



YOUR LIFE POWERED BY LEARNING

2023 - 2024 Catalog

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FORTIS Institute

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FORTIS

Your Life. Powered By Learning

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HOLIDAY CALENDAR

This calendar has been updated. See addendum version 3.

1.2.2023	New Year's Day
1.16.2023	Martin Luther King Day
4.7.2023	Good Friday
5.29.2023	Memorial Day
7.3.2023	Day Before Independence Day
7.4.2023	Independence Day
9.4.2023	Labor Day
11.23.2023	Thanksgiving Day
11.24.2023	Day After Thanksgiving
12.25.2023	Christmas Day

PROGRAM START DATES

* ALLIED HEALTH PROGRAMS		**TRADE PROGRAMS		MED TECH PROGRAMS	
1.23.2023	2.19.2024	1.23.2023	2.19.2024	Surgical	Radiologic
3.6.2023	4.1.2024	3.6.2023	4.1.2024	<u>Technology</u>	<u>Technology</u>
4.17.2023	5.13.2024	4.17.2023	5.13.2024	5.30.2023	7.10.2023
5.29.2023	6.24.2024	5.29.2023	6.24.2024	11.13.2023	1.8.2024
7.10.2023	8.5.2024	7.10.2023	8.5.2024	5.13.2024	6.24.2024
8.21.2023	9.16.2024	8.21.2023	9.16.2024		
10.2.2023	10.28.2024	10.2.2023	10.28.2024		
11.13.2023	12.9.2024	11.13.2023	12.9.2024		
1.8.2024		1.8.2024			

* Healthcare Management, Medical Assisting, Dental Assisting, Sterile Processing Technician

** Heating, Ventilation, Air Conditioning & Refrigeration

SCHOOL HOURS OF OPERATION

8:00AM – 10:30PM MONDAY - THURSDAY

8:00AM – 4:00PM FRIDAY

CLASS SCHEDULE – (DAY) 8:00AM – 1:00PM

8:00 – 8:50AM; 10 MINUTE BREAK

9:00 – 9:50AM; 10 MINUTE BREAK

10:00 – 10:50AM; 10 MINUTE BREAK

11:00 – 11:50AM; 10 MINUTE BREAK

12:00 – 1:00PM

Radiologic Technology – Friday – 8:00AM – 4:00PM

CLASS SCHEDULE – (EVENING) 5:30PM – 10:30PM

5:30 – 6:20PM; 10 MINUTE BREAK

6:30 – 7:20PM; 10 MINUTE BREAK

7:30 – 8:20PM; 10 MINUTE BREAK

8:30 – 9:20PM; 10 MINUTE BREAK

9:30 – 10:30PM

CLASSES ARE SCHEDULED MONDAY THROUGH THURSDAY

IN ADDITION, RADIOLOGIC TECHNOLOGY CLASSES ARE SCHEDULED ON FRIDAY

FRIDAY IS RESERVED FOR MAKEUP CLASSES WHEN REQUIRED

Required externship hours may be scheduled outside of typical class hours. Externship hours will be available during typical office hours. Hours are subject to change.

INTRODUCTION & OVERVIEW

HISTORY AND OWNERSHIP

Fortis Institute, Houston, Texas is owned and operated by Education Affiliates, Inc. Education Affiliates, Inc. is located at 5026-D Campbell Boulevard, Baltimore, Maryland 21236, phone: 410-633-2929 and fax: 410-633-1844 and is a privately held corporation providing career education through a variety of certificate, diploma, and degree programs. Dan Finuf is the President/Chief Executive Officer, and Stephen Budosh is the Chief Financial Officer of Education Affiliates, Inc.

Fortis Institute was established in 2018 as a branch campus of All-State Career School located in Baltimore, Maryland. All-State Career School is located at 2200 Broening Highway, Baltimore Maryland, 21224.

In April 2003, KIMC Southwest Houston LLC acquired all the assets of Transworld Academy, Inc. and the name of the school was changed to MedVance Institute. In December of 2003, KIMC Investments LP, the parent company of MedVance Institute, converted from a limited partnership to a corporation and became KIMC Investments, Inc. MedVance Institute Houston South Campus is controlled by KIMC Southwest Houston, LLC, whose sole member is KIMC Texas Holding, LLC. KIMC Texas Holding, LLC, was a wholly owned subsidiary of KIMC Investments, Inc. MedVance Institute Houston North Campus is controlled by KIMC Houston Northwest, LLC whose sole member is KIMC Texas Holding, LLC. KIMC Texas Holding, LLC is a wholly owned subsidiary of KIMC Investments, Inc. In December 2009 Education Affiliates, Inc. purchased all MedVance Institutes from KIMC Texas Holding, LLC and currently doing business as Fortis Institute

CONSUMER INFORMATION

This catalog is published in order to inform students and others of Fortis Institute's academic programs, policies, calendar, tuition, fees, administration, and faculty. This catalog is published for informational purposes only and is not intended as a contractual agreement between Fortis Institute and any individuals. The information provided is current and accurate as of the date of publication.

Fortis Institute reserves the right to make changes within the terms of this catalog, which may affect any of the information published, and to make such changes, if necessary, without prior notice to individual students. As such changes may occur, these will be published in a catalog addendum, which is intended as, and is to be regarded as, an integral part of this catalog.

Fortis Institute expects its students to read and understand the information published in this catalog and in any catalog addendum identified as belonging to this catalog. Failure to read and understand this catalog will not excuse any student from the application of any requirement or policy published herein. Furthermore, it is the responsibility of each student to remain apprised of current graduation requirements of his or her program.

Fortis Institute affirms a policy of equal employment opportunity, equal educational opportunity, nondiscrimination in the provision of educational services to the public, and administering all educational programs and related supporting services and benefits in a manner that does not discriminate because of a student's race, color, creed or religion, sex or sexual orientation, national origin, age, physical or mental disadvantage, or other factors, which cannot be lawfully the basis for an employment decision.

Fortis Institute is obligated by and adheres to the provisions of:

- Section 493A, Title IV, Higher Education Act of 1965 as amended
- Title 38, United States Code, Veterans Benefits
- Title IX, Education Amendments of 1972
- Section 504, Rehabilitation Act of 1973
- Family Educational Rights and Privacy Act of 1974 as amended
- Drug Free Schools and Communities Act Amendments of 1989

Inquiries concerning the application of these laws and their implementing regulations may be referred to the President, Jeffrey D. Fowler at 450 N. Sam Houston Parkway East, Suite 200, Houston, Texas 77060.

Please see the Consumer Disclosures tab found on the Institute's website for information regarding student achievement data and other important information.

ACCREDITATION, LICENSES, AND APPROVALS

Institutional and program assessments are conducted periodically by qualified examiners and members of the Institute's accrediting body and/or by accrediting teams. The purpose of these assessments is to examine and evaluate compliance of the Institute's programs, staff, and faculty with accrediting standards and state and federal regulations.

Licensure indicates only that minimum standards have been met; it is not an endorsement or guarantee of quality. Licensure is not equivalent to or synonymous with an accreditation by an accrediting agency recognized by the U. S. Department of Education.

- Fortis Institute has institutional accreditation from the Accrediting Commission of Career Schools and Colleges (ACCSC) 2101 Wilson Boulevard, Suite 302 Arlington, Virginia 22201; (703) 247-4212 (703) 247-4533;
www.accsc.org
- Texas Higher Education and Coordinating Board (THECB) Institute Readiness and Success Division, 1200 E. Anderson Lane, Austin, TX 78752, (512) 427-6101
www.thecb.state.tx.us/studentcomplaints
- Fortis Institute is authorized by the Texas Workforce Commission, 101 East 15th Street, Room 226T, Austin, Texas, 78778-0001; (512) 936-3100
www.twc.state.tx.us
Fortis Institute school number is S3153.
- Fortis Institute is a branch of All-State Career School, Baltimore, Maryland.

The Institute's accreditation, approvals, and membership certificates are displayed in the lobby. Students may receive a copy of the Institute's accreditation, licensure, or other approvals by submitting a written request to the President. Any questions regarding accreditation, licensure, or approvals should be directed to the President. Students may also contact the agencies listed above for information regarding the school's accreditation, licensure, and approvals.

Voluntary Withdrawal From CAAHEP

Fortis Institute in Houston, Texas ("Fortis Institute") is institutionally accredited by the Accrediting Commission of Career Schools and Colleges ("ACCSC"). ACCSC is an accreditation agency recognized by the U.S. Secretary of Education. Additional information about ACCSC can be located at www.accsc.org.

ACCSC has approved Fortis Institute to offer a Surgical Technology program. Effective December 9, 2022, Fortis Institute Houston has voluntarily withdrawn programmatic accreditation from CAAHEP (Commission on Accreditation of Allied Health Education Programs) for the Surgical Technology program. Students enrolled and attending prior to December 9, 2022 will remain within the accreditation umbrella for CAAHEP and will take the CST exam as part of their program. Students enrolled after December 9, 2022 will attend Fortis Institute, accredited by ACCSC (Accrediting Commission of Career Schools and Colleges) and will take the NCCT exam as part of their program. Voluntary withdrawal for CAAHEP effective December 9, 2022 will in no way impact enrollment in the program, Financial Aid eligibility, or the ability to complete the program and take the NCCT certification exam.

MISSION AND PURPOSES

Fortis Institute provides postsecondary career education to both traditional and nontraditional students through a variety of diploma programs that assist adult students in enhancing their career opportunities and improving problem-solving abilities. Fortis Institute strives to develop within its students the desire for lifelong and continued education. The staff at Fortis Institute believe that they make an important contribution to the economic growth and social well-being of the area. Fortis Institute educates its students to help meet the economic needs of their community in entry-level positions. The educational process is a change-oriented approach to education that provides the community with graduates who possess the skills and knowledge needed to succeed in existing and emerging career occupations.

The following goals are integral to the mission of Fortis Institute:

- To develop each student's individual and professional growth, including written and interpersonal communication, critical thinking, and problem-solving competencies.
- To develop each student's professional attitude and an awareness of contemporary career practices through exposure to pragmatic course content.
- To promote self-discipline and motivation so that students may enjoy success in their career and in society.
- To attract and retain effective and qualified instructors who are familiar with current medical and/or technical practices, and who motivate and develop students.
- To offer sound diploma programs.

- To maintain a dynamic organization that is responsible and responsive to its constituencies.
- To minimize economic disadvantages as a barrier to postsecondary education by providing financial aid services and by accepting students without regard to age, sex, religion, race, physical challenges, or economic or social background.
- To assist graduates in finding positions for which they are trained.

RADIOLOGIC TECHNOLOGY PROGRAM MISSION STATEMENT The mission of the Radiologic Technology Program is to educate competent entry-level technologists to serve the public healthcare needs. We are committed to providing each student a high-quality education through innovative and engaging instruction, and role modeling.

RADIOLOGIC TECHNOLOGY PROGRAM GOALS AND STUDENT LEARNING OUTCOMES

Goal 1: Students will be clinically competent.

Student Learning Outcomes:

Students will apply positioning skills.

Students will select technical factors.

Students will utilize radiation protection.

Goal 2: Students will communicate effectively.

Student Learning Outcomes:

Students will demonstrate written communication skills.

Students will demonstrate oral communication skills.

Goal 3: Students will use critical thinking skills.

Student Learning Outcomes:

Students will adapt standard procedures for non-routine patients.

Students will critique images to determine diagnostic quality.

Goal 4: Students will model professionalism.

Student Learning Outcomes:

Students will demonstrate professionalism in the clinical setting.

Students will understand the value of professional ethics.

SURGICAL TECHNOLOGY PROGRAM GOALS AND OBJECTIVES

Upon program completion, the graduate will be able to:

- Correlate the knowledge of anatomy, physiology, pathophysiology, and microbiology to their role as a surgical technologist.
- Demonstrate a safe level of practice and knowledge in their role as a surgical technologist.
- Acquire an understanding of the ethical, legal, moral, and medical values related to patients and the Operating Room team during the perioperative experience.
- Correlate the elements, actions, and use of medications and anesthetic agent's used during the perioperative experience.
- Demonstrate safe practice techniques in regards to perioperative routines, patient transportation, positioning, and emergency procedures.
- Demonstrate and integrate principles of surgical asepsis as part of the perioperative experience.
- Apply knowledge and skills as a professional Surgical technologist to address the biopsychosocial needs of the surgical patient.
- Perform as a competent entry-level surgical technologist in the cognitive, psychomotor, and affective learning domains.
- Understand the principles of patient care in the preoperative, intraoperative, and postoperative settings.

CRITICAL STRENGTHS OF FORTIS INSTITUTE

Career-oriented programs: The Institute's programs have been developed and are periodically reviewed in conjunction with industry advisory boards to ensure that they continue to prepare graduates according to current needs and expectations of the community of employers served by Fortis Institute.

Qualified, caring faculty: In their academic credentials and professional experience, faculty members are qualified to teach the courses assigned to them, and all are committed to providing the extra assistance students may need to achieve their career goals.

Graduate employment assistance: Students approaching graduation receive, at no additional charge, career and employment assistance in finding entry-level positions in their preferred careers. While the primary responsibility for

securing such employment rests with the student, the Career Services Department is available for information, contacts, and guidance.

Small classes and personal attention: A small student-to-faculty ratio helps students obtain the most from their educational investment by ensuring easy access to instructional equipment and to attentive and helpful faculty.

The following campus administrators should be consulted to obtain the information listed:

Campus President: policies pertaining to grievances, disability accommodations, non-discrimination, and privacy of student records; information that pertains to Institute accreditation and licensure, the campus academic improvement plan, and disciplinary actions and appeals.

Director of Education: descriptions of academic programs, faculty information, data on student enrollment and graduation, academic policies and procedures, and credit transfer

Director of Admissions: policies pertaining to admissions requirements, enrollment, and copies of consumer information disclosures

Business Office Manager: tuition charges, payments, adjustments, and refunds

Director of Financial Aid: descriptions of financial aid programs, rights and responsibilities of financial aid recipients, means and frequency of payments of financial aid recipients, means and frequency of payments of financial aid awards, student loan repayment, and employment provided as financial aid.

Director of Career Services: information pertaining to placement rates and employment opportunities for graduates

PROGRAM AND POLICY CHANGES

Fortis Institute reserves the right to make changes in organizational structure, policies and procedures, equipment and materials, and modify the curriculum as circumstances dictate. When size and curriculum permit, classes may be combined to provide meaningful instruction and training that contribute to the level of interaction among students. Students are expected to be familiar with the information presented in this Catalog and applicable Student Handbooks.

FACILITIES AND EQUIPMENT

Fortis Institute occupies a 24,213 square-foot facility and is located at 450 N. Sam Houston Parkway, Easy, Suite 200, Houston, Texas, 77060. To accommodate the Radiologic Technology program, a state-of-the-art X-ray lab was added in Spring 2023. The facility is accessible to applicants who may require wheelchair and / or other accommodations. A learning resource center is available with internet access, computer stations, web-based resources, health reference books, and periodicals. Medical labs are equipped with medical exam tables, computers, microscopes, stethoscopes, blood pressure cuffs, EKG machines, hospital beds, mannequins, training models, simulation equipment and other medical training equipment as applicable. Computer labs include student computer stations with internet access and word processing, presentation, spreadsheet, database, and medical billing/coding software applications. Lecture rooms have internet connectivity, media cabinets, and digital projectors. There is a student lounge with vending machines and microwaves. Library resources and library information services are available to students and faculty. Fortis Institute also uses the offices and laboratories of local physicians, clinics, healthcare facilities and hospitals to provide on-the-job experiences for students. Administrative offices include academics, student and career services, financial aid, registrar, admissions, and business offices. There is a faculty workroom and faculty offices. Clinical and externship sites are in area doctor's offices, hospitals, and other professional medical and dental facilities.

ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES *This section has been revised. See addendum #3.*

Fortis Institute is an Equal Opportunity Educational institution and does not discriminate in the recruitment and admission of students with respect to race, color, creed, sex, age, handicap, disability, national origin, or any other legally protected characteristics. Applicants, prospective, or current students with disabilities who require academic adjustments and/or auxiliary aids in connection with the admissions process, the admissions test and/or their program of study, should contact the Campus President. The Campus President, in consultation with the Vice President of Education at Education Affiliates, Inc., will work with the applicant and/or prospective student to identify reasonable accommodations and academic adjustments necessary to enable him or her to fully participate in the admissions and educational processes. For applicants, prospective, or current students for the nursing programs, the Campus President will consult with the Vice President of Nursing at Education Affiliates, Inc. Questions about this process may be directed

to the Vice President of Education, Karen Ferguson or for nursing students to the Vice President of Nursing, Elaine Foster at the contact information listed below.

If a student wishes to file a complaint regarding any disability discrimination, the student should notify the Vice President of Education at Education Affiliates, Inc. A student is not required to make an informal resolution attempt. A hearing will be scheduled within five business days of the notification. However, at the discretion of the Institution, the complaint process may be delayed or extended for good cause. Good cause includes, but is not limited to, the unavailability of witnesses or the need for language assistance. At the hearing, the student has the right to present additional relevant evidence and bring witnesses, if desired, to support his or her position.

If the College determines that discrimination based on disability may have occurred, Institution will take steps proactively designed to promptly and effectively end the discrimination, prevent its recurrence, address its effects, and provide supportive measures.

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NON-DISCRIMINATION STATEMENT

Fortis Institute ("Institution") is committed to maintaining a safe and healthy educational and work environment free from discrimination or harassment based on age, race, color, sex, gender, sexual orientation or identity, religion, or creed, national or ethnic origin, or disability.

Fortis Institute, in accordance with Title IX of the Education Amendments of 1972 and 34 C.F.R. Part 106, does not discriminate on the basis of sex, including in admissions and employment, nor will it permit or tolerate sex discrimination or sexual harassment against a student, employee, or other member of the Institution community.

All students and employees are expected to comply with this Title IX Policy and take appropriate measures to create an atmosphere free of harassment and discrimination. Any inquiries regarding Title IX or Institution's Title IX Policy and Procedures can be directed to the Title IX Coordinator as provided below, the U.S. Assistant Secretary of Education for Civil Rights, or both.

Title IX Coordinator

Attention:	Title IX Coordinator Suzanne Peters Esq., M.Ed. National Dean of Programmatic Accreditation
Address:	5026D Campbell Blvd. Baltimore, Maryland 21236
Telephone:	330.805.2819
E-Mail Address:	speters@edaff.com

A complete copy of the Title IX policy, including the applicable grievance procedures, is available on the Institution's website.

<http://www.fortis.edu/>

ADMISSIONS INFORMATION

ADMISSIONS REQUIREMENTS AND PROCEDURES

Each applicant for admission is assigned an admissions representative who directs the applicant through the steps of the admissions process, provides information on curriculum, policies, procedures, and services, and assists the applicant in setting necessary appointments and interviews.

Admission decisions are based on the applicant's fulfillment of these requirements, a review of the applicant's previous educational records, and a review of the applicant's career interests. It is the responsibility of the applicant to ensure that Fortis Institute receives all required documentation. All records received become the property of Fortis Institute.

GENERAL ADMISSION REQUIREMENTS

1. The applicant must be a high school graduate or possess the recognized equivalent of a high school certificate. The student must provide documentation of graduation from high school or college in the form of a valid high school certificate or an earned college degree higher than a diploma that is completed. Acceptable documentation includes a transcript or other documentation which confirms that the student meets or exceeds the academic achievement equivalent to a high school diploma in the USA. All documents from foreign countries must also be translated into English and evaluated to be equivalent or higher than a USA high school certificate by a credential evaluation service, which is a member agency of the National Association of Credential Evaluation Services (NACES), subject to the approval of Fortis Institute.
2. The applicant meeting criteria under the Consolidated Appropriations Act, 2012 to the Title IV eligibility of students who are not high school graduates from the United States Department of Education Office of Postsecondary Education will be eligible. The applicant must provide proof of passing an independently administered, Department of Education approved ATB test, known as the Wonderlic Basic Skills test, with a minimum passing score for the Math of 210 and the Verbal of 200.

The determination of the applicant's ability to benefit from the training from the school offered must be confirmed by documentation of the applicant's achievement of an approved score on a test or tests that have been reviewed by a qualified, independent third party for appropriateness of the instrument and specific score levels required for admission.

The acceptable score ensures that students will benefit from the training provided and that a substantial number of students will complete the training and be employed in the field for which training was provided.

3. The applicant must be seventeen years of age or older at the time he or she starts his or her program of study. Radiologic Technology students must be eighteen years old to attend clinical sites.
4. The applicant must complete an applicant information form.
5. The applicant must interview with an admissions representative and/or other administrative staff.
6. Once a passing score is earned, the SLE score is valid for three years from the date of administration. Applicants for readmission must achieve the passing score on the SLE required of current applicants for admission to the selected program of study. If the applicant for readmission had previously achieved a passing score on the SLE, that score may be used for readmission, provided the SLE test was administered and passed within three years (36 months) of the date of readmission and still meets the current minimum acceptable SLE score for the applicable program.

The SLE minimum entrance requirements by program are as follows:

Diploma Programs

Dental Assisting	11
HVACR	11
Medical Assisting	11
Medical Billing and Coding	13
Sterile Processing Technician	11
Surgical Technology	17

Associate Degree Programs

Healthcare Management	13
Radiologic Technology	17

Note: In the event an applicant desires special accommodations for the SLE, the applicant must follow the policies in this catalog to request those accommodations. Campus staff members are not authorized to approve accommodations for admissions testing.

7. Applicants must meet all financial obligations.
8. Applicants must complete all tuition payment requirements.
9. Dental Assisting - Applicants must submit to a 10-panel drug-screening test and receive a negative drug test result. Test results must be in the applicant's admission file before starting the program. Inconclusive test results (such as dilute sample and insufficient sample) will require the applicant to be retested at his/her expense. The retest must be completed within 24 hours of receiving the notification on the first test. A second inconclusive test result (such as a dilute sample and insufficient sample) will be considered a positive drug test.
10. Accepted applicants must agree to and sign the Fortis Institute Enrollment Agreement.

ADDITIONAL ADMISSIONS REQUIREMENTS FOR THE MEDICAL TECHNOLOGY PROGRAMS (SURGICAL TECHNOLOGY AND RADIOLOGIC TECHNOLOGY)

In addition to the General Admissions Requirements, the following are additional admission requirements for the group of programs to include the **Surgical Technology (SGT)** and **Radiological Technology** programs:

1. A prospective student will be interviewed by admissions and may be interviewed by the appropriate Program Director.
2. The applicant must submit a valid form of identification with a picture, name, and address. A valid and current driver's license, United States Passport, or Permanent Resident Card are acceptable forms of identification.
3. **Applicable only to the Radiological Technology Program:** After achieving a score on the SLE of 17 or higher, the applicant will be given the opportunity to take the Wonderlic Basic Skills Test, Basic (WBST) Verbal and Quantitative. The proctored examination must be monitored by a trained staff person who does not report within the admissions department. An applicant must achieve a Verbal Skills score of 268 and quantitative skills score of 241 to be eligible for enrollment to the Radiological Technology program. Applicants who do not achieve the necessary score on either the WBST Verbal, WBST Quantitative, or both sections are eligible to retake the low scoring section. However, a minimum of seven days must elapse after the first test before the 2nd attempt may be administered.
4. The applicant (SGT & RT) must complete a 1 to 2-page typed essay outlining a response to the following questions:
 - Why you wish to enroll in the Surgical Technology Program or Radiologic Technology Program (as applicable)?
 - What do you see as the biggest obstacle to completing this program and,
 - How do you plan to overcome any obstacles?

The essay must be completed on campus. The applicant must schedule a time to work on the essay on campus and the Program Director will arrange for the applicant to have access to a computer. After the essay is completed, the applicant will meet with the Program Director. The Program Director or his or her designee scores the essay using an Essay Rubric.

5. All Med Tech programs require that the student be 18 years of age at the time he or she starts the clinical/externship portion of the program.
6. Students (**SPT, SGT, RT**) must read and sign a technical functions statement of understanding specific to their program of application.
7. The applicant must schedule and complete an interview with the Program Director of his/her selected program and/or his or her designee.
8. The applicant must submit either a valid medical insurance card or sign a medical waiver form stating he or she is responsible for the costs of all medical services he or she requires.
9. Applicants must submit to a 10-panel drug-screening test and receive a negative drug test result. Test results must be

in the applicant's admission file before starting the program. Inconclusive test results (such as dilute sample and insufficient sample) will require the applicant to be retested at his/her expense. The retest must be completed within 24 hours of receiving the notification on the first test. A second inconclusive test result (such as a dilute sample and insufficient sample) will be considered a positive drug test.

10. Applicants must submit to a healthcare student criminal background check **prior to starting the program**. Results must be in the applicant's admissions file before starting the program. The applicant should note that a history of criminal convictions may prevent the student from attending or completing the clinical/externship requirements of the program or may prevent his or her credentialing in the profession. If there are any questions regarding the results of the criminal background check, the applicant must make an appointment with the program director to discuss the consequences of the results.
11. Once the above admissions requirements have been completed, letters of acceptance or denial are mailed to the applicants. An applicant who is not accepted for the start of a class may re-apply for a future class.

ADDITIONAL REQUIREMENTS FOR MEDICAL TECHNOLOGY PROGRAMS AFTER PROGRAM ACCEPTANCE

The requirements listed below are not considered during the admission process but must be completed **prior to the completion of the first term** of enrollment in a Med Tech (SGT, SPT & RT) program:

- Applicants must sign the physical or technical statement specific to the chosen program.
- Applicants must submit a copy of his or her current (American Heart Association BLS Healthcare Provider Course) CPR card or take a short course to obtain the certification. The CPR certification must remain current throughout the program.
- Since some externship sites may require that students have health insurance, the applicant must submit either a valid medical insurance card or a signed medical waiver form stating he or she is responsible for the costs of all medical services he or she requires.
- TB test results must be submitted prior to completing the first term. If the results are positive, the applicant must submit negative chest X-ray results.
- Since some externship sites may be farther than 50 miles from the campus, applicants must sign a statement of understanding of the travel requirements.

MEDICAL TECHNOLOGY PROGRAMS HEALTH AND IMMUNIZATION REQUIREMENTS

The healthcare industry and Fortis Institute programs of study require healthcare professionals to be in good physical and mental health. Students with physical and/or mental health issues may be asked to obtain a physician's statement, at the student's cost, verifying that the condition will not be aggravated by or endanger clients associated with the student in required coursework.

Students enrolled in the **Medical Assisting and Sterile Processing Technician** programs must complete the following immunizations prior to clinical/externship:

- Hepatitis B (first two in the series of three shots or positive titer)

Students enrolled in the **Surgical Technology (SGT), Sterile Processing Technician (SPT), and Radiologic Technology (RT)** must complete the following prior to starting clinical/externship:

- Submit documentation of the following immunizations:
- Hepatitis B (first two in the series of three shots or positive titer); Students must complete the first two doses of Hepatitis B immunizations within 30 days after starting the first term.
- MMR – Measles, Mumps, Rubella (two doses or positive titers)
- Varicella (two doses or positive titer)
- Seasonal Influenza
- Tdap/TD - Tetanus (within last 10 years)

Additional Immunizations/Vaccinations

Immunization/vaccination requirements are based on the current Centers for Disease Control (CDC) recommendations for healthcare workers and the Advisory Committee on Immunization Practices (ACIP). /Externship sites where students will be assigned may have additional health clearance and immunization requirements beyond the current recommendations by the CDC or ACIP. Fortis Institute has identified a standard immunization policy but reserves the right to require any additional healthcare clearance assessment, documentation, immunization, and serology testing at any point throughout the enrollment of the program. In addition, immunizations and health requirements may change without notice and students may be required to provide verifiable documentation of their ability to meet new requirements. Students are required to provide documentation within the designated timeframe in order to maintain enrollment and progress. All additional requirements are at the student's expense.

AVAILABILITY OF GED TESTING

Unless otherwise noted, all applicants for admission must be high school graduates or GED recipients. The General Educational Development (GED) test cannot be taken online. The GED tests can only be taken at an official testing center. There are more than 3,400 testing centers worldwide. For more information, please go to www.acenet.edu and select GED Testing Services or contact the local Board of Education or the Institute's Admissions Office.

READMISSION

A former student who withdrew in good standing may make an application for readmission to his or her program of study. Students who dropped or were withdrawn from a program and wish to return to the same program can do so within three years (36 months) of their last date of attendance (LDA) and within one year (12 months) of their LDA for truck driving programs. Generally, a student will not be considered for readmission more than twice unless there are exceptional extenuating circumstances, such as military deployment, major emergency medical issues, or an unexpected disaster that temporarily prevents the student from continuing in the program. Any exception must be approved by the National Director of Restart Programs. 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 he or she can complete the program of study. Former students approved for readmission must meet all current program admissions requirements.

A former student who wishes to be considered for admission to a different program of study should contact the Admissions office. The Admissions Director should consult with the Dean/Director of Education or the Program Director to determine the appropriate transfer of credits, Satisfactory Academic Progress status, and course scheduling prior to enrolling the student.

Any students who have been dismissed for conduct violations, including violations of academic integrity, are not permitted to re-enter any of the Education Affiliates' programs, which includes Fortis, St. Paul's School of Nursing, All-State Career Schools, or Denver College of Nursing.

A former student seeking readmission to the same program must apply for readmission by submitting a Readmission Application to the Student Success Coordinator or the staff person designated to coordinate readmissions. The applicant must meet with the Student Success Coordinator, or the staff person designated to coordinate readmissions to discuss and document the circumstances that led to the prior withdrawal and what the applicant has done to ensure that these or other issues will not interrupt the completion of the program of study if the applicant is approved for readmission.

Applications for re-admission are reviewed by a committee comprised of the Campus President, Academic Dean, and/or the Dean of Nursing, the Business Office Manager, and Director of Financial Aid, or their designees. The applicant must meet all current admissions and readmission requirements for the program of study. Applicants approved for readmission are required to meet with the Business Office Manager and the Director of Financial Aid (or their designees) and complete all necessary applications and documents to ensure that his or her past and future tuition and fees obligations will be satisfied in a timely manner. Applicants approved for readmission will have their transcripts reviewed by the Dean of Nursing/Dean or Director of Education who will determine which course credit(s) previously earned will

be counted toward program completion and the course(s) which need to be repeated. Approval of an applicant for readmission is subject to space availability.

