

ATS Institute of Technology

www.atsinstitute.edu



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FOREWORD

WELCOME TO OUR SCHOOL!

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

ATS Institute of Technology wants to be the school that helps you achieve your professional goals. Our school understands the needs of mature students, and we are sensitive to the obligations you have at home or work. To help you fit classes into your already busy life, we have designed a convenient schedule of classes. We are always open to suggestions and available to answer your questions.

Our system of professional education is proven by many generations of graduates to achieve the highest levels of learning. Our teaching methods provide for a dynamic exchange of information among faculty members and administrators, ensuring ongoing enrichment of the curriculum.

We offer to our students' specific knowledge and critical professional skills desired by today's employers. Our educational program is routinely updated to reflect the rapidly changing information and current and future needs of the job market.

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General Information

The primary role of ATS Institute of Technology as an academic institution is to deliver exceptional education and service to its students. A consistent focus on delivery of quality education supports the mission and requires the School to plan ahead but also respond to current market demands. Current student demographics represent diverse ethnic and racial backgrounds. Students who enter school are from recent high school graduates to at an older age or changing their careers. Experienced nurse educators as well as recent clinical professionals represent the faculty at the School. The educational experience at the School values and reflects the diverse student population. The School has strived to gain a reputable name in the local communities and to continue its excellence.

ATS policies have been formulated in the best interests of students and the School. The School reserves the right to implement changes to policies. However, changes to policies for program completion will apply to students in the incoming cohort. When a change is made to a policy that affects students, they will be notified by ATS email with a link to the newly published Catalog and/or Addendum.

Ownership

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

About ATS

Historically ATS Institute of Technology was founded as a computer school in 1997. The first Practical Nursing class was enrolled in 2006 in Ohio and then the Chicago location opened in 2011 for the Practical Nursing program. The school is incorporated in the State of Ohio and registered in the State of Illinois. ATS is an academic nursing institution with professional faculty, administrative expertise, modern equipment, current materials and teaching methods, and a metropolitan campus environment which provides the foundation for learning experience. The Practical Nursing Program stresses practical application and provides hands-on experience necessary for the students to succeed in a professional career. Day and evening classes are offered to accommodate the challenging and complex lives of students.

Mission

The mission of the school is to create and provide a high-quality educational experience to each individual student seeking to establish a successful career. The School is committed to offering health care programs designed to satisfy local and regional demands and equip students with a wide range of academic knowledge.

Vision and Goals

Through innovation, the school will be the school that people choose for exceptional education and exemplary graduates' performance.

Core Values

To pursue our vision within an education environment that promotes integrity, respect, fairness, quality performance, accountability, and dedication to education.

The educational experience at the school is aimed at the full development of the potential each student brings to school. Administrative expertise, a professional faculty, modern equipment, current materials and teaching methods, and an environment designed for learning contribute to the achievement of our mission. Our program stresses practical application and provides hands-on experience necessary for the students to succeed in their professional career.

Strategic Initiatives and Goals

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

- 1) Education Quality
 - a) Graduate exceptional nurses who will serve global health care communities.
 - b) Strengthen and develop organizational quality that promote an excellent learning environment.
 - c) Monitor student success from admission to graduation through teaching, advisement, and mentoring.
 - d) Provide ongoing and systematic program evaluation focusing on student performance and achievement of program learning outcomes.
- 2) Dedicated Faculty and Staff
 - a) Create a school-wide culture that embraces high faculty satisfaction and loyalty to the School.
 - b) Strengthen the faculty development program and mentoring new faculty.
 - c) Exceptional Service
 - d) Create a school-wide culture of exceptional student-centered needs services.
 - e) Facilitate interaction between faculty and students.
 - f) Offer advanced computing facilities with updated software and internet access.
 - g) Develop continuous improvement strategies with measurable outcomes
- 3) Growth
 - a) Strengthen and build relations with community and health care providers in the Chicago area that will advance the mission of the School.
 - b) Develop strong mutually supportive and beneficial relations with clinical affiliates.

Accreditation, Approvals and Authorizations

Accreditation

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

Approvals

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

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

Program Approvals

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

The Facility and Instructional Equipment

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

Our facilities are equipped with spacious classrooms, computer labs, nursing tech labs, tutoring centers, administrative offices, and a student lounge. Our equipment is well maintained and constantly updated to reflect current standards. The onsite administrator handles day-to-day issues and overseas students' services.

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

Hours of Operation

School Main Office Hours: Monday – Friday 8am – 5pm

Class Time

Day Track Hours: Monday – Friday: 8:00am – 5:00pm

Evening Track Hours: Monday – Friday 4pm – 10pm & Saturdays/Sundays 8am – 5pm

Students may be assigned day or evening clinical/lab rotations during the week or weekend, regardless of Day or Evening track.

Clinical hours may vary depending on the course and availability of clinical sites and may be at any time from 6:30 am – 12:00 (Midnight). This includes weekdays and weekends, regardless of Day or Evening track.

Admissions Policies

Admission and Registration

General Information for Entrance

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

Only those applicants who have an informed interest in a program of study and who are dedicated to finding employment in the related field upon completion of the program should consider registering for a program. It is the responsibility of the applicant to ensure that work schedules or other commitments do not conflict

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

Admission Requirements

- 1) Achievement of the minimum required score on the entrance exam
- 2) Possess a diploma from an accredited high school or its equivalent.
- 3) Valid State issued ID - for IL or IN
- 4) A cleared record with the Health Care Worker Registry in Illinois or Indiana State Nurse Aide Registry. Any student whose record displays administrative findings of abuse, neglect, or misappropriations of property must present documentation from current employer or state waiver. (Waivers will be handled on a case-by-case basis.)

ATS Institute of Technology reserves the right to deny admission previously accepted if any of the items listed above are not successfully completed or found to be falsely represented.

Students are required to attend a mandatory orientation session. Students receive an Enrollment Agreement after attending the orientation session.

All prospective students are highly encouraged to review the School Catalog prior to signing an Enrollment Agreement.

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

- 1) Sign the enrollment agreement and other required documentation.
- 2) Complete Background check and drug testing within 7 days of the start of the semester.
- 3) Complete documentation for clinical experience based on your program plan. (See “Appendix F: Documentation for Clinical”)

High School Requirements

Applicants must possess a high school diploma or its equivalent. All applicants must provide evidence of a high school diploma or its equivalent to the School prior to the commencement of the first day of the student's scheduled start date. Evidence of high school graduation or its equivalent must include the applicant's name and graduation date as well as the name and location of the high school attended including, city, state, and graduation year. The School will verify that the high school or program was approved by the applicable governing or state authority, if approval is required by applicable law.

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

The equivalent to a high school diploma includes GED®, HiSET™, TASC™, or other approved high school equivalency certificate.

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

Students who do not possess a high school diploma or its equivalent may not apply for admission. Should we be unable to verify a student's education or determine that the student's education does not meet the requirements, the student's enrollment will be canceled. Any paid tuition will be returned to the student.

Determining Student's Physical Location

During the enrollment process, students complete the Enrollment Agreement. The Enrollment agreement contains the students' physical address. Student's physical location will be determined at the time of enrollment through two methods: 1) address on the Enrollment Agreement, and 2) a copy of a government issued identification card. Students are required to notify the School if they have a change in physical address while enrolled at the School.

The Minimum Technical Requirements

Disclosure

Distance delivery coursework at ATS will require minimum technical resources in order for students to participate and complete assignments virtually through various online technologies. *See Appendix J: Minimum Computer System Requirements Policy.*

Entrance Exam and Course Placement

Prospective students are required to pass the entrance exam with the required score determined by the school faculty and administration to proceed with the admissions process. Students will be placed in courses based on the entrance exam results. *See Appendix M: Entrance Exam and Course Placement.*

Background Checks and Convictions

A background check must be submitted within the first 7 days in a student's first semester of enrollment. Failure to submit the background check within the first 7 days, will cancel a student's enrollment.

ATS may cancel or terminate a student's enrollment if the student meets any one or more of the following criteria:

- 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.
- 2) The individual has been convicted of a crime that involved any of the following noted below:
 - a. Required to register under the Sex Offender Registration Act.
 - b. Involved in involuntary sexual servitude of a minor.
 - c. Involved in misdemeanor criminal battery against any patient in the course of patient care or treatment.

The Admissions Department designated staff will contact students with positive background check results. Depending upon the severity or type of incident, students will be advised that clinical agencies have the right to deny students clinical placement.

Please see the following link for the IL State Board of Nursing application in regards to licensure and criminal convictions. Click on the Applicants FAQs dropdown for a PDF with more information: <https://idfpr.illinois.gov/About/FAQ.asp>

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

Any misrepresentation or omission of facts requested on the application (including disclosure of convictions) is cause for disqualification of the application process or for dismissal from ATS Institute of Technology, if enrolled.

Drug Testing

A standardized drug screen must be submitted within the first 7 days in a student's first semester of enrollment. Failure to submit the drug screen within the first 7 days, will cancel a student's enrollment. *See Drug Testing Policy.*

Medical Compliance

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 document with an expiration date to ensure that they are current and on file in the Nursing Department Office for students to be placed in the clinical setting.

Students 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 deadline, will not be enrolled in the Fundamentals course in the following semester.

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 unenrolled from the Fundamentals course. *See Appendix F: Documentation for Clinical.*

Americans with Disabilities Act

ATS Institute of Technology complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 and does not discriminate on the basis of disability. Inquiries or concerns regarding this policy or assistance with accommodation requests can be brought to the attention of the Director of Nursing/ Title IX Coordinator: p: 312-300-0980; e-mail: lfalbo@atsinstitute.edu. A copy of this policy can also be found at www.atsinstitute.edu.

Students Seeking Reasonable Accommodations

In accordance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act (ADA) as amended, the School abides by the regulation that “no otherwise handicapped individual” shall be excluded from participation in the programs and services offered by the School “solely by reason of the handicap.” A student is eligible for consideration for accommodations and/or auxiliary aids and services if the student has a disability and the Director of Nursing has met with the student and determined that the functional limitations of the disability require such accommodation, auxiliary aids and/or services.

A student with a disability who cannot wear a mask, or cannot safely wear a mask, because of a disability as defined by the Americans with Disabilities may request accommodations to the masking requirements.

A student with a disability who requires some modification in the student educational program must do the following:

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

The accommodations may be affected by the timeliness of the student request and the nature of the accommodation requests. ADA does not require institutions to provide accommodations that result in an undue burden or fundamentally alter the nature of the course or relevant academic program. To request reasonable accommodation, please contact the Director of Nursing at 312-300-0980 or lfalbo@atsinstitute.edu

Equal Opportunity Statement

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

Admissions Deferment

During the first two weeks of a semester, new students may request to defer their admission to the following semester. The student must attend the following semester to be considered "deferred". If the student does not attend the following semester, their status will be changed to "canceled" and they are responsible for the cancellation policy.

Cancellation

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 any non-refundable 3rd party service fees used through ATS institute.

Readmission Policy

A former student may apply for readmission to his or her program of study. Generally, a student will not be considered for readmission more than one time unless there are exceptional extenuating circumstances, such as military deployment. The applicant for readmission must satisfactorily demonstrate that the barriers that prevented the student from successfully completing his or her program during the previous enrollment have been resolved, and that there is a reasonable probability that he or she can complete the program of study within the maximum time frame.

The readmission process takes approximately 30 days to complete as the applicant is required to submit an application, Enrollment Appeal, complete standardized and skills testing (as applicable), complete all current admissions requirements (including background check, drug testing, and medical compliance), and to meet with the Enrollment Appeals Committee. The decision by the Enrollment Appeals Committee is final.

Students will be readmitted subject to meeting the policies and program requirements as outlined in the Student catalog in effect for the cohort they will be placed in. A new enrollment agreement must be signed prior to the beginning of the semester.

A former student who is subject to any of the following is not eligible to apply for Readmission:

- Students who were dismissed for violating the Academic Dishonesty Policy and/or the Code of Conduct.
- Students not in good standing with school financial obligations.
- Students dismissed for academic performance.

Detailed steps to apply for readmission *See Appendix P: Readmission Guidelines.*

Program Completion / No Exit Exam

Students who completed the program and were dismissed because they did not take/pass the exit exam in the prescribed time must follow the Readmission-No Exit policy. *See Readmission - No Exit Policy.*

Important: Students who are readmitting under this policy refer to *Comprehensive Exit Examination* for the number of opportunities to take the ATI Comprehensive Predictor.

Academic Policies and Procedures

Transferability of credits, advanced placement and experiential learning

Acceptance of Credits on Transfer

ATS Institute of Technology may grant credits earned for previous education courses from institutions located in the United States or its territories. Transfer of credits from other institutions accredited by an agency recognized by the U.S. Education Department (ED) or the Council for Higher Education Accreditation (CHEA), including military training.

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

The Admissions Department processes transfer credits using the following guidelines. Course/credits must be compatible with the course/credits equivalent at ATS. To satisfy the competency, courses requested for transfer must satisfy the following:

- Anatomy & Physiology with Medical Terminology will be considered for transfer if completed with a grade representing 80% on the transcript grade scale or higher within the last 5 years. Syllabi must be provided for review. If the course did not include Medical Terminology, the student will be required to pass Medical Terminology coursework assigned by ATS.
- English, Math, and nursing courses are not accepted for transfer.

The student will be informed if the transfer is approved within one week after documentation has been submitted to ATS.

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

Advanced Placement and Experiential Learning

ATS does not accept advanced placement or credit for experiential learning or life experience. Credit for experiential learning or life experience will only be considered for acceptance as part of the academic evaluation for veteran students.

Transferability of Credits and Credentials Earned at Our Institution

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

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

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

Course Grading and Quality Points

Grades are earned and awarded in each course and are recorded on the student's permanent record at the end of each academic term. Evaluation of student achievement will be made in relation to the attainment of the specific objectives (outcomes) of the course. At the beginning of a course the instructor will explain these objectives (outcomes) and the basis upon which grades are determined.

There is no rounding up or rounding down of any course grade. Grades are assigned in accordance with the following scale:

Grades	Numerical Equivalent	Quality Points
A	98-100%	4.0
A-	95-97.99%	3.7
B+	92-94.99%	3.3
B	88-91.99%	3.0
B-	85-87.99%	2.7
C+	82-84.99%	2.3
C	78-81.99%	2.0
D	69-77.99%	1.0 - not pass
F	Below 69%	0.0
I	Incomplete	0.0
P	Pass	0.0
W	Withdraw	0.0
WF	Withdraw Fail	0.0
NG	No Grade	0.0

I - Incomplete

Only students who experience unforeseeable emergencies and have supporting documents and are in good class standing at the

end of the semester may qualify for receiving an “I” grade. A student receiving a grade of “I” needs to correct any deficiencies no later than the start of the following semester. An incomplete grade not corrected within the prescribed period will result in an “F” for the class, requiring the student to repeat the course.

W - Withdraw

A student will receive a “W” if he or she withdraws by the end of the published withdrawal date regardless of the student’s academic status in the course at the time of the withdrawal. Courses, which are marked with a “W,” are not included in calculation of the GPA.

WF - Withdraw Fail

This grade is equal to the “F” and is calculated for GPA.

Cause for WF Grade.

- 1) Referral from instructor due to non-engagement.
- 2) Any withdrawal after the published withdrawal date.
- 3) Faculty withdrew a student due to inability to pass the course mathematically.
- 4) The clinical or lab component of the course failed before completion of the semester.

NG - No Grade

This grade indicates a non-punitive grade and is assigned at the discretion of the registrar for a course(s) in which the student has completed a major portion of the course and is in a good academic standing but has been unable to complete course requirements under extenuating circumstances. A grade of NG has a maximum of one semester. Failure to complete course requirements will revert to a grade of “F”. SAP will be recalculated at the time of the grade change.

Program Progression Policy

To progress, the student must achieve the following:

- Students must receive a 78% or higher in both testing and non-testing scores to successfully pass the course. Therefore, if the overall grade is passing, but either testing or non-testing is not at 78%, the student grade will be recorded as a “D”. 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.
- Students in Math and Nursing Seminar courses must receive an 80% or higher in both testing and non-testing scores to successfully pass the course.
- Students in a Pass/Fail course must complete the requirements determined within the course syllabi to successfully pass the course.
- Clinical evaluations will reflect individual strengths and needs of the students. A main consideration is safe nursing practice. Carelessness, unsafe practice, and 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.
- Meet the Standardized Testing Progression. Students that score below an indicated proficiency level on Standardized Testing are subject to the Standardized Testing Progression Policy. *See Appendix F: Standardized Testing Progression Policy.*
- 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. *See Appendix D: TEAS Policy*

Note: If a student fails a course and/or fails Standardized Testing Progression, they have failed to progress and must now meet the policies and program requirements as outlined in the student catalog in effect for the cohort they will be placed in.

Any student that fails a course will be placed on Academic Warning or Academic Probation and will receive a letter of their status by email which will detail the Academic Warning/Probation requirements.

All requests and appeals must be accompanied by supporting documentation that explains the circumstances which affected their academic performance, and how the circumstance has been resolved so it will not have any future effect on the student’s Academic Progress. *See Appendix: O Repeat Courses Guidelines*

Graduation Requirements

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

Comprehensive Exit Examination

The ATI Comprehensive Predictor is a standardized test that assesses the student’s preparedness for the NCLEX PN national examination. The ATI Comprehensive Predictor examination is administered to all students who have successfully completed all curriculum courses. Students must reach the established benchmark to satisfy exit requirements. The benchmark must be met no more than one semester after successful completion of the Seminar course. The college reserves the right to change the provider and students will be notified in writing of the change at the beginning of the semester that the change occurs. *See Appendix G: Exit Examination Score Determination* for benchmark.

If the student does not successfully meet the required benchmark on the first attempt, the student is expected to follow and complete an individualized plan set forth by the faculty for any additional attempts to meet the benchmark.

While there are no guaranteed number of attempts allowed, students will not be allowed more than 2 attempts in a semester. There are a maximum of 3 exit examination attempts. This includes any previous attempts in previous semesters including previous enrollments.

The following instances will be cause for dismissal from the program:

- 1) If the student fails to follow the individualized plan as prescribed by the faculty and/or nursing coach
- 2) If the student fails to meet the benchmark after two attempts.
- 3) If the ATI Comprehensive Predictor benchmark score is not met by the semester following successful completion of the Seminar course.

