

ATS Institute of Technology

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School Catalog Addendum

*Spring 2023
Chicago*

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Spring 2023 changes for current and incoming Students:

In addition to “Fall 2022 School Catalog”, the following policy changes are in effect and replace/update those original policies with same name for the Spring 2023 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 State	Future State
4	<p><u>Cancellation</u></p> <p>New students who cancel their enrollment during the first two weeks of the semester will have a "canceled" status. The student is required to submit a new admission application to attend a future semester and is obligated to the tuition based on ATS refund policy.</p>	<p><u>Cancellation</u></p> <p>New students who cancel their enrollment during the first two weeks of the semester will have a "canceled" status. The student is required to submit a new admission application to attend a future semester and is obligated to the one-time fee and any used consumables.</p>
6	<p><u>Program Progression Policy</u></p> <ul style="list-style-type: none"> Clinical evaluations will reflect individual strengths and needs of the students. A main consideration is safe nursing practice. Carelessness, unsafe practice, and unprofessional behavior may constitute a failure at any time during the clinical rotation resulting in the failure of the course. For students who require developmental coursework: In order to be placed in nursing classes, students must successfully complete all developmental coursework, achieve a 1250 score on Lexile level reading and pass the TEAS test with the required benchmark. <i>See Appendix D: TEAS Procedures</i> 	<p><u>Program Progression Policy</u></p> <ul style="list-style-type: none"> Clinical evaluations will reflect individual strengths and needs of the students. A main consideration is safe nursing practice. Carelessness, unsafe practice, unprofessional behavior, and no call/no show attendance may constitute a failure at any time during the clinical rotation resulting in the failure of the course. For students who require developmental coursework: In order to be placed in nursing classes, students must successfully complete all developmental coursework, achieve a 1250 score on Lexile level reading, complete the practice assessment with required remediation, and pass the TEAS test with the required benchmark. <i>See Appendix D: TEAS Policy below</i>
8	<p><u>Add/Drop Period</u></p> <p><i>The future state was added to this policy.</i></p>	<p><u>Add/Drop Period</u></p> <p>Only students attending the current semester may add courses.</p>
8	<p><u>Attendance Policy</u></p> <p><i>The future state replaces the previous Attendance policy.</i></p>	<p><u>Attendance Policy</u></p> <p>Each student is expected to attend every class, lab, and clinical day for which the student is scheduled. Students must complete all required academic activities in each session.</p> <p>Students are responsible for work missed during an absence for any cause. If absences jeopardize progress in a course, the student's instructor may submit a "Course Warning Report" to the student. If a student continues absences that jeopardize progress in a course</p>

		<p>after the “Course Warning Report”, an instructor may drop such a student from the course; and any drop initiated by an instructor for a student’s lack of attendance past the drop date is recorded on the student’s permanent record with a grade of “WF”.</p> <p>Safe Online Class Attendance. Attending online classes while driving or working is prohibited. Students are to attend classes, including virtual course meetings, in a safe, learning environment. If a student is found driving or working while attending their class, they may be dismissed from the class session.</p>
9	<p><u>Withdrawal</u></p> <p><i>The following was removed.</i></p> <p>When a student withdraws from all classes, regardless of the withdrawal reason (i.e. courses, emergency leave), the student’s Financial Aid package will be re-evaluated based on the last day of attendance (LDA). For Federal Direct Loan purposes, the student will be considered withdrawn and the grace period will begin as of the last day of attendance. The student account shall be reviewed with the Bursar’s Office.</p>	
10	<p><u>Emergency Leave</u></p> <p>The Emergency Leave may be requested in circumstances that are considered unforeseen situations or events beyond the student’s control which directly and negatively affect academic performance. Emergency leave is approved on a case-by-case basis by the Nursing Program Administrator or designee. An Emergency Leave provides an opportunity for a student to withdraw from all courses up to two weeks before the end of the semester.</p> <p>All Emergency Leave Requests must be submitted within 10 days after the last date of attendance.</p>	<p><u>Emergency Leave</u></p> <p>The Emergency Leave may be requested in circumstances that are considered unforeseen situations or events beyond the student’s control which directly and negatively affect academic performance. Emergency leave is approved on a case-by-case basis by the Nursing Program Administrator or designee. An Emergency Leave provides an opportunity for a student to withdraw from all courses up to the end of week 11 of the semester requested.</p> <p>All Emergency Leave Requests must be submitted within 10 days after the last date of attendance.</p>
11	<p><u>Return from Leave Policy</u></p> <p>If a student does not return to the institution at the expiration of an approved leave, the student’s withdrawal date will be the last day of academic attendance as determined by the attendance records on file. In addition, the grace period of loan repayment is also determined by the withdrawal date.</p>	<p><u>Return from Leave Policy</u></p> <p>All requirements must be completed 14 days prior to the semester of return.</p> <p>If a student does not return to the institution at the expiration of an approved leave, the student’s withdrawal date will be the last day of academically related activity. In addition, the grace period of loan repayment is also determined by the withdrawal date.</p>

