

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/helpcenter/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, 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 their enrollment in the Day or Evening track. Exam days and times may also be scheduled outside of the regular class schedule.

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

Students may also be required to attend academic activities, including Focused Learning Seminar (FLS) sessions or other activities related to academic performance, outside of their regularly scheduled class hours. These requirements are essential to support student success and ensure the achievement of program learning outcomes.

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) Resident of IL or IN with a valid IL or IN State issued ID
- 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 when 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 calendar 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 calendar 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 during 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 regarding 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 to the School any crimes committed while enrolled in the Practical Nursing program. 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 calendar 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 Castlebranch for students to be placed in the clinical setting.

Students who do not meet the medical compliance requirements by the stated deadline will be ineligible to be or remain enrolled in any courses with a clinical component. *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; email: 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 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 Director of Nursing 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 Director of Nursing will provide a letter of accommodation. Students with an approved accommodation are expected to notify their faculty of the accommodations at least 48 hours prior to an assessment.

Students who do not file their accommodations before the first day of classes will not be accommodated until the above is completed. Students cannot retroactively be accommodated for any completed work, quizzes or exams.

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.

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. A student will only be considered for readmission once, except for military deployment.

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 Honesty and Integrity Policy, the Code of Conduct
- Students who were dismissed for behavior violations.
- Students not in good standing with school financial obligations.
- Students dismissed for academic performance.

Eligibility for readmission will be determined by the School catalog in place for the semester the former student applies to.

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 is a multi-step process that must be completed per the guidelines provided. *See Appendix N: Readmission Steps.*

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. Readmission is not guaranteed. A student with previously failed nursing course(s), history of code of conduct violations, incomplete and/or unsuccessful forms and meetings, or by committee decision, may be denied readmission. A new enrollment agreement must be signed prior to the beginning of the semester.

Detailed steps to apply for readmission *See Appendix N: Readmission Steps.*

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 Appendix E: No Exit Readmission Policy.*

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 their first admission (does not qualify for readmission). 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. Credits must reflect at minimum equal to the ATS Anatomy & Physiology course. Courses that require two courses for equivalency of transfer must both be taken at the same institution. Syllabi must be provided for review.
- 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.

Failure of any component associated with the course such as lab or clinical experience will result in the student failing the entire course.

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

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) Any component of the course (theory, lab, clinical) is failed before completion of the semester.

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 entire 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.
- For students who require developmental coursework: In order to be placed in nursing classes, students must successfully complete all developmental coursework, achieve the assigned passing score on Lexile level reading, and pass the assigned comprehensive exam(s) with the required benchmark. *See Appendix M: Entrance Exam and Course Placement.*

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 catalog in effect for the cohort they will be placed in.

Any student who fails or withdraws from a course will be placed on Academic Monitoring and will receive a letter of their status by email which will detail the Academic Monitoring 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 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 School 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. Students must also complete and submit the focused reviews for the comprehensive predictor (ATI remediation) within 72 hours. Focus reviews must be graded and approved by the instructor to be considered as complete.

Students Who Fail the Comprehensive Exit Examination

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 an additional attempt to meet the benchmark. The completion of the individualized plan and the second attempt on the comprehensive exit exam must be done within 30 days of the first attempt.

If the student does not complete their individualized plan to take the second attempt on the comprehensive exit exam within 30 days of their first attempt, the student will be dismissed and have an opportunity to file a one-time readmission per the *No Exit Readmission Policy*.

If the student fails for a second time, the student will be dismissed and have an opportunity to file a one-time readmission per the *No Exit Readmission Policy*.

Students that do not take the assessments authentically will follow the *Academic Honesty and Integrity Policy* for disciplinary action.

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 Director of Nursing

Final Step for board of nursing application signature:

A student must complete the End of Program Checklist within one semester from completion of the last nursing course:

- 1) Verify a minimum 2.0 GPA
- 2) Take and pass the comprehensive exit examination
- 3) Clear all financial obligations
- 4) Complete financial aid exit counseling (if applicable)
- 5) Complete placement verification form

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 Transition to Practice and NCLEX seminar concurrently when the student repeats any last semester 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.

Repeating passed courses may affect a student's Satisfactory Academic Progress (SAP). The last attempt is what is recorded, regardless of previous passing grade.

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. Two unsuccessful attempts of the same course *
3. Three or more failed Nursing and/or Biology courses, including courses taken in previous enrollment.*
4. Failure to meet the Comprehensive Exit Examination Requirements. *See the Comprehensive Exit Examination Policy.*

*Students who fail the NCLEX Comprehensive Review course will have an opportunity to file a one-time readmission per the *No Exit Readmission 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

Course Numbering Definitions

Courses are numbered according to the following scheme:

- Courses starting with “0” are developmental, remedial, or supporting courses. Developmental courses do not have credits assigned to them. Support courses 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 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 Appendix J: 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), withdraw from semester courses (Leave with Intent to Return, LOI), or withdraw from the program. Request for LOA, LOI, 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 will submit a warning to the student and student services will be notified. If a student continues missing coursework after the warning 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.

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. Students must complete all assigned clinical hours to pass the course. Any absence in clinical may result in failure of the course. The student must notify the instructor in case of emergency.

Tardiness Students are expected to arrive at all sessions at least 15 min prior to scheduled start time and complete the entire session.

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

See Appendix R: ATS Clinical Expectations

Policy on Severe Weather

In the event of inclement weather, the Director of Nursing 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 15 minutes prior to exams and clinical experiences.

The instructor of the course will have the final decision for an exam makeup due to extenuating circumstances.

Exam Make-up

Exam makeup is not allowed unless proper documentation for extenuating circumstances are approved. *If the student is allowed to make up the exam the following apply:*

- Only one exam per course, in a semester will be considered for makeup. Any additional exam tardies or absences will be counted as a zero grade.
- Once an exam make-up is scheduled, it cannot be canceled or rescheduled.
- A grade of zero shall be given in the event a student does not attend a make-up exam, there is no exception, and this is not appealable.
- Students cannot retake exams under any circumstances
- Final exams may not be made up

Extenuating Circumstances

To qualify for extenuating circumstances, students must notify faculty at least 2 hours prior to the exam/clinical, but no later than 24 hours from the exam/clinical time.

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

- 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.
- 7) Documented emergency transportation issue (i.e., car breakdown, train breakdown, etc., must have proof provided)

Clinical Make-up

See Appendix R: ATS Clinical Expectations

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 one or more course withdrawals, 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 school official.

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% on two consecutive tests anytime during the semester.
- Performs below a satisfactory level in clinical and lab.
- Engagement issues including tardiness and absences.
- Concern of the instructor regarding student performance
- Any personal issues that may be contributing to students' performance.

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

Academic Monitoring requires the student to:

- Participate in all sessions of Focused Learning Seminar (FLS)
- Complete the Individualized Learning Plan (ILP) created with them by the designated personnel
- Meet with tutors, instructors, or school officials for one-on-one session(s) as scheduled on the ILP.
- Meet with Student Services

Students who fail to meet the ILP provided to them and follow up with the tutors, instructors and student services may 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.

A student may request a course withdrawal due to extenuating circumstances keeping the student from completing the course. The request and documentation must be submitted within 5 days of the last absence in the course.

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.

Maximum Attempts: Each course may only be attempted a maximum of two times. Students who do not successfully complete a course after the second attempt will be dismissed from the program. Attempts include courses completed, as well as DROPS and WITHDRAWALS. If the student attended 1 day and drops the class, that's considered an attempt.

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.

Leave with Intent to Return

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 assigned a status of “Leave with Intent to Return”

(LOI). The student remains an active student of the school while on approved leave. 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.

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

Emergency Leave from an individual course is not permitted, an emergency leave withdraws students from all classes. If the emergency leave will cause two unsuccessful attempts in a course(s) it may be reviewed by the Student Affairs committee for continuance in the program. 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	Hospital documentation, doctor’s documentation that shows medical situations that are ongoing or acute.

in the attendance policy	
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 the following semester. If the student requests to extend leave, that should not exceed 180 calendar days in a twelve (12) month period. The twelve (12) month period begins on the first day of the student's leave of absence. If 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, 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 representative, Program Administrator, Bursar, Registrar, or Financial Aid Office. Program withdrawal may affect your Financial Aid package and funds may be returned to the Department of Education. 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, personal or family matters, financial, religious reasons, 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
- Comprehensive testing as assigned by the Director of Nursing that corresponds to returning to the plan of study.
- Test and perform clinical skills that corresponds to returning to the plan of study
- If the exam or clinical skills benchmark is not met, the student is required to remediate and meet weekly with the ATS success coach and enroll in the Focused Learning Seminar for the return semester.
- 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 clinical coordinator or designee as soon as the student has a confirmed pregnancy. Once the clinical coordinator 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, 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 Tutors 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 tutors by appointment. 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, if 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 Tutor/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 Tutor/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.

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 \$1399 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) academic 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 – 3.29	Merit
3.3 – 3.59	Cum Laude
3.6 – 3.89	Magna Cum Laude
3.9 – 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 if submitted via Parchment. Each copy costs \$10-\$20, digital and printed copies are available.

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.

Discipline Policy

Standards of Professional Code of Conduct

Required Code of 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.

A student who does not meet the required professional standard of conduct may be placed on disciplinary probation, disciplinary suspension, or disciplinary dismissal from the program. Any corrective and/or disciplinary action will be recorded in the student file.

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 professional conduct while at a clinical facility may result in immediate dismissal.