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

If the student is dismissed from the program, they may reapply under the *Readmission Policy – No Exit*. In this case, the student will have only one opportunity to take and pass the ATI Comprehensive Predictor.

NCLEX-PN Exam Eligibility

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

Final Step for board of nursing application signature

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

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

- 1) Show evidence of having taken a formal NCLEX-PN preparation class within the last four weeks prior to checklist submission.
- 2) Take and pass a standardized NCLEX-PN test chosen by ATS.
- 3) Then the Application to the board can be signed.

ATS offers placement assistance, but cannot, in any way guarantee employment after the student has successfully completed the program of study because of training received.

Repeating Courses

A student may repeat a course only once to change a failing grade to a passing grade. A student may repeat up to two failed nursing courses over the course of the program. Students must repeat Nursing Seminar concurrently when the student repeats any failed last semester course. Students must repeat Critical Thinking concurrently when the student repeats the Nursing Care of the Adult 1 course. Any time a student repeats a course, the last attempt is the grade that will count for progression. However, all attempts of the course will count toward the cumulative GPA calculations. A student repeating a clinical nursing course must repeat the theory, clinical, and laboratory components of the course.

A student who failed any developmental courses during the first semester may repeat each developmental course once. Developmental courses cannot be taken for more than one academic year (three semesters) and/or 30 financial aid credits.

Registration to repeat courses is not automatic, *See Appendix: O Repeat Courses Guidelines*

(*See SAP policy to see how repeated classes affect Standards of Satisfactory Academic Progress.*)

Cause for Academic Dismissal

1. Failure of the same course or its equivalent twice

2. Three or more failed Nursing and/or Biology courses, including courses taken in previous enrollment.
3. Failure to progress per Standardized Testing Progression.
4. Failure to meet the Comprehensive Exit Examination Requirements. *See the Comprehensive Exit Examination Policy.*

Cause for Disciplinary Dismissal

See Discipline Policy.

Academic Definitions

Semester Credit Hour Definition

Coursework is measured in terms of semester credit hours. 1 semester credit hour equals one of the following:

- 15 contact hours of lecture
- 30 contact hours of labs/seminars
- 45 contact hours of clinical time

Recognized Outside Clock Hours

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

Course Numbering Definitions

Courses are numbered according to the following scheme:

- Courses starting with “0” are developmental, remedial, or supporting courses. These are not published on the student transcript and do not have credits assigned to them.
- Roman numerals (I, II, etc.) after course titles indicate segments of a multi-course sequence.
- The numbers 1, 2, etc after course titles indicate segments of a multi-course sequence.

Sequence of Courses

The nursing and science courses are sequential, and successful completion is a prerequisite for progressing to the next level.

Course Delivery

Residential Delivery

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

Blended Delivery

Blended delivery 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 (LMS).

Personal desktop or laptop computer with internet access is required. *See Minimum Computer System Requirements policy.*

Add/Drop Period

Official course adjustments can be made during the first two weeks of the semester only. Only students attending the current semester may add courses.

- During the first week of classes, a student can add a course with instructor approval.
- During the first two weeks of the semester, a student can request to drop a course without penalty. The student must complete a course drop request with the Registrar.
 - Dropping Corequisite Courses: If a student drops a course that is a co-requisite to another course that the student is taking, the student will have to drop the co-requisite course also.
- If a student drops courses after the expiration of the two-week add/drop period, the student is financially responsible for the tuition cost of all the courses for which the student was registered as of the last day of the second week.
- If a student needs to drop ALL courses during the Add/Drop period, for which the student is registered, the student may request a leave of absence (LOA) or withdraw from the program. Request for LOA or withdrawal is made to the Registrar Office. *See Leave of Absence, Program Withdrawal Policy*

Any changes to an assigned schedule may affect the amount of federal and school/financial aid a student may receive. Students receiving federal financial aid must notify the Financial Aid Office regarding any changes to their enrollment status.

Students may be responsible for charges incurred. *See Refund Policy.*

Attendance Policy

Each student is expected to attend every class, lab, and clinical day for which the student is scheduled. Students must complete all required academic activities in each session.

Students are responsible for work missed during an absence for any cause. If missing coursework jeopardizes progress in a course, the student's instructor may submit a warning to the student. The student will need to meet with the retention specialist to discuss and follow up with a plan in order to complete coursework. If a student continues missing coursework after the warning and meeting with the retention specialist, the instructor may drop such a student from the course; and any drop initiated by an instructor for a student's lack of engagement past the drop date is recorded on the student's permanent record with a grade of "WF".

Breaches of professionalism, including signing in for others, signing in without physically attending, or signing in and leaving (without permission) before completion of class, and/or class activities required are violations of the School Academic Honesty and Integrity policy.

ATS has a zero-tolerance policy regarding academic dishonesty in any form and students in breach will be subject to the corresponding penalties such as failure of the course or immediate dismissal.

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, conducive to learning environment. If a student is found driving or working while attending their class, they may be dismissed from the class session.

Nursing Clinical Attendance

Attendance at all clinical sessions is mandatory. Any absence in clinical may result in failure of the course. No call, no show absence(s) may result in failure of the course.

Tardiness Students are expected to arrive at all sessions at least 10 min prior to scheduled start time and complete the entire session.

Arriving more than 10 minutes late will result in an absence and the student will be sent home for the day.

Any unforeseen tardiness must be reported to instructors before scheduled start time.

Absences: Absences due to extenuating circumstances, *See Make-Up Policy.*

Policy on Severe Weather

In the event of inclement weather, the Nursing Programs Administrator will decide whether to close the school due to hazardous conditions. In-person sessions may be moved to an online session as notified. Online sessions will meet as scheduled. Any additional changes will be communicated to students by LMS announcements.

If the school is closed, clinical experiences are still required as scheduled. Notification of any clinical changes will be made by school email/LMS. Absences due to weather are not excused. Notification of clinical absence because of weather **MUST ALWAYS** be reported to the clinical facility, the clinical instructor/teaching assistant and to the school.

The method of communication for school closure will be provided to students in advance. See school website for the updates.

Make-Up Policy

Students are expected to arrive 10 minutes prior to exams and clinical experiences.

To avoid disruption during these times, students will not be allowed entrance after the start of the exam or clinical. Students who are absent or arrive late for exams or clinical may be allowed a make-up if an extenuating circumstance has occurred and faculty are notified in advance when possible.

The instructor of the course will have the final decision for an exam or clinical makeup due to extenuating circumstances. Only **one** make-up is allowed, per course.

Failure to notify faculty in advance can result in a “no call, no show” and the student will not be allowed a make-up. All requests for make-up must be initiated by the student with the faculty as soon as possible and the make-up must occur within the timeframe given.

Exam Make-up

Once an exam make-up is scheduled, it cannot be canceled 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.

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 appealable.

Clinical Make-up

It is important to note that makeup is not guaranteed. In the event a makeup is provided, the date and time will be determined at the end of the semester by the Director of Nursing. Clinical make-ups will not be rescheduled.

Extenuating Circumstances

To qualify for an extenuating circumstance, students must notify faculty prior to but no later than 48 hours from the exam/clinical time, via the Emergency Absence form located in the LMS.

- 1) Illness with dated and signed statement from health care provider on letterhead.
- 2) Required testing/hearings from governmental agencies with required documentation.
- 3) Recovery from an accident with a signed statement from the appropriate agency.
- 4) Required court attendance with copy of court summons.
- 5) Death in the immediate family such as spouse/parent/sibling/dependent with death notice or funeral home document.
- 6) National Guard or Reserve weekend drill or annual training with documentation and/or orders.

Routine doctor visits, childcare issues, work issues, and others not listed here may not be considered extenuating circumstances.

Final exams will not be given after final exam week.

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

Academic Monitoring Program

The goal of the Academic Monitoring Program is to promote student academic success and retention in the Practical Nursing program. The program is designed to provide guidance and support to students experiencing academic difficulties in one or more courses, having a history of not meeting Standardized Testing Progression benchmark, readmitted to the program or having received a grade below “C” the previous semester.

Students may be assigned to the Academic Monitoring Program at the semester start or during the semester. Students on Academic

Monitoring may have a reduced course load. It is important to note that if a student is referred to academic monitoring they will be required to meet with their instructor and/or nursing coach. If this is not met the student may be dismissed.

A student may be assigned to the Academic Monitoring program at any time during the semester for reasons that may include but are not limited to:

- Receives a grade below 78% (80% in any Math or Seminar course) on two consecutive tests anytime during the semester.
- Performs below a satisfactory level in clinical and lab.
- Attendance issues including tardiness and absences.
- Concern of the instructor regarding student performance
- Any personal issues that may be contributing to students' performance.
- Students will also need to meet with the retention specialist

If the student is assigned to the Academic Monitoring Program, the student will be notified by the instructor of the course and/or the Retention Specialist.

Academic Monitoring requires the student to:

- Participate in Focused Learning Seminar (FLS)
- Complete the Individualized Learning Plans (ILP) created with them by the nursing coach
- Meet with Nursing Coaches and/or instructors for one on one session as scheduled on the ILP.
- Meet with the retention specialist

Note:

- Students are allowed to reschedule the individual session/tutoring one time without penalty, provided that notice is at least 24 hours in advance.
- Missing a session/tutoring due to a no call no show (NCNS) will result in all pre-scheduled sessions being removed from the Coach/Instructor's calendar.

Students who fail to meet the ILP provided to them and follow up with the nursing coach and retention specialist will automatically fail the course corresponding to the ILP that may lead to dismissal from the program.

Withdrawal

When a student withdraws from all classes, regardless of the withdrawal reason (i.e. course, emergency leave), the student's Financial Aid package will be re-evaluated based on the withdrawal date. For Federal Direct Loan purposes, the student will be considered withdrawn and the grace period will begin as of the withdrawal date. The student account shall be reviewed with the Bursar's Office.

Course Withdrawal

Any student who wishes to officially withdraw from a course must obtain, complete, and return an official form from the Registrar Office. Withdrawing from a course may extend your date of graduation. Additionally, you may need to take the course in a later semester if it is not readily available. Students receiving federal

financial aid must notify the Financial Aid Office regarding any changes to their enrollment status.

No more than one withdrawal with “W” grade per course, or its equivalent, is permitted. Courses, which are marked with a “W”, are not included in calculation of the GPA but are included in the calculation of hours attempted (PACE) and towards meeting the Maximum Time Frame requirements.

Students with more than 2 withdrawals, or a withdrawal and course failure in the program will be required to meet with the Enrollment Committee and must adhere to the plan of study created for them at that time.

A student who withdraws from all courses in a semester may request to remain enrolled in the program by submitting the withdrawal Semester Courses Form within 3 days of the withdrawal to the Registrar’s office. The student will be notified if their request is approved or denied via ATS email. Students approved are required to complete the *Return from Leave* requirements.

Students denied or who do not complete the Withdrawal Semester Courses Form, will be withdrawn from the program.

Emergency Leave

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 Director of Nursing or designee. An Emergency Leave provides an opportunity for a student to withdraw from all courses up to the end of week 10 of the semester.

NOTE: *If you do not plan to return or your situation will not allow you to return within 6 months, you will need to request a withdrawal from the program.*

An emergency leave withdraws students from all classes. Emergency Leave from an individual course is not permitted. A student is allowed one Emergency Leave throughout the program.

Below is a list of possible circumstances and the suggested documentation needed to substantiate the Emergency Leave. Please note, the following list is not exhaustive. Students may provide circumstances and documentation not mentioned below to be considered for Emergency Leave. Additionally, providing a circumstance with supporting documentation from the list below does not guarantee an approval of Emergency Leave.

All Emergency Leave Requests must be submitted within 10 days after the last date of attendance.

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

NOTE: Special permission to receive an emergency leave after any of these deadlines must be granted by the Director of Nursing or designee.

Possible Circumstances	Suggested Documentation
Death of a legal dependent or immediate family member such as a spouse/parent/sibling	Death certificate, obituary
A crime which may or may not result in medical care such as a sexual assault, stalking incident, dating or domestic violence incident.	Court documents, restraining orders, police records
An ongoing medical issue that incapacitates or will incapacitate the student from attending course sessions that exceeds the maximum allowed absences as outlined in the attendance policy	Hospital documentation, doctor’s documentation that shows medical situations that are ongoing or acute.
Medical reasons for pregnant or postpartum	Supporting documentation from a healthcare provider
Medical issue of family member in which the student has to become a part-time or full-time caretaker	Supporting documentation from a healthcare provider and/or attorney
Sudden or consistent lack of transportation issue	Auto documentation, route cancellation documentation
Significant cost of living increase	Rental/mortgage/ lease documentation.

Emergency leave is **NOT** intended to and will not be granted to:

- Serve as a solution to unsatisfactory progress or other academic or behavioral concern
- Assist a student in avoiding disciplinary actions related to potential misconduct
- Assist a student who reports lack of knowledge or misunderstanding of the refund deadline or policy.
- Remove charges from a student account.

Once approved, the student will receive a W for all courses in the semester in which they will be approved for an emergency leave. The student will be expected to return within 6 months. If the student does NOT return within the specified deadline the student will be required to complete the entire re-admission process.

Program Withdrawal

When withdrawing from the program a withdrawal form must be completed by the student and signed by the student, registrar, and financial aid. Program withdrawal may affect your Financial Aid

package and funds may be returned to the Government. Thus, you may have a balance to the school that needs to be paid off.

Leave of Absence

Students may request a Leave of Absence (LOA) in writing prior to the beginning of the semester in question or during the Add/drop period. Allowable reasons for an approved LOA include circumstances covered under the Family and Medical Leave Act (FMLA), legal obligations, medical, employment requirements, jury duty or military service. The student must have successfully completed at least one term to be considered for an LOA.

To proceed with an LOA the student must:

- Obtain a form from the Registrar's Office.
- Explain the reason for the LOA request
- Sign and date the form
- Submit the form to the registrar
- Monitor the decision. Students will be informed in writing by email about the decision to grant or deny the LOA.

Requesting an LOA does not guarantee it will be accepted. Students may be granted one Approved Leave of Absence (LOA) that should not exceed 180 calendar days in a twelve (12) month period. The twelve (12) month period begins on the first day of the student's leave of absence.

Military Leave

Enrolled students who are called to active military service of the Armed Forces, are allowed leave, if such members are temporarily unavailable or must suspend enrollment by reason of serving in the Armed Forces. Leave time must fall within the Leave of Absence guidelines (*See Leave of Absence Policy*). Such students may receive a refund in accordance with the *Refund Policy*. *See Refund Policy*

Return from Leave Policy

It is the student's responsibility to complete requirements to return from leave, this includes:

- Submit an intent to return to the Registrar's Office
- Meet medical compliance requirements (*See appendix F: Documentation for Clinical*)
- Complete any Financial and Financial Aid outstanding requirements.
- Meet with the Bursar's office to verify there are no current account balances
- Review an updated Plan of Study
- All requirements must be completed 30 days prior to the semester of return.

Students returning from leave will be held to all program requirements as outlined in the Student Catalog in effect for the cohort they are returning into.

If a student does not return to the institution at the expiration of an approved leave, the student's withdrawal date will be the date the student requested the leave. In addition, the grace period of loan repayment is also determined by the withdrawal date.

Student Maternity Policy

If a pregnant student is enrolled in a clinical course and wishes to remain in the clinical setting, a medical release must be signed by the student and their health care provider and submitted to the Nursing Programs Administrator or designee as soon as the student has a confirmed pregnancy. Once the Director of Nursing has received and reviewed the signed medical release, a copy of the document will be sent to the clinical instructor and clinical coordinator. If the student cannot be accommodated due to their restrictions they will need to withdraw and may return after the pregnancy once cleared by their physician. A student will not receive a passing grade for a clinical course without completing the clinical component.

Student Services

Orientation

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

Students attending in a blended format will receive training on the navigation of ATS's learning management system and be provided with access to an online program to assist them. Blended distance education students have access to technical support on campus and virtually through their instructor, the campus IT department, and the Admission Department.

Student Academic Support Services

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

Academic Support Services:

- Assist students with time management, stress management, anger management, test taking skills, note taking skills, communication skills and career development.
- Help students identify social problems and emotional problems that may interfere with educational and academic progress.
- Collaborate with the teachers and administration with the student's evaluation and student's academic progress.
- To assist in setting goals, initiating strategic planning, and implementing curriculum objectives as established by classes and faculty.
- Provide crisis intervention when conflict arises in the school.
- Assist students with career development and job search strategies.
- Assist students in adjusting to School with regards to academic standards and new life experiences.
- Refer students to outside professional health centers when domestic abuse or family problems are identified.

Tutoring

Tutoring is available for all students. All tutoring is at no additional cost to students. Students who are looking for further assistance with their learning materials or are experiencing difficulty understanding the learning material should contact the instructor and/or Nursing Coaches to schedule tutoring. These sessions must be scheduled outside of normal classroom instruction hours. Students may be referred to receive tutoring if they are having difficulty in the course or receiving a 78% or less on their exams.

One on one tutoring is available with faculty and coaches by appointment within the Learning Management System (LMS). The following will apply for students who need to reschedule or cancel their meeting with their tutor:

- Students are allowed to reschedule the individual session/tutoring, provided that notice is at least 24 hours in advance and per availability. Students with extensive cancellations will result in all pre-scheduled sessions being removed from the Coach/Instructor's calendar.
- Missing a session/tutoring due to a no call no show (NCNS) will result in all pre-scheduled sessions being removed from the Coach/Instructor's calendar.

Group tutoring and Focused Learning Seminar (FLS) are also offered to help students with course content. Group tutoring sessions are announced in the LMS. The FLS schedule will be posted in the LMS.

Licensure Exam Preparation

At the end of identified nursing courses, students are given a standardized test for the nursing course that they are completing. Students then receive remediation recommendations to assist them in preparing for the licensure exam.

Career Services

The following placement services are provided: requests from companies, organizations, agencies, job fairs, open houses are posted on the ATS website, accessible to current and graduate students to access. The curriculum includes resume writing and job interview skills. No guarantee is given to any student that he or she will obtain employment through the efforts of the school because of training received at the school.

Health Services

The School does not provide on campus health services.

Students who become ill in the classroom/lab setting will be sent home by the faculty member or transported to the nearest medical facility by EMS. If the student defers, the student may sign a release form stating refusal and arrange for their own transportation.

