor Day- No classes
Sep. 7, 2021	**Fall Semester 2021 Classes begin**
September 17, 2021	Last day to add/drop classes without penalty
November 19, 2021	Last day to withdraw from classes with a "W"
November 23, 2021	Faculty Day
November 23 – 28, 2021	Thanksgiving Break (NO SCHOOL)
December 13 – 17, 2021	Finals Week
December 17, 2021	Last day of Semester
December 20, 2021- December 31, 2022	Winter Break (NO SCHOOL)
Dec. 27- Jan 21, 2022	Summer Graduates NCLEX review class starts
January 21, 2022	Last day for Fall Semester Graduates

January 3, 2022	**Spring Semester 2022 Classes begin**
January 14, 2022	Last day to add/drop classes without penalty
January 17, 2022	Martin Luther King Day (NO SCHOOL)
March 18, 2022	Last day to withdraw from classes with a "W"
April 11, 2022– April 15, 2022	Finals Week
April 15, 2021	Last day of Semester
April 18, 2022 – April 29, 2022	Spring Break (NO SCHOOL)
April 18, 2022 – May 6, 2022	Summer Graduates NCLEX review class starts
May 6, 2022	Last day for Spring Semester Graduates

May 2, 2022	**Summer Semester 2022 Classes begin**
May 13, 2022	Last day to add/drop classes without penalty
May 30, 2022	Memorial Day (NO SCHOOL)
July 4, 2022	July 4th Holiday Observed (NO SCHOOL)
July 15, 2022	Last day to withdraw from classes with a "W"
August 8 - August 12, 2022	Final Exams
August 12, 2022	Last day of Semester
August 15- August 26, 2022	Summer Break (NO SCHOOL)
August 15- Sep. 2, 2022	Summer Graduates NCLEX review class starts
September 2, 2022	Last day for Summer Semester Graduates

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

Appendix B: Faculty and Administration

Leonard Bykov
President

Yelena Bykov
Chief Executive Officer

Dr. Misti Ludwig RN-BC
Nursing Programs
Administrator
Regis University
Doctorate of Nursing Practice

Todd Wildey, MD
Director of General Education
Xavier University School of
Medicine

Gina Anadilla
Operations Manager
BA, California University of
Northridge

Carolyn Lewis, DNP, RN
Director of Teaching and
Learning
BSN, Brigham Young University
MSN, University of Phoenix

Irina Bondar
Financial Aid Director

Makeeva Glen
Financial Aid Officer

Theresa McShane
Contractor
Financial Aid Officer

Amy Bieganski
Admission Representative

Dr. Aubrey Franklin
Student Affairs Advisor
PHD, Long Island University

Rumy Kabir
Director of IT, Instructional
Technology and Online
Learning

Brian Hedges
IT Specialist

Dalia Kilyan
Bursar

Aguinaldo, Vivian, RN,BSN,
Arellano University, Philippines
(part-time instructor)

Brou, Adibo, MSN, RN
MSN, Walden University,
Minneapolis, MN
BSN, Chicago State University
(part-time instructor)

Brown, Michelle, DNP
DNP, Walden University
MSN, Walden University
BSN, Olivet Nazarene
University
(part-time instructor)

Cater, Earl, EdD
EdD, University of Phoenix
(part -time instructor)

Drossos, Li'Anna
Doctorate of Chiropractic in
Chiropractic, Palmer School of
Chiropractic
BS in Biology, Northern
Michigan University
(full-time instructor)

Durling, Scott, MSN, RN
MSN, Aspen University
BSN, Athabasca University
(full-time instructor)

Elliott, Susan
MA in Teaching of School
Writing, St Xavier University
BA St Xavier University
(full-time instructor)

Gramata, Joan, APN, MSN, RN,
DNP, MSN, Rush University
BSN, University at Illinois
Chicago
(part-time instructor)

Holland, Ann MSN, RN
MSN, Governors State
University
BSN, Rutgers University
(part-time instructor)

Lewis, Caroline, DNP, RN
Director of Teaching and
Learning

BSN, Brigham Young University
MSN, University of Phoenix
(part-time instructor)

Linscheid, Nathan
Masters in Music, Northwestern
University
BS, University of Oregon
(full-time instructor)