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 Conduct

The violations included are non-exhaustive and include but are not limited to the following:

- Obstruction or disruption of any school activity
- 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 including faculty, staff and other students, as well as anyone on school campus or affiliated clinical sites
- Mistreatment of any staff, faculty, student or clinical staff member
- Sharing personal information about another individual, including contact information, without their express permission.
- Refusal of following uniform guidelines (including always wearing school IDs on campus and clinical partner facilities)
- Refusal of presenting school ID when asked by any school faculty, staff, official, or clinical partner facility staff.
- 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, facility employees, other students, faculty, or staff.
- Divulging confidential information.
- Refusing to leave an office when directed to do so
- Physically or verbally intimidating or threatening an instructor, staff person, student, including but not limited to, invading personal space or engaging in any form of harassment.
- Repeatedly contacting or following a faculty or staff person when directed not to do so
- 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.
- Obstruction, or interfering with faculty, staff, or staff academic, work, or personal items
- 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.
- Falsification of documentation
- Bullying and harassment
- Insubordination
- Any violation of the Academic Honesty and Integrity policy is also considered a violation of the Professional Code of Conduct.

Code of Conduct Violations

Code of conduct violations will result in the following Corrective and Disciplinary actions. These actions include examples of violations. However, any action taken depends upon the nature of the offense and the merits of the individual case. Therefore, the school reserves the right to assign any of the Corrective/Disciplinary actions to any violation.

Corrective Action

Students will be notified of their corrective action via school email. Any meetings and/or requirements because of the corrective action will be included in their notice. Failure to meet the requirements may escalate to suspension.

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

Warning

- First instance of disciplinary issues such as talking out of turn, unexcused absences, tardiness, professionalism issues, etc.

Corrective Action Warning

- Additional instances of disciplinary issues or larger disciplinary issues (minor unprofessionalism violations, insubordination, etc.)

Disciplinary Action

Disciplinary Action is used when a student has failed to correct behavior after being issued a warning(s) or a serious violation of the Code of Conduct and other School policies that apply to students.

Students will be notified of their disciplinary action via school email. Any meetings and/or requirements because of the disciplinary action will be included in their notice. Failure to meet the requirements may escalate to suspension and/or dismissal.

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

Probation

- Multiple disciplinary issues, escalated violations of the code of conduct violations, failing to meet warnings and expectations set by faculty and staff.

Students on probation will remain on behavioral probation until reevaluation and release from probation. Any violations of the code of conduct when on probation may lead to suspension and/or dismissal.

Suspension

- Consistent disciplinary issues, serious violations of the code of conduct violations (i.e., disorderly conduct, confrontations with student/faculty/staff, obstruction or interfering with student/faculty/staff), failing to meet previous warnings, disruption or insubordination at the school or clinical.

Students on suspension will not be allowed to attend class or access the LMS until meeting the requirements outlined in the letter of suspension. The length of suspension may vary. The suspension gives the student time away from the school to reflect on the problem and to understand that further conduct infractions may 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

Disciplinary dismissal is a permanent termination of student status effective upon a specified date. A disciplinary dismissal bars the student from campus and partner clinical facilities.

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

- Failure to adhere to policy, following corrective and/or disciplinary actions
- 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
- Violating the code of conduct at partner clinical facilities.
- Use of profanity towards faculty, staff, other students, clinical facility staff

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

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

Removal from Class or Campus

A faculty and/or staff member may remove a student from the classroom or campus if he or she believes that the student's presence poses an immediate risk to the health or safety to anyone in the school community or to the security of the school, or if the student's behavior is so disruptive that the class cannot continue with the student present. The student will be temporarily suspended until further disciplinary action is assigned. Emergency removals are not eligible for immediate due process and must remain suspended until due process is completed, or the school has considered the incident resolved.

Disciplinary Action Review

If Disciplinary Action is implemented, the student may request a review of the Disciplinary Action. Long-term suspension or dismissal shall not be imposed (unless the violation was deemed an **immediate disciplinary action**) until the disciplinary review has taken place; all other Disciplinary Action may be implemented prior to disciplinary review. The student has 72 hours from the disciplinary action notice to file a request for a disciplinary review. The student is given an opportunity to provide detailed information related to the misconduct and dispute the evidence presented. The student must submit the [Due Process Appeal Form](#) for committee review.

The Student Affairs Committee will review any of the following items provided by the student:

- 1) a prepared, written statement rebutting the evidence
- 2) material evidence that supports the student's claim
- 3) the testimony of any others who may have been involved in the incident

The Student Affairs Committee will review the evidence and decide on whether or not the violation in the disciplinary action is conclusive. If the violation is conclusive, the disciplinary action will be implemented. The decision of the Student Affairs Committee will be final and binding. The student will be notified of the final decision in writing.

Any modifications to the disciplinary action may only be placed by the Director of Nursing and CEO.

Student Code of Conduct While Providing Nursing Care

A student shall:

- 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 report in full ATS uniform, including wearing their school ID. Students will be sent home if not in full uniform.
- 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 maintain a positive and respectful attitude at all times toward the faculty, peers, facility, staff and clients. This includes but is not limited to eye rolling, other negative physical gestures, and/or negative verbal comments, speaking negatively, or complaining.
- 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 discourteous treatment of patients, peers, faculty and clinical staff
- 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 during 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 during 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 one or more of the following. Examples listed are non-exhaustive, any action taken depends upon the nature of the offense and the merits of the individual case.

- written warning (i.e. out of uniform, tardiness, absence)
- disciplinary probation (i.e. discourteous behavior, failing to meet clinical expectations)
- disciplinary suspension (i.e. insubordination, practicing outside the scope of practice)
- disciplinary dismissal (i.e. confrontations with any clinical staff, faculty or student at the campus and/or facility, failing to meet clinical expectations and outcomes)
- immediate dismissal from the clinical and dismissal from the program without appeal (i.e. any violation involving a patient, mistreatment of any clinical staff, faculty or student at the facility or on campus, 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)

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 from the designated uniform company that includes the school logo patch, in order to be worn beginning the first day of classes. Uniforms must be in the style approved by the school.

Students are required to wear the designated uniform with the School patch and ID badge each day. All meetings including but not limited to class, lab, clinical, exams, require students to present in full uniform (including school ID).

School ID's must always be worn at all times on campus. School ID's must be presented when asked by any school staff, official or partner facility staff.

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

Students must wear the designated uniform whenever functioning in the student role. Plain white or black 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, body piercing (except earrings), or artificial eyelashes are allowed. Undergarments must not be visible (color or design). White or black tee shirts should be plain without any design or words. All shoes must have no higher than a 1" heel and enclosed heel and toe, must be in good repair and always kept clean.

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 neutral colors.

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.

Students must always adhere to this dress code. Students who do not adhere to this dress code (including school ID requirement) will be sent home and it will be considered an unexcused absence for that day with a documented corrective action (*see Discipline Policy*). 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.

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. Students printing copyrighted material, personal items, and/or excessive copies, may be terminated from the printing session and placed on restricted printing access. 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 for the next person when finished.
- Do not assume information stored on the School’s computer facilities to be private. 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.

- 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.
- 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.
- All users are responsible for maintaining their own virus protection on their computers or wireless devices.
- The transmission or receiving of child pornography or sexually explicit graphics or material is strictly prohibited.
- 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.
- It is prohibited to download copyrighted material in violation of U.S. Copyright Law (Title 17, U.S. Code).
- Use of laptops during class, without the permission of the instructor, is prohibited.
- 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.

Printing

Students have access to printing on campus. Students are given a maximum of 500 pages per semester. Once a student reaches the maximum amount of pages, they may purchase additional pages in \$5 increments. Additional pages: \$5 = 100 pages.

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 is a non-exhaustive list of violations. Violations that are unacceptable, regardless of being included on this list, may result in dismissal.

- Details of complaints and/or legal proceedings/potential legal proceedings involving the school.
- 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).
- Personal information about another individual, including contact information, without their express permission.
- Students may not discuss, 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*).

Administrative Policies

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 staff member, or partner facility staff 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.

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.

Academic Appeals will only be accepted through the Academic Appeal form on the school's website: [Academic Appeals link](#). **Only appeals submitted by the appeals link will be accepted.**

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 School 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 all types of academic fraud, misrepresentation or cheating, and engaging in any online acts that violate the End User Licensing Agreement.

Academic Integrity

Academic Integrity is acting with honesty, trust, fairness, respect, and responsibility in all academic endeavors, including coursework, research, and exams. It means doing your own work and giving credit where it's due.