Students who become ill in the clinical area will be sent home after reporting to the clinical instructor or transported to the emergency room if in a hospital or transported by EMS if in a non-hospital setting.

Procedure for both the classroom and clinical settings:

- The faculty member may send students who arrive for class ill home when any of the following conditions are present:
 - Any sneezing and or coughing accompanied by an elevated temperature.
 - Vomiting.
 - (Clinical Only) Any other illness banned by the clinical agency especially in maternity and pediatric areas.
- EMS will be called for all students who:
 - Faint.
 - Complaint of chest pain.
 - Vomit blood.
 - Suffer any injury requiring sutures.
 - Are splashed with any toxic substance, especially in the eyes.

If a student becomes gravely ill and/or has an emergency illness that makes them incapacitated or unable to be mobile without assistance, faculty must call 911 or EMS or the student's emergency contact depending on the nature of the illness. Under no circumstance should faculty or another student transport the sick student to the emergency room or home. The School staff should not offer medical treatment.

Student Resources

Students have access to an online library through the Learning Management System (LMS) and the school website. The online library provides the students with current materials and supplements the school's on-site resources. The Resource Room holds current textbooks as well as references for the students to use at school. Laptops are available for students for emergency use and who meet the criteria for loaner laptops.

Local and National Community Resources

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

Parking and Transportation

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

The following transit lines have routes that pass near the building. ATS cannot guarantee student transportation.

- Bus: 147, 151, 20, 22, 3, 56, 6
- Train: MD-N, MD-W, RI, SSL, UP-N, UP-NW
- Chicago 'L': BLUE LINE, GREEN LINE, PURPLE LINE, RED LINE

Student Housing

ATS does not provide student housing. ATS does not assume responsibility for student housing, does not have dormitory facilities under its control, nor offers student housing assistance. According to rentdata.org for Chicago, IL rental properties start at approximately \$1161 per month.

Childcare / Children on Campus

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

Photo Release

Throughout the year, ATS may take images/photographs and/or videos of students, faculty, and staff on campus or participating in school activities. These images/photographs and/or videos may appear in various ATS publications, including, but not limited to, the ATS website (www.atsinstitute.edu), graduation programs, brochures, institutional calendar, social media, or mass media outlets. The [ATS Photo Release "Opt-Out" Form](#) provides all persons NOT interested in having their image/photograph and/or video presence captured and used for marketing, communications, and PR purposes the opportunity to Opt Out.

By deciding to opt out, you are choosing NOT to participate in the marketing, communications, and PR opportunities stated above. Complete the following form if you are interested in opting out. [ATS Photo Release "Opt-Out" Form](#).

Honors and Awards

Student of the Month Award

Students are nominated to be Student of the Month by an ATS faculty and/or staff member. The members of the Student of the Month Committee then select one student each month. All students with a good attendance record and passing grades are eligible for nomination. Students that are nominated exemplify professionalism, caring for others, leadership, outstanding academic performance, and are good role models for their fellow nursing classmates.

Student of the Month nominees will receive:

- 1) Letter of Acknowledgement
- 2) Automatic consideration for the Student of the Month Award

Student of the Month winners will receive:

- \$15 gift card
- Student of the Month Certificate
- Letter of Acknowledgement
- Automatic nomination for Student of the Semester Award

Student of the Month winners may also list this award under "Honors" on the student's resume for future employers to see.

Student of the Semester Award

At the beginning of the new semester, one Student of the Semester winner is chosen from the previous semester. The Student of the Semester will be nominated by the faculty and chosen by the Student of the Month committee.

The Student of the Semester winner will receive:

- \$20 gift card
- Letter of Acknowledgement
- Student of the Semester Certificate

Clinical Excellence Award

At the beginning of the new semester, one student will receive a Clinical Excellence Award from the previous semester. Clinical students eligible for the Clinical Excellence Award will be nominated by nursing faculty and chosen by the Student of the Month committee. Criteria for nomination are modeled after Jean Watson's Theory of Human Caring.

The Clinical Excellence Award winner will receive:

- \$20 gift card
- Letter of Acknowledgement
- Clinical Excellence Award certificate

President's List

Special recognition is awarded to students who earn a 3.5 GPA and perfect attendance during the previous nursing semester in which they accumulate at least twelve (12) credits. President's List students receive a letter of acknowledgement. Students with behavior violations on file are excluded from consideration.

Graduate with Honors

Students who have earned a cumulative GPA of 3.0 or higher are eligible for graduation with honors. The honors designation will appear on the diploma as follows:

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

Student Policies

Official Communication with Students

The assigned School email account shall serve as the official means of communication with all students. Examples of such communication include but are not limited to notifications from the School, Program, Financial Aid Office, Bursar office, Registrar's Office. Course information (class materials, assignments, questions, and instructor feedback) will be provided through the Learning Management System. Students are required to activate their school email account upon enrollment and are responsible to routinely check for updates. Faculty and/or staff are not required to respond to personal emails that are not assigned school email accounts.

Transcript Request

Students who are actively enrolled may access an unofficial transcript in their SIS account.

Students and previous students may request a transcript by completing a Transcript Request via the Parchment website, <https://www.parchment.com/>. Transcripts will only be processed

with submitted via Parchment. Each copy costs \$10-\$20, digital and printed copies are available.

All outstanding obligations (school and financial) must be met to complete the Official transcript request. Outstanding obligations must be cleared with the Bursar's office to release the transcript. An unofficial transcript may be released upon request.

Student records are not released to an employer or school without the signed release by the student.

Smoking, Gum, Eating and Drinking

Smoking is prohibited throughout the School premises. All students and employees are to refrain from smoking on or around the school premises and doorways including the parking lot grounds unless they are inside their vehicles or in the designated smoking area. Students are not permitted to smoke within 30 feet of the school building. Students are not permitted to smoke at clinical sites, this includes vaping.

Any offenses will be subject to the following:

- First violation: written notice.
- Second and subsequent violations: Suspension for one full day.
- This policy also applies to the clinical area. Students must not arrive at the clinical site with the smell of smoke on their uniforms.

Chewing gum is not allowed in the classrooms, labs, or clinical area.

Except for bottled water, eating and drinking is not allowed at any time in any classroom, lab, or clinical area.

Cell Phone Policy

Cell phones are not permitted to ring in the classroom, laboratory, or during a clinical shift and must be on vibrate. Should an emergency call come through, the student must be mindful of not disrupting the class when leaving to take the call. Only one emergency phone call is allowed per class. Use of cell phone in the classroom other than that stipulated above shall warrant a Behavioral Violation and will be documented as such. Emergency calls can be directed to the main school number. Personal electronic devices, including but not limited to cell phones, smart watches, and tablets are not allowed during exams.

Discipline Policy

Standards of Professional Conduct

Required Conduct

All students are required to behave responsibly and professionally and are obliged to behave in a manner compatible with the philosophy and objectives of the school. A quiet atmosphere would be appreciated while classes are in session and during midterm and final exam weeks.

The school recognizes its responsibility to the professional community and to the consumers of the professional community. Therefore, any action by a student considered to be unprofessional shall be deemed cause for disciplinary action and/or dismissal.

Any violation of expected conduct while providing patient care may result in immediate dismissal.

A student who does not meet the required standard of conduct may be placed on disciplinary probation, disciplinary suspension, or disciplinary dismissal from the program. However, any action taken depends upon the nature of the offense and the merits of the individual case. The school reserves the right to eliminate any step in the case of any infraction.

A student in the school is expected to:

- Be concerned and considerate of the welfare of others as well as self.
- Exercise good judgment in all aspects of personal behavior.
- Respect local ordinances and state and federal statutes.
- Continued inconsiderate or irresponsible behavioral patterns will be treated as a serious matter by the school.

Civility Code of Conduct

Vision for Civility - Shared Responsibility. It is everyone's responsibility in the School of Nursing to have an attitude of civility and professionalism in fulfillment of the mission, values, and norms of ATS Institute.

Civility will be openly discussed throughout the program. Civility in nursing education will prepare students for civility in nursing practice. Our graduates will be competent to function effectively within license practical nursing and interprofessional teams, fostering open communication, mutual respect, and shared decision-making to achieve quality patient care.

See Appendix Q Civility Code of Conduct

Violations of the Code of Conducts

- Obstruction or disruption of any school activity: If disruption or insubordination occurs at the school or in clinical, the student may be suspended for one week. A student may make up a missed test but cannot exceed the one (1) test limit per course.
- Damage to property of the institution, a member of the staff, another student, patient, or visitor.
- Physical abuse or behavior that threatens the safety or health of any other person.
- Unauthorized access to institutional facilities.
- Abuse and/or misuse of fire safety equipment, including transmittal of a false alarm of fire or tampering with fire extinguishers or hoses.
- Any act that results in conviction of a felony.
- Discourteous treatment of patients, visitors, hospital employees, other students, faculty, or staff.
- Divulging confidential information.
- Harassing or unfairly treating any person because of race, religion, color, gender, sexual orientation, national origin, or disability.
- Engaging in sexual harassment or sexual assault.
- Using, selling, possessing, or distributing drugs or other illegal substances while on clinical or School premises.
- Violation of safety rules.
- Using physical or verbal abuse, profanity, or violence in any form.
- Fighting, inciting a fight, or disorderly conduct.

- Intoxication or drinking on clinical site property or school premises.
- Gambling on clinical site property or School premises.
- Theft or embezzlement.
- Carrying and/or concealing weapons.
- Accepting anything of monetary value from anyone who might benefit from the student services.

Student Code of Conduct While Providing Nursing Care

- A student shall, in a complete, accurate, and timely manner, report and document nursing assessments or observations, the care provided by the student for the patient, and the patient's response to that care.
- A student shall, in an accurate and timely manner, report to the appropriate practitioner errors in or deviations from the current valid order.
- A student shall not falsify any patient record, or any other document prepared or utilized in the course of, or in conjunction with, nursing practice. This includes, but is not limited to, case management documents or reports, time records or reports, and other documents related to billing for nursing services.
- A student shall implement measures to promote a safe environment for each patient.
- A student shall delineate, establish, and maintain professional boundaries with each patient.
- At all times when a student is providing direct nursing care to a patient the student shall:
- Provide privacy during examination or treatment and in the care of personal or bodily needs; and
- Treat each patient with courtesy, respect, and with full recognition of dignity and individuality.
- A student shall practice within the appropriate scope of practice.
- A student shall use universal and standard precautions.

A student shall not:

- Engage in behavior that causes or may cause physical, verbal, mental, or emotional abuse to a patient.
- Engage in behavior toward a patient that may reasonably be interpreted as physical, verbal, mental, or emotional abuse.
- A student shall not misappropriate a patient's property or:
- Engage in behavior to seek or obtain personal gain at the patient's expense.
- Engage in behavior that may reasonably be interpreted as behavior to seek or obtain personal gain at the patient's expense.
- Engage in behavior that constitutes inappropriate involvement in the patient's personal relationships; or
- Engage in behavior that may reasonably be interpreted as inappropriate involvement in the patient's personal relationships.

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

A student shall not:

- Engage in sexual conduct with a patient.

- Engage in conduct in the course of practice that may reasonably be interpreted as sexual.
- Engage in any verbal behavior that is seductive or sexually demeaning to a patient.
- Engage in verbal behavior that may reasonably be interpreted as seductive, or sexually demeaning to a patient.

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

- A student shall not, regardless of whether the contact or verbal behavior is consensual, engage with a patient other than the spouse of the student in any of the following:
 - Sexual contact.
 - Verbal behavior that is sexually demeaning to the patient or may be reasonably interpreted by the patient as sexually demeaning.
- A student shall not self-administer or otherwise take into the body any dangerous drug, in any way not in accordance with a legal, valid prescription issued for the student or self-administer or otherwise take into the body any drug that is a schedule I controlled substance.
- A student shall not habitually or excessively use controlled substances, other habit-forming drugs, or alcohol or other chemical substances to an extent that impairs ability to practice.
- A student shall not have impairment of the ability to practice according to acceptable and prevailing standards of safe nursing care because of the use of drugs, alcohol, or other chemical substances.
- A student shall not have impairment of the ability to practice according to acceptable and prevailing standards of safe nursing care because of a physical or mental disability.
- A student shall not assault or cause harm to a patient or deprive a patient of the means to summon assistance.
- A student shall not misappropriate or attempt to misappropriate money or anything of value by intentional misrepresentation or material deception in the course of practice.
- A student shall not abandon a patient.
- A student shall not have been adjudicated by a probate court of being mentally ill or mentally incompetent, unless restored to competency by the court.
- A student shall not aid and abet a person in that person's practice of nursing without a license, practice as a dialysis technician without a certificate issued by the board, or administration of medications as a medication aide without a certificate issued by the board.
- A student shall not assist suicide.
- A student shall not submit or cause to be submitted any false, misleading, or deceptive statements, information, or document to the program, its administrators, and instructors.
- A student shall maintain the confidentiality of patient information. The student shall communicate patient information with other members of the health care team for health care purposes only, shall access patient information only for purposes of patient care or for otherwise fulfilling the student's assigned clinical responsibilities, and shall not disseminate patient information for purposes other than patient care or for otherwise fulfilling the student's assigned clinical responsibilities through social media, texting, emailing or any other form of communication.

- To the maximum extent feasible, identifiable patient health care information shall not be disclosed by a student unless the patient has consented to the disclosure of identifiable patient health care information. A student shall report individually identifiable patient information without written consent in limited circumstances only and in accordance with an authorized law, rule, or other recognized legal authority.
- Student shall not use social media, texting, emailing, or other forms of communication with, or about a patient, for non-health care purposes or for purposes other than fulfilling the student's assigned clinical responsibilities.

Disciplinary Process of Student Misconduct While Providing Nursing Care

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

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

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

Corrective Action

A student found to be in violation of the Code of Required Conduct, or regulations defined in the student catalog, or other published or posted institutional regulations will be disciplined according to the nature of the offense.

Disciplinary actions are entered in the student's confidential personal file. The student receives written notice of action taken that is recorded in the personal file.

The following sanctions represent corrective actions that may be selected depending on the individual situation:

- **Written Warning** - A written notice to the student offender that the student has violated the School rules and that further violations will result in more severe disciplinary action.
- **Restitution** - Reimbursement for damage to, or misappropriation of, the School property.
- **Disciplinary Probation** - A prescribed period of time in which any additional violation of policy may result in a disciplinary suspension/dismissal.
- **Disciplinary Suspension** - Exclusion of the offending student from the School, its classes, and other privileges or activities for a prescribed period in order to give the student time away from the school to reflect on the problem and to understand that further conduct infractions will lead to disciplinary dismissal.
- During the suspension, the student will be marked absent for the hours missed and will be subject to any consequence (such as missed assignments) incurred by such absences.

- **Disciplinary Dismissal** - Permanent termination of student status effective upon a specified date. A disciplinary dismissal bars the student from campus and partner facilities.

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

- Being under the influence of alcohol and/or illegal drugs while on the school premises or in clinical. This includes marijuana.
- Engaging in sexual harassment or sexual assault.
- Falsification of documentation
- Bullying and Harassment

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

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

Any student who wants to dispute the basis for probation or suspension should make a request to the Appeal Committee in writing. The decision of the committee will be final.

Behavioral Violations

Behavioral violations will be given for incidents of inappropriate behavior including, but not limited to, the following:

- Cell/mobile phone use other than outside of the classroom/laboratory/clinical site.
- Student out of uniform.
- Student speaking out of turn.
- Foul or loud language.
- Failure to follow instructions.
- Excessive tardiness.
- Leaving early from clinical without instructor approval.
- Leaving the classroom (excessive in and out).

3 Step Violations "Write-Up" Policy

1st Write-Up

If a student is written up for the first time the result is a verbal warning. Instructors will document an incident and it will be kept on file.

2nd Write-Up

If a student is written-up for the second time the result is the student will be placed on probation. Instructors will document the incident to Student Services and a meeting will be scheduled with the student and the school representative. The incident will be discussed, a resolution will be made, and expectations will be brought forth going forward along with consequences if not followed. Additional violation of policy during the same semester will result in a dismissal from class.

3rd Write-Up

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

Statement of Liability

Students should be aware that ATS will prosecute students involved in theft or damage of personal property. For their own protection students should keep their personal property protected and vehicles locked. ATS is not responsible for replacement or reimbursement of stolen, damaged, or missing personal property.

All users of the School computers & internet agree not to hold the School responsible for any and all claims, losses, damages, obligations, or liabilities directly or indirectly relating to the use of the internet or caused thereby or arising there from.

Users assume liability for any misuse of hardware, software, or equipment residing in computer work areas. The School shall not be responsible for personal property used to access computers or networks. The School is not responsible for unauthorized financial obligations resulting from access to the internet.

Computer and Internet Use Policies

Purpose and Use:

The School workstations are to be used primarily for research and academic purposes, with the School students, faculty, and staff. The students will be allowed to print research and academic papers. The staff reserves the right to terminate an internet session if its use is not research or curriculum orientated. Moreover, the staff in charge reserves the right to ask users to end a session and relinquish the computer to a School student, faculty, or staff member.

The computer labs are intended primarily for instructional and testing purposes. Faculty and staff have priority for scheduling instruction in the labs. If no formal instruction is scheduled, the School faculty, staff, and students may use the labs. The computer lab must be vacant 10 minutes before a scheduled class session.

Every effort will be made to inform facility users ahead of time of such reservations. However, the School reserves the right to close the facilities to users at short notice to accommodate instructional/testing needs.

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

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

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

- Any currently enrolled student or graduate in good standing may use the meeting rooms, computer labs, and resource center computer facilities. Guests are not permitted in the computer labs or resource center.

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

Use these basic account safety measures:

- Choose hard-to-guess passwords, at least 8 characters with a letter, number, and symbol. Do not use common names. If you forget your password, notify administration so that your password may be reset.
- Never use another student's account to log on for any reason (this constitutes academic fraud).
- Never leave computers unattended without logging off.
- Never give passwords to someone else or allow others to use your account.