Loftin-Johnson, Rose, MSN,
RN, MSN, Benedictine
University
BSN, Elmhurst School
ASN, Kennedy King School
(full-time instructor)

Malate, Orlando, DNP
DNP, Walden University
MSN, St Xavier University BSN,
University of Santo Tomas
(Part Time Instructor)

Marsh, Salithia, RN
BSN, Benedictine University
AAS in Nursing, City School of
Chicago
(part-time instructor)

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

Oshodi, Eniola, MSN, RN
MSN, Resurrection University
BSN, Resurrection University
(part-time instructor)

Peters, Frederick Ph.D.
Ph.D., Psychology, Kent State
University
Podiatric Medicine, Kent
University
(part-time Instructor)

Reason, Jamie, MSN, RN
MSN, Olivet Nazarene
University, BSN, Olivet
Nazarene University
ADN, Joliet Junior School
(full-time instructor)

Robertson, Wanda, MSN, RN,
MSN, American Sentinel
University
(full-time instructor)

Rosen, Anne, MSN, RN
MSN, Benedictine University
BSN, Florida International
University
(full-time instructor)
Rusoff, Patricia, MSN, RN, MSN,
Chamberlain University
(full-time instructor)

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

Staggers, Deborah, RN
BSN, Howard University
(part-time instructor)

Terry, Cheryl, MSN, RN
MSN, Saint Xavier School BSN,
Southern Illinois University
(full-time instructor)

Whiters, Brittany, MSN, RN,
MSN, Rush University
(full-time instructor)

Appendix C: Tuition and Fees
Fall 2020

TUITION	$26,364.00	$507/credit hour for 52 credits
FEES:		
Computer Lab Fee[1]	$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[2]	$150.00	(Semester of graduation – no credit for not participating)
Semester Registration Fee	$150.00	($50 Per semester X 3)
Nursing Tote	$275	($130 first semester- Funds and $145 second semester- Adult 1)
Course Software Fee	$600.00	(1st sem $200- Funds; 2nd sem $150- Adult 1; 3rd sem $200- Adult 2 and $50 Mental Health)
ATI testing and remediation[4]	$1145	($595 first semester; $550 3rd semester)
Live Review	$250.00	Semester of graduation
COURSE FEES:		
NUR1101	$245.00	Nursing Fundamentals
NUR1110	$299.00	Nursing Care of the Adult 1
NUR1120	$245.00	Nursing Care of the Adult 2
NUR1125	$90.00	Nursing Care of the Older Adult and Nursing for Mental Health
TOTAL COURSE FEES:		Total course fees: $879
TOTAL PROGRAM COST:	$30,208.00	
Miscellaneous Fees		
Estimated Book Fees	$1,200.00	
ID Badge Replacement	$25.00	
Wise Software	$66.00	For students in the Developmental reading and Writing
Test monitoring[3]	38.75	Per course with online exam delivery
Additional ExamSoft access	$25.00	(per semester, after 1st year)
Uniforms	$32.00	Purchased by students from recommended vendors
TEAS Test package	$155.00	Include practice and a 1st trial
TEAS Test	$65.00	per additional trial
VATI extension	$75.00	In case student will not finish remediation after 12 weeks
3rd Party NCLEX Exam Fee	$200.00	For WIOA students
Background Check	$75.00	
Stand-alone ATI exams	$65.00	Price for any stand-alone ATI exam (additional exit or readmission testing)

Adjustments related to temporary online delivery:

[1] During the temporary online format the Computer Lab fee will be canceled.
[2] Graduation Fee waived during the temporary online delivery.
[3] Test monitoring- paid during the temporary online delivery.
[4] Includes 2 Exit exams.

Developmental Courses- no credit assigned: Tuition and fees will be adjusted to reflect scheduled developmental classes in the amount of $1,332 per developmental course, $66 Wise software. Additional semester fees: $50 for registration fee, $95 computer lab, $155 for TEAS test package, $25 ExamSoft access, and $40 malpractice insurance. The total program cost will be no more than $34,635.

Transfer Courses: Tuition costs will be adjusted to reflect all approved transfer credits.

<u>Estimated Books Costs</u>: (in addition to "course software/Books" above) 1st Semester: $400.00; 2nd Semester: $200.00; 3rd Semester: $200.00. 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.