A student dismissed for failure to meet Satisfactory Academic Progress (SAP) requirements may apply for readmission if there is reasonable probability that he or she can achieve the grades necessary to raise the Cumulative Grade Point Average (CGPA) and can increase his or her credits earned to credits attempted ratio to comply with the institution's SAP policy. If approved for readmission, the student will reenter in a status of Academic Probation. A student may remain in a status of Academic Probation for only one quarter/semester. A student who fails to meet SAP after the first quarter/semester will be dismissed. In addition, a student readmitted in a status of Academic Probation for the purpose of regaining SAP status is not eligible for any form of federal grant, loan, or work study funding until he or she corrects the condition that caused the loss of SAP standing (See SAP policy for specific requirements). If a readmitted student does not qualify for financial aid, he or she is responsible for the payment of all new tuition and fees from his or her own resources until such time as the student may prequalify for student financial assistance.

A readmitted student is required to sign a new enrollment agreement which lists the current tuition and fees, the revised graduation date, and acknowledges receipt of any other required disclosures. The student must be current with any unpaid balance from his or her prior enrollment unless payment arrangements have been established by the Campus President/Director. With assistance from the Registrar, the Dean of Nursing or Dean/Director of Education will establish a course schedule for program completion.

ORIENTATION

Fortis Institute provides an orientation program to help students adjust to the Institute's environment.

Orientation is held by the Institute on Thursday, prior to the start of each program start. Fortis Institute policies, student responsibilities, and any questions are addressed at the orientation.

TRANSFER OF CREDIT

Transfer of credit is always the decision of the individual college or university and is controlled by the receiving institution. Accreditation does not guarantee transfer of credits. Students interested in transferring credits earned at Fortis Institute should check with the receiving institution directly to determine to what extent, if any, credits can be transferred.

The request to transfer credit must be initiated by the applicant or student. Requests for transfer credit should be submitted prior to enrollment, and only under extenuating circumstances may an exception be made with the approval of the Campus President, in which case all necessary documents must be received no later than 14 calendar days after the start date or re-entry date of the student's program.

To apply for consideration of credits previously earned, students must request official transcripts be sent directly to the Institute to the attention of the Registrar. Students may be required to provide a relevant catalog and/or other relevant documents regarding the course(s) to be considered. Foreign transcripts must be translated into English and be evaluated by a member agency of the National Association of Credential Evaluation Services (NACES).

Criteria

In order to be considered, the institution where the credit was previously earned must be accredited by an agency recognized by the United States Department of Education or the Council for Higher Education Accreditation (CHEA) at the time the student earned the credits. If students earned educational credits at a post-secondary institution outside the United States and not accredited by an agency recognized by the United States Department of Education at the time the student earned the credits, then that postsecondary institution must have equivalent accreditation standing with the central accrediting body in its country of residence at the time the student earned the credits.

Courses for which applicants would like to request transfer credit must meet the applicable criteria listed below:

- Courses in general taken at an institution outside of Education Affiliates must have been completed within the previous five years (60 months). Individuals holding an earned associate or higher degree are exempt from the time limit in this paragraph, except as noted below.
- Mathematics and prerequisite science courses in Nursing and Medical Technology programs must have been completed within the past five years (60 months).
- Mathematics and prerequisite science courses in Nursing and Medical Technology programs must have a grade of "B" or higher on the transcript from the awarding institution.
- All other courses must have a grade of "C" or higher on the transcript from the awarding institution.
- Learning objectives or competencies of courses submitted for transfer credit must be comparable to the courses at Fortis Institute in order for transfer credit to be awarded.
- The maximum allowable transfer credit that can be awarded is 50% of the total program credits unless specified otherwise in a particular program. The Campus will accept credit earned in a similarly titled program from another affiliated College or Institute up to a maximum of 75% of the credit hours in the program unless specified otherwise in a particular program.
- When a warranted need for exception to the time limit as stipulated in the preceding paragraphs arises, it must be carefully evaluated at the campus level and presented with justification to the Vice President of Education at Education Affiliates for approval.

Credit may also be awarded for successful completion of Advanced Placement (AP), College Level Examination Program (CLEP), and DANTES Subject Standardized Test (DSST) examinations in subject areas equivalent to courses within the student's program. The student must provide official documentation in order to be considered for possible award of course credit. Minimum scores required in order to receive transfer credit are as follows:

- AP scores of 4 or higher
- CLEP scaled scores of 60 or higher
- DANTES scores of 434 or higher (only scores from DANTES exams taken after 2008 will be considered).

The Institute does not award credit for life or work experience.

Additional Requirements for Specific Programs

Radiologic Technology students must complete at least 51% of all concentration courses at the Institute. Therefore, students may receive transfer credit for no more than 49% of concentration courses in the program.

Veterans

A Veterans Administration (VA) funded student enrolling in any of the Campus programs with prior credit from another school or military education or skills training will be evaluated according to the Transfer Credit Policy for all students. All veterans and other students eligible for VA funding should apply for credit for previously completed training. The Campus will evaluate and grant credit, if appropriate. Training time will be adjusted, and tuition reduced proportionately if credit is granted for previous training. The VA and the student will be notified.

The Campus must receive and evaluate official transcripts from all postsecondary schools previously attended by a Veteran and the Veteran's military transcripts before enrollment can be certified. It is the Veteran's responsibility to request all transcripts and pay any fees assessed by the previously attended school(s).

Appeal Process

1. Students who wish to appeal a decision must appeal in writing to the Campus President/Director.
 - a. The student must write a letter, stating very clearly why they should receive credit.
 - b. The student must supply additional documentation to support the appeal. If no additional documentation is received, the appeal will be automatically denied.
2. All appeals should be requested within 14 days of the decision to deny credit.
3. Decisions related to appeals will be returned to students within 14 days of their receipt.

Returning or Transferring Students

If students wish to transfer between programs at the same school, students should seek guidance from the Director of Education and the Registrar. The Director of Education will work with students seeking to transfer to a different program

to determine if any of the courses or learning from the current or prior program of study is applicable and can be transferred into the proposed new program with credit granted accordingly.

1. Students transferring from one Education Affiliates campus to another must have all previous credits evaluated for transfer credits.
 - a. Students that have passed a class at another Education Affiliates campus with the same course code as the program they are enrolling into will receive transfer credits for grades of D or higher if a D is passing for that program.
 - b. Courses that are not a part of the enrolled program will be evaluated for transfer credits as per normal policy.
 - c. This is applicable for campus-to-campus transfers within the same program, and campus to campus transfers into new programs that share course codes.
2. Students who are re-enrolling into the same Campus or re-entering into a new program or program version will have all applicable courses Associated to the new program. Any courses that cannot be Associated may be evaluated for transfer credit.
 - a. Associated courses are evaluated and documented like transfer credits, using the same forms and procedure.
 - b. Applicable courses are those course codes that are the same between programs.
 - c. All courses are Associated, whether passed, failed or withdrawn, and should be included in all future SAP calculations for the program.
 - d. Shared courses with a D or higher will not need to be retaken, unless that is considered a failing grade in the new program.

Articulation Agreement(s)

Fortis Institute has no established articulation agreements.

STUDENT PHYSICAL LOCATION

Fortis Institute reviews admissions applications and may enroll students who are residents of Texas only. The student's address of residency as reflected on government issued identification, mail reflecting the student's address, student attestation, lease agreement, or other verified documentation of physical location will be utilized to determine state of residency. Documentation must be provided at the time of enrollment. This policy is applicable to all students enrolled at Fortis Institute in Texas.

Should the student change their address while enrolled at Fortis Institute the student is required to notify the school's Registrar to make an update to their physical location as needed. Should the student move out of one of the above listed states while enrolled at Fortis Institute, the Institute may be required to withdraw the student from the program prior to completion. Students must notify the campus of a change.

ACADEMIC PROGRAMS

ASSOCIATE DEGREE PROGRAMS

HEALTHCARE MANAGEMENT

Length: 600 Clock Hours; <u>a minimum of 46 quarter credits transferred</u> ; 36 Instructional Weeks	Program Quarter Credits: 48 (for the completion portion); 94.0 (for completion plus transfer credit)
Total Clock Hours, including Recognized Homework Hours: 780	
Credential Awarded: Associate Degree of Applied Science in Healthcare Management	Mode of Delivery: Residential

OBJECTIVE

The healthcare industry continues to expand and diversify, requiring employees to help ensure smooth business operations. The objective of this associate degree completion program is to help students understand what healthcare management entails today and prepare them with the knowledge and skills needed to further their education and prepare for continued progression in the healthcare industry.

DESCRIPTION

The Healthcare Management program consists of courses in business and healthcare management and general education courses. Business courses offer instruction in management, accounting, finance, organizational behavior, and human resource management, and general education courses help develop and enhance oral and written communication skills, critical thinking and problem-solving skills, and students' self-awareness and social awareness and strategies for managing self in a social, work environment.

COMPLETION PROGRAM

As a degree completion program, Healthcare Management is intended for people who have completed a diploma program in a healthcare field such as Medical Assisting, Dental Assisting, Medical Billing and Coding, Medical Office Administration, and Medical Office Basic X-Ray Technician accredited by an agency recognized by the United States Department of Education or the Council for Higher Education Accreditation (CHEA).

Successful completion of allied health diploma programs that are at least the equivalencies of 46 quarter credits is required for admission.

CAREER OPPORTUNITIES

Graduates of the Associate degree completion program are prepared to seek employment in a wide variety of health-related businesses such as Medical Health Services, Administrative Services, Social and Community Services, Medical Office or Clinic, Healthcare Marketing, and Healthcare Sales.

HEALTHCARE MANAGEMENT - PLAN OF STUDY

Course Code	Course Titles	Lecture Hours	Lab Hours	Extern Hours	Total Clock Hours	Total Credit Hours
AHP200	Communication for Health Professionals	60				4
BUS101	Fundamentals of Business Management	60				4
BUS201	Human Resource Management	60				4
HCM210	Medical Office Management	60				4
HCM215	Financial Aspects of Healthcare	60				4
HCM220	Risk Management in Healthcare Settings	60				4
ENG101*	English Composition	40				4
COM205*	Effective Communication	40				4
MAT101*	College Mathematics	40				4
SCI210*	Environmental Science	40				4
PSY101	General Psychology	40				4
SOC101*	Sociology	40				4
TOTALS		600				48

* General Education/Other related courses

Length: 2,210 Clock Hours; 96 Instructional Weeks	Program Quarter Credits: 126 Quarter Credits
Total Clock Hours, including Recognized Homework Hours: 2,766	
Credential Awarded: Associate of Applied Science	Mode of Delivery: Residential

RADIOLOGIC TECHNOLOGY

Objective

The mission of the Radiologic Technology program is to prepare competent, entry-level radiographers to serve public healthcare needs. The program administrator and faculty are committed to providing each student with a high-quality education through innovative and engaging instruction, and role modeling.

Program Description

The radiologic technology field is fascinating because it is part science and part art. During this program, students study subjects such as anatomy and physiology, microbiology, radiation safety and physics. Students also learn to use computers to acquire and manipulate radiographic images. This program prepares students to work in this technological field successfully by developing skills in communication, diversity, scientific inquiry, critical thinking and judgment. Students learn to communicate with patients, to solve problems and to work with other members of the health care team, including doctors, nurses and experienced radiologic technologists.

Program Goals and Student Learning Outcomes

Goal 1: Students will be clinically competent.

Student Learning Outcome: Students will apply positioning skills. Students will select technical factors. Students will utilize radiation protection.

Goal 2: Students will communicate effectively.

Student Learning Outcome: Students will demonstrate written communication skills. Students will demonstrate oral communication skills.

Goal 3: Students will use critical thinking skills.

Student Learning Outcome: Students will adapt standard procedures for non-routine patients. Students will critique images to determine diagnostic quality.

Goal 4: Students will model professionalism.

Student Learning Outcome: Students will exhibit professionalism in the clinical setting. Students will understand the value of professional ethics.

Externship

Externship courses are included in this program to provide students with the opportunity to apply their knowledge and skills to real-life situations in a radiology setting. Students are required to complete all necessary prerequisite courses prior to each externship course and to complete the required externship hours and other related learning activities and competencies prior to graduation. Immunizations and current CPR certification are also required. Some externship sites may also require a background report and/or drug screening report prior to assignment. Students will not be paid for work performed on the externship site.

Academic Progression

In addition to meeting the standards set in the Satisfactory Academic Progress policy, students must complete all concentration courses and prerequisite science courses with a minimum grade of "C+" to be considered passing. Any

concentration course below a grade of C+ must be retaken. A student can attempt a concentration course for no more than two times. Any student who fails to pass a concentration course after two attempts is subject to dismissal from the program.

Credentialing Exams

Upon graduating from the RT program, the graduate is eligible to take the certification exam through the American Registry of Radiologic Technologists (ARRT) to become a Registered Technologist (Radiographer) using the credentials RT(R).

Career Opportunities

Graduates of this program are prepared to seek entry-level employment as full scope registered radiologic technologists in hospitals, outpatient clinics or physician offices, surgical centers, orthopedic offices, mobile radiography companies, independent imaging centers, veteran or military hospitals, radiology equipment sales, radiology applications, education, and traveling radiography jobs.

RADIOLOGIC TECHNOLOGY - PLAN OF STUDY

Course Code	Course Titles	Lecture Hours	Lab Hours	Extern Hours	Total Clock Hours	Total Credit Hours
BIO205*	Microbiology	20	40		60	4
COM205*	Effective Communication	40			40	4
ENG101*	English Composition	40			40	4
MAT101*	College Mathematics	40			40	4
SOC101*	Sociology	40			40	4
MED110*	Anatomy and Physiology I	20	40		60	4
MED115*	Anatomy and Physiology II	20	40		60	4
PSY101*	General Psychology	40	0		40	4
RAD101	Introduction to Radiography	30	20		50	4
RAD105	Introduction to Patient Care	20	40		60	4
RAD110	Radiation Biology and Protection	40			40	4
RAD115	Positioning Chest, Abdomen, & Upper Extremities	20	40		60	4
RAD120	Radiographic Image Production	30	20		50	4
RAD125	Positioning Lower Extremities and Pelvis	20	40		60	4
RAD130	Digital Radiographic Image Production	30	20		50	4
RAD135	Radiation Physics	40			40	4
RAD145	Radiography I			120	120	4
RAD140	Positioning Spine and Bony Thorax	20	40		60	4
RAD150	Radiographic Physics	30	20		50	4
RAD155	Radiography II			120	120	4
RAD205	Positioning Contrast Procedures	20	40		60	4
RAD215	Radiographic Pathology	30	20		50	4
RAD220	Pharmacology for Radiography	20	40		60	4
RAD225	Radiography III			120	120	4
RAD230	Radiography IV			210	210	7
RAD210	Positioning Skull and Facial Bones	20	40		60	4
RAD235	Radiography V			210	210	7
RAD240	Radiography VI			240	240	8
RAD245	Radiographic Registry Review	20	40		60	4
TOTALS		650	540	1,020	2,210	126

* General Education/Other related courses

DIPLOMA PROGRAMS

DENTAL ASSISTING

Length: 1,040 Clock Hours; 48 Instructional Weeks	Program Quarter Credits: 60
Total Clock Hours, including Recognized Out-of-Class Work Hours: 1,300	
Credential Awarded: Diploma	Mode of Delivery: Residential

OBJECTIVE

The Dental Assistant's role is critical to the delivery of quality dental health care. Advanced technologies and the increasing demand for dental services have resulted in dramatic growth in the industry. The objective of the dental assisting program is to provide quality career education that prepares students not only for seeking entry-level employment in the dental assisting field but also for life-long learning and personal and professional growth.

DESCRIPTION

Dental assistants perform a variety of patient care, office, and laboratory duties. They sterilize and disinfect instruments and equipment, prepare and lay out the instruments and materials required to treat each patient, and obtain and update patients' dental records. Assistants make patients comfortable in the dental chair and prepare them for treatment. During dental procedures, assistants work alongside the dentist to provide assistance. The Dental Assisting curriculum provides a foundation in the health sciences and hands-on training in using the technology necessary to perform tasks typically performed by a Dental Assistant.

EXTERNSHIP

An externship component is included in this program to provide students with the opportunity to apply their knowledge and skills to real-life situations in a dental setting. Students are required to complete the required externship hours and other related learning activities prior to graduation. Students are not paid for work performed at the externship site.

CREDENTIALING EXAMS

Graduates of this program are eligible for taking the Dental Assisting National Board's (DANB) Radiation Health and Safety (RHS), and the Infection Control Examination (ICE) Examinations.

CAREER OPPORTUNITIES

Graduates of the Dental Assisting program are prepared to seek entry-level employment in the office of a licensed dentist, performing tasks such as assisting with procedures, managing/maintaining patient records, and completing other appropriate tasks assigned by the licensed Dentist.

DENTAL ASSISTING - PLAN OF STUDY

Course Code	Course Titles	Lecture Hours	Lab Hours	Extern Hours	Total Clock Hours	Total Credit Hours
AHP101	Introduction to Health Professions	20	40		60	4
AHP105	Medical Terminology	20	40		60	4
AHP106	Medical Anatomy and Physiology	20	40		60	4
DAS110	Fundamentals of Dental Assisting	20	40		60	4
DAS116	Infection Control	20	40		60	4
DAS120	Dental Procedures and Techniques	20	40		60	4
DAS125	Dental Materials and Lab Techniques	20	40		60	4
DAS130	Dental Restorative Procedures	20	40		60	4
DAS135	Dental Radiology	20	40		60	4
DAS140	Dental Office Procedures and Billing	20	40		60	4
DAS145	Dental Specialties and Expanded Functions	20	40		60	4
DAS151	Dental Capstone	20	40		60	4
DAS190	Externship I	10		150	160	6
DAS195	Externship II	10		150	160	6
TOTALS		260	480	300	1,040	60

HEATING, VENTILATION, AIR CONDITIONING, AND REFRIGERATION

Length: 960 Clock Hours; 48 Instructional Weeks	Program Quarter Credits: 64
Total Clock Hours, including Recognized Out-of-Class Work Hours: 1,200	
Credential Awarded: Diploma	Mode of Delivery: Residential

Objective

The objective of the program is to provide the student with the skills and knowledge required for entry-level employment in the Heating, Ventilation, Air Conditioning, and Refrigeration industry. The program is designed to be comprehensive in nature, including extensive hands-on training, covering service for residential and commercial refrigeration, gas and oil furnaces, heat pumps, electric furnaces, and air conditioning equipment.

Program Description

The Heating, Ventilation, Air Conditioning & Refrigeration program is designed for persons interested in a career in the field of climate control systems, focusing on learning objectives identified as the key knowledge points for an HVACR Technician. The student will be adept at using a variety of tools to work with refrigerant lines and air ducts. They use voltmeters, thermometers, pressure gauges, manometers, and other testing devices to check airflow, refrigerant pressure, electrical circuits, burners, and other components. Upon graduation from the HVACR program, students will be required to take and pass the EPA certification exam. Students receive a diploma and will have the knowledge necessary for an entry-level position in the field of heating, air conditioning and/or refrigeration service in both residential and commercial sites.

Program Mission

The objective of the program is to provide the student with the skills and knowledge required for entry-level employment in the Heating, Ventilation, Air Conditioning, and Refrigeration industry. The program is designed to be comprehensive in nature, including extensive hands-on training, covering service for residential and commercial refrigeration, gas and oil furnaces, heat pumps, electric furnaces, and air conditioning equipment.

Career Opportunities

The graduate is prepared to seek entry-level employment in HVACR including but not limited to the service technician, installation technician, and apprentice heating technician.

This occupation has a bright outlook (expected to grow rapidly in the next several years, will have large numbers of job openings, or are new and emerging occupations).

MEDICAL ASSISTING

Length: 780 Clock Hours; 36 Instructional Weeks	Program Quarter Credits: 46
Total Clock Hours, including Recognized Out-of-Class Work Hours: 975	
Credential Awarded: Diploma	Mode of Delivery: Residential

OBJECTIVE

Medical Assistants play an integral part in performing administrative and clinical tasks that support the work of physicians and other healthcare professionals. With changes in the healthcare industry, the need for well-trained Medical Assistants has grown significantly. The objective of the Medical Assisting program is to provide training for those who wish to work in the clinical and administrative areas of health care and enable students to gain knowledge and skills necessary for entry-level employment in a healthcare setting.

DESCRIPTION

The Medical Assisting program includes administrative and clinical competencies expected for entry-level positions in a healthcare setting. Students develop skills in front office administration with an introduction to health insurance and basic billing practices. The back office portion focuses on direct patient contact and typical clinical and laboratory skills, such as minor clinical procedures, EKG, phlebotomy, injections, and lab screenings. Students also learn to observe Universal Precautions, OSHA regulations, HIPAA requirements, confidentiality, and the legal aspects applicable to any allied health environment. Duties of medical assistants vary from office to office depending on office location, size, and specialty. In small practices, medical assistants are usually "generalists," handling both administrative and clinical duties. They report directly to an office manager, physician, or another health practitioner. Those in large practices tend to specialize in a particular area under the supervision of a department administrator/practice manager.

EXTERNSHIP

An externship course is included in this program to provide students with the opportunity to apply their knowledge and skills to real-life situations in a healthcare setting. Students are required to complete externship hours and other related learning activities prior to graduation. Students are not paid for work performed at the externship site.

CREDENTIALING EXAMS

Graduates are eligible to take the National Health Career Association's (NHA) Certified Clinical Medical Assistant (CCMA) exam.

CAREER OPPORTUNITIES

Upon satisfactory completion of the training, students are prepared to seek entry-level positions as medical assistants performing the medical procedures, lab techniques, and front office duties described above.

MEDICAL ASSISTING - PLAN OF STUDY

Course Code	Course Titles	Lecture Hours	Lab Hours	Extern Hours	Total Clock Hours	Total Credit Hours
AHP101	INTRODUCTION TO HEALTH PROFESSIONS	20	40		60	4
AHP105	MEDICAL TERMINOLOGY	20	40		60	4
AHP106	MEDICAL ANATOMY & PHYSIOLOGY	20	40		60	4
MAS110	CLINICAL PROCEDURES AND TECHNIQUES	20	40		60	4
MAS115	LABORATORY PROCEDURES AND TECHNIQUES	20	40		60	4
MAS125	INVASIVE CLINICAL PROCEDURES	20	40		60	4
MAS135	CERTIFICATION REVIEW AND CAREER DEVELOPMENT	20	40		60	4
MAS190	EXTERNSHIP			180	180	5
MOA110	MEDICAL OFFICE PROCEDURES	20	40		60	4
MAO115	MEDICAL RECORDS AND INSURANCE	20	40		60	4
MAO120	ELECTRONIC HEALTH RECORDS	20	40		60	4
TOTALS		200	400	180	780	46

MEDICAL BILLING AND CODING

This section has been revised. See addendum #3.

Length: 1,020 Clock Hours; 48 Instructional Weeks	Program Quarter Credits: 62
Total Clock Hours, including Recognized Out-of-Class Work Hours: 1,275	
Credential Awarded: Diploma	Mode of Delivery: Residential

OBJECTIVE

The medical billing and coding profession continues to evolve in the new century, and technological developments have significantly enhanced both quality and productivity. Increasing complexities in coding, changes in coding standards and the current trend in the healthcare industry have all contributed to a growing need for well-trained individuals to enter the medical billing and coding profession. The objective of the diploma program in Medical Billing and Coding is to prepare students with a solid foundation of billing and coding knowledge and technological skills so that they can seek entry-level employment in the healthcare industry.

DESCRIPTION

The Medical Billing and Coding diploma program prepare students for entry-level billing and coding positions in a medical office, clinic, or hospital setting. Content incorporated in the program includes how to compile, compute, process and maintain patient medical records with appropriate codes for billing purposes. Principles of billing and coding include the use of the CMS 1500 form, ICD-9 and ICD-10 codes, CPT codes, HIPAA confidentiality, and legal aspects.

EXTERNSHIP

An externship course is included in this program to provide students with the opportunity to apply their knowledge and skills to real-life situations in a healthcare setting. Students are required to complete the required externship hours and other related learning activities prior to graduation. Students are not paid for work performed at the externship site.

CREDENTIALING EXAMS

Graduates are eligible to take the National Health career Association's (NHA) Certified Billing and Coding Specialist (CBCS) exam.

CAREER OPPORTUNITIES

Upon successful completion of the program, graduates are prepared to seek entry-level employment in health care facilities, such as physician's offices, hospitals, clinics, rehabilitation centers, nursing homes, home health agencies or insurance offices.

MEDICAL BILLING AND CODING - PLAN OF STUDY

Course Code	Course Titles	Lecture Hours	Lab Hours	Extern Hours	Total Clock Hours	Total Credit Hours
AHP101	INTRODUCTION TO HEALTH PROFESSIONS	20	40		60	4
AHP105	MEDICAL TERMINOLOGY	20	40		60	4
AHP106	MEDICAL ANATOMY & PHYSIOLOGY	20	40		60	4
MAS120	HUMAN DISEASES AND PHYSIOLOGY	20	40		60	4
MBC110	PROCEDURAL AND DIAGNOSTIC CODING	20	40		60	4
MBC115	HOSPITAL, SURGICAL AND MEDICAL CODING	20	40		60	4
MBC120	PHYSICIAN CODING	20	40		60	4
MBC125	REIMBURSEMENT METHODS AND PROCEDURES	20	40		60	4
MBC130	CAPSTONE AND CAREER DEVELOPMENT	20	40		60	4
MBC190	EXTERNSHIP			180	180	6
MOA110	MEDICAL OFFICE PROCEDURES	20	40		60	4
MOA115	MEDICAL RECORDS AND INSURANCE	20	40		60	4
MOA120	ELECTRONIC HEALTH RECORDS	20	40		60	4
MOA125	MEDICAL INSURANCE BILLING	20	40		60	4
MOA130	BOOKKEEPING IN THE MEDICAL OFFICE	20	40		60	4
TOTALS		280	560	180	1,020	62

STERILE PROCESSING TECHNICIAN

Length: 780 Clock Hours; 36 Instructional Weeks	Program Quarter Credits: 46
Total Clock Hours, including Recognized Out-of-Class Work Hours: 975	
Credential Awarded: Diploma	Mode of Delivery: Residential

OBJECTIVE

The role of the sterile processing technician is to perform all aspects of sterile processing functions with basic surgical instruments in the healthcare workplace. The objective of the Sterile Processing program is to prepare students with the knowledge and skills needed to seek entry-level positions as sterile processing technicians in hospitals, medical centers, and other centralized medical facilities.

DESCRIPTION

The Sterile Processing Technician ensures that instruments and equipment used by medical personnel are contaminant-free. In the Sterile Processing Technician program, students are instructed on proper techniques to clean and sterilize medical instruments and to use infection control methods. Students will learn the proper names and categories of medical instruments, equipment, and supplies and how to properly handle, transfer, store, inventory, and distribute these items. The program includes classroom study, practice in lab environments and hands-on, real-world experience.

EXTERNSHIP

An externship course is included in this program to provide students with the opportunity to apply their knowledge and skills to real-life situations in a healthcare setting. Students are required to complete externship hours and other related learning activities prior to graduation. Students are not paid for work performed at the externship site.

ACADEMIC PROGRESSION

In addition to meeting the standards set in the Satisfactory Academic Progress policy, students must complete all concentration courses with a minimum grade of "C+" to be considered passing. Any concentration course below a grade of C+ must be retaken. A student can attempt a concentration course for no more than two times. Any student who fails to pass a concentration course after two attempts is subject to dismissal from the program.

CREDENTIALING EXAMS

Medical Technology Program students are required to participate in the credentialing exam as part of their graduation requirements. Graduates of the program are eligible to sit for the provisional certification exam offered by the International Association of Healthcare Central Service Material Management (IAHCSMM) for the Certified Registered Central Service Technician (CRCST) credential.

CAREER OPPORTUNITIES

Graduates of the Sterile Processing Technology program are prepared to seek entry-level employment in outpatient surgery centers or in physicians' offices or dentists' offices where outpatient surgery is performed.

STERILE PROCESSING TECHNICIAN - PLAN OF STUDY

Course Code	Course Titles	Lecture Hours	Lab Hours	Extern Hours	Total Clock Hours	Total Credit Hours
AHP101	INTRODUCTION TO HEALTH PROFESSIONS	20	40		60	4
AHP105	MEDICAL TERMINOLOGY	20	40		60	4
AHP106	MEDICAL ANATOMY & PHYSIOLOGY	20	40		60	4
SGT101	INTRODUCTION TO SURGICAL TECHNOLOGY	20	40		60	4
SGT110	INSTRUMENTATION AND SURGICAL APPLICATIONS	20	40		60	4
SPT110	INTRODUCTION TO STERILE PROCESSING	20	40		60	4
SPT115	DECONTAMINATION AND DISINFECTION	20	40		60	4
SPT120	STERILIZATION PROCEDURES	20	40		60	4
SPT125	COMPLEX PROCESSING AND INVENTORY	20	40		60	4
SPT130	CERTIFICATION REVIEW AND CAREER DEVELOPMENT	20	40		60	4
SPT190	EXTERNSHIP			180	180	6
TOTAL		200	400	180	780	46

SURGICAL TECHNOLOGY

Length: 1,550 Clock Hours; 72 Instructional Weeks	Program Quarter Credits: 91
Total Clock Hours, including Recognized Out-of-Class Work Hours: 1,938	
Credential Awarded: Diploma	Mode of Delivery: Residential

OBJECTIVE

Surgical Technologists are allied health professionals who are an integral part of the team of medical practitioners providing surgical care to patients. Surgical technologists work under the supervision of a surgeon to facilitate the safe and effective performance of invasive and minimally invasive surgical procedures, ensuring that the operative room environment has equipment that functions properly, and that the operative procedure is conducted under the conditions that maximize patient safety. Surgical technologists can be expected to handle surgical instruments, supplies, and equipment necessary during the surgical procedure. The objective of the Surgical Technology program is to prepare students with the necessary knowledge, skills, and professional qualities to seek entry-level employment as a Surgical Technologist, working in places such as hospital surgery departments, outpatient surgical centers, private surgeons, operating room facilities and similar facilities.

DESCRIPTION

The Surgical Technology program is designed to prepare entry-level surgical technologists in the cognitive (knowledge), psychomotor (skills), and effective (behavior) learning domains. Graduates are provided with a strong background in surgical procedures to include such areas as general, cardiac, neuro, plastic, orthopedic, vascular, genitourinary, ophthalmic, and OB/GYN surgical procedures.

EXTERNSHIP

An externship course is included in this program to provide students with the opportunity to apply their knowledge and skills to real-life situations in a healthcare setting. Students are required to complete the required externship hours and other related learning activities prior to graduation. Students are not paid for work performed on externship.

ACADEMIC PROGRESSION

In addition to meeting the standards set in the Satisfactory Academic Progress policy, students must complete all concentration courses and prerequisite science courses with a minimum grade of "C+" to be considered passing. Any concentration course below a grade of C+ must be retaken. A student can attempt a concentration course no more than two times. Any student who fails to pass a concentration course after two attempts is subject to dismissal from the program.