- If you suspect that your account has been used by someone else, notify Administration immediately.
- Use shared resources considerately. Do not monopolize systems, overload networks with excessive data, or stream or waste computer time, disk space, paper, or other resources. Leave the work area clean and in order for the next person when finished.
- Do not assume information stored on the School's computer facilities to be private. Any and all information saved on Institution computer facilities may be accessed or deleted at any time by school representatives.
- All computer files, disks, USB flash drives, etc. belong to somebody. Assume them to be private and confidential unless the owner has given explicit permission to make them available to others. If in doubt, ask first.
- Staff, faculty, and students are strictly prohibited from copying commercial or otherwise copyrighted software and code, whether for use on or off-campus (except as specifically permitted by the author or manufacturer) or engaging in any other activity that may violate copyright, patent, or trademark. (Consult the IT Specialist or the appropriate software license agreement should you have any questions.)
- It is the school's policy to comply with all copyright laws. All faculty, staff, students, and members of the campus community are expected to be aware of and follow these requirements. Copyright law information can be found at www.copyright.gov.
- Students are prohibited from accessing data or programs for any reason without the owner's explicit permission.
- Students are prohibited from downloading, installing, creating, modifying, or transmitting any computer program or instruction intended to gain unauthorized access to, or make unauthorized use of, any computer facilities or software.
- Students are prohibited from using the School's network, intranet, learning management system, or computer facilities with the intent to compromise other computers or networks, to commit crimes, or to engage in other unethical acts. The School will take necessary steps to preserve the security of its computer resources.

Students will be billed for the cost of any damage to computer hardware or the cost of reconfiguration of any software, or for any other costs incurred by the institution because of a violation of these rules.

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

Wireless Access

The school is pleased to make wireless internet access available to students throughout the campus. The following rules and policies apply to wireless internet access. Use of wireless internet access demonstrates your agreement to be bound by these rules and policies.

- 1) Users are responsible for configuring their own equipment. The School does not guarantee technical support for establishing or maintaining a connection or equipment to maintain a wireless connection.
- 2) The School is not responsible for any personal information that is compromised, or for any damage caused to hardware or software resulting from the use of the wireless Internet connection for any reason whatsoever.

- 3) All users are responsible for maintaining their own virus protection on their computers or wireless devices.
- 4) The transmission or receiving of child pornography or sexually explicit graphics or material is strictly prohibited.
- 5) Users are prohibited from misrepresenting themselves as another user; attempting to modify or gain unauthorized access to files, passwords or data belonging to others, or damaging or alternating others software or hardware.
- 6) It is prohibited to download copyrighted material in violation of U.S. Copyright Law (Title 17, U.S. Code).
- 7) Use of laptops during class, without the permission of the instructor, is prohibited.
- 8) Anyone violating these rules is subject to having the right to use the wireless internet access terminated.

DISCLAIMER: The school is providing wireless connectivity in this facility as a supplementary information service and offers no guarantees or representations that any use of the wireless connection is in any way secure or that any privacy can be protected. Your transmissions may be viewed or intercepted by third parties. Use of this wireless connection is entirely at the risk of the user and the School is not responsible for any loss of information that may arise from the use of the wireless connection. Furthermore, the School is not responsible for any loss, injury or damage resulting from the use of the wireless connection.

Instructions on how to access the wireless connection may be picked up at the IT office or with the Administrative Assistant.

Social Media – Acceptable Use

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

The following non-exhaustive list may, according to the circumstances and be of an unacceptable nature and should never be posted. Violation of any of these may result in dismissal. Confidential information (which may include research not yet in the public domain, information about fellow students or staff or personnel matters, non-public or not yet approved documents or information).

- Details of complaints and/or legal proceedings/potential legal proceedings involving the school.
- Personal information about another individual, including contact information, without their express permission.
- Students may not post obscenities, slurs, or personal attacks that can damage the reputation of the Institution and its representatives. Curriculum, Brightspace/D2L, or email screenshot on any social media is strictly forbidden.
- Comments posted using fake accounts or using another person's name without their consent.
- Material, including images, that is threatening, harassing, discriminatory, illegal, obscene, indecent, defamatory, or hostile towards any individual or entity.
- Any other posting that constitutes a criminal offense.

- Anything which may bring the School into disrepute or compromise the safety or reputation of colleagues, former colleagues, students, staff, and those connected with the School.

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

Student Identification

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

Identity Verification and Privacy Protection

ATS utilizes the following authentication processes to verify student identity.

Student Account Creation

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

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

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

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

Student Account deactivation

Student email (identified by student@atsinstitute.edu) accounts will expire 365 days after a student graduates. During this grace period, students are eligible to utilize their ATS email address for job applications and other official business. Personal business should be conducted on a student non-ATS email account. Alumni will be informed ten days prior to their expiration of their ATS email account. Immediately following successful completion of all exit requirements, student identification cards and printing rights are deactivated. The Information Technology department can help students move their emails and files from the student ATS account to their backup or storage account prior to the expiration date.

School Notification

Students are required to notify ATS whenever a change in personal information occurs, such as a change of name, address, or telephone number. Additionally, any anticipated changes in attendance or any other item that may have an impact upon

completion of the student's education should be reported to the appropriate department at ATS Institute of Technology.

Professional Dress Code

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

Uniforms

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

During Clinical, Classroom and Lab settings students are required to wear royal blue uniforms with the School patch and ID badge each day. A white lab coat is suggested for clinical. For classroom and lab settings: shoes must be all-white nursing or athletic shoes with an enclosed heel and toe.

Additional supplies may include a stethoscope, watch and any other supplies requested by the faculty.

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.

No visible tattoos and body piercing (except earrings) are allowed. Undergarments must not be visible (color or design). White tee shirts should be plain without any design or words. Solid white nursing shoes or white leather athletic shoes (without contrasting colors) must be in good repair and always kept clean and polished. All shoes must have no higher than a 1" heel and enclosed heel and toe. Shoelaces are to be white only (refer to document "Care and Maintenance of School Uniforms" in the Nursing Programs Administrator's Office).

One pair of small, ball-shaped pierced earrings may be worn in the lowest part of the ear lobe (one per ear), if they are pearl, silver or gold colored. A plain wedding band may be worn. No other visible adornment is allowed. Neck and ankle jewelry is not allowed. Hair must be off the collar and secured. Only white, metal, neutral or tortoise-shell-colored clips are to be used to secure the hair neatly off the collar. Neutral elastic scrunchies are also permitted. No additional hair ornaments are allowed. Students who choose to color their hair must keep to natural colors only (no pink, blue, purple, etc.). Head coverings are permitted for religious obligations only and must be white or conservative in nature.

Students must be clean-shaven and/or have a neatly groomed mustache/beard. Nails must not extend beyond fingertips. Acrylic nails or nail polish are not allowed.

Nursing students must always adhere to this dress code. Students who do not adhere to this dress code will be sent home and it will be considered an unexcused absence for that day. Any make-up fees are the responsibility of the student.

The thermostat is set to 72 degrees in the summer and 73 degrees in the winter. Please dress appropriately.

If students are not in proper attire, they will be given a documented Behavioral Violation. (see Discipline Policy)

Administrative Policies

Student Grievance and Appeal Procedure

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 process is followed and satisfactory solutions can be reached.

Academic Appeals

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.

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.

Appeals must be submitted within 5 days from the time the issue occurred.

Final Grade appeals must be submitted within 5 days from when the grade was posted in the student information system (SIS). This applies only to the most recent semester completed.

Grievances

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.

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.

Grievances must be submitted within two weeks of the occurrence in question.

Grievance Steps:

- Meet with the person(s) directly involved and attempt to resolve the problem.
- If there is no reasonable resolution, the student may proceed with a grievance submission without fear of retribution.
- Grievances will only be accepted through the Grievance Form on the school's website: [Grievance Form Link](#). **Only grievances submitted by the grievance link will be accepted.**
 - The grievance is reviewed and investigated by the Program Administrator or Designee.
 - The student may be contacted for further information or details regarding the grievance.
 - The student will be notified in writing (via ATS email) confirming their grievance was received and investigated.

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

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

Private Business and Vocational Schools Division of the Illinois Board of Higher Education
1 N. Old State Capitol Plaza, Suite 333
Springfield, IL 62701-1404
IBHE online complaint link and phone number:
<http://complaints.ibhe.org/>
(217) 782-2551

School Incidents

Students are requested to report any improper activity that they observe on campus, online, or at clinical sites. This may include theft, abuse of property or person, injury, or any unusual occurrence. An online, [Incident Report Form](#) is available at the ATS website, a printed copy is also available at the front desk.

Annual Security Report / Clery Act / Campus Security

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

Emergency Preparedness

Please see the "Emergency Preparedness Plan" which is located on the school website, www.atsinstitute.edu. Periodic fire drills are held. Directions for evacuation of the building are posted in each classroom. Students are requested to evacuate in a quick and orderly fashion if the evacuation alarm is heard.

CDC Universal Precautions to Decrease Transmission of Disease

Health care students are at risk of contracting transmittable diseases during patient care. Upon admission into the student's program, all students are required to abide by the Center of Disease Control's (CDC) Universal Precautions in order to decrease transmission of disease. It is the student's responsibility to become thoroughly familiar with CDC Guidelines and to practice Standard Precautions in all clinical/laboratory settings. Students are required to comply with all Standard Precautions.

Standard precautions include:

- Hand hygiene.
- Personal protective equipment.
- Respiratory hygiene and cough etiquette.
- Cleaning and disinfection of devices and environmental surfaces.
- Safe injection practices.

- Medication storage and handling.

Individuals may choose to wear face coverings and are supported if they choose to do so. The School reserves the right to require students to wear face coverings.

Attention to pregnant students: Infectious diseases have the potential for hazardous effects on the developing fetus. Pregnant students should consult their healthcare provider for safety recommendations.

The School will continue to monitor CDC guidelines and update policies and procedures based on the CDC recommendations.

Violation or Suspected Violations of Federal Copyright Law

Copyright infringement is the act of exercising without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under Section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute copyrighted work. In the file sharing context, downloading, or uploading substantial parts of a copyrighted work without authority constitutes an infringement. Penalties for infringement may be civil and/or criminal including fines and/or imprisonment. Additional information can be found at www.copyright.gov.

Academic Freedom

ATS Institute of Technology endorses the American Association of University Professors 1940 Statement of Principles on Academic Freedom, and the College respects academic freedom for faculty and students as well as freedom in their personal lives for all individuals in the campus community.

Academic Honesty and Integrity

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

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

Academic Fraud

Academic Fraud is any type of cheating or misrepresentation that occurs in relation to any academic or attendance related component.

Academic Fraud violations will result in the following:

First offense, students will need to meet with the retention specialist and/or nursing coach to discuss. Second offense is a dismissal.

- Plagiarism: The adoption or reproduction of code, ideas, words, or statements of another person or author without due acknowledgment.

- All parties to plagiarism are considered equally guilty. If a student shares the student coursework with another student and it is plagiarized, that student is considered as guilty as the plagiarizer; since that student enabled the plagiarism to take place. Under no circumstances should a student make the student coursework available to another student unless the instructor gives explicit permission for this to happen.
- Using charts, illustrations, images, figures, equations, etc., without citing the source.
- Using an academic exercise (in whole or in part) purchased or copied from a ghostwriter or paper/essay mill.
- Copyright infringement or piracy, including the use, alteration, or duplication of media, software, code, or information when expressly prohibited or where copyright exists or is implied.

Zero on assignment/test/academic work for first offense, any multiple offenses are grounds for dismissal.

- Fabrication: The falsification of data, information, or citations in any academic situation.
- Deception: Providing false information to a representative of the School concerning an assignment, mock interview, or class—e.g., giving a false excuse for missing a deadline or falsely claiming to have submitted work.
- Collusion: Knowingly assisting, attempting to assist, or receiving assistance from another student or students to commit academic misconduct, or conspiring with any other person in or outside of the University to commit misconduct.
- Cheating: Any attempt to give or obtain assistance in any class assignment(s) (like an examination) without due acknowledgment.

Failure of the course

- Sabotage: Acting to prevent others from completing their work.
- Destruction, Theft, Obstruction, Interference : Seeking to gain unfair academic advantage by destroying, damaging, or stealing equipment or products of any academic exercise; or obstructing or interfering with an instructor's materials or another student's academic work.
- Excessive signing in without physically attending or signing in and leaving (without permission) before completion of class, and/or class activities required may result course failure.

Immediate Dismissal

- Falsifying Records and Official Documents: Forging signatures or falsifying information on official academic documents such as forms, petitions, signing into courses under a false name/identity, letters of permission, or any other official internal or external document.

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.

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, via ATS email.

Compromised Test Policy

If an instructor thinks that a test has been compromised by any factor at any point in time during the semester, that instructor has the right to retest the entire class of students with a comparable testing method. This includes standardized testing.

Title IX Compliance

The School's Title IX Coordinator is responsible for the school's overall compliance with Title IX, including response to reports of sexual misconduct affecting the campus community which include sex and gender discrimination, sexual harassment, sexual assault, and violence, stalking, domestic or dating violence and retaliation. Examples of what constitutes sexual misconduct can be found in greater detail online [Title IX](#) or a paper copy can be obtained from the Title IX Coordinator.

Questions regarding the application of Title IX and the school's compliance with it should be directed to the Title IX coordinator. The Title IX Coordinator is the Director of Nursing 312-300-0980 or lfalbo@atsinstitute.edu. Students who wish to make a report of sexual misconduct should follow published grievance procedures available online www.atsinstitute.edu or a paper copy can be obtained from the Title IX Coordinator.

Sexual Crimes and Prevention

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

Student/Employee Fraternization

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

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

anything even of nominal value; providing alcohol or drugs to students; inappropriate touching; and engaging in sexual contact and/or sexual relations.

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

Privacy of Student Records

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

These rights include:

- 1) The right to inspect and review the student's educational records within 45 days after the day ATS Institute of Technology School receives a request for access. A student should submit to the Registrar, a written request that identifies the record(s) the student wishes to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected.
- 2) The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask the school to amend a record should write to the school official responsible for the record, clearly identify the part of the record the student wants to be changed and specify why it should be changed. If the School decides not to amend the record as requested, the school will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
- 3) The right to provide written consent before the school discloses personally identifiable information (PII) from the student's records, except to the extent that FERPA authorizes disclosure without consent. The school discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests.

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

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

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

Family Policy Compliance
Office U. S. Department of Education
400 Maryland Avenue, SW Washington, DC 20202

Directory Information

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

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

- To other school officials, including teachers, within the school whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions.
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer.
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the school's State-supported education programs. Disclosures under this provision may be made, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement of compliance activity on their behalf. Disclosures may also be made in connection with financial aid for which the student has applied or which the student has received if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid.
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction.
- To accrediting organizations to carry out their accrediting functions.
- To comply with a judicial order or lawfully issued subpoena.
- To appropriate officials in connection with a health or safety emergency.
- Information the school has designated as "directory information" may be released at the school's discretion. The School has defined directory information as the student's name, address, phone number, e-mail address (personal and ATS assigned), birth date, enrollment status/grade level, date of graduation and honors received, photos, major field of study, dates of attendance, participation in officially recognized activities and sports, most recent institution attended, and student identification. If a student does not want the student directory information to be released to third parties without the student's consent, the student must present such a request in writing to the School within 45 days of the student's enrollment or by such a later date as the institution may specify. Under no circumstance may the student use this right to opt-out to prevent the institution from disclosing that student's name, electronic identifier, or institutional e-mail address in a class in which the student is enrolled.
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding.
- To the general public, the final results of a disciplinary proceeding if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her.
- To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the school governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of twenty-one.

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

Drugs and Alcohol Abuse Prevention Policy

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

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

Drug Testing Policy

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.

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.

Any additional positive drug screen or noted impairment after completing counseling requirements will be an immediate dismissal from the program.

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

Reasons to suspect substance use include, but are not limited to:

1. Noticeable change in behavior
2. Slurred speech
3. Smell of ethanol on breath
4. Smell of marijuana on person

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.

Failure or refusal to comply with any aspect of the substance abuse guidelines may impact academic progression. Examples of noncompliance include, but are not limited to, refusal to submit to immediate drug and alcohol testing or repeat testing, tampering, or altering of specimens, attempts to submit the samples of another person as the student's own, and failure to appropriately complete associated program or testing laboratory documents.

Any unlawful possession, use, or distribution of illicit drugs or alcohol, whether by students or employees, will be reported to the local police department. The student is responsible for any legal penalties resulting from the possession or distribution of illicit drugs including confiscation of personal possessions, fines, and incarceration.

Students that are dismissed due to 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.

Program Costs & Financial Aid

Students seeking financial assistance to meet the cost of education are encouraged to contact the Financial Aid Office and the Bursar Office. A variety of grants, scholarships, and loans are available

for students who qualify based on financial need, enrollment, and satisfactory academic progress. An Award Notification letter will be sent to the student indicating the type and the amount of aid awarded once eligibility is determined.

Financial Aid and Bursar services are available by appointment.

Student Financial Assistance

During a student financial aid appointment, the financial aid advisor provides the student with a financial estimate that outlines estimated financial aid based on the student's eligibility. ATS provides students who are expected to pay out of pocket expenses with payment plan options. If students have questions about methods of payment or need to modify their payment arrangements, they may contact the Bursar's office.

Equal Standards

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

Definitions related to Federal Financial Aid

Consumer Information

The Higher Education Opportunity Act of 2008 (HEOA) requires that postsecondary institutions participating in federal student aid programs disclose information from various administrative areas to students. Consumer Handbook contains consumer information and is available on the school website: www.atsinstitute.edu

Payment Periods

Financial Aid will be disbursed at the beginning of each payment period (PP) that is equivalent to the semester.

Federal Clock Hour to Credit Hour Conversion

Financial Aid Credit for ATS courses is calculated as follows: 30 clock hours = 1 semester credit hour. Recognized outside hours not included in clock hours for calculating the financial aid credits.

The Practical Nursing program consists of 39.3 financial aid credits. Students enrolled in Developmental courses may acquire up to 7.50 additional financial aid credits.

Full-time financial aid status definition

Students who attempt 12 financial aid credit hours per semester will be qualified as full-time students. Students attempting less than 6 financial aid credits are not eligible to participate in Title IV Direct loan funding.

Determination of Withdraw Date

Official Withdrawal – the date the student initiates the withdrawal process.

To initiate the withdrawal process, students may submit the Withdrawal form, call to the corresponding office, send an email,

submit a written request by mail or orally in person to the Student Services, Program Administrator, Bursar, or Financial Aid Office.

A student who contacts the school 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.