Students are responsible for all fees related to immunizations and drug testing.
In addition, failure to submit required clinical documents (see above) 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 classes or clinicals until required submissions are received and late charge fee is paid.

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

Additional financial charges may apply for late payments, bounced checks/declined credit cards, payment plan option (see above)

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

Appendix D:

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 or second try.

If the student fails developmental courses and fails the overall TEAS, they must repeat the courses and remediate for any attempt at TEAS. Please refer to the TEAS Remediation Policy.

If the student passes developmental course and fails the overall TEAS, they must undergo remediation for their second attempts at TEAS. Please refer to the TEAS Remediation Policy.

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

TEAS Remediation Policy

Students must have a passing Lexile score and must pass all their courses to be eligible to sit for the TEAS.

Students have two attempts to successfully pass the TEAS. After the first attempt, if they do not meet the benchmark, they are to remediate in accordance with their score. This may include self-study, instructor remediation, and TEAS prep programs. After remediation is successfully completed the student will have a second attempt at the TEAS. After a second unsuccessful attempt, a student will be dismissed from the Program.

Students who score below 40% overall or in any of the following sub-categories: Reading, English, or math, are not allowed to retake the TEAS without remediation and will be required to take a semester off.

- Students will complete a TEAS remediation program based upon their TEAS score.
- Students will have to successfully complete TEAS remediation in order to sit for the TEAS exam a second time.
- Students required to have a bi-weekly check-in with the assigned instructor to evaluate progress on TEAS remediation.

Students scoring above 40% overall and above 40% in any of the following sub-categories: Reading, English, or Math, but still not meeting the TEAS benchmark:

- Students required to complete a 2-week remediation program based upon their TEAS score. Upon successful completion, students will be eligible to sit for the TEAS a second time.

With a successful TEAS attempt, if a student is under 58% but more than 40% in any individual category, they must complete a remediation program chosen by ATS. The remediation must be completed prior to the student entering the first Nursing semester.

Appendix E:

Readmission Policy:
Student completed the Program but did not complete Exit
This is a 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 is not 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.

Students will be required to complete 10.5 credit hours of coursework to include:

- Nursing Care of the Adult II (9.5 credits)
- Seminar (1.0 credits)
- REV (0 credits)

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.

In the event a student exceeds 150% of maximum time frame allowed to complete the program, the student may submit an appeal. In cases where the appeal is granted, students may continue with readmission.

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.

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 is not successful meeting the required percentage, the fee will be applied toward tuition of the required course minus testing fee.). Nursing Care of the Adult II – must obtain a minimum composite score of 75% on the Adult Medical Surgical Online Practice assessment.

Appendix F: Documentation for Clinical

Medical Record Requirements: Students are required to have up to date medical records and CPR in accordance with the requirements below. 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.

All 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.

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.
- 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). If 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
- Students are required to submit PPD (1 step) results for initial clinical placement and provide updated results annually thereafter.
- 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.
- 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 2nd 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. 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 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.

Appendix G: Exit Examination Score Determination

The ATI Comprehensive Predictor is a standardized test that assesses the students' preparedness for the NCLEX-PN. Acceptable performance is 72% or higher composite score.

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

Appendix H: Local and National Community Resources

Whatever you are going through, you do not have to go through it alone. Reach out for support and for yourself or your loved ones.   You are not alone!

Organizations	Website	Phone Number
Alcohol Abuse and Crisis Intervention	www.aa.org	(800) 234-0246
Al-Anon	www.al-anon.org/	(888) 425-2666
Drug and Alcohol Helpline	www.alcoholdrughelp.org/	(800) 688-4232
Family and Children's Services	www.acf.hhs.gov/	See website
National Domestic Violence Hotline	www.thehotline.org/	(800)799-7233 **OR** Text **LOVEIS** to (866) 331-9474
Rape Crisis Center	www.rainn.org/	(800) 656-4673
Suicide Hotline	www.suicidepreventionlifeline.org/	(800) 273-8255
United Way	www.unitedway.org/ **OR** www.211.org/	211

Appendix I:
Institutional Disclosures Report

Reporting Period: July 1, 2019 - June 30, 2020					
INSTITUTION NAME: MDT School of Health Sciences, Inc., dba ATS Institute of Technology	**Indicate all ways the disclosure information is distributed or made available to students at this institution:** X Attached to Enrollment Agreement X Provided in Current Academic Catalog X Reported on School Website _____ Other: _____				