CREDENTIALING EXAMS

Medical Technology Program students are required to participate in the credentialing exam as part of their graduation requirements. Graduates of the Surgical Technology program are eligible to sit for the Tech in Surgery-Certified (TS-C) certification administered by the National Center for Competency Testing (NCCT).

CAREER OPPORTUNITIES

Graduates of the Surgical Technology program are prepared to seek employment as entry-level members of an operating room team, working alongside surgeons, anesthesiologists, and circulating nurses. In addition to hospital operating rooms, graduates may also seek employment opportunities in surgical centers, delivery rooms, and medical clinics.

SURGICAL TECHNOLOGY - PLAN OF STUDY

Course Code	Course Titles	Lecture Hours	Lab Hours	Extern Hours	Total Clock Hours	Total Credit Hours
AHP200	COMMUNICATIONS FOR HEALTHCARE PROFESSIONS	60			60	4
BIO205	MICROBIOLOGY	20	40		60	4
MED110	ANATOMY & PHYSIOLOGY I	20	40		60	4
MED115	ANATOMY & PHYSIOLOGY II	20	40		60	4
SGT101	INTRODUCTION TO SURGICAL TECHNOLOGY	20	40		60	4
SGT105	ASEPSIS AND STERILE TECHNIQUE	20	40		60	4
SGT110	INSTRUMENTATION AND SURGICAL APPLICATIONS	20	40		60	4
SGT115	SURGICAL CASE MANAGEMENT	20	40		60	4
SGT120	DIAGNOSTIC, GENERAL, OBSTETRIC AND GYNECOLOGICAL SURGERY	20	40		60	4
SGT125	OPHTHALMIC, OTORHINOLARYNGOLOGY, MAXILLOFACIAL	20	40		60	4
SGT130	PLASTIC, GENITOURINARY AND ORTHOPEDIC SURGERY	20	40		60	4
SGT135	CARDIOTHORACIC, VASCULAR AND NEUROLOGY SURGERY	20	40		60	4
SGT205	PHARMACOLOGY AND ANASTHESIA	20	40		60	4
SGT210	SIMULATION: DIAGNOSTIC, ENDOSCOPY, GENERAL GENITOURINARY, OBSTETRIC AND GYNECOLOGICAL PROCEDURES	20	40		60	4
SGT215	SIMULATION: OPHTHALMIC, OTORHINOLARYNGOLOGY, ORAL, MAXILLOFACIAL AND PLASTIC SURGERY	20	40		60	4
SGT220	SIMULATION: ORTHOPEDIC, CARDIOTHORACIC, VASCULAR AND NEUROSURGERY	20	40		60	4
SGT225	ST CAPSTONE AND CERTIFICATION REVIEW	40			40	4
SGT230	ST CAPSTONE AND CAREER DEVELOPMENT	40			40	4
SGT280	OR EXTERNSHIP ROTATION			270	270	10
SGT290	OR EXTERNSHIP ROTATION			240	240	9
TOTAL		440	600	510	1,550	91

ACADEMIC POLICIES

ACADEMIC ACHIEVEMENT/GRADING

The progress and quality of students' work is measured by a system of letter grades and grade percentages. Grades are based on the quality of work as shown by written tests, laboratory work, clinical rotations or externships, term papers, projects and other assignments as indicated on the course syllabus. As defined in the attendance policy, poor attendance may result in an "F" grade.

The grading scale, with equivalent percentages, is as follows:

Grade	Percentages	Quality Points
A	95 to 100	4.0
A-	90 to 94	3.7
B+	87 to 89	3.3
B	83 to 86	3.0
B-	80 to 82	2.7
C+	78* to 79	2.3
C	73 to 77	2.0
C-	70 to 72	1.7
D+	67 to 69	1.3
D	60 to 66	1.0
F	59 and below	0.0
P	Proficient in the course	N/A

Other letter grades used by the Institute include:

Grade	Description	Affects Credits Attempted	Affects GPA
AU	Audit	No	No
I	Incomplete	No	No
L	Leave of Absence	No	No
W	Withdrawn	Yes	No
WF	Withdrawn Failing	Yes	Yes
TR	Transfer Credit	Yes	No

***Medical Technology Students.** A minimum grade of C+ (78%) is required to pass all concentration courses in the following Medical Technology programs: Sterile Processing Technician (SPT), Surgical Technology (SGT) and Radiological Technology. If a student earns any grade below C+ (78%) in these courses, the student has failed the course and is required to retake the course.

Often in order for graduating students to be eligible to sit for state licensing or national examinations, in some programs or in some courses within programs, specified course requirements may apply to achieve a passing grade and/or the designated minimum passing grade may be higher. Students who do not successfully complete specified course requirements or who earn a grade lower than the specified minimum passing grade for that course will have to retake that course. Please refer to the program and course syllabus for specific details.

Records of a student's progress are maintained by the Institute. Course grades are issued to students at the end of each grading period. Students may check on their cumulative academic progress by logging into the student portal. When no portal is available, students may get a copy from the Registrar. A student receives a copy of a final grade transcript when all graduation requirements have been completed.

The cumulative grade point average (CGPA) is computed by multiplying the number of credits in each course by the grade points achieved in each and then dividing by the number of credit hours for all courses attempted. If a student repeats a failed course, the grade used in the CGPA calculation will be the highest grade earned in that course.

Some courses may have skills tests or clinical performance evaluations where a specific standard of performance is defined in the syllabus.

For the purposes of satisfactory academic progress and CGPA calculation:

- A course in which a student receives an "F" grade will be counted in credits attempted and it will be counted in the CGPA calculation
- A course in which a student receives an "W" grade will be counted in credits attempted; it will not be counted in the CGPA calculation
- A course in which a student receives a WF grade will be counted in credits attempted and it will be counted in the CGPA calculation
- A course in which a student receives a "TR" grade will be counted in credits attempted and credits earned; it will NOT be counted in the CGPA calculation.

ACADEMIC HONORS

Fortis Institute recognizes students who have achieved a better than average scholastic record.

Dean's List

Students who earn a grade point average between 3.70 and 3.99 for an academic term will be placed on the Dean's List. Students acquiring Dean's List status will receive a certificate designating their status. Students who achieved Dean's List in the most recent term will be displayed prominently throughout the campus.

President's List

Students who earn a 4.0 grade point average for an academic term will be placed on the President's List. Students acquiring President's List status will receive a certificate designating their status. Students who achieved President's List in the most recent term will be displayed prominently throughout the campus.

Valedictorian

The valedictorian represents both academic and personal achievement. The valedictorian will be selected from the group of students having a GPA of 3.70 or higher, the group who have earned High or Highest Honors. The Institute's President will select a student from this group to be the valedictorian for the graduation ceremony based on additional input from faculty and staff about public speaking skills, personal achievements, and rapport with the class. The valedictorian's responsibilities may include representing and addressing the graduating class at the graduation ceremony.

CLINICAL EVALUATION

Excluding Radiological Technology, clinical and laboratory activities will be graded as Pass/Fail using approved grading rubrics that identify critical elements that must be judged satisfactory for passage. Any Pass/Fail element in the syllabus grading rubric will be considered necessary to achieve a passing grade in the course. Failure of clinical or lab will result in failure of the entire course. All elements of a course must be repeated when a course is repeated.

The instructor will provide feedback to the student regarding his or her progress in lab, simulation and clinical. In addition, a formative clinical evaluation will be completed at mid-term, and a comprehensive clinical evaluation will be completed at the end of each clinical rotation.

INCOMPLETE GRADE POLICY

It is the student's responsibility to complete all coursework within the prescribed time frames. Students may request a grade of Incomplete ("I") at the end of a grading period if they are passing the course at that time and if the circumstances which are causing the student to request the Incomplete grade are beyond the student's control and prevent him/her from completing the required coursework by the last scheduled day of class. Students must request an Incomplete grade by submitting a completed Incomplete Grade Request Form to the course instructor. The student's instructor will co-sign the form with the student and is responsible for obtaining approval signature from the Program Director or Director of Education before turning the form into the Registrar for recording.

All incomplete work must be completed and turned in for grading no later than 14 calendar days from the last day of the completed academic term. At that time, a grade of 0 (zero) will be given for all work still missing and the course grade will be determined in accordance with the criteria published in the course syllabus.

Credits associated with courses in which an Incomplete grade is received will not count as either credits attempted or Minimum Cumulative Credits Completed at the Institute. They bear no quality points and are not included in the calculation of CGPA.

COURSE REPEAT POLICY

All courses in which a student fails to earn a passing grade (as defined in the course syllabus) must be repeated and successfully completed in compliance with course prerequisite requirements and in order to graduate.

All courses from which a student has withdrawn (whether with a "W" or "WF" grade) must be repeated and successfully completed in compliance with course prerequisite requirements and in order to graduate.

If a higher grade is earned in the repeated course, it will be used to compute the CGPA. Repeated courses will be included in the calculation for credit hours earned/attempted for satisfactory academic progress. All final grades are reflected on the official transcript; repeated courses are designated by with an asterisk.

Students who need to repeat a course must meet with the Registrar regarding scheduling. It is the responsibility of the student to meet with a financial aid officer to determine if any additional assistance is available to pay any additional tuition and fees associated with repeating a course. A student who fails a course must repeat that course at the next available opportunity, subject to space limitations. A student who withdraws from a course must repeat that course as soon as possible after re-entry. Failing or withdrawing from a course and the subsequent required repeat of the course may interrupt the student's enrollment, delay the student's expected graduation date, negatively impact financial aid eligibility and/or impact the student's satisfactory academic progress status. Students who are required to repeat a course due to failure or withdrawal may be required to delay repeating the required course if the required course is not immediately available.

COURSE AUDIT

Any current student may audit a lecture class without charge, provided that seating space is available in the course of choice and that auditing a class does not interfere with the student's required course schedule. Arrangements to audit a class must be made with the Director of Education. Due to space limitations, students may not be permitted to audit laboratory or clinical/externship activities or experiences.

A course audit status is also available when it is determined by the institution that a student on clinicals or externship requires an evaluation and improvement of skills. If it is necessary to remove a student from a clinical/externship site for auditing of a class, the student will not be charged tuition.

During an audit class, the student is expected to participate in all typical learning activities except examinations or quizzes. Audit courses do not count toward credit attempted or credit earned and will be assigned a grade of "AU"; neither do they count as part of a student's full or part-time schedule for purposes of financial aid. A course audit cannot last more than one term (12 weeks). Auditing a class may lengthen the time it takes for a student to complete the program.

COURSE REFRESHER

To refresh their knowledge and skills, graduates of Fortis Institute may enroll in up to two classes that were a part of their curriculum at the time of graduation with no tuition charge. Graduates seeking to take a refresher course must contact the Director of Education to determine availability of course(s). Because of space limitations, graduates may not be permitted to take laboratory or clinical/externship activities or experiences. Refresher courses are not graded, and no credit is earned. Graduates taking refresher courses must abide by current school rules and regulations, particularly in attendance and punctuality. Graduates will need to purchase the appropriate textbook(s) associated with the class.

TRANSCRIPT OF GRADES

Students will be provided one official transcript of their grades upon completion of their program of study. Each additional transcript will cost \$5.00. All requests for student transcripts must be made in writing to the Registrar's Office.

GRADUATION REQUIREMENTS

Upon successful completion of all requirements of their chosen program of study, students will be awarded the diploma or degree that they have earned.

To be eligible for graduation, students must have:

- 1) Accumulated, with passing grades, the required number of credit hours within the student's program of study by the last day of the graduating term or within the timeframe prescribed in the incomplete grade policy.

- 2) Achieved a Cumulative Grade Point Average (CGPA) of at least 2.0
- 3) Completed the program within 1.5 times the program's length as published in the Standards of Satisfactory Academic Progress policy in this catalog
- 4) Verified satisfactory completion of all program criteria for graduation with the Director of Education, Registrar, Financial Aid, and Career Services
- 5) Returned any school property, including books and equipment
- 6) The student has made satisfactory arrangements with the Business Office to meet all financial obligations to the Institute.

LICENSURE, CERTIFICATION, AND REGISTRATION

Graduation does not guarantee eligibility to sit for licensure, certification, or registry exams.

As part of the licensure, certification, and registration application process, arrest and court records of final adjudication for any offense other than a minor traffic violation may be submitted to credentialing agency for review. Applicants who have been convicted of a felony and whose civil rights have not been restored may be considered to be incomplete by the Institute until documentation of restoration of civil rights is received.

Students should consult with the credentialing agency for more specific information.

Radiologic Technology

Upon completion of the Radiologic Technology program, graduates are eligible to take the certification exam through the American Registry of Radiologic Technologists (ARRT) to become a Registered Technologist (Radiographer) using the credentials RT(R):

American Registry of Radiologic Technologists
1255 Northland Drive
St. Paul, MN 55120
651- 687-0048
www.arrt.org/

This credential, or equivalent (i.e., unrestricted state license for the state in which the program is located), is necessary to work as a radiologic technologist. The school provides assistance for the completion of the application to the ARRT. The cost for one test is paid by the school.

Candidates for the Radiologic Technology program should be aware that any background findings may prevent eligibility to take the ARRT certification exam. Therefore, these candidates are advised to submit a pre-application to the ARRT Ethics Review Committee for review prior to enrolling in the program.

The application and associated fee can be found at the following web address:

www.arrt.org/pdfs/Ethics/Ethics-Review-Pre-Application.pdf

Surgical Technology

Medical Technology students are required to participate in credentialing exams as a part of their graduation requirements. Graduates of the Surgical Technology program are eligible to sit for the Tech in Surgery – Certified (TS-C) certification administered by the National Center for Competency Testing. (NCCT)

The Tech in Surgery-Certified (TS-C) examination will be administered on-campus to each eligible candidate on a pre-scheduled date established by the program director and as close to the cohort's graduation date as possible. Candidates who are ineligible to sit for the examination on the pre-determined date due to academic, attendance, financial, or another conflict will be required to schedule an alternative examination appointment with the program director. The National Center for Competency Testing (NCCT) retains the sole authority to establish eligibility requirements and make all final decisions regarding eligibility. Before testing, individuals must first establish eligibility by submitting the appropriate examination application form, along with the correct fees. The testing fee is paid one time by the school.

STUDENT HANDBOOKS

Additional program policies and procedures are published in student handbooks, specific to each program, and are to be regarded as an integral part of this Catalog.

COUNSELING/ADVISEMENT *This section has been revised. See addendum #3.*

Academic advising is available throughout the student's enrollment at the Institute to assist students with the identification and resolution of academic problems. Individual advisement sessions are scheduled by appointment and may be outside of regular class time. In addition, faculty members are available throughout the term to meet with students as needed.

The Institute does not offer counseling services. Students requesting guidance, encouragement, or assistance in their chosen career fields are encouraged to discuss any problem with an instructor or a member of the Institute management team as needed. Students who encounter problems that interfere with their ability to succeed in their program are also encouraged to seek help. While the Institute does not provide counseling services, it maintains a community resource list and/or WellConnect, a student assistance program, for personal, family, and financial counseling-related needs. Students who need assistance in these areas should request the community resources list.

** If a student has a problem that cannot be addressed by the Fortis Institute team members, that student is referred to WellConnect. WellConnect is a professional, confidential service provided by Fortis Institute to give students immediate access to a comprehensive network of experts and information that can help you to handle life's challenges while you are in school. This 24 hours service is prepaid for by Fortis and there is no cost to the student. All members of campus have 24/7 access to licensed WellConnect counselors at 866.640.4777.*

TUTORING

Tutoring is available for all students. Students should understand that tutoring is not a substitute for regular attendance for the full length of the class day throughout the program. All tutoring is at no additional cost to students. Students who experience difficulty understanding and learning the material contained within the training programs should contact the instructor, Program Director, or Director of Education to schedule tutoring with an instructor. Additional laboratory time may be provided for those students needing to complete assigned lab projects or requiring extra help with laboratory activities. These sessions may be scheduled outside of normal classroom instruction hours. Students should make arrangements with the instructor or Director of Education.

Students with unacceptable academic performance may be required to accept special help or attend scheduled assistance sessions as a condition of their continuation in the program. These sessions may be scheduled outside of normal classroom hours.

ACADEMIC APPEALS *This section has been revised. See addendum #3.*

The Student Academic Appeal policy provides students a way to appeal dismissal from their academic program. Students who wish to appeal academic status/eligibility due to failure to maintain Satisfactory Academic Progress should see the *SAP Appeals & Financial Aid Probation* section of the *Satisfactory Academic Progress* policy within this Catalog.

Students who wish to challenge a decision related to course-specific testing, classroom assignments, classroom policies or grades should first discuss their concerns with their instructor. If the issue is not resolved satisfactorily at that point, the student can bring the issue to the appropriate Dean or Program Director for evaluation. The submission of an Academic Appeal is specifically for a student who has been notified of being dismissed from a program.

An academic appeal must be received within 14 calendar days of the student being notified of the decision that he or she wishes to appeal. Appeals must be submitted in writing to the Director of Education. The appeal must include a description of the academic decision the student is requesting be reviewed and the relevant facts explaining the reason for a review of the decision.

The Director of Education will convene a meeting of the Academic Review Board, consisting of the one Program Director who was not the instructor for the course and the Director of Education. This meeting will be held within seven calendar days of Director of Education receiving the student's written appeal. The student will be notified in writing (via mail and/or email) of the Academic Review Board's decision. The notification will be sent no later than the end of the 3rd business day after the Academic Review Board meeting.

If the student is appealing termination due to violation of the attendance policy the student will remain withdrawn from

the school until the appeal is successful.

ATTENDANCE

Regular class attendance is required of all students. Promptness and dependability are qualities that are very important in all occupations. Students should begin to develop these qualities the day they begin their training.

Attendance is taken daily in class by the instructor and turned over to the Registrar before the end of the class day. Early departures, tardies, and class cuts will be recorded in quarter-hour increments. A period of less than 15 minutes will be counted as a quarter-hour of absence. Attendance records are maintained by the Registrar as part of the student's permanent academic record.

Students with chronic absenteeism in excess of 20% of the scheduled hours for a course may receive a failing or reduced grade for the course.

A student attending the Institute will be withdrawn from any course he or she does not attend within a 14 day calendar period (excluding school holidays and breaks). The student will be withdrawn from his or her program immediately if he or she does not attend any course(s) within a 14 calendar day period (excluding school holidays and breaks). All students must complete 100% of the scheduled clinical or externship hours within the assigned grading period.

Students are responsible for making-up assignments and work missed as a result of absence at the discretion of the instructor. The instructor may assign additional outside make-up work to be completed for each absence.

Attendance is reviewed by instructors, Program Directors, and the Director of Education on a weekly basis with a focus on those who have been absent for 15% of the scheduled course. Students will be notified by phone, e-mail, or online in the student portal if their attendance is in danger of violating attendance requirements.

Students may appeal the Institute's actions related to the attendance policy if the absence was due to extenuating or mitigating circumstances, for example, illness, military duty, death of a family member, court appearance, or jury duty. Appeals should follow the standard grievances/appeals escalation process. That is, the student should first discuss the issue with his or her instructor.

Diploma Programs

A student in a diploma program will be dismissed from the program and the school when the student's absences exceed 20% of the total course time in the entire program excluding make-up time. No more than 5% of the total course time hours for the program can be made up. A student in a diploma program will be dismissed from the program and the school when the student has been absent for more than ten consecutive school days or more than 14 consecutive days excluding holidays and school breaks, whichever occurs first.

Degree Programs

A student in a degree program will be placed on Attendance Probation at the end of the term if his or her absences exceed 20% of the total scheduled course time for the term. A term is defined as the period in which one or more courses are scheduled. For most programs, a term is a six-week period. For Nursing and Radiologic Technology programs, a term is a twelve-week period. Total scheduled course time for the term is defined as the combined total of scheduled hours for all courses in which a student is enrolled during the term.

If a student in a degree program has absences that exceed 20% of the total scheduled course time for the term excluding make-up time while on Attendance Probation, the student will be dismissed from the program and the school. In addition, a student in a degree program will be dismissed from the program and the school when his or her absences exceed 20% of the total course time in the entire program excluding make-up time. No more than 5% of the total course time hours for the program may be made up. A student in a degree program will be dismissed from the program and the school when the student has been absent for more than ten consecutive school days or more than 14 consecutive days excluding holidays and school breaks, whichever occurs first.

Make-up Hours

For programs other than Radiologic Technology, make-up hours are not to exceed 5% of the overall program hours. Make-up work will be supervised by a qualified instructor and completed within two weeks of the end of the course in which the absence occurred. A student completing make-up work must demonstrate the same level of knowledge and competency expected of a student who attended the scheduled class. At a minimum, make-up work documentation shall include date, time and duration of each session, the name of supervising instructor, and the dated signature of student acknowledging the session.

All students must complete 100% of clinical or externship hours within the assigned grading period. Students are

responsible for making up assignments and work missed as a result of absence at the discretion of the instructor. The instructor may assign additional outside make-up work to be completed for each absence.

Attendance is reviewed by instructors, program directors, and the Director of Education on a weekly basis with a focus on those who have been absent for 15% of the scheduled course. Students will be notified by phone, e-mail, or online in the student portal if their attendance is in danger of violating attendance requirements.

Students may appeal Fortis Institute's actions related to the attendance policy if the absence was due to extenuating or mitigating circumstances, for example, illness, military duty, the death of a family member, court appearance, or jury duty. Appeals should follow the standard grievances/appeals escalation process. That is, the student should first discuss the issue with his or her instructor.

Make-Up Work

Arrangements to make-up assignments, projects, tests, and homework missed as a result of absence must be made with the approval of the instructor. See the *Incomplete Grade Policy*.

TARDINESS/EARLY DEPARTURE

Students are required to be on time and stay for the entire duration of class. Students assume the responsibility for making arrangements with individual instructors for any and all make-up of work missed as a result of being late for classes or leaving early. Time missed in class due to students' tardiness or leaving early is recorded as time absent from class.

ACADEMIC LEAVE OF ABSENCE

Students enrolled in term-based credit hour programs who need to interrupt their program of study for military service requirements, jury duty, or a Family Medical Leave Act (FMLA) affecting the student or a member of the student's immediate family (spouse and/or children), are not able to resume training at the same point where the training was interrupted and therefore would not qualify for a Leave of Absence, but would qualify for the Academic Leave of Absence (ALOA) provision. To qualify for this provision, the ALOA must meet all eligibility criteria below, the request must be made prior to the first scheduled class day of a term or module and the student may only return at the beginning of a subsequent term or module. Students enrolled in term-based programs that are approved for an ALOA will begin their grace period on any Federal Student Loan(s) as of their last date of attendance. Furthermore, the Return to Title IV policy and Tuition Refund policy as listed in the catalog will be applied. The following are the criteria for making application and approving an Academic Leave of Absence:

- 1) The request and reason(s) for the Leave of Absence must be made by the student in writing on a Leave of Absence Request Form in advance of the ALOA. If unforeseen circumstances inhibit a student from making the ALOA request in advance, the Institute may grant an ALOA on behalf of a student without prior written request as long as the Institute can document the reason for its decision and collect the request from the student at a later date. This would apply in such instances where the student sustained an injury due to an accident, became suddenly ill, or had an immediate family member become suddenly ill that was in need of immediate care.
- 2) In certain documented, unforeseen and extenuating circumstances, a student who cannot continue attending the course(s), may find it essential to request an ALOA after a term or module has started. The institution is not required to approve this type of LOA request; however, if the institution grants this type of mid-term LOA request, the student will receive a grade of W or WF for each course attempted in the term. The W or WF grade will be determined in accordance with the normal grading policy, and will have the same impact as usual. **SAP will need to be calculated for the student before a decision on the LOA is determined.** If a student would be SAP Not Met after the W/WF grades for the current term are awarded, then the LOA is denied. The Return to Title IV policy and Tuition Refund policy as listed in the catalog will be applied, based upon the percentage of the term or module the applicant has attended.
- 3) The applicant for the ALOA should have successfully completed at least one grading period, have a minimum cumulative GPA of 2.0, be making Satisfactory Academic Progress, be current in his or her tuition and fees obligation, and have satisfactorily completed all student financial assistance requirements.
- 4) The initial leave period requested should be no more than 90 days; however, in certain semester-based programs, the initial ALOA request may be extended to 120 days. If the student requires an extension of the original leave period, the student must apply for an extension and provide new documentation. The request for extension will follow the same approval process as the original request, which requires the written approval from the Institute. The Institute cannot extend the period of leave originally requested without a written

request from the student (or family member if the student is incapacitated) that includes third-party supporting documentation. All ALOA extension paperwork and documentation must be turned into the School prior to the student's initial ALOA return date. In any 12-month period, the cumulative leave period(s) may be no longer than 180 calendar days.

The applicant for an ALOA will be notified by the Registrar or the Campus President if his or her application for an Academic Leave of Absence has been approved or denied. If the leave is approved, the student will also be notified of the scheduled return date and any other conditions required of the student. All students that are approved for an ALOA must meet with the Financial Aid Department prior to returning to school.

TRADITIONAL LEAVE OF ABSENCE

Students enrolled in a clock hour or non-term program who need to interrupt their program of study for military service requirements, jury duty, or a Family Medical Leave Act (FMLA) affecting the student or a member of the student's immediate family (spouse and/or children), may make an application for a Traditional Leave of Absence. Students experiencing these types of unforeseen circumstances should meet with the Registrar or the Campus President to discuss the need to temporarily interrupt their education and take a Traditional Leave of Absence (TLOA).

The following are the criteria for making application and approving a Leave of Absence:

- 1) The request and reason(s) for the Leave of Absence must be made by the student in writing on a Leave of Absence Request Form in advance of the TLOA. If unforeseen circumstances inhibit a student from making the TLOA request in advance, the Institute may grant a TLOA on behalf of a student without prior written request as long as the school can document the reason for its decision and collect the request from the student at a later date. This would apply in such instances where the student sustained an injury due to an accident, became suddenly ill, or had an immediate family member become suddenly ill that was in need of immediate care.
- 2) In certain documented, unforeseen and extenuating circumstances, a student who cannot continue attending the course(s), may find it essential to request a TLOA after a term or module has started. The institution is not required to approve this type of LOA request; however, if the institution grants this type of mid-term LOA request, the student will receive a grade of "L" for each course attempted in the term. The "L" grade will not have any effect on the completion rate or CGPA calculation related to SAP or the student's progression through the program. The Return to Title IV policy and Tuition Refund policy as listed in the catalog will be applied, based upon the percentage of the term or module the applicant has attended.
- 3) The applicant for the TLOA should have successfully completed at least one grading period, have a minimum cumulative GPA of 2.0, be making Satisfactory Academic Progress, be current in his or her tuition and fees obligation, and have satisfactorily completed all student financial assistance requirements.
- 4) The initial leave period requested should be no more than 90 days; however, in certain semester-based programs, the initial TLOA request may be extended to 120 days. If the student requires an extension of the original leave period, the student must apply for an extension and provide new documentation. The request for extension will follow the same approval process as the original request, which requires the written approval from the Institute. The Institute cannot extend the period of leave originally requested without a written request from the student (or family member if the student is incapacitated) that includes third-party supporting documentation. All TLOA extension paperwork and documentation must be turned into the School prior to the student's initial TLOA return date. In any 12-month period, the cumulative leave period(s) may be no longer than 180 calendar days.
- 5) The applicant for a TLOA must be able to resume his or her training at the same point where the training was interrupted.

The applicant for a leave must confirm that he or she understands and agrees that if he or she fails to return to active class attendance at the approved end date of his or her Leave of Absence, that his or her enrollment may be terminated. Furthermore, his or her federal student loan(s) will have entered the federal loan grace period and repayment of these loans will begin six months after his or her actual last day of class attendance.

The applicant for a TLOA will be notified by the Registrar or the Campus President if his or her application for a Leave of Absence has been approved or denied. If the leave is approved, the student will also be notified of the scheduled return date and any other conditions required of the student. All students that are approved for a TLOA must meet with the Financial Aid Department prior to returning to school.

BRIEF PERIODS OF NON-ENROLLMENT OR STANDARD PERIOD OF NON-ENROLLMENT (SPN) SPN's will not exceed a 6-week period plus scheduled holiday breaks and must be non-consecutive. An SPN is used on the rare occasion that outside factors beyond the control of the institution occur, such as weather events or other outside factors that could prevent normal scheduled classes. The SPN status may also be employed to support a student's progression and is applied when a student has a course that is not available. The SPN status is not to be used in conjunction with externship courses or included in the Satisfactory Academic Progress calculation.

There are five required steps that must be completed prior to the approval of the SPN enrollment status:

1. The student must be currently enrolled and actively attending a program of study that delivers instruction in modules.
2. The student must have successfully completed at least one grading period, have a minimum cumulative GPA of 2.0, be making Satisfactory Academic Progress, be current in his or her tuition and fees obligation, and have satisfactorily completed all student financial assistance requirements.
3. The student must be able to return to the same payment period, or term for which the SPN is granted. For standard term programs a SPN can only be granted in the first child module of the parent term.
4. The Campus President and Financial Aid Director **must** approve the SPN request.

Any SPN means that the School will not charge the tuition, books or fees for the module of instruction for which the student is not in attendance.

WITHDRAWAL

In order to remain in "Active" status at the Institute, students must be enrolled in and actively attending at least one course. If students withdraw from all of their classes, or cease to actively attend, they will be withdrawn from the Institute in accordance with the Attendance Policy.

A student who withdraws voluntarily or involuntarily from enrollment in a course is also withdrawn from the institution if the student is only enrolled in one course. However, a student enrolled in multiple courses who withdraws voluntarily or involuntarily from one or more courses may remain actively enrolled. Students who wish to withdraw from all of their courses, and therefore from the Institute, must submit the request in writing to the Institute. The withdrawal request is to be submitted to the Program Director or Director of Education.

If a student is considering withdrawing from a course or from the Institute the student should contact and meet with the Director of Education in order to receive information about the possible options and to be fully aware of the implications of withdrawal from a course. Students may not be aware of the range of resources available to support their ability to continue in their academic program or may not be fully aware of the impact withdrawal may have on their academic standing, financial obligations or ability to complete the program. If a student decides to proceed with withdrawal, the student is required to notify the Campus President and the Registrar in writing and meet with the Director of Financial Aid to review and complete an acknowledgement of the Student Responsibility (see below).

Students who withdraw from a course or from the Institute will receive a grade of "W" if they withdraw before or at the time of attending 50% of the scheduled class days for the course. If students withdraw after attending 50% of the scheduled days of the course, they will receive a "WF" grade. The grade will be recorded on their transcript.