Administrative Withdrawal – no official notification from student

1. 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.
2. 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.
3. 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.

Unofficial Withdrawal

The last date of an academically related activity in which the student participated will be used as a Withdrawal date.

Standards of Satisfactory Academic Progress (SAP)

Satisfactory Academic Progress (SAP) is defined as the successful progression through an academic program. Every student must maintain SAP to remain eligible to receive federal financial aid. For federal financial aid eligibility purposes, SAP will be evaluated at the end of each semester. These standards of satisfactory academic progress apply to all students, not just those receiving federal financial aid.

Minimum Standards

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

1. Quantitative - Rate of Progress (Pace)

A student must maintain the minimum Pace requirements at specific points throughout the program. The rate of progress percentage is calculated by dividing the credits earned by the credits attempted. For the purposes of calculating SAP the clock to credit conversion formula is used.

2 Qualitative- Cumulative Grade Point Average (CGPA)

Students must meet minimum CGPA requirements at specific points throughout the program. Only those credits required in the student's program of study are used in the CGPA calculation.

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

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

Incomplete Grade

Courses, which are marked with a "I" at the end of the semester are not included in calculation of the GPA but are included in credit hours attempted and credit hours earned when calculating SAP. Once the "I" grade is changed, the SAP will be reevaluated.

Withdraw Grade

Courses, which are marked with a "W," are not included in calculation of the GPA, but are included in credit hours attempted and credit hours earned when calculating SAP.

Repeated Courses

Repeated courses will be added to total credit hours attempted and credit hours earned. The initial grade once a repeated class has been passed will be included in the CGPA calculation (this will apply beginning for courses failed in Fall 2022 semester). If repeating the course, the length of the program must not exceed 150 percent.

Transfer Credit

Transfer credit awarded by the college does not affect the CGPA for SAP. Transferred credit hours, which count toward the student's current diploma program, will be included in credit hours attempted, credit hours earned, and maximum timeframe.

Readmitted Students

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

Maximum Time Frame

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

At the end of each semester the school will evaluate whether it is possible for the student to complete the program within the maximum timeframe. Students fail the maximum timeframe measure at the point at which it is determined that it is not possible for them to complete their program within the maximum timeframe, not at the point they actually reach the maximum timeframe.

If at the time of the SAP evaluation, the student is not meeting maximum timeframe/hours standards, s/he is no longer eligible to receive financial aid assistance and may submit a Financial Aid

Appeal Process for reconsideration of their eligibility for Title IV funds.

Program	Maximum Federal Aid Credits
Practical Nursing (PN)	58.95 = (39.3x1.5)
Practical Nursing (PN) when developmental courses taken*	Will be based on number of credits taken but no more than 70.2 = (46.8x1.5)

Note: Developmental courses will increase the maximum timeframe for the attempted credits allowed. Developmental or remedial coursework are counted as attempted and earned for PACE and Maximum Timeframe.

Warning, Suspension and Probation Periods

Financial Aid Warning

This status is assigned to students who fail to meet minimum Pace, CGPA, and/or maximum timeframe as stated above and who met SAP at the prior semester of enrollment. Students will be notified in writing by email of a Financial Aid Warning Status. While in Financial Aid Warning the student will remain eligible to receive federal financial aid for one semester.

If the student meets or exceeds the standards the following semester, the student will be considered to meet SAP requirements.

Students on Financial Aid Warning who fail to meet the standards in the next semester are ineligible for federal financial aid and will be placed on Financial Aid Suspension. The student may file an appeal. If approved the student will be placed on Financial Aid Probation.

Financial Aid Suspension

If a student fails to achieve minimum GPA, Pace, and/or maximum timeframe standards while on a Financial Aid Warning status, the student will be placed on Financial Aid Suspension for the following semester. These students will not be eligible for any federal financial aid until all requirements for minimum GPA and/or Pace standards are met. Students will be notified in writing by e-mail of a Financial Aid Suspension Status.

If the student meets or exceeds the standards the following semester, the student will be considered to meet SAP requirements.

Students on Financial Aid Suspension who fail to meet the standards in the next semester will continue to be ineligible for federal financial aid and remain on Financial Aid Suspension.

Any student who has been placed on Financial Aid Suspension may submit a Financial Aid appeal for reconsideration of their eligibility for Title IV funds, if special or mitigating circumstances exist.

Financial Aid Probation

This status is assigned to students who were placed on Financial Aid Suspension and have successfully appealed. During the probationary period, students are given one semester to satisfactorily raise their cumulative GPA and/or cumulative earned credits, as required by SAP policy. While in Financial Aid Probation the student will remain eligible to receive federal financial aid for one semester from the date the appeal is approved. Students will be notified in writing, by email, of a Financial Aid Probation Status. A student that has progressed to Financial Aid Probation will be moved to SAP Met if the student proceeds to meet or exceed the standards in the following semester. Students on Financial Aid Probation who fail to meet the standards outlined above in the next semester are ineligible for federal financial aid and will be moved to Financial Aid Suspension.

If an appeal is approved and it is determined that the student will require more than one semester to meet progress standards, a student will be placed on probation with an academic plan. The student's progress will be reviewed at the end of each semester of the academic plan, to determine if the student is meeting the requirements of the academic plan. The student is eligible to receive Title IV aid as long as the student continues to meet those requirements and is reviewed according to the requirements specified in the academic plan. If a student does not meet the academic plan, the student may appeal to change their plan. They must explain what has happened to make the change necessary and how they will be able to make academic progress. If the appeal is approved, the student will remain on Financial Aid Probation. If the appeal is denied, the student will move to Financial Aid Suspension status.

Students on Financial Aid Probation are required to participate in any advising and tutoring that are considered to be necessary by the college.

Financial Aid Appeal Process

All appeals must be submitted on the [Financial Aid appeal form](#). All appeals must be accompanied by supporting documentation that explains the circumstances which affected their academic performance, and how the circumstance has been resolved so it will not have any future effect on the student's academic progress. The decision of the college is final and may not be further appealed.

Mitigating Circumstances

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

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

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

Possible Circumstances	Suggested Documentation
Death in the family	Death certificate, obituary
Domestic violence	Court documents, restraining orders, police records
Crime victim	Legal documentation, police records
Physical and/or mental illness	Documentation from medical professional
Imposed employment changes	Statement from employer
Involuntary call to military service	Official military orders
Jury duty/court appearance	Court documents
Medical issue of family member in which the student has to become a part-time or full-time caretaker	Supporting documentation from a healthcare provider and/or attorney

To begin the appeal process, the student must submit

- Financial Aid appeal Form,
- a letter from the student,
- and supporting documentation must be submitted for consideration.

The Financial Aid appeal Form is available on the ATS website. The Financial Aid Appeal must be submitted within 7 days of the Financial Aid Suspension notice. Not all appeals are approved, and deadlines do apply. The Appeals Committee will review appeals on an individual basis and contact the student via email with the final decision.

Extended Enrollment Period

A student who has been placed on Financial Aid Suspension is in an extended enrollment status and is not eligible for additional financial aid and is responsible for making financial arrangements with the institution for tuition and fees incurred during the extended enrollment period. Students attending in an extended enrollment period will be charged tuition and fees consistent with stated costs. The credits attempted and earned in this period will count toward student evaluation for attempted and earned/completed credits (PACE/Maximum Timeframe).

During the extended enrollment period, students must seek to correct academic deficiencies by retaking courses they have failed in order to reestablish satisfactory progress.

Reinstatement of Financial Aid Eligibility

In order to regain financial aid eligibility, a student must successfully meet all requirements for satisfactory academic progress. At the completion of the extended enrollment period, the Financial Aid officer will evaluate student performance in the following areas:

- Completion of at least 66.67% of the attempted cumulative hours as calculated and
- Achievement of the cumulative GPA as required by the College
- Ability to complete a program within a maximum time frame;

After this determination the student's award package will be generated based on funds available at that time. Federal financial aid will not be given to students retroactively.

Student Financial Aid Sources

Federal Application for Federal Student Aid (FAFSA)

The FAFSA is a federal government application used to determine a student's eligibility for federal financial aid. The FAFSA asks for general information about the student (and parent or spouse) including financial and tax information.

The form can be completed as early as October 1 for the upcoming academic year. The FAFSA must be completed each year the student intends to receive federal financial aid.

Federal Pell Grant Program

The Federal Pell Grant is given with no repayment expected. This program is designed to provide a "floor" upon which other financial aid programs are built. Any student wishing to receive a Federal Pell Grant at this institution must meet the eligibility requirements established by the U.S. Department of Education. The amount of the award depends upon the determination of the student's eligibility, the student enrollment status, cost of attendance, and a payment schedule issued by the U.S. Department of Education.

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

Federal Supplemental Educational Opportunity Grant (FSEOG)

Each year the school makes a limited number of awards to students through the FSEOG program. These funds are reserved for students who qualify based upon exceptional financial need. The financial aid advisor determines who will receive an FSEOG and the amount awarded, based on need, not to exceed the program

maximum. Please consult your financial aid advisor for more information on FSEOG.

Federal Direct Subsidized Loan

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

Federal Direct Unsubsidized Loan

A Federal Direct Unsubsidized Loan is not awarded based on need. The borrower is charged interest from the time the loan is disbursed until it is paid in full. In addition, until repayment begins and during authorized periods of deferment, the borrower has the option to pay the interest or allow the interest to accumulate. Repayment will begin six months after the borrower ceases to be enrolled in the program.

A dependent student may be eligible to request \$5,500 (less any subsidized eligibility) in their first year and \$6,500 (less any subsidized eligibility) in their second year.

An independent student may be eligible to request \$9,500 less any subsidized eligibility in their first year and \$10,500 less any subsidized eligibility in their second year.

Federal Parent Loan to Undergraduate Student (PLUS)

A Federal Parent PLUS loan is not based on need. Approval for this loan is determined by the Department of Education and is based on the parent's credit score. Parents may be eligible to request up to the cost of attendance, minus any other aid received by the student. Repayment will begin approximately sixty days after the final loan disbursement is made. The maximum repayment period is ten years. The FAFSA application is not required to apply for a Parent PLUS loan.

If the PLUS Loan is not approved, the student may borrow additional unsubsidized Federal Direct Student Loan funds.

Entrance Counseling

Students are required to complete Federal Student Loan Entrance counseling prior to borrowing a Federal Direct Subsidized or Unsubsidized loan. The entrance counseling session (approximately 20 minutes) will ensure the student understands the loan terms and conditions and their rights and responsibilities as a federal student loan borrower.

Entrance counseling can be completed at <https://studentaid.gov/entrance-counseling>.

Master Promissory Note (MPN)

The MPN explains the terms and conditions of the student/parent's loan(s). It is a legal document in which the student/parent promises to repay the loan, accrued interest and fees to the U.S. Department of Education.

The MPN can be completed at <https://studentaid.gov/mpn>.

Student Loan Exit Counseling

Student Loan Exit counseling ensures the student understands their student loan obligations and prepares the student for repayment. Student Loan Exit counseling must be completed by all federal student loan borrowers when the borrower leaves college, graduates or drops below half-time enrollment. During the counseling session you will learn what your federal student loan payments will look like; review recommended repayment strategy(s) that best suits your future plans and goals.

Student Loan Exit Counseling can be completed at <https://studentaid.gov/exit-counseling>. To complete exit counseling, you will need your Studentaid.gov login information, your college's name, and your updated contact information.

You may schedule an appointment to meet with the financial aid advisor to complete the exit counseling requirement.

Student Loan Repayment

Before repayment begins, develop a plan that puts you on track to pay back your loan on time and in full. You have a six-month grace period before you are required to start making regular payments. You will have a nine-month grace period if you have got a Perkins Loan. (Got a PLUS loan? You will go into repayment as soon as the loan is fully disbursed—which means once it is paid out.

Go to <https://studentaid.gov/manage-loans/repayment> to learn about:

- What repayment plan options are available.
- When you must begin making payments.
- How to make your payment.
- How to pay off your loan faster.
- What to do if you have trouble making payments.

Veteran Student Benefits

The School conducts under a hybrid program and is no longer approved as an institution of higher learning for the training of veterans and veterans' dependents entitled to educational assistance. All policies related to those services have been removed and are no longer valid.

Scholarships

The Presidential Scholarship

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

Recipients are identified upon entering ATS by meeting all of the following criteria:

- New students who are not enrolled in any developmental courses.
- Entering as a 1st semester nursing student

Minimum Eligibility Criteria for The Presidential Scholarship Continuation

The student must maintain:

- A minimum 3.0 grade point average in the previous semester.
- Meet Satisfactory Standards of Professional Conduct.
- Register and complete a Full-time academic schedule for the semester where the scholarship is applying.

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 the following semester(s).

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).

The Bursar will review the recipient's continued or reinstated eligibility at the end of each semester.

Presidential Scholarship Deferment (Leave of Absence/Emergency Leave)

If a student, who has been awarded a scholarship, takes an approved leave of absence or emergency leave, the scholarship will be placed in deferment for the following semester (if student has not returned). If the leave is greater than one semester, the student scholarship will be terminated.

The ATS Scholarship

The ATS Scholarship is a merit-based award that pays \$500 per nursing semester for those students who entered ATS as a new full-time 1st semester nursing student (semester without developmental classes) and did not meet the “*Minimum Eligibility Criteria for The Presidential Scholarship Continuation*”, but did meet the minimum eligibility criteria listed below. This scholarship does not need to be repaid and eligibility is reviewed each semester based on Eligibility Criteria for Scholarship Continuation below.

Recipients are identified by meeting all of the following criteria:

- Students who are entered as new full-time 1st semester nursing students and were not enrolled in any developmental courses.
- Received the Presidential Scholarship in their 1st nursing semester
- A minimum 2.5 grade point average (by semester)

Minimum Eligibility Criteria for The ATS Scholarship Continuation

The student must maintain:

- A minimum 2.5 grade point average in the previous semester.
- Meet Satisfactory Standards of Professional Conduct.
- Register and complete a Full-time academic schedule for the semester where the scholarship is applying.

If the minimum criteria are not met, the student scholarship will be terminated.

The ATS scholarship can be reinstated if the student meets the minimum criteria in the following semester(s). A student who qualifies for the ATS Scholarship and regains eligibility for the Presidential scholarship, will be reinstated in the scholarship with the higher amount. A student is not eligible to receive both the Presidential and ATS scholarships simultaneously

The Bursar will review the recipient's continued or reinstated eligibility at the end of each semester.

Career Advancement Scholarship

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

Verification Requirements:

- Letter of employment from current employer.
- Letter of reimbursement guarantee from the employer.

Eligibility:

- Acceptance into the ATS Practical Nursing program.
- Proof of completed state-approved nurse aide training program.

Minimum eligibility criteria for scholarship continuation:

- Cumulative GPA of 2.0 on a 4.0 scale
- Enrollment of one or more subjects per semester

A student may apply for this scholarship any time during the semester.

Nursing Scholarship

ATS will match your Employer Tuition Reimbursement program up to \$1,000. ATS is offering this scholarship towards educational expenses.

Verification Requirements:

- Letter of employment from current employer.
- Letter of reimbursement guarantee from the employer prior to beginning of the semester.

Eligibility:

- Acceptance into the ATS program.

Minimum eligibility criteria for scholarship continuation:

- Cumulative GPA of 2.0 on a 4.0 scale
- Enrollment of at least one subject per semester

A student may apply for this scholarship any time during the semester.

Financial Procedures and Policies

Payment Requirements

Payment in full for semester tuition and any assessed fees is due by the end of the first day of classes. The payment plan may be requested with the Bursar office. Financial Aid and Bursar services are available by appointment.

Minimum Payment Requirements

- 1) Financial aid application processed by the Department of Education and on file at the School. Students MUST finish financial aid verification, if any.

- 2) Full payment (payment must be received and posted to your student account by the due date).
- 3) Good standing in the installment payment plan.
- 4) Confirmation of payment in the form of scholarships and/or third-party authorization.

Students are required to monitor their account balances.

All payment concerns/disputes are to be discussed directly with the Bursar's office. If a student disputes charges with their bank and a chargeback occurs, the student is responsible for immediately recovering the charge back payment and providing a written statement to the Bursar's office explaining intentions to honor the disputed payment. The student must continue to follow minimum payment requirements. Intentional and/or excessive disputes and chargebacks may lead to dismissal from the program.

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 balance.

Payment Options

Tuition Installment Payment Plan

For students requiring more time to pay tuition, they may enroll in an installment payment plan. The Financial Aid Office will provide a financial estimate with your expected remaining out of pocket balance. Students can choose the installment payment plan or pay 50% of the semester tuition during the first week of classes with the balance of the remaining 50% of semester tuition to be paid by the end of the mid-term week. All financial requirements need to be completed and the first payment paid during the first month of classes. A \$10 late fee will be charged after 30 days past due.

Financial Billing Agreements

All billing agreements must be in place before the semester starts. Please consult with your Financial Aid Advisor to confirm that the school received certifications from the expected agencies.

The School will bill employers who pay tuition for their employees. Students are to provide the School with a signed letter of financial guarantee from the employer prior to registration for classes.

Students who have applied for scholarships must inform the Financial Aid Office in writing of the amount of the anticipated scholarship. Approval letters need to be presented before the beginning of the semester to apply funds to the upcoming semester.

Financial Suspension

During a Financial Suspension 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.

Financial Holds

Holds may be placed on a student's record whenever that student is delinquent or has failed to pay any debt owed to the School or failed to return any School property or equipment. Grades, registration for next semester, transcripts, diplomas, letters of completion or application to state boards and letters of recommendation will be issued only when a student's account is considered to be in good standing.

Students that did not fulfill their financial obligations during the previous semester will lose their eligibility to continue with the installment payment plan until they clear previous obligations.

The School reserves the right to reject the enrollment of any applicant who had formerly enrolled in a program at the school but failed to fulfill payment requirements.

Duplicate Check Cashing

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:

- The student will receive a write up for the incident in an incident report. And may be subject to dismissal from the program.
- The student will be charged a penalty fee in lieu of filing a police report against the student for Check Fraud.
- The student will immediately repay ATS all associated fees and no further accommodations will be made.

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.