Violations of Academic Integrity include but are not limited to:

- Academic misconduct on exams or other coursework
- Copying or attempting to copy from another student, allowing another student to copy academic work
- Collaborating with another student on exams and individual designed assignments
- Displaying or using any unauthorized material such as notes, cheat-sheets, or electronic devices, or content generated by artificial intelligence
- Looking at another student's exam
- Not following an instructor's directions
- Talking, texting or communicating during an exam
- Altering assignments or exams for re-grading purposes
- Bringing pre-written answers to an exam
- Having another person take an exam for the student, or taking an exam for another student
- Theft of academic work
- Distributing exams or attempt to receive exams
- Unexcused exit and re-entry during an exam period
- Plagiarism: Taking credit for any work not created by the student; work includes, but is not limited to, books, articles, experimental methodology or results, compositions, images, lectures, computer programs, internet postings, and content generated by software or artificial intelligence
- Copying any work not created by the student without indicating that it is copied and properly citing the source of the work
- Using ideas that are not the student's without putting such work in their own words or form and/or failing to provide proper citation
- Using false citations that do not correspond to the submitted work
- Representing previous work as if it is original or new work: Submitting the same or similar work in more than one course without prior permission of the instructor
- Unauthorized collaboration: Working together on graded coursework without permission of the instructor; Working with another student beyond the limits set by the instructor
- Providing or obtaining unauthorized assistance on graded coursework
- Misuse of an instructor's course materials or the materials of others
- Posting, purchasing, obtaining, sharing, or copying any course materials of an instructor without the explicit written permission of that instructor
- Unauthorized use of another student's work
- Lying or fraud: Giving false excuses to obtain exceptions for deadlines, to postpone an exam, or for other reasons
- Forging signatures or submitting documents containing false information
- Making false statements regarding attendance at class sessions, requests for late drops, incomplete grades, or other reasons
- Misuse of School properties or resources
- Intimidation or disruption: Interfering with the orderly operation of the campus involving teaching, research, administration, disciplinary procedures or other school activities
- Pressuring an instructor to regrade work, change a final grade, or obtain an exception such as changing the date of an exam, extending a deadline, or granting an incomplete grade
- Misusing a classroom electronic forum by posting material unrelated to the course
- Interfering with an instructor's ability to teach a class, or interfering with other students' participation in a class

- Taking pictures of the exam and sharing them with other students.
- Using the exam questions to study for future tests.
- Being in possession of photos of the exam questions, even if not used.

Academic Integrity violations will result in the following:

Students will need to meet with Student Services. Students may be required to take the third-party academic integrity course. The cost for the course will be the responsibility of the student.

The following violations listed are included but are not limited to cover all violations. Any action taken depends upon the nature of the offense and the merits of the individual case. Therefore, the school reserves the right to assign any of the actions to any violation.

Students will receive a zero on assignment/test/academic work for first offense, any multiple offenses are grounds for failure of the course or 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 School to commit misconduct.
- Cheating: Any attempt to give or obtain assistance in any class assignment(s), including examinations, quizzes, and/or any course assessment, 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 in 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.
- Academic Misconduct in Testing: Taking pictures of an exam, sharing exam questions, being in possession of photos of the exam questions, even if not used; distributing exams or accepting exams from others.
- Any offense designated by the merits of an individual case as cause for immediate dismissal will be assigned as such.

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 Affairs Committee.

Investigation: Students are entitled to a full investigation. The faculty/instructor will alert the Academic Affairs 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 Director, or any school administrator 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.

A student has 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, 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 results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding.
- To the 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 and Alcohol 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.

Drug tests that are diluted, compromised, or not able to be read by the provider are considered a positive drug test.

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 or alcohol 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.

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.

The Practical Nursing program consists of 37.5 financial aid credits. Students enrolled in Developmental courses may acquire up to 9 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 School 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 School 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 withdrawing 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. If repeating the course, the length of the program must not exceed 150 percent.

Transfer Credit

Transfer credit awarded by the School 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)	56.25 = (37.5x1.5)
Practical Nursing (PN) when developmental courses taken	Will be based on number of credits taken but no more than 69.75 = (46.5x1.5)

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 necessary by the School.

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 School 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 to reestablish satisfactory progress.

Reinstatement of Financial Aid Eligibility

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 School
- 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)

The School is no longer accepting Federal Parent Loans as of July 1, 2024. All policies related to those services have been removed and are no longer valid.

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 School, 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, our School 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

A maximum of three institutional merit-based scholarships (Presidential, ATS, Persistence), may be awarded throughout a student's enrollment at the College. This includes any previous enrollments and awards.

The Presidential Scholarship

The Presidential Scholarship is a merit-based award that pays up to \$2,370 tuition (\$790 per full-time nursing semester) for those prospective students who enter ATS as a new or readmitted student. This scholarship does not need to be repaid and eligibility is reviewed each semester based on Eligibility Criteria for Scholarship Continuation below.

Minimum Eligibility Criteria for The Presidential Scholarship

- A new or readmitted person may begin to receive the Presidential Scholarship when they are enrolled in their full-time nursing semester.
- Readmitted student's eligibility will be based on meeting a 3.0 GPA from their last full-time nursing semester in their previous enrollment.
- Meet Satisfactory Standards of Professional Conduct.

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).

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/Leave with Intent to Return/Readmission)

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 a student who previously received the scholarship returns to the program from leave or readmission; they may be eligible to be awarded if the minimum eligibility requirements are met prior to the semester awarded.

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 fulltime 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 the following criteria:

- Received the Presidential Scholarship in their 1st full-time 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.

If a student who previously received the scholarship returns to the program from leave or readmission; they may be eligible to be awarded if the minimum eligibility requirements are met prior to the semester awarded.

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.

The Persistence Scholarship

The Persistence Scholarship is a \$390 scholarship awarded to students in their final semester, who may not meet traditional GPA-based scholarship criteria but actively engage in behaviors and activities that promote student success and persistence toward graduation. This scholarship aims to reward dedication, resilience, and proactive learning efforts.

Minimum Eligibility Criteria for The Persistence Scholarship

- Not currently receiving a GPA scholarship (i.e. Presidential, ATS)
- Meet Satisfactory Standards of Professional Conduct.
- Register and complete a Full-time academic schedule for the semester where the scholarship is applying.
- Receive a verified instructor endorsement at the confirming:
 - Demonstrate active participation and consistent attendance in their Focused Learning Seminar (FLS) and ILP
 - Demonstrated effort and engagement in class
 - Positive attitude and progress toward academic improvement

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

The persistence scholarship can only be applied once during a student’s enrollment at the school.

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.

Young Adult Scholarship

The Young Professional Scholarship pays up to \$2000 for each semester where students meet the minimum criteria. This scholarship aims to support and encourage dependent students who demonstrate commitment to their professional development. This scholarship is intended to ease the financial burden for dependent students and their parents.

Minimum eligibility criteria:

- Applicants must be classified as dependent students on their Free Application for Federal Student Aid (FAFSA).
- Register for at least a half-time (at least 6 credit hours*) for the semester where the scholarship is being applied.
- A minimum 2.0 grade point average in the previous semester**
- Completed FAFSA for the award year for the scholarship

**credit hours defined by financial aid credits*

***If the minimum criteria are not met due to the students dependency status or less than half-time academic schedule, the student scholarship will be terminated. If the minimum criteria are not met solely due to the GPA requirement the student will have the opportunity to file a one-time appeal to get the scholarship reinstated. 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. The decision of the School is final and may not be further appealed. In order to file a reinstatement appeal for the young professional scholarship students need to email ats_financialaid@atsinstitute.edu with their statement and supporting documentation. If the reinstatement is granted, students must meet the minimum requirements set on their individualized learning plan (ILP).*

ATS reserves the right to revise, suspend, or discontinue this scholarship.

Financial Procedures and Policies

Payment Requirements

Students can access their payment portal through the SIS with the online payment link uniquely assigned to each individual student. Students will be able to see the Payment Agreement and pay online. Billing questions or concerns can be emailed to the Bursar's office. Questions concerning charges, payments, or credit balances on the student account should be directed to the Bursar's Office. Notices from the Bursar's Office concerning a student account are sent to the student's ATS email account. It is a student's responsibility to ensure all requirements of their account are satisfied by the payment deadline. 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. Students who are 10 days past due with payment may be counseled by School officials.

Minimum Payment Requirements

1. If planning to use federal funding, students must complete the "free Application for Federal Student Aid" (FAFSA) with the ATS school code (034685) and must finish financial aid verification, if chosen.
2. Good standing in the installment payment plan (payment must be received and posted to the student account by the due date).

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. A \$100 fee will be charged for every disputed charge/chargeback. 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 10 days past due will be counseled by school officials and may be placed on financial suspension until they clear their balance.

Payment Options

Tuition Installment Payment Plan

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. 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.

If students have questions about methods of payment or need to modify their payment arrangements, they may contact the Bursar's office.

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.

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, diplomas, letters of completion or application to state boards and letters of recommendation will be issued only when a student's account is 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:

Week Withdrawal Occurred	% of Term Enrolled	Institution Refund Policy
1	7%	75%
2	13%	70%
3	20%	65%
4	27%	60%
5	33%	50%
6	40%	45%
7	50%	40%
8	53%	35%
9	60%	30%
10	67%	0%
11	73%	0%
12	80%	0%

13	87%	0%
14	93%	0%
15	100%	0%

A student who withdraws before the first class and after the 5-day cancellation period shall be obligated for any nonrefundable 3rd party service fees used through ATS Institute.

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.

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.

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 determines 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 School will offer any PWD of loan funds within 30 days of the date of the School's determination that the student withdrew.
- The School will return any unearned funds and make a post-withdrawal disbursement of grant funds within 45 days of that date.
- The School 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 School 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 School'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 School is required, however, to obtain your permission to credit your account with federal grant funds in excess of allowable charges.

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

Outstanding charges on a student's account are charges for which you will be liable after the application of the 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 can 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 caritive 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:	Blended
Diploma Awarded:	Practical Nursing Diploma
Length of Program:	3 Semesters
	15 weeks = Each Semester 1 and 2
	19 weeks = Semester 3
Semester Credit Hours:	52
Inside Clock Hours:	1125
Language:	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 Learning Outcomes with Competencies

Following are the end-of-program student learning outcomes, each with their associated competencies.