Per Section 1095.200 of 23 Ill. Adm. Code 1095:

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

DISCLOSURE REPORTING CATEGORY	*Practical Nursing Program*				
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.	248				
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	248				
b) Re-enrollments	9				
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).	505	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	80				
c) Withdrew from the school	122				
d) Are still enrolled	303				
5) The number of students enrolled in the program or course of instruction who were:					
a) Placed in their field of study	59				
b) Placed in a related field	0				
c) Placed out of the field	0				
d) Not available for placement due to personal reasons	2				
e) Not employed	19				
B1) The number of students who took a State licensing examination or professional certification examination, if any, during the reporting period.	75				
B2) The number of students who took and passed a State licensing examination or professional certification examination, if any, during the reporting period.	70				
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.	unknown				
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.

Catalog Addendum

The ATS Catalog dated Fall 2020-Fall 2021, and published on March 18, 2021, is not complete without this addendum.

ATS Institute is offering Practical Nursing program under Temporary approval by IBHE in a blended delivery method.

Addition to General Information on Catalog page 1
Students can reasonably expect a 25:1 student/faculty ratio for didactic courses taught in a blended delivery method.

Addition to Admissions Requirement on Catalog page 3

Determining Student's Physical Location
During the enrollment process, students complete the Enrollment Agreement. The Enrollment agreement contains the students' physical address. Student's physical location will be determined at the time of enrollment through two methods: 1) address on the Enrollment Agreement, and 2) a copy of a government issued identification card. Students are required to notify the School if they have a change in physical address while enrolled at the School. A request for address change is required to be submitted in writing via the Online Change of Address form in students SIS within seven (7) calendar days of the address change.

The Minimum Technical Requirements Disclosure: Distance delivery coursework at ATS will require minimum technical resources in order for students to participate and complete assignments virtually through various online technologies.

Minimum Computer System Requirements
If the student's personal computer is not compatible with our Minimum Computer Systems and Browser requirements, the student may request a loaner laptop. Students should contact Bursar for fee structure. (Email address: dkilyan@atsinstitute.edu)

Students enrolling in a program at ATS must have regular access to a device with high-speed internet access that complies with the Minimum System Requirements as follows:

	Recommended		Minimum	
	PC	**MAC**	**PC**	**MAC**
Operating System	Windows 10, version 1903 or superior	MacOS 10.14 or superior	Windows 10, version 1803 or superior	MacOS 10.13 or superior
Processor	Intel or AMD with virtualization instruction support VT-x/AMD-V (Intel Core i3 VII and superior)			
Memory	8GB		4GB	
Free Hard Disk Space	60GB SSD		30GB SSD	
Additional Hardware	WiFi network adapter with WPA2 Enterprise support, Microphone, Webcam			
Internet Connection	15 Mbps (download) or better		5 Mbps or better	
Internet Browser	Chrome 85 or superior, Firefox 86.0.1 or superior, Safari 14.0.3 or superior			
Microsoft Office	Students may use Google products Docs, Slides, Sheet, etc.			
Adobe Acrobat Reader	Students can download Adobe Reader for free, or Google Doc can read the PDF document.			
Accessibility Technology (if needed)	ATS LMS contains accessibility features for the following assistive technology needs: Speech to text software Screen reader software			

	The following service will be available upon request. Magnification devices and software
Anti-Malware	Malwarebytes 3.0 or superior – or equivalent security software
Devices that do not support our education.	Chromebooks, Linux/GNU-based Operating Systems.
Mobile Device Support	Our LMS is a Mobile device ready. So, the student can access LMS and do most of the required activities for them using the mobile device. However, the use of mobile devices may be prohibitive to some of their learning experiences and at clinical sites. Students are not allowed to use mobile devices to join zoom meetings except in an extenuating circumstance. Our clinical virtual experience and Exam delivery software (Shadow Health, Swift River, ExamSoft) do not operate on any mobile devices, including iPhones, iPads, Android phones, and tablets**.**

These requirements are verified during the application and enrollment process by providing the student with the minimum requirements list (see above). Verification from the student computer occurs as follows the students take part in and complete the required technical challenges during New Students Technology orientation. This showcases the student's ability to meet the requirements for the program. Once student complete and upload a practice exam in Examsoft, this will verify that their computers meet the Minimum Computer Systems requirements. This verification is placed in the student's academic files.