EFFECTIVE DATE OF WITHDRAWAL

If students provide notification of withdrawal, the effective date of the withdrawal will be the earliest of the following: the date on the written notification, the date it was received if there is no date on the notification, or the student's last day of attendance.

If students withdraw without written or verbal notice, or if students fail to return from a Leave of Absence, termination shall take effect on their last day of attendance.

Dismissal from the Program and the Institute

Students who have been dismissed from the Institute may not be eligible for re-instatement, unless the dismissal was due to failure to meet the Institute standards of satisfactory academic progress, in which case the appeal process is to be followed.

Student Responsibility

Whenever their schedules change, whenever a course is added, dropped, or when students withdraw from a course, students must meet with the Financial Aid Department in order to understand the impact of the change on their financial aid and financial obligations and must meet with the Registrar in order to review the impact of the change on their graduation date.

NOTE: Students who are contemplating withdrawing from a term should be cautioned that:

- The entire scheduled length of the term they are currently enrolled in is counted in their maximum program completion time.
- They must repeat all courses from which they elected to withdraw.
- There may not be space available in the class upon their return.
- They may have to wait for the appropriate course in the term to be offered again.
- Their graduation date may change.
- Their financial aid and/or tuition costs may be affected.

EDUCATIONAL DELIVERY SYSTEMS

Courses are taught employing a combination of didactic, laboratory, and experiential or practical learning. The lecture, laboratory, and externship/clinical hours for a course are identified on the syllabus. Lab hours may be scheduled differently from classroom hours and may vary throughout the program.

Lecture classes are delivered by qualified instructors in a traditional residential classroom with appropriate learning resources such as textbooks and/or multimedia materials through internet access and computer projection devices.

Lab classes typically constitute hands-on learning activities either led, guided, or supervised by an instructor, or performed by students in groups or individually. Such lab activities may take place in a dedicated laboratory or a regular classroom with the appropriate learning resources and/or equipment and tools.

Clinical and/or externship courses typically take place at a qualified clinical/externship site, and students perform tasks under the guidance of a site supervisor and/or a clinical instructor.

CLOCK HOUR OF INSTRUCTION

Clock hours of instruction consist of 50 minutes of instruction in a 60-minute period.

CLOCK TO CREDIT HOUR CONVERSION FORMULA

Definition of a Credit Hour

Fortis Institute uses the following clock hour to quarter credit hour conversions:

One quarter credit hour is defined as:

- 10 hours of classroom or direct faculty instruction, plus out-of-class student work
- 20 clock hours of laboratory activities
- 30 clock hours of clinical/externship

For all courses, except clinical/externship, one clock hour is defined as 50 minutes of class and 10 minutes of break time.

Out-of-Class Work

Out-of-class work or homework refers to learning tasks assigned to students to be completed outside of classroom or faculty instruction hours. An essential part of every program of study, out-of-class work enables students to master course objectives and leads toward the achievement of overall program objective. Students are expected to complete approximately two hours of out-of-class work for each classroom or faculty instruction hour per week.

Types of Out-of-Class Work

Common out-of-class work includes but is not limited to reading and writing assignments, mathematical problems, projects and case studies, worksheets, research work, journal entries, review of key concepts and principles, and other learning activities aimed at building and/or enhancing specific skills in a particular subject field. Out-of-class assignments are designed for various purposes such as reinforcing what students have already learned, preparing them

for upcoming lessons, applying concepts and principles to new situations, or exercising their critical thinking and problem-solving skills in theoretical or practical cases.

Assignment of Out-of-Class Work

Out-of-class work is assessed in varied ways. Overall, out-of-class work accounts for no more than 20% of the final course grade. Typically specified in the outline portion of the course syllabus, out-of-class work is to be completed by the students on their own time outside of their scheduled class hours according to instructions by the faculty of the course.

MAXIMUM CLASS SIZE

Course Component	Allied Health Programs	Surgical Technology	Radiological Technology	HVACR
Lecture	35:1	30:1	30:1	35:1
Lab	20:1	10:1	10:1	20:1
Simulation**	N/A	N/A	N/A	N/A

COURSE PROGRAMMING

Fortis Institute reserves the right to determine when each course is offered, to decide the number of credits a student may carry, and to make changes in programs or classes to better fit changing career requirements or student goals, objectives, and needs. Class size may vary depending upon the course.

Classes may be scheduled between 8:00 a.m. and 10:30 p.m., Monday through Friday.

Some courses require clinical hours at hospitals and skilled nursing facilities which operate 24-hours each day, seven days a week. The scheduling of clinical hours for some classes may be at times other than normal Institute hours, including late evenings, early mornings, and weekends. The assignment of externship and clinical hours is non-negotiable by students.

INSTITUTE CLOSURES

The Institute reserves the right to close the Institute during weather or other emergencies. Notice of closures may be broadcast on the radio or TV station, posted on the Student Bulletin Board and/or portal, or a recorded phone announcement of closure or delayed opening will be available to students by calling the Institute's telephone number.

In the event that the Institute must cancel classes due to emergencies, the Institute will determine the date and time of any required make-up for courses and inform the students as soon as possible. Make-up days will be posted on the student portal and/or Student Board.

COURSE ADD/DROP

Students may not drop or add a course, except in certain circumstances. A student enrolled in multiple courses may have the ability to drop a course, but the student must be aware that dropping a course may affect the student's enrollment in multiple ways, including his or her financial aid eligibility, satisfactory academic progress, and graduation date.

CLINICALS, INTERNSHIPS, AND EXTERNSHIPS

1. Nature of policies in this section of the Catalog
 - a. The policies in this section pertain to all programs and to all students enrolled in those programs where the program requirements include a clinical rotation, internship, or externship (CIE). In this policy where the term "externship" is used, it is used as the generic term and is intended to cover all three of these types of academic experiences.
2. Nature of CIE - educational purpose, status of students
 - a. Most programs at this Institute are intended to prepare students for a specific career or profession. Therefore, the externship component of those courses is integral to academic requirements for preparation for the chosen career or profession. The externship closely reflects the student's future working responsibilities. Therefore, a student is required to demonstrate dependability, punctuality, and accountability, which are essential and

measurable professional qualities. While at the externship site, the student's status is that of student at the institution. The student is not an employee at the site. Students receiving education at clinical/externship sites may not be permitted to be paid for their time onsite.

3. Requirements that must be met prior to release to externship.
 - a. The student must complete the required didactic and lab components of their program as specified in the course requirements and syllabus for that program. This includes having demonstrated competency in, and having passed, skills tests with grades as specified in the syllabus or course requirements.
 - b. Students must have a CGPA of at least 2.0 in order to be eligible to be assigned to an externship site, be meeting the terms for satisfactory academic progress, and assuming successful completion of the externship, be able to complete the program within the maximum time frame specified by the SAP policy.
 - c. There are a wide range of program and site-specific requirements including, in some programs, mandatory vaccinations, immunizations, background checks, and health insurance. These requirements are disclosed to the student during the enrollment process and the student is required to sign an acknowledgement of the information disclosure.
4. Agreements
 - a. The Institute maintains current agreements with all entities and locations where the student may be assigned for purposes of meeting the externship component of the program requirements. The standard agreement calls out the responsibilities of the site, the responsibilities of the institution, and the responsibilities of the student.
5. Site availability, assignment to a site
 - a. Students will meet with the externship coordinator or externship instructor during the course preceding any course with an externship component. This meeting will normally take place within 30 days from the day the student is scheduled to start the externship course. The externship instructor will review available sites with the student and select the venue that will best meet educational requirements. Student considerations for distance to travel and availability of transportation will be taken into account where possible. Generally, students are not required to find their own sites, rather they will be assigned to a site with whom the Institute has an existing relationship. Should the student want to introduce a new site to the Institute, the Institute will need to inspect and evaluate the appropriateness of the site and its ability to meet the educational objectives of the externship course module, and to complete an agreement with that site before the student can attend there.
 - b. The student will be assigned to a specific venue and will be assigned specific regular hours of attendance that will enable the student to complete the externship within the timeframe specified in the program requirements if the student attends as specified.
 - c. Students must be prepared to travel to their externship assignments. The school will attempt to assign sites that are convenient for the student; however, this may not always be possible. Students will be informed by the externship coordinator or instructor if there is state-specific regulation or guidance as to the distance the student is expected to travel. Additional information can be found in the Externship Handbook.
6. Scheduling
 - a. A student must be scheduled to begin externship within 14 calendar days of the end of the student's didactic training (excluding holidays and regularly scheduled breaks). If a student does not begin externship training as scheduled, the student is considered to be absent. If a student does not begin externship training within 10 scheduled externship days of the scheduled start dates, he or she must be terminated (dropped) from the program.
 - b. Hours of externships availability
 - i. For most programs, students are expected to make themselves available for externship duties between the hours of 8:00 am to 6:00 pm Mondays through Fridays or normal business hours for the site. For most programs, the level of supervision required is not available on nights and weekends so students enrolled in night and weekend classes must plan accordingly. Night and weekend students sign a disclosure that they were made aware of this at the time of enrollment.
 - ii. Students will be advised if their program requires an exception to this weekday, daytime scheduling of externship hours during the enrollment process and during their study.
 - c. Length of day, maximum length of day

- i. In the interests of safety and of effectiveness of the learning experience, a student will normally be expected to be on site at the externship location for between four and eight hours per day, five days a week or according to the site's schedule of business hours.
7. Attendance, reporting of attendance, notification of intention to be absent, or unexpected absence
 - a. The student must complete 100% of the hours specified in the program outline for externship.
 - b. The student must report site attendance to the externship instructor daily. The Registrar will record attendance. A student who does not report attendance risks being in violation of the attendance policy. Violation of the attendance policy could cause the student to be dismissed from the school.
 - c. Students are discouraged from being absent during the externship. Students must request prior approval from the site and the externship instructor for anticipated absences. Approval will be given only for extraordinary circumstance such as a death in the family, jury duty, military duty, or similar.
 - d. Students must not be late or tardy to their site. Lateness will be counted for attendance purposes at externship sites the same way that lateness to class is accounted for under the Institute's attendance policy. A student who is likely to be late must inform the site supervisor as soon as it is safe and feasible to do so.
 - e. If more than 20% of the scheduled externship hours are missed, in accordance with the attendance and grading policy, the student will be considered to have failed the course and will be required to retake it when a suitable site becomes available. There may be a charge involved.
 - f. In addition, in some programs, the student is required to attend meetings at the Institute to discuss the progress, the experience, the program, and extern site instructors. Attendance will be taken at these meetings but it will not count towards hours of attendance for the course or module.
 - g. Make-up hours for lateness or absences are difficult to schedule. Make-up hours must be arranged with the site supervisor and externship instructor. Students should understand that make-up hours may not be contiguous to their scheduled end date.
8. Supervision on site
 - a. Supervision
 - i. Students will be supervised on site either by a member of the Institute's staff or by a member of the site's staff. The student will be advised of the supervisor's name and contact information when the site assignment is given.
 - ii. If the student's supervisor is a member of the site's staff, a member of the Institute's staff will visit that site at least once during the time the student is assigned there to observe the student first hand and to obtain feedback from both the student and the on-site supervisor.
 - b. Sign-off on attendance
 - i. The student's supervisor must sign off on time reported back to the Institute. It is the student's responsibility to get the supervisor's signature on his or her timecard.
9. Safety, confidentiality, professionalism
 - a. Students are expected to observe and comply with all site and institutional requirements for safety and preservation of confidentiality. Students are expected to demonstrate professionalism in their interaction with all members of staff and members of the public at the site where they are assigned. Such professionalism includes appropriateness of communications. Allied health students may be required to sign a statement acknowledging confidentiality of patient records and the applicability of HIPAA laws.
10. Dress code, behavior, conduct, and rights and responsibilities
 - a. At all times the Institute's policies and code of conduct including all student responsibilities are in force. These policies include the dress code policy, the drugs and alcohol policy, visitor policy, the anti-smoking policy, video and audio recording policy, and termination/expulsion policy.
 - b. In addition, each site will advise the student during his or her site orientation of site-specific policies that the student is also required to observe. Violations of the site's policies are considered to be a violation of the Institute's policies and discipline will be administered accordingly, up to and including dismissal from the program.
11. Grading, student performance evaluation
 - a. Academic
 - i. In order to receive a grade for the course, the site must turn in an evaluation of the student's performance during the time of assignment to the site.

- ii. The grade cannot be turned in until all the required hours have been completed.
 - iii. The site will not assign a grade. The Institute's externship instructor will assign the grade based on first-hand observation and input from the site.
 - iv. The student is required to fill out a survey evaluating the extern site and experience.
- b. If the student has not performed sufficient hours to complete the externship by the scheduled end date, the student's grade for the module will automatically be turned to "Incomplete" and the student will be notified. The Incomplete grade policy will then be invoked: that is, the student has 14 calendar days within which to complete the required hours.

12. Program Specific Requirements

- a. There is a wide and extensive array of program specific conditions that a student must meet both in order to be eligible to attend education at an externship site and during the education experience itself. These conditions are often mandated by state regulators or accreditors. The Institute also specifies conditions in order to maintain uniformity of high standards such that the institution's credentials will be valued in the workplace. These may include vaccinations, immunizations, background checks, drug tests, and other kinds of requirements. Students are informed of these requirements at the time of enrollment. Evidence of compliance is typically requested and must be presented when requested. The Program Director and externship instructor will meet with students to remind them of such requirements.
- b. In some states and for some programs, the Institute is required to conduct a federal and/or state background check on the student. As part of that background check, the Institute will request records about any prior criminal or drug related offenses. For some programs, the student's driving record may also be checked. See program specific requirements.
- c. There are a wide array of site-specific requirements, the most common of which is finger printing or conducting a background check.

13. Additional sources of information

- a. All students whose programs of study include an externship component are required to attend mandatory orientation held at the institution at least a week prior to their first day on an externship site.
- b. Additional information can also be obtained from the Program Director or the Program's externship instructor.
- c. Any program specific requirements are stated in the program section of this Catalog.

ACADEMIC IMPROVEMENT PLANS

The campus maintains an academic improvement plan, which includes plans for new programs, changes to existing programs, facility improvements, and changes to academic policies. Students may contact the President for copies of the Institute's Academic Improvement Plan.

FACULTY EVALUATIONS

Course and Faculty Evaluations are conducted at the end of every grading period. Students are asked to critique various aspects of their training. Student comments on course content and instructor effectiveness assists the Institute in making changes and modifications to improve the quality of programs, instruction, and student services.

Learning Resource Center

MISSION STATEMENT

The mission of the Learning Resource Center (LRC) is to support and enhance the educational process at the Institute, and to support the professional development and research needs of faculty and students. Accessibility of current, relevant resources for users is the guiding mission in establishing all policies and procedures, in budgeting, and in decision-making.

OBJECTIVES

The Learning Resource Center (LRC) seeks to enrich the educational experience of all users by providing users accessibility to a wide range of current and relevant materials and information services that promote education and cultivate life-long learning. The LRC seeks to fulfill the unique informational needs of the library community by providing access to electronic databases, web-based resources, print journals, media titles, and reference books. The LRC seeks to enrich faculty instructional strategy and delivery by providing access to internet technology and virtual access to databases and web-based resources in classrooms, laboratories, offices, and other learning spaces.

DEFINITION

The Learning Resource Center (LRC) is a library serving a number of academic programs. The Center is located in a defined learning space within the Institute. The LRC houses the print collection of reference books, print journals, and media titles. It is the central location for access and distribution of a broad range of databases and web-based resources that are accessible on computers in the LRC or at any location in the Institute. The LRC provides a quiet environment for study or research and is staffed by knowledgeable and trained professionals.

CAREER SERVICES

Career Services continuously promote professional relationships with employers to provide qualified career-oriented graduates to match their employment needs. The Career Services Department is the liaison between students and employers, serving the students by promoting the Institute to prospective employers. Through career development, including professionalism, motivation, and the maintenance of ethical standards, graduates are empowered with the skills necessary to foster a successful and on-going career.

All current and prospective students are entitled to review the Institute's completion rate and job placement rates. Statistics pertaining to these are updated and published annually. Copies are available from the Admissions Office or from the Registrar.

The Career Services staff aid graduates in finding employment by assisting with resume preparation, helping with development of interviewing skills, and identifying job leads appropriate for the graduates. They may set up job interviews for graduates.

Recent graduates and students approaching graduation receive first priority for job search assistance services.

Graduate candidates meet with the Director of Career Services or a member of the Career Services staff during their last term to discuss services available in their individual job search. Interviews with a member of the Career Services staff will normally be scheduled before a student is released to externship.

Obtaining employment is ultimately the graduate's responsibility. While the Career Services department will assist all graduates in good standing, graduates should independently pursue employment opportunities and not rely entirely on the efforts of the department.

Recent graduates who have not yet obtained employment in the field of their program should notify the Institute's Career Services Director of pending job interviews or any placement or change in status (continuing education, further education, job change, etc.). Graduates who have not yet obtained employment in the field of their program should contact the school frequently to inquire about job openings.

Prospective employers may request training-related information about students they could consider hiring. The student's academic and attendance patterns, as well as observable professional behavior, are factors that may be considered by prospective employers.

Students and graduates should also be aware that potential employers may conduct a criminal and/or personal background check. Students with criminal records that include misdemeanors or felonies (including those that are drug-related) or personal background issues such as bankruptcy might not be accepted by these employers. Some agencies, institutions, and employers may require candidates for employment to submit to a drug test.

To comply with reporting requirements the Institute reserves the right to contact a graduate's employer using various methods to verify information regarding the graduate's employment. In some instances, the Institute may disclose personal information to the employer for the sole purpose of employment verification.

While placement assistance will be provided, the Institute cannot promise or guarantee employment or a specific salary.

TUITION AND FEES

This section has been revised. See addendum 2.

<i>Effective July 1, 2023</i>	Total Tuition	Admin & Tech Fee	Book Charges	Uniform	Kit	Immunization	Drug Screen	Laptop	Background Check	Credential Examination	Total Cost
Dental Assisting	\$ 19,444	203	517	84	566	-	-	424	60	540	\$ 21,838
Healthcare Management	\$ 16,809	178	1,388	-	-	-	-	424	-	-	\$ 18,799
HVAC-R	\$ 19,452	100	568	84	776	-	-	424	-	25	\$ 21,429
Medical Assisting	\$ 15,954	178	515	63	35	-	-	424	-	132	\$ 17,301
Medical Billing and Coding	\$ 18,808	203	1,187	84	-	-	-	424	-	114	\$ 20,820
Sterile Processing Technician	\$ 16,932	178	483	63	-	-	37	424	60	140	\$ 18,317
Surgical Technology	\$ 33,033	253	752	126	79	-	37	424	60	297	\$ 35,061
Radiologic Technology	\$ 46,672	303	1,790	168	278	-	37	424	60	225	\$ 49,957

Certain deliverable items are billed throughout the length of the program, upon a student's withdrawal, the balance of the remaining cost of all items already received by the student, will be charged to the student ledger.

The Enrollment Agreement obligates the student and the Institute by the Academic Quarter for the program of instruction selected by the student. Students' financial obligations will be calculated in accordance with the refund policy in the contract and this Institute catalog. The content and schedule for the programs and academic terms are described in this catalog. All tuition and fees are charged each Quarter. A returned payment fee of \$25.00 may be charged for each returned check or rejected payment.

REFUND AND CANCELLATION POLICIES

Fortis Institute will refund within 30 days all monies paid by an applicant who is rejected for enrollment by Institute or who enrolls in a program that Institute cancels, or who cancels within five (5) calendar days of signing the Enrollment Agreement.

If an applicant/student cancels or withdraws or is terminated by Fortis Institute for any reason, refunds will be made according to the Institute's Tuition Refund Policy. If a refund is due the student, it will be paid within 30 days of the date that the student either officially withdraws or Fortis Institute determines that the student has withdrawn. All refunds will be based on the scheduled clock hours of class attendance through the student's last day of class attendance. Leaves of absence, suspensions, and school holidays will not be counted as part of the scheduled class attendance. If a student withdraws without written or verbal notice after classes have started, termination shall be effective on the student's last date of attendance as determined by Fortis Institute, but in no case will the determination of withdrawal be made by Fortis Institute more than the lesser of ten scheduled class days or fourteen calendar days after the student's last day of attendance. The date of determination is defined as the last day that student had any academically related activity, which includes recorded class attendance, projects submitted, clinical or externship experiences, or examinations completed. A student who withdraws for a reason unrelated to the student's academic status after the 75 percent completion point in the quarter and requests in writing a grade at the time of withdrawal, shall be given a grade of "incomplete" and permitted to re-enroll in the course or courses during the 12-month period following the date the student withdrew without payment of additional tuition for that portion of the course or courses. Note: Not all courses are offered each quarter; however, every attempt will be made to accommodate the student and in no instance will a student with an "I" grade requested after the 75 percent of completion be required to pay any additional tuition to complete that portion of the course or program. Upon receipt of the refund, the student agrees that its receipt

constitutes a full and complete release of Fortis Institute from any and all liabilities. All governmental and agency refunds will be made within the required time limits of the funding agency.

RIGHT TO CANCEL

An applicant to the Institute may cancel his or her enrollment to the Institute and receive a full refund of monies paid. Written notice of cancellation is encouraged, and should be mailed to Fortis Institute, postmarked no later than midnight on the fifth (5th) business day after the date the applicant's Enrollment Agreement with the Institute was signed by the student and a representative of the Institute. The applicant may use a copy of his or his Enrollment Agreement as a cancellation notice by writing "I hereby cancel" at the bottom of the Enrollment Agreement, adding his or her name, address, and signature, and delivering or mailing it to Fortis Institute 450 N. Sam Houston Pkwy E. Suite 200 Houston, TX 77060. If the applicant for admission cancels his or her enrollment as noted above more than five days after signing the Enrollment Agreement, and making an initial payment, but prior to the start of classes, the applicant is entitled to a refund of all payments for tuition and fees.

CANCELLATION / REJECTION POLICY

Fortis Institute will refund all monies paid by an applicant who is rejected for enrollment by the Institute, or who enrolls in a program that the Institute cancels, or who cancels within five calendar days of signing the enrollment agreement and after receiving a tour of the facilities and equipment, but before starting class, or if the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or representations by representatives of the school. An applicant who cancels more than five calendar days of signing the enrollment agreement or within the student's first three scheduled class days will be charged not more than \$100 in any administrative fees as well as items of extra expense that are necessary for the portion of the program attended and stated separately on the enrollment agreement.

In all cases, refunds will meet or exceed the requirements of TEC, §§132.061 and 0611 and TAC Chapter 807, Subchapter N.

OTHER CHARGES

Students may be required by an externship site to have an additional background check and/or drug test. A student must see the Registrar's Office and Financial Aid to discuss any program changes.

TUITION REFUND POLICY

A student wishing to officially withdraw should inform Fortis Institute at least five calendar days, but no more than thirty calendar days, in advance of withdrawal, and is encouraged to do so in writing. A student who returns to Fortis Institute after withdrawing must sign a new Enrollment Agreement and will be subject to the then-current price of tuition. A student's last date of attendance as documented by Fortis Institute will be used to calculate any money the student owes and to calculate any refund the student is due. Student refunds are based on the formula below.

Proportion of Course Hours Scheduled	Tuition Due for the Quarter
.01% up to and including 75%	Pro-Rata Tuition Refund
More than 75%	100% / No Tuition Refund

A student who withdraws for a reason unrelated to the student's academic status after the 75 percent completion mark and requests a grade at the time of withdrawal shall be given a grade of "incomplete" and permitted to re-enroll in the course or program during the 12- month period following the date the student withdrew without payment of additional tuition for that portion of the course or program. All returning students must sign a new Enrollment Agreement.

BOOKS AND EQUIPMENT RETURN POLICY

The Institute does not participate in a buy-back program for textbooks, laptops, or other required course materials. Books and Equipment being returned must be returned in the original packaging, in original condition, within 14 days of receipt. E-Books will be considered in original condition if the content has not been accessed or printed. Books and Equipment missing original packaging or having signs of use would prevent the sale of the item to other students and therefore will not be acceptable to be returned.

In all cases, refunds will meet or exceed the requirements of Texas Education Code, §§132.061 and 0611.

REFUND POLICY FOR STUDENTS CALLED TO ACTIVE MILITARY SERVICE

- (a) A student of Fortis Institute who withdraws from Fortis Institute as a result of being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled: If tuition and fees are collected in advance of the withdrawal, a pro-rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal;
- (b) A grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or
- (c) The assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has: (1) satisfactorily completed 90% of the required coursework for the program; and (2) demonstrated sufficient mastery of the program material to receive credit for completing the program.

FINANCIAL ASSISTANCE PROGRAMS

Fortis Institute maintains a staff of financial aid professionals to assist students in obtaining the financial assistance they require to meet their educational expenses. Available resources include the federal grant and state aid programs, student loans from private lenders, and federal work-study opportunities, both on and off campus. Federal assistance programs are administered through the U.S. Department of Education. Any U.S. citizen, national, or person in the United States for other than temporary reasons who is enrolled or accepted for enrollment may apply for these programs. Most forms of financial assistance are available for each July 1 – June 30 award period. Every student considering application for financial aid should request a copy of the current guide, *Funding Your Education*, published by the U.S. Department of Education. This important document may be obtained from the Institute's Financial Aid Office or online at <http://studentaid.ed.gov/students> and will assist persons in understanding eligibility requirements, the application process, deadlines, and the various forms of grants and loans available. In addition, the Institute's *Consumer Information Guide* contains more detailed information about financial assistance programs. The *Consumer Information Guide* is available online at <http://www.fortis.edu/>

FEDERAL PELL GRANT

The Federal Pell Grant is an important source of aid for students. The Free Application for Federal Student Aid (FAFSA) is available on-line at www.FAFSA.ed.gov, or in paper form from high school counselors, at public libraries and the Institute's Financial Aid Office. The amount of the award depends upon the determination of the student's eligibility, his or her enrollment status, cost of attendance, and a payment schedule issued by the U.S. Department of Education, Office of Student Financial Assistance. Applications are available from the Institute's Financial Aid Office.

FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (FSEOG)

Each year Fortis Institute makes a limited number of awards to students through the Federal Supplemental Educational Opportunity Grant (FSEOG) program. These funds are reserved for students who qualify based upon exceptional financial need. The financial aid officer determines who will receive a FSEOG and the amount awarded, based on need, not to exceed the program maximum. Consult the Institute's Financial Aid Officer for the Institute -specific FSEOG policy.

FEDERAL DIRECT LOAN PROGRAM (FDLP)

The Federal Direct Loan Program (FDLP) has both subsidized and unsubsidized loans. A subsidized loan is awarded on the basis of financial need (need is the budgeted Cost of Attendance less estimated financial aid). The federal government pays interest on the subsidized loan until repayment begins and during authorized periods of deferment. An unsubsidized loan is not awarded on the basis of 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 unsubsidized loan borrower has the option to pay the interest or allow the interest to accumulate. Accumulated interest will be added to the principal amount of the loan and will increase the amount the borrower must repay. To apply, students should contact the Institute's Financial Aid Office.

FEDERAL DIRECT PARENT LOAN FOR UNDERGRADUATE STUDENTS (PLUS) LOAN PROGRAM

Federal Direct Parent Loan for Undergraduate Students (PLUS) loans are for parents with good credit histories who want to borrow to help pay for their children's education. Loans are made available to the parents of a dependent student by the US Department of Education. For additional information, students should contact the Institute's Financial Aid Office.

FEDERAL WORK-STUDY PROGRAM (FWSP)

The Federal Work-Study Program (FWSP) program provides employment for students who demonstrate financial need and who must earn a part of their educational expenses. The program encourages community service work and work related to a student's program of study. FWSP employment is arranged with public or private non-profit agencies off campus, and the work performed must be in the public interest. FWSP employment opportunities are also available on campus in a variety of student services positions. Eligibility for participation in the FWSP is determined by the Institute's Financial Aid Office, based on the student's financial need and academic progress. Questions regarding the FWSP should be directed to the Institute's Financial Aid Office.

An FWSP request form is completed by interested students. Interested students must have completed a FAFSA and must have financial need remaining after other aid is awarded. If a position is available, a qualified student is notified of their acceptance into the FWS program. If a position is not available, a qualified student is advised to apply again at a later date once a position opens. If an applicant for FWSP does not qualify for the FWS program, his or she is notified by letter.

VETERANS' BENEFITS

Fortis Institute is approved for participation in various funding programs offered through the Veterans' Administration. Information on eligibility requirements and applications can be obtained from the Financial Aid Office. A student entitled to educational assistance under chapter 31 or 33, should submit a certificate of eligibility as early as possible, but no later than the first day of class. Students who request in writing to use their chapter 31 or 33 entitlement and provide all necessary information for a timely certification of enrollment will receive a budget sheet or financial aid award letter outlining these benefits which would be used to pay for costs the student will incur. In such cases, the institution will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds due to the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement of a payment to be provided under chapter 31 or 33..

SCHOOL, PRIVATE, STATE, AND LOCAL FINANCIAL RESOURCES

Sources (where applicable) of state, local, and other private aid include state grants, scholarships, and agency funding, which are available from organizations such as those listed below. Note that these sources are separate from federal student financial aid sources and private lending sources. Please consult the Financial Aid Office or funding grantor for additional information.

The state's higher education webpage may be visited for more information on specific state grant options.

Students interested in scholarships are encouraged to search using FinAid!, a leading scholarship search provider for students. Their free service matches scholarships to the student's specific qualifications and can be accessed online at www.FinAid.org.

- Workforce Solutions, Houston-Galveston Area Council, P.O. Box 22777, Houston, TX 77227, 1-800-469-5627.
<http://www.wrksolutions.com/>
- Texas Department of Assistive and Rehabilitative Services
400 N. Lamar Blvd., Austin, TX 78714, 1-800-628-5115
<http://www.dars.state.tx.us/drs/vr.shtml>
- Sallie Mae Smart Option Loan,
P.O. Box 9532, Wilkes-Barre, PA 18773, 1-866-439-0993.
<https://www.salliemae.com/studentloans/smart-option-student-loan>

VERIFICATION

A student's Free Application for Federal Student Aid (FAFSA) may be selected by the U.S. Department of Education for a process called "verification" to verify the information on the application. Students are reminded to provide truthful and accurate information. Students who are selected for verification will be contacted by the Financial Aid Office and given a verification worksheet that includes specific requirements, deadlines, and consequences of non-compliance. To complete the verification and remain eligible for Financial Aid, the student must submit the verification worksheet as well as tax/income information as directed by the Financial Aid Office.