1. Implement the nursing process to provide safe, quality care for patients across the lifespan with common, well-defined healthcare needs with predictable outcomes.
 - a. Conduct a focused nursing assessment and contribute to the ongoing comprehensive nursing assessment performed by the RN for patients experiencing well-defined healthcare needs.
 - b. Contribute to the identification of patient care needs and problems based on the data collected.
 - c. Contribute to the comprehensive nursing plan of care reflecting the data collected and patient preferences for all types of patients.
 - d. Implement nursing interventions to maintain or improve the patient's condition within the scope of practice of the Practical Nurse.
 - e. Participate in the evaluation of patient responses to interventions to determine if nursing interventions were effective.
 - f. Reinforce patient teaching to promote, attain, and maintain the optimum health level of patients.

2. Use clinical judgment in a systematic, formalized way to make quality patient care decisions.
 - a. Apply a clinical judgment framework as a guide when making decisions to ensure accurate, safe care.
 - b. Apply the clinical judgment framework to identify risks to patient safety and comfort.
 - c. Predict and manage potential complications.
 - d. Prioritize patient care needs to ensure timely nursing interventions.

3. Safely perform and coordinate quality patient-centered nursing care for diverse patients in a variety of healthcare settings adhering to legal and ethical principles.
 - a. Maintain a safe, caring patient environment.
 - b. Deliver nursing care that respects the patient's cultural, spiritual, and age-related preferences.
 - c. Safely perform psychomotor skills individualized for the patient.
 - d. Implement safety guidelines appropriate to the care setting.
 - e. Adhere to legal and ethical principles of Practical Nursing.
 - f. Assign and oversee nursing tasks to unlicensed assistive personnel.
 - g. Be accountable for nursing care rendered.
 - h. Serve as a patient advocate through communicating and collaborating with other healthcare providers.
 - i. Determine types of information useful for developing policies and procedures that support patient safety.
 - j. Develop a plan for continuing nursing education for continued growth and education regarding current nursing practice to implement upon completion of the nursing program.

4. Collaborate with all members of the healthcare team.
 - a. Involve the patient and the patient's family** when planning care.
 - b. Provide accurate, complete patient information in a timely manner to the appropriate member of the healthcare team to ensure safe, quality care.
 - c. Report significant changes in the patient's condition to the appropriate member of the healthcare team.
 - d. Determine with whom to communicate when the patient's needs are beyond the scope of practice of a Practical Nurse.

5. Effectively use various methods of communication with members of the healthcare team, including the patient.
 - a. Use therapeutic communication techniques when interacting with patients.
 - b. Include all necessary information when providing an organized hand-off report.
 - c. Use various types of health information systems to document patient care.
 - d. Engage in professional communication and collaboration with members of the healthcare team.

Program of Study

	Academic Credits	Financial Aid Credits
First Semester (15 weeks)		
BIO1095: Anatomy & Physiology with Medical Terminology	5.5	3.0
NUR1096: Nursing Fundamentals with Intro to Pharmacology	11.5	9.0
Second Semester (15 weeks)		
NUR1091: Clinical Judgment for the Practical Nurse	3.0	1.5
NUR1111: Nursing Care of the Adult I	10.0	7.7
NUR1108: Nursing for the Family and Nursing for Children	4.5	2.8
Third Semester (19 weeks)		
NUR1216: Transition to Practice	4.0	2
NUR1217: Nursing Care of the Adult II	10.5	9
NUR1107: Nursing for Mental Health	2.0	1.5
NUR1250: NCLEX Comprehensive Seminar	1.0	1.0

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 (LPN.) 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.

Co-requisites and prerequisite equivalents will be accepted as per the evaluation of the registrar.

BIO 1095 Human Anatomy with Medical Terminology

5.5 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.

Prerequisites: Placement into the nursing program by achieving required benchmark on placement assessment exam.

Co-requisites: None

Equivalent: Previous ATS courses titled “Anatomy & Physiology with Medical Terminology”, “Human Anatomy”, combined courses of “Anatomy & Physiology 1 & 2”

NUR 1096 Nursing Fundamentals with Pharmacology

11.5 credits

Course Description:

Nursing Fundamentals with Pharmacology teaches basic nursing practice applied to the care of diverse patients with well-defined healthcare needs with predictable outcomes. Fundamental nursing care theory, skills, and clinical judgment are applied in the nursing skills laboratory, simulation laboratory, and various clinical settings.

Prerequisites: Placement by achieving required benchmark on placement assessment exam

Co-requisites: BIO 1095 Human Anatomy with Medical Terminology

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

NUR 1091 Clinical Judgment

3 credits

Course Description:

Clinical Judgment provides guidance for students on how to succeed in the nursing program by learning about topics such as coping as an adult learner, time management, study skills, and test taking. This course introduces the nursing process and clinical judgment set in an organized framework of five steps and 23 clinical judgment competencies which represent the thinking behind the nursing process. Once learned in this course, the clinical judgment framework is used in all nursing courses across the curriculum as students expand their knowledge and experience using clinical judgment in patient situation-based thinking.

Prerequisites: BIO 1095 BIO 1095 Human Anatomy with Medical Terminology , NUR 1096 Nursing Fundamentals w/intro to Pharmacology

Co-requisites: None

Equivalent: Any ATS course titled “Critical Thinking”, “Clinical Judgment”, “Art of Nursing”

NUR1108 Nursing for the Family and Nursing for Children

4.5 credits

Course Description:

Nursing for the Family and Nursing for Children applies the safe nursing care learned in Semester 1 to the care of the reproducing family and children. Family and pediatric nursing care theory, skills, and clinical judgment are applied in various clinical settings.

Prerequisites: BIO 1095 BIO 1095 Human Anatomy with Medical Terminology , NUR 1096 Nursing Fundamentals w/intro to Pharmacology

Co-requisites: None

Equivalent: Any ATS course titled “Nursing Care for the Family and Nursing for Children”

NUR 1111 Nursing Care of the Adult I

10 credits

Nursing Care of the Adult I applies the safe nursing care learned in Semester 1 to the care of adult patients of all ages with stable acute and chronic illnesses. The course emphasizes the needs of elderly patients. Adult nursing care theory, skills, and clinical judgment are applied in the nursing skills laboratory, the simulation laboratory, and various clinical settings.

Prerequisites: BIO 1095 BIO 1095 Human Anatomy with Medical Terminology, NUR 1096 Nursing Fundamentals w/intro to Pharmacology

Co-requisites: NUR 1091 Clinical Judgment

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

NUR 1217 Nursing Care of the Adult II

10.5 credits

Course Description:

Nursing Care of the Adult II is the second of two courses that teach nursing care of adults with stable acute and chronic illnesses. The course expands on the safe nursing care learned in Semesters 1 and 2 and continues to emphasize the needs of elderly patients. Adult nursing care theory, skills, and clinical judgment are applied in the simulation laboratory and various clinical settings.

Prerequisites: BIO 1095 BIO 1095 Human Anatomy with Medical Terminology, NUR 1096 Nursing Fundamentals w/intro to Pharmacology, NUR 1091 Clinical Judgment, NUR 1111 Nursing Care of the Adult I, NUR1108 Nursing for the Family and Nursing for Children

Co-requisites: None

Equivalent: Any course titled “Nursing Care of the Adult”, “Nursing Care of the Adult 2”, “Nursing Care of the Adult II”

NUR 1107 Mental Health Nursing

2 credits

Course Description:

Mental Health Nursing builds on the safe nursing care learned in Semester 1 and 2 applied to patients with mental health challenges. Basic mental health nursing theory including therapeutic communication and clinical judgment are the foci of care applied in the clinical setting.

Prerequisites: BIO 1095 BIO 1095 Human Anatomy with Medical Terminology, NUR 1096 Nursing Fundamentals w/intro to Pharmacology

Co-requisites: None

NUR 1216 Transition to Practice

4 credits

Course Description:

This comprehensive course assimilates nursing content taught across the program applied to a variety of patient situations across the lifespan. Transition to Practice reinforces and expands on the safe nursing care learned throughout the program courses to the care of a variety of patients in the simulation laboratory. Each student identifies personal areas of knowledge and abilities to enhance prior to entering the workspace. The course includes strategies for success on the required licensure examination.

Prerequisites: BIO 1095 BIO 1095 Human Anatomy with Medical Terminology , NUR 1096 Nursing Fundamentals w/intro to Pharmacology, NUR 1091 Clinical Judgment, NUR 1111 Nursing Care of the Adult I, NUR1108 Nursing for the Family and Nursing for Children

Co-requisites: NUR 1250 NCLEX Comprehensive Seminar

Equivalent: Any course titled "Transition to Practice", "Seminar Transition to Practice"

NUR 1250 NCLEX Comprehensive Seminar

1 credits

Course Description:

This learning experience prepares students to pass the Comprehensive Exit Examination and prepare nursing graduates for NCLEX success. Various teaching-learning strategies are used to assist students in answering questions based on cognitive levels of application and higher.