Right to Cancel

The Enrollment Agreement does not constitute a contract until an official of the school has approved it. If the school does not accept the Agreement, all monies paid will be refunded. The student has the right to cancel the initial enrollment agreement until 5 business days after the student has been admitted. If the right to cancel is not given to any prospective student at the time the agreement is signed, then the student has the right to cancel the agreement at any time and receive a refund on all monies paid to date within 45 days of cancellation. Cancellation should be submitted to the authorized official of the school in writing.

Refund Policy

If a student withdraws or is dismissed from the student program, or if the enrollment agreement or application is otherwise terminated, a refund will be issued according to the following schedule:

- A student who withdraws before the first class and after the 5-day cancellation period shall be obligated for any non-refundable 3rd party service fees used through ATS Institute.
- A student who starts class and withdraws during the first full calendar week of the academic term, after completion of the first day of classes, shall be obligated for twenty-five percent of the tuition and refundable fees for that academic term plus

any non-refundable 3rd party service fees used through ATS Institute.

- A student who withdraws the second full calendar week of the academic term shall be obligated for fifty percent of the tuition and refundable fees for that academic term any non-refundable 3rd party service fees used through ATS Institute.
- A student who withdraws during the third full calendar week of the academic term shall be obligated for seventy-five percent of the tuition and refundable fees for that academic term plus any non-refundable 3rd party service fees used through ATS Institute.
- A student who withdraws beginning the fourth full calendar week of the academic term will not be entitled to a refund of any portion of the tuition and fees.

The school shall make the appropriate refund within 45 (forty-five) days of the date the school determines that a student has withdrawn or has been dismissed from a program. Refunds shall be based upon the withdrawal date

In the case of documented student illness or accident, death in the family, or other circumstances beyond the control of the student, the student will be entitled to special consideration that may be less than that stated by the refund policy.

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

Refunds for books, fees, computer software and supplies:

Charges for required purchase of books, fees, computer software, and supplies can be non-refundable if the student has consumed or used the books, fees, computer software and/or supplies. Consumption of books, fees, computer software, and supplies defined as follows:

- Items that were special ordered for a particular student and cannot be used by or sold to another student; or,
- Items that were returned in a condition that prevents them from being used by or sold to new students.
- Documented non-refundable fees for goods or services provided by third party vendors.
- Semester Course fees after the student receives a clinical assignment.

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

Refund policy for Indiana residents, *See Appendix P: Indiana Refund Policy.*

Credit Balance

Students with a credit balance resulting from federal financial aid will be refunded within fourteen (14) days of aid being credited to the student's account. The Bursar office processes refund checks.

Refunds are placed in the US Mail and addressed to the address on file with the school. Students may update their address in writing to the Registrar's Office.

Return of Title IV Funds (R2T4)

General Requirements

If a recipient of federal financial aid withdraws from a school after beginning attendance, the school performs an R2T4 calculation to determine the amount of federal financial aid earned by the student.

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

*Withdrawal on the date of the student's last documented class attendance/activities according to the instructor's records.

If funds are returned, it may result in the student owing outstanding tuition or fees to the school in addition to owing funds back to the U.S. Department of Education. Any grant amount the student must return is a federal grant overpayment and arrangements must be made with the school or the U.S. Department of Education to return the funds.

How the Percent Earned is determined:

Percent earned = number of calendar days completed up to the withdrawal date* (less scheduled breaks of 5 days or more) divided by the total days in the semester (less scheduled breaks of 5 days or more).

- Percent unearned = 100% minus percent earned.

When a student receives federal financial aid in excess of aid earned the school returns the lesser of institutional charges multiplied by the unearned percentage, or federal financial aid disbursed multiplied by the unearned percentage.

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

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

Federal regulations limit the amount a student must repay to the amount by which the original overpayment amount exceeds

50% of the total grant funds disbursed to or that could have been disbursed to the student for the payment period.

Any grant amount the student must return is a federal grant overpayment and arrangements must be made with the school or the U. S. Department of Education to return the funds.

After Return of Title IV Funds calculation is complete, federal funds will be returned in the following order:

- 1) Unsubsidized Federal Direct Stafford Loan
- 2) Subsidized Federal Direct Stafford Loan
- 3) Federal Direct Plus Loan
- 4) Pell Grant
- 5) FSEOG

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

The school must report to the U. S. Department of Education any student who is in federal grant overpayment status.

Treatment of Title IV Credit Balances When Student Withdraws:

A Title IV credit balance occurs when the amount of federal financial aid disbursed exceeds the amount of institutional charges. When a student withdraws with an outstanding Title IV credit balance, a school will first perform an R2T4 calculation to determine whether adjustments to the credit balance will occur.

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

1. Any Title IV credit balance will be allocated first to repay any grant overpayment owed by the student because of the current withdrawal. The institution will return such funds to the Title IV grant account within 14 days of the date that the institution performs the R2T4 calculation. Although not

included in an R2T4 calculation, any Title IV credit balance from a prior period that remains on a student's account when the student withdraws is included as Title IV funds when school determine the final amount of any Title IV credit balance when a student withdraws.

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

Post-withdrawal disbursement (PWD)

When federal financial aid that a student has earned as of the withdrawal date has not yet been disbursed to the student, the funds can be offered to student through a PWD. A PWD, whether credited to the student's account or disbursed to the student or parent directly, must be made from available grant funds before available loan funds.

- The college will offer any PWD of loan funds within 30 days of the date of the college's determination that the student withdrew.
- The college will return any unearned funds and make a post-withdrawal disbursement of grant funds within 45 days of that date.
- The college will obtain confirmation from a student, or parent for a Direct Parent PLUS Loan, before making any disbursement of loan funds from a PWD, whether those loan funds are to be credited to the student's account or disbursed directly to the student (or parent).
- The student or parent must respond to the notice within 14 days. After that period, the college may decide not to accept the PWD request.

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

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

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

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

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

Practical Nursing Program

Philosophy

The philosophy of the Practical Nursing program reflects the mission of the school, which is to create and provide a high-quality educational experience to each individual student seeking to establish a successful career.

The basic philosophical concepts of the Practical Nursing program are person, health, nursing, caring, environment/society, and nursing education.

The person is viewed as a holistic being comprised of biophysical, psychosocial, emotional, spiritual, intellectual, and cultural needs or components.

The person is also an individual, a family member, and a member of the local, regional, and world community.

Health is a dynamic process of adaptation to biophysical, psychological, social, spiritual, and environmental influences, whereby the person is able to function in an optimal state.

Nursing is both an art and a science, the goal of which is to care for individuals so that they may achieve optimal health.

Caring is the very heart of nursing. Consistent with the philosophy of Jean Watson (1985), caring involves an interpersonal relationship between the person and the nurse. Through holistic health care, the nurse assists in promoting and maintaining the health of the person and family.

Environment/Society directly and indirectly affects a person's ability to cope with the student's own needs, as well as those of others.

Organizing Theme of the Nursing Program

The nursing faculty of the School believes in a nursing curriculum that focuses on caring as the underlying theme. According to Watson (1985/88), caring is the most valuable attribute nursing has to offer. Watson (1985) has identified the following seven assumptions about the science of caring:

- 1) Caring can be effectively demonstrated and practiced only interpersonally.
- 2) Caring can be effectively demonstrated and practiced only interpersonally.
- 3) Caring consists of "carative" factors that result in the satisfaction of certain human needs.
- 4) Effective caring promotes health and individual or family growth.
- 5) Caring responses accept a person not only as he or she is now but as what he or she may become.
- 6) A caring environment is one that offers the development of potential while allowing the person to choose the best action for him or herself at a given point in time.
- 7) Caring is more "healthogenic" than is curing. The practice of caring integrates biophysical knowledge with knowledge of human behavior to generate or promote health and to provide administrations to those who are ill. A science of caring is therefore complementary to the science of curing.
- 8) The practice of caring is central to nursing (Watson, 1985, pg.8-9).

In addition, Watson lists the following ten carative factors upon which the science of caring is built.

- 1) The formation of a humanistic-altruistic system of values.
- 2) The installation of faith-hope.
- 3) The cultivation of sensitivity to one's self and to others.
- 4) The development of a helping-trust relationship.
- 5) The promotion and acceptance of the expression of positive and negative feelings.
- 6) The systematic use of the scientific problem-solving method for decision making.
- 7) The promotion of interpersonal teaching-learning.
- 8) The provision for a supportive, protective, and (or) corrective mental, physical, sociocultural, and spiritual environment.
- 9) Assistance with the gratification of human needs.
- 10) The allowance for existential-phenomenological forces (Watson, 1985, pg. 9-10).

The role of the nurse is to provide effective care in a variety of settings to diverse individuals and families across the lifespan. This caring role includes being a communicator, a collaborator, an educator, and a manager.

References

- George, J. B., Editor (1995). Nursing Theories. The Base for Professional
- Nursing Practice. Norwalk: Appleton and Lange.
- Watson, J. (1985). Nursing's Scientific Quest. Nursing Outlook, 29, 413-416.
- Watson, J. (1985). Nursing: The Philosophy and Science of Caring. Boston: Little, Brown.
- Watson, J. (1988). Nursing: Human Science and Human Care, A Theory of Nursing. New York: National League for Nursing.

Practical Nursing Program Information

Program Delivery: Residential, Blended
Diploma Awarded: Practical Nursing Diploma
Length of Program: 3 semesters
Semesters One (1) and Two (2) – 15 weeks
Semester Three (3) – 19* weeks
Semester Credit Hours: 52
Inside Clock Hours: 1179
Recognized Outside Clock Hours: 362.25
Program Delivered in English only

Program Description

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

Program Outcomes

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

- 1) Assume entry-level positions in practical nursing to assist clients with health needs through use of basic nursing skills.
- 2) Deliver competent holistic nursing care safely to persons of all ages in a variety of structured healthcare settings by demonstrating professional ethical characteristics, use a caring approach, and establishing effective interpersonal relationships with clients and families.
- 3) Demonstrate a commitment to a lifelong process of education and personal and professional development through continuing education and participation in professional organizations.
- 4) Apply knowledge from the physical, biological, psychosocial, and nursing sciences, while contributing to promoting, maintaining, and restoring health to culturally diverse clients.
- 5) Engage in professional communication and collaboration as delegated with all members of the healthcare team.

Program of Study

	Academic Credits	Financial Aid Credits
First Semester (15 weeks)		
BIO1090 Anatomy & Physiology with Medical Terminology	6.0	3.5
NUR1090 Art of Nursing	1.5	1.5
NUR1095 Nursing Fundamentals with Intro to Pharmacology	11.5	9.0
Second Semester (15 weeks)		
NUR1109 Nursing Care of the Adult 1	9.5	7.5
NUR1105 Nursing for the Family and Nursing for Children	4.0	2.8
NUR1100 Critical Thinking Lab	3.0	2.0
Third Semester (19 weeks)		
NUR1121 Nursing Care of the Adult 2	9.5	7.5
NUR1128 Nursing Care of the Older Adult and Nursing for Mental Health	5.5	4.0
NUR1114 Nursing Seminar - Transition to Practice	1.5	1.5
REV1003 NCLEX-PN Review Course	0.0	0.0

Career Information

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

Course Descriptions for Practical Nursing Curriculum

Definitions:

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

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

Equivalent courses: failure of an equivalent course is considered failing a repeated course.

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

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.

Prerequisites: Placement by achieving required benchmark on TEAS exam

Co-requisites: BIO1090 Human Anatomy with Medical Terminology

Equivalent: Any combination of previous courses titled “Nursing Fundamentals” and “Pharmacology”

NUR1105 Nursing for the Family and Nursing for Children 4 Credits

Course Description:

This course focuses on maternity nursing care of the woman during her maternity cycle and her family including pediatric nursing care of the child across the lifespan through adolescence. The nurse’s teaching, caring, communication, and critical thinking roles are discussed and used with application to the nursing process as appropriate to the Licensed Practical Nurse scope of practice. The care of families experiencing issues of psychological, cultural, and spiritual needs is explored.

This course requires successful completion of concurrent lab hours.

Prerequisites: BIO1090 Human Anatomy with Medical Terminology, NUR1090 Art of Nursing, NUR1095 Nursing Fundamentals

Co-requisites: None

NUR1100 Critical Thinking

3 credits

Course Description:

This course provides students with knowledge to implement the theoretical perspectives on, and practical reality of, making judgment 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 judgment 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 requires successful completion of concurrent lab hours

Prerequisites: BIO1090 Human Anatomy with Medical Terminology, NUR1090 Art of Nursing, NUR1095 Nursing Fundamentals w/intro to Pharmacology

Co-requisites: NUR1109 Nursing Care of the Adult 1

Equivalent: Any course titled “Critical Thinking”

NUR 1109 Nursing Care of the Adult 1

9.5 credits

Course Description:

This course builds on concepts and skills learned in Fundamentals of Nursing. 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 (NCSBN), 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.

Prerequisites: BIO1090 Human Anatomy with Medical Terminology, NUR1090 Art of Nursing and NUR1095 Nursing Fundamentals with Pharmacology

Co-requisites: NUR1100 Critical Thinking

Equivalent: Any courses titled “Nursing Care of the Adult”, “Nursing Care of the Adult 1”, “Nursing Care of the Adult I”

NUR 1121 Nursing Care of the Adult 2

9.5 credits

Course Description:

This course is a continuation of concepts and skills learned in Nursing Care of Adult 2. 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 (NCSBN), 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.

Prerequisites: NUR1109 Nursing Care of the Adult 1, NUR1105 Nursing for the Family and Nursing for Children, NUR1100 Critical Thinking

Co-requisites: None

Equivalent: NUR1120 Nursing Care of the Adult II

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.

Prerequisites: BIO1090 Human Anatomy with Medical Terminology, NUR1090 Art of Nursing, NUR1095 Nursing Fundamentals with Pharmacology

Co-requisites: None

Equivalent: Any course title that includes, “Nursing Care of the older Adult and Nursing for Mental Health”, “Geriatric/Mental health Nursing”, “Nursing for Mental Health”, “Geriatric Nursing”

NUR1114 Nursing Seminar - Transition to Practice **1.5 credits**

Course Description:

This course builds upon previous nursing courses for the acquisition and application of nursing theory necessary for safe, patient-centered nursing care of diverse patients across the lifespan while integrating legal and ethical responsibilities of the Practical Nurse. This is a milestone course that prepares students for practice.

Prerequisites: NUR1090 Art of Nursing, NUR1095 Nursing Fundamentals with Pharmacology, NUR1100 Critical Thinking, NUR1109 Nursing Care of the Adult 1, NUR1105 Nursing for the Family and Nursing for Children

Co-requisites: None

Equivalent: Any course titled “Nursing Seminar”, “Seminar”

REV1003 NCLEX Review Course **0 credits**

Course Description:

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

Prerequisites: NUR1090 Art of Nursing, NUR1095 Nursing Fundamentals with Pharmacology, NUR1100 Critical Thinking, NUR1109 Nursing Care of the Adult 1, NUR1105 Nursing for the Family and Nursing for Children, NUR1114 Nursing Seminar
Co-requisites: NUR1121 Nursing Care of the Adult 2, 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

Co-requisites: 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

Co-requisites: None

MAT0930 Basic College Math **0 credits**

Course Description:

This course provides students with basic math skills required for success in School education. This course covers basic computational math and high school algebra including, but not limited to, ratios and proportions, and metric. Students are shown many methods to sharpen their math skills and are provided multiple opportunities to practice those skills. Refreshing their knowledge of learned math will be an important part of the course.

Prerequisites: None

Co-requisites: None

Support Courses

(Support courses are not considered for credit)

SUC1001 Success Strategies **0 credits**

Course Description:

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

Prerequisites: None

FLS1001 Focused Learning Seminar **0 credits**

Course Description: This course is designed to support current nursing students through a remediation/tutoring for course content. The student will revisit predetermined content topics based on the didactic instruction for that week.

Prerequisites: None

NUR040	Nursing	Exit	Seminar
			0

credits

Course Description:

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.

Prerequisites: None

NUR0950

0 credits

Course Description:

This is a required course for any student who failed the Comprehensive Exit Examination and has been assigned by the Director of Nursing. An individual focused plan of remediation will be developed by the nursing coach. 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.

Prerequisites: None

Appendices

Appendix A: Academic Calendar Fall 2023 – Fall 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 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.