Fortis Institute has developed policies and procedures regarding the verification of information provided by the FAFSA under the Title IV Programs. For more information regarding the policies and procedures for verification, please consult the Institute's Consumer Information Guide or contact the Financial Aid Office.

RETURN OF TITLE IV FUNDS POLICY

If a student withdraws from the Institute and the student received Title IV Federal Student Aid (FSA) assistance during the period (the specific term, quarter, or payment period for which the Return to Title IV refund must be calculated), the Institute must determine the amount of Title IV funds a student has earned at the time of withdrawal using the Return of Title IV (R2T4) funds formula. The Title IV FSA program rules may require a return to the Federal government of all, or a portion of, the amounts disbursed during the term. The amount of FSA assistance earned by a student is based upon the amount one of the following formulas. Students should consult their Financial Aid officer regarding their program's specific measurement.

$$\frac{\text{Credit Hour Programs:}}{\text{Total Number of Days in the Payment Period}} \times \frac{\text{No. of Days Completed in the Payment Period through Withdraw Date}}{\text{Total Number of Days in the Payment Period}}$$

Note: Scheduled breaks of at least five consecutive days are excluded from the total number of calendar days in the numerator and denominator. The calendar days on an approved leave of absence are excluded from both the numerator and denominator. Percentages are calculated to the fourth decimal place.

Based on the calculation, through the 60% point in each period, a pro rata schedule is used to determine how much Title IV FSA funding the student has earned at the time of withdrawal. After the 60% point, a student has earned 100% of the Title IV FSA funds. (Sample Return of Title IV calculations are available from the institution's Financial Aid Office upon request.)

Title IV FSA funds that require refund are credited in the following order:

- Unsubsidized Direct Stafford loans (other than Graduate PLUS loans)
- Subsidized Direct Stafford loans
- Direct PLUS
- Federal Pell Grants
- Federal Supplemental Educational Opportunity Grant (FSEOG)

Return of Unearned FSA Funds

The Institute must return the lesser of the following:

- The amount of FSA Program funds that the student does not earn; OR
- The amount of institutional costs that the student incurred for the period multiplied by the percentage of funds that were not earned. Earned means the percentage of funds that were earned over time (during the term) by the student.

If there are additional FSA funds that must be returned, the student must return or repay, as appropriate:

- Any FSA loan funds in accordance with the terms of the loan;
- Any remaining unearned FSA grant (Not to exceed 50% of the grant as an overpayment of the grant; the Institute currently refunds the Student Grant Overpayment on behalf of the student.)

If a student earned more aid than was disbursed, the Institute may owe the student a Post-Withdrawal Disbursement (PWD) which must be paid as soon as possible, but no later than 180 days from the date the school determined the student withdrew (for loans) or no later than 45 days from the date the school determined the student withdrew (for grants). The school is required to notify the student in writing within 30 days of the date it determined that the student withdrew that he/she is eligible for a PWD of Title IV loan funds; however, if the student (or parent in the case of a PLUS loan) is eligible to receive a PWD of loan funds, the student or parent borrower must first confirm in writing whether he/she accepts/declines all or some of the loan funds offered as a PWD. A PWD of Federal grant funds does not require student acceptance or approval and the grant funds may be applied directly to the student's account in order to satisfy tuition and fees, or to the student. The Institute will seek the student's authorization to use a PWD for all other educationally related charges in addition to tuition and fees. All Direct Loan refunds will be made by EFT to the U.S. Department of Education and COD disbursement records will be updated when refunds are made. The student is notified by letter from the Institute of all Direct Loan refunds made on their behalf, including the amount, date, and loan type.

The Institute is required to return the amount of Title IV funds for which it is responsible no later than 45 days after the date of the determination of the date of the student's withdrawal.

The information presented above is subject to change based on Federal regulations.

ADDITIONAL INFORMATION REGARDING FINANCIAL ASSISTANCE PROGRAMS

For additional information on the following topics, students should consult the Institute's *Consumer Information Guide*, which is available online at:

<http://www.fortis.edu/>

- *Loan Repayment and Counseling*
- *Terms and Conditions for Federal Loan Deferments*
- *Student Lending Code of Conduct*
- *Private Education Loans*
- *EA Institutional Loans*
- *Preferred Private Education Loan Lender List*

SATISFACTORY ACADEMIC PROGRESS

The Institute's Satisfactory Academic Progress (SAP) standards measure each student's quantitative (credit completion) and qualitative (cumulative grade point average) progress toward the completion of the student's program of study. The SAP standards are used primarily to determine a student's eligibility to receive federal financial aid under Title IV of the Higher Education Act; however, the SAP standards are applied to all students and represent a minimum standard of academic achievement required by the Institute for continued enrollment.

SAP Evaluation Periods

The Institute's SAP standards measure a student's satisfactory academic progress at the end of each Quarter. The Institute will provide an academic grade report to each student at the end of each Quarter which will include the student's grades earned in each course attempted. The grade report will also provide cumulative information for all credits attempted and completed and a cumulative grade point average at the end of each grading period.

Maximum Time Frame

The maximum time frame in which a student may complete his or her program of study is the period of time in which it takes the student to attempt 150% of the academic credits contained in his or her educational program.

Quantitative Requirement Credit Completion

Each student must complete a minimum number of credits by the end of each SAP evaluation period. Only satisfactorily completed course credits are counted as credits completed. Satisfactorily completed course credits include those for which a student receives a grade other than a "W", "WF", or "F." All courses for which a student receives a grade, whether passing or failing, a withdrawn ("W"), a withdrawn failing ("WF"), or a repeated course are counted in determining credits attempted. Transfer credits accepted for the student's program, as well as "CR" credits, will be counted as credits attempted and credits completed. A student's SAP standing will be calculated based on the student's entire history of enrollment in a specific program of study, except as noted below. (See Credit Completion requirements at each Evaluation Level in the charts below.)

Qualitative Requirement – Cumulative Grade Point Average (CGPA)

The Institute measures qualitative progress on the basis on a 4.0 scale. All courses for which a student receives a grade will be included when calculating the student's CGPA, except that of a withdrawal ("W") or incomplete ("I") will not be included in determining a student's cumulative CGPA, and if a student repeats a course, only the highest grade for that course will be included when calculating the student's GPA. (See CGPA requirements at each Evaluation Level in the charts below.)

Academic/Financial Aid Warning

Students who do not meet the minimum standards for credits completed or cumulative grade point average in accordance with the requirements at the appropriate "Evaluation Level" will receive written notification from the Director of Education or his/her designee stating that he or she is being placed on an Academic/Financial Aid Warning. A student in Academic/Financial Aid Warning status will have one additional Quarter to correct the deficiency and meet the minimum requirements at the end of his or her next Quarter. The Academic/Financial Aid Warning period shall be one Quarter. The student will remain eligible for federal financial aid while on Academic/Financial Aid Warning. If the student does not achieve the minimum quantitative and qualitative requirements by the end of the Academic/Financial Aid Warning period, the student will no longer be eligible for any form of federal student assistance under Title IV of the

Higher Education Act and will be dismissed from the Institute unless the student submits an Appeal (see description below) and is granted a "Probationary" period by the Financial Aid Committee ("Committee"). A student whose enrollment is terminated because he or she failed to achieve SAP and who does not successfully appeal such termination may make application for re-admission.

SAP Tables

The following charts provide the minimum quantitative and qualitative requirements for each evaluation level.

**Programs of Study of One Academic Year
(Quarter and Semester Credit Programs)**

Evaluation Levels	Cumulative Credits Attempted (including transfer credits)	Minimum Percentage of Cumulative Credits Completed (including transfer credits)	Minimum CGPA
1	1 to 16	50%	1.75
2	16.5 to 32	66.67%	2.00
3	32.5 & Higher	66.67%	2.00

**Programs of Study of More than One Academic Year
(Quarter Credit Programs)**

Evaluation Levels	Cumulative Credits Attempted (including transfer credits)	Minimum Percentage of Cumulative Credits Completed (including transfer credits)	Minimum CGPA
1	1 to 16	50%	1.75
2	16.5 to 32	50%	2.00
3	32.5 to 48	66.67%	2.00
4	48.5 & Higher	66.67%	2.00

**Radiologic Technology Programs
(Quarter Credit Programs)**

Evaluation Levels	Cumulative Credits Attempted (including transfer credits)	Minimum Percentage of Cumulative Credits Completed (including transfer credits)	Minimum CGPA
1	1 to 16	50%	1.75
2	16.5 to 48	50%	2.00
3	48.5 to 64	66.67%	2.00
4	64.5 & Higher	66.67%	2.00

In addition, for those programs that are more than two academic years in length, a student must have a "C" average at the end of the second academic year in order to maintain satisfactory academic progress.

SAP Appeals & Financial Aid Probation

Students who fail to meet satisfactory academic progress requirements after an Academic/Financial Aid Warning period are permitted to appeal the termination of their federal financial aid eligibility and termination from the Institute if the student can demonstrate in his or her written appeal that mitigating circumstances were the contributing factors to the student's failure to achieve satisfactory academic progress. Mitigating circumstances would include the death of a relative of the student, injury, disability, or illness of the student, or other special circumstances. A SAP appeal must be filed within 30 days of receiving notice of the failure to achieve SAP after an Academic/Financial Aid Warning period. All appeals must be submitted in writing to the Director of Financial Aid. The student's letter of appeal must explain and document, to the satisfaction of the Financial Aid Committee, the mitigating circumstance(s) which caused the student not to achieve SAP after the Academic/Financial Aid Warning Period and what circumstances have changed that will allow the student to achieve SAP at the next evaluation period. The Financial Aid Committee consists of the President, Director of Education, and Financial Aid Director, or their designees.

The Financial Aid Committee may grant one additional Quarter as a Financial Aid Probationary period, approve an "Academic Improvement Plan," which may require the student to fulfill specific terms and conditions, or deny the appeal. By approving an Additional Quarter as a Financial Aid Probation Period, the Committee determined that the student should be able to meet the Institute's satisfactory academic progress standards by the end of that Quarter. The Committee, in conjunction with the student, may also develop and approve an individual Academic Improvement Plan if the Committee determines that the student's circumstance warrant. The Academic Improvement Plan will measure incremental improvement, and if the student does not meet the incremental improvement requirements, the student would no longer be eligible for federal financial aid assistance and would be terminated from the Institute. The Academic Improvement Plan must also ensure that the student is able to meet SAP standards by a specific point in time.

If the appeal is approved by the Committee, the student will be eligible for federal student assistance (Grants, Loans, & FWS) during a Financial Aid Probationary Quarter or the period of an Academic Improvement Plan. If a student submits a timely and complete written appeal to the Financial Aid Director, the Institute may permit the student to continue his or her enrollment while the appeal is pending; however, the student would be responsible for the full payment of his or her tuition and fees if his or her appeal is not successful. The SAP appeal decision of the Financial Aid Committee is final, and the Committee's decision will be provided to the student in writing within 30 days of the appeal filing.

If a student successfully appeals his or her loss of federal financial aid eligibility, the student's financial aid eligibility will be re-established. In most cases, the Committee will place the student on an SAP Financial Aid Probationary status for one additional term or establish a time frame for meeting the minimum requirements under an Academic Improvement Plan.

Cancellation of Aid

If a student's financial assistance is cancelled for failure to meet satisfactory academic progress standards after either a SAP Academic/Financial Aid Warning period or a SAP Financial Aid Probationary period, the student will be notified in writing informing him or her of the cancellation of federal financial aid and termination from the Institute as well as the requirements for the submission of an appeal and the requirements for re-admission to the Institute.

Re-Establishment of Satisfactory Academic Progress at the College and Reinstatement of Financial Aid

Students who have been terminated from the Institute for failure to achieve satisfactory academic progress may qualify for readmission to the Institute for the purposes of reestablishing their satisfactory academic progress. However, during this period, students will not be eligible to receive any form of federal financial aid.

Students may regain federal financial aid eligible by achieving the minimum qualitative and quantitative standards. Students can accomplish this by raising their cumulative GPA and/or completing an appropriate number of courses to raise the number of credits successfully completed versus attempted. This can be achieved by successfully completing the necessary course(s) at the Institute at students' own expense or through transferring credits into the Institute.

When a student who has lost his or her eligibility to receive federal student assistance meets the required cumulative GPA and/or the appropriate minimum percentage of cumulative credits completed, their financial aid eligibility may be reinstated. Students are responsible for notifying the Financial Aid Director and Director of Education in writing when they believe they have corrected their satisfactory academic progress deficiencies.

Transfer and Readmitted Students/Students Changing Majors

If a student transfers to the Institute from another postsecondary institution, the transfer credits that were accepted by the Institute will count as credits attempted and credits completed for purposes of calculating the student's quantitative progress. The corresponding grades will not count toward the student's qualitative progress.

If a student is re-admitted into the Institute changes program of study, or seeks to earn an additional credential, the credits that are applicable to the student's current program of study will be included in determining the student's satisfactory academic progress standing and the appropriate evaluation level for the student in terms of establishing the total number of credits attempted and completed at each of the student's evaluation periods.

Students receiving federal financial aid may repeat a course in accordance with the Institute's academic policy. Credits from both course attempts will be counted in total credits attempted and in minimum cumulative credits completed at the Institute, but only the highest grade earned will be included in the calculation of minimum cumulative GPA. Credits from both course attempts will also count towards the Maximum Time Frame for Completion. Students may receive financial aid for each repeated course provided that a student may not repeat a passed course more than once.

Remedial Courses

Credits associated with remedial courses will not count as either credits attempted or Minimum Cumulative Credits Completed at the Institute.

Termination

The Institute reserves the right to terminate a student's enrollment if, during the student's program of study, the Institute determines that the student has failed to maintain the minimum standards of satisfactory academic progress, or has reached the maximum timeframe (150% of the program credits/hours) without successfully completing the program; failed to comply with the Institute's rules and regulations as published in the Institute's Catalog; or has failed to meet his or her financial obligations. Any refund due to the student or other agencies will be calculated and refunded according to the Tuition Refund Policy. A student who has been dismissed from the Institute for failure to maintain SAP may reapply for admission; however, until SAP status is re-established, the student will not be eligible for any form of federal financial aid. A student making an application for re-admission must first satisfy all current requirements for admission. In addition, if a student's enrollment was terminated for failure to maintain SAP, the applicant's academic records will be evaluated to determine if it is possible for a satisfactory cumulative grade point average to be achieved and if the program can be completed within the maximum time frame.

STUDENT POLICIES

STUDENT RIGHTS

Students accepted into an academic program of study at the Institute have certain rights and responsibilities. These rights and the associated responsibilities shall establish a student code of professional conduct. Primary to this code is access to an environment free from interference in the learning process.

- Students have the right to an impartial, objective evaluation of their academic performance. Students shall receive in writing, at the beginning of each course, information outlining the method of evaluating student progress toward, and achievement of, course goals and objectives, including the method by which the final grade is determined.
- Students will be treated in a manner conducive to maintaining their worth and dignity. Students shall be free from acts or threats of intimidation, harassment, mockery, insult, or physical aggression.
- Students will be free from the imposition of disciplinary sanctions without proper regard for due process. Formal procedures have been instituted to ensure all students subjected to the disciplinary process are adequately notified.
- When confronted with perceived injustices, students may seek redress through grievance procedures outlined in this Catalog. Such procedures will be available to those students who make their grievances known in a timely manner.
- Students may take reasoned exception to the data or views offered in any course of study and may form their own judgment, but they are responsible for learning the academic content of any course for which they are enrolled.
- Students will be given full disclosure and an explanation by the Institute of all fees and financial obligations.
- Students have the right and responsibility to participate in course and instructor evaluations and give constructive criticism of the services provided by the Institute.
- Students have the right to quality education. This right includes quality programs; appropriate instructional methodologies and content; instructors who have sufficient educational qualifications and practical expertise in the areas of instruction; the availability of adequate materials, resources, and facilities to promote the practice and application of theory; and an environment that stimulates creativity in learning as well as personal and professional growth.
- Students have the right and responsibility to develop personally through opportunities such as formal education, work and volunteer experiences, extracurricular activities, and involvement with others.
- Students have the right to a safe and pleasant atmosphere in the classroom. There is no food or drink allowed in the laboratory areas. Cell phones are not allowed to be used in the classroom. Only for purposes of receiving an emergency call may cell phones be kept on vibrate during class time.

BEHAVIOR AND STUDENT ACCOUNTABILITY

Student Responsibilities and Standards of Professional Conduct

The following are student responsibilities:

- Attend classes regularly.
- Make the most out of his or her educational experience.
- Maintain satisfactory grades.
- Know and observe the Institute's rules and regulations governing conduct.
- Become informed and express his or her opinion.
- Not to discriminate against any other person because of race, age, sex, sexual orientation national origin, or handicap.
- Discuss grievances informally with the persons involved before invoking formal grievance action. Formal grievance action is outlined in the Catalog.
- Respect persons and the property of others.

At all times, all personal property is the sole responsibility of the student, and the Institute does not assume liability for any loss or damage. Clothing and other small items should be marked clearly with the student's name and address. Vehicles should always be locked to avoid theft.

Standards of Student Professional Conduct – Academic Integrity

All incidences of academic dishonesty and violations of academic integrity will be disciplined. Such acts cannot be listed exhaustively but examples include:

- Cheating
- Plagiarism - Submission of the work of another person for credit, or failure to properly cite references for any work which is not original to the student; copying the work of others, allowing another student to copy from the student
- Unauthorized use of notes or materials in exams, including talking to other students
- Forging or altering assignments
- Un-permitted collaboration, giving or receiving aid on a take home exam, or other academic assignment under circumstances in which a reasonable person should have known that such aid was not permitted.
- Allowing others to copy or use work that is not his or her own.
- Providing answers from graded assignments to others

STANDARDS OF STUDENT PROFESSIONAL CONDUCT – GENERAL CONDUCT

As students interact with their fellow students, staff and faculty, and the business community, they are expected to act in a professional, respectful manner that is complimentary to the learning process and the academic environment associated with their education and training.

A list of forms of misconduct can only be used as a reference- it is not all-inclusive. Examples of conduct that may lead to disciplinary action up to and including dismissal, include:

- Knowingly furnishing false information to the Institute
- Theft of the Institute's property; theft, damage, forgery, alteration, misuse or mutilation of the Institute documents, records, identification, educational materials, or property
- Interfering with the right of others to an education; violation of safety and security rules, bringing animals or children into class
- Hazing, on or off Institute property (Also see Anti-Hazing policy)
- Discourteous, disruptive or disrespectful to fellow students, faculty, and staff on or off campus
- Physical or verbal abuse of any person or engaging in conduct, which threatens or endangers the health or safety of others
- Unauthorized entry or use of facilities
- Intentional or unauthorized interference with a right of access to Institute facilities or freedom of movement or speech of any person on the premises
- Unlawful possession, use, or distribution of illicit drugs and alcohol on campus or during any student activities. If a student appears to be under the influence of drugs or alcohol in a clinical, class, or laboratory experience, that student will be removed from the learning experience. A student thought to be under the influence of drugs or alcohol will be mandated to have a Rapid Drug Screen and/or a Breath Alcohol level performed within 45 minutes of being removed from the learning experience; these tests will be at the Institute's expense.
- Use or possession of firearms, ammunition, or other dangerous weapons or substances prohibited by law
- Disorderly, lewd, indecent, obscene, or sexually harassing conduct or expression
- Violation of federal, state, or local ordinances including, but not limited to, those covering alcoholic beverages, narcotics, gambling, sex offenses or arson, of which violation occurs on Institute property or at a Institute function (Please refer to the Drug Free Policy established by the Institute for further information.)
- Unauthorized solicitation of students, staff, or faculty on-campus or online for any product or service
- Misuse of electronic equipment, copiers, faxes, e-mail accounts, or internet services, including viewing any material or sending any message that is obscene, harassing, or threatening to any individual
- Aiding, abetting, encouraging, or participating in a riot.
- Failure to comply with the verbal or written directions of any Institute official acting within the scope of his or her authority or resisting a security officer performing his or her duty.
- Aiding and abetting or inciting others to commit any act of misconduct.
- Violating the dress code policy. (Please refer to the Dress Code Policy established by the Institute for further information.)

ANTI-HAZING POLICY

Hazing is defined as any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student, as determined by the Institute, for the purpose of initiation or admission into an affiliation with any organization recognized by the Institute.

Hazing includes, without limitation, the following as determined by the Institute as any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, or exposure to the elements; forced consumption of any food, liquor, drug, or other substance; forced physical activity which could adversely affect the physical health or safety of a student; any activity which would subject a student to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment; or any forced activity which could adversely affect the mental health or dignity of a student.

- Hazing is a violation of the Institute Code of Conduct. Failure to comply with this policy will result in disciplinary action including, potentially, dismissal from the Institute.

COPYRIGHT PROTECTION POLICY

Students will be held accountable for failure to comply with Federal copyright and criminal laws forbidding the copying or alteration of copyright-protected materials such as computer programs, music, movies, photographs, or written materials and are expected to report violations if they become aware of them.

Additional information is included in the Institute's *Consumer Information Guide*, available online at:

<http://www.fortis.edu/>

VIDEO-RECORDING OR AUDIO-RECORDING POLICY

In the interests of an appropriate academic atmosphere in the classroom and encouragement of class participation, video- or audio- recording is not permitted without prior approval of the Director of Education.

INTERNET USAGE

Internet access to global electronic information resources on the World Wide Web is used by the campus to assist students in obtaining education-related data and technology. The following guidelines have been established to help ensure responsible and productive Internet usage.

All Internet data that is composed, transmitted, or received via the campus computer communications systems is considered to be part of the official records of the school and, as such, is subject to disclosure to law enforcement or other third parties. Consequently, students should always ensure that the information contained in the Internet email messages and other transmissions is accurate, appropriate, ethical, and lawful.

The equipment, services, and technology provided via the Internet are the property of the Institute. As such, the Institute reserves the right to monitor Internet traffic, and retrieve and read any data composed, sent, or received through its online connections and stored in its computer systems. Data that is composed, transmitted, accessed, or received via the Internet must not contain content that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating, or disruptive to any employee or other person. Examples of unacceptable content may include, but are not limited to, sexual comments or images, racial slurs, gender-specific comments, or any other comments or images that could reasonably offend someone on the basis of race, age, sex, religious or political beliefs, national origin, disability, sexual orientation, or any other characteristic protected by law.

The unauthorized use, installation, copying, or distribution of copyrighted, trademarked, or patented material on the Internet is expressly prohibited. As a general rule, if a student did not create the material, does not own the rights to it, or has not secured authorization for its use, it should not be put on the Internet. Likewise, copyrighted and/or trademarked information should not be downloaded from the Internet to the school's networks or devices without obtaining prior permission in writing or having possession of a legal bill of sale or license from the owner to use such material.

Abuse of the Internet access provided by the Institute in violation of law or school policies will result in disciplinary action, up to and including dismissal. Students may also be held personally liable for any violations of this policy. The following behaviors are examples of previously stated or additional actions and activities that are prohibited and can result in disciplinary action:

- Sending, printing or posting discriminatory, harassing, or threatening messages or images
- Stealing, using, or disclosing someone else's code or password without authorization
- Copying, pirating, or downloading software and electronic files without permission
- Violating copyright law
- Failing to observe licensing agreements

- Engaging in unauthorized transactions that may incur a cost to the organization or initiate unwanted Internet services and transmission
- Sending or posting messages or material that could damage the organization's image or reputation; including the use of the Institute's, titles and positions in any publication that may be perceived as offensive
- Participating in the viewing or exchange of pornography or obscene materials
- Sending or posting messages that defame or slander other individuals
- Posting on behalf of the Institute, without explicit permission from the President of the Institute
- Posting or discussing confidential patient/client information related to externship and clinical experiences, or any information or photographs concerning patients/clients or their families.
- Posting work-related pictures of Institute employees, students, or anyone associated with the Institute, without that person's permission.
- Attempting to break into the computer system of another organization or person
- Performing operations against another organization's computers or networks intended to identify security vulnerabilities or disrupt service
- Refusing to cooperate with security investigation
- Sending or posting chain letters, solicitations, or advertisements not related to education purposes or activities
- Using the Internet for political causes or activities, religious activities, or any sort of gambling
- Jeopardizing the security of the organization's electronic communications systems
- Sending or posting messages that disparage another organization's products or services or the passing of personal views as representing those of the organization
- Sending anonymous e-mail messages
- Engaging in any other inappropriate or illegal activities

SOCIAL MEDIA

Social media are media designed to be disseminated through social interaction on the Internet, created using highly accessible and scalable publishing techniques, and published in blogs, social networking sites, online chat rooms and forums, video sites, and other platforms and venues. The Institute values the use of social media, such as Facebook, LinkedIn, Twitter, YouTube, texting, blogs, and online discussion groups (among many other forms), to promote positive social interaction. However, the Institute also recognizes the potential danger for misuse, inappropriate behavior, and abuse. Therefore, students presently enrolled at the school must know that they are liable and responsible for anything they post to social media sites.

- Students are prohibited from posting confidential or proprietary information about the school, its students, faculty or staff members on a social media site.
- Students are prohibited from sharing, disseminating or transmitting electronic information that reveals any private or confidential information they may have learned about others (including patients) during their tenure at the school or externship sites. Applicable federal and state requirements, such as FERPA and HIPAA, are to be followed at all time.
- When participating in any form of social media, students are encouraged not to misrepresent themselves, and to make postings that are both meaningful and respectful without any kind of slanderous or offensive language that may be aimed at any member or group of the Institute community.
- The use of any social media sites to harass, intimidate or bully a fellow student, faculty, member of the Institute and/or affiliate is strictly prohibited and will not be tolerated. (See Policy on Cyberbullying.)
- When posting on social media sites, students must be mindful of all copyright and intellectual property rights, especially those reserved by the school.
- The use of the school logo, image, or iconography on personal social media sites to endorse a particular political party or candidate or to promote a product, cause, or event is strictly prohibited.
- Students are expected to obey the Terms of Service of any social media site.

Students who violate this policy may face disciplinary actions, up to and including dismissal from school.

CYBERBULLYING

The Institute is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Institute encourages the promotion of positive interpersonal relations among members of the school community. The use of any electronic communication device or venue to harass, intimidate or bully a student, faculty or staff member, whether by other students, faculty, staff, or third parties, is strictly prohibited and will not be tolerated. This prohibition includes any act that substantially interferes or presents a perception of interference with a student's educational experience, opportunities or performance. Any threats, verbal and/or psychological abuse, electronically

transmitted or posted, or actions which cause or threaten to cause bodily harm or personal degradation will not be tolerated. Students who violate the policy against cyberbullying may face disciplinary actions, up to and including dismissal from school. Students, faculty, staff, and other parties, who feel like they have been a victim of cyberbullying, should contact the Director of Education or his/her designee immediately.

DRESS CODE

Each program of study at Fortis Institute has a dress code. Students must comply with the Institute's dress code while attending classes, including any externship or clinical course. Compliance with the Institute's dress code is an essential part of preparing students for employment in their professions. In addition, potential employers are frequently at the Institute therefore, it is important that each student always present themselves in a professional manner.

On certain designated days or times, the standard dress code may be modified or waived. Notice will be given to the students by either instructors or the President. The following clothing items may never be worn by students on campus or while attending campus-related activities:

- Any clothing showing obscenities
- Clothing in ill repair (e.g. ripped or torn, extremely dirty, etc.)
- Cut off shorts above mid-thigh length
- Facial or tongue jewelry
- Low cut blouses or shirts
- Tank tops or other sleeveless tops
- Visible undergarments

Personal Hygiene

Although individual program dress code standards may vary, the following personal hygiene standards apply for all programs:

- Students must take daily preventive measures to maintain cleanliness.
- Hair must always be clean and conservatively styled. For laboratory and clinical classes, long hair must be pulled off the collar.
- Nails must be manicured to sport length or shorter. For laboratory classes in nursing and allied health programs, artificial nails or overlays are not permitted. Nails must be clean and free of polish or other decorations.
- Perfume or cologne should not be worn in a medical environment as they could be offensive to patients with allergies.
- Moustaches and beards must be trimmed to an appropriate length. Only complimentary conservative makeup should be worn. Unacceptable: Heavy makeup, including long false eyelashes or bright eye shadow.

Accessories

The following accessories are not allowed while attending classes or clinical/externship:

- Cell phones, earphones, and headsets may not be visible and must be turned off or silenced during all classes. Students anticipating an emergency call must inform their instructor so arrangements can be made. All phones and electronic equipment will be kept in a purse, bag, or vehicle.
- Excessive jewelry. Jewelry should be limited to wedding rings or one small ring on the left or right hand and one pair of stud type earrings. Hoops larger than a nickel or dangling earrings are a hazard and are not permitted in any lab.
- No facial piercing, tongue rings, or ear stretchers are to be worn while attending classes.
- Scarves, hats, or baggy fitting clothing.
- Tattoos must be covered while attending classes, labs, or the clinical/externship portion of program.
- Religious head covers must be the solid color of the student's particular uniform or white.

Fortis Institute students are expected to wear their Fortis Institute picture identification badge while on campus or on externship/clinical sites at all times.

Students are issued a minimum of two uniform scrub sets for allied health and nursing programs and two uniform shirts for trade programs.

The following standards apply to allied health programs:

- A clean, wrinkle-free, and well-fitting uniform top and bottom with warm-up jacket. T-shirts, sweat pants, jeans or jean-like materials are unacceptable (please see specific program for further details).

- Tops may be worn tucked inside or outside of the uniform pants.
- Appropriate undergarments must be worn and should not be visible through the uniforms.
- A full-length uniform slip must be worn under a skirted uniform. All dresses and skirts must be hemmed and cover the legs to the knees when in a seated (operator) position.
- Appropriate sweaters or warm-ups may be worn over the uniform if they are flat knit and free of ornamentation. No bulky sweaters or coats will be worn during any class or at the externship or clinic site.
- Appropriate business casual will be worn on days deemed by program curriculum. Example: interview(s), professional development, and select field trips.

Students enrolled in trades programs are expected to adhere to their program dress code.

Students dressed inappropriately or who do not follow the dress code, including standards above for personal hygiene and accessories, may be prohibited from attending classes. Those who disregard the dress code will be warned. If the problem persists, the student may be dismissed from Fortis Institute. Questions should be addressed to the specific Director of Education or the Program Director.

DRUG AND ALCOHOL POLICY

The Institute is a drug-free environment. The use, possession, or distribution of alcoholic beverages or illegal chemical substances on campus is prohibited. Upon enrollment, the student signs a statement indicating understanding of and intent to abide by the Institute's Drug Free Program.

A student who violates this policy will be dismissed from the Institute without recourse, and reported to local law enforcement.