Prerequisites: BIO 1095 BIO 1095 Human Anatomy with Medical Terminology, NUR 1096 Nursing Fundamentals w/intro to Pharmacology, NUR 1091 Clinical Judgment, NUR 1111 Nursing Care of the Adult I, NUR1108 Nursing for the Family and Nursing for Children

Co-requisites: None

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

ENG0936 Writing Strategies & Communications

0 credits

Course Description:

This course enhances and refines students' writing skills and develops their ability to use formal English and communications skills. 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

NUR0940 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

Appendix A: Academic Calendar Fall 2025– Spring 2026

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 2025 SEMESTER	
September 1, 2025	Fall Semester 2025 begins
September 1, 2025	Labor Day (CAMPUS CLOSED)
September 12, 2025	Last day to add/drop classes without penalty
November 7, 2025	Last day to withdraw from classes with a “W”
November 27-29, 2025	Thanksgiving Break (CAMPUS CLOSED)
December 5 - December 12, 2025	Final Exams
December 13, 2025	Last day of Semester
December 15, 2025 - January 2, 2026	Student Break (NO SCHOOL)
December 24, 2025	Campus Closed at 1pm
December 25, 2025	Christmas Day (CAMPUS CLOSED)
December 31, 2025	Campus Closed at 1pm
January 1, 2025	New Year’s Day (CAMPUS CLOSED)
January 13, 2026	Last day for Fall Semester Graduates

SPRING 2026 SEMESTER	
January 5, 2026	Spring Semester 2026 begins
January 16, 2026	Last day to add/drop classes without penalty
January 19, 2026	Martin Luther King Day (CAMPUS CLOSED)
February 16, 2026	President’s Day (CAMPUS CLOSED)
March 13, 2026	Last day to withdraw from classes with a “W”
April 10, 2026-April 17, 2026	Final Exams
April 18, 2026	Last Day of the Semester
April 20, 2026-May 1, 2026	Student Break (NO SCHOOL)
May 15, 2026	Last day for Spring Semester Graduates

SUMMER 2026 SEMESTER	
May 4, 2026	Summer Semester 2026 begins
May 25, 2026	Memorial Day (CAMPUS CLOSED)
June 19, 2026	Juneteenth (CAMPUS CLOSED)
July 3, 2026	Independence Day Observed (CAMPUS CLOSED)
July 10, 2026	Last day to withdraw from classes with a “W”

August 7, 2026 – August 14, 2026	Final Exams
August 15, 2026	Last day of Semester
August 16, 2026 – August 30, 2026	Student Break (NO SCHOOL)
September 11, 2026	Last day for Summer Semester Graduates

FALL 2026 SEMESTER	
August 31, 2026	Fall Semester 2026 begins
September 7, 2026	Labor Day (CAMPUS CLOSED)
September 11, 2026	Last day to add/drop classes without penalty
November 6, 2026	Last day to withdraw from classes with a “W”
November 26-28, 2026	Thanksgiving Break (CAMPUS CLOSED)
December 4 - December 11, 2026	Final Exams
December 12, 2026	Last day of Semester
December 13, 2025 - January 3, 2026	Student Break (NO SCHOOL)
December 24, 2025	Campus Closed at 1pm
December 25, 2025	Christmas Day (CAMPUS CLOSED)
December 31, 2025	Campus Closed at 1pm
January 1, 2025	New Year’s Day (CAMPUS CLOSED)
January 15, 2027	Last day for Fall Semester Graduates

SPRING 2027 SEMESTER	
January 4, 2027	Spring Semester 2027 begins
January 15, 2027	Last day to add/drop classes without penalty
January 18, 2027	Martin Luther King Day (CAMPUS CLOSED)
February 15, 2027	President’s Day (CAMPUS CLOSED)
March 12, 2027	Last day to withdraw from classes with a “W”
April 9, 2027-April 16, 2027	Final Exams
April 17, 2027	Last Day of the Semester
April 18, 2027-May 2, 2027	Student Break (NO SCHOOL)
May 15, 2027	Last day for Spring Semester Graduates

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

CAMPUS CLOSED = Students and Staff off

NO SCHOOL - Students off

Appendix B: Faculty and Administration

Administration		
Leonard Bykov <i>President</i>	Yelena Bykov <i>Chief Executive Officer</i>	Wanda Robertson, MSN, RN MSN, American Sentinel University <i>Interim Director of Nursing</i>
Gina Anadilla <i>Director of Compliance</i> BA, California State University Northridge	Amy Bieganski <i>Director of Admissions</i> MSEd, Purdue University BS, Robert Morris Experiential College	Rumy Kabir <i>Director of Instructional Technology and Online Learning</i> MA Iowa State University; BS, Northwestern Oklahoma State University
Dalia Kilyan <i>Director of Student Finance</i>	Bridgett Weatherly <i>Director of Financial Aid</i>	Jewel Williams <i>Director of Operations and Student Services</i>
Nursing Faculty		
Maria Aguilera, BSN, RN BSN, Purdue University <i>(Part-time instructor)</i>	Aminat Akeju, MSN, BSN, RN MSN, Lewis & Clark University BSN, Resurrection University <i>(Part-time instructor)</i>	Amber Allen, BSN, RN BSN, Loyola University <i>(Part-time instructor)</i>
Traycee Allen Higgins, DNP, MSN, RN DNP, Chamberlain University MSN, Lewis University <i>(Part-time instructor)</i>	Marvinia Anderson	Lorrene Arroyave, BSN, RN BSN, Purdue University <i>(Part-time instructor)</i>
	Titilayo Ayeni-Sode BSN, RN BSN, Rasmussen University <i>(Full-time instructor)</i>	Marsha Bosseau
Jerrell Braxton BSN, RN BSN, Benedictine University <i>(Part-time instructor)</i>	Adibo Brou, MSN, BSN, RN MSN Walden State University BSN, Chicago State University <i>(Part-time instructor)</i>	Simone Bryant, MSN, FNP, BSN, RN MSN, FNP, BSN, Purdue University <i>(Part-time instructor)</i>

Tamica Callegari, BSN, RN BSN, Capella University <i>(Part-time instructor)</i>	Nikki Campobasso, BSN, RN BSN, Olivet Nazarene University <i>(Part-time instructor)</i>	Mary Chapman, MSN, BSN, RN MSN, Chamberlain University BSN, Governors State University <i>(Part-time instructor)</i>
Marjorie Coffey, BSN, RN BSN, Marycrest College <i>(Part-time instructor)</i>	Rafael Corona, MSN, BSN, RN MSN, BSN, Grand Canyon University <i>(Part-time instructor)</i>	Fetima Davis
Alexandra Deadmon	Andrea Dorado	Lauren Druzbicki
Tracy Everett	Craig Flowers	Kimberly Forbes MSN, RN MSN, Chamberlain University <i>(Part-time instructor)</i>
LaTanya Freeman	Corliss Gossett, MSN, RN MSN, Chamberlain University <i>(Part-time instructor)</i>	Joan Gramata BSN, MSN, RN BSN, University of Illinois at Chicago MSN, Rush University <i>(Part-time instructor)</i>
Chaya Grant	Susana Hernandez	Tamoiya Hill, MSN, BSN, RN MSN, BSN, Capella University <i>(Part-time instructor)</i>
Leslie Horton	Halima Ibrahim	Lakeisha Jones
Lucy Larkin	Ma Clarinda Luat	Salithia Marsh
Salithia Marsh	Nayla Martinez, DNP, MSN, BSN, RN DNP, MSN, BSN, Chamberlain University <i>(Part-time instructor)</i>	Constance Mccullah

Ceaira Moore, MSN, BSN, RN MSN, Olivet Nazarene University BSN, Governors State University <i>(Part-time instructor)</i>	Mark Morillo	Jamie Nicol
Ryan Nicholson	Tamara Nolan	Fatima Nwokoro, MSN, BSN, RN MSN, Capella University BSN, Governors State University <i>(Part-time instructor)</i>
Deborah Onar	Trina Owens	Erum Qureshi
Sharee Robinson	Tracey Ross	Grady Schroeder
Antionette Shannon	Alexsandra Shikhova, MSN, RN MSN, Grand Canyon University <i>(Part-time instructor)</i>	Deborah Staggers, BSN, RN BSN, Howard University <i>(Part-time instructor)</i>
Melinda Stallworth, MSN, BSN, RN MSN, Purdue University BSN, Lewis University <i>(Part-time instructor)</i>	Cheryl Terry, MSN, BSN, RN MSN, Saint Xavier School BSN, Southern Illinois University <i>(Part-time instructor)</i>	Theresa Teverbaugh
Sarina Threats, MSN, RN MSN, Chamberlain University <i>(Part-time instructor)</i>	Michelle Ubau, DNP, MSN, FNP DNP, Old Dominican University MSN, FNP, University of Illinois Chicago <i>(Part-time instructor)</i>	Rondell Washington
Dana West	Savanna White	
General Education Faculty		

Adebola Ayeni-Onyekwelu, DC, BS DC, Parker University BS, University of Illinois Chicago <i>(Part-time instructor)</i>	Elizabeth Brown, MA, BA MA, BA, DePaul University <i>(Full-time Instructor)</i>	Stephanie Vazquez MS, BS, Loyola University <i>(Full-time Instructor)</i>
Brittany Woodruff, BS BS, University of Richmond <i>(Full-time Instructor)</i>		
Staff		
Irina Bondar <i>Financial Aid Advisor</i> BS, Tiraspol State Pedagogical Institute	Joel Freecheck <i>Admissions Advisor</i>	Brian Hedges <i>IT Specialist</i>
Steven Keating <i>Student Accounts Representative</i>	Katie Kothe <i>Financial Aid Advisor</i>	Teresa McShane <i>Senior Financial Aid Advisor</i>
Marlon Pennington <i>Admissions Advisor</i>	Jeri Weeks <i>Financial Aid Advisor</i>	Van Fabie Tunguia, MSN, BSN, RN MSN, Capella University BSN, Herzing University <i>(Clinical Faculty Success Lead)</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	\$10,435	\$31,305	Tuition & Fees
Course Fee	NA	\$1,100	Course Fee for the Transition to Practice course is charged at the time the student is taking the course.
TOTAL PROGRAM COST		\$32,405	

