

# **ATS Institute of Technology**

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## **School Catalog and Handbook Addendum**

*Fall 2021  
Chicago*

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## Fall 2021 Changes for Incoming Students:

In addition to the “Summer 2021 Student Handbook and School Catalog,” the following policy changes are in effect and replace/update those original policies with same name for the Fall 2021 semester for incoming students.

Page #	Current Catalog Summer 2021	Catalog Addendum Fall 2021
2	<b><u>Admission Requirements</u></b> 4) Background check through school designated provider	4) Background check (see policy in handbook/catalog <i>Background Check and Convictions</i> ) through school designated provider.
12	<b><u>Academic Monitoring Program Due to Course Failure</u></b>  <i>Future state was added</i>	<b><u>Academic Monitoring Program Due to Course Failure</u></b>  Failure to meet Academic Monitoring requirements may affect forward progression.
12	<b><u>Academic Monitoring Program During a Semester</u></b>  <i>Future state was added</i>	<b><u>Academic Monitoring Program During a Semester</u></b>  Failure to meet Academic Monitoring requirements may affect forward progression.

## Fall 2021 changes for current and incoming Students:

In addition to the “Summer 2021 Student Handbook and School Catalog,” the following policy changes are in effect and replace/update those original policies with the same name for the Fall 2021 semester for current and incoming students.

*Note: When the entire policy is not listed, any part of the policy not listed in the table below remains in place unchanged.*

Page #	Current Catalog Summer 2021	Catalog Addendum Fall 2021
1	<b><u>Hours of Operation</u></b>  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.	<b><u>Hours of Operation</u></b>  Monday – Friday: 7:45am – 4:45pm  For class, clinical and lab times, see <i>Class Times</i> section.
3	<b><u>Developmental Courses</u></b>  Developmental courses include ENG0911, ENG0913, and MAT0915.	<b><u>Developmental Courses</u></b>  Developmental courses include ENG0930, ENG0935, MAT0930. <i>Content and objectives remain unchanged</i>
3	<b><u>Background Checks and Convictions</u></b>  The School will terminate a student if the student meets any one or more of the following criteria:	<b><u>Background Checks and Convictions</u></b>  The School will deny admission or terminate a student if the student meets any one or more of the following

	<ol style="list-style-type: none"> <li>1) The individual has been convicted of a forcible felony that involved any of the following noted below:</li> <li>2) Required to register under the Sex Offender Registration Act.</li> <li>3) Involved in involuntary sexual servitude of a minor.</li> <li>4) Involved in misdemeanor criminal battery against any patient in the course of patient care or treatment.</li> </ol>	<p>criteria:</p> <ol style="list-style-type: none"> <li>1) The individual has been convicted of or pleaded guilty to any crime identified as a considering factor in determining a Refusal to Issue a Nurse License Based on Criminal History Record of the Nurse Practice Act in the Illinois Administrative Code.</li> <li>2) The individual has been convicted of a crime that involved any of the following noted below: <ol style="list-style-type: none"> <li>a. Required to register under the Sex Offender Registration Act.</li> <li>b. Involved in involuntary sexual servitude of a minor.</li> <li>c. Involved in misdemeanor criminal battery against any patient in the course of patient care or treatment.</li> <li>d. Possession of, trafficking, or manufacture of drugs.</li> </ol> </li> </ol>
4	<p><b><u>Readmission Guidelines</u></b></p> <p>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.</p>	<p><b><u>Readmission Guidelines</u></b></p> <p>Only one readmission may be granted to the 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) once.</p>
4-5	<p><b><u>Readmission Procedure</u></b></p> <p><i>Future state was added</i></p>	<p><b><u>Readmission Procedure</u></b></p> <ul style="list-style-type: none"> <li>● Students who are readmitted will be placed on and must follow all requirements of Academic monitoring.</li> </ul>
4	<p><b><u>Readmission Deadlines</u></b></p> <p>A student who is eligible to seek readmission must submit items listed below to the Admission Representative according to the following schedule:</p> <ul style="list-style-type: none"> <li>● 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).</li> <li>● 30 days prior to the beginning of the requested semester start date.</li> </ul>	<p><b><u>Readmission Deadlines</u></b></p> <p>A student who is eligible to seek readmission must submit items listed below to the Admission Representative according to the following schedule:</p> <ul style="list-style-type: none"> <li>● All readmission requirements are due 30 days prior to the beginning of the requested semester date. Exception: Emergency withdrawals and Withdraw in preceding semester. <ul style="list-style-type: none"> <li>○ Readmission requirements take approximately 2-3 weeks to complete. It is recommended to submit the application for readmission a minimum of 45 days prior to the start of the requested semester date.</li> </ul> </li> <li>● Emergency Withdrawal readmission must</li> </ul>

		<p>complete all steps listed in the Emergency Withdrawal policy 15 days before the beginning of the applied semester.</p> <ul style="list-style-type: none"> <li>Withdraw in preceding semester applies to students who attended and withdrew in the semester directly prior to the requested semester (i.e. Withdrew during Summer 2021 semester and applying for the Fall 2021 semester). Must complete all steps that apply 15 days before the beginning of the applied semester.</li> </ul>
4	<p><b><u>Required Readmission Materials</u></b></p> <p>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).</p> <p>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.)</p>	<p><b><u>Required Readmission Materials</u></b></p> <p>Re-admitted students will be required to complete a new (no older than 30 days) criminal background check and drug screen per Admission requirements (if they have not been enrolled at ATS Institute of Technology for one or more semesters).</p> <p>Students will be required to update and meet clinical documentation requirements (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.)</p>
5-6	<p><b><u>Students Seeking Reasonable Accommodations</u></b></p> <p>To request reasonable accommodations, please contact the Department at your campus and speak with the Nursing Programs Administrator at 312-214-2000 or <a href="mailto:mludwig@atsinstitute.edu">mludwig@atsinstitute.edu</a>.</p>	<p><b><u>Students Seeking Reasonable Accommodations</u></b></p> <p>To request reasonable accommodation, please contact the Nursing Program Administrator at 312-300-0980 or <a href="mailto:mludwig@atsinstitute.edu">mludwig@atsinstitute.edu</a>.</p>
6	<p><b><u>Course Grading and Policy Points</u></b></p> <p>To progress, the student must achieve the following:</p> <p>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.</p>	<p><b><u>Course Grading and Policy Points</u></b></p> <p>To progress, the student must achieve the following:</p> <p>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.</p> <p>Exceptions:</p> <ul style="list-style-type: none"> <li>Students in a Math course must receive an 80% or higher in both testing and non-testing scores to successfully pass the course.</li> <li>Students in a Pass/Fail course must complete the requirements determined within the course syllabi to successfully pass the course.</li> </ul>
7	<b><u>Cause for Academic Termination</u></b>	<b><u>Cause for Academic Termination</u></b>