In regards to the Drug Free Institute Policy and Program, the Institute reserves the right to administer random drug testing and/or reasonable suspicion testing of its students. Students in violation of the Drug Free Policy will be dismissed and will not be eligible for readmission.

Additional information is included in the Institute's *Consumer Information Guide*, available online at:

<http://www.fortis.edu/>

NON-SMOKING/NON-TOBACCO POLICY

The Institute is a non-smoking, non-tobacco facility. Smoking is only allowed in designated outdoor areas of the Institute's premises. Use of tobacco of any kind is not permitted inside the Institute's buildings. Smoking in non-designated areas is a violation of the Institute's Standards of Conduct.

DISCIPLINARY ACTION

Any student who observes a violation of Institute policies on Anti-Hazing, Drugs and Alcohol, Student Professional Conduct and Academic Integrity, or Smoking should report the incident immediately to the President who will review all disciplinary matters. Student violations of these policies may result in sanctions ranging from warning, lowering of grades, failure of class or placement on probation, to suspension and/or immediate dismissal.

SUSPENSION is a period of time to be determined by the President during which the student is removed from classes until the terms of the suspension are met. If the terms of the suspension are not met, the student will be dismissed from the program. A student may be placed on suspension at any time during the program.

PROBATION is a trial period of attendance during which the student must improve attendance, grades, or conduct. If the student does not improve as required, the student will be dismissed from the program.

DISMISSAL means that the student has been permanently withdrawn (expelled) from the Institute

The student will be notified by the Dean or Program Director by e-mail using the official School e-mail and the dismissal notice will also be mailed to the student (with return-receipt requested) within three business days of the dismissal decision. The dismissal information will identify the reason for the dismissal, and information as to the individual's right to appeal the decision, if applicable. If the dismissal is due to the failure of two or more nursing and/or required courses. The required courses are the anatomy and physiology, microbiology, nutrition, general biology and Math 101. Please refer to the Student Appeal Policy.

TERMINATION OR EXPULSION POLICY

All students are expected to conduct themselves as responsible adults, to attend their scheduled course sessions, and to maintain a satisfactory level of academic achievement.

Any behavior that threatens the health and safety of campus employees, other students, or visitors may result in immediate dismissal from the Institute. Students dismissed for conduct violations will not be eligible for appeal.

The Institute reserves the right to suspend or dismiss any student who:

- Exhibits conduct found by the administration to be detrimental to fellow students, other individuals, the community, or the Institute, as addressed in the "Conduct" section of this Catalog
- Fails to maintain satisfactory academic progress
- Fails to meet attendance standards
- Fails to meet financial obligations to the Institute

Time on suspension will be counted as an absence from the Institute and in the event the time on suspension exceeds the allowable absences stated in the attendance policy, the student will be dismissed.

Please refer to the Standards of Student Professional Conduct section found within this catalog.

STUDENT APPEAL PROCESS

Students who are dismissed by the Institute have the right to appeal that decision, unless otherwise prohibited. Students must initiate the appeal process by submitting, in writing (e-mail), the reason why they should be re-admitted to the Institute to the President within 14 calendar days of the notification of dismissal. The President will respond to the appeal, in writing, within 10 calendar days of receipt of the request.

Satisfactory Academic Progress

Certain decisions may not be appealed. If a student is terminated for failing to meet standards of Satisfactory Academic Progress (SAP), including exceeding the maximum timeframe to complete the program, he or she is not entitled to appeal unless there is documented proof of mitigating circumstance such as a medical or disability condition that impacted his or her ability to study or participate in the program. The specific requirements for SAP appeals process are contained in the Institute's SAP policy.

CRIME AWARENESS AND CAMPUS SECURITY ACT

The Institute provides the following information to all of its employees and students as part of the institution's commitment to safety and security pursuant to the requirements of the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

- The Campus Security Statistics Report is distributed to all enrolled students and employees and is available upon request to prospective students. Students receive a direct URL/link to the Campus Crime Statistics Report prior to enrollment via the Student Acknowledgement Form. It should be noted that this report is updated annually and distributed via email by October 1 of each year.
- Information on Crime Statistics is also available on the National Center for Education Statistic's College Navigator website. The National Center for Education Statistics (NCES) is the primary federal entity for collecting and analyzing data related to education in the U.S. and other nations. NCES is located within the U.S. Department of Education and the Institute of Education Sciences.

Appendix A of the Consumer Information Guide:

<http://www.fortis.edu/>

contains Institute-specific links for the College Navigator website. Information as it appears on the College Navigator website is based on Integrated Postsecondary Education Data System (IPEDS) data that are deemed final and closed, based on prior year statistical submissions.

For more up-to-date information, please contact an Admission's Advisor.

TITLE IX AND VIOLENCE AGAINST WOMEN ACT (VAWA)

Fortis Institute is committed to maintaining a healthy and safe learning environment that promotes responsibility and respect in matters of sexual conduct. Since Title IX/VAWA offenses are a violation of trust and respect they are

prohibited and will not be tolerated. This policy applies to academic, educational, co-curricular, and off-campus conduct. Title IX/VAWA offenses include sexual harassment, rape and sexual assault, domestic violence, dating violence and stalking. Fortis Institute will support and assist victims of sexual violence by directing them to community resources for medical care, counseling and to local law enforcement. Fortis Institute will investigate student complaints, and a student who has committed a Title IX offense will be subject to the school's Disciplinary Action Policy which could result in dismissal from school. The Disciplinary Action Policy and the Termination or Expulsion Policy can be found within this Catalog. Fortis Institute will provide students with educational materials on Title IX/VAWA to promote prevention and awareness. Ongoing prevention and awareness campaigns will occur during the year.

If a student is a victim of a Title IX/VAWA offense, the student is urged to seek immediate medical assistance as necessary, and to report the incident to the police. A written notification in the form of Victim's Bill of Rights will be provided concerning his or her rights and options. Prompt collection of physical evidence is essential should a person later decide to pursue criminal prosecution and/or a civil action. A student who is a victim of sexual violence involving a student at Fortis Institute or an employee is urged to make a complaint to the Title IX Coordinator. Victim support and community resources are available even if the victim does not report to the police or make a complaint. If a student has knowledge of an incident of sexual violence involving a fellow student, he/she should report the facts to the Title IX Coordinator or the local police. Retaliation against an individual who reports a crime; brings a complaint; pursues legal action; participates in an investigation; or is a witness in any proceeding is prohibited and will not be tolerated by Fortis Institute. Should a victim of sexual violence request confidentiality, Fortis Institute will honor the request to the extent possible and allowed by law. Fortis Institute will not disclose the name of the victim of sexual violence unless required by law or with permission of the victim.

Title IX Coordinator

Attention: Title IX Coordinator
Suzanne Peters Esq., M.Ed.
National Dean of Programmatic Accreditation

Address: 5026D Campbell Blvd.
Baltimore, Maryland 21236

Telephone: Phone: 330-805-2819

E-Mail Address: speters@edaff.com

TITLE VI CIVIL RIGHTS ACT OF 1964/AGE DISCRIMINATION ACT OF 1975 *This section has been revised. See addendum #3.*

Fortis Institute is committed to maintaining a healthy and safe learning environment where no person shall be discriminated against or excluded from, participation in, or deprived of benefits in the Institution's education program or activity because of race, color, national origin, or age. If a student, employee, or other third party believes his/her rights have been violated the student may submit a complaint to the Title VI/Age Discrimination Coordinator. The student may also submit a complaint to the Campus President and the Campus President will forward it to the Title VI/Age Discrimination Coordinator.

A complainant is not required to file a complaint within any specified timeframe following the alleged incident. A complainant is not required to make an informal resolution attempt with the other party.

Once a complaint has been received by the Title VI/Age Discrimination Coordinator, an investigation will be conducted thoroughly and promptly. The complainant may provide evidence and any other information, including the names of witnesses. Once the investigation is complete, the Title VI/Age Discrimination Coordinator will provide a report of findings and recommendations to the Vice President of Education at the completion of the investigation.

The Vice President of Education will make a final determination of whether the Institution's Title VI Policy or the Age Discrimination Policy were violated, will notify all parties, and describe any disciplinary sanctions or remedies. If the College determines that discrimination based on race, color, national origin, or age may have occurred, Institution will take steps proactively designed to promptly and effectively end the offending behavior or the threat of the offending behavior, prevent its recurrence, and address its effects.

Supportive measures, among other things, may include:

1. academic support services and accommodations, including the ability to reschedule exams and assignments, transfer course sections, or withdraw from courses or programs without penalty;

2. assistance in connecting to community-based counseling services;
3. assistance in connecting to community-based medical services;
4. assistance with obtaining personal protective orders;
5. mutual restrictions on communication or contact; or
6. a combination of any of these measures.

If you are a faculty or staff member and you believe that you have been subject to unlawful discrimination based on race, color, national origin, or age, please contact Dondi.Kuennen@edaff.com, Vice President of Human Resources. A Title VI complaint by an employee not involving a student will result in a report of findings and recommendations to the Vice President of Human Resources responsible for the Institution.

All students, employees, and other third parties are expected to fully comply with Institution's Title VI and the Age Discrimination Act Policy and take appropriate measures to create an atmosphere free of discrimination. Ms. Suzanne Peters has been designated to coordinate the school's compliance with Institution's Title VI Policy and the Age Discrimination Act Policy. Any inquiries regarding this policy or to file a complaint please contact the Title VI/Age Discrimination Coordinator at the information provided below.

Title VI Coordinator

Attention: Title VI/Age Discrimination Coordinator
Suzanne Peters Esq., M.Ed.
National Dean of Programmatic Accreditation

Address: 5026D Campbell Blvd.
Baltimore, Maryland 21236

Telephone: Phone: 330-805-2819

E-Mail Address: speters@edaff.com

PERSONAL PROPERTY

All personal property is the sole responsibility of the student. The Institute does not assume liability for any loss or damage. It is recommended that clothing and other small items should be marked clearly with the student's name and address. Vehicles should always be locked to avoid theft.

VISITOR POLICY

Visitors, including family members, may be permitted in the classrooms and other teaching areas only with prior authorization by the Director of Education or designee. Visitors are required to adhere to the same standards of conduct as students.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

An education record is defined as files, materials or documents that contain information directly related to a student. The Institute maintains education records. Education records are supervised by the President and access is afforded to Institute officials for purposes of recording grades, attendance, and advising as well as determining financial aid eligibility.

All students attending this post-secondary Institute shall have the right to inspect, review and challenge their academic records; including grades, attendance, advising and any additional information contained in their education record. Students may request a review of their records by writing the President at the address in this Catalog. Requests for review will be granted within 45 days. The review will be allowed during regular Institute hours under appropriate supervision. Students may also obtain copies of their records for a nominal charge.

Students may challenge the record for the purpose of correcting or deleting any of the contents. The challenge must be made in writing with the reason for the requested change stated fully. Attendance, grades, and course evaluations can be challenged only on the grounds that they are improperly recorded. If, after the hearing, the Institute decides not to amend the record, the student has the right to place on file a statement setting forth his or her view of the contested information.

Generally, the Institute must have on file written permission in order to release any information from the student's educational record, other than directory information as defined in the next paragraph. As a post-secondary educational institution, parental access to students' records will not be allowed without prior consent. The Institute may disclose educational records without consent to any of the following:

- Parents of a student who is a dependent for tax purposes
- School officials with legitimate educational interest
- Other schools to which a student is transferring
- Specified officials for the purposes of audit or evaluation
- Appropriate parties in connection with financial aid to a student
- Organizations conducting certain studies for or on behalf of the Institute's accrediting organizations
- To comply with a judicial order or lawfully issued subpoena
- Appropriate officials in the case of health and safety emergencies
- State and local authorities within the juvenile justice system, pursuant to state-specific law

Directory information includes the student's name, address, email address, telephone number, birth date, program undertaken, degrees conferred and dates of conferral, honors and awards, and dates of attendance. This directory information may be disclosed without the consent of the student unless the student specifically requests that the information not be released. The Institute requires students to present such a request in writing. Written consent is required before education records may be disclosed to third parties with the exception of the accrediting commissions and government agencies so authorized by law.

To make a request to suppress directory information, please complete the Request to Suppress Directory Information form and submit it to the Registrar's Office. Directory information will be suppressed until the student signs a revocation of the request.

PROFESSIONAL LIABILITY AND STUDENT ACCIDENT INSURANCE

The Institute maintains Student Professional Liability insurance on all students and instructors while at externship or clinical sites. Student Professional Liability insurance is malpractice insurance that is intended to pay claims made against a student or an instructor by a third party, such as a patient in the student's care, for injury the third party incurred while being cared for by the student.

All students on clinical sites or externship sites are supervised by approved faculty or clinical on-site personnel. Each student is covered only while supervised at a clinical or externship site. Coverage ceases upon termination of the student's enrollment, either by graduation, withdrawal, or dismissal.

Student Professional Liability Insurance does not cover medical bills that a student may incur if the student gets hurt while performing tasks that are a part of the program curriculum. The Institute maintains Student Accident Insurance which provides limited insurance for accidental injuries that students incur while participating in school-sponsored activities related to the curriculum. Coverage is limited to activities that are part of, and a requirement of, the student's curriculum and which are school sponsored. The Institute recommends all students maintain personal health care insurance. Personal healthcare insurance provides primary coverage of medical bills in the case of an accidental injury while participating in Institute sponsored activities.

In many instances, externship and clinical sites require that students maintain personal health care insurance. Failure to provide proof of personal healthcare insurance at the time of externship or clinical site assignment may prohibit a student from certain sites, and this may delay the completion of the program. The Institute recommends all allied health students maintain personal healthcare insurance to minimize any conflicts with potential clinical sites.

It is the student's responsibility to immediately notify their instructor, or externship/clinical supervisor and the Director of Education faculty about any accident or injury to themselves, to another student or to a patient under their care that might cause liability to the student, externship or clinical site, or the Institute. A written report must also be completed.

HIPAA REQUIREMENT

All those in healthcare must comply with the federal regulations of The Administration Simplification Subtitle of the Health Insurance Portability and Accountability Act of 1996 (HIPAA). This Act requires that individually identifiable patient information be disclosed on a need-to-know basis only. Care must be taken to minimize incidental disclosures and must disclose only minimal amounts of information necessary to accomplish the task. The minimum disclosure standard, however, does not apply to requests for information by a healthcare provider for treatment purposes. For

example, if someone must administer a medication, he or she will have full access to the medical record. This is covered by the patient's consent for treatment.

In order to protect patient/client privacy, all personally identifying information must be removed from student papers, such as care plans and case studies. Information to be removed includes the individual's name, initials, address, phone number, fax number, and social security number. Student papers may not be copied for careless circulation and handling. These written documents containing private health information must be either carefully stored or shredded to prevent the circulation of confidential patient information. Confidentiality and privacy also extend to oral communications which extend beyond the need to know for treatment and/or educational purposes.

Clinical agencies are also mandated to follow HIPAA regulations. Students will therefore be required to meet any and all of the clinical agency's requirements as part of the clinical affiliation.

HIPAA is a federal law. Penalties for wrongful disclosure range from fines and/or imprisonment.

STUDENT ACTIVITIES

Throughout the school year, activities that encourage school spirit and develop student leadership may be offered. The Institute believes that participation in these activities is an important part of the educational process and student involvement is encouraged.

FIELD TRIPS

When appropriate, the Institute may recommend or approve field trips to industrial or professional locations.

HOUSING ASSISTANCE

Although the Institute does not maintain dormitory facilities, students who are relocating and must arrange their own housing may contact the student services department to request a list of community resources.

SIGNIFICANT MEDICAL CONDITIONS

Fortis Institute encourages students to promptly report significant medical conditions to the respective Program Director to prevent danger to the student's health. Fortis Institute encourages students to obtain written clearance from their physician, specifically citing any no restrictions on activity or weightlifting, and to report such restrictions immediately to the student's program director and instructor.

GRIEVANCE PROCEDURE

A student has the right to bring forward a complaint or an item of concern regarding any aspect of his or her educational experience including misapplication of campus policies, rules, regulations, and procedures, or unfair treatment, such as coercion, reprisal, or intimidation by an instructor or other campus employee. Students should initially discuss the complaint or concern with their instructor or Program Director immediately.

A grievance is the escalation of the complaint to a next level authority. If the issue is about an academic decision such as a grade, please see the academic appeals process.

A student has the right to submit a grievance with respect to

- Disciplinary action taken for a violation of student conduct standards
- Admissions decisions
- Tuition and fees
- Financial awards or policies, including satisfactory academic progress
- Educational policies, procedures, and grading concerns

Concerns about academic matters should first be addressed through the Student Appeal Process; concerns about non-academic matters should first be addressed directly with the head of the department or departments involved.

A student wishing to escalate his or her complaint should follow the steps listed below:

1. The first step in the process is to address and resolve the dispute with the person involved through discussion. A student with a grievance or complaint needs to communicate their concerns as soon as possible in order to achieve a resolution in a timely fashion. If the issue cannot be resolved at this level, students have the right to address the issue in writing with the Director of Education
2. If the dispute has not been resolved through addressing the Director of Education, the next step is to submit the issue or concern in writing (e-mail) to the President. The written (e-mail) complaint must be submitted within ten calendar days of the incident or notification of termination. The documentation should include a description of the disputed items, the date or dates when the issue occurred, the reason why the student is requesting a review of the decision and the steps the student has taken to resolve to issue. When submitting the documentation, the student should include the relevant factual evidence, such as evidence of extenuating circumstances. The President will investigate the student's concern, including gathering additional data about the issue or incident as necessary. The President will then convene the Campus Review Committee which will consist of the President and the heads of the relevant departments. It will be at the discretion of the Campus Review Committee to determine if a meeting with the student is appropriate to address the grievance and develop a plan to achieve a resolution.

A response from the Campus Review Committee will be provided to the student within ten calendar days. All decisions will be provided in writing (e-mail) and may be delivered to the student in person if the student is on campus as well as to the student's mailing address (e-mail) of record with acknowledgement of receipt required.

3. If the dispute has not been resolved or if the student is still unsatisfied with the response in Step 2, the student may take a third step and file the appeal to the Regional Vice President of Education Affiliates. This appeal must also be in writing and must be received in the corporate office (5026-D Campbell Boulevard, Baltimore, Maryland 21236) within seven calendar days of being notified of the Campus Review Committee's decision. The appeal to the Regional Vice President may also be submitted by e-mail. The Regional Vice President will conduct an investigation of the issue and will respond to the student within seven calendar days of receiving the escalated grievance. All decisions will be provided in writing (e-mail) and will be delivered to the student in person if the student is on campus and will also be sent to the student's official school e-mail and the mailing address of record with acknowledgement of receipt required.
4. If the dispute has not been resolved (the student is still unsatisfied with the response), the student may submit a request for reconsideration of the decision to the appropriate individual/s (depending on the student's program of study). Non-nursing students will submit the request for reconsideration to the Corporate Vice President (VP) of Education at Education Affiliates and nursing students will submit this request to the Corporate Vice President of Nursing. This request for reconsideration must be submitted in writing (e-mail) to the appropriate person within ten calendar days of being notified of the Regional Vice President's decision. The Corporate VP of Education (or

Nursing) will conduct his or her own investigation of the issue and will respond to the student within seven calendar days of receiving the request for reconsideration. All decisions will be provided in writing and delivered to the student in person if the student is on campus or to the student's official e-mail address or mailing address of record with acknowledgement of receipt required.

5. If the dispute remains unresolved after evaluation by the VP of Education of Education Affiliates, the student may choose to address his or her concerns by directing them to the State Licensing Authority or the Institute's accrediting body. Students who reside out of state may contact any of the agencies listed below or contact the President for information about agencies in their local area.

The title and address of the state licensing authority is:

Texas Workforce Commission
Career Schools, and Institutes
Room 104-T, 101 East 15th Street,
Austin, TX 78778,
(512) 936-3100

Texas Higher Education Coordinating Board
1200 E. Anderson Lane
Austin, TX 78752
(512) 427-6101
www.thecb.state.tx.us/studentcomplaints

The title and address of the institutional accrediting commission is:

Accrediting Commission of Career Schools and Colleges (ACCSC)
22101 Wilson Boulevard
Suite 302 Arlington, Virginia 22201
(703) 247-4212
(703) 247-4533

STUDENT COMPLAINT PROCEDURE

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filing the ACCSC Complaint Form. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

Accrediting Commission of Career Schools & Colleges
2101 Wilson Boulevard, Suite 302
Arlington, VA 22201 (703) 247-4212
www.accsc.org | complaints@accsc.org

A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting complaints@accsc.org or at <https://www.accsc.org/Student-Corner/Complaints.aspx>.

If the student has been dismissed, the student will remain dismissed until the matter is resolved. If the matter is resolved in the student's favor the student will be reinstated at the next available course start date.

If the student's eligibility for Financial Aid has been suspended, the student may remain in school during the Appeals process.

COURSE DESCRIPTIONS

EXPLANATION OF COURSE NUMBERING SYSTEM

The first three letters identify the subject area. For example, AHP represents courses in the Allied Health Professions subject area.

AHP	Allied Health Professions
BUS.....	Business
BIO.....	Biology
COM.....	Communications
DAS.....	Dental Assisting
ENG.....	English
HCM.....	Healthcare Management
HVR.....	Heating, Ventilation, Air Conditioning and Refrigeration
MAS.....	Medical Assisting
MAT.....	Mathematics
MBC.....	Medical Billing and Coding
MED.....	Medical Technology Professions
MLT.....	Medical Laboratory Technology
MOA.....	Medical Office Administration
PSY.....	Psychology
RAD.....	Radiologic Technology
SCI.....	Science
SGT.....	Surgical Technology
SKW.....	Skilled Workforce Professions
SOC.....	Sociology
SPT.....	Sterile Processing Technician

The first number represents the level of the course: 100 series courses are generally first academic year courses or do not have pre-requisite requirements; 200 series courses are generally second academic year; courses or the course requires completion of a pre-requisite.

AHP101 Introduction to Health Professions

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

Prerequisite(s): None

In this course, students will gain an overview of health professions and learn the basics of medical terminology, life support, and infection control. Students will also learn directives and guidelines set forth by government agencies for healthcare facilities and professionals. To help students transition successfully into Institute environment, this course also explores learning strategies such as reading and critical thinking, test-taking, and using computer technology for resources and class assignments.

AHP105 Medical Terminology

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

Prerequisite(s): None

This course will introduce students to the terminology associated with medical language. To function effectively in the health profession students must understand the structure of medical language, including prefixes, suffixes, root words, and medical abbreviations. Through virtual laboratory assignments, terminology relative to the body systems is presented to help the student understand medical terminology. In addition to studying the medical terminology, the course briefly covers disease processes and treatment modalities such as psychiatry, oncology, radiology, and nuclear medicine. This introductory course provides a basis for a more in-depth study of human anatomy and physiology.

AHP106 Medical Anatomy and Physiology

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

Prerequisite(s): None

Students are introduced to anatomical structures and physiological function of the human body. This course defines the integumentary, skeletal, muscular, nervous, endocrine, cardiovascular, respiratory, digestive, urinary and reproductive systems. Virtual practical laboratory experiences included in the course provide an understanding of basic anatomy and physiology which is the foundation for a career in health professions.

AHP200 Communications for Health Professionals

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

Prerequisite(s): None

This course introduces students to the basic skills of counseling and communication, which are the foundation for all professional interactions. Further, students will understand basic psychological defense mechanisms, which show up throughout therapeutic interactions; they will know how to deal with patients who are facing incredible losses, and they will comprehend the significance of human development throughout the lifespan. They will recognize the need to serve special populations and to apply their skills to disease prevention. Additionally, they will learn to work and communicate well within an interdisciplinary team; apply the highest ethical standards of their chosen professions; recognize and respond appropriately to all forms of abuse and discrimination, and address and prevent legal issues. All of the above are placed within a multicultural context allowing the health professional to better reach all patients.

BIO205 Microbiology

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

Prerequisite(s): None

The microbial world is composed of an incredibly diverse group of microorganisms. Many are distinguished by their remarkable ability to cause human disease. This course is a study of microorganisms and the manner in which they affect health; characteristics, growth requirements, methods of transfer and reactions of the body toward invading organisms; principles underlying immunity; food, water, industrial and ecological microbiology. Therefore, this course will also include host defense mechanisms that interact with microorganisms. At the end of this course, you will understand what types of diseases viral, fungal and bacterial pathogens can cause. Furthermore, you will know the general mechanisms of how they cause disease.

BUS101 Fundamentals of Business Management

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

Prerequisite(s): None

Fundamentals of Business Management explores relevant concepts of business such as marketing, ethics, finance, communication, and accounting. Students will be engaged through economic case studies, finance videos, and discussions on product pricing while collaborating on assignments that delve deeper into the important role business plays in today's economy. Upon completion of this course, students will have expanded their knowledge of business terminology and be acquainted with new opportunities and fundamental topics in business.

BUS201 Human Resource Management

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

Prerequisite(s): BUS101

Human Resource Management presents strategies for effectively managing and developing employees. Students will be introduced to human resource management through company case studies and research projects focused on laws and employment, recruiting, hiring, employee benefits, performance appraisals, and compensation programs. Upon completion of this course, students will be equipped with the tools and practices of human resource management and understand how the trends and opportunities of this expanding field impact the success of an organization.

COM205 Effective Communication

4.0 Credits

40 Clock Hours (40 Lecture)

Prerequisite(s): None

This course introduces the students to communicate with the goal of helping them become more effective in verbal and nonverbal communication and managing interpersonal and group communication. The course focuses on applying practical principles to one's daily life, in both formal and informal settings. Through the analysis of psychological, social, cultural and linguistic factors that influence person-to-person interactions, students receive feedback and learn strategies for improving their own communication.

DAS110 Fundamentals of Dental Assisting

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

Prerequisite(s): None

This course presents the foundational principles of the dental assisting profession, the science of dentistry, and an introduction to dental communications. The course includes the roles and functions of the dental team, and laws affecting ethics and the practice of dentistry. Students will gain a working vocabulary that includes terminology related to oral, dental, and head and neck anatomy. Students will be introduced to dental office communication and business operating systems.

DAS116 Infection Control

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

Prerequisite(s): None

This course presents the background, importance, and practical application of disease transmission prevention and infection control in dentistry. This includes infection prevention and control practices, the chain of infection, standard and transmission-based precautions, barriers, and use of personal protective equipment (PPE), and strategies for preventing the spread of infectious disease to healthcare workers and patients. Also presented is an introduction and comprehension of regulatory agency guidelines.

DAS120 Dental Procedures and Techniques

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

Prerequisite(s): DAS110

This course presents the foundation of chairside dental assisting in the delivery of dental care to include dental instrument identification and use, and moisture and pain control methods. Patient information and assessment skills detailed are patient information and assessment, an understanding of oral diagnosis and treatment planning process, the needs of the special needs and the medically compromised patient, principles of pharmacology, assisting in a medical emergency, patient assessment and oral pathology.

DAS125 Dental Materials and Lab Techniques

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

Prerequisite(s): DAS110

This course presents the fundamentals of materials used in restorative dentistry including laboratory techniques and procedures. The properties of the dental materials are covered such as restorative and esthetic materials, liners, bases, and bonding materials, cement, and impression materials. Labs will cover applications and uses of dental materials.

DAS130 Dental Restorative Procedures

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

Prerequisite(s): DAS110

The goal of this course is to introduce students to the practices in dentistry. The student should be able to describe dental procedures including general dentistry, restorative dentistry, fixed prosthodontics, provisional coverage, removable prosthodontics, and implant dentistry.

DAS135 Dental Radiology

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

Prerequisite(s): DAS110

This course provides lecture and laboratory-based instruction on the exposure and processing techniques of diagnostic

dental films. Students will also learn the basic principles of radiation physics and the concepts of radiation safety in the dental office. Radiographic instruction includes intraoral x-ray, panoramic x-rays, and an overview of digital x-ray systems. Using a radiographic simulator, students will develop a portfolio of radiographs they have taken to demonstrate competence in exposing, processing and mounting intra and extraoral radiographs on a variety of patient types.

DAS140 Dental Office Procedures and Billing

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

Prerequisite(s): None

This course will prepare students for administrative tasks in a dental office. Students are provided with an overview of the dental office management systems: computerized dental practice, information management, patient scheduling, recall systems, inventory management, and dental office business equipment. Managing dental office finances entails financial arrangements and collection procedures, insurance processing, and accounts payable and accounts receivable. Students are introduced to DENTRIX, dental practice management software. Class activities involve working through patient simulation exercises. While progressing through DENTRIX's menus and windows, students learn to input patient information, schedule appointments, and handle billing. The rules and function of the Health Insurance Portability and Accountability Act of 1996, Administrative Simplification, as it applies to the dental health care system, are reviewed.

DAS145 Dental Specialties and Expanded Functions

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

Prerequisite(s): DAS135

In this course, students will explore expanded dental assistant functions within the dental specialties endodontics, periodontics, oral and maxillofacial surgery, pediatric dentistry, and orthodontics. The basics of coronal polishing and dental sealants are presented along with advanced instruction on radiography.

DAS151 Dental Capstone

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

Prerequisite(s): DAS135

This course provides a comprehensive review of program contents to prepare students to enter the externship experience. Students are also given an opportunity to review clinical skills acquired throughout the program. Professional ethics and local jurisprudence, communication, business office procedures, infection and hazard control, instrumentation, illumination, radiology, dental charting and chairside functions are reviewed.

DAS190 Externship I

6.0 Credits

160 Clock Hours (10 Lecture /150 Extern Hours)

Prerequisite(s): ** All preceding program courses as prerequisites

This course allows the student to apply what they have learned in the program curriculum to practical use in a healthcare facility under the supervision of a preceptor on the site. Through the externship experience, the student gains first-hand knowledge of the workplace and perform the assigned duties to meet the expectations in a professional setting. Students are expected to adapt to the work environment and reflect regularly on their learning and observations. The externship work performed, is not to be paid.

DAS195 Externship II

6.0 Credits

160 Clock Hours (10 Lecture /150 Extern Hours)

Prerequisite(s): ** All preceding program courses as prerequisites

This course allows the student to apply what they have learned in the program curriculum to practical use in a healthcare facility under the supervision of a preceptor on the site. Through the externship experience, the student gains first-hand knowledge of the workplace and perform the assigned duties to meet the expectations in a professional setting. Students are expected to adapt to the work environment and reflect regularly on their learning and observations. The externship work performed, is not to be paid.