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 be billed according to the full-time status base of the cohort your return to

Financial Aid Credits Tried	Semester Cost
12 or more	\$10,435
11 - 11.99	\$9,560
10-10.99	\$9,080
9 – 9.99	\$8,600
8 – 8.99	\$8,560
7 – 7.99	\$8,080
6 – 6.99	\$7,600
5 – 5.99	\$2,700
4 – 4.99	\$2,400
3 – 3.99	\$2,100
2 – 2.99	\$1,700
1.50 – 1.99	\$1,400
0.5-1.49	\$300

Included in the Tuition & Fees:

- Medical Compliance Fees:
- Nursing Lab Kit
- Technology Fee (Software Utilization)
- Books/Resources: *subject to change*
 - Nursing Fundamentals eBook and resources
 - Clinical Judgment book and resources
 - Anatomy & Physiology resources
 - Nursing Care of the Adult I & II eBook and resources

Included in the \$1,100 Course Fee for the Transition to Practice course

- ATI Package
 - VATI
 - Live Review
 - Comprehensive Predictor - 1st attempt

Readmission Fee

- Readmission one-time fee - \$350 (Drug testing, background check, medical document manager)

MISCELLANEOUS FEES:

- Estimated Book Fees for books not included in tuition is \$300. Students are responsible for purchasing books as indicated in each semester booklist
- The estimated uniform cost is \$40. 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 supply requested by the faculty.
- Clinical Site Parking: Students are responsible for payment of parking at clinical sites. The school is not responsible for reimbursement for parking fees.
- Students are responsible for all fees related to immunizations
- Financial charges may apply for late payments, bounced checks/declined credit cards, chargebacks, or double deposited checks
- ID Badge Replacement: \$25
- Supplemental ATI exams: \$75
- VATI Extension: \$100
- Integrity course - varies as assigned by school official
- Transition to Practice Repeat Course Fee: \$300 - Fee for students repeating the Transition to Practice course.

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

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

Appendix E: No Exit Readmission Policy

A student requesting to immediately return into the nursing program, following an unsuccessful exit process must complete the following:
The following requirements are due 45 days prior to the semester start date:

1. Submit the [readmission request form](#). Only submissions via the form will be accepted.
2. Submit a New Drug Test: - Must be done by the school indicated provider and school provided code. *(No Exit applicants will not be subject to the Readmissions Fee. They are subject to the Drug Test fee as charged by the provider).*
3. Complete current FAFSA and any supporting documents as required by Financial Aid officials including SAP appeal if applicable.
4. Sign a new Financial Estimate

Only readmission requests with all the above completed requirements by the due date (45 days prior to the semester) will be considered for review. Any incomplete documents will automatically deny the readmission request.

The following process will be followed for readmission reviews:

- The Admissions Office will schedule the student with the Readmission Committee or designee.
- The student will be notified of the decision in writing within 5 business days of the committee meeting. The decision is final.
- If a student is granted readmission, the student is subject to the student handbook in place in the semester of enrollment of the first class of readmission.
- If a student is readmitted, they will be placed on Academic Probation and must meet a 2.0 GPA in the semester of readmission. If the GPA is not met, the student will be academically terminated.
- When a readmission is granted or denied this 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. The student will be terminated and ineligible for readmission.
- Students will be required to complete coursework as required in their Individualized Learning Program (ILP).

Students that are more than 1 semester from the last date of the last nursing course will not be the subject of this policy. Their eligibility to apply for readmission will be determined by the catalog in place for the semester they apply to.

Readmission into ATS Institute of Technology is not guaranteed. A student with previously failed nursing course(s), history of code of conduct, incomplete and/or unsuccessful documentation and meetings, may be denied readmission. Additionally, approved readmission will be dependent on space available to accommodate additional students. If the number of accepted readmits exceeds available space, the decision will be based on the student's GPA, academic history of coursework, history of code of conduct at ATS Institute of Technology and applicants may be deferred to a subsequent semester.

Students approved for readmission will only be allowed one additional attempt at passing the NCLEX Comprehensive Course and must complete the comprehensive exit examination within the guidelines of the *Comprehensive Exit Examination Policy*. No further attempts or extensions will be permitted beyond this final readmission period. Failure to successfully meet these requirements upon readmission will result in dismissal from the program.

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"> In package code AW85 	Quest & Castlebranch	1-2 business days from the time the urine is submitted

See also *Drug and Alcohol Testing policy* in this catalog

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

1. Register at Castlebranch AW85, under medical manager. All documents take at least 48 business hours to approve.
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 Find a CPR class near you!	AHA can take several weeks to get scheduled for the face to face skills

Physical Attestation Form (required) and/or History and Physical (if directed on attestation form) Signed and dated by Healthcare Provider	Form electronic or in Medical Packet CVS/Walgreens Clinics/Doctor's Office	2-3 days once submitted for approval CVS/Walgreens can usually be scheduled within 1-2 days. Clinics/Doctor's Office may take up to 1 month to get an appointment
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TB test results – one of the below <ul style="list-style-type: none"> • PPD Skin Test • 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 <ul style="list-style-type: none"> ◦ IF titer is negative or equivocal Action Required: 1 booster shot <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 Quest	Approximately 7-10 days from the date of the blood draw for results All clinics/offices will write an order for you to go to the lab and have the blood drawn
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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"> ◦ IF titer is negative or equivocal on the lab report Action Required: obtain 1 booster shot <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 Quest	Approximately 5-7 days from date of blood draw All clinics/offices will write an order for you to go to the lab and have the blood drawn
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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"> ◦ IF titer is negative or equivocal on the lab report Action Required: obtain 1 booster shot <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 Quest	Approximately 3-5 days from date of blood draw All clinics/offices will write an order for you to go to the lab and have the blood drawn
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<p>Tdap</p> <ul style="list-style-type: none"> ● Tetanus booster administered within 10 years ● Lab report of positive antibody titer <ul style="list-style-type: none"> ○ IF titer is negative or equivocal Action Required: 1 booster shot 	<p>CVS Walgreens</p> <p>Clinics Doctor's Office</p>	<p>CVS/Walgreens can usually be scheduled within 1-2 days.</p> <p>Clinics/Doctor's Office may take up to 1 month to get an appointment</p>
<p>Flu</p> <ul style="list-style-type: none"> ● Proof of annual vaccination (September - March) 	<p>CVS Walgreens</p> <p>Clinics Doctor's Office</p>	<p>CVS/Walgreens can usually be scheduled within 1-2 days.</p> <p>Clinics/Doctor's Office may take up to 1 month to get an appointment</p>
<p>COVID Vaccine</p> <ul style="list-style-type: none"> ● Proof of full vaccination series 	<p>CVS Walgreens Clinics Doctor's Office</p>	<p>Based on availability</p>
<p>ATS Insurance Responsibility Form</p>	<p>Electronic Form upload to Castlebranch</p>	<p>2-3 days once submitted for approval</p>

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 may 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.

ATS Release

ATS does not require the COVID-19 vaccine for students, the clinical sites determine this requirement. 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 73% 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, 2023 - June 30, 2024	
INSTITUTION NAME: MDT School of Health Sciences, Inc., dba ATS Institute of Technology	Indicate all ways the disclosure information is distributed or made available to students at this institution: X Attached to Enrollment Agreement X Provided in Current Academic Catalog X Reported on School Website

Per Section 1095.200 of 23 Ill.

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

DISCLOSURE REPORTING CATEGORY	<i>Practical Nursing Program</i>				
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.	278				

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	399				
	b) Re-enrollments	14				
	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).		691	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	118				
	c) Withdrew from the school	188				
	d) Are still enrolled	385				

5) The number of students enrolled in the program or course of instruction who were:						
	a) Placed in their field of study	100				
	b) Placed in a related field	8				
	c) Placed out of the field	5				
	d) Not available for placement due to personal reasons	0				
	e) Not employed	5				

B1) The number of students who took a State licensing examination or professional certification examination, if any, during the reporting period.		115				
B2) The number of students who took and passed a State licensing examination or professional certification examination, if any, during the reporting period.		109				
C) The number of graduates who obtained employment in the field who did not use the school's placement assistance during the reporting period; such information may be compiled by reasonable efforts of the school to contact graduates by written correspondence.		unknown				

D) The average starting salary for all school graduates employed during the reporting period; this information may be compiled by reasonable efforts of the school to contact graduates by written correspondence.	unknown				

Course of Instruction is defined as a standalone course that meets for an extended period of time and is directly creditable toward a certificate or other completion credential; individual courses that make up a Program of Study are not considered courses of instruction.

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

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

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

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 11 24H2 or superior	Sonoma or superior	Windows 11 23H2	Ventura
Processor	Intel 8th generation or better. 2 or more cores on a compatible 64-bit processor or System on a Chip (SoC) AMD Ryzen 2000 series and newer (Windows Only) Macs with Apple silicon (M1, M2, etc.)			
Memory	16GB		8GB	
Free Hard Disk Space	15GB SSD		1GB SSD	
Additional Hardware	WiFi network adapter with WPA2 Enterprise support, Microphone, and Webcam			
Internet Connection	45 Mbps (download) or better		20 Mbps or better	
Internet Browser	Chrome Browser or MS Edge			
Microsoft Office	Students may use Google products such as 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)	<p>ATS LMS contains accessibility features for the following assistive technology needs:</p> <ul style="list-style-type: none"> ● Speech to text software ● Screen reader software <p>The following service will be available upon request.</p> <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.	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 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 Exam will be placed in Nursing courses.