	1) Failure of the same course twice 2) Three failed courses from the following list: Nursing courses BIO1017, BIO1018, or BIO1019	1) Failure of the same course twice 2) Three failed courses from the following list: <ul style="list-style-type: none"> <li>Nursing courses</li> <li>BIO1017, BIO1018, BIO1019, BIO1090</li> </ul>
9	<b><u>Federal Clock Hour/Credit Hour Conversion</u></b>  The Practical Nursing program consists of 39.41 financial aid credits.	<b><u>Federal Clock Hour/Credit Hour Conversion</u></b>  The Practical Nursing program consists of 38.48 financial aid credits. <i>Students enrolled in Developmental courses may acquire up to 7.50 additional financial aid credits.</i>
9	<b><u>Class Times</u></b>  All theory classes are scheduled as follows:  <b>Day classes</b> 8:30 a.m. – 4:30 p.m. Monday - Friday <b>Evening classes</b> 4:00 p.m. – 10:00 p.m. Monday - Friday <b>Weekend classes</b> 8:30 a.m. – 3:30 p.m. Saturday (if classes scheduled)  <b>Clinical hours</b> 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.	<b><u>Class Times</u></b>  All theory classes are scheduled as follows:  <b>Day classes</b> 8:00 a.m. – 4:30 p.m. Monday - Friday  <b>Clinical hours</b> 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.
10	<b><u>Course Delivery</u></b>  From March of 2020, 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.	<b><u>Course Delivery</u></b>  <b>Blended Delivery</b>  All courses are approved for blended delivery. This includes online live sessions, asynchronous sessions, in person campus sessions, and on site clinical components. All in person campus and on site clinical sessions are located in Illinois. Blended education courses are delivered through the ATS learning management system.  Personal desktop or laptop computer with internet access is required. See Minimum Computer System Requirements policy.
10	<b><u>Attendance Policy</u></b>  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.	<b><u>Attendance Policy</u></b>  Each student is expected to attend every class, lab, and clinical day for which the student is scheduled. Students must complete all required attendance components in the course, clinical and laboratory sections to which they have been assigned.  A student is considered “present” in an online session (or the online portion of a hybrid/blended course) by

		<p>participating in class <u>and</u> completing the assigned academic related activity. The activity is set by the instructor and can vary by session. Examples of such activity include but are not limited to: contributing to an online discussion, submitting an assignment; working through exercises; taking a quiz or exam; completing an interactive tutorial or computer-assisted instruction.</p> <p>Failure to complete the assigned academic related activity by the established due date is interpreted as an absence from the class. All courses have limited absence allowance. Surpassing absences could result in program dismissal. Refer to course syllabi for absence details.</p>
10	<p><b><u>Class Attendance</u></b></p> <p>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.</p>	<p><b><u>Class Attendance</u></b></p> <p>Attendance is mandatory. Objectives are not being met surpassing 15% of a course's scheduled hours. Students who acquire absences that exceed 15% of a course's scheduled hours will fail the course and will receive a failing grade "WF" for the course.</p> <p>Extenuating circumstances that will cause a student to exceed the 15% absence maximum may request an Emergency Withdrawal (See Emergency Withdrawal Policy).</p> <p>Absences exceeding 15% of the course's scheduled hours are not eligible for appeal.</p>
11	<p><b><u>Class Tardy</u></b></p> <p>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.</p>	<p><b><u>Tardiness</u></b></p> <p>Students are expected to arrive at all course sessions at least 10 min prior to scheduled start time and complete the entire session. Any unforeseen tardiness must be reported to instructors before scheduled start time. Students with more than two (2) tardies will be reported to Student Services and will result in an absence.</p>
11	<p><b><u>Nursing Skills Lab and Clinical Attendance</u></b></p> <p>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</p>	<p><b><u>Nursing Skills Lab and Clinical Attendance</u></b></p> <p>Attendance at clinical and laboratory sessions is mandatory. No call, no show absence(s) may result in failure of the course.</p> <p><b><u>One</u></b> absence make up may be approved. The student must report the absence prior to the assigned session time, via the Emergency absence form located in the LMS. The student is responsible to complete the make</p>



	<p>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.</p> <p>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.</p> <p>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.</p>	<p>up session as assigned. Failure to complete the approved make up session will be considered "no call, no show" and will result in failure of the course.</p> <p>A student who has an illness or injury or other circumstance(s) that results in either a physical or psychological limitation while in the program, may request an Emergency Withdrawal (see Emergency Withdrawal policy).</p>
11	<p><b><u>Exam Make-Up</u></b></p> <p>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.</p> <p>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.</p> <p>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:</p>	<p><b><u>Exam Make-Up</u></b></p> <p>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.</p> <p>Only <b><u>one</u></b> exam make-up is allowed, per course, per semester.</p> <p>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 must occur within one week of the initial test date.</p> <p>Once a make-up exam is scheduled, it 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 the time approved by faculty.</p> <p>A grade of zero shall be given in the event a student does not attend a make-up exam or rescheduled make up exam, there is no exception, and this is not</p>

	<ol style="list-style-type: none"> <li>1) Illness with dated and signed statement from health care provider on letterhead.</li> <li>2) Required testing/hearings from governmental agencies with required documentation.</li> <li>3) Recovery from an accident and /or house fire with signed statement from appropriate agency.</li> <li>4) Required court attendance with copy of court summons.</li> <li>5) Death in the immediate family with death notice or funeral home document.</li> </ol> <p>Please understand that routine doctor visits, childcare issues, work issues, transportation issues, car malfunctions, and others not listed here are not considered extenuating circumstances.</p> <p>Final exams will not be given after final exam week.</p>	<p>appealable.</p> <p>To qualify for an extenuating circumstance, students must notify faculty prior to but no later than 24 hours from the exam time, via the Emergency Absence form located in the LMS.</p> <ol style="list-style-type: none"> <li>1) Illness with dated and signed statement from health care provider on letterhead.</li> <li>2) Required testing/hearings from governmental agencies with required documentation.</li> <li>3) Recovery from an accident and /or house fire with signed statement from appropriate agency.</li> <li>4) Required court attendance with copy of court summons.</li> <li>5) Death in the immediate family with death notice or funeral home document.</li> </ol> <p>Routine doctor visits, childcare issues, work issues, transportation issues, car malfunctions, and others not listed here are not considered extenuating circumstances.</p> <p>Final exams will not be given after final exam week.</p>
12	<p><b><u>Leave of Absence</u></b></p> <p><i>The following was separated from the Leave of Absence policy. It was moved and updated to the Emergency Withdrawal Policy.</i></p> <p>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.</p> <p>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.</p>	
14	<p><i>The Emergency Withdrawal policy was not included in the Summer 2021 catalog/handbook.</i></p>	<p><b><u>Emergency Withdrawal</u></b></p> <p>An Emergency Withdrawal provides an opportunity for</p>