ENG101 English Composition

4.0 Credits

40 Clock Hours (40 Lecture)

Prerequisite(s): None

Writing skills are essential to professional success. In this course students learn the major aspects of writing, beginning with components of the essay, and ending with full essays of different modes of composition. Students go through the various writing stages and strategies and learn to adapt them to their own writing and learning preferences. They also acquire skills for generating ideas, preliminary outlining, topic selection, and drafting while learning to revise, rewrite, and polish structure and style for effective communication.

HCM210 Medical Office Management

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

Prerequisite(s): None

This course is designed to provide students and practitioners with practical information and managerial tools that are requisite in the successful management of medical practices. Leadership roles in human resources, finances, and business are discussed, along with related ethical and legal issues. Students will review aspects of administrative duties and explore the manager's role in risk management especially related to billing, insurance fraud, and insurance abuse.

HCM215 Financial Aspects of Healthcare

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

Prerequisite(s): None

A course for non-financial managers who will be involved in the financial aspects of healthcare and need basic knowledge of financial management and healthcare finance. It includes an overall explanation of healthcare financial management, payor/provider payment mechanisms, financial accounting terminology and how it works, review of financial reports (e.g., income statements, balance sheets, budgets, subsidiary ledgers, and cost reports), and the managerial component that is necessary for everyday management in a healthcare setting.

HCM220 Risk Management in Healthcare Settings

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

Prerequisite(s): None

This course provides the student with an overview of the risk management process for healthcare. Components of the risk management process covered are responsibilities, laws, and regulations, surveying bodies, elements of a risk management plan, loss exposure, and prevention, patient issues, patient safety, ethical considerations, emergency management, documentation, claims, and information system needs supervision of a preceptor on the site. Through the externship experience, the student gains first-hand knowledge of the workplace and perform the assigned duties to meet the expectations in a professional setting. Students are expected to adapt to the work environment and reflect regularly on their learning and observations. The externship work performed, is not to be paid.

SKW101 Introduction to the Skilled Professions

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

Prerequisites: None

In this course students will receive an overview of the trades' professions, and learn the basics of safety, equipment uses and a variety of construction prints. Students will learn directives and guidelines set forth by government agencies for the trade's career field. To help students transition successfully into the college environment, this course also explores learning strategies such as reading, critical thinking, test-taking, and using computer technology for resources and class assignments.

HVR105 Thermodynamics

Quarter Credit Hours: 4.0

Total Contact Hours: 60 (20 for Lecture & 40 for Laboratory)

Prerequisite: None

In this course, students become familiar with the principles and theory of thermodynamics and how they apply to the HVAC-R industry. The components and features of the HVAC-R system are introduced. Students will also be introduced to Manual "J" calculations. At the conclusion of this course, students will have a basic understanding of heat, pressure, temperature, conduction, and radiation.

HVR110 Practical Applications of Electricity

Quarter Credit Hours: 4.0

Total Contact Hours: 60 (20 for Lecture & 40 for Laboratory)

Prerequisite: None

This course delivers the practical applications of electricity in relation to the Heating, Ventilation, Air Conditioning (HVAC) systems & the electrical panels. Topics include basic principles of electricity, circuits, interpreting wiring diagrams, the principles of electric motors and testing, troubleshooting, servicing, maintaining and installing HVAC electrical components. Students will be focusing on alternating current circuits, proper wiring of electrical boards, the application of electrical laws to practical wiring applications and safety in the process.

HVR115 HVACR Controls

Quarter Credit Hours: 4.0

Total Contact Hours: 60 (20 for Lecture & 40 for Laboratory)

Prerequisite: None

In this course, students gain a basic understanding of the principles and theory of controls used in the HVACR industry. Students will apply electrical and energy theory to applications; learn control components, the basics of troubleshooting, and types of electric motors. At the completion of this course, the student will be prepared to use Ohms law to analyze circuits, identify types of mechanical electromechanical, and electronic controls to sense and control temperature, level, flow, and pressure, the use of basic electrical troubleshooting techniques, and identify types of motors and state their characteristics.

HVR120 Controls, Motors and Motor Controls

Quarter Credit Hours: 4.0

Total Contact Hours: 60 (20 for Lecture & 40 for Laboratory)

Prerequisite: None

In this course, students will be introduced to direct digital controls (DDCs): control applications, types of control systems, and components. The application of motors: safety, voltages, environments, insulation, bearings, and drives. Motor controls: safety, control devices, motor protection, and troubleshooting electric motors. Upon completion of this course, the student will be prepared to explain control terminology, describe electronic control components, explain service factor amperage (SFA), full load amperage (FLA), and rated load amperage (RLA); and describe motor applications.

HVR125 Refrigerants

Quarter Credit Hours: 4.0

Total Contact Hours: 60 (20 for Lecture & 40 for Laboratory)

Prerequisite: HVR105

This course introduces the physics of the basic refrigeration cycle, refrigerants, the pressure and temperature relationship, and pressure-enthalpy to the student. The methods and principles associated with evacuation, recovery, and charging of refrigeration and air conditioning equipment are explored. At the completion of this course students will be prepared to identify the main components in a refrigeration cycle, use a pressure-temperature chart, measure superheat and sub-cooling, plot a pressure-enthalpy diagram, correctly recover, evacuate and charge an air conditioning or refrigeration system within compliance of EPA608 guidelines, identify refrigerants, and determine the temperature application.

HVR130 Residential Air Conditioning

Quarter Credit Hours: 4.0

Total Contact Hours: 60 (20 for Lecture & 40 for Laboratory)

Prerequisite: HVR125

In this course, students become familiar with indoor air quality and major air conditioning system components including condensers, compressors, accumulators, suction lines, evaporators, metering devices, receivers, suction-, discharge-, liquid- and condensate lines. How equipment is selected using manual J heat gain and heat loss calculations are explored. At the end of this course, the student will have a foundation of indoor air quality issues and methods that can address these issues. The student will be able to speak about the use of manual J to apply a proper selection of equipment and installation and use of major air conditioning components.

HVR135 Commercial Air Conditioning

Quarter Credit Hours: 4.0

Total Contact Hours: 60 (20 for Lecture & 40 for Laboratory)

Prerequisite: HVR125

This course focuses on the installation, start-up, and operation of commercial air-conditioning equipment. High-pressure, low-pressure, absorption chilled-water systems, cooling towers and pumps, operation, maintenance, and a troubleshooting of chilled water air conditioning systems, commercial packaged rooftop equipment, economizers, variable air volume, variable refrigerant flow, and variable airflow system will be covered. Upon completion of this course, students will be able to recognize components and types of commercial air conditioning systems.

HVR140 Commercial Refrigeration Concepts

Quarter Credit Hours: 4.0.

Total Contact Hours: 60 (20 for Lecture & 40 for Laboratory)

Prerequisite: HVR125

Commercial Refrigeration Concepts provides the student with a basic understanding of the components, methods, principles, and troubleshooting associated with HVAC-R equipment used in commercial HVAC-R systems. Topics include the major components, controls, and accessories used in refrigeration systems, the identification of appropriate systems for given applications, and diagnosis and service of refrigeration systems. At the end of this course, students will be able to define, describe and identify the concepts, functions, components and troubleshooting strategies involved in commercial refrigeration.

HVR141 Industrial Refrigeration and Commercial Air Conditioning

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

Prerequisite: HVR125

Industrial Refrigeration provides the student with a basic understanding of the components, methods, and principles associated with large-scale industrial facilities. Topics include the components, processes and troubleshooting of chillers, cooling towers and chilled water air conditioning systems. At the end of this course, students will be able to define, describe and identify the concepts, functions, and components involved in servicing industrial-style refrigeration systems. Additionally, this course focuses on the installation, start-up, and operation of commercial air-conditioning equipment. High-pressure, low-pressure, absorption chilled-water systems, cooling towers and pumps, operation, maintenance, and a troubleshooting of chilled water air conditioning systems, commercial packaged rooftop equipment, economizers, variable air volume, variable refrigerant flow and variable air flow system will be covered. Upon completion of this course students will be able recognize components and types of commercial air conditioning systems.

HVR145 Industrial Refrigeration

Quarter Credit Hours: 4.0

Total Contact Hours: 60 (20 for Lecture & 40 for Laboratory)

Prerequisite: HVR125

Industrial Refrigeration provides the student with a basic understanding of the components, methods, and principles associated with transport refrigeration and in large-scale industrial facilities. Topics include methods of refrigerated transport, and the components, processes, and troubleshooting of chillers, cooling towers and chilled water air conditioning systems. At the end of this course, students will be able to define, describe and identify the concepts, functions, and components involved in servicing transport- and industrial-style refrigeration systems.

HVR150 Electric Heat and Heat Pumps

Quarter Credit Hours: 4.0

Total Contact Hours: 60 (20 for Lecture & 40 for Laboratory)

Prerequisite: HVR105

Students are introduced to the principles and theory of electric heat and heat pump systems. The focus is on the equipment and controls of electric heating and how to maintain, test, and troubleshoot electrical problems. This course also provides students with a basic understanding of the principles and theory of heat pumps. The equipment and controls of air-source and geothermal heat pumps are covered. At the completion of this course, the student should be prepared to identify the components, trace electrical schematics, describe operating sequence, and perform basic maintenance and tests in troubleshooting electric heat and heat pump systems.

HVR155 Gas Heating Systems

Quarter Credit Hours: 4.0

Total Contact Hours: 60 (20 for Lecture & 40 for Laboratory)

Prerequisite: HVR105

Gas Heating Systems exposes students to the theory of gas combustion and gas heating equipment and controls. Throughout the course, students gain practical knowledge of gas furnaces along with safety considerations, and students will implement techniques used for troubleshooting, maintaining, and installing gas-heating equipment. After successfully completing this course, students will have the knowledge and skills necessary to begin supervised service and maintenance as well as the installation of gas heating systems.

HVR161 Regional Systems

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

Prerequisite: HVR105

The Regional Systems course allows a custom approach to the needs of each region of the country. Where heating with oil is not a common heating method, or where State or regional certifications are required, this course can be tailored to the needs of each school. Oil Heating introduces students to the equipment and controls of oil heating components. Solar Energy teaches the integration of solar energy systems to the HVAC industry. The installation and operation of Mini-Splits are discussed, along with installation and tune-up techniques for single and multi-split heat pump systems. Zoning Controls teaches the operation and wiring of ducted zone systems. Duct Fabrication gives hands-on experience with the most common air distribution techniques. And the Natural Gas Technician provides specific regional instruction on gas pipe sizing, combustion air requirements, and venting for natural gas appliances.

HVR165 HVAC System Performance

Quarter Credit Hours: 4.0

Total Contact Hours: 60 (20 for Lecture & 40 for Laboratory);

Prerequisite: None

This course provides the student with the basic principles for the design and installation of HVACR equipment and how these practices assure proper system performance. The principles and theory of airflow requirements, indoor air quality, duct design, load calculation, and sheet metal fabrication are covered in this course. Manual "J" will be introduced. At the completion of this course, the student will be prepared to develop a basic load calculation resulting in a properly sized system, recognize good installation practices and analyze system performance.

HVR170 Water-Based Heating Systems

Quarter Credit Hours: 4.0

Total Contact Hours: 60 (20 for Lecture & 40 for Laboratory)

Prerequisite: HVR105

Water-Based Heating Systems introduces students to the equipment and controls of hot water and steam-based heating systems, as well as the strategies used to reduce indoor air pollution. Throughout the course, students will gain valuable knowledge and experience with safety procedures, tools, piping, valves, and control systems used with water-based heating systems, and the tools and components used for providing indoor quality air. After successfully completing this course, students will have the knowledge and skills necessary to begin supervised maintenance and repair of water-based heating systems, and be able to explain procedures used to create indoor quality air.

HVR175 HVAC Troubleshooting and Service Calls

Quarter Credit Hours: 4.0

Total Contact Hours: 60 (20 for Lecture & 40 for Laboratory)

Prerequisite: HVR105

This course provides the student with the basic principles for troubleshooting HVACR equipment. The methods for repairing problems identified in HVACR equipment are practiced. The focus is on HVACR service calls for residential and commercial equipment. At the completion of this course, the student will be prepared to make service calls for troubleshooting and repairing problems in basic HVACR equipment.

HVR180 EPA Certification Preparation

Quarter Credit Hours: 4.0

Total Contact Hours: 60 (20 for Lecture & 40 for Laboratory)

Prerequisite: HVR105

This course provides an extensive review of refrigeration and air conditioning systems fundamentals and lab practical. The Core, Type I, Type II and Type III certifications will be covered. Emphasis will be placed on the safe and proper handling of refrigerants in compliance with Section 608 of the Clean Air Act. At the end of this course, the student will be prepared for the EPA Certification—Universal Exam.

MAS110 Clinical Procedures and Techniques

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

Prerequisite(s): None

This course is an introduction to clinical procedures performed in the medical office. Students practice obtaining vital signs and medical histories, maintaining exam rooms, preparing for and assisting with routine and specialty exams, and performing diagnostic testing, including eye and respiratory testing. OSHA standards, communication techniques, cultural diversity, charting, patient education, therapeutic modalities, assistive devices, and nutritional and wellness concepts are also covered.

MAS115 Laboratory Procedures and Techniques

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours) Prerequisite(s): MAS110

This course introduces basic medical laboratory techniques, diagnostic imaging tests, and cardiac diagnostic tests performed in the medical office. Laboratory terminology and the medical assistant's responsibility in specimen collection and processing, including urine, blood, microbiology and immunology testing, and phlebotomy are discussed. Safety, infection control, and OSHA guidelines are reinforced. Quality assurance, laboratory mathematics, and federal and state regulations regarding clinical laboratories are also addressed.

MAS120 Human Diseases and Pharmacology

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours) Prerequisite(s): None

This course will introduce the students to the common diseases that affect the body systems. A review of body systems along with the causes, signs, symptoms, and treatments of the diseases will be discussed. Students will learn about the medications used as treatments. An emphasis on drug action, classification, patient education, and common side effects of these medications will be provided.

MAS125 Invasive Clinical Procedures

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours) Prerequisite(s): MAS110

Students learn terminology and skills related to medication administration and assisting with minor surgery. Pharmacology principles and math, elements of prescriptions, TB and allergy testing, phlebotomy, and surgical supplies and instruments are discussed, along with the medical assistant's role in assisting with surgical procedures. Emergency preparedness concepts and the medical assistant's role in medical emergencies are reinforced. Safety, infection control and federal regulations regarding medications and surgical procedures are addressed.

MAS135 Certification Review and Career Development

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours) Prerequisite(s): MAS110

This course provides a review of all skills acquired during prior Medical Assisting classes, including injections and phlebotomy. Through a comprehensive review, the student will prepare to sit for the national Certified Medical Assistant examination. Career development and employment seeking related topics will be discussed, including cover letters, resumes, applications, and professionalism during interviews, answering interview questions, appropriate follow-up after the interviews, and continuing education. Life skills and professional behavior will also be addressed.

MAS190 Externship

6.0 Credits

180 Clock Hours (180 Externship Hours)

Prerequisite(s): All program courses

This course allows the student to apply what they have learned in the program curriculum to practical use in a healthcare facility under the direct supervision of a preceptor on the site. Through the externship experience, the student gains first-hand knowledge of the workplace and perform the assigned duties to meet the expectations in a professional setting. Students are expected to adapt to the work environment and reflect regularly on their learning and observations. The externship work performed, is not to be paid.

MAT101 College Mathematics

4.0 Credits

40 Clock Hours (40 Lecture)

Prerequisite(s): None.

This is an introductory College mathematics course with the goal of teaching students to think mathematically and solve real-world problems by applying mathematical concepts and principles. Emphasis will be placed on numeration, whole numbers, fractions, mixed numbers, and decimals. Also included are the concepts of variables, ratios, proportions, solving simple equations in one variable, percent, basic geometry, solving applied problems, and operations with integers.

MBC110 Procedural and Diagnostic Coding

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

Prerequisite(s): MOA115

This course expands the basic diagnostic and procedural coding fundamentals already introduced. Students will use the ICD-9-CM and ICD-10-CM, CPT 4, and HCPCS Level II coding manuals to apply principles of diagnosis and procedural coding. Students learn diagnosis coding systems with detailed instruction on how to code and properly apply the guidelines for ICD-9-CM, Volumes I, II, and III and ICD-10-CM, Volumes I and II. It also provides in-depth coverage of procedural coding systems with detailed instruction on CPT 4 coding for Anesthesia, Evaluation and Management services, surgical procedures, Pathology, Laboratory, Radiology, and Medicine. HCPCS Level II coding for procedures, services, and supplies is also taught.

MBC115 Hospital, Surgical, and Medical Coding

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

Prerequisite(s): MBC110

This course provides the student with practical applications of Diagnostic and Procedural Coding Systems for facilities. Students will expand their knowledge of coding by abstracting the appropriate information from hospital records, surgical/operative reports, and medical case studies to accurately assign diagnoses and procedure codes to be used on the hospital CMS-1450 insurance claim form and for electronic claims. Students will also acquire a working knowledge of MS-DRGs (Medicare Severity Diagnosis Related Groups) assignment.

MBC120 Physician Coding

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

Prerequisite(s): MBC110

This course provides the student with practical applications of diagnostic and procedural coding systems for physician billing. Students will expand their knowledge of coding by abstracting the appropriate information from provider's progress notes and treatment plans in private clinics and other outpatient entities provided by physician's and mid-level providers to accurately assign diagnoses and procedure codes to be used on the CMS-1500 insurance claim form and for electronic submissions.

MBC125 Reimbursement Methods and Procedures

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

Prerequisite(s): MOA115

This course reviews the different types of insurance programs, payer specific guidelines, and reimbursement issues. This will include a review of diagnostic and procedural coding and Medicare Severity Diagnosis Related Groups (DRGs), explanation of the Resource- Based Relative Value Scale (RBRVS), Ambulatory Payment Classifications (APCs), and the National Correct Coding Initiative (NCCI). Review of insurance claims processing steps, patient billing, payment determinations, and calculations for insurance and private pay payments, and interpretation of the explanation of benefits (EOB) are integral parts of this course. Through application exercises, the student will evaluate and respond to claims denials and site resubmission requirements and will endorse the ability to process appeals. A review of insurance plans and regulation, insurance math, claims administration organizations, billing concepts, and terminology associated with accounts receivable and accounts payable are integrated into the course.

MBC130 Capstone and Career Development

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

Prerequisite(s): MBC110

This course provides a complete overview of all information and skills acquired during prior Medical Coding and Billing courses. Through a comprehensive review, the student will prepare to sit for one of the National Certified Coding Examinations. Utilizing course exercises, the students will engage in all phases of professional development relative to employment.

MBC190 Externship

6.0 Credits

180 Clock Hours (180 Externship Hours)

Prerequisite(s): All program courses

This course allows the student to apply what they have learned in the program curriculum to practical use in a healthcare facility under the direct supervision of a preceptor on the site. Through the externship experience, the student gains first-hand knowledge of the workplace and perform the assigned duties to meet the expectations in a professional setting. Students are expected to adapt to the work environment and reflect regularly on their learning and observations. The externship work performed, is not to be paid.

MED110 Anatomy and Physiology I

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

Prerequisite(s): None.

This course presents an introduction to the structure and function of the human body, including basic cellular principles, the skin, skeletal tissues, joints, and the muscular system. Also included, are the nervous system cells, central and peripheral nervous systems, sense organs, and endocrine system. Medical terminology associated with the systems covered in this course is also included. Virtual laboratory experiences are included in the course.

MED115 Anatomy and Physiology II

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

Prerequisite(s): MED110

This course presents an introduction to the structure and function of the human body, including transportation of blood and its many vital functions, including how it links the body's internal and external environments. This course also includes instruction in the following systems: cardiovascular, lymphatic and Immunities, digestive, and nutrition, respiratory, urinary and reproductive. Also covered is the importance of maintaining homeostasis in the body by balancing water and electrolytes. Medical terminology associated with the systems covered in this course is also included. Virtual laboratory experiences are included in the course.

MOA110 Medical Office Procedures

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

Prerequisite(s): None

Students gain a working knowledge of reception procedures and office management skills utilized in the medical environment. Knowledge and skills related to scheduling appointments, written and oral communication including telephone techniques, reception duties, and emergency procedures are introduced. Students will learn how computers impact the medical office environment. In addition, administrative terminology, legal, ethical, and safety concepts related to the medical office will be addressed.

MOA115 Medical Records and Insurance

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

Prerequisite(s): None

Students explore the fundamentals of paper and electronic medical record management, fee determination, billing methodology, and collection processes. Students perform basic bookkeeping, coding, and third-party billing procedures. Financial management of the medical office and various medical insurance plans are discussed along with related terminology and legal regulations.

MOA120 Electronic Health Records

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

Prerequisite(s): None

This course focuses on the various aspects of electronic health records including standards, setup, administration, patient charts, office visits, clinical tools, templates, and pop-up text. Other topics covered include tests, procedures, and diagnosis codes, productivity center, and utilities. Students will gain invaluable real-world experience through the use of the Spring Charts EHR software program. Taken as a whole, this course is designed to provide each student with the necessary tools needed to be successful in the rapidly growing field of electronic health records.

MOA125 Medical Insurance and Billing

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

Prerequisite(s): MOA115

This course builds on the foundational insurance and billing information. Students will learn in-depth concepts regarding health insurance, including the types and sources of health insurance, Medicaid, Medicare, and other carriers. To help understand the billing aspects, students will learn more about the CMS-1500, universal claims form. Legal regulations and ethical issues relating to insurance and claims will be examined.

MOA130 Bookkeeping in the Medical Office

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

Prerequisite(s): MOA115

Building on the prior coding, billing, and collection information, this course introduces students to medical practice finance and practice management. Terminology and concepts related to accounting, banking, financial records, and payroll records will be discussed. Diagnostic and procedural coding procedures are reviewed, and customer service concepts are addressed. Related legal and ethical issues will be examined.

PSY101 General Psychology

4.0 Credits

40 Clock Hours (40 Lecture)

Prerequisite(s): None

This course provides a general overview of human psychology with special emphasis given to emotion. It begins by laying a foundation of psychology intertwined with critical thinking. Areas of study include the brain and human development, learning and memory, motivation and emotion, personality, psychological disorders, and associated common therapies. This course discusses basic psychological concepts focusing on improving the quality of life thereby strengthening the ability to perceive, control and evaluate emotions of oneself and others.

RAD101 INTRODUCTION TO RADIOGRAPHY

4.0 Credits

50 Clock Hours (30 Lecture /20 Lab Hours)

Content provides an overview of the foundations of radiography and the practitioner's role in the health care delivery system. Principles, practices and policies of health care organizations are examined and discussed in addition to the professional responsibilities of the radiographer. Content also provides a foundation in ethics and law related to the practice of medical imaging. An introduction to terminology, concepts and principles will be presented. Students will examine a variety of ethical and legal issues found in clinical practice. Content provides the knowledge base necessary to perform standard imaging procedures. Consideration is given to the evaluation of optimal diagnostic images

Prerequisite(s): None

RAD105 INTRODUCTION TO PATIENT CARE

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

Content provides the concepts of optimal patient care, including consideration for the physical and psychological needs of the patient and family. Routine and emergency patient care procedures are described, as well as infection control procedures using standard precautions. The role of the radiographer in patient education is identified.

Prerequisite(s): None

RAD110 RADIATION BIOLOGY AND PROTECTION

4.0 Credits

40 Clock Hours (40 Lecture Hours)

Content provides an overview of the principles of the interaction of radiation with living systems. Radiation effects on molecules, cells, tissues and the body as a whole are presented. Factors affecting biological response are presented,

including acute and chronic effects of radiation. Content also presents an overview of the principles of radiation protection, including the responsibilities of the radiographer for patients, personnel and the public. Radiation health and safety requirements of federal and state regulatory agencies, accreditation agencies and health care organizations are incorporated.

Prerequisite(s): MED115, MAT101, RAD101

RAD115 POSITIONING – CHEST, ABDOMEN AND UPPER EXTREMITIES

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

Content provides the knowledge base necessary to perform standard imaging procedures of the chest, abdomen, and upper extremities. Consideration is given to the evaluation of optimal diagnostic images.

Prerequisite(s): MED115, RAD101

RAD120 RADIOGRAPHIC IMAGE PRODUCTION

4.0 Credits

50 Clock Hours (30 Lecture /20 Lab Hours)

This course is designed to introduce the radiologic sciences and to establish a knowledge base in factors that govern the image production process. Also presented are guidelines to enhance basic math skills and the radiation physics needed for the radiologic technologist. Factors that affect image quality are also explored.

Prerequisite(s): MAT101

RAD125 POSITIONING – LOWER EXTREMITIES AND PELVIS

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

Content provides the knowledge base necessary to perform standard imaging procedures of the lower extremities and pelvis. Consideration is given to the evaluation of optimal diagnostic images.

Prerequisite(s): RAD115

RAD130 DIGITAL RADIOGRAPHIC IMAGE PRODUCTION

4.0 Credits

50 Clock Hours (30 Lecture /20 Lab Hours)

Content imparts an understanding of the components, principles and operation of digital imaging systems found in diagnostic radiology. Factors that impact image acquisition, display, archiving quality and retrieval are discussed.

Prerequisite(s): RAD120

RAD135 RADIATION PHYSICS

4.0 Credits

40 Clock Hours (40 Lecture Hours)

Content establishes a basic knowledge of atomic structure and terminology. Also presented are the nature and characteristics of radiation, x-ray production and the fundamentals of photon interactions with matter. The different types of generators and their efficiency are also explained. The need for filtration and its benefit to the patient and the technologist is defined.

Prerequisite(s): MAT101, RAD120

RAD140 POSITIONING – SPINE AND BONY THORAX

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

Content provides the knowledge base necessary to perform standard imaging procedures of the spine and bony thorax. Consideration is given to the evaluation of optimal diagnostic images.

Prerequisite(s): RAD125

RAD145 RADIOGRAPHY I

4.0 Credits

120 Clock Hours (120 Externship Hours)

This course allows the student to apply what they have learned in the program curriculum to practical use in a healthcare facility under the supervision of a preceptor on the site. Through the externship experience, the student gain first-hand knowledge of the workplace and perform the assigned duties to meet the expectations in a

professional setting. Students are expected to adapt to the work environment and reflect regularly on their learning and observations. The externship work performed, is not to be paid.

Prerequisite(s): RAD105, RAD110, RAD115, RAD120

RAD150 RADIOGRAPHIC PHYSICS

4.0 Credits

50 Clock Hours (30 Lecture /20 Lab Hours)

Content establishes a knowledge base in object-image-distance, alignment and motion, automatic exposure control and fluoroscopic and mobile equipment requirements and design. The content also provides a basic knowledge of standardizing techniques and quality control. Content is also designed to provide entry-level radiography students with an introduction to and basic understanding of the operation of Computed Tomography (CT) and Magnetic Resonance Imaging (MRI) and other imaging modalities. Content is not intended to result in clinical competency.

Prerequisite(s): MAT101, RAD130, RAD135

RAD155 RADIOGRAPHY II

4.0 Credits

120 Clock Hours (120 Externship Hours)

This course allows the student to apply what they have learned in the program curriculum to practical use in a healthcare facility under the supervision of a preceptor on the site. Through the externship experience, the student gain first-hand knowledge of the workplace and perform the assigned duties to meet the expectations in a professional setting. Students are expected to adapt to the work environment and reflect regularly on their learning and observations. The externship work performed, is not to be paid.

Prerequisite(s): RAD125, RAD145

RAD205 POSITIONING – CONTRAST PROCEDURES

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

Content provides the knowledge base necessary to perform imaging procedures utilizing contrast media. Consideration is given to the evaluation of optimal diagnostic images.

Prerequisite(s): RAD140

RAD210 POSITIONING – SKULL AND FACIAL BONES

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

Content provides the knowledge base necessary to perform imaging procedures of the cranium and mandible. Consideration is given to the evaluation of optimal diagnostic images.

Prerequisite(s): RAD205

RAD215 RADIOGRAPHIC PATHOLOGY

4.0 Credits

50 Clock Hours (30 Lecture /20 Lab Hours)

Content introduces concepts related to disease and etiological considerations with emphasis on radiographic appearance of disease and impact on exposure factor selection.

Prerequisite(s): MED115

RAD220 PHARMACOLOGY FOR RADIOGRAPHY

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

Content provides basic concepts of pharmacology, venipuncture and administration of diagnostic contrast agents and intravenous medications. The appropriate delivery of patient care during these procedures is emphasized.

Prerequisite(s): MAT101, MED115

RAD225 RADIOGRAPHY III

4.0 Credits

120 Clock Hours (120 Externship Hours)

This course allows the student to apply what they have learned in the program curriculum to practical use in a healthcare facility under the supervision of a preceptor on the site. Through the externship experience, the student gain first-hand knowledge of the workplace and perform the assigned duties to meet the expectations in a

professional setting. Students are expected to adapt to the work environment and reflect regularly on their learning and observations. The externship work performed, is not to be paid.

Prerequisite(s): RAD140, RAD155

RAD230 RADIOGRAPHY IV

7.0 Credits

210 Clock Hours (210 Externship Hours)

This course allows the student to apply what they have learned in the program curriculum to practical use in a healthcare facility under the supervision of a preceptor on the site. Through the externship experience, the student gain first-hand knowledge of the workplace and perform the assigned duties to meet the expectations in a professional setting. Students are expected to adapt to the work environment and reflect regularly on their learning and observations. The externship work performed, is not to be paid.

Prerequisite(s): RAD205, RAD225

RAD235 RADIOGRAPHY V

7.0 Credits

210 Clock Hours (210 Externship Hours)

This course allows the student to apply what they have learned in the program curriculum to practical use in a healthcare facility under the supervision of a preceptor on the site. Through the externship experience, the student gain first-hand knowledge of the workplace and perform the assigned duties to meet the expectations in a professional setting. Students are expected to adapt to the work environment and reflect regularly on their learning and observations. The externship work performed, is not to be paid.

Prerequisite(s): RAD210, RAD230

RAD240 RADIOGRAPHY VI

8.0 Credits

240 Clock Hours (240 Externship Hours)

This course allows the student to apply what they have learned in the program curriculum to practical use in a healthcare facility under the supervision of a preceptor on the site. Through the externship experience, the student gain first-hand knowledge of the workplace and perform the assigned duties to meet the expectations in a professional setting. Students are expected to adapt to the work environment and reflect regularly on their learning and observations. The externship work performed, is not to be paid.

Prerequisite(s): RAD235

RAD245 RADIOGRAPHIC REGISTRTRY REVIEW

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

This course is designed to provide a comprehensive review of the program learning objectives and to prepare students to take and pass the American Registry of Radiologic Technologists certification exam.