Developmental Courses

Students who met minimum ACCUPLACER benchmark scores but did not meet nursing benchmark scores will be enrolled in the corresponding courses.

Developmental to Nursing courses

Students must have a passing Lexile score, pass all their courses and complete required remediation for comprehensive placement testing.

Students who successfully pass the comprehensive placement exam(s), may be assigned to 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 comprehensive placement exam(s). 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, PRIOR to the second attempt:

Option 1: Sit out a semester while working on a 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 comprehensive placement exam(s). If the student chooses this option, the student may request to sit out for one semester (if eligible). The student will be required to meet the deadlines and assigned preparation program approved to be eligible for the final comprehensive placement exam attempt.

Option 2: Retake courses in the following semester. Take their final comprehensive placement exam(s) attempt at the end of the semester.

Option 3. Remediate within the prescribed timeline after the initial comprehensive placement exam(s) attempt as developed by instructors and/or designees.

a. Students will complete a remediation program based upon their comprehensive placement exam score as assigned. This may include self-study, instructor remediation, and preparation programs.

b. Students will have to successfully complete remediation by the given deadline in order to sit for the final attempt at the comprehensive placement exam(s).

A student dismissed from the school due to not passing the comprehensive placement 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 the benchmark. Coursework submitted will be evaluated by the corresponding faculty for approval of eligibility to apply for readmission. Eligibility to apply for readmission does not guarantee readmittance to the program (see *Appendix N: Readmission Steps*).

Appendix N: Readmission Steps

A former student requesting readmission into the nursing program must be eligible per the *Readmission Policy* of the catalog in place for the semester they apply to. If the former student is eligible to apply, the following must be completed in the timeframe given.

The following requirements are due 60 days prior to the semester start date:

1. Complete and submit the [readmission request form](#). Only submissions via the form will be accepted.
2. Clear account balance and/or verify there is no account balance with the Bursar's office.

The following requirements are due 45 days prior to the semester start date:

1. Register for a Castlebranch Order that corresponds with the semester of application (provided by the Admissions office) and includes all items indicated:
 - a. New Background Check
 - b. New Drug Test: - Must be done by the school indicated provider and school provided code.
 - c. Complete and update the new Medical Manager with all compliance items.
2. Complete current FAFSA and any supporting documents as required by Financial Aid officials including SAP appeal if applicable.
3. Pay the Readmission Fee of \$350
4. Attend Orientation as assigned
5. Complete required testing
 - a. The student must score the required benchmark, 78% on the assessments to be granted consideration for progression in the nursing sequence.
 - b. If any of the following courses were taken more than one semester prior to the semester applying for, students must test and meet the required benchmark levels for the course(s) as noted below. If the student does not meet the required benchmarks, those classes will be added to their plan of study.
 - i. Nursing Fundamentals
 - ii. Adult I
 - iii. Maternity/Pediatrics
 - iv. Mental Health
 - v. Adult II
 - c. Courses with a lab component: If the student meets the assessment benchmark they will be required to complete lab skills review. A student unable to perform required skills must take the prior course sequence or will be denied readmission.
6. Sign a new Financial Estimate

Only readmission requests with all the above completed requirements by the due date (45 days prior to the semester) will be considered for review. Any incomplete documents will automatically deny the readmission request.

The following process will be followed for readmission reviews:

- The Admissions Office will schedule the student with the Readmission Committee or designee.
- The student will be notified of the decision in writing within 5 business days of the committee meeting. The decision is final. When the readmission is granted or denied this constitutes the final opportunity for readmission.
- If a student is granted readmission, the student is subject to the student handbook in place in the semester of enrollment of the first class of readmission and complete the following prior to the semester start
 - Sign a new enrollment agreement
 - Attend the assigned technology orientation
- If a student is readmitted they will be placed on Academic Probation and must meet a 2.0 GPA in the semester of readmission. If the GPA is not met, the student will be academically terminated.
- Readmitted students will be required to complete coursework as required.
- An Individualized Learning Program (ILP) will be created and must be followed, including Focused Learning Seminar.

Readmission into ATS Institute of Technology is not guaranteed. A student with previously failed nursing course(s), history of code of conduct, incomplete and/or unsuccessful documentation and meetings, may be denied readmission. Additionally, approved readmission will be dependent on space available to accommodate additional students. If the number of accepted readmits exceeds available space, the decision will be based on the student's GPA, academic history of coursework, history of code of conduct at ATS Institute of Technology and applicants may be deferred to a subsequent semester.

Appendix O: Repeating Course Requirements

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 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 7 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 assigned faculty or designee for an Individualized Learning Plan within the first two weeks of the semester in which they are repeating the course.
4. Students who do not meet the requirements of this policy or the stipulations of the Academic Monitoring letter, will be automatically withdrawn from the repeat course(s) (and any corresponding course if applicable) at the end of the second week of the semester.

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

Nursing/Biology Course Failure - Registration Warning

A student seeking a nursing and/or biology course repeat after course failure are only eligible to repeat if:

- The course failure is the first attempt in the course (or equivalent)
- It is either the first or second nursing/biology course failure
- Follow and complete all Repeat Course requirements listed below:

1. Students **must submit a written request for 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 7 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 assigned faculty or designee for an Individualized Learning Plan within the first two weeks of the semester in which they are repeating the course.
4. Students who do not meet the requirements of this policy or the stipulations of the Academic Monitoring letter, will be automatically withdrawn from the repeat course(s) (and any corresponding course if applicable) at the end of the second week of the semester.

Students approved will be placed on Registration Warning status and follow all Repeat Course requirements as listed. Registration for the repeated course(s) is dependent on availability.

Course Failure – Dismissal

A student that fails a third course or repeated 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: 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:

Prohibited Items:

- **Food and Drinks:** No food or drinks are allowed in the exam room. No gum chewing is allowed during the exam.
- **Personal Belongings:** Keep personal belongings (like backpacks, purses, bags, notes, sunglasses, hats, coats, smart watches, smart glasses, earbuds or AirPods and cellphones], etc.) in a designated area away from the testing area.
- **Electronic devices:** All electronic devices should be turned off, including but not limited to cell phones, smart devices, recording technologies (Video & Audio), smartwatches, smart glasses, earbuds, etc.. cannot be on a person. If a student is found to have **any electronic device** during testing or a review session, the exam/exam review will be ended, and the **student will receive a zero for the exam.**
- **Calculator usage:** Calculators will be provided to the student if needed. Students may NOT use their own calculator or cell phones for on-campus exams/quizzes.
- **No Outside Materials:** Students are not allowed to bring their own pens, pencils, or other materials.

Exam Conduct:

- **Punctuality:** 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. 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. **No make-up will be given.**
- **Computer usage:** Students will use ATS computers and take exams on campus.
- **Testing Windows:** Only the testing window may be open during the exam. If any additional windows/tabs are opened during the exam, **the exam will be ended, and the student receives a zero.**
- **Quiet Testing:** Students are prohibited from talking or communicating with other students during the exam. Students must remain quiet.
- **No Cheating:** Any form of cheating, including, but not limited to: copying from other students, taking pictures, using unauthorized materials, any way of help, is strictly prohibited. **Student will receive a zero** and subject to discipline per the *Academic Integrity policy*.
- **Following Instructions:** Students must follow all instructions given by the proctor or will not be allowed to take the exam and **will receive a zero.**
- **Failing to upload an exam** will result in a zero on the exam.
- **Raise your hand:** All technical issues need to be addressed before the exam is started. Students cannot raise their hand during the exam. All technical issues during the exam need to be documented on the scratch paper and given to the proctor once the exam is completed.
- **Leaving the Room:** Students may not leave the room during the exam without first handing in their scratch paper to the proctor to be graded as complete. Students must leave quietly and are not allowed to re-enter the exam area or congregate outside the exam room. If students 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 in an emergency, the student may leave only if authorized by the proctor and escorted by an ATS employee.
- **Uniform:** Students are required to be in full uniform or will be sent home. **No make-up will be given.**

Exam Materials:

Provided Materials: Proctors will give one scratch paper, and one pencil and/or calculator if needed. These materials must be returned to the testing proctor at the end of the examination.

Exam Security:

ID Verification: Proctors will check student IDs to ensure the correct person is taking the exam. Students without a student ID will be sent home. No make-up will be given. Students will be required to sign in for the session.

Seating Assignments: Faculty/Proctor will provide arranged seating assignments.

Missed Exam:

See Make-up Policy.

Appendix R: ATS Clinical/Simulation Expectations

This document outlines the behavioral and professional standards expected of all ATS Institute students during clinical rotations. These expectations are non-negotiable and are intended to promote patient safety. Failure to comply with any portion of these expectations may result in disciplinary action, including removal from the clinical site, course failure, or dismissal from the program.

Simulation experiences are subject to the same policies and expectations as clinical.

1. PROFESSIONALISM EXPECTATIONS

● Attitude and Conduct

- Arrive with a positive, respectful, and calm attitude, even if you're feeling tired, stressed, or frustrated.
- Treat faculty, clinical staff, patients, and peers with kindness, patience, and professionalism at all times.
- Negative behaviors including, but not limited to, eye-rolling, sighing, dismissive body language, or verbal complaints are prohibited.
- Take initiative: offer help, volunteer for tasks, and show interest without being asked.
- Leave personal issues outside of the clinical setting. If you're struggling emotionally, talk privately with your instructor before the shift starts.
- Safety, professional growth, and institutional integrity.