		<p>a student to withdraw from all courses up to two weeks before the end of the semester, without academic penalty.</p> <p>An emergency withdrawal withdraws students from ALL CLASSES. It is a withdrawal from ATS Institute of Technology. (Emergency Withdrawal from an individual course is not permitted.)</p> <p>Emergency withdrawals are approved on a case-by-case basis and may be granted when:</p> <ul style="list-style-type: none"> <li>● A physical, mental, financial, or personal issue develops after the last day to withdraw without penalty and is severe enough to keep a student from attending classes and/or successfully completing academic requirements. Examples may include: <ul style="list-style-type: none"> <li>○ Significant impairment in the ability to function as a student</li> <li>○ An ongoing issue incapacitates or will incapacitate the student from attending course sessions that exceeds the maximum allowed absences as outlined in the attendance policy.</li> <li>○ Behaviors that pose significant risk to the health or safety of the student others.</li> <li>○ Situations that prevent the student from experiencing a safe living and learning environment.</li> <li>○ Death of an immediate family member.</li> <li>○ A crime which may or may not result in medical care such as a sexual assault, stalking incident, dating or domestic violence incident.</li> </ul> </li> </ul> <p>Emergency withdrawals are <b><u>NOT</u></b> intended to and will not be granted to:</p> <ul style="list-style-type: none"> <li>● Serve as a solution to unsatisfactory progress or other academic or behavioral concern</li> <li>● Assist a student in avoiding disciplinary actions related to potential misconduct</li> <li>● Assist a student who reports lack of knowledge or misunderstanding of the refund deadline or policy.</li> <li>● Remove charges from a student account.</li> </ul> <p>4. A student is allowed one Emergency Withdrawal.</p> <p>5. All Emergency Withdrawal Requests must be submitted within 10 days after the last date of attendance.</p> <p>· (Special permission to receive an emergency withdrawal after any of these deadlines must be</p>
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		<p>granted by the Nursing Program Administrator.)</p> <p>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.</p>
13	<p><b><u>Veterans Services</u></b></p> <p><i>The future state was added</i></p>	<p><b><u>Veterans Services</u></b></p> <p>See Veteran Student Benefits for benefit details.</p>
14	<p><b><u>Student Resources</u></b></p> <p>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.</p>	<p><b><u>Student Resources</u></b></p> <p>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. Laptops are available for students who meet the criteria for loaner laptops.</p>
15	<p><b><u>Transcript Request</u></b></p> <p>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.</p> <p><b>Transcript Request Fee \$5.00</b></p> <p><b>Standard Processing 1-3 weeks</b></p> <p>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 employer or school without the signed release by the student. This form is also available on the <a href="http://www.atsinstitute.edu">www.atsinstitute.edu</a> website for your convenience.</p>	<p><b><u>Transcript Request</u></b></p> <p>Students may request a transcript by completing a Transcript Request via the ATS website, <a href="http://www.atsinstitute.edu">www.atsinstitute.edu</a>. Transcripts will only be processed when submitted by the website instructions. Each copy costs \$10, digital and printed copies are available.</p> <p>All outstanding obligations (school and financial) must be met to complete the transcript request. Outstanding obligations must be cleared with the Bursar's office to release the transcript.</p> <p>Student records are not released to an employer or school without the signed release by the student.</p>
20	<p><b><u>Student Grievance and Appeal Procedure</u></b></p> <p>Students are encouraged to resolve problems with their faculty.</p> <p><b>For grade issues:</b> Contact your instructor through email, meeting, or</p>	<p><b><u>Student Grievance and Appeal Procedure</u></b></p> <p>It is the intent of the School to treat all students equitably according to established School policies. This grievance and appeal procedure is designed so that due</p>

<p>telephone. Then the student can progress to the next step and file the grievance.</p> <p><b>For Non-Grade issues:</b> 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.</p> <p><b>Grievance steps:</b> To initiate and pursue a grievance, the following steps must be observed, in their entirety, for grade appeals and non-grade appeals. Students may not submit an appeal for policy change.</p> <p>Appeals will only be accepted through the appeal link on the school's website <a href="https://go.atsinstitute.edu/appeals/">https://go.atsinstitute.edu/appeals/</a>. The appeal submitted in person or by email will not be accepted. Appeal verdict details are not disclosed. The appeals decisions are final.</p> <p><b>Note:</b> The appeal emails listed under appeal procedure in the previous catalog versions are disconnected.</p> <p><b>For Grade Appeals</b> 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.</p> <p>Submit the Appeals Form via on the ATS website: <a href="https://go.atsinstitute.edu/appeals/">https://go.atsinstitute.edu/appeals/</a>. 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.)</p> <p><b>Timeline</b> <b>Course Final Grade Appeal:</b></p> <ul style="list-style-type: none"> <li>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</li> </ul>	<p>process is followed and satisfactory solutions can be reached.</p> <p><b>Academic Appeals</b> A student may contest matters that affect academic standing. If necessary, students may submit a written appeal. The Appeals committee will review facts related to the case and make a final determination. Students may not submit an appeal for policy change.</p> <p>Students with an academic appeal in process must attend classes as scheduled while the process is taking place according to their schedule until further notice.</p> <p>Appeals must be submitted within 5 days from the time the issue occurred.</p> <p>Final Grade appeals must be submitted within 5 days from when the grade was posted in the SIS. This applies only to the most recent semester completed.</p> <p>Appeal steps:</p> <ul style="list-style-type: none"> <li>Meet with the instructor(s) or person(s) directly involved and attempt to resolve the problem.</li> <li>If there is no resolution, submit an appeal through the appeal link on the school website: <a href="https://go.atsinstitute.edu/appeals/">https://go.atsinstitute.edu/appeals/</a>. <b>Only appeals submitted by the appeal link will be accepted.</b></li> <li>The appeals committee will review the appeal. The review process takes approximately 1 week.</li> <li>The committee will contact you if additional supporting documentation is needed. Your appeal may be denied if supporting documentation is not provided.</li> <li>The student will be notified in writing (via ATS email) of the result of the appeal.</li> <li>All appeal decisions are final</li> </ul> <p><b>Grievances</b> A grievance is defined as any situation or action personally affecting a student that was a result of a violation, mishandling, or misapplication of any specific provision stated in policy, rule, statute, or regulation of the School.</p> <p>Requests for reconsideration of decisions that affect a student's academic status in keeping with standing policies are not grievances and should be handled through the appeals process.</p> <p>Grievances must be submitted within two weeks of the occurrence in question.</p>
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	<p>are appealable for courses taken during the semester that ended most recently.</p> <ul style="list-style-type: none"> <li>● Grade Appeals during semester (i.e., Test, Quiz, Assignment grades; Attendance Records, etc.):</li> <li>● Any appeals within a semester must be submitted within 5 days from the time the issue occurred.</li> </ul> <p><b>For Non-Grade Appeals</b> 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.</p> <ul style="list-style-type: none"> <li>● The student may submit the Appeals Form via on the ATS website: <a href="https://go.atsinstitute.edu/appeals/">https://go.atsinstitute.edu/appeals/</a>. The committee will contact you if additional supporting documentation is needed. Your appeal may be denied if supporting documentation is not provided.</li> <li>● 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.</li> </ul> <p>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.</p> <p>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.</p> <p>Accrediting Bureau of Health Education Schools (ABHES) 7777 Leesburg Pike, Suite 314 North Falls Church, Virginia 22043 (703) 917-9503</p> <p>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: <a href="http://complaints.ibhe.org/">http://complaints.ibhe.org/</a> (217) 782-2551</p>	<p>Grievance Steps:</p> <ul style="list-style-type: none"> <li>● Meet with the person(s) directly involved and attempt to resolve the problem.</li> <li>● If there is no reasonable resolution, the student may proceed with a grievance submission without fear of retribution.</li> <li>● Grievances will only be accepted through the grievance link on the school's website. <b>Only grievances submitted by the grievance link will be accepted.</b></li> <li>● The grievance is reviewed and investigated by the Program Administrator or Designee.</li> <li>● The student may be contacted for further information or details regarding the grievance.</li> <li>● The student will be notified in writing (via ATS email) confirming their grievance was received and investigated.</li> </ul> <p>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.</p> <p>Accrediting Bureau of Health Education Schools (ABHES) 7777 Leesburg Pike, Suite 314 North Falls Church, Virginia 22043 (703) 917-9503</p> <p>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: <a href="http://complaints.ibhe.org/">http://complaints.ibhe.org/</a> (217) 782-2551</p>
21	<p><b><u>Academic Fraud</u></b></p> <p>Academic Fraud is any type of cheating or misrepresentation that occurs in relation to online or on-ground classes. It can include:</p> <ul style="list-style-type: none"> <li>● Plagiarism: The adoption or reproduction of code, ideas, words, or statements of another person or</li> </ul>	<p><b><u>Academic Fraud</u></b></p> <p>Academic Fraud is any type of cheating or misrepresentation that occurs in relation to any academic component.</p>