15	<p><u>Student Code of Conduct While Providing Nursing Care</u></p> <p><i>The following was removed.</i></p> <ul style="list-style-type: none"> • A student shall not prescribe any drug or device to perform or induce an abortion, or otherwise perform or induce an abortion. 	
15	<p><u>Student Code of Conduct While Providing Nursing Care</u></p> <p><i>The future state was added to this policy.</i></p>	<p><u>Student Code of Conduct While Providing Nursing Care</u></p> <p>A student shall not</p> <ul style="list-style-type: none"> • Abandon a patient
16	<p><u>Corrective Action</u></p> <ul style="list-style-type: none"> • Disciplinary Dismissal - Permanent termination of student status effective upon a specified date. 	<p><u>Corrective Action</u></p> <ul style="list-style-type: none"> • Disciplinary Dismissal - Permanent termination of student status effective upon a specified date. A disciplinary dismissal bars the student from campus and partner facilities.
16	<p><u>Behavioral Violations</u></p> <p><i>The future state was added to this policy.</i></p>	<p><u>Behavioral Violations</u></p> <ul style="list-style-type: none"> • Leaving early from clinical without instructor approval
20	<p><u>Academic Appeals</u></p> <p>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><u>Academic Appeals</u></p> <p>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 or academic dishonesty.</p>
27	<p><u>Extended Enrollment Period</u></p> <p><i>The following was removed.</i></p> <p>However, a student cannot exceed 150% of the standard time frame either as a regular student or in an extended enrollment status and receive the original credential for which he or she is enrolled.</p>	
32	<p><u>Return of Title IV Funds (R2T4)</u></p> <p><i>The following procedure was removed from the policy</i></p> <p>Procedure for Calculation and Return of Title IV (R2T4) funds payments:</p>	

	<p>The ATS FA office is responsible to complete the Return of Title IV funds payments correctly and timely. The Calculation of R2T4 must be performed for any financial aid recipient who ceases the enrollment prior to the end of the term in which FA was disbursed or was scheduled to be disbursed. The calculation of R2T4 must be performed within 30 days from the Date of Determination (DOD).</p> <p>The DOD defined as follows:</p> <ol style="list-style-type: none"> 1) For unofficial withdrawals, the DOD is no more than 14 days from the Last Date of Attendance (LDA). 2) For official withdrawals, whatever is earlier the official WD date or the 14th day from the last day of attendance. 3) For students who do not start the next semester the DOD is no later than the last date of the Add/Drop period. 4) For students who have not returned from the leave of absence the DOD is the first day of the semester the student is supposed to return. 	
36 - 38	<p><u>Course Descriptions for Practical Nursing</u></p> <p><i>The future state was added to this policy.</i></p>	<p><u>Course Descriptions for Practical Nursing</u></p> <p>The BIO1090 Human Anatomy with Medical Terminology course is included as a prerequisite to the following courses:</p> <ul style="list-style-type: none"> • NUR1100 Critical Thinking • NUR1105 Nursing for the Family and Nursing for Children • NUR 1109 Nursing Care of the Adult 1 • NUR1128 Nursing Care of the Older Adult and Nursing for Mental Health
38	<p><u>Support Courses</u></p> <p><i>The future state course was erroneously omitted in previous School catalogs and has remained in effect.</i></p>	<p><u>Support Courses</u></p> <p>NUR0940 Nursing Exit Seminar 0 credits</p> <p>This is a required course for any student who fails the Comprehensive Exit Examination the first time. An individual focused plan of remediation will be developed by the student and faculty coach. Class will incorporate various strategies and test taking techniques to maximize opportunities for success. Completion of the seminar will occur when the student reaches the course examination's established benchmark.</p>
38	<p><u>Support Courses</u></p> <p><i>The future state was added</i></p>	<p><u>Support Courses</u></p> <p>NUR0950 PN Comprehensive Exit Seminar 0 credits</p>