● Engagement and Presence

- Be fully alert, focused, and involved throughout the clinical day. Do not daydream, use your phone, or disengage.
- Participate in all assigned care and activities such as physical therapy, occupational therapy, rehab sessions, physician rounds, and nurse rounds.
- Take the experience seriously—treat every patient interaction as important, whether or not the patient is assigned to you.
- Remain physically and emotionally present: avoid sitting down, zoning out, or chatting off-topic during patient care or instruction.

● Communication

- Speak to everyone—patients, instructors, nurses, and classmates—with respect and professionalism.
- Use a clear, polite tone when asking questions or offering help.
- Do not raise your voice, argue, or interrupt others. If there's a problem, bring it up privately and calmly.
- Ask questions to learn, not to challenge instructions. It's okay not to know something—just ask appropriately and respectfully.
- Avoid gossip, personal conversations, or side talk during clinical hours.

● Patient Safety and Prioritization

- Patient safety comes first. Always prioritize care over paperwork, and report any unsafe conditions or concerns to your instructor immediately.
- Respond to all call lights, even if the patient isn't assigned to you—just check with the nurse before providing care.
- Verify safety measures (e.g., fall risk, isolation status, mobility restrictions) before assisting any patient. When in doubt, ask your instructor or nurse.
- Follow all infection control and PPE protocols as required by the facility and patient status—no shortcuts.
- Adhere to *Student Code of Conduct While Providing Nursing Care policy* located in the Student Catalog

● Clinical Paperwork & Meetings

- Must be completed at the clinical site and submitted to faculty at the end of each clinical day.
- Students are required to use designated clinical platforms, which may utilize location services, as outlined in the course syllabi.
- Paperwork is to be completed only after patient care responsibilities are fulfilled.
- Attendance at pre-conference and post-conference is mandatory.

2. COMPLIANCE WITH CLINICAL SITE POLICIES

ATS students are **guests** at each clinical facility and are expected to follow all **site-specific policies and protocols**, including but not limited to:

● Facility Policies

- All site-specific policies (e.g., entrances, parking, gathering locations) must be followed.
- Smoking and vaping are strictly prohibited on all clinical grounds.
- No food or drink is permitted in patient care areas or nursing stations.
- No food can be ordered/delivered to the site.

● Required Supplies

- Students must bring: ID badge, stethoscope, bandage scissors, watch with second hand, penlight, black ink pen, and clinical binder.
- Students without these items will be sent home and marked absent.

● Breaks and Meals

- Lunch and break times will be assigned by the clinical instructor.
- Students **may not leave** the clinical facility during breaks or lunch.
- Food delivery is **not permitted**.

- **Dress Code and Professional Appearance**

- Students are expected to maintain a clean, professional appearance and follow all uniform guidelines outlined in the ATS Uniform and Code of Conduct Policy.
- Full uniform compliance is required for clinical, lab, and simulation days.
- Cell phones must be turned OFF and stored away while in patient care settings. Usage is strictly prohibited unless approved by the clinical instructor.
- Air buds, headphones, or similar devices are not allowed at any time during clinical hours.

Failure to follow **any site policy**—even if not explicitly listed in ATS guidelines—may result in immediate removal from the clinical site and disciplinary action by ATS. It is the student’s responsibility to clarify any site-specific procedures with faculty prior to the start of clinical if unsure.

All ATS students are held to the highest standards of professionalism and patient-centered care. The clinical setting is a privileged learning environment—treat it with the respect, attentiveness, and discipline it deserves.

3. ATTENDANCE POLICY

Clinical attendance is a critical component of the Practical Nursing program. Students are expected to arrive fully prepared, on time, and in compliance with all clinical site requirements. The following policies are in place to ensure safety, professionalism, and the successful completion of clinical objectives.

- **Timeliness**

- Students must arrive **15 minutes prior** to the scheduled start time.
- Clinical starts exactly at the designated time, students that are tardy will be sent home and it will be considered a clinical absence.

- **Preparedness**

- Students must be fully prepared for clinical, including completion of required paperwork.
- Unpreparedness may result in an unsatisfactory grade for the day.

- **Absence Notification**

- Students must notify their instructor via phone at least 2 hours prior to the clinical start time.
- Notification by email or text is not acceptable.
- Failure to notify at least 1 hour in advance will result in an unsatisfactory day.

- **Absence Limitations and Documentation**

- More than **one absence** may prevent a student from meeting clinical course objectives.
- Documentation is required within **one week** for absences due to illness or personal emergency.
- **No Show/No Call** incidents may result in clinical failure.
- Absences in clinical may result in clinical probation in the following semester.
 - Students placed on clinical probation are subject to the following attendance requirements.
 - Only **ONE** clinical absence will be allowed during the probationary semester. Any additional absence may result in failure of the course.
 - Students are encouraged to communicate proactively with faculty regarding any attendance concerns.
 - Students who do not have any clinical absence during this period will be removed from probation for the following semester. Otherwise, they will continue on probation the following semester.

- **Medical Conditions**

- Medical clearance is required to return after a health condition needing treatment.
- Pregnant students must submit a clearance for full participation immediately upon diagnosis.

4. MAKE-UP CLINICAL POLICY

- Make-up opportunities are not guaranteed and are granted only for documented illness or emergencies.
- Dates/times are **assigned** and **non-negotiable**. No rescheduling or appeals permitted.
- **No Show/No Call** does **not** qualify for a make-up.

Students are expected to manage their schedules, health, and obligations in a way that prioritizes full clinical attendance and compliance. Please plan ahead, communicate clearly, and uphold the professional standards required in clinical education.

5. CLINICAL EVALUATION POLICY

The purpose of the Clinical Evaluation Policy is to ensure fair, consistent, and evidence-based assessment of students' clinical performance. This policy fosters students' professional growth through feedback, reflective practice, and structured guidance.

A student who is evaluated as unprepared, unprofessional, and or unsafe will be removed from their clinical course until their performance or skills are remediated to satisfactory.

Students who failed clinical for cause related to compromising patient safety will not be considered for re-admittance.

1. Evaluation Schedule

- Students will be formally evaluated face-to-face a minimum of two times per semester:
 - Midterm Evaluation
 - Final Evaluation
- Additional evaluations may be conducted at the discretion of faculty, particularly when:
 - A student is not meeting clinical expectations.
 - An unsafe or unsatisfactory event occurs.
 - The student requests further feedback.

2. Evaluation Method

- Clinical performance is evaluated using the **Clinical Evaluation Tool (CET)**. The CET is a dynamic, competency-based tool designed to capture each clinical day's observations and performance indicators.
- Students are expected to:
 - Document performance at each clinical day in TrackPac software.
 - Maintain anecdotal notes related to patients assigned and care delivered.
 - Document specific nursing skills performed in TrackPac.
 - Complete Cognitive tools assigned(e.g., clinical judgment exercises).
 - Review difficulties encountered and interventions implemented
 - Ensure documentation is consistent for all students, to avoid any appearance of bias or unfair treatment.
 - Keep daily notes updated throughout the clinical day, much like patient charting.
- A binder (**physical or digital**) with the assigned tools and skills checklist should be maintained to serve as documentation supporting the clinical completion.

3. Student Participation

- Students are required to complete a **self-evaluation** at both midterm and final conferences. Ongoing self-assessment is strongly encouraged and considered a hallmark of professional behavior.
- During evaluation meetings the following will be discussed:
 - Discrepancies between faculty assessments and student self-evaluations will be discussed openly.
 - Students may add written comments to the evaluation form.
 - Students must **sign and date** each evaluation. A signature indicates that the student has received and reviewed the evaluation; it does not imply agreement.
 - Students who wish to contest a clinical grade may follow the school's formal grievance procedure in the Catalog.

4. Clinical Success Contract

- When a student is underperforming or exhibits unsafe clinical behavior, a **Clinical Success Contract** will be implemented. This contract is a structured agreement that outlines:
 - Identified deficiencies with supporting documentation.
 - Specific, measurable objectives for improvement.
 - Weekly check-ins with faculty, including student self-assessments.
 - Clarification that increased supervision is part of supportive instruction, not punitive action.
- The contract is developed collaboratively between the student and faculty and is signed by both parties. Continued noncompliance with the contract may result in course failure.

Appendix S: 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:

To foster open communication and a positive learning environment:

I will practice goodwill towards others.

I will be open to addressing specific concerns, attitudes and behaviors.

I will acknowledge my mistakes and make amends to correct my mistakes.

I will explore different perspectives and ideas when considering a situation before making an assessment or determination.

I will respect privacy when approached in confidence.

I will follow the chain-of-command when communicating concerns or problems.

I will refrain from promoting rumors through valid research and proper chain-of- command.

I will not listen to or participate in gossiping.

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.

I will redirect and report uncivil behavior to leadership.

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.

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:

I will take responsibility for my actions and words.

I will take time to reflect on what was said, rather than blaming, defending, or rejecting.

I will ask for clarification of the perceived behaviors.

I will remember that there's always a little bit of truth in every criticism.

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

I will be vigilant and monitor for care practices that increase risks of errors.

I will remember that no one is perfect and that all humans are vulnerable to making mistakes.

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).

I will accept the diversity in our styles—recognizing that you know yourself best and should be allowed to choose your own approaches.

I will promise to be honest and treat others with respect and courtesy.

I will treat others as they want to be treated, not assuming they have the same desires you do).

I will listen openly to new ideas and other perspectives.

I will commit to resolve conflict without resorting to using power.

Make decisions together as much as possible. Realize that we're accountable for the outcomes (consequences) of our actions.

Have the right to say no, so long as it doesn't mean neglecting responsibilities.

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.