<p>author without due acknowledgment.</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Fabrication: The falsification of data, information, or citations in any academic situation.</li> <li>• 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.</li> <li>• Cheating: Any attempt to give or obtain assistance in any class assignment(s) (like an examination) without due acknowledgment.</li> <li>• Sabotage: Acting to prevent others from completing their work.</li> <li>• 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.</li> <li>• 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.</li> <li>• Sanctions for Violating the Academic Honesty Policy</li> <li>• A student found in violation of the Academic Honesty and Integrity policy will be subject to disciplinary action by the Academic Integrity Committee.</li> <li>• 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.</li> <li>• If a second violation occurs the student will be removed from the program. Disciplinary action will be determined by the Academic Integrity Committee. Dismissal under this policy will be considered an academic dismissal and not subject for re-entry.</li> </ul>	<p>Academic Fraud violations will result in the following:</p> <p>Immediate dismissal</p> <ul style="list-style-type: none"> <li>• Plagiarism: The adoption or reproduction of code, ideas, words, or statements of another person or author without due acknowledgment.</li> <li>• 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.</li> <li>• 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.</li> </ul> <p>Zero on assignment for first offense, any multiple offenses are grounds for dismissal.</p> <ul style="list-style-type: none"> <li>• Fabrication: The falsification of data, information, or citations in any academic situation.</li> <li>• 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.</li> </ul> <p>Failure of the course</p> <ul style="list-style-type: none"> <li>• Cheating: Any attempt to give or obtain assistance in any class assignment(s) (like an examination) without due acknowledgment.</li> <li>• Sabotage: Acting to prevent others from completing their work.</li> </ul> <p>When the faculty of record (or designee) identifies that an act of possible misconduct has occurred, the instructor investigates the occurrence. If the instructor concludes there is a violation of the Academic Honesty and Integrity policy, the incident is reported to the Academic Integrity Committee.</p> <p>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.</p>
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24	<p><b><u>Drug Testing Guidelines</u></b></p> <p>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.</p> <p>Students may also be selected for random drug testing at any time and specifically when being under the influence is suspected.</p> <p>Reasons to suspect chemical substance use include, but are not limited to:</p> <ol style="list-style-type: none"> <li>1. Noticeable change in behavior</li> <li>2. Slurred speech</li> <li>3. Smell of ethanol on breath</li> </ol> <p>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.</p> <p>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.</p> <p>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.</p> <p>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 requirements will not be</p>	<p><b><u>Drug Testing Guidelines</u></b></p> <p>Students are required to have a standardized drug screen prior to entering the clinical environment. The results are expected to return negative for any of the tested drugs, as well as negative for adulteration or dilution of the specimen.</p> <p>A positive drug screen of any substance tested (federal illegal substance, or controlled substance without a prescription ) or noted impairment may result in suspension for the remainder of the semester and a referral to counseling.</p> <p>Students must complete counseling requirements and submit to an additional drug screen prior to returning to the program of study. Failure to attend counseling requirements and/or an additional positive drug screen may be cause for dismissal from the student's program of study.</p> <p>Any additional positive drug screen or noted impairment after completing counseling requirements will be an immediate dismissal from the program.</p> <p>Students may also be selected for random drug testing at any time and specifically when being under the influence is suspected.</p> <p>Reasons to suspect substance use include, but are not limited to:</p> <ol style="list-style-type: none"> <li>1. Noticeable change in behavior</li> <li>2. Slurred speech</li> <li>3. Smell of ethanol on breath</li> </ol> <p>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 (federal illegal substances do not apply). Failure to comply with this will indicate a positive finding for the drug screening with possible dismissal from the program.</p> <p>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.</p> <p>Any unlawful possession, use, or distribution of illicit</p>
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	<p>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.</p>	<p>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.</p> <p>Students that are dismissed due to failing to complete required counseling (following a positive drug screen) will not be allowed to reapply. Students with more than one positive drug/alcohol testing will be allowed to reapply after successful completion and documentation of a substance abuse treatment program. Students dismissed due to refusal to comply with the testing 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.</p>
26	<p><b><u>Veteran Student Benefits</u></b></p> <p>Veteran students receive benefits for the approved program length only.</p> <p>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.</p> <p>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.</p>	<p><b><u>Veteran Student Benefits</u></b></p> <p>Veteran students receive benefits for the approved program length only.</p> <p><b>General Overview for Student Veterans who wish to utilize GI Bill® benefits while enrolled into Developmental/Remedial courses:</b></p> <p>Remedial/Developmental Study is one that addresses or otherwise corrects deficiencies in basic Mathematics, English, and or Reading/Writing. This includes:</p> <ol style="list-style-type: none"> <li>1) Courses designed to improve English skills, including speaking and writing.</li> <li>2) Courses designed to improve study skills as remedial courses if schools require students with a defined need to take them.</li> <li>3) Developmental courses include ENG930, ENG935, and MAT930. (previously numbered as ENG0911, ENG0913, MAT0915)</li> </ol> <p>ATS Institute of Technology may require remedial/developmental courses for students who did not meet the nursing course benchmark. This need is determined by the prospective Veteran Students' Entrance Exam results (see Entrance Exam and Course Placement policy)</p> <p><b><u>Developmental Courses are not considered for credit</u></b></p> <p>While the amount of credit per term granted may vary</p>

		<p>in accordance with a Student's assigned Plan of Study, schools must initially certify the minimum amount of credit that students can earn per term to the VA administration. When each term is over, the schools must certify the <b>actual</b> amount of credit the students earned if different from the amount originally certified.</p> <p><b>Note for VA student taking Developmental courses:</b></p> <p>There are no credits assigned, earned/tried and/or allotted for the Developmental courses. Therefore, there are no credits that can be certified to the VA administration for these specific courses. Specifically, a semester with ONLY developmental courses will have no credits that can be certified to the VA for the term.</p> <p>This may decrease the Veteran Students expected MHA benefit (Monthly Housing Allowance) in the first term.</p> <p>The student will still be certified for all other remaining classes with credits assigned to them during the first term- Resulting in less than full time credit hours being reported to the VA administration upon enrollment by the School Certifying Official.</p> <p>GI Bill® Benefits and MHA (Monthly Housing Allowances) are solely determined as payable or not payable for the Veteran Student by the VA administration. ATS Institute of Technology and the School Certifying Official, do not dictate or rule the student's eligibility for a MHA benefit and or benefit levels.</p> <p>The student may expect to be certified again, for full time credits in the second term. This is contingent that they have completed/passed all Developmental courses in the first term and do not have a need to repeat the Remedial/Developmental courses again.</p> <p><b>VA Benefits after withdrawal:</b></p> <p>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.</p> <p>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.</p> <p><i>GI Bill® is a registered trademark of the U.S.</i></p>
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26	<p><b><u>The Presidential Scholarship</u></b></p> <p>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.</p> <p><b>Minimum Eligibility Criteria for The Presidential Scholarship Continuation</b> The student must maintain:</p> <ul style="list-style-type: none"> <li>• A minimum 3.0 grade point average each semester.</li> <li>• Satisfactory standards of professional conduct.</li> <li>• Full-time academic schedule.</li> </ul> <p>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).</p> <p><b><u>The Process</u></b> 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.</p>	<p><b><u>The Presidential Scholarship</u></b></p> <p>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.</p> <p>Recipients are identified upon entering ATS by meeting all of the following criteria:</p> <ul style="list-style-type: none"> <li>• New students who are not enrolled in any developmental courses.</li> <li>• Entering as a 1<sup>st</sup> semester nursing student</li> </ul> <p>Minimum Eligibility Criteria for the Presidential Scholarship continuation:</p> <ul style="list-style-type: none"> <li>• Minimum 3.0 grade point average in the previous semester.</li> <li>• Meet satisfactory standards of professional conduct</li> <li>• Register and complete a full-time academic schedule each semester</li> </ul> <p>If the minimum criteria are not met, the student scholarship will be terminated.</p> <p>The scholarship can be reinstated if the student meets the minimum criteria in a following semester(s).</p> <p>Recipients who meet the minimum criteria at the end of their final semester may receive the scholarship retroactively (if the amount does not exceed maximum scholarship amount).</p> <p>The Bursar will review the recipient's continued or reinstated eligibility at the end of each semester.</p>
26	<p><b><u>Career Advancement Scholarship</u></b></p> <p>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.</p>	<p><b><u>Career Advancement Scholarship</u></b></p> <p>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.</p>