FALL 2023 SEMESTER	
September 4, 2023	Fall Semester 2023 Classes begin
September 4, 2023	Labor Day (CAMPUS CLOSED)
September 15, 2023	Last day to add/drop classes without penalty
November 9, 2023	Last day to submit an official withdraw from classes with a "W"
November 10, 2023	Veterans Day Observed (CAMPUS CLOSED)
November 23-24, 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 25, 2023	Christmas Day (CAMPUS CLOSED)
January 1, 2023	New Year's Day (CAMPUS CLOSED)
January 16, 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 15, 2024	Last day to submit an official 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

SUMMER 2024 SEMESTER

May 6, 2024	Summer Semester 2024 Classes begin
May 17, 2024	Last day to add/drop classes without penalty
May 27, 2024	Memorial Day (CAMPUS CLOSED)
June 19, 2024	Juneteenth (CAMPUS CLOSED)
July 4, 2024	July 4 th Holiday (CAMPUS CLOSED)
July 12, 2024	Last day to submit an official withdraw from classes with a "W"
August 5 - August 16, 2024	Final Exams, Standardized testing and Remediation
August 17, 2024	Last day of Semester
August 19- September 2, 2024	Student Break (NO SCHOOL)
August 19- Sep. 14, 2024	Summer Graduates NCLEX review class
September 13, 2024	Last day for Summer Semester Graduates

FALL 2024 SEMESTER

September 2, 2024	Fall Semester 2024 Classes begin
September 2, 2024	Labor Day (CAMPUS CLOSED)
September 13, 2024	Last day to add/drop classes without penalty
November 8, 2024	Last day to submit an official withdraw from classes with a "W"
November 11, 2024	Veterans Day (CAMPUS CLOSED)
November 21-22, 2024	Thanksgiving Break (CAMPUS CLOSED)

December 2 - December 13, 2024	Final Exams, Standardized testing and Remediation
December 13, 2024	Last day of Semester
December 16, 2024 - January 3, 2024	Student Break (NO SCHOOL)
December 24, 2024	Campus Closed at 1pm
December 25, 2024	Christmas Day (CAMPUS CLOSED)
December 31, 2024	Campus Closed at 1pm
January 1, 2024	New Year's Day (CAMPUS CLOSED)
January 14, 2025	Last day for Fall Semester Graduates

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

CAMPUS CLOSED = Students and Staff off

NO SCHOOL - Students off

Appendix B: Faculty and Administration

Administration		
Leonard Bykov <i>President</i>	Yelena Bykov <i>Chief Executive Officer</i>	Lydia Falbo DNP, MSN, RN <i>Director of Nursing</i> DNP, BSN, RN, Rush University
Susan Elliot <i>Director of General Education</i> <i>Full-time instructor</i> MA, BA, St. Xavier University	Rumy Kabir <i>Director of Instructional Technology and Online Learning</i> MA Iowa State University; BS, Northwestern Oklahoma State University	Irina Bondar <i>Financial Aid Director</i>
Gina Anadilla <i>Operations Manager</i> BA, California State University Northridge	Amy Bieganski <i>Manager of Admissions & Recruitment</i> BS, Robert Morris Experiential College	Elvis Falbo, MSN, BSN MSN & BSN, Olivet Nazarene University <i>SIM Coordinator</i>
Nursing Faculty		
Vivian Aguinaldo, BSN, RN BSN, Arellano University, Philippines <i>(Part-time instructor)</i>	Nikki Campobasso, BSN, RN BSN, Olivet Nazarene University <i>(Part-time instructor)</i>	Karla Cifuentes, MSN, RN MSN, Western Governors University <i>(Full-time instructor)</i>
Joan Gramata, NP, MSN, RN MSN, Rush University BSN, University of Illinois Chicago <i>(Part-time instructor)</i>	Robin Isabell, BSN, RN BSN, Indiana University <i>(Nursing Success Coach)</i>	Lakisha Kemp, MSN, BSN, AGNPC Masters of Science in Nursing – AGPCNP, Walden University,
D’Andrea Lenore, MSN, BSN MSN, University of Phoenix BSN, Chicago State University <i>(Part-time instructor)</i>	Kimberly Lippmann CNL, RN, MSN, BSN, BA MSN, Elmhurst University BSN, Loyola University Chicago <i>(Full-time instructor)</i>	Heather Macon, MSN, RN MSN, Chamberlain University <i>(Full-time instructor)</i>
Salitha Marsh, BSN, RN BSN, Benedictine University RN, City Colleges of Chicago <i>(Part-time instructor)</i>	Ceaira Moore, BSN, RN BSN, Governors State University RN, Prairie State University <i>(Full-time instructor)</i>	Maria Medina, MSN, BSN, RN MSN- North Park University BSN – Far Eastern University <i>(Part-time instructor)</i>
Lauren Murray, BSN, RN BSN, Chamberlain University <i>(Full-time instructor)</i>	Dernyce Nelson, BSN, RN BSN, Capella University RN, Rasmussen College <i>(Part-time instructor)</i>	Elizabeth Nikolic, BSN, RN BSN, Saint Xavier University <i>(Part-time instructor)</i>

Wanda Robertson, MSN, RN MSN, American Sentinel University <i>(Full-time instructor)</i>	Deborah Staggers, BSN, RN 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>
Van Fabie Tunguia BSN, RN BSN, RN Herzing University <i>(Full-time instructor)</i>	Renee Vanorsby, MSN, RN MSN, Chamberlain University <i>(Part-time instructor)</i>	
General Education Faculty		
Alex Klitz M.F.A, Full Sail University BA, Roosevelt University <i>(Part-Time Instructor)</i> <i>Retention Specialist</i>	Nathan Lincheid MS, Northwestern University BS, University of Oregon <i>(Full-time instructor)</i>	
Staff		
James Cook <i>Front Desk Representative</i> <i>(Part-Time)</i>	Joel Freecheck <i>Admissions Advisor</i>	Makeva Glenn <i>Financial Aid Officer</i>
Brian Hedges <i>IT Specialist</i>	Dalia Kilyan <i>Bursar</i>	Teresa McShane <i>Financial Aid Advisor</i> <i>(Part-time)</i>
John Rayburn Jr <i>Front Desk Representative</i>		

Appendix C: Tuition and Fees

Note: If a student fails a course, they have failed to progress and must now meet the policies and program requirements as outlined in the student handbook in effect for the cohort they will be placed in, this includes tuition and program fees

Tuition & Fees	Cost Per Semester (3 Semesters)	Total Cost	Description
Program Tuition & Fees	\$10,400	\$31,200	Tuition & Fees
Course Fee	NA	\$800	Course Fee for the REV1003 NCLEX Review course is charged at the time the student is taking the course.
TOTAL PROGRAM COST		\$32,000	

Additional cost for Developmental Courses (if required)

If you are required to complete one or more Developmental Courses, your Tuition and fees will be adjusted to reflect scheduled developmental classes in the following amounts: \$2,392 for ENG0930 and MAT0930 courses, \$1,316 for the ENG0935 course. If you are scheduled to take each of the above-listed Developmental Courses, your total program cost will not exceed \$38,100 and the breakdown of your Program Tuition & Fees cost per semester will be \$9,325 over 4 semesters. However, see below if you plan to attend or are scheduled on less than a full time basis or if you need to repeat courses that you did not pass on your first attempt.

The ATS Practical Nursing Program is designed in a sequential order and is offered on a full-time basis. If you plan to attend or are scheduled on a less than full-time course load or need to repeat courses, you will not be able to stay in your original cohort and you will be billed for the credits you attempt according to the table below. If you return to full-time status, you will again be charged based on the price per semester.

Financial Aid Credits Tried	Semester Cost
9 - 11.99	\$8,400
6 - 8.99	\$7,400
3 - 5.99	\$2,700
1 - 2.99	\$1,700

COST OF ATTENDANCE MAY INCLUDE:

- Estimated Book Fees is \$530. Students are responsible for purchasing books from a 3rd party vendor.
- The estimated uniform cost is \$32. Students are responsible to purchase uniforms and ATS patches in accordance with the Professional Dress Code Policy. The cost of uniforms and additional supplies may vary depending on purchase location. Additional supplies may include a stethoscope, watch with a second hand and any other supplies requested by the faculty
- Estimated Clinical Site Parking is \$160 per semester: Students are responsible for payment of parking at clinical sites. The school is not responsible for reimbursement for parking fees. Clinical site parking cost may vary per facility. Some sites may require parking fees or the use of parking meters.
- Estimated immunization fees are \$500, if required based on results of lab testing. Students are responsible for all fees related to immunizations. If your immunization record is up to date, you may avoid this fee.

MISCELLANEOUS FEES:

- Financial charges may apply for late payments, bounced checks/declined credit cards or double deposited checks
- ID Badge Replacement: \$25
- Supplemental ATI exams: \$75
- VATI Extension: \$100
- Stand Alone Clinical Fees: \$345

POST-GRADUATION ESTIMATED COST: *Student is responsible for all post-graduation fees related to licensure*

- Continental Testing Services \$98
- Pearson Vue: \$200
- Fingerprinting: \$65

Appendix D: TEAS Policy

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.

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.

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.

Students that score below the required benchmark will be given three options to choose:

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.

Option 2: Retake Developmental courses in the following semester. Take their final TEAS attempt at the end of the semester.

Option 3. Remediate within the prescribed timeline after the initial TEAS attempt as developed by instructors and/or remediation specialist.

a. Students will complete a TEAS remediation program based upon their TEAS score as assigned by the General Education Director and/or Remediation specialist. 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.

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 Director of Nursing 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*).

Appendix E: Readmission - No Exit Appeal Policy

No Exit Appeal Process for students dismissed up to 2 semesters from their last nursing course.

A student requesting to immediately return into the nursing program, following an unsuccessful exit process must complete the following:

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 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.
5. 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.
6. 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.
7. Students will be required to complete coursework as recommended by the Director of Nursing.
8. 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.
9. Upon successful completion (passing score and/or C or better) of the required components, the student will proceed with the program exit examination requirements.
10. Only one attempt of the Exit Exam will be allowed.

Students that are more than 2 semesters from the last date of the last nursing course will not be eligible for readmission.

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

Appendix F: Documentation for Clinical

Medical Compliance Requirements: Students are required to have up to date medical records and CPR in accordance with the requirements below. Students are responsible for keeping all immunizations, PPD testing, physical exam, medical insurance, and CPR current. Students must update any medical document with an expiration date to ensure that they are current and on file in the Nursing Department Office for students to be placed in the clinical setting.

Students beginning in the developmental semester must have all medical documentation completed and accepted by week 10 of the developmental semester. Students who do not meet the medical compliance requirements by the stated deadlines, will not be automatically 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.

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.

All documents with the expiration dates within the next semester must be updated before the start of the semester.

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.

All students required at admission/readmission to complete the following within a required deadline

Medical Compliance Item	Where Can I Get It Done?	How Long Does It Take?
Criminal Background Check Report through Castlebranch <ul style="list-style-type: none"> Add package code: AW85 Must sign and return release form for the background to be completed 	Castlebranch	1-3 business days
Drug Testing Report through Castlebranch <ul style="list-style-type: none"> Add package code to Castlebranch: AQ92dt <i>Order through Castlebranch and will go to Quest to get the test completed</i>	Quest & Castlebranch	1-2 business days from the time the urine is submitted

See also policy on Drug Testing in this catalog

To be registered for all mandatory clinical experience, the following is needed for all students:

1. Register at Castlebranch Medical Manager. All documents take at least 48 business hours to approve
 - a. Add the package code AW85im
2. Complete and upload the documentation required. Review below table to understand steps needed.

Medical Compliance Item	Where Can I Get It Done?	How Long Does It Take?
CPR Card American Heart Association for Healthcare Provider BLS - must have hands on skills testing as no electronic recertifications are accepted.	American Heart Association	AHA can take several weeks to get scheduled for the face to face skills
Physical Attestation Form (required) and/or	Form in Medical Packet	2-3 days once submitted for approval

History and Physical (if needed) Signed and dated by Healthcare Provider	CVS Walgreens	CVS/Walgreens can usually be scheduled within 1-2 days.
	Clinics Doctor's Office	Clinics/Doctor's Office may take up to 1 month to get an appointment
TB test results – one of the below <ul style="list-style-type: none"> • PPD 1 step OR • Quantiferon Gold Blood Test OR • T-Spot Blood Test OR If positive, clear Chest XRay within past 3 years	CVS Walgreens Clinics Doctor's Office	PPD takes 48-72 hours for results and is placed at your appointment on your skin with a return in 48-72 hours to be read by the facility
		Quantiferon Gold takes 3-5 days from the date of the blood draw for results and is an order you receive from the facility to go to a lab to have it drawn
		T-spot takes 2-3 days from the date of the blood draw for results and is an order you receive from the facility to go to a lab to have it drawn
Hepatitis B – one of the below <ul style="list-style-type: none"> • Proof of 3 vaccinations OR • Lab report of positive antibody titer OR • Declination Waiver <i>Do not need to wait on doctor to order lab draw - can go straight to QUEST and request the blood draw by asking for a "Hepatitis B Antibody Titer"</i>	CVS Walgreens Clinics Doctor's Office	Approximately 7-10 days from the date of the blood draw for results
	Quest	All clinics/offices will write an order for you to go to the lab and have the blood drawn
M.M.R (Measles/Mumps/Rubella) – one of the below <ul style="list-style-type: none"> • Proof of 2 vaccinations OR • Lab report of positive antibody titer for all 3 components <ul style="list-style-type: none"> ○ 1 booster shot (if titer is negative or equivocal) <i>Do not need to wait on doctor to order lab draw - can go straight to QUEST and request the blood draw by asking for a "MMR Antibody Titer"</i>	CVS Walgreens Clinics Doctor's Office	Approximately 5-7 days from date of blood draw
	Quest	All clinics/offices will write an order for you to go to the lab and have the blood drawn
Varicella (Chicken Pox) – one of the below <ul style="list-style-type: none"> • Proof of 2 vaccinations OR • Lab report of positive antibody titer <ul style="list-style-type: none"> ○ 1 booster shot (if titer is negative or equivocal) <i>Do not need to wait on doctor to order lab draw - can go straight to QUEST and request the blood draw by asking for a "Varicella Antibody Titer"</i>	CVS Walgreens Clinics Doctor's Office	Approximately 3-5 days from date of blood draw
	Quest	All clinics/offices will write an order for you to go to the lab and have the blood drawn
Tdap <ul style="list-style-type: none"> • Tetanus booster administered within 10 years 	CVS Walgreens	CVS/Walgreens can usually be scheduled within 1-2 days.
	Clinics	Clinics/Doctor's Office may take up to 1 month to get an appointment

	Doctor's Office	
Flu <ul style="list-style-type: none"> • Proof of annual vaccination (September - March) 	CVS Walgreens Clinics Doctor's Office	CVS/Walgreens can usually be scheduled within 1-2 days. Clinics/Doctor's Office may take up to 1 month to get an appointment
COVID Vaccine <ul style="list-style-type: none"> • Proof of full vaccination series <ul style="list-style-type: none"> ○ Based on Clinical Site Requirements 	CVS Walgreens Clinics Doctor's Office	Based on availability
Proof of Medical Health Insurance	Form in Castlebranch	2-3 days once submitted for approval
ATS Insurance Responsibility Form	Form in Castlebranch	2-3 days once submitted for approval

Note: Throughout the nursing curriculum, the student must monitor the TB, PPD/X-Ray, CPR certification, COVID boosters and any other medical document with an expiration date to ensure that they are current and on file in the Nursing Department Office. Students who do not meet the medical compliance requirements by the given deadline in ATS email communications will not be enrolled in courses with a clinical component.

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

In addition, failure to submit documents within this time frame will result in a late fee charged in the amount of \$100.00 dollars.

All ATS Institute clinical sites are requiring students placed in their clinical facilities to be fully vaccinated.

Although ATS Institute does not require the COVID-19 vaccine for students, if a student is not vaccinated for COVID-19, the clinical facility will make the final determination to grant or deny placement at their facility.

Failure to accurately disclose your vaccination status will cause you to be ineligible for placement at a clinical site and will result in failure of the course. Attendance at clinical sessions is mandatory to pass courses with a clinical experience requirement.

Students who wish to request a waiver of the vaccine requirement can reach out to the admissions department to receive a waiver form. The clinical facility, not ATS, will decide to grant or deny a request for a waiver. The purpose of the form is to facilitate your request for a waiver based on a medical condition which represents a contraindication for the vaccine, or a waiver that is based on religious grounds.

ATS Release

ATS does not require the COVID-19 vaccine for students, a vaccine waiver request does not guarantee approval from the clinical sites that a student may be placed with. ATS Institute is released from any and all rights, claims, and causes of action arising from clinical placement due to a student's COVID-19 vaccine status.

Appendix G: Exit Examination Score Determination

The ATI Comprehensive Predictor is a standardized test that assesses the students' preparedness for the NCLEX-PN. Acceptable performance is 72% or higher composite score. If the benchmark is changed at any time, it will be posted in an addendum to the catalog and will apply to students in the incoming and subsequent cohorts.

The school reserves the right to change the exit exam and NCLEX prep provider.

Appendix H: Local and National Community Resources

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

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

Appendix I: Institutional Disclosures Report

Reporting Period: July 1, 2021 - June 30, 2022						
INSTITUTION NAME: MDT School of Health Sciences, Inc., dba ATS Institute of Technology		Indicate all ways the disclosure information is distributed or made available to students at this institution: <div>X Attached to Enrollment Agreement</div> <div>X Provided in Current Academic Catalog</div> <div>X Reported on School Website</div>				
Per Section 1095.200 of 23 Ill. Adm. Code 1095:						
<i>The following information must be submitted to the Board annually; failure to do so is grounds for immediate revocation of the permit of approval.</i>						
DISCLOSURE CATEGORY	REPORTING	<i>Practical Nursing Program</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: <i>Updated as of 5/15/2023</i>						
	a) Placed in their field of study	89				
	b) Placed in a related field	10				
	c) Placed out of the field	0				
	d) Not available for placement due to personal reasons	1				
	e) Not employed	10				
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				
<p>*Course of Instruction is defined as a standalone course that meets for an extended period of time and is directly creditable toward a certificate or other completion credential; individual courses that make up a Program of Study are not considered courses of instruction.</p>					
<p>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.</p>					
	<p><i>) In the event that the school fails to meet the minimum standards, that school shall be placed on probation.</i></p>				
	<p><i>) 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.</i></p>				

Appendix J: Minimum Computer System Requirements Policy

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

	Recommended		Minimum	
	PC	MAC	PC	MAC
Operating System	Windows 10, version 21H1 or superior	Monterey or superior	Windows 10, version 21H1 or superior	Big Sur or superior
Processor	Intel or AMD with virtualization instruction support VT-x/AMD-V (Intel Core i3 VIII and superior)			
Memory	16GB		8GB	
Free Hard Disk Space	60GB SSD		30GB	
Additional Hardware	WiFi network adapter with WPA2 Enterprise support, Microphone, Webcam			
Internet Connection	45 Mbps (download) or better		20 Mbps or better	
Internet Browser	Chrome Browser			
Microsoft Office	Students may use Google products; Docs, Slides, Sheets, etc			
Adobe Acrobat Reader	Students can download the Adobe Reader for free, or Google Docs can read the PDF document.			
Accessibility Technology (if needed)	ATS LMS contains accessibility features for the following assistive technology needs: <ul style="list-style-type: none">● Speech to text software● Screen reader software The following service will be available upon request. <ul style="list-style-type: none">● Magnification devices and software			
Anti-Malware	Malwarebytes 3.0 or superior – or equivalent security software			
Devices that do not support our education.	Chromebooks, Linux/GNU-based Operating Systems.			
Mobile Device Support	Our LMS is mobile device ready. As a result, the student can use the mobile device to access the LMS and complete the majority of the required activities. However, the use of mobile devices may be prohibitive for some of their learning experiences and at clinical sites. Our clinical virtual experience and exam delivery software (Shadow Health, SwiftRiver, and, ExamSoft) do not operate on any mobile devices, including iPhones, iPads, Android phones, and tablets.			

Appendix K: Standardized Testing Progression Policy

Note: The testing provider is subject to change.

Students that score below the required benchmark (set by ATS) on Content Mastery Assessments in ATI are at higher risk for being unsuccessful in the program. This policy is designed to support students through a progression and to assist them with success throughout the program and ultimately the end of the program assessments. All benchmark scores will be posted in the course syllabus.