		This is a required course for any student who failed the Comprehensive Exit Examination and has been assigned by the Nursing Program Administrator. An individual focused plan of remediation will be developed. Class will incorporate support programs and will incur an additional fee per vendor used. Completion of the seminar will occur when the student reaches the established benchmark.
Appendix C	<p><u>Tuition and Fees</u></p> <p><i>The following was removed</i></p> <ul style="list-style-type: none"> ● Course test out fee under No exit readmission: \$150 	
Appendix C	<p><u>Tuition and Fees</u></p> <p><i>The future state was added</i></p>	<p><u>Tuition and Fees</u></p> <p>Miscellaneous Fees:</p> <ul style="list-style-type: none"> ● NUR0950 Support Course Fee - \$485
Appendix F	<p><u>Documentation for Clinical</u></p> <p>Students beginning in the developmental semester must have all medical documentation completed and accepted by week 12 of the developmental semester. Students who do not meet the medical compliance requirements by the stated deadlines, will not be enrolled in the Nursing Fundamentals course in the following semester.</p> <p>Students beginning in the nursing semester must have all medical documentation completed and accepted by the end of the second week of the semester of acceptance. Students who do not meet the medical compliance requirements by the stated deadline will be disenrolled from the Nursing Fundamentals course.</p>	<p><u>Documentation for Clinical</u></p> <p>Students beginning in the developmental semester must have all medical documentation completed and accepted by week 12 of the developmental semester. Students who do not meet the medical compliance requirements by the stated deadlines, will not be enrolled in the Nursing Fundamentals course in the following semester. Students who complete after the week 10 deadline will be placed on a waiting list and enrolled if space allows.</p> <p>Students beginning in the nursing semester must have all medical documentation completed and accepted by the end of the second week of the semester of acceptance. Students who do not meet the medical compliance requirements by the stated deadline will be removed from the Nursing Fundamentals course.</p>

The following policy updates replace the previous policies noted.

25	<p><u>Determination of Withdrawal Date</u> <i>(Replaces “Determination of Withdrawal Date”)</i></p> <p>Official Withdrawal – The date the student initiates the withdrawal process.</p> <p>To initiate the withdrawal process, students may submit the Withdrawal form, call to the corresponding office, send an email or submit a written request or orally in person or by mail to the Student Services, Program Director, Bursar, or Financial Aid office.</p> <p>A student who contacts the college and only requests information on aspects of the withdrawal process, such as the potential consequences of withdrawal, would not be considered a student who is indicating that he or she plans to withdraw.</p> <p>Official notification not provided by the student</p> <p>1. Withdrawal date for administrative withdrawals.</p> <ul style="list-style-type: none">a. If the college administratively withdraws a student, the withdrawal date will be the date of the event that caused the school to make that decision to withdraw the student.b. If the college administratively withdraws a student because all of the student’s instructors report that the student has ceased attendance at the end of the second week of the semester, the withdrawal date will be the end of the second week.c. If all student’s instructors report that student attendance jeopardizes progress in their course and recommends to withdraw the student from the course, then the withdrawal date for that student will be the last date a student participated in an academically related activity. <p>2. Withdrawal date for unofficial withdrawals. The last date of an academically related activity in which the student participated will be used as a Withdrawal date.</p>
Appendix D	<p><u>Appendix D: TEAS Policy</u> <i>(Previously named “TEAS Procedures- students taking Developmental courses” and “TEAS Remediation Policy”. The “TEAS Policy” replaces both)</i></p> <p>Students must have a passing Lexile score, pass all of their developmental courses and complete the practice assessment with required remediation to be eligible to sit for the TEAS exam. Any attempt at TEAS without clearance will result in a voided test score and must be taken when approved by ATS.</p> <p>Students who successfully pass the TEAS exam and score under 58% in any individual category, must complete a remediation program chosen and assigned by ATS. The remediation must be completed in the timeline assigned, prior to entering the first Nursing semester.</p> <p>Students may have a maximum of two attempts to successfully pass the TEAS exam. If a student is unsuccessful after a second attempt, the student will be dismissed from the Program.</p>