	<p>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.</p> <p>Verification Requirements:</p> <ul style="list-style-type: none"> <li>• Letter of employment from current employer.</li> <li>• Letter of reimbursement guarantee from the employer prior to beginning of the semester.</li> </ul> <p>Initial Eligibility:</p> <ul style="list-style-type: none"> <li>• Acceptance into the ATS Practical Nursing LPN program.</li> <li>• Proof of completed state-approved nurse aid training program.</li> </ul> <p>Continuing Eligibility:</p> <ul style="list-style-type: none"> <li>• Minimum cumulative GPA of 2.0 on a 4.0 scale</li> <li>• Minimum enrollment of one subject per semester</li> <li>• Deadline: Speak with your admissions advisor for deadline details.</li> </ul>	<p>ATS is offering this scholarship towards educational expenses for students who have completed a state-approved nurse aid training program and are currently working at a healthcare facility.</p> <p>Verification Requirements:</p> <ul style="list-style-type: none"> <li>• Letter of employment from current employer.</li> <li>• Letter of reimbursement guarantee from the employer.</li> </ul> <p>Eligibility:</p> <ul style="list-style-type: none"> <li>• Acceptance into the ATS Practical Nursing program.</li> <li>• Proof of completed state-approved nurse aid training program.</li> </ul> <p>Minimum eligibility criteria for scholarship continuation:</p> <ul style="list-style-type: none"> <li>• Cumulative GPA of 2.0 on a 4.0 scale</li> <li>• Enrollment of one or more subjects per semester</li> </ul> <p>A student may apply for this scholarship any time during the semester.</p>
26	<p><b><u>Nursing Scholarship</u></b></p> <p>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).</p> <p>Verification Requirements:</p> <ul style="list-style-type: none"> <li>• Letter of employment from current employer.</li> <li>• Letter of reimbursement guarantee from the employer prior to beginning of the semester.</li> </ul> <p>Initial Eligibility:</p> <ul style="list-style-type: none"> <li>• Acceptance into the ATS program.</li> </ul> <p>Continuing Eligibility:</p> <ul style="list-style-type: none"> <li>• Minimum cumulative GPA of 2.0 on a 4.0 scale</li> <li>• Minimum enrollment of one subject per semester</li> <li>• Deadline: Speak with your admissions advisor for deadline details.</li> </ul>	<p><b><u>Nursing Scholarship</u></b></p> <p>ATS will match your Employer Tuition Reimbursement program up to \$1,000. ATS is offering this scholarship towards educational expenses.</p> <p>Verification Requirements:</p> <ul style="list-style-type: none"> <li>• Letter of employment from current employer.</li> <li>• Letter of reimbursement guarantee from the employer prior to beginning of the semester.</li> </ul> <p>Eligibility:</p> <ul style="list-style-type: none"> <li>• Acceptance into the ATS program.</li> </ul> <p>Minimum eligibility criteria for scholarship continuation:</p> <ul style="list-style-type: none"> <li>• Cumulative GPA of 2.0 on a 4.0 scale</li> <li>• Enrollment of at least one subject per semester</li> </ul> <p>A student may apply for this scholarship any time during the semester.</p>
27	<p><b><u>Minimum Payment Requirements</u></b></p> <p>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</p>	<p><b><u>Minimum Payment Requirements</u></b></p> <p>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 listed above after 30 days, may be placed on financial suspension until they clear their</p>

	balance.	balance.
27	<p><b><u>Financial Suspension</u></b></p> <p>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.</p>	<p><b><u>Financial Suspension</u></b></p> <p>During a Financial Suspension students will continue to attend courses and complete assignments, tests, and quizzes as scheduled. The student will not receive any grades during the Financial Suspension. Grades may be restored once the suspension is cleared. Suspension can lead to termination if a student does not bring account current within 14 days of the initial suspension date.</p>
	<p><i>The Duplicate Check Cashing policy was not included in the Summer 2021 catalog/handbook.</i></p>	<p><b><u>Duplicate Check Cashing</u></b></p> <p>In the event a student receives a check from the ATS accounting office and the check was cashed twice, without authorization, the following consequences will occur:</p> <ul style="list-style-type: none"> <li>• The student will receive a write up for the incident in an incident report.</li> <li>• The student will be charged a \$150 fee in lieu of filing a police report against the student for Check Fraud.</li> <li>• The student will immediately repay ATS all associated fees and no further accommodations will be made.</li> </ul> <p>ATS Institute of Technology reserves the right to file a police report against said student for Check Fraud if the student is not in compliance with the list above.</p>
31	<p><b><u>Uniforms</u></b></p> <p>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.</p> <p>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.)</p>	<p><b><u>Uniforms</u></b></p> <p>Students must wear the designated uniform shirt and uniform pants whenever functioning in the student role. Plain white socks are to be worn. Footies/no-show socks are not allowed, ankles must be covered. The uniforms must be clean and neatly pressed.</p>
39	<p><b><u>Practical Nursing Program Information</u></b></p> <p>Program Delivery: Residential; Since March of 2020 program delivery is blended until the end of National</p>	<p><b><u>Practical Nursing Program Information</u></b></p> <p>Program Delivery: Blended</p>