Prerequisite(s): All program courses

SCI210 Environmental Science

4.0 Credits

40 Clock Hours (40 Lecture)

Prerequisite(s): None

Applying the scientific principles of biology, chemistry, and physics, students of environmental science focus on the study of our natural resources and the impact of human activities on the environment. They learn to discuss sustainability and its links to ecosystems and natural resources, their capital, and the degradation of the environment. Issues of human population dynamics, pollution, energy resources, food resources, and environmental toxins will be considered. Solutions to global as well as local environmental issues will be explored, including how to make a personal positive impact on the environment.

SGT101 Introduction to Surgical Technology

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

Prerequisite(s): None

This course is designed to introduce the student to the field of surgical technology. Topics will include the history of surgery and surgical technology, the surgical patient, death and dying, laws, and ethics, healthcare facilities, communication, and teamwork. The knowledge gained during this course will provide the students with the necessary foundations to progress to the next level of courses.

SGT105 Asepsis and Sterile Technique

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

Prerequisite(s): None

A variety of topics pertaining to surgical asepsis and aseptic technique, including decontamination, sterilization, and disinfection will be introduced in this course. The students will be exposed to implementing the aseptic technique in the operating room, wearing proper attire, how to perform a proper hand washing, surgical hand scrub, and donning and removal of surgical gown and gloves for the operating room (OR). Environmental hazards and risk factors associated with the hospital and OR environment are reviewed.

SGT110 Instrumentation and Surgical Applications

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

Prerequisite(s): None

Students will learn the different types of sutures, needles, and staplers used during surgery as well as the steps in wound healing and complications. Additional topics will include; biomechanics and computer technology, as well as the different types of energy sources students, will encounter in surgery. Finally, students will be introduced to the common categories of surgical instruments and their functions.

SGT115 Surgical Case Management

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

Prerequisite(s): SGT101, SGT105

Students will learn the steps of surgical case management to include preoperative, intraoperative, and postoperative patient care, creation and maintenance of the sterile field, patient positioning, draping procedures, and surgical procedure progression. Lab instruction will be included to apply theory to practice. The knowledge gained during this course will provide the students with the necessary skills needed to progress to the next level of training.

SGT120 Diagnostic, General, Obstetric and Gynecological Surgery

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

Prerequisite(s): SGT105, SGT110

Students will learn several diagnostic procedures as well as the benefits and challenges of endoscopic surgery to include robotic- assisted surgery. The students will learn the concepts that are integral to both general obstetrics and gynecologic surgery. Topics will include patient positioning, skin preparation, draping, incisions, anatomy, instrumentation, special supplies and equipment, the scheme of the procedures and steps necessary to properly assist the surgeon in performing the most common procedures in these specialties.

SGT125 Ophthalmic, Otorhinolaryngology, Maxillofacial and Pediatric Surgery

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

Prerequisite(s): SGT105, SGT110

Students will learn the concepts that are integral to ophthalmic, otorhinolaryngology, maxillofacial, and pediatric surgery. Topics will include patient positioning, skin preparation, draping, incisions, anatomy, instrumentation, special supplies and equipment, the scheme of the procedures, and steps necessary to properly assist the surgeon in performing the most common procedures in these specialties.

SGT130 Plastic, Genitourinary and Orthopedic Surgery

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

Prerequisite(s): SGT105, SGT110

The students will learn the concepts that are integral to plastics, genitourinary, and orthopedic surgery. Topics will include patient positioning, skin preparation, draping incisions, anatomy, instrumentation, special supplies and

equipment, the scheme of the procedures, and steps necessary to properly assist the surgeon in performing the most common procedures in these specialties.

SGT135 Cardiothoracic, Vascular and Neurology Surgery

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

Prerequisite(s): SGT105, SGT110

Students will learn the concepts that are integral to cardiothoracic, peripheral vascular, and neurosurgery. Topics will include patient positioning, skin preparation, draping, incisions, anatomy, instrumentation, special supplies and equipment, the scheme of the procedures, and steps necessary to properly assist the surgeon in performing the most common procedures in these specialties.

SGT205 Pharmacology and Anesthesia

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

Prerequisite(s): SGT105

This course will provide an introduction to surgical pharmacology, the common types of medications, agents, and drugs used for surgical procedures. Students will be exposed to properties, actions, and routes of administration, risks, and dosage calculations. The course will introduce students learning the appropriate procedures for handling drugs in the surgical setting, the functions of anesthesia care intraoperative and postoperative, the medications and drugs used to provide general, regional and local anesthesia, patient monitoring, and the role of the surgical technologist in monitoring such drugs. Students will also learn about emergency situations and the function of the surgical technologist during emergencies.

SGT210 Simulation: Diagnostic, Endoscopy, General, Genitourinary, Obstetric and Gynecological Procedures

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

Prerequisite(s): SGT115

This course places the student in a laboratory environment in which students will develop and reinforce the practices and principles of the surgical technologist in a simulated operating room environment. Students will be participating in a variety of simulated surgical procedures including diagnostic, endoscopic, general, genitourinary, and obstetric and gynecological surgery designed to simulate an actual working operating room complete with equipment, instrumentation and simulated patients. The students will learn and perform the different roles of the sterile and non-sterile team members with a large concentration focused on the STSR position.

SGT215 Simulation: Ophthalmic, Otorhinolaryngology, Oral, Maxillofacial and Plastic Surgery

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

Prerequisite(s): SGT115

This course will continue the surgical simulation while building team skills and experience. The students will be assigned increasing complex surgical procedures in ophthalmic, ENT, oral, maxillofacial, plastic, and Genitourinary surgery. Students will be required to perform the pre-operative, intra-operative, and post-operative duties of care of the surgical patient performing the roles of all sterile and non-sterile team members. An emphasis will be placed on aseptic and sterile technique while building speed and skills necessary to function in the operating room.

SGT220 Simulation: Orthopedic, Cardiothoracic, Vascular and Neurosurgery

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

Prerequisite(s): SGT115

This course will continue the surgical simulation while building team skills and experience. The students will be assigned increasing complex surgical procedures in orthopedic, cardiothoracic, vascular, and neurosurgery and will be required to perform the pre-operative, intra-operative, and post-operative patient care of all sterile and non-sterile team members. A comprehensive skills assessment will be performed on students throughout this course to evaluate the student's ability to provide safe and effective patient care prior to placement in the clinical setting.

SGT225 ST Capstone and Certification Review

4.0 Credits

40 Clock Hours (40 Lecture Hours)

Prerequisite(s):SGT220

This course is a review of the core surgical technology curriculum. The lecture and activities are designed to reinforce and review the program content from inception to completion with a focus on student performance, comprehension and group information sessions. The students will sit for and be required to pass a practice certification exam as a precursor to the NBSTSA Certification Exam. A practice certification exam is a final exam for the course.

SGT230 ST Capstone and Career Development

4.0 Credits

40 Clock Hours (40 Lecture Hours)

Prerequisite(s): SGT220

This course provides additional review of the core surgical technology curriculum. The lecture and activities are designed to reinforce and review the program content from inception to completion with a focus on student performance, comprehension, and group information sessions. In addition, the students will learn the necessary skills to create a professional resume, cover letter, and skills to interview effectively and prepare to enter into the workforce during the Career Development section. The students will sit for and be required to pass a practice certification exam as a precursor to the NBSTSA Certification Exam. The final examination for the course will provide both the student and faculty a benchmark of the students overall comprehension of the surgical technology curriculum and will be used as the precursor to the national certification exam. Students will be required to sit for the NBSTSA National Certification Examination in Surgical Technology at the conclusion of this course. The student is not required to pass the Certification exam to pass the course.

SGT280 OR Externship Rotation

9.0 Credits

270 Clock Hours (270 Externship Hours)

Prerequisite(s): SGT220

This course allows the student to apply what they have learned in the program curriculum to practical use in a healthcare facility under the supervision of a preceptor on the site. Through the externship experience, the student gains first-hand knowledge of the workplace and perform the assigned duties to meet the expectations in a professional setting. Students are expected to adapt to the work environment and reflect regularly on their learning and observations. The externship work performed, is not to be paid.

SGT290 OR Externship Rotation

8.0 Credits

240 Clock Hours (240 Externship Hours)

Prerequisite(s): All program courses

This course allows the student to apply what they have learned in the program curriculum to practical use in a healthcare facility under the supervision of a preceptor on the site. Through the externship experience, the student gains first-hand knowledge of the workplace and perform the assigned duties to meet the expectations in a professional setting. Students are expected to adapt to the work environment and reflect regularly on their learning and observations. The externship work performed, is not to be paid.

SOC101 Sociology

4.0 Credits

40 Clock Hours (40 Lecture)

Prerequisite(s): None

Sociology is the systematic study of the relationship between human beings and society. In this course, students examine basic sociological principles, concepts, and theories in the context of human culture, societies, the socialization process, and various types of stratification. Students also explore and compare the various historical, cultural, and social frameworks of the world and learn to appreciate unique cultural identities. In addition, this course helps students learn to analyze and interpret historic as well as contemporary social issues in the U.S. and around the world.

SPT110 Introduction to Sterile Processing

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

Prerequisite(s): None

This course will introduce the student to the sterile processing career path. Students will learn the duties and responsibilities of the Central Service Technician and the role of the Central Service Department as a part of the healthcare facility. The basic concepts of microbiology and how the role that the Central Services department takes in

stopping the spread of infection and protecting the patient and employees from harmful microorganisms is covered. Students will learn the specific safety protocols within the Central Service department and how to recognize and address certain hazards.

SPT115 Decontamination and Disinfection

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

Prerequisite(s): SPT110

This course will introduce the student to the processes of decontamination and disinfection within the Central Sterile Department. The tools required to clean, decontaminate, and disinfect items that are the responsibility of the Central Services Department are introduced. The decontamination processes are covered and students will learn the basic cleaning protocol of contaminated items and how to properly prepare those items for sterilization, disinfection and the correct application of chemical disinfectants and how it relates to infection prevention and control.

SPT120 Sterilization Procedures

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

Prerequisite(s): SPT110

This course will introduce the student to the sterilization procedures they will encounter within the Central Service Department. The students will gain an understanding of sterilization packaging selection and applications as well as handling and storage requirements. The application of processes and procedures for high-temperature sterilization and low-temperature sterilization are introduced throughout the course.

SPT125 Complex Processing and Inventory Management

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

Prerequisite(s): SPT110

This course will introduce the student to the more complex instrumentation and processes as well as to inventory management within the Central Service department. Basic complex instrumentation, inventory management concepts, acquisition, storage, management, and distribution of supplies throughout the healthcare facility will prepare the student to work with common patient care equipment. Students will learn ways that Central Service departments track instruments, equipment, and supplies.

SPT130 Certification Review and Career Development

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

Prerequisite(s): SPT110

This course provides an opportunity to review and reinforce fundamental knowledge of sterile processing theory as it applies to clinical practice. Students will review practices and procedures, present case summaries of experiences gained in the clinical setting. In addition, the students will learn the necessary skills required to create a resume as well as practice interview skills.

SPT190 Externship

6.0 Credits

180 Clock Hours (180 Externship Hours)

Prerequisite(s): All program courses

This course allows the student to apply what they have learned in the program curriculum to practical use in a healthcare facility under the supervision of a preceptor on the site. Through the externship experience, the student gains first-hand knowledge of the workplace and perform the assigned duties to meet the expectations in a professional setting. Students are expected to adapt to the work environment and reflect regularly on their learning and observations. The externship work performed, is not to be paid.

STAFF AND FACULTY

ADMINISTRATIVE STAFF

President	Jeffrey D. Fowler
Business Office Manager / HR Associate	Maria Quinteros
Senior Registrar	Janis Smith-Adams
Receptionist	Nora Galvan

ADMISSIONS

Director of Admissions	John Heckman
Admissions Advisor	Ameila Pren
Admissions Advisor	Anthony Hardy
Admissions Advisor	Mechelle Payne
Admissions Advisor	Sade Hogue
Admissions Advisor	Sheila Ammons

CAREER SERVICES

Director of Career & Student Services	Monakia Williams
Career Services Advisor	Kasci Brantley

FINANCIAL AID

Director of Financial Aid	Mariana Canas
Financial Aid Advisor	Maria Sanchez

ACADEMIC LEADERSHIP

DIRECTOR OF EDUCATION

Dr. Natasha Williams, Ed.D

Doctorate of Education in Educational Leadership, University of Phoenix, Phoenix, AZ.

Master of Arts in Cross Cultural Communication with an Emphasis in Sports Administration, Grambling State

University, Grambling, LA Bachelor of Arts in Mass Communication with a Concentration in Broadcasting, Grambling State University, Grambling, LA

FACULTY

DENTAL ASSISTING

DENTAL ASSISTING PROGRAM DIRECTOR

Ernesto Rodríguez, DDS

Doctorate of Dental Science, University Gran Mariscal de Ayacucho,

Barcelona, Venezuela Bachelor of Science, Colegio Nuestra de la

Consolación, Barcelona, Venezuela

DENTAL ASSISTING INSTRUCTORS

Rosa O'Campo

Master of Science in Public Health, University of Veracruz, Veracruz, Mexico

Doctorate of Dental Science, Federico Villareal University, Lima, Peru

Inetha Parks-Williams

Dental Assistant Diploma, Astrodome, Houston, TX

RDA

HEATING, VENTILATION, AIR-CONDITIONING, AND REFRIGERATION

HVAC-R PROGRAM DIRECTOR

Marcus Nobles

Type and Type 2 Technical PCI Training
Institute, Shreveport, LA Universal EPA
Certificate PCI Training Institute,
Shreveport, LA HVAC-R Diploma,
Commercial AC/ Refrigeration Technician Diploma

HVAC-R INSTRUCTORS

David Hernandez HVAC-R Diploma, North Harris College, Houston, TX
HVAC-R Certified EPA Certified NATE Certified

MEDICAL ASSISTING

PROGRAM DIRECTOR

Stephanie Williams NRCMA Certified
NAHP Medical Assistant Certified
Medical Assisting Diploma, National Education Center Houston, TX

MEDICAL ASSISTING INSTRUCTORS

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Doctorate in Medicine, Kharkiv National Medical University, Kharkiv, Ukraine
NRCMA

Hanan Ali, MD

Medical Doctor and Surgery Bachelor's Baghdad University, Baghdad, Iraq Master Degree Epidemiology, Baghdad
University, Baghdad, Iraq
Master Degree Microbiology Baghdad University, Baghdad, Iraq

Oralia Leal

Medical Administrative Assistant Diploma, Everest College, Houston, TX
Associate of Applied Science in Healthcare Management, Fortis Institute, Houston TX

Tiffany Jones

Medical Assisting Diploma, Remington College, Houston, TX RMA Certified
NRCAHA and NRCPT Certified

Jason Kirkpatrick

United States Army Medical Certification – Medical Specialist RMA Certified

Zulma Castaneda

Medical Billing and Coding Diploma, Fortis Institute, Houston, TX
Associate of Applied Science in Healthcare Management, Fortis Institute, Houston, TX

Lisa Welch - Austin

National Certified Insurance and Coding Specialist, NCCT

MEDICAL BILLING AND CODING

MEDICAL BILLING AND CODING PROGRAM DIRECTOR

Sheila Sims, NRCCS, NRCMA

Bachelor of Science, Interdisciplinary Studies University of Houston, Houston, Texas

HEALTHCARE MANAGEMENT

HEALTHCARE MANAGEMENT LEAD INSTRUCTOR

Estella Lopez

Master of Art in Business Administration, Our Lady of the Lake

University, San Antonio, TX Bachelor of Science in Biology, Texas Tech
University, Lubbock, TX

GENERAL EDUCATION INSTRUCTORS

Lyndon Lyons

Doctorate of Science in Environmental Toxicology, Texas Southern University, Houston, TX
Master of Science in Biological Sciences, Texas Southern University, Houston, TX
Bachelor of Science in Biological Sciences, Texas Southern University, Houston, TX

Varil Williams

Doctorate in Psychology, Walden University
Master of Arts in Counseling, Spring Arbor University, Saginaw, MI
Bachelor of Science in Social Work, Saginaw Valley State University, University Center, MI

Da'Monica Hunter

Master of Liberal Arts in English, Texas Southern University, Houston, TX
Bachelor of Arts in French, Baylor University,

Kristi Johnson

Master of Arts in Speech Communication, Texas Southern University, Houston, TX
Bachelor of Art in Mass Communication, Grambling State University, Grambling, LA

George Oti

Doctorate in English Language Pedagogy and Technology, Murray State University, Murray, KY
Master of Art in Literature, University of Houston - Clear Lake, Houston, TX
Master of Art in Communication and Leadership - Gonzaga University, Spokane, WA

RADIOLOGIC TECHNOLOGY

PROGRAM DIRECTOR

Latangila Session-Stewart

Associate of Applied Science in Medical Radiological Technology

Harris Health School of Radiography, HOUSTON, TX

ASSOCIATE OF ARTS IN HEALTHCARE ADMINISTRATION

UNIVERSITY OF PHOENIX, PHOENIX, AZ

BACHELOR OF SCIENCE IN HEALTH SCIENCES

UNIVERSITY OF PHOENIX, PHOENIX, AZ

MASTER OF BUSINESS ADMINISTRATION

UNIVERSITY OF PHOENIX, PHOENIX, AZ

REGISTERED RADIOLOGIC TECHNOLOGIST

SURGICAL TECHNOLOGY AND STERILE PROCESSING TECHNICIAN

PROGRAM DIRECTOR

Najmah Muhammad-Ferrell

Associates in Applied Science, Surgical Technology, El Camino College, Torrance, CA

Certified Surgical Technician, National Board of Surgical Technologists and Surgical Assisting

SURGICAL TECHNOLOGY INSTRUCTORS

Lead Instructor Melissa King, CST

Certified Surgical Technician, National Board of Surgical Technologists and Surgical Assisting Forshona Moore, CST

Bachelor of Business in Business Management Human Resource Management, University of Phoenix,

Associate of Science in Health Science, Houston Community College, Houston, TX

Certificate in Surgical Technology, Houston Community College, Houston, TX

LaJuana Anderson, CST

Associates in Applied Science, Surgical Technology, Virginia College, Jackson, MS

Certified Operating Room Technician

STERILE PROCESSING TECHNICIAN INSTRUCTORS

Lashone Smith-Mosley, CRCST

Master of Business in Business Administration, University of Phoenix, AZ

Bachelor of Business in Business Management, University of Phoenix, AZ

Certified Registered Central Service Technician

Cynthia Scott, CSPT

Sterile Processing Certificate, LBJ Hospital, Houston, TX

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Fortis Institute

CATALOG ADDENDUM

Addendum: #1

Catalog: 2023-2024 Volume 1, Version 2

Effective date: 12/11/2023

Fortis Institute reserves the right to make changes within the terms of the catalog, which may affect any of the information published, and to make such changes, by notifying individual students. As such changes may occur, these will be published in a catalog addendum, which is intended as, and is to be regarded as, an integral part of this catalog. Information presented in this addendum is meant to supersede language presented in the catalog.

TUITION AND FEES, PAGE 44

*The following information applies to all students who enroll for start dates **January 8, 2024** and later.*

PROGRAM	Total Tuition	Admin & Tech Fee	Book Charges	Uniform	Kit	Immunization	Drug Screen	Laptop	Background Check	Credential Examination	Total Cost
Dental Assisting	\$19,832	203	517	84	566	-	-	424	60	540	\$22,226
Healthcare Management	\$17,145	178	1,388	-	-	-	-	424	-	-	\$19,135
HVAC-R	\$19,648	100	568	84	776	-	-	424	-	25	\$21,625
Medical Assisting	\$ 16,272	178	515	63	35	-	-	424	-	132	\$17,619
Medical Billing and Coding	\$ 19,184	203	1,024	84	-	-	-	424	-	114	\$21,033
Sterile Processing Technician	\$17,271	178	483	63	-	-	37	424	60	140	\$18,656
Surgical Technology	\$ 34,307	253	752	126	79	-	37	424	60	297	\$36,335
Radiologic Technology	\$48,580	303	1790	168	278	-	37	424	60	225	\$51,865

Certain deliverable items are billed throughout the length of the program, upon a student's withdrawal, the balance of the remaining cost of all items already received by the student, will be charged to the student ledger.

Fortis Institute
CATALOG ADDENDUM

Addendum: #2

Catalog 2023-2024 Volume 1, Version 3

Effective date: 01/9/2024

Fortis Institute reserves the right to make changes within the terms of the catalog, which may affect any of the information published, and to make such changes, by notifying individual students. As such changes may occur, these will be published in a catalog addendum, which is intended as, and is to be regarded as, an integral part of this catalog. Information presented in this addendum is meant to supersede the language presented in the catalog.

2024 Campus Holiday Calendar

1.1.2024	New Year's Day Observed
1.15.2024	Martin Luther King's Birthday
3.29.2024	Good Friday
5.27.2024	Memorial Day
6.19.2024	Juneteenth
7.4.2024	Independence Day
9.2.2024	Labor Day
11.28.2024	Thanksgiving Day
11.29.2024	Day After Thanksgiving
12.25.2024	Christmas

07.04.2024 – 07.07.2024

Summer Break

11.28.2024 – 11.29.2024

Thanksgiving Break

12.23.2024 – 12.29.2024

Winter Break

Fortis Institute

CATALOG ADDENDUM

Addendum #3

Catalog: 2023-2024 Volume 1, Version 4

Effective date: 4/18/2024

Fortis Institute reserves the right to make changes within the terms of the catalog, which may affect any of the information published, and to make such changes, by notifying individual students. As such changes may occur, these will be published in a catalog addendum, which is intended as, and is to be regarded as, an integral part of this catalog. Information presented in this addendum is meant to supersede the language presented in the catalog.

HISTORY AND OWNERSHIP

ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES, PAGE 6

Fortis Institute is an Equal Opportunity Educational institution and does not discriminate in the recruitment and admission of students with respect to race, color, creed, sex, age, handicap, disability, national origin, or any other legally protected characteristics. Applicants, prospective, or current students with disabilities who require academic adjustments and/or auxiliary aids in connection with the admissions process, the admissions test and/or their program of study, should contact the Campus President. The Campus President, in accordance with the Applicants and Students with Disabilities Policy, will work with the applicant and/or prospective student to collect the required documentation and request forms and identify reasonable accommodations and necessary to enable him or her to fully participate in the admissions and educational processes. Questions about this process may be directed to the Vice President of Academic Affairs at Education Affiliates, Inc. at vpaa@edaff.com.

If a student wishes to file a complaint regarding any disability discrimination, the student should notify the Vice President of Academic Affairs at Education Affiliates, Inc via email at vpaa@edaff.com. A student is not required to make an informal resolution attempt. A hearing will be scheduled within five business days of the notification. However, at the discretion of the Institution, the complaint process may be delayed or extended for good cause. Good cause includes, but is not limited to, the unavailability of witnesses or the need for language assistance. At the hearing, the student has the right to present additional relevant evidence and bring witnesses, if desired, to support his or her position.

If the Institute determines that discrimination based on disability may have occurred, the Institution will take steps proactively designed to promptly and effectively end the discrimination, prevent its recurrence, address its effects, and provide supportive measures.

Vice President, Academic Affairs

vpaa@edaff.com

5026D Campbell Blvd.

Baltimore, Maryland 21236

443-678-2143 (voice)

410-633-1844 (fax)

ACADEMIC PROGRAMS

MEDICAL BILLING AND CODING, PAGE 23

The Medical Billing and Coding Program is no longer offered effective August 2023.

ACADEMIC POLICIES

COUNSELING/ADVISEMENT, PAGE 33

Academic advising is available throughout the student's enrollment at the Institute to assist students with the identification and resolution of academic problems. Individual advisement sessions are scheduled by appointment and may be outside of regular class time. In addition, faculty members are available throughout the term to meet with students as needed.

The Institute does not offer counseling services. Students requesting guidance, encouragement, or assistance in their chosen career fields are encouraged to discuss any problem with an instructor or a member of the Institute management team as needed. Students who encounter problems that interfere with their ability to succeed in their program are also encouraged to seek help. While the Institute does not provide counseling services, it maintains a community resource list and/or ESPYR a student assistance program, for personal, family, and financial counseling-related needs. Students who need assistance in these areas should request the community resources list.

If a student has a problem that cannot be addressed by the Fortis Institute team members, that student is referred to ESPYR. ESPYR is a professional, confidential service provided by Fortis Institute to give students immediate access to a comprehensive network of experts and information that can help you to handle life's challenges while you are in school. This 24-hour service is prepaid for by the Institute and there is no cost to the student. All members of campus have 24/7 access to licensed ESPYR counselors at (866) 200-7350.

ACADEMIC APPEALS, PAGE 33

Final Course Grade Appeals

A student has the right to appeal a final course grade if one or more of the following reasons can be substantiated:

- A grading decision was made on some basis other than the student's classroom performance.
- A grading decision was based on significantly different standards from those applied to other students in the same course in the same term with the same instructor.
- A grading decision was based on a significant and unannounced departure from the course syllabus.
- The student experienced a significant extenuating circumstance within the last 7 days of the course term that prevented the student from participating in class or submitting coursework.

Before initiating a grade appeal, the student is strongly encouraged to work directly with the course instructor to resolve the concern. Per the Grade Appeal Policy, if the student still chooses to appeal their final grade the student must complete, sign, and submit the school's Grade Appeal Form by the 3rd day following the end of the term. The form must be accompanied by any relevant documentation to support the student's reason for the appeal. The burden of proving the reason for the appeal rests solely with the student. An appeal cannot be made solely based on a disagreement with the instructor's decisions. Students can obtain the Grade Appeal Form from their Director of Education or Registrar.

Dismissal Appeals

The Student Academic Appeal policy provides students a way to appeal dismissal from their academic program. Students who wish to appeal academic status/eligibility due to failure to maintain Satisfactory Academic Progress should see the *SAP Appeals & Financial Aid Probation* section of the *Satisfactory Academic Progress* policy within this Catalog.

An academic appeal must be received within 14 calendar days of the student being notified of the decision that he or she wishes to appeal. Appeals must be submitted in writing to the Director of Education. The appeal must include a description of the academic decision the student is requesting be reviewed and the relevant facts explaining the reason for a review of the decision.

The Director of Education will convene a meeting of the Academic Review Board, consisting of the one program director who was not the instructor for the course and the Director or designee and Campus President. This meeting will be held within seven calendar days of the Director receiving the student's written appeal. The student will be notified in writing (via mail and/or email) of the Academic Review Board's decision. The notification will be sent no later than the end of

the 3rd business day after the Academic Review Board meeting.

If the student is appealing termination due to violation of the attendance policy the student will remain withdrawn from the school until the appeal is successful.

STUDENT POLICES

TITLE VI CIVIL RIGHTS ACT OF 1964/AGE DISCRIMINATION ACT OF 1975, PAGE 61

Fortis Institute is committed to maintaining a healthy and safe learning environment where no person shall be discriminated against or excluded from, participation in, or deprived of benefits in the Institution's education program or activity because of race, color, national origin, or age. If a student, employee, or other third party believes his/her rights have been violated the student may submit a complaint to the Title VI/Age Discrimination Coordinator. The student may also submit a complaint to the Campus President and the Campus President will forward it to the Title VI/Age Discrimination Coordinator.

A complainant is not required to file a complaint within any specified timeframe following the alleged incident. A complainant is not required to make an informal resolution attempt with the other party.

Once a complaint has been received by the Title VI/Age Discrimination Coordinator, an investigation will be conducted thoroughly and promptly. The complainant may provide evidence and any other information, including the names of witnesses. Once the investigation is complete, the Title VI/Age Discrimination Coordinator will provide a report of findings and recommendations to the Vice President of Education at the completion of the investigation.

The Vice President of Education will make a final determination of whether the Institution's Title VI Policy or the Age Discrimination Policy were violated, will notify all parties, and describe any disciplinary sanctions or remedies. If the Institute determines that discrimination based on race, color, national origin, or age may have occurred, Institution will take steps proactively designed to promptly and effectively end the offending behavior or the threat of the offending behavior, prevent its recurrence, and address its effects.

Supportive measures, among other things, may include:

1. academic support services and accommodations, including the ability to reschedule exams and assignments, transfer course sections, or withdraw from courses or programs without penalty;
2. assistance in connecting to community-based counseling services;
3. assistance in connecting to community-based medical services;
4. assistance with obtaining personal protective orders;
5. mutual restrictions on communication or contact; or
6. a combination of any of these measures.

Appeal Process:

Either party may appeal from a determination regarding responsibility, or from Institution's dismissal of a formal complaint or any allegations, on the following bases:

- Procedural irregularity that affected the outcome of the matter;
- Newly discovered evidence that was not reasonably available prior to the determination of responsibility that could affect the outcome of the matter; or
- One or more of Institution's Title VI personnel had a conflict of interest or bias that affected the outcome of the matter.

A notice of appeal must be in writing and must be filed with the Title VI Coordinator within 10 calendar days after the delivery of the decision to be appealed. The notice of appeal must include the name of the complainant, the name of the respondent, the decision or action being appealed, and an explanation of the grounds for appeal.

Upon receiving a notice of appeal, the Institution will provide formal notice to the parties of the appeal. Each party will be given a minimum of ten calendar days to provide a written statement supporting or challenging the appealed action.

The Title VI Coordinator will designate an Appeal Officer to hear and make a decision with regard to the appeal. The Appeal Officer must be free from bias or conflict of interest and must not be the Title VI Coordinator, the Investigator, or the Decision-maker(s).

As soon as is reasonably practicable, and generally, within 14 calendar days after receipt of the parties' written statements, the Appeal Officer will issue a written decision regarding the appeal simultaneously to both parties. The decision will describe the result of the appeal and the rationale for the decision. The decision of the Appeal Officer is final.

If you are a faculty or staff member and you believe that you have been subject to unlawful discrimination based on race, color, national origin, or age, please contact Dondi.Kuennen@edaff.com, Vice President of Human Resources. A Title VI complaint by an employee not involving a student will result in a report of findings and recommendations to the Vice President of Human Resources responsible for the Institution.

All students, employees,, and other third parties are expected to fully comply with Institution's Title VI and the Age Discrimination Act Policy and take appropriate measures to create an atmosphere free of discrimination. Ms. Suzanne Peters has been designated to coordinate the school's compliance with Institution's Title VI Policy and the Age Discrimination Act Policy. Any inquiries regarding this policy or to file a complaint please contact the Title VI/Age Discrimination Coordinator at the information as provided below.

Title VI Coordinator

Attention: Title VI/Age Discrimination Coordinator
Suzanne Peters Esq., M.Ed.
National Dean of Programmatic Accreditation

Address: 5026D Campbell Blvd.
Baltimore, Maryland 21236

Telephone: Phone: 330-805-2819

E-Mail Address: speters@edaff.com



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