	<p>Students that score below the required benchmark will be given two options to choose:</p> <p>Option 1. Sit out a semester while working on a TEAS preparation program (as assigned by ATS). Once successfully completed with the required preparation program, they will be eligible to take the final attempt at the TEAS examination. If the student chooses this option, the student may request to sit out for one semester. The student will be required to meet the deadlines and assigned preparation program approved by the General Education Director to be eligible for the final TEAS attempt.</p> <p>Option 2. Remediate within the prescribed timeline after the initial TEAS attempt:</p> <ol style="list-style-type: none"> a. Students will complete a TEAS remediation program based upon their TEAS score as assigned by the General Education Director. This may include self-study, instructor remediation, and TEAS preparation programs. b. Students will have to successfully complete TEAS remediation by the given deadline in order to sit for the final attempt at the TEAS exam. <p>A student dismissed from the school due to not passing the TEAS exam will only be eligible to apply for readmission by submitting proof of college coursework or equivalent within all areas where the student scored below 45%. Coursework submitted will be evaluated by the General Education Director and/or the Nursing Program Administrator for approval of eligibility to apply for readmission. Eligibility to apply for readmission does not guarantee readmittance to the program (see Appendix N: Readmission Guidelines).</p>
Appendix E	<p><u>Readmission – No Exit Appeal Policy</u> <i>(Replaces the previous Readmission - No Exit Appeal policy.)</i></p> <p>No Exit Appeal Process for students dismissed up to 2 semesters from their last nursing course.</p> <p>A student requesting to immediately return into the nursing program, following an unsuccessful exit process must complete the following:</p> <ol style="list-style-type: none"> 1. The student must notify the Registrar’s Office via readmission request form that an appeal is being requested. The notification must be received within 30 days prior to the semester applying for readmission. 2. The Student will provide the appropriate documentation which will be given in the Registrar’s letter along with the required submission deadline. 3. The Registrar's office will schedule the student with the Enrollment Appeals Committee (EAC) after the appropriate documentation is received. 4. The appeal request process must be completed within the semester of the course failure. 5. The student will be notified of the Enrollment Appeals Committee decision in writing within 3 business days of the committee meeting. The decision by the Enrollment Appeals Committee is final. 6. If a student appeal is approved, and the student does not return the following semester, the student will be required to follow the readmission process provided they are not more than 2 semesters from their last nursing course. 7. An appeal granted or denied constitutes the final opportunity for a student to complete the Nursing Program. If a student is unsuccessful in any requirements, there is no other opportunity to complete the exit process. 8. Students will be required to complete coursework as recommended by the Nursing Program Administrator. 9. In the event a student exceeds 150% of the maximum time frame allowed to complete the program, the student may submit a Maximum Time Frame appeal. In cases where the appeal is granted, students may continue with readmission.

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| | <ol style="list-style-type: none">10. Upon successful completion (passing score and/or C or better) of the required components, the student will proceed with the program exit examination requirements.11. Only one attempt of the Exit Exam will be allowed. |
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Students that are more than 2 semesters from the last date of the last nursing course will not be eligible for readmission.

The following Academic Calendar replaces the previous published Academic Calendar.

Appendix A: Academic Calendar Spring 2023 - Spring 2024

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 who are withdrawing from the semester are required to follow the Withdrawal policy outlined in the School Catalog and review the Refund policy to understand financial obligations to the school.

SPRING 2023 SEMESTER	
January 9, 2023	Spring Semester 2023 begins
January 16, 2023	Martin Luther King Day (CAMPUS CLOSED)
January 20, 2023	Last day to add/drop classes without penalty
February 20, 2023	Presidents' Day (CAMPUS CLOSED)
March 24, 2023	Last day to withdraw from classes with a "W"
April 12, 2023– April 18, 2023	Final Exams, Standardized testing and Remediation
April 22, 2023	Last day of Semester
April 24, 2023 – May 5, 2023	Student Break (NO SCHOOL)
May 22, 2023	Last day for Spring Semester Graduates