	Emergency period, or as directed by the IBHE.																																																											
33	<p><b><u>Program of Study for Practical Nursing</u></b></p> <table><tr><td><b>First Semester (15 weeks)</b></td><td><b>Credits</b></td></tr><tr><td>BIO1019**Anatomy &amp; Physiology for Health Sciences I &amp; II</td><td>7.5</td></tr><tr><td>NUR1101 Nursing Fundamentals</td><td>8.5</td></tr><tr><td>NUR1001 Clinical Judgement</td><td>1.0</td></tr><tr><td>NUR1102 Pharmacology</td><td>3.0</td></tr><tr><td><b>Second Semester (15 weeks)</b></td><td></td></tr><tr><td>NUR1110 Nursing Care of the Adult I</td><td>9.5</td></tr><tr><td>NUR1105 Nursing for the Family and. Nursing for Children</td><td>4.0</td></tr><tr><td>NUR1003 Critical Thinking Lab</td><td>2.0</td></tr><tr><td><b>Third Semester (19 weeks)</b></td><td></td></tr><tr><td>NUR1120 Nursing Care of the Adult II</td><td>9.5</td></tr><tr><td>NUR1125 Nursing Care of the Older Adult and Nursing for Mental Health</td><td>5.5</td></tr><tr><td>NUR1114 Nursing Seminar - Transition to Practice</td><td>1.5</td></tr><tr><td>REV1003 NCLEX-PN Review Course</td><td>0.0</td></tr><tr><td><b>Total</b></td><td><b>52</b></td></tr></table> <p>Students may take a sequence of BIO1017 &amp; BIO1018 or a BIO1019 course.</p>	<b>First Semester (15 weeks)</b>	<b>Credits</b>	BIO1019**Anatomy & Physiology for Health Sciences I & II	7.5	NUR1101 Nursing Fundamentals	8.5	NUR1001 Clinical Judgement	1.0	NUR1102 Pharmacology	3.0	<b>Second Semester (15 weeks)</b>		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	<b>Third Semester (19 weeks)</b>		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	<b>Total</b>	<b>52</b>	<p><b><u>Program of Study for Practical Nursing</u></b></p> <table><tr><td><b>First Semester (15 weeks)</b></td><td><b>Credits</b></td></tr><tr><td>BIO1090<sup>1</sup> Anatomy &amp; Physiology with Medical Terminology</td><td>6.0</td></tr><tr><td>NUR1090 Art of Nursing</td><td>1.5</td></tr><tr><td>NUR1095 Nursing Fundamentals With Intro to Pharmacology</td><td>11.5</td></tr><tr><td><b>Second Semester (15 weeks)</b></td><td></td></tr><tr><td>NUR1109 Nursing Care of the Adult I</td><td>9.5</td></tr><tr><td>NUR1105 Nursing for the Family and Nursing for Children</td><td>4.0</td></tr><tr><td>NUR1100 Critical Thinking Lab</td><td>3.0<sup>3</sup></td></tr><tr><td><b>Third Semester (19 weeks)</b></td><td></td></tr><tr><td>NUR1121 Nursing Care of the Adult II</td><td>9.5</td></tr><tr><td>NUR1128 Nursing Care of the Older Adult and Nursing for Mental Health</td><td>5.5</td></tr><tr><td>NUR1114 Nursing Seminar - Transition to Practice</td><td>1.5</td></tr><tr><td>REV1003 NCLEX-PN Review Course</td><td>0.0</td></tr><tr><td><b>Total</b></td><td><b>52</b></td></tr></table> <p><sup>1</sup>Students in a previous nursing cohort may take a sequence of BIO1017 and BIO1018. <sup>2</sup>Students in a previous nursing cohort will not be required to take NUR1090. <sup>3</sup>Students in Nursing cohort Summer 2021 and prior will take NUR1003 Critical Thinking Lab = 2.0 credits.</p>	<b>First Semester (15 weeks)</b>	<b>Credits</b>	BIO1090 <sup>1</sup> Anatomy & Physiology with Medical Terminology	6.0	NUR1090 Art of Nursing	1.5	NUR1095 Nursing Fundamentals With Intro to Pharmacology	11.5	<b>Second Semester (15 weeks)</b>		NUR1109 Nursing Care of the Adult I	9.5	NUR1105 Nursing for the Family and Nursing for Children	4.0	NUR1100 Critical Thinking Lab	3.0 <sup>3</sup>	<b>Third Semester (19 weeks)</b>		NUR1121 Nursing Care of the Adult II	9.5	NUR1128 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	<b>Total</b>	<b>52</b>
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## **Course Descriptions for Practical Nursing Curriculum**

*The following lists active courses as of Fall 2021, replacing any previous course descriptions*

### **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

\*This course only applies to students who completed BIO1017 and will no longer be offered following the Fall 2021 semester

### **BIO1090 Human Anatomy with Medical Terminology**

**6 credits**

*Course Description:*

This course studies the structure and function of the human body using the integrating principle of homeostasis and utilization of medical terminology for nursing students. Organization of the human body, organs, and systems are discussed. Emphasis is placed on the following organ systems/topics: integumentary, skeletal, muscular, nervous, senses, cardiovascular, lymphatic, immune, respiratory, endocrine, digestive, urinary, and reproductive as well as fluid/electrolyte balance, acid/base balance, pregnancy and growth & development and nutrition. This course includes additional clock hours outside of theory, theory application lab hours, and medical terminology activities.

*Prerequisites:* Placement into the nursing program by achieving required benchmark on TEAS exam.

*Co-requisites:* None

### **NUR1090 Art of Nursing\***

**1.50 credit**

*Course Description:*

This course helps the student adjust to the role as a student nurse, understand the nursing profession and prepare for successful practice through demonstration of essential nursing concepts such as caring, spirituality, presence, compassion, self-care and advocacy. This course will help the student with communicating effectively and preparing for the NCLEX-PN through good study and test taking skills. This course includes additional clock hours outside of class time.

*Prerequisites:* None

*Co-requisites:* None

\*This course applies to all incoming students in Fall 2021 and thereafter.

### **NUR1095 Nursing Fundamentals with Pharmacology**

**11.5 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, pharmacology, laboratory, simulation and clinical experiences for learning. Variations across the lifespan are considered. 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

*Co-requisites:* BIO1090 Human Anatomy with Medical Terminology or BIO1018 Anatomy and Physiology II

### **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:* NUR1101 Nursing Fundamentals

### **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

\*This course only applies to students taking NUR1109 in the Fall 2021 semester. This course will no longer be offered past the Fall 2021 semester.

### **NUR1100 Critical Thinking**

#### **3 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. Theoretical input will be supported by case study exploration and reflection and allow students to explore the complexity of clinical decision making and judgement within the healthcare industry. This course will enhance the student cognitive processes which underpins safe and effective care delivery in the healthcare setting 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:* NUR1090 Art of Nursing, NUR1095 Nursing Fundamentals w/intro to Pharmacology

### **NUR 1109 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. This course runs concurrently with Critical Thinking Lab.

*Prerequisites:* NUR1090 Art of Nursing (students entering Fall 2021 and thereafter) or NUR1001 Clinical Judgement for the PN (students who completed first semester nursing courses prior to Fall 2021), and NUR1095 Nursing Fundamentals with Pharmacology (students entering first nursing semester Fall 2021 and thereafter) or NUR1101 Nursing Fundamentals (students who completed first semester nursing courses prior to Fall 2021).



### **NUR 1105 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:* NUR1090 Art of Nursing (students entering Fall 2021 and thereafter) or NUR1001 Clinical Judgement for the PN (students who completed first semester nursing courses prior to Fall 2021), and NUR1095 Nursing Fundamentals with Pharmacology (students entering first nursing semester Fall 2021 and thereafter) or NUR1101 Nursing Fundamentals (students who completed first semester nursing courses prior to Fall 2021).

### **NUR 1121 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:* NUR1109 Nursing Care of the Adult I or NUR1110 Nursing Care of the Adult I

*Co-requisites:* NUR1003 Critical Thinking Lab or NUR1100 Critical Thinking

### **NUR 1128 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 his/her 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\*:* NUR1090 Art of Nursing or, NUR1095 Nursing Fundamentals with Pharmacology

\*For students who entered their first nursing semester prior to Fall 2021, prerequisites are as follows:

NUR1101 Nursing Fundamentals

### **NUR 1114 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\**: NUR1095 Nursing Fundamentals with Pharmacology, NUR1109 Nursing Care of the Adult I, NUR1105 Nursing for the Family and Nursing for Children, NUR1100 Critical Thinking, NUR1090 Art of Nursing  
\*For students who entered their first nursing semester prior to Fall 2021, prerequisites are as follows:  
NUR1101 Nursing Fundamentals, NUR1110 Nursing Care of the Adult I, NUR1105 Nursing for the Family and Nursing for Children, NUR1102 Pharmacology, NUR1003 Critical Thinking Lab, NUR1001 Clinical Judgement for the PN.