Students who entered nursing courses prior to Fall 2023:

Students who did not meet the benchmark score on the Content Mastery assessments prior to Fall 2023, will be placed in Academic monitoring and required to complete an Individualized Learning Plan in lieu of repeating courses or slowing down progression.

Seminar Course (Transition to Practice) - before the student progresses into REV:

The student must take the following ATI Content Mastery Assessments during midterm and meet the required benchmark score on the following assessments:

- Pharmacology
- Medical Surgical

1. If the student does not meet the benchmark score on any assessment above, the student will:
 - a. Meet with the Nursing Coach on a weekly basis to review needed content.
 - b. Complete the ILP. Failure to complete the ILP will result in failure of the Seminar course.
 - c. Be retested prior to the end of the Seminar course.
 - d. If the student does not meet the benchmark score at this attempt the student will fail the Seminar course. While
 - e. repeating the Seminar course a student will be required to take and pass an assigned clinical rotation. Fee for clinical
 - f. rotation will apply.

Students who entered nursing courses during or after Fall 2023:

Seminar Course (Transition to Practice):

The student must take the assigned ATI Content Mastery Assessments and meet the required benchmark score of Level 2 to pass the course.

1. If the student does not meet the benchmark score on assessment on the first attempt, the student will:
 - a. Meet with the Nursing Coach on a weekly basis to review needed content.
 - b. Complete the ILP. developed by the nursing coach. Failure to complete the ILP will result in failure of the Seminar course.
 - c. Be retested prior to the end of the semester.
 - i. If the student does not meet the benchmark score at this attempt the student will fail the Seminar course. While repeating the Seminar course a student will be required to take and pass an assigned clinical rotation. Fee for clinical rotation will apply.

Appendix M: Entrance Exam and Placement:

Entrance Exam

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

Entrance Exam Benchmarks:

English - 234

Math - 230

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

Course Placement

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

Nursing Courses

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

Developmental Courses

Students who met minimum ACCUPLACER benchmark scores but did not meet benchmark scores to sit for the TEAS exam will be enrolled in the corresponding developmental courses or retake TEAS exam for the following admission cycle.

Developmental courses include ENG0930, ENG0935, and MAT0930.

Appendix N: Readmission Guidelines

Readmission Guidelines

1. Students **must request their intent for readmission in** a written appeal. The [readmission letter of intent form](#) is located on the ATS website. Only submissions submitted via the online form 30 days prior to the beginning of the semester will be accepted for review. The letter should include a reflection on the reason for the withdrawal as well as the plan to successfully complete the program.
2. Must meet with the Bursar's office to verify there are no current account balances.
3. The Admission's office will schedule the student for required testing and provide the student with the appropriate paperwork needed for the readmission appeal request.
 - a. For nursing coursework, the required testing will be determined by the courses the student passed in the program prior to withdrawal.
 - b. The student must score the required benchmark on the standardized ATI assessments to be granted consideration for progression in the nursing sequence.
 - c. If applicable, students must test and meet the required benchmark levels for all courses noted below. If the student does not meet the required benchmarks, those classes will be added to their plan of study.
 - i. Fundamentals
 - ii. Maternity/Pediatrics
 - iii. Mental Health
4. Students must ensure all components are completed in CastleBranch to be medically cleared for courses. Students will obtain access to CastleBranch from the Admissions Department. This includes:
 - a. New background check
 - b. Current drug screen
 - c. Medical Compliance as per appendix F
5. After the required testing, the Admission's office will schedule the student for a meeting with the Enrollment Appeals Committee (EAC).
6. The student will be notified of the decision in writing within 3 business days of the committee meeting.
7. If approved, the student will complete the required lab skills review for the nursing course sequence recommended by the testing results prior to registration. A student unable to perform required skills must take the prior course sequence or will be denied readmission.
8. The decision by the Enrollment Appeals Committee is final.
9. If a student is granted re-admission, the student is subject to the student handbook in place in the semester of enrollment of the first class.
10. If a student is readmitted they will be required to meet with the retention specialist and nursing coach per the plan developed for them for success.
11. 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.
12. Only one appeal opportunity will be considered. An appeal granted or denied constitutes the final opportunity for a student to complete the Nursing Program.

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

Appendix O: Repeating Course Guidelines

Developmental Course(s) Failure - Registration Warning

A student who failed one or more developmental courses on their first attempt will be placed on Registration Warning status and must submit a letter to the Registrar office requesting an automatic enrollment to continue in the practical nursing program.

1. Students **must submit a written request for automatic enrollment**. Only requests using the [Repeat Request Form](#) will be sent to the Registrar Office for review and approval within 2 business days of the known course failure. The form should include a reflection on the reason for the course failure as well as progress toward resolution.
2. The Student will be notified via their ATS email within 5 business days of the results of their request for automatic enrollment. If approved the letter of warning will include details of the requirements needed to complete Academic Monitoring.
3. If approved, students will be required to meet with the retention specialist for an academic success plan.

These following guidelines pertain to students who fail a Nursing (NUR), Biology (BIO), or REV course.

First Course Failure - Registration Warning

A student seeking a nursing, biology or REV course repeat after the first course failure will be placed on Registration Warning status and must submit a letter to the Registrar office requesting an automatic enrollment to continue in the practical nursing program.

1. Students **must submit a written request for automatic enrollment**. Only requests using the [Repeat Request Form](#) will be sent to the Registrar Office for review and approval within 2 business days of the known course failure. The form should include a reflection on the reason for the course failure as well as progress toward resolution.
2. The Director of Nursing or their designee will review the Repeat Request Form. The Director of Nursing may approve or deny the request for automatic enrollment.
3. The Student will be notified via their ATS email within 5 business days of the results of their request for automatic enrollment. If approved the letter of warning will include details of the requirements needed to complete Academic Monitoring.
4. If approved student will need to meet with the nursing coach for a academic success plan
5. Registration is dependent upon openings in the nursing sequence courses.

Second Course Failure - Registration Suspension

A student who fails a second course as described above, will be placed on registration suspension. The student is not meeting satisfactory academic progress and will not be registered for the following semester. The student may petition the school by Registration Appeal for a Registration Probation status - A status assigned to a student who is failing to make satisfactory academic progress and who successfully appeals the registration suspension.

Registration Appeal Process

A student must submit a registration appeal to remove the registration suspension. If the registration appeal is approved, the student will be placed on Registration Probation status. The appeals process is as follows:

1. The student must write an appeal using the [Registration Appeal Form](#). Only requests using the form will be sent to the Registrar's Office for review. The Registration Appeal form must be received within 2 business days of the notification of course failure.
2. The Registrar's office will schedule the student with the Enrollment Appeals Committee (EAC) after the appropriate documentation is received.
3. The student will be notified of the decision in writing within 3 business days of the committee meeting.
4. If a student appeal is approved, and the student does not return the following semester, the registration probation status remains in place.
5. The decision by the Enrollment Appeals Committee is final.
6. An appeal granted or denied constitutes the final opportunity for a student to complete the Nursing Program. If a student is unsuccessful in any nursing course following an appeal, there is no re-admission.

Registration Probation

A student on Registration Probation status is required to participate in any advising and tutoring that are considered to be necessary by the college. The plan of study will be adjusted per committee recommendations and Program Administrator review. This may include a decreased course load in one or more semesters. Failure to participate per the Individual Learning Plan, Academic Monitoring, and scheduled meetings may result in dismissal. *See Academic Monitoring Policy.*

Third Course Failure – Dismissal

A student that fails a third course is academically dismissed from the program. Readmission will be denied for students dismissed for academic performance and/or not in compliance with the Progression Policy guidelines.

Appendix P: Indiana Resident Refund Policy

The college shall pay a refund to the Indian resident student in the amount calculated under the refund policy specified in this section. The college will make the proper refund no later than thirty-one (31) days of the student's request for cancellation or withdrawal.

The following refund policy applies to each Indiana student resident:

The student is entitled to a full refund if one or more of the following criteria are met:

- a. The student cancels the enrollment application within six business days after signing.
- b. The student does not meet the school's minimum admission requirements.
- c. The student's enrollment was procured as a result of a misrepresentation in the written materials utilized by the school.
- d. If the student has not visited the school prior to enrollment and withdraws within three days of touring the school or attending the regularly scheduled orientation/classes.

After beginning classes, Indiana student residents who withdraw from the school are entitled to the following refund amounts less an enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred and fifty dollars (\$150):

- a. After attending one week or less, ninety percent (90%).
- b. After attending more than one week but equal to or less than twenty-five percent (25%) of the program, seventy-five percent (75%).
- c. After attending more than twenty-five percent (25%) but equal to or less than fifty percent (50%) of the program, fifty percent (50%).
- d. After attending more than fifty percent (50%) but equal to or less than sixty percent (60%) of the program, forty percent (40%).
- e. After attending more than sixty percent (60%) of the program, the student is not entitled to a refund.

Appendix Q: Civility Code of Conduct

Vision for Civility - Shared Responsibility It is everyone's responsibility in the School of Nursing to have an attitude of civility and professionalism in fulfillment of the mission, values, and norms of ATS Institute.

Civility will be openly discussed throughout the program.

Civility in nursing education will prepare students for civility in nursing practice.

Graduates will be competent to function effectively within license practical nursing and interprofessional teams, fostering open communication, mutual respect, and shared decision- making to achieve quality patient care.

Definitions:

- Civility – Authentic respect for others when expressing disagreement, disparity, or controversy; it involves time, presence, a willingness to engage in genuine discourse, and a sincere intention to seek common ground (Clark, C. M., & Dunham, M. 2020).
- Incivility – Rude or disruptive behaviors which often result in psychological or physiological distress for the people involved – and if left unaddressed, may progress into threatening situations (Clark, C. M., & Dunham, M. 2020).

Civility Code of Conduct Pledge

I pledge:

1. To foster open communication and a positive learning environment:
2. I will practice goodwill towards others.
3. I will be open to addressing specific concerns, attitudes and behaviors.
4. I will acknowledge my mistakes and make amends to correct my mistakes.
5. I will explore different perspectives and ideas when considering a situation before making an assessment or determination.
6. I will respect privacy when approached in confidence.
7. I will follow the chain-of-command when communicating concerns or problems.
8. I will refrain from promoting rumors through valid research and proper chain-of- command.
9. I will not listen to or participate in gossiping.
10. I will attempt to resolve my problems with those directly involved. I understand I can include an authority in the discussion to assist with mediation.
11. I will redirect and report uncivil behavior to leadership.
12. I will be responsible for my attitude and words when discussing concerns. For example: speaking in "I" language, avoiding blame, using facts with specific examples, and focusing on the topic/point in discussion. Lastly, I am responsible for an acceptable resolution for all parties involved.
13. I understand that I am responsible for my attitude, behavior and communication in spoken or written word, deed or action. To be approachable and open to feedback:
14. I will take responsibility for my actions and words.
15. I will take time to reflect on what was said, rather than blaming, defending, or rejecting.
16. I will ask for clarification of the perceived behaviors.
17. I will remember that there's always a little bit of truth in every criticism.
18. I will stay focused on what I can learn from the situation. To keep patient and caregiver safety and welfare as the primary concern in all interactions
19. I will be vigilant and monitor for care practices that increase risks of errors.
20. I will remember that no one is perfect and that all humans are vulnerable to making mistakes.
21. I will take responsibility for being "a safety net" when helping co-workers and fellow students, anticipating what they may need, and pitching in to prevent mistakes (e.g., "I think that glove is contaminated; let me get you a new one." Or "Here's a

new needle.”) • I will make it a team principle that “If I witness unethical or unsafe practices, it’s my responsibility to address it” (first directly with the person involved, then through policies and procedures if needed).

22. I will accept the diversity in our styles—recognizing that you know yourself best and should be allowed to choose your own approaches.
23. I will promise to be honest and treat others with respect and courtesy.
24. I will treat others as they want to be treated, not assuming they have the same desires you do).
25. I will listen openly to new ideas and other perspectives.
26. I will commit to resolve conflict without resorting to using power.
27. Make decisions together as much as possible. Realize that we’re accountable for the outcomes (consequences) of our actions.
28. Have the right to say no, so long as it doesn’t mean neglecting responsibilities.
29. Student non-compliance with this policy will result in consequences that may include unsatisfactory probation, suspension, and/or dismissal from the program based on the severity of the breach or repeated infraction.

Appendix R: ATS Exam Guidelines

ATS adheres to a strict procedure for taking and reviewing exams. The procedure to be followed prior to taking an examination or reviewing an examination is as follows:

1. Students are required to use computers on campus.
2. Students will not be allowed to have any other their personal belongings [including backpacks, purses, bags, notes, sunglasses, hats, coats, smart watches, and cellphones] in the testing area. These items will have to be placed either at the front of the classroom, in their cars, or in another room during testing time.
3. All electronic devices should be turned off, including smart watches, tablets, and cell phones.
4. If a student is found to have a cell phone during testing or a review session, the exam/exam review will be ended, and student receives a zero for the exam.
5. No food will be allowed in the on-campus computer room. A clear water bottle with no label is allowed.
6. Students need to bring a photo ID such as a government-issued or campus-issued ID to the testing area.
7. All students will be required to sign in at the start of the test.
8. Calculators, scratch paper, and pencils will be provided by ATS for on campus exams. Students may NOT use their own calculator or cell phones for on campus exams/quizzes. The calculator, pencil, and paper must be returned to the testing proctor at the end of the examination.
9. Only the testing window/tab may be open during the exam. If any additional windows/tabs are opened during the exam, the exam will be ended, and student receives a *zero*.
10. Students are to raise their hand if they have a question; if they leave their seat without permission or leave the room, the student's exam attempt is ended. In the rare circumstance where a student is sick or if they must use the bathroom, the student may leave only if accompanied by an ATS employee.
11. After the student finishes the individual test, they are to log off their computer and leave quietly.
12. Students are not allowed to re-enter the exam area or congregate outside the exam room.
13. Campus tests will begin promptly at the designated date and time. All students are expected to be in the classroom/testing room at the scheduled date and time.
14. **If a student is not in the classroom/testing room when the test begins, the student will not be permitted to enter the room to take the exam.**
15. Make up exams will only be granted for emergent situations with proper documentation and **instructor** [not nursing proctor] approval prior to taking the exam.
16. Documentation must be submitted to the instructor as soon as possible after the emergent event which will be considered on a case-by-case basis.
17. Make up exam arrangements must be made through your instructor.

Exam Reviews

All students that earn less than 78% on an exam will receive *Academic Monitoring and be required to meet with the nursing coach/instructor*.

Appendix S: ATS Clinical Expectations

1. Professionalism

1. Must always maintain positive and respectful attitude to the faculty, facility, staff and clients. This includes but is not limited to eyerolling, other negative physical gestures, and/or negative verbal comments, speaking negatively, or complaining.
2. Be physically and emotionally present and engaged during clinical experience. Go above and beyond; help others when needed without them having to ask. Be enthusiastic about the chance to help, be open to learning something new from the experience.
3. Be aware of how your body language, actions, and words may be perceived.
4. Patients come first at all times, their safety, health and well-being is our top priority.
5. Clinical paperwork is prioritized after patient care is complete. Clinical paperwork must be completed at the site and handed in to the faculty at the end of the clinical day.
6. Be completely engaged during your clinical times to achieve the best learning experience possible. This includes spending time with your patient during all activities such as PT, OT, Rehab, MD Rounds, Nurse Rounds, etc.
7. Answer any and all call lights regardless of whose patient it is. Let them know you are happy to help. Remember to check for fall risk, etc... before getting a patient up. When in doubt about something, you should always ask.

2. Attendance

Student must arrive to clinical on time to receive patient assignment/ preconference. Clinical starts exactly at the designated time, students that are tardy may be sent home and it will be considered a clinical absence.

1. Any lack of preparation for clinical, even including paperwork that is not completed will result in an unsatisfactory for the day.
2. Failing to inform your instructor of your absence at least an hour in advance will result in an unsatisfactory grade for the day.
3. Most clinical rotations starts exactly at 7:00am - tardiness is considered **more than 1 minute late**. Start times for the some of the facilities may vary – details will be provided by nursing faculty
4. A student who is unable to attend clinical must notify the clinical instructor **at least 2 hours prior** to the clinical start time **[by cell phone, not email]**
5. Clinical days or portions of clinical days cannot be missed. Make up clinical day is only granted in extreme cases for students that miss a clinical because of a sudden illness or personal family emergency. The student is required to present relevant documentation to their instructor within one week of the absence.
6. Students are required to attend all clinical hours to meet the objectives and pass the clinical course [exceeding more than one absence will prevent students from meeting this requirement].
7. It is not always reasonable or feasible for faculty members to offer a “make-up” or alternate experience that would meet the learning objectives.
8. Plan accordingly and make sure you attend all your scheduled clinical days and arrive on time.
9. **“No Show/No Call” for clinical may result in clinical failure.**
10. Health conditions that need medical treatment require a medical release to return to clinical.
11. If you are pregnant, it is important to immediately provide your instructor with a medical release for full clinical participation.

3. Dress Code

Must maintain professional appearance/conduct at all times (Please refer to ATS student handbook for reference).

Student must follow dress code for clinical/lab/simulation – consequences if not following dress code include: being sent home [clinical], written assignment given by instructor [lab/sim]

- Facilities do not allow the use of cell phones and require them to be TURNED OFF while in patient care settings, your clinical instructor will provide you with specific instructions during the clinical rotation.
- Air buds are not allowed to be worn during clinical
- As you will not have a locker, please limit the belongings that you bring to clinical. Bring only your driver's license, credit card/cash, which you can carry on your person.

4. Site Regulations

1. Must wear ID badge, bring stethoscope, bandage scissors, watch with second hand, penlight, black ink pen, clipboard with paper, copy of care plan and report sheet. Students that DO NOT have these tools will be sent home for not coming prepared. **SIM is a clinical and held to the same preparation standards.**
2. Instructor will assign lunch and breaks
3. **STUDENTS ARE NOT PERMITTED TO LEAVE CLINICAL FACILITY FOR LUNCH**
4. Please bring a non-refrigerated lunch or a small lunch cooler with ice packs. Some clinical facilities may have cafeterias to purchase lunch.
5. Report to pre-conference as designated by your instructor
6. Report to post- conference as designated by your instructor.
7. All clinical sites are smoke free facilities this includes vaping.
8. No food or drinks are allowed in the nursing station or patient care areas.