SUMMER 2023 SEMESTER	
May 8, 2023	Summer Semester 2023 begins
May 19, 2023	Last day to add/drop classes without penalty
May 29, 2023	Memorial Day (CAMPUS CLOSED)
June 19, 2023	Juneteenth (CAMPUS CLOSED)
July 4, 2023	July 4 th Holiday (CAMPUS CLOSED)
July 21, 2023	Last day to withdraw from classes with a "W"
August 7 - August 18, 2023	Final Exams, Standardized testing and Remediation
August 19, 2023	Last day of Semester
August 21- September 4, 2023	Student Break (NO SCHOOL)
September 18, 2023	Last day for Summer Semester Graduates

FALL 2023 SEMESTER	
September 4, 2023	Fall Semester 2023 begins
September 4, 2023	Labor Day (CAMPUS CLOSED)
September 15, 2023	Last day to add/drop classes without penalty
November 10, 2023	Veterans Day Observed(CAMPUS CLOSED)
November 17, 2023	Last day to withdraw from classes with a "W"
November 23-25, 2023	Thanksgiving Break (CAMPUS CLOSED)
December 4 - December 15, 2023	Final Exams, Standardized testing and Remediation
December 16, 2023	Last day of Semester
December 18, 2023 - January 5, 2024	Student Break (NO SCHOOL)
December 22, 2023	Campus Closed at 1pm

December 25, 2023	Christmas Day (CAMPUS CLOSED)
December 29, 2023	Campus Closed at 1pm
January 1, 2023	New Year's Day (CAMPUS CLOSED)
January 15, 2024	Last day for Fall Semester Graduates

SPRING 2024 SEMESTER

January 8, 2024	Spring Semester 2024 Classes begin
January 15, 2024	Martin Luther King Day (CAMPUS CLOSED)
January 19, 2024	Last day to add/drop classes without penalty
February 19, 2024	Presidents' Day (CAMPUS CLOSED)
March 22, 2024	Last day to withdraw from classes with a "W"
April 8, 2024– April 19, 2024	Final Exams, Standardized testing and Remediation
April 20, 2024	Last day of Semester
April 22, 2024 – May 3, 2024	Student Break (NO SCHOOL)
May 17, 2024	Last day for Spring Semester Graduates

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

CAMPUS CLOSED = Students and Staff off

NO SCHOOL - Students off

Appendix K:
Institutional Disclosures Report
This report replaces the previous report.

Institutional Disclosures Report

Reporting Period: July 1, 2021 - June 30, 2022

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

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

DISCLOSURE REPORTING CATEGORY	<i>Practical Nursing Program</i>	<i>Insert Name of Program Here</i>			
A) For each program of study, report:					
1) The number of students who were admitted in the program or course of instruction* as of July 1 of this reporting period.	233				
2) The number of additional students who were admitted in the program or course of instruction during the next 12 months and					

classified in one of the following categories:						
	a) New starts	270				
	b) Re-enrollments	13				
	c) Transfers into the program from other programs at the school	0				
3) The total number of students admitted in the program or course of instruction during the 12-month reporting period (the number of students reported under subsection A1 plus the total number of students reported under subsection A2).		516	0	0	0	0
4) The number of students enrolled in the program or course of instruction during the 12-month reporting period who:						
	a) Transferred out of the program or course and into another program or course at the school	0				
	b) Completed or graduated from a program or course of instruction	109				
	c) Withdrew from the school	155				
	d) Are still enrolled	253				
5) The number of students enrolled in the program or course of instruction who were:						
	a) Placed in their field of study	67				
	b) Placed in a related field	20				
	c) Placed out of the field	0				

d) Not available for placement due to personal reasons	1				
e) Not employed	22				
B1) The number of students who took a State licensing examination or professional certification examination, if any, during the reporting period.	104				
B2) The number of students who took and passed a State licensing examination or professional certification examination, if any, during the reporting period.	81				
C) The number of graduates who obtained employment in the field who did not use the school's placement assistance during the reporting period; such information may be compiled by reasonable efforts of the school to contact graduates by written correspondence.	unknown				
D) The average starting salary for all school graduates employed during the reporting period; this information may be compiled by reasonable efforts of the school to contact graduates by written correspondence.	unknown				

*Course of Instruction is defined as a standalone course that meets for an extended period of time and is individual courses that make up a Program of Study are not considered courses of instruction.

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

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

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