*Co-requisites*: NUR1121 Nursing Care of the Adult II or NUR1120 Nursing Care of the Adult II, NUR1128 Nursing Care of the Older Adult and Nursing for Mental Health

## **Developmental Courses**

**(Developmental Courses are not considered for credit)**

### **ENG0930 Reading and Mastering Study Skills**

#### **0 credits**

##### **Course Description:**

This course prepares students for college-level courses and exams that require the ability to read comprehensively and think critically. Students will learn in-depth methods of applying reading concepts, study strategies and critical thinking skills to college-level content texts. Group discussions and other in-class activities will allow students to: develop their study and comprehension skills, analyze critically what they have read or seen, acquire new vocabulary in context, articulate their inferences, and refine their ideas for individual writing assignments. Students will learn how to apply these strategies across the ATS curriculum. Students will use computers to document their in-class and home assignments.

*Prerequisites*: None

### **ENG0935 Writing Strategies**

#### **0 credits**

##### **Course Description:**

This course enhances and refines students' writing skills and develops their ability to use formal English. Students will learn to express their ideas clearly and precisely in complete sentences that comply with the standards of English grammar. Students will compose intelligible sentences free of serious errors in grammar, organization, and style. 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

### **MAT0930 Basic College Math**

#### **0 credits**

##### **Course Description:**

This course provides students with basic math skills required for success in college 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

### **Appendix A: Academic Calendar**

*The following has replaced the previous calendar.*

#### **Academic Calendar Summer 2021 - Fall 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.

<b>May 10, 2021</b>	<b>Summer Semester 2021 Classes begin</b>
May 21, 2021	Last day to add/drop classes without penalty
May 31, 2021	Memorial Day (NO SCHOOL)
July 5, 2021	July 4 <sup>th</sup> Holiday Observed (NO SCHOOL)
July 23, 2021	Last day to withdraw from classes with a "W"
August 12, Thursday August 24, 2021 Tuesday	Final Exams, Standardized testing and Remediation
August 24, 2021	Last day of Semester
August 25- September 3, 2021	Student Break (NO SCHOOL)
August 25- Sep.15, 2021	Chicago Summer Graduates NCLEX review class starts
September 15, 2021	Last day for Summer Semester Chicago Graduates

September 6, 2021	Labor Day (NO SCHOOL)
<b>Sep. 7, 2021</b>	<b>Fall Semester 2021 Classes begin</b>
September 17, 2021	Last day to add/drop classes without penalty
November 19, 2021	Last day to withdraw from classes with a "W"
November 25 – 26, 2021	Thanksgiving Break (NO SCHOOL)
December 6 – 17, 2021	Final Exams, Standardized testing and Remediation
December 17, 2021	Last day of Semester
December 20, 2021-December 31, 2022	Student Break (NO SCHOOL)
Dec. 20- Jan 18, 2022	Chicago Summer Graduates NCLEX review class starts
January 18, 2022	Last day for Chicago Fall Semester Graduates

<b>January 10, 2022</b>	<b>Spring Semester 2022 Classes begin</b>
January 17, 2022	Martin Luther King Day (NO SCHOOL)
January 21, 2022	Last day to add/drop classes without penalty
March 25, 2022	Last day to withdraw from classes with a "W"
April 11, 2022– April 22, 2022	Final Exams, Standardized testing and Remediation

April 22, 2022	Last day of Semester
April 25, 2022 – May 6, 2022	Student Break (NO SCHOOL)
April 25, 2022 – May 23, 2022	Summer Graduates NCLEX review class starts
May 23, 2022	Last day for Spring Semester Graduates

<b>May 9, 2022</b>	<b>Summer Semester 2022 Classes begin</b>
May 20, 2022	Last day to add/drop classes without penalty
May 30, 2022	Memorial Day (NO SCHOOL)
July 4, 2022	July 4 <sup>th</sup> Holiday (NO SCHOOL)
July 22, 2022	Last day to withdraw from classes with a "W"
August 8 - August 19, 2022	Final Exams, Standardized testing and Remediation
August 19, 2022	Last day of Semester
August 22 - September 5, 2022	Student Break (NO SCHOOL)
August 22 - Sep. 19, 2022	Summer Graduates NCLEX review class starts
September 19, 2022	Last day for Summer Semester Graduates

<b>September 6, 2022</b>	<b>Fall Semester 2022 Classes begin</b>
September 16, 2022	Last day to add/drop classes without penalty
November 18, 2022	Last day to withdraw from classes with a "W"
November 24-25, 2022	Thanksgiving Break (NO SCHOOL)
December 5 - December 16, 2022	Final Exams, Standardized testing and Remediation
December 16, 2022	Last day of Semester
December 19, 2022 - January 6, 2023	Student Break (NO SCHOOL)
December 19, 2022 - January 17, 2023	Fall Graduates NCLEX review class starts
January 17, 2023	Last day for Fall Semester Graduates

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

**Appendix B: Faculty and Administration**

The following has replaced the previous Appendix B

<b>Administration</b>		
Leonard Bykov <i>President</i>	Yelena Bykov <i>Chief Executive Officer</i>	
Dr. Misti Ludwig RN-BC <i>Nursing Program Administrator</i> Regis University Doctorate of Nursing Practice	Susan Elliot <i>Director of General Education</i> <i>Part-time instructor</i> MA, BA, St. Xavier University	Gina Anadilla <i>Operations Manager</i> BA, California State University Northridge
Rumy Kabir <i>Director of IG, Instructional</i> <i>Technology and Online Learning</i>	Irina Bondar <i>Financial Aid Director</i>	
<b>Nursing Faculty</b>		
Vivian Aguinaldo, RN, BSN Arellano University, Philippines <i>(Part-time instructor)</i>	Adibo Brou, MSN, RN MSN, Walden University BSN, Chicago State University <i>(Part-time instructor)</i>	Michelle Brown, DNP, MSN, BSN DNP, MSN, Walden University BSN, Olivet Nazarene University <i>(Part-time Instructor)</i>
Joan Gramata, NP, MSN, RN MSN, Rush University BSN, University of Illinois Chicago <i>(Part-time instructor)</i>	Ann Holland, MSN, RN MSN, Governors State University <i>(Part-time instructor)</i>	Brittany Jones MSN, RN MSN, Rush University <i>(Full-time instructor)</i>
Rose Loftin-Johnson, MSN, RN MSN, Benedictine University BSN, Elmhurst School <i>(Full-time instructor)</i>	Orlando Malate, DNP, MSN, BSN DNP, Walden University MSN, St. Xavier University BSN, University of Santo Tomas <i>(Full-time Instructor)</i>	Salithia Marsh, BSN, RN BSN, Benedictine University AAS in Nursing, City School of Chicago <i>(Part-time instructor)</i>
Milagros McChrystal, MSN, RN, BSN MSN, BSN, Lewis University <i>(Part-time instructor)</i>	Eniola Oshodi, MSN, RN, BSN MSN, BSN, Resurrection University <i>(Part-time instructor)</i>	Jamie Reason, MSN, BSN, RN MSN, BSN Olivet Nazarene University <i>(Full-time instructor)</i>
Wanda Robertson, MSN, RN MSN, American Sentinel University <i>(Full-time instructor)</i>	Anne Rosen, MSN, RN, BSN MSN, Benedictine University BSN, Florida International University <i>(Full-time instructor)</i>	Patricia Rusoff, MSN, RN MSN, Chamberlain University <i>(Full-time instructor)</i>
Vincent Sarroza, RN, BSN BSN, West Visayas State University <i>(Part-time instructor)</i>	Deborah Staggers, RN, BSN BSN, Howard University <i>(Part-time instructor)</i>	Cheryl Terry, MSN, RN MSN, Saint Xavier School BSN, Southern Illinois University <i>(Full-time instructor)</i>
Squavette Wilson, RN BSN, Governors State University <i>(Part-time instructor)</i>	Rashuna Miller	