If the student's home computer is not compatible with our Minimum Computer Systems and Browser requirements, the student may request a loaner laptop. The student should contact Bursar for fee structure. (dkilyan@atsinstitute.edu)

Addition to Delivery Method on Catalog page 12
ATS offers residential courses. From March of 2020, under the temporary state permission, ATS offers all courses via distance education. Distance education courses are delivered through ATS learning management system, Bright Space. Students are expected to attend their virtual classrooms through Zoom as specified on their schedule, equivalent to the residential delivery. All attendance is monitored. Students must complete a class assignment to be counted as present for that date. An orientation course is available to help students improve their computer and Internet skills.

Personal desktop or laptop computer with internet access is required for students in online programs. See Minimum Computer System Requirements policy.

On-Line Synchronous Class
It is important for students to remain engaged throughout the entire class period. Engagement will be determined, in part, through activities throughout the class. Students will have to submit their answers through LMS. Failure to meet the required deadlines for submitting activities/discussions will result in an absence for the class, even if the student attended the entire class.

Any unforeseen absences must be reported to faculty *before* the scheduled class start time via ATS email 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 to the course faculty. Faculty will review the documentation and determine whether an excused absence may be approved.

Zoom
Classes are given in a live modality through Zoom which includes visual interaction through a webcam. ATS minimum technical requirements for the online modality include a web camera. Attendance is taken at the beginning of each class. Throughout each class period, students are called upon to interact with instructors. Through this interaction, instructors can visually verify the identity of students.

Quizzes and some tests are proctored by the Instructor via web camera (other tests are taken through the Exam Monitor/ Proctorio processes described in the above narrative).

Addition to Attendance on Catalog page 13
Online Attendance Policy

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

Addition to Tardy on Catalog page 13
On-Line Tardy:
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 be reviewed between faculty and students and expectations will be defined.

Addition to Student Services on Catalog page 16
Blended Orientation
Students attending in a blended format will receive training on the navigation of ATS's learning management system and be provided with access to an online orientation to assist them as they begin their program. Blended distance education students have access to technical support on campus through their instructor and the campus IT department, or the Admission Department.
If the student's home computer is not compatible with our Minimum Computer Systems and Browser requirements, the student may request a loaner laptop. Students should contact Bursar for fee structure. (dkilyan@atsinstitute.edu)

Addition to Student Policy on Catalog page 18
Student Identity and Privacy Protection in the Online Environment
Exam Monitor/ Proctorio Processes
ExamMonitor and Proctorio provide a complete system for detecting, preventing, and deterring all possible forms of academic dishonesty during in-class and remote exams. By using an A.I.- enabled remote proctoring system backed by human review, ExamMonitor and Proctorio provide consistent, reliable, and efficient exam security.

The Instructor meets the Student via Zoom to verify the student's identity prior to providing the password to an exam.

The student begins by logging in through ExamID, verifying their identity through a two-step authentication process that eliminates the possibility of exam taker impersonation.

Once the exam begins, ExamMonitor and Proctorio remote proctoring captures a continuous audio and video recording of the exam taker using both webcam and screen capture. This recording creates a complete and permanent record of all of the exam taker's actions from the first moment of the exam through the very end.

No Wi-Fi connection is required during the exam. The recording is captured locally on the exam taker's device. (Wi-Fi is only necessary to start the exam and to upload the final recording once the exam has been completed.) This eliminates Wi-Fi connectivity issues as a possible point of failure in the remote proctoring process.

Once the exam is completed, the exam footage is uploaded to ExamSoft or Proctorio and is then analyzed and reviewed by a proctor. An Artificial Intelligence system analyzes the audio and video recording and identifies any abnormalities in student behavior based on movement, gaze, and background noise.

Any abnormalities are reviewed in-person by an expert who identifies and removes "false positives" to provide a verified, time-stamped incident report.

ATS Faculty and Academic Administrators can refer to this incident report as evidence if disciplinary action is required.

In Addition to the Last Date of Attendance on Catalog page 30
For students enrolled in a program offered in a blended delivery format, attendance is determined in accordance with the Blended Distance Education Attendance Policy.