<b>General Education Faculty</b>		
Earl Cater, EdD EdD, University of Phoenix <i>(Part-time instructor)</i>	Li'Anna Drossos Doctorate of Chiropractic in Chiropractic, Palmer School of Chiropractic BS in Biology, Northern Michigan University <i>(Full-time instructor)</i>	Nathan Linscheid Masters in Music, Northwestern University BS, University of Oregon <i>(Full-time instructor)</i>
Frederick Peters, Ph.D. PH.D., Psychology, Podiatric Medicine, Kent State University <i>(Part-time instructor)</i>		
<b>Staff</b>		
Dr. Aubrey Franklin <i>Student Affairs Advisor</i> PHD, Long Island University	Lauren Harkless <i>Registrar</i>	Amy Bieganski <i>Admissions Representative</i>
Makeva Glenn <i>Financial Aid Officer</i>	Dalia Kilyan <i>Bursar</i>	Brian Hedges <i>IT Specialist</i>
Robin Isabell, RN, MSN <i>Nursing Success Coach</i>	Lisa Elliot, MSN <i>Nursing Success Coach</i>	

**Appendix C: Tuition and Fees***The following has replaced the previous Financial Disclosure***TUITION & FEES**

TUITION	\$26,572.00	\$511/credit hour for 52 credits
FEES:		
Computer Lab Fee	\$285.00	(\$95 Per semester)
Malpractice Insurance	\$40.00	(Once a year charge)
Drug Test & Medical Records	\$60.00	(Once a year or as required by clinical agencies)
Graduation Fee	\$150.00	(Semester of graduation – no credit for not participating)
Semester Registration Fee	\$150.00	(\$50 Per semester)
Nursing Tote	\$200	One time only
Course Software Fee	\$350	(Second semester \$75- Adult 1; third Semester \$175- Adult 2 and \$100 Mental Health)
ATI testing and remediation	\$1665	(Broken up evenly per semester. i.e. 3 semesters = \$555 per semester)
Exam Access & Monitoring Fee	\$135	(\$85 first semester; \$25 all additional semesters)
<u>COURSE FEES:</u>		
NUR1101	\$245.00	Nursing Fundamentals
NUR1110	\$299.00	Nursing Care of the Adult 1
NUR1120	\$335.00	Nursing Care of the Adult 2
TOTAL COURSE FEES:		Total course fees: \$879
TOTAL PROGRAM COST:	\$30,486.00	
Miscellaneous Fees:		
Textbook Estimated cost	\$625.00	
ID Badge Replacement	\$25.00	
Wise Software	\$66.00	For students in the Developmental courses
Uniforms	\$32.00	Purchased by students from recommended vendors
TEAS Test package	\$276.00	For students in Developmental courses. Include practice and a 1 <sup>st</sup> trial
TEAS Test	\$65.00	per additional trial
VATI extension	\$75.00	In case student will not finish remediation after 12 weeks
3 <sup>rd</sup> 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)
Post-Graduation Estimated Cost: <i>Student responsible for all post-graduation fees.</i>		
Continental Testing Services	\$98	Required with the state of Illinois
Pearson Vue	\$200	Required for national PN NCLEX exam
Fingerprinting	\$65	From approved fingerprint vendors with Continental Testing Services.

Developmental Courses- no credit assigned: Tuition and fees will be adjusted to reflect scheduled developmental classes in the amount of \$1,668 for ENG0930 and MAT0930 courses, \$833 for ENG0935 course, \$66 Course software. Additional semester fees: \$50 for registration fee, \$95 computer lab, \$276 for TEAS test package, \$25 Exam access and monitoring, \$60 drug test and medical records, and \$40 malpractice insurance. The total program cost will be no more than \$35,267.

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

Estimated textbooks costs: 1st Semester: \$345.00; 2nd Semester: \$160.00; 3rd Semester: \$120.00.  
Developmental Semester: \$45

**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)



Appendix	Current State	Future State
E	<p><b><u>Appendix E: Readmission Policy</u></b></p> <p>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.</p> <p>For students that were terminated more than 2 years from the date of the last nursing course was completed:</p> <p>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.</p> <p>a. Students will be required to complete 26 credit hours of coursework to include:</p> <ul style="list-style-type: none"> <li>i. Nursing Care of the Adult I (9.5 credits)</li> <li>ii. Nursing Care of the Adult II (9.5 credits)</li> <li>iii. Nursing for Mental Health (3.0 credits)</li> <li>iv. Pharmacology (3.0 credits)</li> <li>v. Seminar (1.0 credits)</li> <li>vi. REV (0 credits)</li> </ul> <p>For students that were terminated within 6 months – 2 years from the date of the last nursing course was completed:</p> <p>Students will be required to complete 10.5 credit hours of coursework to include:</p> <ul style="list-style-type: none"> <li>● Nursing Care of the Adult II (9.5 credits)</li> <li>● Seminar (1.0 credits)</li> <li>● REV (0 credits)</li> </ul>	<p><b><u>Appendix E: Readmission No Exit Policy</u></b></p> <p>This is a Readmit Policy for Students who completed the Program but did not complete the Exit exam in a timely manner and were terminated.</p> <p>A student is only allowed to readmit <u>once</u> under this policy.</p> <p>To remain in the program students are required to meet the course progression requirements and cannot exceed the <i>Repeating Courses</i> policy. The student's prior academic record is maintained, and any repeated courses are counted toward the <i>Cause for Academic Termination</i> policy</p> <p>For students that were terminated more than 2 years from the date of the last nursing course was completed:</p> <p>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.</p> <p>7. Students will be required to complete 26 credit hours of coursework to include:</p> <ul style="list-style-type: none"> <li>● Nursing Care of the Adult I (9.5 credits)</li> <li>● Nursing Care of the Adult II (9.5 credits)</li> <li>● Nursing for the Older Adult and Nursing for Mental Health (5.5 credits)</li> <li>● Seminar (1.5 credits)</li> <li>● REV (0 credits)</li> </ul> <p>For students that were terminated within 6 months – 2 years from the date of the last nursing course was completed:</p> <p>Students will be required to complete 11 credit hours of coursework to include:</p> <ul style="list-style-type: none"> <li>● Nursing Care of the Adult II (9.5 credits)</li> <li>● Nursing Seminar (1.5 credits)</li> <li>● REV (0 credits)</li> </ul>
F	<p><b><u>Documentation for Clinical</u></b></p> <p><b>Medical Record Requirements:</b> 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</p>	<p><b><u>Documentation for Clinical</u></b></p> <p><b>Medical Record Requirements:</b> 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 must update any medical</p>

	<p>medical records will be removed from classes until the requirements are met.</p> <p>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.</p>	<p>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.</p> <p>Students beginning in the developmental semester must have all medical documentation completed and accepted by week 7 of the developmental semester. Students beginning in the nursing semester must have all medical documentation completed and accepted by the end of the first week of the semester with clinical courses.</p> <p>Medical Record Requirements are subject to change in accordance with clinical site requirements and will be required. Failure to complete Medical Record Requirements will bar a student from registering for courses with a clinical component.</p>
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